

# Web portal instructions



## License renewal – update/submit an MPS

# License renewal – update/submit an MPS

- To obtain a generator license effective May 1 of each year, all generators must first submit a management plan summary and remit all applicable license fees:
  1. In mid-November, existing generators will be notified that it can begin to update & submit its electronic management plan summary (MPS)
    - MPS is due December 15 of each year
  2. Then in late February, existing generators will be notified that it can access its invoice from this on-line portal.
    - License payments are due March 31
    - Payments require 14 days to clear bank before eligible to receive a license
  3. Licenses are created for eligible generators on April 15 and again on the first work day of each subsequent month

# Update/Submit a Management Plan Summary (MPS)

Click on the book icon in the far-right column of the **most recent** license year.

**Hennepin County, Minnesota**  


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MIKE'S REPAIR (0011820405306451) ▾  
417 5TH ST N, MINNEAPOLIS, MN 55401

**Mike Petersen**  
[My Profile](#) | [Logout](#)

## License Activity

License Year ▾	Generator Size ▾	Effective Date ▾	License Issue Date ▾	MPS Status ▾
2013	VSQG	05/24/2013	Not Issued	Not Received

[View License Information](#)

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# Update/Submit a Management Plan Summary (MPS)


- Click on the button labeled "Update/Submit Management Plan Summary" to begin updating your **electronic** MPS.

**License Year 2013** ACTIVE

License Issued Date	Not Issued
MPS Status	Not Received
MPS Received Date	Not Received
License Balance	\$0.00

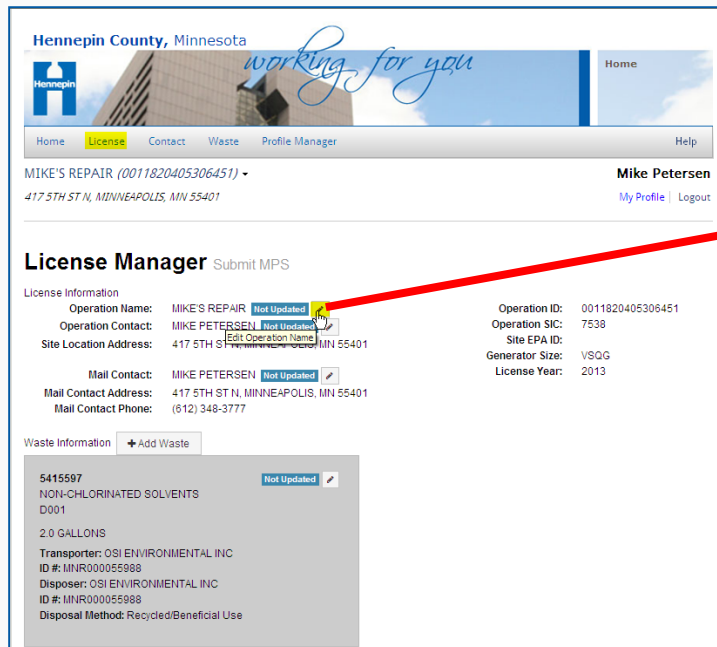
 Update/Submit Management Plan Summary

 View Management Plan Summary

 Download MPS PDF

# Update "License Information"

- In the **License Information** section, click the pencil icon to the right of each field.
- Review the top three operation and contact records.
  - If there are any changes to be made in the contact information presented, make the changes before clicking "Save".
  - If there are not any changes that need to be made for a record, simply select the "No Change" box before clicking "Save".
  - Once you click save the record will change from "Not Updated" to "Updated".



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MIKE'S REPAIR (0011820405306451) Mike Petersen  
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### License Manager

Submit MPS

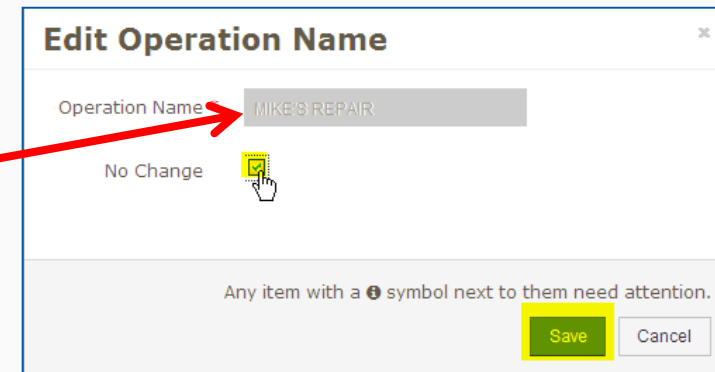
License Information

Operation Name:	MIKE'S REPAIR	Not Updated	
Operation Contact:	MIKE PETERSEN	Not Updated	
Site Location Address:	417 5TH ST N, MINNEAPOLIS, MN 55401		
Mail Contact:	MIKE PETERSEN	Not Updated	
Mail Contact Address:	417 5TH ST N, MINNEAPOLIS, MN 55401		
Mail Contact Phone:	(612) 348-3777		

