How to Get Started

Getting Started

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Complete the Site ID Form

- Site ID Only- No Waste Data (For XQG or SQG only)
- All Other Reporting Methods (Special Waste, MQG, LQG, or TSDR)

Enter Your Reporting Data – choose one of the following two methods:

Direct Data Entry Method:
  How to Complete an OI Form
  How to Complete a GM Form Pages
  How to Complete a WR Form Pages
Import Your Own Data Method:
  How to Import Data Files

Validating and Submitting your Data

How to Print

Reporting History
Get a PIN Number

To get started, you need a Personal Identification Number, or PIN.

You can request your PIN from Ecology if you do not know it. Go to TurboWaste at [https://fortress.wa.gov/ecy/turbowaste/](https://fortress.wa.gov/ecy/turbowaste/) and click the Enter TurboWaste button.

Click on the Request PIN link.
Complete all the required fields.

Click Submit to send the E-mail to Ecology.

Ecology will send a letter with a PIN to the Forms Contact person currently registered with Ecology. The letter will contain all the information submitted on this form. This will ensure the PIN is only received by a legitimate contact for the facility. The PIN letter will be sent through the regular US mail within 3 working days.

Note: Messages from TurboWaste may be blocked by your company’s SPAM blocking programs.
After you receive your PIN in the mail, use the following instructions to create your User Profile and password:

Roles and Responsibilities

In TurboWaste, there are three different roles assigned to users:

**Administrator** – able to manage user accounts, data and SUBMIT the data to Ecology. Security precautions restrict who can make the submission.

**Data Entry** – able to manage data (enters, edit, delete, save and print).

**View Only** - may only view the data but not update it.

Create an Administrator Account or User Profile

The first user to create an account for a RCRA Site ID number is automatically assigned the Administrator role. The Administrator has the right to assign other users to the account. The Administrator can assign other staff administrator rights. You must have the RCRA Site ID number and PIN number to create your user profile.

Go to the TurboWaste at [https://fortress.wa.gov/ecy/turbowaste/](https://fortress.wa.gov/ecy/turbowaste/) and click the Enter TurboWaste button.
Click on Create User Profile.

Enter the RCRA Site ID number and your PIN in the PIN Validation screen, and then click Submit.

Enter the required information on the User Profile screen:

- The User Name and Password are something you designate yourself.
- Password is limited to a combination of 10 characters or numbers and is case sensitive.
- The User Name is not case sensitive.
- The red * indicates a required field that cannot be left blank.

The Default Profile will automatically set the database for the Simple version of TurboWaste if you do not choose the Expert version. The Simple version has drop down
fields with all of the codes built in. The Expert version is intended for Data Entry personnel. It does not have the drop down fields.

Click on the Submit button.

The system will check your information to make sure that all of the required fields have been correctly filled out. When the information is found to be in the correct format you will be transferred directly to the TurboWaste Sign In screen where you can use the User Name and Password to enter your account.

TurboWaste will send you an E-mail with your User Name and Password for future reference. Please file this information in a safe place for later use!

Fill in the User Name and Password in the fields provided. Click on the Submit button.
The **Home** page that lists your assigned sites will open. Click on your Site ID number to enter a specific site file.

Now you are in TurboWaste and able to assign accounts for your staff, update your site information, and submit your annual report or get a pre-printed Site ID Form.

**Assign accounts for staff to work with or view data:**

The first User Profile assigned to an account is the Administrator. The Administrator can assign user rights to each of the additional users depending on how much access the user should have. **Ecology recommends that you have more than one administrator for your account.** By default, additional users will be given data entry rights only. Data entry
staff can fill out Notification and Annual Report forms but cannot submit forms or data to Ecology. View Only Staff can view and print the reports but cannot enter or change data.

Click on the Admin Tab located in the top right corner of your TurboWaste screen. This will open the area to add users to your account.

Select one of the three ways to add a User:

**Invite a User** - sends an E-mail to a new user, containing the RCRA Site ID Number and the PIN, so that they can set up their own account.

