

Hazardous Waste Generator E-Reporting Guide

OVERVIEW OF THE SYSTEM

The Missouri Department of Natural Resources' Generator e-Reporting System, administered by the department's Hazardous Waste Program, is a web-enabled system that allows generators to submit reports to the department. Generators will be able to access the system using existing Internet connections or Internet service providers. The system provides generators the ability to view, submit, or revise the "Generator's Hazardous Waste Summary Report" (MO 780-1097) and/or the "Facility Summary Report" (MO 780-0408), as well as review online or print their previously submitted reports. In essence, the system will serve as an electronic file cabinet to help generators manage their own reporting requirements and view previous electronic submittals. This system has all of the necessary legal, security, and electronic signature functionality to allow the reports submitted through this system to be treated as though they had been submitted on paper with an original ink signature.

A generator can register any staff member for the "viewer" or "preparer" role, but the "certifier" must be an authorized representative of the generator and must be so designated on the **Registration for Hazardous Waste Generator e-Reporting** form found at the end of this document, which can also be found at the following address. dnr.mo.gov/forms/780-2531-f.pdf

User rights and privileges are described below.

User Type	Account Privileges
Viewer	<ul style="list-style-type: none">View the status of submitted reportsView submitted data
Preparer	<ul style="list-style-type: none">All viewer privilegesAbility to complete and save new reportsAbility to edit un-submitted or rejected reports
Certifier	<ul style="list-style-type: none">All preparer privilegesBe issued a PIN to allow reports submission to the department

REGISTRATION PROCESS

To access the Hazardous Waste Generator E-Reporting system, a user should complete and submit the appropriate portions of the registration form to the department:

Registration for Hazardous Waste Generator e-Reporting – Parts A through C verifies the generator's desire to participate in the Generator e-Reporting System. This form is also used to indicate which personnel should have viewer, preparer or certifier accounts within the system. Please note that in Part B, "Citizen Application Gateway User Name" is a required field. See below for information concerning why this is required and how to obtain a user name.

Registration for Hazardous Waste Generator e-Reporting – Part D of the registration form constitutes the formal agreement between the department, the generator and the certifier regarding the use of the PIN. The generator and the designated certifier must sign Part D in accordance with 10 CSR 25-5.262 in the presence of a notary public.

The person requesting electronic signature authorization must also submit:

- Proof of Identification (e.g. copy of driver's license, military ID, passport or other state issued identification)
- Proof of ownership or association with the participating generator (or facility) (e.g. a statement on company letterhead or secretary of state business license)

Part D is required to be completed in the following circumstances:

- A user is becoming a certifier for this site.
- A current certifier has had a name change. We must have a notarized signature with the new name in our files.

CITIZEN APPLICATION GATEWAY

In order to complete the **Registration for Hazardous Waste Generator e-Reporting** form, all personnel needing access to the system must have a Citizen Application Gateway (CAG) username. The CAG may be accessed at <http://www.dnr.mo.gov/modnrcag>. The username entered into the registration form will be the same one that will be used to access the system. The CAG aids the department by offering a single point of entry to its public facing applications so that the public will only be required to remember one username and password for any application. The information entered in the creation of the CAG account is what the system will use to contact you. If any of the information that you entered in the CAG registration process changes, such as the email address or phone number, you will need to update the CAG. The only time that submitting the **Registration for Hazardous Waste Generator e-Reporting** to the department with updated information is required, is when your name changes or you are changing your role.

ACCEPTANCE AND USE OF A PIN

Only individuals registered as a certifier are issued a PIN and will be allowed to submit the reports to the department. Each certifier will have a confidential PIN. By accepting a PIN, the certifier is legally bound and responsible for all uses of the electronic signature as if it were a hand-written signature. Failure to maintain confidentiality of the PIN may result in suspension or deactivation of Generator e-Reporting System privileges.

Obtaining a working PIN is a two-step process. An initial PIN will be delivered to the certifier via email upon processing of the registration form. When the certifier first logs into the system, they will be prompted to change their PIN to one of their own choosing.