Operation ID: 0011820405306451  
Operation SIC: 7538  
Site EPA ID:  
Generator Size: VSQG  
License Year: 2013

Waste Information + Add Waste

5415597  
NON-CHLORINATED SOLVENTS  
D001  
2.0 GALLONS  
Transporter: OSI ENVIRONMENTAL INC  
ID #: MNR000055988  
Disposer: OSI ENVIRONMENTAL INC  
ID #: MNR000055988  
Disposal Method: Recycled/Beneficial Use



### Edit Operation Name

Operation Name MIKE'S REPAIR

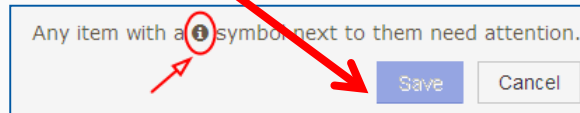
No Change

Any item with a ⓘ symbol next to them need attention.

Save Cancel

# Update "Waste Information"

- In the **Waste Information** section, click on the icon to the right of each waste to begin editing that waste.
- Used the scroll bar on the right side of the screen to scroll through all of the fields
- Required fields are marked with a red asterisk and an "i" symbol. The "i" symbol appears to the right of the required field then disappears when an appropriate value has been entered.
- The "Save" button will become **active** at the bottom of the page when all required fields have been entered.



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MIKE'S REPAIR (0011820405306451) Mike Petersen  
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Success! Updates have been successfully saved!

**License Manager** Submit MPS

License Information

Operation Name:	MIKE'S REPAIR Updated	Operation ID:	0011820405306451
Operation Contact:	MIKE PETERSEN Updated	Operation SIC:	7538
Site Location Address:	417 5TH ST N, MINNEAPOLIS, MN 55401	Site EPA ID:	
Mail Contact:	MIKE PETERSEN Updated	Generator Size:	VSQG
Mail Contact Address:	417 5TH ST N, MINNEAPOLIS, MN 55401	License Year:	2013
Mail Contact Phone:	(612) 348-3777		

Waste Information + Add Waste

5415597	Add Waste	Updated
NON-CHLORINATED SOLVENTS		
D001		
80.0 POUNDS		
Transporter: OSI ENVIRONMENTAL INC.		

**Edit Waste**

Waste Name \* NON-CHLORINATED SOLVENTS

Waste Codes \* D008 ⓘ Add Code

Quantity \* 80

Units \* Pounds

Search Transporter

Transporter Name \* OSI ENVIRONMENTAL INC

Transporter ID \* NOT APPLICABLE

No Transporter Listed

Search Disposer

Disposer Name \* OSI ENVIRONMENTAL INC

Disposer ID \* MNR000034488

No Disposer Listed

Disposal Method \* Recycled/Beneficial Use

Status \* Inactive

Date Last Generated \* ⓘ

Date Last Disposed \* ⓘ

Attachment + Add attachment...


**"No Change" Box disappears if any change to a field is made**

Any item with a ⓘ symbol next to them need attention

Save Cancel




# MPS waste update field definitions

- **Waste Name:** Review and update the waste name.
- **Waste Codes:** Review and update the waste codes. You can delete or add codes. Up to 10 waste codes will display on the MPS.
- **Quantity:** Review and update the annual quantity generated. Calculate and enter the quantity (a numerical value) generated or produced (not necessarily shipped) from the previous calendar year (i.e.: for the 2015 Management Plan Summary, you must report wastes generated between 1/1/2014 and 12/31/2014)
- **Units:** Review your quantity units. If it requires changing, update the unit from the dropdown to define the number you reported in the previous quantity field. If you are amending a fully regulated hazardous waste, you must only report your units in gallons or pounds (NOT by count).
- **Search Transporter:**
  - Review your transporter and update it if it has changed
  - You can type a partial or full name or EPA ID # in the transporter fields to search for that company
  - Once you find your transporter, you must add that specific company by **clicking on the icon** to the right 
- **No Transporter Listed:** Only check this box if you are unable to search and find your transporter in the previous search transporter field.
  - If you check this box, you must then use the following text box to enter the **company name, address, EPA ID # and telephone number** associated with your unlisted transporter



