

**Instructions for Filling Out the RCRA Subtitle C Site Identification Form  
(EPA Form 8700-12; Revised 7/2006)**

Oil and gas operators who operate sites that become large or small quantity generators of hazardous oil and gas waste are required by Statewide Rule 98, subsection (g), to notify the Railroad Commission of those activities. If the site will generate hazardous oil and gas waste on a month-to-month basis (i.e., permanent basis), notification must be made by submitting U.S. EPA form 8700-12 and RRC form H-20 to the RRC in Austin. (See instructions for a One-Time Shipment Request if your site is generating hazardous oil and gas waste on a temporary basis.)

The following instructions for completing form 8700-12 are taken from the U.S. EPA's "Notification of Regulated Waste Activity Instructions and Form Booklet [EPA Form 8700-12]" (July 2006). The U.S. EPA 's instruction booklet is available on the EPA web site at <http://www.epa.gov/epaoswer/hazwaste/data/form8700/8700-12.pdf>. The instructions have been revised to clarify the applicability of Statewide Rule 98. For example, Rule 98 does not provide for registration and permitting of hazardous waste treatment, storage, and disposal facilities. Therefore, the instructions have been revised to inform hazardous oil and gas waste generators of that inapplicability.

The EPA form 8700-12 is provided (PDF only) on the RRC web site in the "Forms Library" at <http://www.rrc.state.tx.us/divisions/og/form-library/index.html>. The form is also included in the US EPA's booklet.

The RRC document, "Interim Guidance for Statewide Rule 98," provides supporting information, which may be useful in completing EPA form 8700-12.

For additional assistance, contact the RRC's Hazardous Waste Program by sending e-mail to [jesse.milonovich@rrc.state.tx.us](mailto:jesse.milonovich@rrc.state.tx.us) or by calling (512) 463-7300. ***Do not send form 8700-12 to the U.S. EPA.*** To notify and register a hazardous oil and gas waste generation site, send your completed form 8700-12 to:

Railroad Commission of Texas  
Oil and Gas Division  
Technical Permitting  
Hazardous Waste Program  
P.O. Box 12967  
Austin, Texas 78711-2967

Upon receipt and review of the completed forms, the RRC will forward the EPA Form 8700-12 to the Texas Commission on Environmental Quality for registration and issuance of an EPA Identification (ID) Number for the subject generation site. TCEQ will provide the assigned EPA ID Number directly to the operator of the generation site, as well as to the RRC.

***Do not send form 8700-12 to the U.S. EPA.***

**Instructions for Filling Out the RCRA Subtitle C Site Identification Form  
(EPA Form 8700-12; Revised 7/2006)**

*Revised for Use by Generators of Hazardous Oil and Gas Waste*

These instructions explain how to complete the Site ID Form for the Notification of Regulated Waste Activity. You **must review** all the items on the Site ID Form. Be sure to enter information for all the required items.

**PURPOSE OF THIS FORM**

For purposes of the Notification of Regulated Waste Activity, the Site ID Form provides site specific information about a facility for obtaining an EPA Identification Number and submitting initial notification of regulated waste activity. For purposes of a subsequent Notification of Regulated Waste Activity, the Site ID Form provides updated site-specific information for those items that have changed at your facility and verifies the information for those items that remain unchanged.

The Site ID Form is divided into 13 items. You must complete Items 1 through 10 and Item 13; you must complete Item 11 if you handle hazardous waste. You may use Item 12 for comments on Items 1 through 11.

**HOW TO FILL OUT THIS FORM**

Please fill out all of the following Site ID Form items.

- Item 1 - your reason for submitting the form (in this case, as an Initial or Subsequent Notification of Regulated Waste Activity);
- Item 2 - your site's EPA ID number;
- Item 3 - the name of your site;
- Item 4 - the physical location of your site;
- Item 5 - the land type of your site;
- Item 6 - the North American Industry Classification System (NAICS) code(s) for your site;
- Item 7 - the mailing address for your site;
- Item 8 - name and phone number of a contact person at your site;
- Item 9 - names of the legal owner and the operator of your site;
- Item 10 - your site's regulated waste activities (enter all that apply);
- Item 11 - the description of hazardous waste if you handle any;
- Item 12 - additional comments on Items 1 through 11; and
- Item 13 - certification that the information you provided throughout the form is truthful, accurate and complete.

