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How to Submit the Biennial Report

This guidance document has been produced by the Nebraska Department of Water, Energy, and Environment (DWEE) to help generators of hazardous waste with the steps in submitting the Biennial Report, also known as the Hazardous Waste Report.

Sites are required to submit the Biennial Report if they were classified as a Large Quantity Generator (LQG) of hazardous waste during any month of the reporting year or if they treated, stored, or disposed of RCRA hazardous waste. All one-time or short-term LQGs are required to report the total amount of hazardous waste generated for the entire calendar year and not just for the month(s) that they were a LQG.

1. Sign into the RCRAInfo website at <https://rcrainfo.epa.gov/>
2. On the My Sites tab, select the site for which you are submitting the report
3. Click on the Biennial Report tab
4. Click “Create New Submission” button
 - This button will only be present for users with Preparer or Certifier permission for the site
 - More information on permissions can be found in the DWEE Guidance Document titled “RCRAInfo Industry User Guide”
5. Click “Continue to Data Entry” button

Waste Generation and Management (GM) Form

A GM Form must be created for each RCRA hazardous waste generated. Waste that is treated on-site must be reported. A separate GM Form should be completed whenever a combination of waste requires more than one Source Code or Form Code.

You will be prompted to choose if you would like to copy GM Form information from your most recent completed submission into your new submission.

- “Yes, bring forward GM data” will copy all of the GM Forms associated with the site’s most recent submission into the new submission with a status of “Incomplete”

- “No, do not bring forward GM data” will not copy GM data and all of the information associated with the submission will have to be entered from scratch

If you click “Yes, bring forward GM data,” the Biennial Report Submission screen will be displayed which will show the first 20 GM Forms. From this screen you can add, edit, and/or delete various forms as needed.

To manually enter GM Form data:

1. Click “Add New GM Form”

1. Waste Characteristics

- A. Waste Description: Provide a short description of the waste such as the generic chemical name, general type, source, type of hazard, or primary hazardous constituents
 - B. Select all Hazardous Waste Codes (Federal) that apply
 - C. Do not select any Hazardous Waste Codes (State)
 - D. Fill in appropriate Process Information and Quantity Information
 - Gallons, liters, and cubic yards require that an additional unit of measurement be chosen to describe density, either pounds per gallon or specific gravity

2. On-site Generation and Management of Hazardous Waste

- A. Select Yes if any of the waste was managed on-site
 - B. Click “Add On-site Process System”
 - C. Select the On-Site Management Method Code from the dropdown list

3. Off-site Shipment of Hazardous Waste

- A. Select Yes if the waste was shipped off-site
 - B. EPA ID Number: Identify the facility that the waste was sent to by entering the EPA ID Number, which can be found on the Uniform Hazardous Waste Manifest as the Designated or Alternate Facility
 - C. Off-site Management Code: This will be listed in Box 19 of the Uniform Hazardous Waste Manifest
 - D. Quantity Shipped: Enter the quantity shipped to the facility using the same unit of measurement that you used in the Waste Characteristics section
 - E. Click “Save Changes” button

Add as many Off-site Facilities as needed

2. Review all information and click “Save”

The total quantity of waste treated on-site and shipped off-site must be equal to the Quantity Generated listed in the Waste Characteristics section for the waste. A warning will pop up on the screen if the quantity generated is not equal to the quantity shipped. The warning may be ignored if the quantity

generated matches the quantity shipped, but further investigation should be done if the values do not match.

Add as many GM Forms as needed.

Waste Received from Off-site (WR) Form

A site is required to submit a WR Form if it has received RCRA hazardous waste from off-site during the reporting year. This includes Treatment, Storage, and Disposal Facilities (TSDFs) and Conditionally Exempt Small Quantity Generators (CESQGs) that consolidate waste into LQGs. This does not include contiguous facilities that use a single waste collection storage or pick up area.

Click “Add New WR Form”

- A. Waste Description: Provide a short description of the waste such as general type, source, type of hazard, and generic chemical name or primary hazardous constituents
- B. Select all Hazardous Waste Codes (Federal) that apply
- C. Do not select any Hazardous Waste Codes (State)
- D. Off-site Handler Information: Enter the EPA ID Number of the generator from which you received the waste
 - a. You can search by Site ID, name, or address
 - b. In the Search Results list, select the correct Site ID
- E. Form Code: Select from the dropdown list
- F. Management Code: Select from the dropdown list
- G. Quantity Information: Gallons, liters, and cubic yards require that an additional unit of measurement be chosen to describe density, either pounds per gallon or specific gravity
- H. Enter any comments if needed
- I. Click “Save”

Add as many WR Forms as needed.