**Quick User Setup** – adds a user that already has a User Profile in TurboWaste to the account.

**Set up a New User** – sets up an account for a new user who does not have a User Profile already in TurboWaste.
How to edit staff accounts

The Administrator on the account has an additional tab in TurboWaste where they can edit the roles and activities of other users.

Click on the **ADMIN** tab at the top of the **Site Profile** Screen.

Select an **Edit** hyperlink to update the role of a user.

Make changes to the user’s role by clicking on the drop down box. If an assigned user can no longer have access put an end date on the status. Click the **Update** hyperlink when you’re done make changes.
The **Assigned Users** screen will reset after you click the Update hyperlink.

You may select the **Reset Password** hyperlink to reset a user’s password. A new password is created in the database and an E-mail is sent to the user with their new password.

**Note:** Messages from TurboWaste may be blocked by your company’s SPAM blocking programs.

**To add another RCRA Site ID Number to your User Profile**  
(for organizations with more than one RCRA Site ID number)

Sign in to TurboWaste.

If you have the PIN for your additional sites click on the **Add RCRA Site ID** link on the **Home** page.
The **PIN Validation** screen will display. Enter the new RCRA Site ID number and PIN. Then click the **Submit** button.

If all the information is valid, the new RCRA Site ID number will be added to the list of sites for the user profile.

Click **Cancel** on the **PIN Validation** screen to return to the **Home** page without adding a new site.
If you forget your password go to the TurboWaste web site and click on the Enter TurboWaste button.

On the **Welcome to TurboWaste** screen click **Did you forget your Password?**

Fill in your E-mail address and click **Submit** to send the E-mail to Ecology.

*Note: The E-mail address must be the same E-mail address that you used when you first set up your User Profile.*

TurboWaste will E-mail you the new password.

*Note: Messages from TurboWaste may be blocked by your company's SPAM blocking programs.*
How to Navigate in TurboWaste

Important! Do not use your internet browser's back or forward buttons to move through the TurboWaste screens. See the example of a back arrow below:

Back arrows on the internet take you back to an earlier state or condition on the website you are looking at. If you use the back arrow and forward arrow instead of the tabs, links and buttons, TurboWaste may lose track of your work session. If this happens, the screen will reset to the page with your list of assigned sites and display an error message. Simply re-enter your site to continue working.

Instead use the tabs at the top of the page,

or the links on a page,

or the buttons to navigate.
Help within TurboWaste:

- General description and basic instructions under Help on each screen.
- Click on the ? by any field name for help.
- A red asterisk * indicates required information.

Hint - if the text in the TurboWaste screens seems too large or too small to read on your computer monitor, you can easily re-size the display. Ask your technical staff for help or follow the directions on the Help screens in your computer.
Create a New Reporting Year

Sign into TurboWaste

Click on your Site ID Number on the Home page

Click on Create New Annual Report in the Start a New Report box.
On the Create Annual Report Screen enter the Year in the field provided.

Select one of the reporting methods. Click Submit.

All generators are required to submit a Site ID Form as part of their Annual Report.

If you are an XQG or SQG, the Site ID Form is the only part of the report you are required to submit. This form verifies your site information such as contact names, address and generator status.

All MQG and LQG’s are required to submit information about the waste they generate each year. Select one of the Waste Data options on the screen.

**Site ID Only-No Waste Data (for XQG or SQG only):** This selection is intended for XQG and SQG generators that are not required to report their waste. This selection will open the required Site ID Form and is tailored to meet the needs of the XQG and SQG generator.
**Waste Data – Enter Myself (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Enter Myself your annual report will open with empty forms for you to fill out. The only form that will have any data in it will be your Site ID Form which will have the most current information on file with Ecology in it.

**Waste Data – Copy (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Copy the information from the GM and OI forms for the year you chose will be imported into your annual report for you to use. Keep in mind that no data will be moved into the Site ID form and that no waste amounts will be moved into the GM forms. The Site ID form will contain the most current information on file with Ecology. You must complete a Site ID form for the reporting year and enter your waste amounts in the GM forms. You should also review the copied forms to make sure that they have the correct codes and information in them. Delete any unused GM or OI forms before validating your report.

