Hazardous Waste Annual Report Update Facility Information Screen

Update Facility Information

- Confirm or correct facility mailing address
- Answer two Environmental Management System (EMS) questions
- Confirm, correct or add North American Industrial Classification System (NAICS) code information for your site, indicating one code as primary
- To add a NAICS code—click into drop-down list; select a code; check Primary box if appropriate; click the Add button
- Click Save Facility Information button to save all information on the screen

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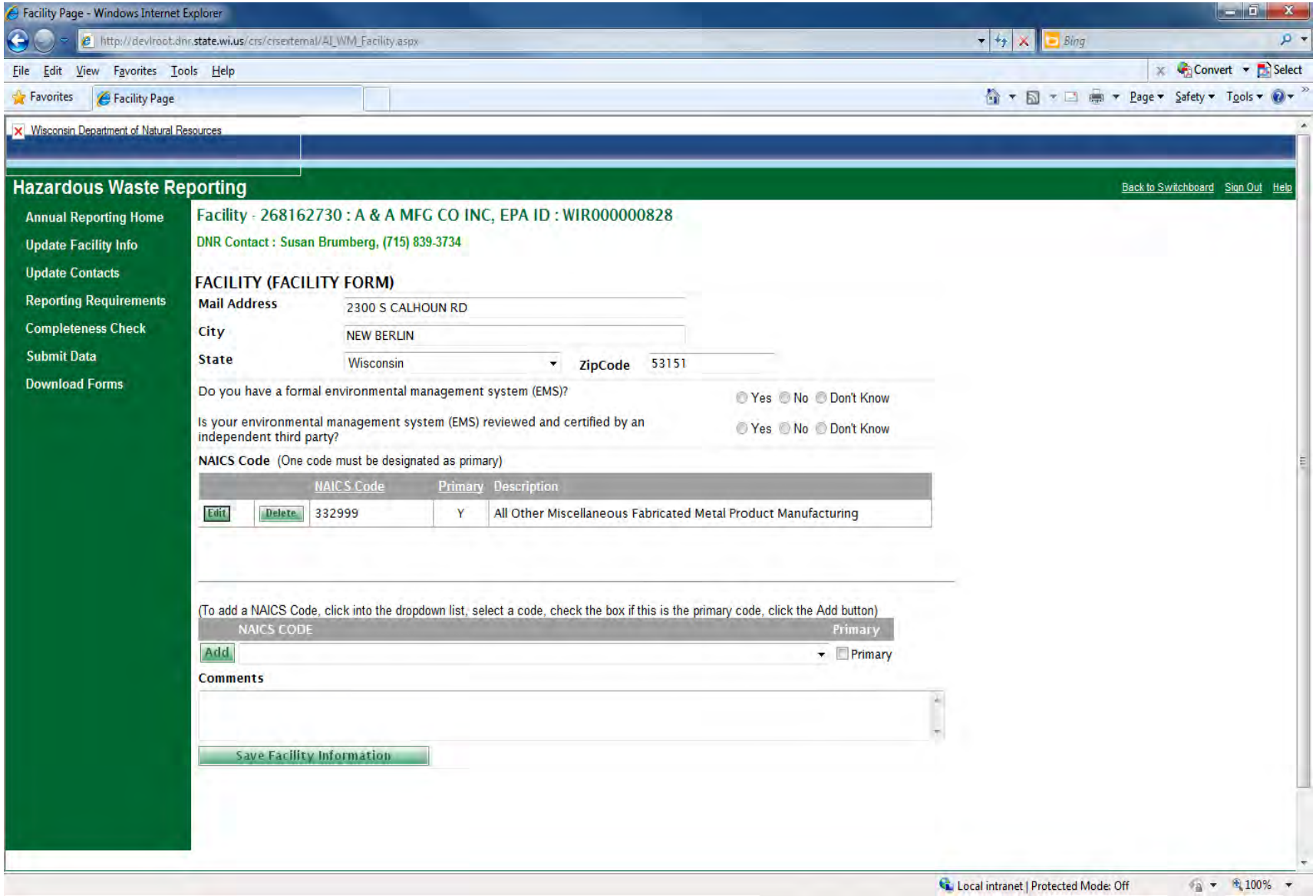
The purpose of the Update Facility Information screen in the Hazardous Waste Annual Report is to verify general information about the facility. Most of the data on this screen has been pre-loaded so just confirm the information and update if necessary.

Check the mailing address information on the Facility screen. Change any information that is incorrect. If the mailing address information is correct, you can confirm it by clicking the Save Facility Information button.

The next part of the screen is a two question Environmental Management System (EMS) survey. Use the radio buttons to indicate your answers to the questions. If you do not know whether your facility has an EMS, click the radio buttons for Don't Know.

The North American Industrial Classification System (NAICS) code is used to identify like businesses. The list of your facility's NAICS codes will be displayed. One NAICS code must be designated as primary. You can change the primary designation for any of the codes by clicking the Edit button. You can delete any code from the list by clicking the Delete button. Make any changes or deletions of the codes in your facility's list as appropriate. To add a NAICS code, click into the drop-down list; select the code applicable to your facility; check the box if this is the primary code; and then click the Add button.



Use the Comments section to enter additional information about any part of the Update Facility Information screen.

When you have completed all data entry on this screen, click the Save Facility Information button. Unless you click this button, the information will not be saved and you will need to redo the data entry.