Off-site Identification (OI) Form

The OI Form is required by the State of Nebraska.

When you enter a GM Form, all sites identified in Section 3 – Off-site Shipment of Hazardous Waste will automatically be added to the OI Form section if all information needed for an OI Form has been provided. Similarly, when you enter a WR form, the sites from which waste was received will also automatically be added to the OI Form section if all information needed has been provided. Verify that all data has been populated and is correct.

If a Site ID Number is missing, it can be added by:

1. Clicking “Add New OI Form”
2. Enter in the EPA ID Number
 - If the site is found within RCRAInfo, the site name and address will be auto populated
 - If the site is not found, you will need to provide the site name and address for the Site ID

3. Select Type of Activity from the dropdown list
4. Click “Save”

Site Identification (ID) Form

All sites must submit the Site ID Form as a component of the Biennial Report.

1. Click “Add Site ID Form”
 - The form will be pre-populated with the most recent information associated with the site
 - Review information and make any necessary changes
2. Click “Review”
 - If any required data is missing, an error will be displayed, and you will be taken to that portion of the form to complete or correct the information
3. Scroll to the bottom of the page and click “Save”

Finishing the Biennial Report

1. Click “Validate” at the bottom of the page
 - If the validation triggers an error, you must correct the data before you can proceed
 - If the validation triggers a warning, you may either correct the data, if the data is incorrect, or provide an explanation in the box provided to indicate why the data is not incorrect
 - DWEE will reach out if insufficient information is provided
 - Refer to Attachment 1 at the end of this document for a list of errors and warnings with explanations
2. Click “Sign & Submit”
 - a. If you are a Preparer, click the “Mark Ready for Signature” button at the bottom of the page and an email will be sent to users with Certifier and Site Manager permissions
 - b. If you are prompted to sign an E-Signature Agreement (ESA), the form will need to be re-validated and re-submitted

The submission will be saved under the “In Progress” section on the Biennial Report dashboard with a status of “Submitted.” It cannot be edited or deleted until DWEE processes the submission.

RESOURCES:

- DWEE Home Page <https://dwee.nebraska.gov/>

Contacts:

- DWEE Main Number (402) 471-2186
- DWEE Toll Free Number (877) 253-2603
- DWEE Hazardous Waste Compliance Assistant (402) 471-8308
- Email questions to: DWEE.moreinfo@nebraska.gov

DWEE Publications:

- Environmental Guidance Document – “Biennial Report: Frequently Asked Questions”
- Environmental Guidance Document – “RCRAInfo Industry User Guide”
Guidance documents are available on the DWEE website by clicking “Visit Nebraska Department of Environment and Energy (DEE),” selecting “Forms,” and “Publications, Grants & Forms.”
- [Title 128 – Nebraska Hazardous Waste Regulations](#)
Titles are available on the DWEE website by clicking “Visit Nebraska Department of Environment and Energy (DEE),” selecting “Resources and Services,” “Laws & Regulations,” and “Rules & Regulations.”

Produced by: Nebraska Department of Water, Energy, and Environment, 245 Fallbrook Blvd. Ste.100, Lincoln, NE 68521; (402) 471-2186. To view this and other information related to our agency, visit our website at <https://dwee.nebraska.gov/>.

Attachment 1

Biennial Report Errors and Warnings

<u>Message</u>	<u>Issue Type</u>	<u>Additional Explanation</u>
You reported a Source Code of G17 but your state does not participate in Subpart K	Error	A source code of G17 cannot be provided on the GM form because Nebraska does not participate in Subpart K
You indicated that you are an LQG but the generation quantities provided do not meet the LQG threshold	Warning	This message will be triggered if you reported your current generator category as an LQG but reported less than 1,000 kg/month of RCRA hazardous waste and less than 1kg/month of acute hazardous waste
You indicated that you are not an LQG but the generation quantities provided exceed the LQG threshold	Warning	This message will be triggered if you reported your current generator category as something other than an LQG but reported more than 1,000 kg/month of RCRA hazardous waste or more than 1 kg/month of acute hazardous waste
Your submission does not contain any GM or WR forms	Warning	This message will be triggered if the submission does not contain any GM or WR forms and the BR Exempt Flag is set to 'No'
The Off-site TSDf ID reported does not exist in RCRAInfo	Warning	This message will be triggered if the EPA reported on the GM Form – Box 3.B does not exist in RCRAInfo and does not start with 'FC' (Foreign Country)
The Off-site TSDf ID reported is not recognized as a TSDf in RCRAInfo	Warning	This message will be triggered if the EPA reported on the GM Form – Box 3.B does not exist in the RCRAInfo TSDf lookup table and does not start with 'FC' (Foreign Country)
The TSDf ID reported is not associated with this management method	Warning	This message will be triggered if the management method reported on either the GM Form – Box 2, GM Form – Box 3.C, and/or WR Form – Box F is not associated with the TSDf provided
The Handler Name provided does not match the current Handler Name associated with this site	Warning	This message will be triggered if the handler name provided in the current submission does not match the handler name provided on the most recent handler source record