**Waste Data – Import (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Import you will be able to import data from your company’s data system into TurboWaste. Please see the Import directions (pg 36) for assistance importing your files.

Click the Submit button after making your selection.
**Site ID Only-No Waste Data Option (for XQG or SQG only)**

**Site ID Only option**: If you select Site ID Only-No Waste Data (for XQG or SQG only) a Site ID form, with the most current information on file with Ecology, will open for you to update.

The form is checked “As a component of the Dangerous Waste Annual Report” and the effective date will be filled in for you. Check to make sure the correct reporting year and effective date appear on the form. You will be able to mark “Revised” or “Withdraw” if you also want to file an updated Notification of Dangerous Waste Activity while submitting your Dangerous Waste Annual Report. You don’t have to enter anything in Section One if you are only filing your dangerous waste report.
The rest of the Site ID Form, except for Section 10, is filled out for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions. Please make any necessary changes to the information.

**Section 3** - Click on the Find NAICS Code button to be transferred to the US Census Bureau’s website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.

**Section 10 - Required:** Check a Generator Status and Frequency of Generation for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Small Quantity Generator with monthly waste generation.

Check **ONLY** the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.

<table>
<thead>
<tr>
<th>Section 10: Type of Regulated Waste Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Hazardous Waste Activities</td>
</tr>
<tr>
<td>1. Generator of Hazardous Waste ✓</td>
</tr>
<tr>
<td>a. LQG: Large Quantity Generator (Greater than 2,200 lbs/mo)</td>
</tr>
<tr>
<td>b. MQG: Medium Quantity Generator (Between 220 - 2,200 lbs/mo)</td>
</tr>
<tr>
<td>c. SQG: Small Quantity Generator (Less than 220 lbs/mo)</td>
</tr>
<tr>
<td>d. XQG: No Regulated Waste Generated</td>
</tr>
<tr>
<td>2. Frequency of Generation ✓</td>
</tr>
<tr>
<td>a. Monthly</td>
</tr>
<tr>
<td>b. Batch</td>
</tr>
<tr>
<td>c. One-time Only</td>
</tr>
</tbody>
</table>

**Section 11- Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. *This information is required by the Environmental Protection Agency (EPA).*
Go to the bottom of the page and click the Save and Submit button.
The certification text box will open. Please read the statement and click the OK button if you agree with the statement.

You do not need to send a copy of the form to Ecology.

You will be asked to wait for the system to validate your report. You will then see the following message on the main page of your file.

Your report is finished and has been submitted to Ecology.

Please go to page 53 for help printing your report.

Complete the Site ID Form

All Other Options

Enter Myself or Copy Waste (for Special Waste, MQG, LQG, or TSDR) options: the Annual Reports Checklist will open. From here you can complete your Site ID form, fill out your other forms, import and export data, validate your data and submit your annual report to Ecology.
**Import Waste (for Special Waste, MQG, LQG, or TSDR) option:** The Import waste screen will open and assist you in importing your waste data from your company’s data system.

Open the Site ID Form from the **Create Annual Report** box or the **Annual Report Checklist** box.
A Site ID form will open for you to update. The form is checked “As a component of the Dangerous Waste Annual Report” and the effective date will be filled in for you. Check to make sure the correct reporting year and effective date appear on the form. You will be able to mark “Revised” or “Withdraw” if you also want to file an updated Notification of Dangerous Waste Activity while submitting your Dangerous Waste Annual Report. You don’t have to enter anything in Section One if you are only filing your dangerous waste report.

The rest of the Site ID Form, except for Section 10, is filled out for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions. Please make any necessary changes to the information.

Section 3 - Click on the Find NAICS Code button to be transferred to the US Census Bureau’s website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.

Section 10 - Required: Check a Generator Status and Frequency of Generation for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.

Check ONLY the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.
Section 11- **Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. *This information is required by the EPA.*

Click **Save** at the bottom of the Site ID Form and the system will return you to the Annual Report Checklist. Click **Cancel** to close the form without saving.

