

**Special Waste Disposal Request**  
Kansas Department of Health and Environment  
Bureau of Waste Management  
Waste Reduction, Compliance and Enforcement Section  
1000 SW Jackson, Suite 320, Topeka, Kansas 66612-1366

**You may email to: [kdhe.swda@ks.gov](mailto:kdhe.swda@ks.gov) or FAX form to: 785-559-4253**

**Please type or clearly print** - See page 2 for instructions

**I. REQUESTER INFORMATION (This is where the Disposal Authorization letter will be sent.)**

Business/Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ County: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
E-Mail Address, if applicable: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**II. POINT/LOCATION OF GENERATION INFORMATION (only if different from the information in Section I above)**

Name of Property/Owner/Generator: \_\_\_\_\_  
Physical Address/Location: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ County: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**III. WASTE INFORMATION - Use back of form if additional space is required**

Waste Description: \_\_\_\_\_  
Process Producing Waste: \_\_\_\_\_  
Physical Characteristics of Waste: \_\_\_\_\_  
Quantity for Disposal: \_\_\_\_\_ (Please Select One) Lbs Tons | Cubic Yards Drums  
One time Event, up to 6 months Per Year/Annually Est. Weight: \_\_\_\_\_

Laboratory Analyses Attached: Yes No Safety Data Sheets (SDS) Attached: Yes No

Renewal of Previous Authorization: Previous/Current Authorization No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**IV. DISPOSAL INFORMATION**

Landfill Proposed for Disposal: \_\_\_\_\_  
Solid Waste Transfer Station Proposed: \_\_\_\_\_ Permit #: \_\_\_\_\_

**V. CERTIFICATION**

I hereby certify that I am a duly authorized representative of the generator identified above. I further certify that, to the best of my knowledge, the following items are true:

1. The waste identified for disposal is not a hazardous waste as defined by K.A.R. 28-31-261.
2. All analytical analyses provided are from a Kansas Department of Health and Environment (KDHE) certified laboratory and are representative of the waste identified for disposal.
3. All information provided in any attached profile, re-certification, or other document completed by the authorized representative accurately characterizes the waste.
4. If this is a renewal, the materials and processes that generate the waste have not changed since the last disposal authorization indicated above, and the information previously provided to KDHE is still valid.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

If you have any questions about information required to complete this form, please contact the Special Waste Coordinator at 785-296-1600 or send an e-mail to: [kdhe.swda@ks.gov](mailto:kdhe.swda@ks.gov)

Special waste is defined by K.A.R. 28-29-3(iii) as: Any solid waste that, because of physical, chemical, or biological characteristics, requires special management standards due to concerns for owner or operator safety regarding handling, management, or disposal.

- I. **Requester Information** - Requester information must be provided for the individual taking responsibility for the waste disposal request. This could be the actual generator of the waste, or a contractor or consultant managing the waste for a client. KDHE will e-mail you a copy of the **special waste disposal authorization (SWDA)** letter as a portable document file (pdf) if you provide your e-mail address. If you do not provide your e-mail address, we will mail or fax you a copy of the **SWDA** letter. Please note that you may complete this form on-line at our website. [kdheks.gov/waste/forms/solidwaste/sw600-specwaste.pdf](http://kdheks.gov/waste/forms/solidwaste/sw600-specwaste.pdf)
- II. **Point of Generation Information** - Point of generation information must be provided for the physical location where the waste is generated. If this information is identical to the information provided in Section I, this section may be left blank or marked "Same". This is potential information for phase I environmental assessments, also possible confirmational requirements.
- III. **Waste Information** - The following information must be provided concerning the waste:
  - Waste description - Provide a brief description of the waste. For example, "contaminated soil", "wastewater sludge", etc.
  - Process producing waste - Provide a brief description of the process that produced the waste. For example, "sand blast operation", "painting operations", "mandatory/voluntary soil remediation", "product spill and name of product", etc. Listed processes in the 40 CFR 261.31 - 261.32 **do not** qualify as special waste, **nor** commercial chemical spills listed in 261.33.
  - Physical Characteristics of Waste - Provide a brief description of the physical make-up of the waste. What does the waste look like/smell like: For example, "gray sludge", or "dark soils with petroleum odor", etc. What will the landfill facility see & smell at the time of disposal?
  - Quantity for Disposal - Estimate the quantity of the waste for disposal in units of pounds or tons. It is best to slightly overestimate. If the request is for a onetime event for disposal, indicate "Onetime event" though you may need to make multiple trips to the landfill for disposal. If a volume is estimated please estimate weight also.
  - Laboratory Analyses Attached - Indicate whether laboratory analyses performed by a KDHE certified laboratory are attached. If you have questions whether analyses are required or what analyses are required, please contact the Special Waste Coordinator at 785-296-1600 or send an e-mail to: [kdhe.swda@ks.gov](mailto:kdhe.swda@ks.gov).
  - Safety Data Sheet (SDS) Attached - Indicate whether an SDS for the waste is attached. If you are using an SDS to support your determination that the waste is not a hazardous waste, the SDS must be attached.
  - Renewal of Previous Authorization - If you wish to renew a disposal authorization issued in the prior year, please complete this section with the most recent SWDA number for the waste stream. Be sure to review the previous information (analyses, SDS, etc.) provided to KDHE to make sure it is still valid. **An Amendment to a current/recent SWDA may be acquired with an e-mail to: [kdhe.swda@ks.gov](mailto:kdhe.swda@ks.gov) referencing the SWDA number with a brief explanation of what will need amended and why.**
- IV. **Disposal Information** - The following information must be provided concerning the disposal site for the waste:
  - Landfill Proposed for Disposal - Indicate the landfill where you wish to dispose the waste. **You should contact the landfill for tentative approval of acceptance prior to submitting this form.**
  - Solid Waste Transfer Station Proposed - If the waste will be shipped through a transfer station, indicate the name and permit number of that station. If the waste will be shipped directly to a landfill, leave this line blank or indicate "NA" for *not applicable*.
- V. **Certification** - The certification statement must be signed by an authorized representative of the generator/owner of the waste. This may be a consultant or contractor authorized to sign on behalf of the generator/owner of the waste.