# MPS waste update field definitions (continued)

- **Search Disposer:**
  - Review your disposer and update it if it has changed
  - You can type a partial or full name or EPA ID # in the disposer fields to search for that company
  - Once you find your disposer, you must add that specific company by **clicking on the icon** to the right 
- **No Disposer Listed:** Only check this box if you are unable to search and find your disposer in the previous search disposer field.
  - If you check this box, you must then use the following text box to enter the **company name, address, EPA ID # and telephone number** associated with your unlisted disposer
- **Disposal Method:** Review and update the disposal method your disposal facility uses to treat or dispose of the waste
- **Status:** The status field value of each waste is "Active" by default. During an MPS update, you have the ability to change the status of an existing waste to "Inactive", which is similar to deleting a waste from your license. If you make your waste inactive, you will be prompted to populate two additional date fields: "Last Generation Date" and "Last Disposed Date". **If your company continues to store that waste, or if you are unable to provide those dates, or if the Last Generation Date lands on or after January 1, 2014, that waste CANNOT be made inactive.**
- **Attachment:** You can attach waste evaluation documentation here. As a rule of thumb, you should provide us evaluation documentation for any existing hazardous waste that that you would like to declare nonhazardous. Evaluation examples include waste analytical reports, waste profiles, or documented generator knowledge that highlights the hazard characteristics of the waste in light of the materials or the processes used. Though the file you attach can be multiple pages in length, only ONE attachment per waste is allowed. We prefer you submit common file types, such as a PDF, JPEG, Microsoft Word or Excel file. **Please try to keep file sizes as small as possible.**



# Resolving common MPS waste update issues

- **Waste Code**

- Click the plus symbol to add a new code. Delete an existing waste code by clicking on the trash can icon.

Waste Codes \*   

- For nonhazardous wastes, add the waste code "None".



Waste Codes \*   

- **Quantity**

- Report annual quantity generated or produced NOT necessarily what you ship that year
  - Example: Report 20 gallons if you generated 20 gallons of waste thinner from Jan 1, 2014 through December 31, 2014. Some generators who generate 20 gallons annually mistakenly report 40 gallons one year and zero gallons the following year just because they ship or treat a waste every two years.



- **Transporter** – listed below are some common transportation practices and their searchable terms

If	Then type and select in the transportation search box
Not transported	Not Applicable, Not Applicable
Self transported	Self
Undecided	To Be Determined
Discharged to sanitary sewer	"MCES" or "Rogers (city of)"

  
 MCES, NOT APPLICABLE 

*Click on the icon next to the name to add that transporter or disposer being searched.*

If	Then type and select in the disposer search box
Managed on site	On-site treatment & disposal
Treated on site then shipped	Waste treated on site prior to off site treatment
Recycled on site (e.g.: distillation, filtering)	Recycled or reused on site
Undecided	To Be Determined
Discharged to sanitary sewer	"MCES" or "Rogers (city of)"

  
 MCES, NOT APPLICABLE 

*Click on the icon next to the name to add that transporter or disposer being searched.*

# Adding a new waste

- If you have a new waste to add to your license while updating your MPS, click the “Add Waste” button as illustrated here.

The screenshot displays the Hennepin County License Manager web application. At the top, the header includes the Hennepin County logo, the text 'Hennepin County, Minnesota', a 'working for you' slogan, and a navigation bar with links for Home, License, Contact, Waste, Profile Manager, and Help. Below the header, the user's profile is shown as 'MIKE'S REPAIR (0011820405306451)' with the address '417 5TH ST N, MINNEAPOLIS, MN 55401' and the name 'Mike Petersen'. A green success message states 'Success! Updates have been successfully saved!'. The main section is titled 'License Manager' with a 'Submit MPS' link. Under 'License Information', various fields are listed, including Operation Name, Operation Contact, Site Location Address, Mail Contact, Mail Contact Address, and Mail Contact Phone, each with an 'Updated' button. To the right, a summary of key information is provided: Operation ID, Operation SIC, Site EPA ID, Generator Size, and License Year. The 'Waste Information' section features a '+ Add Waste' button, which is highlighted with a yellow box and a mouse cursor. Below this button, a list of waste entries is shown, including '5415597 NON-CHLORINATED SOLVENTS D001' and '5415598 USED OIL', each with an 'Updated' button.

