

New York State Department of Environmental Conservation

Division of Solid and Hazardous Materials

Bureau of Program Management, Room 488

50 Wolf Road, Albany, New York 12233-7250

Phone: (518) 457-7146 • FAX: (518) 457-7148

Website: www.dec.state.ny.us



March 13, 2000

Dear Environmental Reports Coordinator:

Recent data analysis of manifested shipments in 1999 indicates that you may need to complete the Hazardous Waste Report (Report) on your hazardous waste generation and management during 1999. Enclosed are the instructions and forms for the 1999 Report and the Hazardous Waste Regulatory Fee Information Form.

Please submit your Report and Fee Form to this office by April 21, 2000. This is an extension from the March 1, 2000 due date required by State statute and referenced in the instructions. We will be sending computer generated reminder letters to late filers the last week of March and you can expect to receive one. We will have in our records, however, the fact that an April 21, 2000 extension has been provided to you.

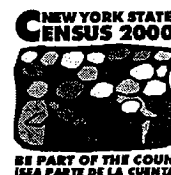
Please do not discard this package. Failure to submit an accurate and complete Report in a timely manner could result in an enforcement action.

If you believe you are not required to submit a report, **YOU MUST STILL SUBMIT THE IDENTIFICATION AND CERTIFICATION FORM** included in the back of the instructions and forms booklet. If you have any questions on the need for completion of this form, please call **(800) 452-1925 (in NYS) or (518) 457-0532**.

The 1999 Hazardous Waste Regulatory Fee Information Form and instructions is also included in this packet. This form is used to determine any applicable regulatory fees associated with the generation or management of hazardous waste at your facility. Questions on this form can be handled at **(518) 457-9263**.

The Report and Fee Form can be sent together to:

NYS Department of Environmental Conservation
Division of Solid & Hazardous Materials
Regulatory Development Section
50 Wolf Road - Room 488
Albany, NY 12233-7250



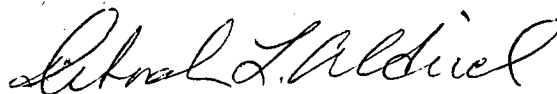
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Be sure to keep a copy of the completed Report in your files for at least three years, as required by law. If you have any questions on the completion of the Report, please call (800) 452-1925 (in NYS) or (518) 457-0532, 8:00 AM - 4:00 PM and my staff will assist you. Assistance is also available by e-mail at "ejrobbin@gw.dec.state.ny.us" or chwainwr@gw.dec.state.ny.us".

Thank you for your timely attention in addressing this important matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Deborah L. Aldrich".

Deborah L. Aldrich, P.E.
Chief, Regulatory Development Section
Bureau of Program Management
Division of Solid & Hazardous Materials

Enclosures