

## Instructions for Completing the Universal Waste Reporting Form

The State of Maine amended the Hazardous Waste Management Rules to include a category called Universal Wastes. The Rules were amended on January 23, 2001 and November 3, 2002. Universal Wastes include the following: batteries containing heavy metals; cathode ray tubes from television sets and computer monitors; lamps containing lead or mercury; spent lighting ballasts containing PCBs; mercury thermostats; motor vehicle switches containing mercury; and mercury devices which include thermometers and other switches. Generators of hazardous waste that are required to submit annual reports to the Department must include universal wastes. A 2007 Universal Waste Summary Report is provided for your review in this packet if your facility shipped universal waste on a hazardous waste manifest or UBOL during 2007. The Universal Waste Reporting Form is designed to collect the information not otherwise reported on a 2007 Universal Waste Summary Report.

NOTE: Lead-acid batteries used in vehicles are NOT considered universal wastes and do not need to be reported on this form.

This Reporting Form needs to be completed: (1) if you used a log to track shipments of universal waste rather than a hazardous waste manifest or UBOL; (2) or if universal waste was accumulated onsite but not shipped during 2007. [If universal waste was shipped using a hazardous waste manifest or UBOL, it should be listed on the universal waste summary report. If the universal waste summary has errors, please mark the corrections directly on the summary. If the universal waste summary is missing shipping information, please attach a legible photocopy of the missing hazardous waste manifest or UBOL.]

On the Reporting Form, fill in the site name and EPA ID number of the site. In the first column, provide the number of universal waste items that were generated in 2007 but not shipped in 2007 (i.e. stored onsite as of December 31, 2007). In the second column, provide the number of items shipped in 2007, except for those items already reported on the Universal Waste Summary Report, if provided by the Department. Do not report in pounds or gallons for universal wastes. In the third column, provide the name and site address of the Central Accumulation Facility, Consolidation Facility or Recycling Facility that received your universal waste items. Submit the Universal Waste Reporting Form along with the rest of the 2007 Hazardous Waste Report.

If you have any questions about completing the Universal Waste Reporting Form, or if you want to receive information regarding the Universal Waste Rules, call Cherrie Plummer at (207) 287-7882 or at (207) 287-2651 or Kevin Jenssen at (207) 941-4432.