Hennepin County, Minnesota

working for you

Home

Home License Contact Waste Profile Manager Help

MIKE'S REPAIR (0011820405306451) Mike Petersen

417 5TH ST N, MINNEAPOLIS, MN 55401 My Profile Logout

Success! Updates have been successfully saved!

License Manager Submit MPS

License Information

Operation Name: MIKE'S REPAIR Updated

Operation Contact: MIKE PETERSEN Updated

Site Location Address: 417 5TH ST N, MINNEAPOLIS, MN 55401

Mail Contact: MIKE PETERSEN Updated

Mail Contact Address: 417 5TH ST N, MINNEAPOLIS, MN 55401

Mail Contact Phone: (612) 348-3777

Operation ID: 0011820405306451

Operation SIC: 7538

Site EPA ID:

Generator Size: VSQG

License Year: 2013

Waste Information + Add Waste

5415597 Add Waste Updated

NON-CHLORINATED SOLVENTS D001

80.0 POUNDS

Transporter: OSI ENVIRONMENTAL INC

ID #: MNR000055988

Disposer: OSI ENVIRONMENTAL INC

ID #: MNR000055988

Disposal Method: Recycled/Beneficial Use

5415598 Updated

USED OIL


# Complete a waste management plan form

- Once you click the “Add Waste” button, a blank waste management plan form will appear.
  - Required fields are marked with a red asterisk and an “i” symbol. The “i” symbol appears to the right of the required field then disappears when an appropriate value has been entered.
  - The “Save” button will become **active** at the bottom of the page when all required fields have been entered.

**Add Waste**

Waste Name \* HYDROCHLORIC ACID

Source or Process \* STEEL PARTS CLEANING TANK

Waste Codes \* D002  *Click on the "+" symbol to add waste code*

Year First Produced \* 2013



Treatment or Shipment Frequency 1 times per 1 year(s)

Physical State \* Aqueous Liquid

Transporter Name \* MCES

Transporter ID \* NOT APPLICABLE

No Transporter Listed ☐

Search Disposer mces  MCES, NOT APPLICABLE  *Click on the icon next to the name to add that transporter or disposer being searched.*

Disposer Name \* MCES

Disposer ID \* NOT APPLICABLE


On-Site Management Method \* Sewered After Treatment

Container \* Original Container

Location \* indoors


Quantity \* 50


Units \* Gallons

Search Transporter  

No Disposer Listed ☐

Disposal Method \* Sewered After Treatment; *This is a way to attach evaluation documentation (i.e.: analytical testing). Only one file may be submitted. Please attempt to keep the file size as small as possible.*

Attachment  Add attachment...


Any item with a  symbol next to them need attention.

**Save** Cancel

# Waste management plan form field definitions

- **Waste Name:** Type the name of the regulated waste. Examples include: parts washing solvent, paint waste, paint thinner, used oil, fluorescent lamps.
- **Source or Process:** Type a short description of the process or activity which the waste comes from. For example, fluorescent lamps would come from lighting at your site and parts washing solvent would come from cleaning parts.
- **Waste Codes:** Select a waste code from the drop down and click the plus symbol to add. Add up to 10 waste codes. For wastes you ship off-site under a hazardous waste manifest, the waste codes can be found in the waste description section of the manifests in the far right column under the title: *Waste No.* Some common codes include:
  - D001 Oxidizers such as peroxides, permanganates, persulfates, perchlorates, nitrates
  - D001 Parts washing solvent, mineral spirits, petroleum naphtha, paint related material
  - D002 Caustic soda, sodium hydroxide, potassium hydroxide & lye
  - D002 Sulfuric, hydrochloric, muriatic, & nitric acid
  - D009 Mercury containing items like fluorescent lamps, switches & thermostats
  - F001 Chlorinated solvents used for degreasing
  - F002 Solvents like methylene chloride, trichloroethylene, or perchloroethylene
  - F003 Solvents such as acetone, xylene, methanol & ethyl ether
  - F005 Solvents which contain benzene, toluene, methyl ethyl ketone (mek) or pyridine
  - M100 Used oil, oil filters, oil sorbents
  - MN01 Pharmaceuticals and other wastes with the Minnesota lethality characteristic
  - MN02 Miscellaneous unrelated chemicals (lab packed waste)
  - MN03 Light ballasts, capacitors and other wastes which contain PCBs