Type or print in black ink all items except the Signature box in Item 13. For subsequent notification, enter your site's EPA ID number in the top right-hand corner on the second and third pages of the form; for Initial Notification for this site, leave the EPA Identification Number blank. Use Item 12 - Comments to clarify or provide additional information for any entry. When entering information in the Comments section, enter the item number and box letter to which the comment refers. If you must use additional sheets for comments, enter your site's EPA ID number in the top left-hand corner of each sheet.

## ITEM-BY-ITEM INSTRUCTIONS

### Item 1 -- Reason for Submittal:

**Reason for Submittal:** Place an "X" in the appropriate box to indicate whether this form is your Initial Notification of Regulated Waste Activity (to obtain an EPA Identification Number); a Subsequent Notification of Regulated Waste Activity (to update your site identification information); a component of a First or a Revised Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.

- **For Initial Notification of Regulated Waste Activity to provide site identification information and obtain an EPA Identification Number for hazardous waste, universal waste, or used oil activities.** If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260–299), you must submit this form to notify the RRC and EPA Region 6 of your regulated waste activities and obtain an EPA Identification Number.
- **For Subsequent Notification of Regulated Waste Activity to update site identification information.** You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new owner, new mailing address, etc.).

Hazardous oil and gas waste generators subject to Rule 98 will not select "As a component of a First Hazardous Waste Part A Permit Application," or "As a component of a Revised Hazardous Waste Part A Permit Application." Rule 98 does not provide for issuance of permits to treat, store, or dispose of hazardous oil and gas waste. See the discussion in Chapter 1 on page 1-4.

Also, Hazardous oil and gas waste generators subject to Rule 98 will not select "As a component of the Hazardous Waste Report." Information in the RRC registration database and the information provided on the Annual reports (RRC Form H-21) obtain this information.

### Item 2 -- Site EPA ID Number:

Provide your EPA Identification Number in Item 2 **for this site**. Also, be sure to include your EPA Identification Number at the top of pages 2 and 3 of the form (as well as on any attachments to the Site ID Form).

**NOTE:** If this is your initial notification for this site, leave the EPA Identification Number blank and proceed to Item 3.

### Items 3 and 4 -- Site Name and Location:

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, **not a post office box or route number**.

**NOTE:** A new EPA Identification Number is required if you change the location of your site.

### Item 5 -- Site Land Type:

Place an "X" in the box that **best describes** the land type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Land Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments. Indian Country is

land governed by an entity on the list of Federally recognized American Indian tribes at:  
<http://www.epa.gov/edr/fdetribal.pdf>.

**Item 6 -- North American Industry Classification System (NAICS) Code(s):**

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

**Box A** Provide the North American Industry Classification System (NAICS) code that **best** describes your site's primary business production process for your products or services. Use the six (6) digit code (most specific description) if available for your business; if not, use the five (5) digit code; do not enter any four (4) or less digit code.

**Boxes B-D** List other NAICS codes that describe the primary business production processes for your site. Use the 6 or 5 digit codes that apply to your site.

You can access NAICS codes and additional NAICS information from the NAICS web site at <http://www.census.gov/epcd/naics02/>. A list of NAICS codes is also available at <http://www.epa.gov/epaoswer/hazwaste/data/br03/naics2.txt>.

**The following NAICS Codes apply to common RRC-regulated activities:**

<b>NAICS</b>	<b>Description</b>
211111	Crude petroleum and natural gas extraction
211112	Natural gas liquid extraction (pt)
213111	Drilling oil and gas wells
54136	Geophysical surveying and mapping services (pt)
213112	Support activities for oil and gas operations (pt)
213112	Support activities for oil and gas operations (pt)
48611	Pipeline transportation of crude oil
48621	Pipeline transportation of natural gas (pt)
22121	Natural gas distribution (pt)
48621	Pipeline transportation of natural gas (pt)
22121	Natural gas distribution (pt)
42271	Petroleum bulk stations and terminals
212391	Salines (except common salt) mining and/or beneficiating
49319	Other warehousing and storage (bulk petroleum storage)

**Item 7 -- Site Mailing Address:**

Please enter the Site Mailing Address. If the mailing address and the Location of Site (Item 4) are the same, you can enter "Same" in the box for Item 7.

**Item 8 -- Site Contact Person:**

Enter the name, business telephone number, and extension of the individual who should be contacted regarding the information submitted in the Site ID Form. You may also enter an email address; if you want to be contacted by fax, enter that number in Item 12 - Comments. A Subsequent Notification is recommended when the Site Contact Person changes. **Do not** enter other contact persons here; if there are other persons who may be contacted about this submission, list them and their other

contact information in Item 12. An example would be a contact specifically for the Hazardous Waste Report.

