

Department of Toxic Substances Control (DTSC)
2016 Electronic Verification Questionnaire (eVQ) Instructions

The annual Verification Questionnaire (VQ) and fees assessment for hazardous waste ID numbers and hazardous waste manifests is required by [Health and Safety Code sections 25205.15 and 25205.16](#). The 2016 VQ is required for hazardous waste ID numbers with active status during any part of fiscal year 2015/ 2016 (7/1/15 – 6/30/16) and for generator ID numbers used on hazardous waste manifests during calendar year 2015 (1/1/15 – 12/31/15).

The eVQ contains business information and manifest counts that we have on record for your company's ID numbers. You must verify this information every year to ensure that your ID numbers remain active. You must also determine what fees, if any, you owe.

If any of your ID numbers are not included in your eVQ, please add those ID numbers to your eVQ in Step 3.

Your eVQ submission and fees payment are due 30 days from the date of the email notification to access the eVQ system .

INSTRUCTIONS FOR COMPLETING THE eVQ

Please do not use your browser back button to go to the previous steps. You can access the main menu or previous steps by clicking on links located below the Step number (Back to [Main Menu](#) | [Step 1](#) | [Step 2...](#))

STEP 1: USER'S INFORMATION

Review the information listed and make corrections and updates as needed.

FEIN Number: Please provide your employer identification number, also known as a FEIN (federal tax identification number). This number is used to identify a business entity, and is usually written as 00-0000000. Go to [Employer ID Numbers](#) for more information. Note that you may have multiple hazardous waste ID numbers in one eVQ account, but they must all have the same FEIN. If you do not have a federal tax identification number, please leave this field blank.

If you have multiple FEIN numbers, please set up a separate eVQ account for each FEIN number. You may have multiple hazardous waste ID numbers in the account if the IDs all share the same federal tax id number.

SIC Code: The SIC code or [Standard Industrial Classification code](#) is a four-digit number that describes your company's primary business activity. If your eVQ account contains facilities that have different SIC codes, please select one that is most prevalent or that best describes your company overall. You will be directed to the SIC code website if you click on "SIC" in Step 1.

Contact Information: Please provide contact information for the person responsible for completing the Verification Questionnaire.

Alternate Contact Information: Please provide the name, phone number and email address of an alternate contact.

After you finish your review and update of the information, select "Save & Go to Step 2". If the system does not take you to the next step, it is most likely that you have left one of the required (*) fields blank.

STEP 2: COMPANY'S INFORMATION

Please review the company mailing information and owner information and make updates if needed. To change the owner name, click on "Edit Owner Name". You must indicate if there is a new owner of the business.

If you are changing the name, but the ownership is not changing, select "no" when prompted.

Is this a "New Owner" change? Yes No

If there is a new owner, select "yes" when prompted, and then enter the date of ownership change.

Is this a "New Owner" change? Yes No

Date Change *

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State ID numbers are not transferrable to a new owner. If you are a new owner of the business and you have state ID numbers (CAL or some CAD prefixes) that belonged to the previous owner, you must apply for new ID numbers. Refer to [DTSC Form 1358](#) for more information. If you indicated an ownership change, state ID numbers will be identified as "state ID" in Step 3.

Select "Save & Go to Step 3".

Manifest Information: *A hazardous waste manifest is the document that must accompany shipments of hazardous waste from the time the waste leaves your location until it reaches its final destination. Contractors and hazardous waste transporters may prepare the hazardous waste manifest for you as part of their service, but you are responsible for the contents of the manifest and the hazardous waste manifest fees.*

To view a sample manifest, go to <http://www.epa.gov/epawaste/hazard/transportation/manifest/pdf/newform.pdf>.