# Waste management plan form field definitions (continued)

- **Year First Produced:** Select the year from the dropdown in which you first generated the waste at this site
- **Treatment or Shipment Frequency:** Identify how often you ship your waste off-site to a designated facility or how often you treat your waste on-site. **For example, if you ship annually, report 1 times per 1 year. If you ship semiannually, report 2 times per 1 year. If you ship biannually, report 1 times per 2 years. If you treat on site every day, report 365 times per 1 year.**
- **Physical State:** Select the physical state from the drop down
- **On-Site Management Method:** Select the choice from the dropdown that best describes what you do with your waste while it is still at your site.
- **Container:** Select the choice from the dropdown that best describes the type of container that you use to store your waste prior to treatment or disposal. If necessary, you can also use the “Source or Process” text field above to provide more information.
- **Location:** Select the choice from the dropdown that identifies where you store your waste.
- **Quantity:** Type the quantity (a numerical value) that you believe will be generated or produced in a calendar year. You should base this number on your current and estimated rate of waste generation.
- **Units:** Select the unit from the dropdown that describes the number you reported in the previous quantity field. If you are adding a fully regulated hazardous waste to your license, you must only report your units in gallons or pounds (NOT by count)
- **Search Transporter:**
  - Type a partial or full name or EPA ID # in the transporter fields to search for that company
  - Once you find your transporter, you must add that specific company by **clicking on the icon** to the right 

# Waste management plan form field definitions (continued)

- **No Transporter Listed:** Only check this box if you are unable to search and find your transporter in the previous search transport field.
  - If you check this box, you must then use the following text box to enter the **company name, address, EPA ID # and telephone number** associated with your unlisted transporter
- **Search Disposer:**
  - Type a partial or full name or EPA ID # in the disposer fields to search for that company
  - Once you find your disposer, you must add that specific company by **clicking on the icon** to the right
- **No Disposer Listed:** Only check this box if you are unable to search and find your disposer in the previous search disposer field.
  - If you check this box, you must then use the following text box to enter the **company name, address, EPA ID # and telephone number** associated with your unlisted disposer
- **Disposal Method:** Select from the list of existing disposal methods the disposal facility uses to treat or dispose of the waste
- **Attachment:** You can attach waste evaluation documentation here. Evaluation examples include waste analytical reports, waste profiles, or documented generator knowledge that highlights the hazard characteristics of the waste in light of the materials or the processes used. Though the file you attach can be multiple pages in length, only ONE attachment per waste is allowed. We prefer you submit common file types, such as a PDF, JPEG, Microsoft Word or Excel file. **Please try to keep file sizes as small as possible.**

# Resolving common “Add Waste” issues

- **Waste Code**

- Click the plus symbol to add a new code. Up to 10 codes will display.

A screenshot of a web form labeled 'Waste Codes \*'. It features a dropdown menu with 'D002' selected. To the right of the dropdown is a yellow circle containing a black plus sign, which is highlighted by a red circle.

- For nonhazardous wastes, add the waste code “None”.

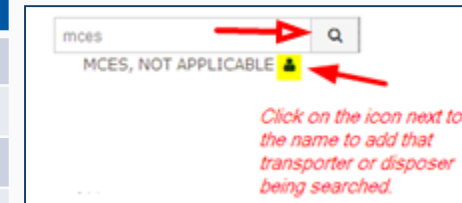
A screenshot of a web form labeled 'Waste Codes \*'. It features a dropdown menu with 'NONE' selected. The dropdown menu is highlighted by a red oval.

- **Quantity**

- Type the quantity (a numerical value) that you believe will be generated or produced in a calendar year. If you do not foresee generating any waste within 1 year from now, report “0” gallons or pounds.