**NOTE:** It is assumed that the Site Contact Person will receive mail at the Site Mailing Address provided in Item 7. If this is not the case, please provide the mailing address for the Site Contact Person in Item 12 - Comments.

#### **Item 9 -- Legal Owner and Operator of the Site:**

This section should be used to indicate all the operators and owners of this site. Please review these definitions:

**Operator** - The person responsible for the overall operation of a RCRA site. Note: This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, not an individual. See **Person**.

**Owner** - The person who owns a RCRA site or part of a RCRA site. Note: This includes the property owner. This may be an individual, company, or business name. See **Person**.

**Person** - An individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

**A. Name of Site's Operator:** Provide the name of your site's operator.

**Date Became an Operator:** Indicate the date on which the above entity became the operator of your site. Enter dates as in this example: For April 22, 2005, enter 04/22/2005.

**Operator Type:** Place an "X" in the box that **best describes** the operator type of your site. Select only one type: Private, County, District, Federal, Indian (see below), Municipal, State, or Other. If your site's Operator Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

**Indian** - A member of an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/edr/fdtribal.pdf>

Use the Comments section in Item 12 to list any additional operators, their names, the dates they became operators, operator type, and mailing address. If necessary, attach a separate sheet of paper.

**B. Name of Site's Legal Owner:** Provide the name of your site's legal owner(s). This includes owner(s) of the building(s) and land.

**Date Became an Owner:** Indicate the date on which the above entity became the owner of your site. Enter dates as in this example: For April 22, 2005, enter 04/22/2005.

**Owner Type:** Place an "X" in the box that **best describes** the owner type of your site. Select only one type: Private, County, District, Federal, Indian (see below), Municipal, State, or Other. If your site's Owner Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

**Indian** - A member of an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/edr/fdtribal.pdf>

Use the Comments section in Item 12 to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer owners since your last submission of this form. If necessary, attach a separate sheet of paper.

**Legal Owner Address:** Please enter this information if your State requires it; see your State's specific instructions if any. If the address and the Location of Site (Item 4) are the same, you can enter "Same as Item 4" in the box for Item 9.

**NOTE** A subsequent notification is recommended when the operator or owner of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If your business moves to another location, the operator or owner must notify the State or EPA Regional Office of this change. Since your business has changed locations, a new EPA Identification Number will be assigned.

**Item 10 -- Type of Regulated Waste Activity (Place an 'X' in the appropriate boxes for the activities that apply to your site.)**

Hazardous oil and gas waste generators will usually select a hazardous waste generator activity (e.g., LQG or SQG). Another possibility under Rule 98 is "Used Oil Transporter." Many selections, such as "Importer of Hazardous Waste" or "Exempt Boiler and/or Industrial Furnace" are not applicable under Rule 98.

**A. Hazardous Waste Activities: Place an "X" in the appropriate box(es) to indicate which hazardous waste activities are being conducted at this site.**

**NOTE:** Listed below are the Federal generator definitions. These generator definitions are repeated in Rule 98.

**1. Generator of Hazardous Waste:** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. The regulations for hazardous oil and gas waste generators are found in 40 CFR Part 262 and Rule 98. Consult these regulations and the RRC for details about how the regulations apply to your situation. Below is a brief description of the three types of hazardous waste generators.

**a. LQG: Large Quantity Generator**

This site is a Large Quantity Generator if the site meets **any** of the following criteria:

- i) Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA hazardous waste; **or**
- ii) Generates, in any calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- iii) Generates, in any calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

**NOTE:** If, in addition to being an LQG, you recycle hazardous wastes at your site (without storing the wastes before you recycle them), mark both this box and Box A.4 below.

**b. SQG: Small Quantity Generator**

This site is a Small Quantity Generator if the site meets **all** of the following criteria:

- i) Generates, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- ii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste and no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

**OR**, the site is a Small Quantity Generator if the site:

- i) Met all other criteria for a Conditionally Exempt Small Quantity Generator (see below), but
- ii) Accumulates, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste.

**c. CESQG: Conditionally Exempt Small Quantity Generator**

This site is a CESQG if the site does **all** of the following:

- i) Generates no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; and
- ii) Accumulates, at any time, no more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; and
- iii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste, and no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

**NOTE:** If you generate acutely hazardous wastes listed in 40 CFR 261.31, 261.32 or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA.