The Location Address provided does not match the current Location Address associated with this site	Warning	This message will be triggered if the location address provided in the current submission does not match the location address provided on the most recent handler source record
The Location Country provided does not match the current Location Country associated with this site	Warning	This message will be triggered if the location country provided in the current submission does not match the location country provided on the most recent handler source record
Your site is a registered TSDf but you did not provide any GM Forms reporting on-site management	Warning	This message will be triggered if you are a registered TSDf on RCRAInfo and you do not provide at least one GM Form reporting the on-site management of hazardous waste
You reported that your site receives waste from off-site but your submission does not contain any WR Forms	Warning	This message will be triggered if you indicate that you receive waste from off-site (Site ID Form – Box 10.A.4) and you do not provide at least one WR Form
The total generation reported differs by more than 20% and more than 1,000 tons from your previous cycle's submission	Warning	This message will be triggered if the reported total quantity of hazardous waste generated (GM Form – Box 1.H) differs by +/- 20% from the reported total quantity of hazardous waste generated and more than 1,000 tons from your previous cycle's submission
The total quantity receipts reported differs by more than 20% and more than 1,000 tons from your previous cycle's submission	Warning	This message will be triggered if the reported total quantity of hazardous waste received (WR Form – Box G) differs by +/- 20% from the reported total quantity of hazardous waste received and more than 1,000 tons from your previous cycle's submission
The total quantity shipped reported differs by more than 20% and more than 1,000 tons from your previous cycle's submission	Warning	This message will be triggered if the reported total quantity of hazardous waste shipped (GM Form – Box 3.D) differs by +/- 20% from the reported total quantity of hazardous waste shipped and more than 1,000 tons from your previous cycle's submission
The total management reported differs by more than 20% and more than 1,000 tons from your previous cycle's submission	Warning	This message will be triggered if the reported total quantity of on-site management (GM Form – Box 2 or WR Form – Box G) differs by +/- 20% from the reported total quantity of on-site management and more than 1,000 tons from your previous cycle's submission

<p>The total quantity shipped reported differs by more than 10% and more than 10 tons from your manifest submissions</p>	<p>Warning</p>	<p>This message will be triggered if the reported quantity of hazardous waste shipped (GM Form – Box 3.D) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste shipped on manifests with a shipping date within the calendar year associated with the Biennial Report cycle and the waste line reported at least one federal waste code</p> <p>Note: Manifests do not require the reporting of waste density. For wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the Biennial Report differs significantly from the density of water (8.34 lbs./gal) which is the default used if the density was not provided on the manifest. It is recommended that the optional Biennial Report data fields, including density, be included with regular manifest submissions.</p>
<p>The total receipts reported differs by more than 10% and more than 10 tons from your manifest submissions</p>	<p>Warning</p>	<p>This message will be triggered if the reported quantity of hazardous waste received (WR Form – Box G) differs by +/- 10% and more than 10 tons from the total quantity of hazardous waste received on manifests with a shipping date within the calendar year associated with the Biennial Report cycle and the waste line reported at least one federal waste code</p> <p>Note: Manifests do not require the reporting of waste density. For wastes reported with a volumetric unit of measure, this message may be triggered because the waste density reported on the Biennial Report differs significantly from the density of water (8.34 lbs./gal) which is the default used if the density was not provided on the manifest. It is recommended that the optional Biennial Report data fields, including density, be included with regular manifest submissions.</p>
<p>The previous cycles' Biennial Report for your site does not exist in RCRAInfo</p>	<p>Warning</p>	<p>This message will be triggered if Biennial Report data for the previous cycle does not exist in RCRAInfo</p>
<p>No manifests could be found during the current cycle year listing your site as the generator</p>	<p>Warning</p>	<p>This message will be triggered if manifest data for the calendar year associated with the Biennial Report cycle listing your site as the generator does not exist in RCRAInfo</p>
<p>No manifests could be found during the current cycle year listing your site as the receiving facility</p>	<p>Warning</p>	<p>This message will be triggered if manifest data for the calendar year associated with the Biennial Report cycle listing your site as the receiving facility does not exist in RCRAInfo</p>