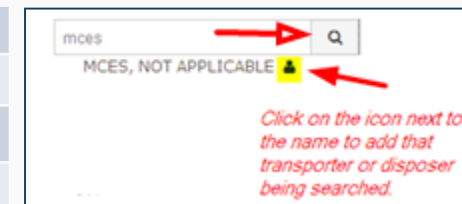
- **Transporter** – listed below are some common transportation practices and their searchable terms

If	Then type and select in the transportation search box
Not transported	Not Applicable, Not Applicable
Self transported	Self
Undecided	To Be Determined
Discharged to sanitary sewer	“MCES” or “Rogers (city of)”

A screenshot of a search box for transporters. The text 'mces' is entered in the search field. Below the search field, the text 'MCES, NOT APPLICABLE' is displayed next to a yellow icon. Red arrows point to the search field and the yellow icon. A red text box below the search box says: 'Click on the icon next to the name to add that transporter or disposer being searched.'

- **Disposer** – listed below are some common disposal practices and their searchable terms

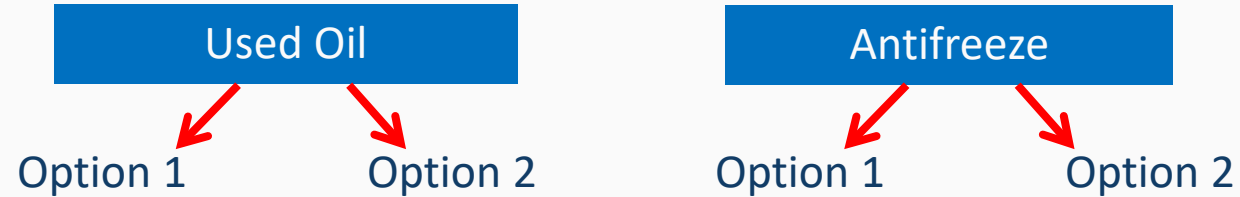
If	Then type and select in the disposer search box
Managed on site	On-site treatment & disposal
Treated on site then shipped	Waste treated on site prior to off site treatment
Recycled on site (e.g.: distillation, filtering)	Recycled or reused on site
Undecided	To Be Determined
Discharged to sanitary sewer	“MCES” or “Rogers (city of)”

A screenshot of a search box for disposers. The text 'mces' is entered in the search field. Below the search field, the text 'MCES, NOT APPLICABLE' is displayed next to a yellow icon. Red arrows point to the search field and the yellow icon. A red text box below the search box says: 'Click on the icon next to the name to add that transporter or disposer being searched.'



# Sample Add Waste form data

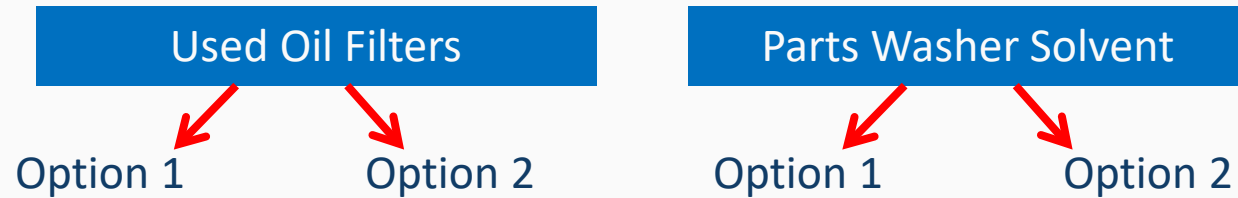
Disposal on-site versus disposal off-site will impact how you fill out the form



Waste Name	Used Oil	Used Oil (On-Site Oil Heater)	Antifreeze (Recycled)	Antifreeze (Sewered)
Source or Process	Automotive oil changes	Automotive oil changes	Auto Radiator Flushes	Auto Radiator Flushes
Waste Codes	M100	M100	None	None
Year First Produced	2015	2015	2014	2014
Treatment or Shipment	4 times	150 times (cold days)	1 times	52 times
Frequency	1 year	1 year	2 years	1 year
Physical State	Organic Liquid	Organic Liquid	Organic Liquid	Organic Liquid
On-Site Management Method	Stored for Shipment	Recycling/Beneficial Use	Stored for Shipment	Sewered Without Treatment
Container	Drum	Aboveground Tank	Drum	Original Container
Location	Indoors	Indoors	Indoors	Indoors
Quantity	500	1000	110	300
Units	Gallons	Gallons	Gallons	Gallons
Transporter Name	OSI Environmental	Not Applicable	Safety Kleen	MCES
Transporter ID	MNT280011586	Not Applicable	TXR000050930	Not Applicable
No Transporter Listed				
Disposer Name	OSI Environmental	Recycled or Reused On-Site	Safety Kleen	MCES
Disposer ID	MNR000055988	Not Applicable	ILD984908202	Not Applicable
No Disposer Listed				
Disposal Method	Burned as Fuel	Burned as Fuel	Recycled/Beneficial Use	Sewered Without Treatment
Attachment				

