Small Quantity Generator (SQG) Data Cleanup Instructions for Metabase

The processes outlined below are intended to assist states that would like to clean up their SQG data prior to the September 1, 2021, SQG re-notification deadline by identifying SQG sites in the database that are no longer conducting hazardous waste generator activities (e.g., gone out of business) or have changed their generator category without notifying the U.S. Environmental Protection Agency (EPA) or their implementing state agency.

In the memo "Implementing the Small Quantity Generator Re-Notification Requirement from the 2016 Generator Improvements Final Rule" (Resource Conservation and Recovery Act (RCRA) Online Number 14926), EPA suggested that it is reasonable to assume that a facility is no longer in business if they have not conducted hazardous waste activities for 10 years or more. That is not a requirement, however, and the specific time frame a state chooses to use is entirely up to that state.

These instructions are specifically for use within Metabase, but the reports can also be run in RCRAInfo V6 (Reports>Handler>HWGI Tab). Be aware, however, that RCRAInfo is only able to produce .pdf files, so if you intend to manipulate the data, you will need to use Metabase which can export data in .csv, .xlsx, and .json formats.

How to Run the "In Business" Report in Metabase

This report shows a list of SQGs by state that are "In Business." An SQG is considered to be in business if they submitted a biennial report during or since a specified report cycle, a treatment, storage, or disposal facility reported receiving waste from the SQG in a biennial report during or since a specified report cycle, or a handler record exists with a "Received Date" on or after January 1 of a specified report cycle.

1. Log into Metabase here: https://rcraquery.epa.gov/metabase/.
    a. To access Metabase, you need to be an active RCRAInfo V6 user and receive access to Metabase. Send an email to Chris Muir (muir.christopher@epa.gov) to request an invite for access.
2. On the Home page (not your dashboard), click on "National Reports" in the "Our Analytics" section.
3. On the National Reports page, click "Handler."
4. Scroll down to the bottom of the page and click "SQG Renotification Data Quality Detail Report."
5. On the SQG Renotification Date Quality Detail Report page:
    a. Enter your state in the "State Code" field (case sensitive - required).
    b. If your state uses districts, you can enter a particular code in the State District Code. This is just a filter, however, so it is not required. If you do not enter a code in this field, the search will return all results in the state.
    c. Enter the Biennial reporting year you would like to search (required).
6. Click ▶ to run the report.
7. Click ☁ in the bottom right corner of the window to download the results.
8. Select the file type you want to download (.csv, .xlsx, .json).
    a. When downloading large result sets, picking .csv will be much faster than .xlsx.
9. Open the file that you downloaded.

10. The sites with "OUT" in the "BUSINESS_STATUS" column are the ones that will need further investigation to determine if they are truly out of business or just haven't been active recently.
11. You can use these results to search on Google and Google Maps using company name, address, or other relevant information to help determine if a handler is still in business. You can also search for manifest activity in Metabase as described below.

Searching for Manifest Activity in Metabase

You can use manifest activity to see if a site whose "BUSINESS_STATUS" is "OUT" is still conducting hazardous waste operations. The process outlined below will display results by generator zip code. There is also a similar report that allows users to search for a specific generator's manifest activity using its EPA ID Number. To run that report, simply follow the instructions below until Step 4. At Step 4, select the report called "Manifest Waste Shipment - Waste Line Detail Extract / Inspectors Report (by Generator ID)" and continue to follow the instructions.

1. Log into Metabase here: https://rcraquery.epa.gov/metabase/.
   a. To access Metabase you need to be an active RCRAInfo V6 user and receive access to Metabase. Send an email to Chris Muir (muir.christopher@epa.gov) to request an invite for access.
2. On the Home page (not your dashboard), click on "National Reports" in the "Our Analytics" section.
3. On the National Reports page, click "e-Manifest."
4. Scroll down to the bottom of the page and click "Manifest Waste Shipment - Waste Line Detail Extract / Inspectors Report (by Generator Location)."
5. On the Manifest Waste Shipment - Waste Line Detail Extract / Inspectors Report (by Generator Location) page:
   a. Enter the "Generator Zip" (i.e., zip code - required).
   b. Enter the "Shipped Date" (required).
   c. Enter information in any of the other fields as desired. They are optional filters that will help narrow the results but are not required.
6. Click [▶] to run the report.
7. Click [⬇] in the bottom right corner of the window to download the results.
8. Select the file type you want to download (.csv, .xlsx, .json).
   a. When downloading large result sets, picking .csv will be much faster than .xlsx.
9. Open the file that you downloaded.
10. Compare the "In Business" Report results with these results to see if a facility that appears to be out of business according to the "In Business" Report is still manifesting hazardous waste.

Next Steps

Please note that these are initial broad steps to narrow down the number of facilities that may not still be in business or have changed their generator category without notifying. It is possible that a facility that appears to be out of business according to the "In Business" Report may still be operating as an SQG or may be in business but operating at a different generator category. It may be advisable to reach

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out using email or phone or use other tools to verify that a handler is, in fact, out of business, such as Google, Google Maps, Street View within Google Maps (to see a photo of a location if their address does not return any results), etc.

Please email Brian Knieser (Knieser.brian@epa.gov) with any questions about the SQG re-notification requirement.