Manifest Fees: *Health and Safety Code section 25205.15 authorizes DTSC to assess a fee of \$7.50 for each manifest used, except that manifests used solely for recycled waste are exempt. The first four manifests used in a calendar year by a business with less than 100 employees are free. The fee for a manifest that is used solely for hazardous waste derived from air compliance solvents is \$3.50. Persons, who erroneously report this type of waste, or recycled waste, on a manifest that is actually used for transportation of other types of waste, will pay the \$7.50 manifest fee plus the error correction fee of \$20.00 per manifest.*

STEP 3: ID NUMBERS AND MANIFEST COUNTS

Your ID numbers with their respective manifest counts are listed on this page. DTSC provides the manifest counts for your information only; you must check your own records to verify manifest information. You can export the list of ID numbers with manifest counts to an Excel spreadsheet for your information, but the spreadsheet cannot be used to make edits to the eVQ.

It is your responsibility to make sure that all of your company's hazardous waste ID numbers are included and that the manifest counts are accurate. You may need to add recently issued IDs (up to and including issue date June 30, 2016), reactivated IDs, and IDs not yet identified as belonging to your company. Also, you should verify the manifest information with your organization's internal records to ensure that it is accurate.

The list display default is set to 100 records per page. Please review the ID number information and manifest counts on all pages. **Make sure you click the "save" button on each line where you have made a change or have checked the box to cancel.** When you make changes to the manifest count, your manifest total will update after you click "save". You do not need to click "save" if you make no changes.

Click on the ID number to view the manifest information that is recorded in DTSC's hazardous waste tracking system. You will see the manifest tracking number, manifest type (recycled or non-recycled waste), shipment date and receipt date of hazardous waste manifests from calendar year 2015. You are reporting on the number of hazardous waste manifests you used during 2015, not the amount of waste on the manifest.

Inactive Status: Inactive ID numbers will display "Inactive ID as of 00/00/00" directly under the ID number. Once inactive, an ID number can only be reactivated by completing a [DTSC Form 1358](#).

Cancel Box: Check this box ONLY if you wish to cancel the ID number. The ID number will be canceled effective June 30, 2016. Click the "save" button after you check the box. **Note:** *If your operations will continue after June 30, 2016, do not check the box at this time. Please notify DTSC when you cease operations by using [DTSC Form 1358](#).*

Remove: You may remove ID numbers from your eVQ account. Before you remove an ID number, verify that it does not belong to you as the contact for your company. (Note the difference between remove and cancel. If you check the box “cancel”, you are stating that your company does not need the ID number after June 30, 2016. If you remove the ID number, you are stating that you are not responsible for the ID number and it does not belong in your eVQ account.)

Add Additional ID Numbers: You may add ID numbers that are missing from your eVQ. Click “Add ID Number”, enter the ID number, and then click “Add to List”. Verify that the correct ID number and the correct facility have been added. Once you have finished reviewing all your ID numbers and manifest counts, select “Go to Step 4”. Make sure you have clicked the “save” button on each line where you have made a change or have checked the box to cancel.

STEP 4: FEES CALCULATION

There are two fees:

- The ID number verification fee is based on Fiscal Year (FY) for 2015/ 2016 (July 1, 2015 – June 30, 2016) and,
- The manifest fee is based on Calendar Year (CY) 2015 (January 1, 2015 – December 31, 2015).

Hazardous Waste ID Number Verification Fee - Fee charged for ID numbers with active status at any time from July 1, 2015 through June 30, 2016.

Number of Employees	1 – 49	50 – 74	75 – 99	100 – 249	250 – 499	500 or more
Hazardous Waste ID Fee Rate	NO FEE - \$0	\$150	\$175	\$200	\$225	\$250

(Total ID Number Verification Fee not to exceed \$5000)

Number of Employees: Enter the total number of individuals employed in California by your organization in the 2015 calendar year. Include all employees who worked more than 500 hours during the 2015 calendar year. You must include in the count employees at all California locations whether or not hazardous waste is generated at the location.

Note for companies with multiple ID numbers that are handled separately by individual locations: If you are reporting for your location, and other employees are reporting for their locations, you will still count all employees at all the locations. For example, your company has two ID numbers. Site A has 20 employees and site B has 50 employees. If you are reporting for the ID number at Site A, your employee count will be 70 employees. You will be reporting 1 ID number for site A, at a fee rate of \$150.