## Sample Add Waste Form Data

Whether or not you mix your wastes will impact how you fill out the form



Waste Name	Used Oil Filters	Used Oil Filter/Parts Washer Filter	Parts Washer Solvent	Parts Washer Solvent (mixed with used oil)
Source or Process	Automotive oil changes	Automotive oil changes/filtering parts washer unit	Parts Washing	Parts Washing using mineral spirits
Waste Codes	M100	M100	D001, D018, D039	D001
Year First Produced	2015	2015	2014	2014
Treatment or Shipment	1 Times	1 times	4 times	4 times
Frequency	1 year	2 years	1 years	1 year
Physical State	Inorganic Solid	Inorganic Solid	Organic Liquid	Organic Liquid
On-Site Management Method	Stored for Shipment	Stored for Shipment	Stored for Shipment	Mixed with Other Wastes
Container	Drum	Drum	Original Container	Drum
Location	Indoors	Indoors	Indoors	Indoors
Quantity	165	1000	40	40
Units	Gallons	Pounds	Gallons	Gallons
Transporter Name	Como Lube & Supplies	Hoffman Filter Service	Safety Kleen	Como Lube & Supplies
Transporter ID	MNR000033597	MN0000562470	TXR000050930	MNR000033597
No Transporter Listed				
Disposer Name	Como Lube & Supplies	Hoffman Filter Service	Safety Kleen	Como Lube & Supplies
Disposer ID	MNR000033597	MN0000562470	ILD984908202	MNR000033597
No Disposer Listed				
Disposal Method	Recycled/Beneficial Use	Recycled/Beneficial Use	Burned as Fuel	Burned as Fuel
Attachment				

## Sample Aerosol Cleaner Waste Data

**Ignitable (D001/F003) Cleaning Solvents**  
Contain less than 10% toxic solvents

### Aerosol Brake Cleaner EXAMPLE

- 5% Toluene (toxic) + 95% Heptane (ignitable)  
= 5% F-listed toxic solvents  
(since < 10% toxic, can mix with used oil<sup>1</sup>)

### Common Toxic Solvents

- Toluene
- Benzene
- Methylene Chloride
- Tetrachloroethylene (or perchloroethylene)
- Methyl Ethyl Ketone (MEK)
- Trichlorethylene

### Toxic F-Listed Cleaning Solvents

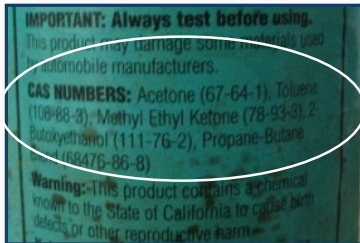
Contain **10% or more** F-listed toxic solvents (click factsheet link below)

[www.pca.state.mn.us/index.php/view-document.html?gid=4017](http://www.pca.state.mn.us/index.php/view-document.html?gid=4017)

### Aerosol Brake Cleaner EXAMPLE

- 3% MEK + 5% Toluene + 5% Benzene =  
13% F-listed toxic solvents  
(since > 10% toxic, cannot mix with used oil)

READ CAN LABEL  
AND SDS (MSDS)  
TO ACQUIRE  
INFORMATION



<sup>1</sup>VSQG's and minimal generators **can** mix ignitable solvents with used oil, SQG's and LQG's **cannot**.

<sup>2</sup>Remove all free liquid before rags leave your site.

<sup>3</sup>Any rag can be laundered on-site. **For off-site laundry transportation:** Manifest not required for dry solvent rags; Manifest is required if rags are hazardous due to heavy metals.