If you are an MQG or LQG proceed to How to Complete the OI (Off-Site Identification) Form

If you are an XQG or SQG that wishes to use the other forms to track your waste, proceed to How to Complete the OI (Off-Site Identification) Form.

If you are an XQG or SQG that wishes to only file the required Annual Reports Forms, proceed to Validating Data.
How to Complete an OI Form

The Off-site Identification or OI Form is filled out by generators and receivers of regulated amounts of dangerous waste - in other words, Medium and Large Quantity Generators and Treatment, Storage, Disposal or Recycling Facilities.

It is recommended that you start your OI form first before completing GM and WR forms. By doing so, the information on your off-site facilities will be available for you in pull down boxes on the GM and WR forms.

Start at the Annual Report Checklist screen.

Click the Enter OI Data link.

Next click on Add on the OI screen
A blank OI Search form will open.

Enter the RCRA ID number of a facility that accepts transports or sends you regulated dangerous waste. *For example, the Chemical Waste Management facility in Arlington, Oregon has the RCRA Site ID number of ORD089452353.* If the ID number is in the national database, the remaining sections of the form are automatically completed.

If you do not know the RCRA ID number, enter in the name and/or address of the facility.

Click the Search button for a list of facilities that meet your selection criteria.

The OI facilities form will open.
Click on the correct RCRA Site ID number to open the OI form.

Check the Handler Type(s) on the screen that show what the facility does with your waste.

- **Generators** are companies that send their dangerous waste to your company.
- **Transporters** haul your dangerous waste on public roads, waterways or rail lines.
- **TSDR** Facilities are the Treatment, Storage, Disposal and Recycling Facilities that accept your dangerous waste.
- **Special Waste** facilities accept Washington State only Special Waste.
Click **Save** to keep the OI record if you want to validate it later.

Click **Save and Validate** if you want to verify the RCRA Site ID number is correct before you proceed. Ecology recommends that you validate each RCRA Site ID number as you enter it. It is much easier to fix one incorrect RCRA Site ID number on the OI Form than to fix it in many places on your GM or WR Forms. **Please note that you will receive the following warning message when you Save and Validate if you have not completed any GMs using the RCRA Site ID number.**

<table>
<thead>
<tr>
<th>Validation Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rule Name</strong></td>
</tr>
<tr>
<td>Unused off-site facility RCRA Site ID number</td>
</tr>
</tbody>
</table>

This does not need to be corrected at this time. Please click **SAVE**.
Click **Cancel** if you do not want to keep the OI record for that facility.

You will be returned to the **OI Forms** screen. From here you may add another OI or return to the **Annual Report Checklist** to continue your report.
All LQG and MQG generators must submit information about the waste they generate each year. This information is submitted on the GM form. One GM form is submitted for each hazardous waste stream that is generated during the reporting year.

To begin, click on the Enter GM Data link in Annual Report Checklist.

Next, click on the Add button.
You will see a blank GM Form.

![GM Form](image)

A-1 The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the GM data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the Switch to Expert Version button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the Select Waste Stream button on the GM Form (Only available in the Simple Version of this form) to copy the waste stream information from a previous years Annual Report.
In this example the generator has clicked on the Select Waste Stream button and then clicked again on Waste Sequence 1 from their 2008 Annual Report.

GM Waste Sequence 1 from the previous year will be copied into Waste Sequence 1 on the 2011 GM Form. Note that waste shipment information such as quantities and manifest numbers do not copy.

Check all data and make the necessary changes and scroll to Section B-4. If you are a LQG you may scroll to B-5 and use the Calculate button in B-4 after entering your shipments.

Enter the required information. Click on the red at the right side of the line if you have made an error in B-4 or B-5 and want to delete the entire line.

Click the Main Form button to return to the GM form.
**B-5 is required if your generator status is LQG.** Click on Manage Shipments Sent.

Enter in all required information

Once all records are entered click on Main Form.
Click **Save**, at the bottom of the form, to keep the GM record if you want to validate it when you have completed your report.

Click **Save and Validate**, at the bottom of the form, if you want to verify the individual GM is correct before you proceed. Ecology recommends that you validate each GM as you enter it. It is much easier to fix one incorrect GM than several at the same time. You may choose to Validate your GMs when you have completed your report by clicking **Save**.

