

ELECTRONIC REPORTING
2017 HAZARDOUS WASTE REPORT

For the 2017 Hazardous Waste Report, the Maryland Department of the Environment **encourages** generators to use an internet-based database. This database is offered free of charge to the regulated community. It can be accessed through the following website:

<http://www.arminc.net/>

When the database opens, click on **Easitrak 2017** from the menu to the left. All returning generators or first time generators must register. Your EPA Identification Number is your User ID.

Key things to remember are:

- Turn off your pop up blockers.
- Do **NOT** hit the back or forward buttons on your tool bar. Make sure to use the buttons that are provided on the actual page.
- A lot of information is available in drop down menus, for example: Form Code
- When you see a hand next to a box it will give you a list of possible answers.

Complete FORM SI

- Click the “Form SI” Tab
- Click “Start”
 - complete information requested on each page then click “Next Page”
 - when asking for address just put in the zip code and click on the hand next to the box. A pop up will appear listing possible cities. Please select the correct one and hit the “submit” button. Will take you back to the original page and the information will have populated.
 - Maryland has not “Opted In” for the following pages so just click “Next” **DO NOT ENTER ANY INFORMATION** (Exception – “Episodic Generator Event” click “No”)
 - Eligible Academic Entities with Laboratories
 - Hazardous Secondary Material (HSM) Basic Information (SI9)
 - Notification of Hazardous Secondary Material Activity (SIC)
 - LQG Consolidation of VSQG Hazardous Waste (SIE)
 - Episodic Generator Event
- Make sure each section has a green check mark. If you see a red x then go through each page to ensure you have completed all required information which will be marked with a red *
- When done click “Save & Close”

Complete FORM GM

- Click on “Form GM”
- Click “Add GM”
 - Complete Information
 - Click “Save”
- Complete Section 2 – “Add section 2”
 - Complete information
 - Click “Save”
- Complete Section 3 – “Add section 2”
 - complete information
 - “save”
- Review then click “Close”

MARYLAND DEPARTMENT OF THE ENVIRONMENT
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- If you have additional waste click “Add GM” and continue the steps until you created a GM Form for each type of waste you generated.

Complete Form WR (complete only if you have received waste)

- Click on “Form WR”
- “Add WR”
 - Complete information
 - “Save”
- If you have received additional waste click “Add WR” and continue the steps until you created a WR Form for each type of waste you received.

Submit

- click “Submit” tab
- Click “Date Checker”
- If pass check then click “Submit”
- If it does not pass then click “Error Reporter”
 - List the errors
 - Go back and fix errors
 - When errors are fixed repeat above steps

Declaration

- Click “Reports” tab
- Click “Declaration of Electronic Filing of the Annual Hazardous Waste Report”
- Click “All Pages”
- Click “Open”
 - PDF will open
 - Print
 - Sign (MDE requires a “wet” signature)
 - Mail to MDE

**Maryland Department of the Environment
Technical Services and Operations Program
1800 Washington Boulevard, Suite 650
Baltimore, MD 21230-1719.**

The deadline for filing is March 1, 2018.

Support for the database is offered by email from the vendor: jeffwaites@hotmail.com. Make sure to include you EPA ID Number in the email.

If you have any questions or need assistance please feel free to contact Paul “Brian” Sodeman at 410-537-3397 or by e-mail at paul.sodeman@maryland.gov or Section Head, Jennifer Hopper at 410-537-3350 or by e-mail at jennifer.hopper@maryland.gov.