Waste Name	Ignitable Cleaning Solvents (mixed with used oil)	Toxic Cleaning Solvents	1) Wet or Dry Toxic Rags – Disposable 2) Dry <sup>2</sup> Toxic Rags – Laundered <sup>3</sup> 3) Wet or Dry Ignitable Rags- Disposable 4) Dry <sup>2</sup> Ignitable Rags - Laundered
Source or Process	Brake and Carb Cleaner residues mixed with used oil	Brake and Carb Cleaner residues are containerized separately from used oil	Brake and Carb Cleaner residues <b>wiped up with rags</b>
Waste Codes	D001, F003	F005 (Toluene)	F001 (Methylene Chloride)
Year First Produced	2014	2015	2015
Treatment or Shipment	4 times	1 times	26 times
Frequency	1 years	5 years	1 years
Physical State	Organic Liquid	Organic Liquid	Organic Solid
On-Site Management Method	Mixed With Other Wastes	Stored for Shipment	Stored for Shipment
Container	Drum	Pail	Safety Can
Location	Indoors	Indoors	Indoors
Quantity	20	5	55
Units	Gallons	Gallons	Gallons
Transporter Name	OSI Environmental	Safety Kleen	G & K Services
Transporter ID	MNT280011586	TXR000050930	MND982612293
No Transporter Listed			
Disposer Name	OSI Environmental	Safety Kleen	G & K Services
Disposer ID	MNR000055988	ILD984908202	MND982612293
No Disposer Listed			
Disposal Method	Burned as Fuel	Incineration	Laundry/Linen Service

# Finalizing Your MPS Submittal

- When finished updating your MPS and finished adding any new wastes, click "Submit"
  - Once you click "Submit" you will need to confirm your submittal by clicking "Yes"
  - Once the MPS is submitted for approval, the submitted information is **pending county review** and cannot be edited anymore.

New

Updated

HYDROCHLORIC ACID  
D002

50.0 GALLONS

Transporter: MCES  
ID #: NOT APPLICABLE  
Disposer: MCES  
ID #: NOT APPLICABLE  
Disposal Method: Sewered After Treatment, Non-Hazardous

Application/Certification

I certify under penalty of law that I have personally examined the information listed on this document including: Operation name, location address, mailing address, operation contact person, Operation ID Number, EPA ID Number, and waste management information. I have made all necessary corrections or changes in that information, either on the document or on a separate form attached to the document. I believe, based on my inquiry of those persons immediately responsible for checking or obtaining the information, the information I am submitting is true, accurate, and complete. I understand that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I hereby apply for a Hennepin County Hazardous Waste Generator License, subject to all conditions and provisions of Minnesota Rules Chapter 7045 and Hennepin County Ordinance Seven.

Name & Job Title: Mike Petersen

Submit

License Manager Submit MPS

License Information

Operation Name: MIKE'S REPAIR Pending County Review

Operation Contact: MIKE PETERSEN Pending County Review

Site Location Address: 417 5TH ST N, MINNEAPOLIS, MN 55401

Mail Contact: MIKE PETERSEN Pending County Review

Mail Contact Address: 417 5TH ST N, MINNEAPOLIS, MN 55401

Mail Contact Phone: (612) 348-3777

Operation ID: 0011820405306451

Operation SIC: 7538

Site EPA ID: 7538

Generator Size: VSQG

License Year: 2013

Waste Information

5415597 Pending County Review

NON-CHLORINATED SOLVENTS  
D001

80.0 POUNDS

Transporter: OSI ENVIRONMENTAL INC  
ID #: MNR000055988

Disposer: OSI ENVIRONMENTAL INC  
ID #: MNR000055988

Disposal Method: Recycled/Beneficial Use

Do you wish to submit this MPS for Approval?

Yes No

# I've submitted the MPS. What now?

- After you "Submit" the MPS, any changes you submit will become subject to county review
  - Hennepin County staff will generally review your changes within 30 days of MPS submittal.
  - Hennepin County will either approve or reject each change that was made on the MPS.
    - If approved, your changes will be accepted without any further notice.
    - If rejected, the administrator of the account (and the submitter of the rejected information, if a different person) will receive an e-mail with instructions to log back into the portal and resubmit information. Once you log back into the portal and correct the rejected field(s), the change(s) will again be subject to Hennepin County review.
- Remember, submitting a Management Plan Summary (MPS) that has been fully approved satisfies one of the two licensing requirements:
  1. **MPS Status – Process Completed**
  2. In late February, existing generators will be notified that it can access its invoice from this on-line portal.
    - License payments are due March 31
    - Payments require 14 days to clear bank before eligible to receive a license.
  3. Licenses (**effective May 1 through April 30 the following year**) are created for eligible generators on April 15<sup>th</sup> and again on the first work day of each subsequent month.

[HWGSupport@Hennepin.us](mailto:HWGSupport@Hennepin.us)

612-348-3777 (ask for the environmentalist on call)