When you have clicked the **Save and Validate** button the Validation Report Results Screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn’t been an error made. Warnings do not have to be corrected. Please follow the directions on the Validation...
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Dangerous Waste Annual Reporting
Version 12/13

Report Results Screen to continue your report. To correct the errors click on the blue link located in the error message. This will take you back into the GM form so that you can correct the error. Click on the Save button again. You will return to the GM Waste Stream Screen.

If you have only warnings click on the Annual Report Checklist link. If you need to add more GM’s click the Enter GM Data link again.

Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit your report to Ecology? See Validating and Submitting Data.
All facilities that receive hazardous waste from off-site for treatment, storage, disposal, and/or recycling must report information about the waste they received on the Waste Received (WR) form. One WR form is submitted for each hazardous waste stream received during the reporting year.

To begin, click on the Enter WR Data link in Annual Report Checklist.

Next, click on the Add button.

You will see a blank WR Form.
1. The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the WR data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the Switch to Expert Version button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the Select Waste Stream button (Only available in the Simple Version of this form) to copy any "Description of Dangerous Waste Stream" from a previous years Annual Report.
In this example the person filling out the WR form has clicked on the Select Waste Stream button, then clicked again on Waste Sequence 3, "Lacquer Thinner and Paint Pigment Residues", from an earlier Annual Report.

WR Waste Sequence 3 from the previous year will be copied into Waste Sequence 1 on the new WR Form.

Check all data and make the necessary changes and scroll to Section 9. Click on Manage Shipments Received.

Enter the required information. Click on the \( \mathbf{\times} \) at the right side of the line if you have made an error in Section 9 and want to delete the entire line.

Click on the Main Page button to return to the WR Waste Stream.
Click Save to keep the WR record if you want to validate it when you have completed your report.

Click Save and Validate if you want to verify the individual WR is correct before you proceed. Ecology recommends that you validate each WR as you enter it. It is much easier to fix one incorrect WR than several at the same time. You may choose to Validate your WR forms when you have completed your report by clicking Save.

When you have clicked the Save and Validate button the Validation Report Results screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn’t been an error made. Warnings do not have to be corrected. Please follow the directions on the Validation Report Results screen to continue your report. To correct the errors click on the blue link located in the error message. This will take you back into the WR form so that you can correct the error. Click on the Save button again. You will return to the WR Waste Stream screen.

If you have only warnings click on the Annual Report Checklist link. If you need to add more WR forms click the Enter WR Data link again.

Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit? See Validating and Submitting Data.
**Very Important** – The file import specification for the Generation and Management (GM) Primary file was changed on 12-30-2009 to add a new field for a “Special Waste” flag.

You can use data in your own database system or Excel spreadsheets to create a set of files to import directly into TurboWaste instead of doing data entry into TurboWaste. This feature is intended for sites with a large number of waste records and their own data systems.

Files needed for Generation and Management (GM) forms:

- Data File 1: Waste Stream Primary File – for Medium and Large Quantity Generators
- Data File 2: Offsite Management File – for Medium and Large Quantity Generators
- Data File 3: GM Shipments Sent File – for Large Quantity Generators

Files needed for Waste Received forms (for TSDs and Recyclers receiving wastes from off-site Generators):

- Data File 1: Waste Received Primary File
- Data File 2: Waste Shipments Received File

One file is needed for OI Facilities (Offsite Information). However, if you don’t have many facilities on your list or if they have not changed from the previous year, it may be easier to copy your OI data from your last submitted annual report or fill it out using the TurboWaste application OI screen:

- Data File 1: Offsite Identification Facility Primary File

You need to put data from your own computer system into a file format that TurboWaste can read. The files hold data fields with specific lengths, and specific data types (text or number) separated by tabs. Review the [updated import file specifications](#) and make sure your files meet the formatting specifications before you continue. TurboWaste can import data with some errors (such as invalid codes) as long as the file field lengths and tabs are correct. TurboWaste data validation steps will help you diagnose errors once the data is imported.

