

## **Information and Instructions for Obtaining a Permanent California ID Number Or Updating Permanent ID Number Information**

**Do not use this form to apply for a temporary California ID number.**

The Department of Toxic Substances Control's (DTSC) Form 1358 is used to apply for a new permanent California ID number, reactivate an existing permanent ID number, inactivate an existing permanent ID number or to update information on a California or federal permanent ID number. Do not use this form to apply for a new federal EPA ID number. Please call (415) 495-8895 or go to <http://www.epa.gov/Region9/waste/epanums.html> to get information on federal EPA ID numbers

### **Information About California ID Numbers**

DTSC issues permanent California ID numbers to generators, transporters and disposal facilities for the purpose of tracking hazardous waste. California ID numbers are site-specific and owner-specific. The ID number enables regulators to track the waste from its origin to final disposal ("cradle to grave"). A business must obtain a federal or State ID number before shipping hazardous waste to a recycler or disposal facility. An exception from the ID number requirements is for businesses that generate nothing but small amounts of silver-only waste (such as photo fixer) and are shipping it to a recycler. In addition, most businesses that generate only universal waste will not need an ID number. You may obtain detailed information about ID numbers and legal citations (California Code of Regulations and Health and Safety Code) by going to DTSC's website at [www.dtsc.ca.gov/IDManifest](http://www.dtsc.ca.gov/IDManifest). Information on existing ID numbers is available at [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov). Click on Reports and then click on the report titled Search for a Company.

Use this form to apply for a California ID number if your business generates no more than 100 kg per month of a federally-regulated waste, or any amount of a California-only (non-federally) regulated hazardous waste. California-only waste is commonly known as non-RCRA waste. Examples of California-only waste are petroleum products, asbestos, antifreeze, and used oil. Useful conversion: 100 kg is about 220 pounds which is about 27 gallons of liquid.

### **Temporary ID Numbers**

DTSC also issues temporary ID numbers (good for 90 days only) to people or businesses that do not routinely generate hazardous waste. Examples of non-routine activities include asbestos abatement, removing underground tanks, and removing hazardous waste that was abandoned in a leased building. If you need a temporary ID number, call (800) 618-6942 if calling from California, or (916) 255-1136 if calling from outside California. When you call and hear the recorded message, press 1 and then 3 to reach a technician.

### **Hazardous Waste Transporters**

Hazardous waste transporters are defined as any person transporting hazardous wastes by highway, water, rail or air within, into, out of, or through the State of California. With exceptions for a very few cases, including photographic and universal waste, transporters must be registered by DTSC. Health and Safety Code, section 25163(a) makes it unlawful for any person to carry on, or engage in, the transportation of hazardous wastes without a valid transporter registration. Each registered transporter must have a valid permanent California or federal ID number. Transporter information

can be found at <http://www.dtsc.ca.gov/HazardousWaste/Transporters/index.cfm>. If you are applying for an ID number as a hazardous waste transporter, you must submit this application with your transporter registration packet. The transporter registration packet is only available by calling (916) 255-4368.

**Instructions for Completing the California ID Number Application Form (DTSC Form 1358)**

*(The information provided on this application should be business information, not personal information.)*

**Item 1:** If you are applying for an ID number, check the box. Indicate if you are applying as a hazardous waste generator, a hazardous waste transporter, or both a generator and a transporter of hazardous waste. Also check the reason why you are applying for a new ID number. If you are applying as a hazardous waste transporter, you must send this application in with your transporter registration packet. If you need a federal ID number, please call (415) 495-8895.

If you have a federal ID number, you may use this form to update your information. DTSC will update the information in the Hazardous Waste Tracking System. You must also notify U.S. EPA of the updates, by completing U.S. EPA's Form 8700-12 or by calling them at (415) 495-8895.

For items 2-5, fill in the permanent ID number and check the box(es) for the action you want taken on an existing ID number.

**Item 2:** Check this box to update the mailing address or site contact information. Please complete items 7, 8 and 9 when updating the mailing address. Complete items 7 and 10 for the site contact information.

**Item 3:** Check this box to inactivate the ID number shown. Please complete items 7, 8 and 9.

**Item 4:** Check this box to reactivate the ID number shown. Please complete the entire application. However, if you are a new owner at the site or the site location has changed (your business moved); you must apply for a new ID number. If you are a hazardous waste transporter you are not required to get a new ID number if you move, unless you are also generate waste.

**Item 5:** Check this box to change the name of your business for the ID number shown. Please complete items 7 and 8. You may update this information as long as there has not been a change in ownership. If you have had a change in ownership, go to item 1.

**Item 6:** Enter the legal name of the site/facility/business. Also include a DBA (Doing Business As) or fictitious business name, if you have one.

**Item 7:** Enter the site/business **location address**, including county name. The address must be a physical address; street number and street name. If there is no street number and street name, latitude and longitude or Assessors Parcel Number (APN) may be used. Post Office boxes or descriptive addresses are not acceptable as a site location. Please do not abbreviate.

**Item 8:** (a) Provide the business’s federal employer identification number. A Federal Employer Identification Number (FEIN), also known as a Federal Tax Identification Number, is used to identify a business entity. Go to [www.irs.gov/businesses/small/article/0,,id=98350,00.html](http://www.irs.gov/businesses/small/article/0,,id=98350,00.html) for additional information or call (800) 829-4933. An FEIN is usually written 00-00000000.  
 (b) If the business has a Board of Equalization (BOE) fee account number, also known as a hazardous waste generator fee account number, please provide it. If the business does not have a BOE fee account number leave this space blank. A BOE number is only required if the business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final disposition of the waste. If you meet this criteria and do not have a number, please contact BOE at (916) 323-9534 or visit their website at [www.boe.ca.gov](http://www.boe.ca.gov).

