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**Chapter NR 664**

**APPENDIX I**

**RECORDKEEPING INSTRUCTIONS**

The recordkeeping provisions of s. NR 664.0073 specify that an owner or operator shall keep a written operating record at the facility. This appendix provides additional instructions for keeping portions of the operating record. See s. NR 664.0073 (2) for additional recordkeeping requirements.

The following information shall be recorded, as it becomes available, and maintained in the operating record until closure of the facility in the following manner:

Records of each hazardous waste received, treated, stored or disposed of at the facility which include all of the following:

(1) A description by its common name and the EPA hazardous waste numbers from ch. NR 661 which apply to the waste. The waste description also shall include the waste's physical form, i.e., liquid, sludge, solid or contained gas. If the waste is not listed in subch. D of ch. NR 661, the description also shall include the process that produced it (for example, solid filter cake from production of \_\_\_\_, EPA hazardous waste number W051).

Each hazardous waste listed in subch. D of ch. NR 661, and each hazardous waste characteristic defined in subch. C of ch. NR 661, has a 4-digit EPA hazardous waste number assigned to it. This number shall be used for recordkeeping and reporting purposes. Where a hazardous waste contains more than one listed hazardous waste, or where more than one hazardous waste characteristic applies to the waste, the waste description shall include all applicable EPA hazardous waste numbers.

(2) The estimated or manifest-reported weight, or volume and density, where applicable, in one of the units of measure specified in Table 1.

**Table 1**

Unit of Measure	Code <sup>1</sup>
Gallons . . . . .	G
Gallons per Hour .	E
Gallons per Day ..	U
Liters . . . . .	L
Liters per Hour ...	H
Liters per Day ...	V
Short Tons per Hour . . . . .	D
Metric Tons per Hour . . . . .	W
Short Tons per Day	N
Metric Tons per Day . . . . .	S
Pounds per Hour .	J
Kilograms per Hour . . . . .	R
Cubic Yards . . . . .	Y
Cubic Meters . . . . .	C
Acres . . . . .	B
Acre-feet . . . . .	A
Hectares . . . . .	Q
Hectare-meter ...	F
Btu's per Hour ...	I

<sup>1</sup> Single digit symbols are used here for data processing purposes.

(3) The methods (by handling codes as specified in Table 2) and dates of treatment, storage or disposal.

**Table 2  
Handling Codes for Treatment, Storage  
and Disposal Methods**

Enter the following handling codes that most closely represent the techniques used at the facility to treat, store or dispose of each quantity of hazardous waste received.

- (a) Storage
  - S01 Container (barrel, drum, etc.)
  - S02 Tank
  - S03 Waste Pile
  - S04 Surface Impoundment
  - S05 Drip Pad
  - S06 Containment Building (Storage)
  - S99 Other Storage (specify)
- (b) Treatment
  - 1. Thermal Treatment—
    - T06 Liquid injection incinerator
    - T07 Rotary kiln incinerator
    - T08 Fluidized bed incinerator
    - T09 Multiple hearth incinerator
    - T10 Infrared furnace incinerator
    - T11 Molten salt destructor
    - T12 Pyrolysis
    - T13 Wet air oxidation
    - T14 Calcination
    - T15 Microwave discharge
    - T18 Other (specify)
  - 2. Chemical Treatment—
    - T19 Absorption mound
    - T20 Absorption field
    - T21 Chemical fixation
    - T22 Chemical oxidation
    - T23 Chemical precipitation
    - T24 Chemical reduction
    - T25 Chlorination
    - T26 Chlorinolysis
    - T27 Cyanide destruction
    - T28 Degradation
    - T29 Detoxification
    - T30 Ion exchange
    - T31 Neutralization
    - T32 Ozonation
    - T33 Photolysis
    - T34 Other (specify)

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- |     |                                    |     |  |
|-----|------------------------------------|-----|--|
| 3.  | Physical Treatment—                | T70 | Anaerobic tank   |
|     | a. Separation of components:       | T71 | Composting   |
| T35 | Centrifugation                     | T72 | Septic tank  |
| T36 | Clarification                      | T73 | Spray irrigation   |
| T37 | Coagulation                        | T74 | Thickening filter  |
| T38 | Decanting                          | T75 | Trickling filter   |
| T39 | Encapsulation                      | T76 | Waste stabilization pond   |
| T40 | Filtration                         | T77 | Other (specify)  |
| T41 | Flocculation                       | 5.  | Boilers and Industrial Furnaces  |
| T42 | Flotation                          | T80 | Boiler   |
| T43 | Foaming                            | T81 | Cement Kiln  |
| T44 | Sedimentation                      | T82 | Lime Kiln  |
| T45 | Thickening                         | T83 | Aggregate Kiln   |
| T46 | Ultrafiltration                    | T84 | Phosphate Kiln   |
| T47 | Other (specify)                    | T85 | Coke Oven  |
|     | b. Removal of Specific Components: | T86 | Blast Furnace  |
| T48 | Absorption—molecular sieve         | T87 | Smelting, Melting or Refining Furnace  |
| T49 | Activated carbon                   | T88 | Titanium Dioxide Chloride Process Oxidation Reactor                              |
| T50 | Blending                           | T89 | Methane Reforming Furnace  |
| T51 | Catalysis                          | T90 | Pulping Liquor Recovery Furnace  |
| T52 | Crystallization                    | T91 | Combustion Device Used in the Recovery of Sulfur Values from Spent Sulfuric Acid |
| T53 | Dialysis                           | T92 | Halogen Acid Furnaces  |
| T54 | Distillation                       | T93 | Other Industrial Furnaces Listed in s. NR 660.10 (specify)                       |
| T55 | Electrodialysis                    | 6.  | Other Treatment  |
| T56 | Electrolysis                       | T94 | Containment Building (Treatment)   |
| T57 | Evaporation                        |     | (c) Disposal   |
| T58 | High gradient magnetic separation  | D79 | Underground Injection  |
| T59 | Leaching                           | D80 | Landfill   |
| T60 | Liquid ion exchange                | D82 | Ocean Disposal   |
| T61 | Liquid–liquid extraction           | D83 | Surface Impoundment (to be closed as a landfill)                                 |
| T62 | Reverse osmosis                    | D99 | Other Disposal (specify)   |
| T63 | Solvent recovery                   |     | (d) Miscellaneous (Subch. X)   |
| T64 | Stripping                          | X01 | Open Burning or Open Detonation  |
| T65 | Sand filter                        | X02 | Mechanical Processing  |
| T66 | Other (specify)                    | X03 | Thermal Unit   |
| 4.  | Biological Treatment               | X04 | Geologic Repository  |
| T67 | Activated sludge                   | X99 | Other Subch. X (specify)   |
| T68 | Aerobic lagoon                     |     |  |
| T69 | Aerobic tank                       |     |  |