Do not try to create your Site ID Form. It can't be imported. TurboWaste uses your most recently submitted information to automatically fill in the new Site ID form when it first opens in the application.

**Step 1 – Open the annual report year**
Before you can import data you have to have an annual reporting year to move your data into.

To create a new reporting year click on the Create New Annual Report link on the "Site Profile" web page. Don’t do this if you already created the report year.

![Image of TurboWaste User Guide](image)

Enter the new Reporting Year and click the button for Waste Data - Import (for Special Waste, MQG, LQG, or TSDR).

![Image of TurboWaste User Guide](image)

Click Submit.

The Checklist for the new annual report year will open.

If you already created your annual report year it is listed in the Work in Progress box on your "Site Profile" web page. Just click the Continue link to open the Annual Reporting Checklist for that year.
Step 2 – Open the import screen and choose Replace or Add

Look for the Import/Export data box on the bottom right side of the Checklist web page.

Click on Import Data.

You will see a blank Import Form for the reporting year.

Click the **Replace** button to overwrite your existing GM or WR waste stream forms, or OI forms with the data files you are importing. You should use this most of the time. Use it when you first import data into empty files. Also use this to re-import corrected data files, or if you want to replace all the existing files.

Click the **Add** button to add new GM or WR waste stream forms, or OI forms to ones that are already in your TurboWaste annual report forms. You will get an error message and the import will not work if any new record has the same sequence number as a record that is already in TurboWaste. For example, you can’t add GM Primary sequence #5 if there is already a GM Primary sequence #5 in your data. You would need to re-number the files you want to add.
Step 3 - Select your files for import

Use the **Browse** button to find each file on your computer.

When you click Browse a new window named Choose File opens. Find the file on your computer and click on it to select it. Then click Open and it will load into the Import File window.

If you want to import GM Waste Streams you must import the GM Waste Stream Primary File with the GM Offsite Management File. If you import the GM Shipments Sent File it must be imported with the other two files. Similarly, if you are importing WR Waste Streams files you must import both WR files at the same time.

You can import the OI Facilities file by itself.

The example shows three GM Waste Stream files and the one OI Facilities file ready to import.
Click **Import** to bring them into TurboWaste.

**Step 4 – Save your data**

If your import is successful, you will get a message giving you details about the files. Look at the number of records counted to see if it is correct. If any file you selected is not in the right format you will get an error message.

![Import Mode: Replace existing data for the reporting year](image)

Example Only - Your record count will be different

Click **Save Imported Records** to save them in your TurboWaste annual report.

![Microsoft Internet Explorer](image)

Saving imported data to the database will overwrite all existing data for the reporting year. Are you sure you want to save this data to the database?

OK  Cancel

If you are replacing records, a pop-up message gives you get one last opportunity to say OK or Cancel the save process.

If you are adding new records to existing records you will get a slightly different message:

![Import Mode: Append to existing data for the reporting year](image)

Example Only - Your record count will be different

The pop-up warning message does not appear when you add records to your data.

Be sure to save your imported records!

**Validate the imported data**

Once your data has been successfully imported, click on Step 3, **Validate Your Annual Report Data** on the Annual Report Checklist to identify any incorrect records that must be fixed before your data is submitted to Ecology.
Correct any errors and re-validate your data until the errors are fixed.

When the errors are fixed, you will be able to click on the last two Steps on the Annual Report Checklist - to review and then submit your report.

Return to the main Annual Dangerous Waste Reporting page.

It’s a good idea to check your imported data to insure amounts and codes are correct. Next step is to validate your data. Please see Validating Data.
Validating and Submitting Data

You may validate your un-submitted data at any time.

To begin, go to the **Annual Report Checklist** screen and click the **Validate Your Annual Report Data** link.

The validation process will begin. After a brief time, the **Validation Report Results** screen will open. Any errors and/or warnings found will be displayed.

You need to correct all errors and review all warnings to insure that there hasn’t been an error made (warnings do not have to be corrected).

