



Maryland

Department of the Environment

Wes Moore, Governor
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary
Suzanne E. Dorsey, Deputy Secretary

December 6, 2023

[Name of Company]
[Site Address]
[Site City, State Zip Code]
[EPA ID Number]

Dear Sir/Madam:

The Maryland Department of the Environment (MDE) records indicate that your facility meets at least one of the below reporting criteria. You must complete a Biennial Hazardous Waste Report (BR) by March 1, 2024.

The State of Maryland and Federal Environmental Protection Agency (EPA) hazardous waste regulations establish reporting requirements for persons who manage hazardous waste. The BR covers the waste management during odd calendar years. The completed report must cover all hazardous waste activity only for the calendar year ending December 31, 2023.

Code of Maryland Regulations (COMAR) 26.13.03.06B requires persons to file a report if, at a given site, they:

- (1) Either:
 - (a) generate hazardous waste and ship it off-site to a facility within the United States;

or

 - (b) treat, store or dispose of hazardous waste on-site; and
- (2) Are fully regulated under Maryland's hazardous waste regulations by:
 - (a) generating, in a calendar month, 220 pounds or more of hazardous waste, or more than 2.2 pounds of acute hazardous waste;

or

 - (b) **accumulating**, at any time, more than 220 pounds of hazardous waste or more than 2.2 pounds of acute hazardous waste.

Note: Maryland's reporting requirement is more stringent than the federal reporting requirement. For the purposes of the instruction manual, consider yourself as "required to file" if you meet the criteria listed above. Ignore the instructions on page 46 under "Who Should Not File", that limits reporting to federally-defined large quantity generators.

When completing the BR, make sure to complete the first 6 pages, which is the site identification forms (SI), then complete a Waste Generation and Management (GM) Form for each type of waste stream generated. If your site is a receiving facility, then complete the Waste Received from Off-Site (WR) Form for all waste streams received. Maryland does not require the Off-Site Identification (OI) Form. Maryland has not adopted Notification of Hazardous Secondary Material Activity thus the addendum page does not need to be completed.

Information on the reporting of the generation and treatment of wastewaters can be found under "WASTES NOT TO BE REPORTED" on pages 54 – 55, of the instruction manual.

MDE encourages generators to submit their 2023 BR electronically. MDE has opted into EPA's Industry Applications including the biennial reporting software. To utilize the electronic filing, the facility must have at least one Site Manager registered. Please go to MDE's webpage <https://mde.maryland.gov/programs/LAND/HazardousWaste/Pages/biennialreport.aspx> for instructions on how to register a Site Manager.

If you chose to complete the report via hard copy, please go to MDE's webpage at <https://mde.maryland.gov/programs/LAND/HazardousWaste/Pages/biennialreport.aspx> and click on Site Identification Forms (8700-12). This is a 142 page document that includes detailed instructions and forms. If you just want the forms, then click on Biennial Report Just Forms.

For hard copy filers only, an original form with "wet" signature is required. Please mail the complete, signed form to:

**Maryland Department of the Environment
Land and Materials Administration
Solid Waste Program
1800 Washington Boulevard
Baltimore Maryland 21230-1719**

The deadline for filing is March 1, 2024.

In May 2021, Maryland adopted portions of EPA's New Generator Improvements Rule including Large Quantity Generator (LQG) Consolidation of Very Small Quantity Generator (VSQG) Hazardous Waste, LQG Closure, Generator Renotification and Episodic Generation. Episodic generation requires pre-approval so this section and addendum are not to be completed during the biennial report. Completing the biennial report does satisfy the requirement to complete a Generator Renotification at least once during a 4-year period. For more information on Maryland's adoption of EPA's Generator Improvements Rule please refer to "Revisions to Maryland's Hazardous Waste Generator Regulations" document on MDE's website: <https://mde.maryland.gov/programs/LAND/HazardousWaste/Pages/index.aspx>

Additional information is available on MDE's website, including but not limited to Maryland Generator Status vs Federal Generator Status, Additional Maryland Only Waste, Key Points to Filing, and Frequently Asked Questions. <https://mde.maryland.gov/programs/LAND/HazardousWaste/Pages/biennialreport.aspx>

If you have any questions or need assistance, you may contact Lynn Jagdeo at 410-537-3475 or by email at lynn.jagdeo@maryland.gov, Paul "Brian" Sodeman at 410-537-3397 or by email at paul.sodeman@maryland.gov, or Section Head, Jennifer Hopper at 410-537-3350 or jennifer.hopper@maryland.gov.

Failure to return an accurate and complete hazardous waste report by **March 1, 2024**, is a violation of Maryland and federal regulations and may result in you being subjected to administrative, civil and/or criminal penalties.

Sincerely,



Edward M. Dexter, P.G., Administrator
Solid Waste Program

cc: Jennifer Hopper, Section Head, Hazardous Certification and Reporting Section