



# INSTRUCTIONS ON HOW TO FILL OUT THE INVENTORY SHEET

**Today's Date:** Please fill in today's date

**Type of Business:** Indicate type of business. (Ex. Paint Contractor, Automotive, Computer, etc.)

**Business Name:** Provide the name of the business.

**EPA ID Number:** Any business that generates, stores, transports, or disposes of hazardous waste must have an EPA ID number according to State Law. If you do not have one, please visit <https://www.dtsc.ca.gov/IDManifest/PERMHWID.cfm> to apply for a permanent EPA ID number or <https://www.dtsc.ca.gov/IDManifest/TempHWID.cfm> to obtain a temporary EPA ID number. Please note if you are only disposing of Universal Waste such as fluorescent lamps or household batteries, you do not need an EPA ID number.

**Business Address:** Provide address (including city and zip code) where the waste was generated or where it is currently stored.

**Mailing Address:** Fill in complete mailing address including city and zip code. If mailing address is the same as the business address, please write "same".

**Contact Person:** Please fill in name of person responsible for the waste

**Email:** Provide email address of person responsible for the waste

**Telephone Number:** Provide a telephone number including area code and any extensions.

**Fax Number:** Fill in fax number including area code.

**Description of Waste:** Provide a description of waste in as much detail as possible. Using paint as an example, Latex Paint and/or Oil Paint are acceptable when describing it (please do not indicate color and/or brand). Other examples of waste descriptions include motor oil, machining oil, antifreeze, latex paint, oil paint, paint thinner, muriatic acid, fixer, developer, etc. Attach Safety Data Sheets when possible.

**Hazard Classification:** Indicate classification if possible. Examples include Flammable, Corrosive, Toxic, Oxidizer, and Reactive.

**Physical State:** Indicate if it's a liquid, solid, or gas.

**Size of containers:** Examples: 1 quart, 1 pint, 1 gal, 5 gal, etc.

- If you have different sizes of containers for the same item, list all sizes of containers and number of containers separately.
- If you have fluorescent tubes, please provide the length of the tubes and the number of tubes. All tubes must be boxed and labeled with quantity and size of tubes within.

**Number of containers:** List the number of containers.

**Container Type:** Indicate if the container is glass, metal, fiber or plastic.

**Volume of Waste:** Provide the volume in pounds, gallons or linear feet. Fill in the amount of liquid or solids in containers.

- If the waste is a liquid, provide the volume in gallons. (i.e. gallons of liquid waste)
- If the waste is a solid, provide the volume in pounds. (i.e. weight of batteries)
- If the waste is straight fluorescent tubes, provide total linear feet.  
i.e. quantity: 3 straight tubes, length of straight tubes: 4 ft. Total linear feet of straight tubes = 12 ft.
- If the waste is fluorescent compact, U-shape, or circular bulbs provide the volume in pounds. DO NOT mix these fluorescent bulbs with straight fluorescent tubes.

**Authorized Representative:** Authorized personnel signs and dates the form certifying the Inventory form is completed to the best of their knowledge.

Once completed, email to [VSQG@rivco.org](mailto:VSQG@rivco.org) or Fax to (951) 486-3205

For more information please call (951) 486-3200

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