In addition to the above, place an "X" in the following appropriate box(es) to indicate other generator activities occurring **at this site**. (Mark all boxes that apply.)

**d. United States Importer of Hazardous Waste**

Mark "Yes" if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

**e. Mixed Waste Generator**

Mark "Yes" if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

**2. Transporter of Hazardous Waste:** Mark "Yes" if you transport hazardous waste within the United States. The Federal regulations for hazardous waste transporters are found in 40 CFR Part 263.

**3. Treater, Storer, or Disposer of Hazardous Waste:** If you treat, store, or dispose of regulated hazardous waste, mark "Yes". (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well.) A hazardous waste permit is required for this activity. You are reminded to contact the appropriate agency for your

State (in Texas contact TCEQ) to request Part A of the RCRA Permit Application. *Note that the Rule 98 does not provide for permitting TSD Facilities.*

**NOTE:** If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark both this box **and** Box B.2 below.

**4. Recycler of Hazardous Waste:** If you recycle regulated hazardous wastes (recyclable materials), mark "Yes." The Federal regulations for owners or operators of sites that recycle hazardous waste are found in 40 CFR 261.6. A hazardous waste permit may be required for this activity. You also may be subject to other Federal and State regulations.

**NOTE:** If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box **and** Box A.3 above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark both this box **and** Box B.2 below.

**5. Exempt Boiler and/or Industrial Furnace:**

a. If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, mark "Yes" to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

b. If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h), mark "Yes" to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

**6. Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, mark "Yes." The Federal regulations for owners or operators of underground injection wells are found in 40 CFR Part 148.

**In addition to the above,** mark "Yes" or "No" for the other regulated waste activities listed below that may occur at this site. **Complete Items B and C.**

**B. Universal Waste Activities:** Refer to your State-specific requirements and definitions for universal waste. Refer to 40 CFR 261.9 and 40 CFR Part 273 for the Federal regulations covering universal waste.

**1. Large Quantity Handler of Universal Waste (LQHUW):** You are an LQHUW if you accumulate a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. If yes, place an "X" in the appropriate box(es) to indicate the type(s) of universal wastes you generate and/or accumulate at your site. If your State has additional universal wastes, indicate what they are and place an "X" in the corresponding box(es).

**2. Destination Facility:** Mark "Yes" if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

**NOTE:** If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark both this box **and** Box A.3 above. In addition, if your site recycles RCRA hazardous wastes, mark both this box **and** Box A.4 above.



**C. Used Oil Activities:** Mark the appropriate box(es) to indicate which used oil management activities are taking place at this site. The Federal regulations for used oil management are found in 40 CFR Part 279.

**1. Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, mark "Yes" and place an "X" in the appropriate box(es) to indicate this used oil management activity.

**2. Used Oil Processor/Re-Refiner:** If you process and/or re-refine used oil, mark "Yes" and place an "X" in the appropriate box(es) to indicate this used oil management activity.

**3. Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, mark "Yes" to indicate this used oil management activity.

**4. Used Oil Fuel Marketer:** Mark "Yes" if you market used oil fuel. If you market off-specification used oil directly to a burner, place an "X" in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in 40 CFR 279.11, place an "X" in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

**Item 11 -- Description of Hazardous Wastes:**

Complete this item if you marked "Yes" for any activity in Item 10.A. You will need to refer to 40 CFR Part 261 to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact the RRC.

**A. Federally Regulated Hazardous Wastes:** If you handle hazardous wastes that are described in 40 CFR Part 261, enter the appropriate 4-digit code(s) in the box(es) provided.

**NOTE:** If you handle more hazardous wastes than will fit under Item 11.A., please continue listing the hazardous waste codes on an extra sheet. Attach any additional sheets to the Site Identification Form.

**B. State-Regulated Hazardous Wastes:** If you manage State-regulated hazardous wastes that have a waste code, enter the appropriate code(s) in the box(es) provided.

Note: Rule 98 adopts the codes in the CFR. No additional state codes are used.

**Item 12 -- Comments:**

Use this section as needed to provide additional information for Items 1 through 11. Include the item number and box letter (if any) for each comment you make. You may attach additional sheets if needed.

**Item 13 -- Certification:**

This certification must be signed by owner(s), operator(s), or authorized representative(s) of the site. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).  
**NOTE:** All Site ID Form submissions must include this certification to be complete.