**Item 9:** Provide the site/business **mailing address**. The mailing address may be different from the location address.

**Item 10:** Enter the site contact person’s information. Select your preferred primary communication method, mail or email.

**Item 11:** Enter the legal business owner’s information. Use a company name if the business is a corporation or provide the owner’s name if the business is a sole proprietorship. Do not list the property owner or management company, if they are not the entity generating the hazardous waste. Please provide the owner’s address, and phone and fax numbers.

**Item 12:** Enter the 4-digit Standard Industrial Classification Code (SIC). The SIC Code is a four-digit number that best describes your company’s primary business activity. If your company’s SIC Code is unknown, go to the Internet at: [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html) to search for the Code. You may find it helpful to follow the online link “examine the manual structure”.

Common SIC Codes	
3599 - Machine Shop	5541 - Gas Station
5511 - Car Dealer	7532 - Auto Body Shop
7538 - Auto Repair (general)	7623 - Refriger. & Air Conditioning Repair
8021 - Dental Office	7212 - Dry Cleaner

**Additional Information about the Application Process**

It will take approximately 3 to 5 business days to process your application. There is no fee to obtain a California ID Number. Please keep a copy of your application for your records. DTSC will not provide a copy of your completed application. The processing time is the same for all submittals.

If we have questions about your application, we will contact the site contact person shown on the application. Incomplete applications may be returned, causing a delay in issuing the ID number.

If you are applying for a new permanent California ID number, we will issue your ID number and send a confirmation notice by mail within 7 business days from the day your application is received in our office. You can check the status of the issuance of your new ID number by going to the Internet at [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your business name or site address and the report will show if you have an ID number. When searching, please use minimal information, as

too much information may not return the results you want. When searching on an address use the street number and the city. You may need to disable your computer’s pop-up blocker to view the report.

If you are requesting reactivation of your California ID number, your request will be processed in approximately 3 to 5 business days from the day your application is received. You can check on the status of your reactivation by going to the Internet at: [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your ID number and the report will show if your ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of reactivated ID numbers.

If you are requesting inactivation of your California ID number, your request will be processed in approximately 3 to 5 business days from the day your application is received. Your ID number will be inactivated as of the date your application is received. You can check on the status of your inactivation by going to the Internet at: [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your ID number and the report will show if your ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of inactivated ID numbers.

If you have questions, please contact DTSC’s Generator Information Services Section’s (GISS) Telephone Information Center at (800) 618-6942 if calling from inside California or (916) 255-1136 if calling from outside California. When you call and hear the recorded message, press 1 and then 3 to reach a technician for assistance.

Submit your application to DTSC:

<p>Mail your application to:</p> <p>Department of Toxic Substances Control-GISS                  PO Box 806                  Sacramento, CA                  95812-0806</p>	<p>Email your application to:</p> <p><a href="mailto:idnumber@dtsc.ca.gov">idnumber@dtsc.ca.gov</a></p> <p>NOTE: You may have to scan your application or format it in pdf to email it.</p>	<p>Fax your application to:</p> <p>(916) 255-4703</p> <p>NOTE: We do not confirm receipt of faxes.</p>
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### California Hazardous Waste Permanent ID Number Application

Please type or neatly print in ink. Please review the line-by-line instructions carefully.

To check on the status of your request, go to [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) and click on Reports.

**New Number Requests.** Check all that apply. (See instructions.)

1. I am applying for a **new** permanent California ID number as a hazardous waste:  Generator  Transporter

Reason for new number: A.  Never had a number B.  Business moved C.  Legal owner of business changed

*If your business generates greater than 100 kg of RCRA hazardous waste per month, contact US EPA for a federal ID number.*

**Changes to Status or Information for an Existing ID Number.** (See instructions.)

For existing ID number:   C  A   \_\_\_\_\_

2. I am updating the mailing address and/or contact information only.

3. I am inactivating this ID Number.

4. I am reactivating this ID Number.

5. I am changing the business name. There has been no ownership change.

(See instructions.)

6. Site/Facility/Business Name (Include DBA): \_\_\_\_\_

7. Site Location: \_\_\_\_\_

Street

\_\_\_\_\_

City State Zip County

8. (a) Federal Employer ID Number: \_\_\_\_\_ (b) Board of Equalization Fee Account Number: \_\_\_\_\_

*(b) is only required from generators of greater than 5 tons per calendar year.)*

(See instructions.)

9. Mailing Address: \_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

(See instructions.)

10. Site Contact Person: \_\_\_\_\_

First Name Last Name

Contact Person Address: \_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

Contact Person Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Area Code Phone Number Area Code Fax Number

Contact Person Business Email Address: \_\_\_\_\_

Preferred Primary Communication:  Mail  Email

(See instructions.)

11. Legal Business Owner (not property owner): \_\_\_\_\_

Name

Owner Address: \_\_\_\_\_

Street City State Zip

\_\_\_\_\_

Owner Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Area Code Phone Number Area Code Fax Number

12. Standard Industrial Classification (SIC) Code for the Site: \_\_\_\_\_ (4-Digit Number) (See instructions.)