ACCEPTANCE AS A GENERATOR E-REPORTING SYSTEM USER

After the department receives and processes the registration form, the applicant will be notified by an email from hazwastereport@dnr.mo.gov if they have been accepted as a user. If accepted, the user will receive an email informing them that their application has been accepted and that they may begin using the system. If the department cannot accept the form, you will be contacted by a department employee about how to fix it.

PROCEDURES FOR REPORT SUBMISSIONS

If using the Generator e-Reporting System, generators currently required to report on a quarterly basis will only be required to submit reports once per year. Reports may be entered into the system by two methods: Entry forms or Excel Upload.

- **Entry Form:** The designated preparer or certifier will select to Add Generator Report or Facility Report. They will then proceed to fill out the data fields as necessary and may save the report to return to it later, or submit it to the Department.

Excel Upload: A Certifier may upload an excel file 780-1097 for generator reports or 780-0408 for facility reports; the system will only recognize those two excel files. The system will validate the information and allow users and the Department to view the information in the same format as the Entry forms. If you need a copy of the Excel file(s) to upload reports, please send an email to hazwastereport@dnr.mo.gov to request the files.

NOTIFICATIONS FROM THE SYSTEM TO THE USERS

The system will send email notifications to the users when certain actions are completed. These include:

- **Registration complete:** Users will be notified that their registration is complete and be given a PIN if applicable.
- **PIN Reset:** If a user forgets their PIN, they may choose to reset it. If so, the new PIN will arrive via an email to the user.
- **Report Approval:** When a Certifier submits a new report to the Department, it will be reviewed for accuracy and completion. If the report is approved, the Certifier will be notified.
- **Report Rejection:** When a Certifier submits a new report to the Department, it will be reviewed for accuracy and completion. If the report is rejected, the Certifier will be notified with what needs addressing so the report may be completed.

STATUS OF REPORTS

Any user can quickly check the status of any electronically submitted report through the system. The possible report statuses are as follows:

Status	Explanation
Un-Submitted	The report has been saved to the system, but not yet certified and sent to the Department.
Submitted	The report has been certified and is pending Department review.
Rejected	Department review has identified some concerns with the submission and we have returned the report to the user for corrections.
Approved	The report has been accepted and the generator (or facility) has completed their reporting requirement for that time period.

DEACTIVATION OR CHANGING ACCOUNTS

If the generator chooses to no longer participate in electronic reporting, they should notify the department by submitting the Registration for Hazardous Waste Generator e-Reporting form and choosing the Deactivate check box, and marking the date for deactivation.

User accounts are changed in the same manner. Submit the Registration for Hazardous Waste Generator e-Reporting form with the appropriate action box marked (Add, Update, Deactivate), for which ever user they wish. When updating the user account of a certifier, Part D is only required if the name of the person has changed. If a certifier is being deactivated from the account, the generator must still have a user listed as a certifier, in order to continue submitting reports through the system. If the certifier being deactivated was the only certifier, a new certifier must be registered. That registration may be completed on the same form as the deactivation.

If the generator requests to change their generator status to a non-regulated status (Conditionally Exempt Small Quantity Generator (CESQG) or Inactive), all users associated with the ID number in question will be changed to "Viewer" only. Please note that reports are not required for any generator that is registered as CESQG or Inactive. If reports will have to be filed for this ID number again, the ID number will first have to be reactivated and then the Registration for Hazardous Waste Generator e-Reporting (MO 780-2531) will have to be completed again, even if the same people will be completing and submitting the reports.

GENERATOR E-REPORTING SYSTEM COORDINATOR CONTACT INFORMATION

Address Missouri Department of Natural Resources, Hazardous Waste Program
PO Box 176
Jefferson City, MO 65102-0176

Phone 573-751-3204

Email hazwastereport@dnr.mo.gov



Nothing in this document may be used to implement any enforcement action or levy any penalty unless promulgated by rule under chapter 536 or authorized by statute.