To correct the errors, click on the blue link located at the end of the error message. This will take you back into the form so that you can correct the error. Click the **Save** button on the corrected form to be returned to the **Annual Report Checklist**. Click **Validate Your Annual Report Data** again and click on **Suppress Warning Messages-Show Errors ONLY** to repeat the process. Continue until all errors have been corrected.
If all errors have been corrected, click on Return to Annual Report Checklist on the Validation Report Results screen.

**Not ready to Submit?** STOP HERE if you do not wish to submit your report at this time. You will be able to modify your report by clicking on Modify my Annual Report Data.
Ready to Review your Annual Report? Click Review Your Annual Report

Your Annual Dangerous Waste Submission Summary Screen will open that summarizes important parts of your report. Review the data on the screen to insure it is correct.

If the data is incorrect press the Cancel button to return to the Annual Report Checklist to modify your report.
If the Annual Dangerous Waste Submission Report information is correct, click the OK button at the top of the screen to send the report to Ecology.

You will once again be returned to the Annual Report Checklist.

Ready to Submit Your Annual Report? Please click on the Submit Your Annual Report link. Once you have submitted your report you will not be able to edit it again.
A pop-up window will ask you to certify that your report is correct to the best of your knowledge.

Click **OK** to send your data and you will be returned to the **Site Profile**. Once you have clicked the OK button your report will be submitted and you will *not* be able to make any changes. You will be returned to the annual report checklist one last time. Your confirmation message will be located at the top of the checklist in red lettering.

Click on **Log Off** to exit from TurboWaste
How to Print

1. Log on to TurboWaste.
2. Open your site file by clicking on your Site ID number.
3. Click on View Submitted Data.
4. Click on the Print link for the Site ID form that needs to be printed.
5. Click Export.

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**Important Printing Message**

This is a partial picture of your form(s).

Your complete form(s) can be printed using the printer icon located on the right side of the toolbar.

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6. A "File Download Text" box will open. Click on the open button.

7. A PDF copy of your Site ID form will open. Click on the printer icon and your report will print.

8. Close the PDF file by clicking on the red X located in the top right corner of the file.

9. Click the red X to close print file.
10. Once you have closed the PDF and Print file you will be back on the Reporting History Page that you found your Site ID form on.

Please stop here if you are a Small Quantity Generator (SQG), or a No Quantity Generator (XQG). If you are a Medium Quantity Generator (MQG), Large Quantity Generator(LQG), or TSD please continue with the directions.

11. Go to the Annual Reporting year that you wish to print. You will find 3 links in the middle of the box. The first link is your GM Forms. Click on GM Waste Streams.

12. Find the Print all GM Waste Streams link located in between the box that has your reporting year and the box titled GM Waste Streams.

13. This will open the Print file again. Please follow steps 5-12 to print your forms. This option will print all of your GM forms no matter how many you have.

14. To continue printing your forms you will follow steps 13-15 by clicking on the next form that you need to print. If you are an MQG or an LQG this will be the OI Facilities link. If you are a TSD you will click on the WR Waste Streams. Do not click on links that have (0) behind them because there aren’t any forms to print for your report.
The Reporting History screen contains links to your site’s historical data that has been submitted since 1995. From here you can:

- View and Print submitted data
- Export data files of submitted data (in Flat File format).
- Ask Ecology to open your submitted data so you can amend (i.e. change) it.
- Click on the View Submitted Data link on your Sites Profile screen.

1. This Site ID History section lists the notification and annual reports submitted to Ecology.

- Entry types, such as “RY2002”, are for annual reports.
- Entry types, such as “New”, “Revised”, “Withdraw”, are for notifications.
- Entry types, such as “Revised: RY2003”, are for an annual report that was also marked as a revised notification.
2. The Annual Report History section lists each annual report that was entered for this facility. It also shows the number of GM, WR and OI forms (if any).

3. Click on the blue link to view and/or print the individual forms.
Exporting Data

You can download a copy of your GM, WR and OI data at any time in text file format. Site ID Form information is not downloadable.

Exporting Un-Submitted Data: For data that has not yet been submitted to Ecology, start at the Annual Reporting Check List screen in TurboWaste.

Click the Export Data link.

Then click the Download button.

Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

Exporting Submitted Data: Start at the View Reporting History screen in TurboWaste.
Click the Export Data link for the reporting year you are interested in.

Then click the Download button.
Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.
How can I change data I already submitted to Ecology?

After Annual Report data has been submitted to Ecology using TurboWaste, it is "locked" for any further data entry. The only available functions are to amend (change) your data or to export a copy of your data files (any GM, WR, or OI files) from TurboWaste to another location.

Start by going to the clicking on the View Submitted Data link.

Click on Amend Data in the year that you wish to amend.
The Amendment Request screen will open. Describe the reason you want to change your data in the "Reason for Amendment" box. Then click the Submit button. An E-mail will be sent to Ecology. Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended.

Click the Reporting Log link at the top of the Confirmation screen to return to the Reporting History.

Click the Log Off link at the top of the screen to exit from TurboWaste.
Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended.
Notifications
(Updating Site Information)

**Revised Notifications:** There may be times of the year, other than when filing your Annual Dangerous Waste Report, which you need to notify Ecology about changes to your site’s activities and/or address information. This is called the “Notification Process” and requires you to submit an updated Site ID Form.

**Withdraw Notifications:** You may withdraw your Sites ID number if you discontinued regulated dangerous waste activities at the site or if you are no longer in business or no longer occupy the site.

Only the Administrator of the site can submit Notifications to Ecology. Data Entry staff may enter data and save it but they cannot submit it.

To submit a Revised Notification go to TurboWaste and sign in. Open your site profile. Click on Update Notification.
You will see a partially completed Site ID Form. You will be able to mark “Revised” or “Withdraw”.

Review the Site ID Form for corrections that may be needed.

- Verify your Washington State UBI number
- Review the North American Industry Classification (NAICS) Code on your form.
  - The U.S. Census Bureau classifies businesses.
  - U. S. Census hotline: 1-888-75-NAICS
  - U. S. Census Website: http://www.census.gov/eos/www/naics/
  - Click on the Find NAICS Code button in Section 3 to be transferred to the US Census Bureau’s website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.
- **Section 10- Required:** Check a Generator Status and Frequency of Generation for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.
Check **ONLY** the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.

<table>
<thead>
<tr>
<th>10. Type of Regulated Waste Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Hazardous Waste Activities</strong></td>
</tr>
<tr>
<td>1. Generator of Hazardous Waste ✔</td>
</tr>
<tr>
<td>a. LQG: Large Quantity Generator</td>
</tr>
<tr>
<td>(Greater than 2,200 lbs/mo)</td>
</tr>
<tr>
<td>b. MQG: Medium Quantity Generator</td>
</tr>
<tr>
<td>(Between 220 - 2,200 lbs/mo)</td>
</tr>
<tr>
<td>c. SQG: Small Quantity Generator</td>
</tr>
<tr>
<td>(Less than 200 lbs/mo)</td>
</tr>
<tr>
<td>d. HQG: No Regulated Waste Generated</td>
</tr>
<tr>
<td>2. Frequency of Generation ✔</td>
</tr>
<tr>
<td>a. Monthly</td>
</tr>
<tr>
<td>b. Batch</td>
</tr>
<tr>
<td>c. One-time Only</td>
</tr>
</tbody>
</table>

**Section 11- Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. **This information is required by the EPA.**

Click **Save and Validate** at the bottom of the Site ID Form and the system will return you to your Site Profile Screen. There will be a message at the top of the screen letting you know that your submission has been accepted by Ecology.
Annual Report Forms Due Date
Completed paper forms should be postmarked or electronically submitted to Ecology no later than March 1st of every year.

Telephone Help
You may call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have questions about completing the forms.

E-mail Help
E-mail your Annual Report Questions to Ecology at Turbowaste@ecy.wa.gov.

Workshops
The Department of Ecology will not be holding the Dangerous Waste Workshops until further notice.

NAICS Code Help
NAICS Codes are used by the US Census Bureau to classify businesses.
Hotline: 1-888-75-NAICS
Website: http://www.census.gov/eos/www/naics/
E-mail: naics@census.gov.