



GECAP

Georgia Environmental Compliance Assistance Program

<http://www.gecap.org>

Hazardous Waste Reduction Plan

GECAP of the Georgia Tech Research Institute is a voluntary, non-regulatory environmental compliance program funded by the Georgia Legislature through the University System of Georgia.

The Georgia Hazardous Waste Management Act as amended in 1990 requires that Large Quantity Generators (LQG) of hazardous waste develop a Hazardous Waste Reduction Plan (HWRP) and submit it to the Georgia Environmental Protection Division (EPD).

The main purposes of the HWRP are to identify, evaluate, and document ways to reduce the generation of hazardous waste. At a minimum, the HWRP should analyze the hazardous waste generation at the site; describe and discuss the development and implementation of a hazardous waste reduction program; and evaluate methods and technologies that would further reduce hazardous waste generation.

Georgia law requires that your HWRP include the following information:

- **Management Support:** Devise a written policy stating upper management and corporate support of the HWRP and a commitment to implement Plan goals.
- **Goals:** Develop the scope and objectives of your plan based on what is technically and economically practical.
- **Internal Assessments:** Analyze hazardous waste streams and perform periodic waste reduction assessments on individual processes or facilities to determine where your waste is generated. Consider applicable recycling techniques.
- **Accounting Systems:** Identify your hazardous waste management costs, factoring in liability, compliance, and oversight expenditures.
- **Employee Training:** Implement awareness and training programs to involve your employees in hazardous waste reduction planning.
- **Implementation:** Implement technically and economically practical hazardous waste reduction options.

Institutionalize your plan to ensure an ongoing effort.

What format should I use for my Plan?

The HWRP is prepared by completing Forms I through VI provided in the *Instructions and Forms for Completing the Hazardous Waste Reduction Plan* booklet produced by the EPD. Five forms (Forms IV-A through IV-E) must be completed for EACH hazardous waste-generating process.

When should I submit the HWRP?

The HWRP should be submitted to the EPD at the time of the Biennial Report submittal, no later than March 1 of each even-numbered year. Subsequent reporting years may only require an update of the information submitted in the original HWRP and a progress report on waste reduction activities.

Where do I send the HWRP?

Questions, comments, and completed forms should be sent to:

Environmental Protection Division
Hazardous Waste Management Branch
Suite 1154, East Tower
205 Butler Street
Atlanta GA 30334

For More Information

The instructions and forms for completing the HWRP can be obtained by calling the EPD at 404-656-7802, or they can be found on-line at <http://epd.georgia.gov/hazardous-waste-forms-0>.

For more information, contact GECAP personnel at 404-407-8082 or send an email to Paige Rohrig at paige.rohrig@gtri.gatech.edu.