Total Number of Permanent ID Numbers: Defaults to the count of ID Numbers listed in Step 3, excluding temporary ID numbers (beginning with prefix CAC or CAP) and out-of-state ID numbers.

ID numbers that you inactivated between January 1 and June 30, 2015 will be included in your eVQ if there are hazardous waste manifests from 2015 under the ID number. You may exclude ID numbers from the ID number verification fee if you inactivated them between January 1 and June 30, 2015 provided that you did not manifest on the ID number after June 30, 2015.

For example, if you inactivated an ID number on May 10, 2015 (FY-based), and you have hazardous waste manifests under that ID Number in February 2015 (CY-based), you are only required to pay the hazardous waste manifest fees on the ID number. Entering a “1” here will exclude the ID number from the ID Verification Fee.

Manifest Fees:

- **Manifests used for hazardous waste that is not recycled - \$7.50 per manifest.**
- **Manifests used solely for hazardous waste derived from air compliance solvents that is not recycled - \$3.50 per manifest.** You can find a list of Certified Clean Air Solvents on the South Coast Air Quality Management District’s website at <http://www.aqmd.gov/home/programs/business/business-detail?title=certified-clean-air-solvents>. You must use your internal records to identify manifests used solely for waste derived from air compliance solvents. Contact your hazardous waste transporter or hazardous waste disposal facility for more information.

- **Manifests used solely for hazardous waste that is recycled - No Fee.** To qualify as recycled, all waste listed on the manifest must be recycled. The hazardous waste disposal facility adds a code for each waste listed to indicate if it was recycled at their facility. The recycling codes can be found in Box 19 on the manifest and are H010, H020, H039, H050, or H061. In some cases, the initial receiving facility transfers the waste to a different facility that may recycle or otherwise handle the waste (H141).

Manifests Claimed as Free: This applies only to businesses with less than 100 employees. The first 4 manifests of the calendar year are free. This exemption applies per company, not per each ID number. The manifest tracking numbers will be displayed, and you will not be charged for the manifests. If a manifest tracking number does not display, it is because the manifest is not in the Hazardous Waste Tracking System. If the manifest is not in the tracking system, you cannot claim the manifest as “free”. If you find that a manifest is missing from the tracking system, please scan and email the manifest copy to eVQ@dtsc.ca.gov.

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Note: Sometimes waste is picked up on a consolidated hazardous waste manifest, which is then reported under the transporter’s hazardous waste ID number for manifest fee purposes.

STEP 5: PAYMENT INFORMATION

Click on “Review Total Amount Due” for a preliminary view of the invoice. If you need to make changes or edits, you can return to the Main Menu or any of the steps. Access to prior steps is located directly under the “STEP 5: Payment Information” heading at the top of the page. See [Main Menu](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#)

To complete the verification process, type in your name and title, and then click “Save and Flag as Completed with the Verification Process”. You will not be able to go back to Steps 1-5 after you flag your verification as completed.

STEP 6: PRINT, SIGN AND RETURN INVOICE

If you owe fees and want to **pay by check**, you must print the invoice, sign it and mail it with your check to DTSC. Please keep a copy for your records.

If you do not owe fees, you do not need to mail the invoice. Print and keep a copy for your records.

If you want to **pay by credit card**, please use the provided link to our credit card processor under the “Step 6. invoice page.”

IMPORTANT INFORMATION REGARDING EVQ ACCESS

Access to the eVQ is limited to the current VQ cycle only. Please keep a copy of the invoice for your records. Also keep a copy of the report in optional step 7 if you need a detailed accounting of all of your ID numbers. You will not be able to access this information once the VQ16 cycle closes.

Step 7: Optional Report for Your Records

If you have multiple ID numbers, you may want to print this report for your records. It contains a detailed itemization for each ID number. You can also download this report to an Excel spreadsheet.

If you need assistance, please send an email to eVQ@dtsc.ca.gov. Include at least one of your ID numbers in your email, and be specific as to the assistance you need.