Permanent State ID Number Instructions and Application (DTSC Form 1358)

Do not use DTSC Form 1358 to apply for a temporary State ID number or to apply or make changes to a federal EPA ID number.

Item #	Section	
1	**New Number Requests**	• If you are applying for a new permanent State ID number, check this box. Select Generator, Transporter or both, and select the reason you are applying. • You cannot apply for a new permanent State ID number and the inactivation of an existing permanent State ID number on the same application. Two separate applications must be submitted.
2 – 5	**Changes to Status or Information for an Existing State ID Number**	• Check the appropriate box to update, inactivate or reactivate a permanent State ID number or to change the business name only. • A permanent State ID number is specific to the location and owner to which it was assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number. • You may change the business name without applying for a new permanent State ID number if there has been no change in ownership.
6	**Site/Facility/Business Name**	• Enter the legal name of the site/facility/business, this may include a Doing Business As (DBA).
7	**Site Location**	• Enter the site/business location address, including the name of the county. • A permanent State ID number is specific to the location and owner to which it was assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number. • The address must be a physical address; street number and street name. If there is no physical address, latitude and longitude or assessor's parcel number is acceptable. • Post office boxes or descriptive addresses are not acceptable.
8a – 8b	**Federal Employer ID Number/ California Department of Tax and Fee Administration (CDTFA) Number**	• Enter the Federal Employer ID Number (FEIN), also known as the Federal Tax Identification Number. If the business is a sole proprietorship and does not have a FEIN, enter "sole proprietorship" or "N/A". This field is required and cannot be left blank. • A CDTFA Number, also known as a Hazardous Waste Generator Fee account number is only required if your business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final waste disposition. DTSC notifies the California Department of Tax and Fee Administration (CDTFA) when a State ID number has been issued. To apply for a CDTFA Number or for more information, please visit cdtfa.ca.gov. • If the business does not have a CDTFA Number, this field will be blank.
9	**Mailing Address**	• Enter the mailing address. This address may be different from the site location address.
10	**Site Contact Information**	• Enter the site contact person's name, address, and phone number. • Entering an email address and fax number are recommended if available.
11	**Legal Business Owner**	• Enter the legal business owner's information. If the business is a corporation, enter the company's legal business name. Example: Mike's Bikes, Inc. • Do not enter the property owner or management company since they are not the entity generating hazardous waste. • DTSC *does* allow a change in ownership to an immediate family member without issuing a new permanent State ID number. • If there has been a change in ownership, you must apply for a new permanent State ID number.
12	**Standard Industrial Classification (SIC) Code for the Site**	• Enter your 4-digit Standard Industrial Classification (SIC) Code. The SIC Code best describes your company's primary business activity. To search for your SIC Code please visit https://www.osha.gov/pls/imis/sicsearch.html.
13	**Certification**	• The application must include a hand-written signature of an owner, officer or employee of the business or an *authorized* consultant. DTSC **does not** accept digital signatures. • Enter the date, name, title, and phone number of the person who is signing.

Application Submission		
Postal Mail	Email	Fax
Department of Toxic Substances Control OEIM – Business Operations Unit, 11th Floor P.O. Box 806 Sacramento, CA 95812-0806 DTSC does not confirm receipt of mail.	idnumber@dtsc.ca.gov An email submission is recommended for trackability.	(916) 323-3500 DTSC does not confirm receipt of faxes.

Additional Information

• The application processing time is up to 15 business days from the date your application is received by DTSC.
• To check the status of your permanent State ID number, visit the following links: *(Computer pop-up blockers may need to be disabled.)*
  ○ By ID Number: https://hwts.dtsc.ca.gov/report_search.cfm?id=2
  ○ By Company: https://hwts.dtsc.ca.gov/report_search.cfm?id=5
• There are no fees to obtain a permanent State ID number.
• Please make a copy of your application for your records as DTSC will not provide a copy of your completed application.
• Please review your application for completeness before submitting as incomplete applications will delay the processing.
• Newly issued permanent State ID numbers will receive a confirmation notice by mail.
• Reactivated or inactivated permanent State ID numbers will not receive written confirmation. You can check the status of your ID number in one of the links above.
• Questions? Please contact our Telephone Information Center at (800) 618-6942 or email us at idnumber@dtsc.ca.gov.

PERMANENT STATE ID NUMBER APPLICATION

Please type or print legibly in ink.

NEW NUMBER REQUESTS Check all that apply.

☐ 1. I am applying for a **new** permanent California ID number as a hazardous waste: ☐ **Generator** ☐ **Transporter**

Reason for a new number: A. ☐ Never had a number B. ☐ Business moved C. ☐ Legal owner of business changed

*If your business generates greater than 100 kg of RCRA hazardous waste other than those hazardous waste listed in 40 CFR 261.5 subparts (c) and (d) per month, **please** complete Form 8700-12 for a federal EPA ID number.*

CHANGES TO STATUS OR INFORMATION FOR AN EXISTING STATE ID NUMBER

For existing ID number: **C A** ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

☐ 2. I am updating the mailing address and/or contact information only.

☐ 3. I am inactivating this ID number.

☐ 4. I am reactivating this ID number. Reason (please select one): A. ☐ Verification Questionnaire B. ☐ Other

☐ 5. I am changing the business name only, no ownership change.

6. Site/Facility/Business Name (Include DBA): _____

7. Site Location: _____
Street

_____
City State Zip Code County

8. (a) Federal Employer ID Number_____ (b) CDTFA Account Number_____

((b) is only required from generators of greater than 5 tons per calendar year.)

9. Mailing Address: _____
Street

_____
City State Zip Code

10. Site Contact Person: _____
First Name Last Name

Contact Person Address: _____
Street

_____
City State Zip Code

Contact Person Phone Number: (_____) _____ Fax Number: (_____) _____
Area Code Phone Number Area Code Fax Number

Contact Person Business Email Address:_____

11. Legal Business Owner (not property owner): _____
Name

Owner Address: _____
Street City State Zip Code

Owner Phone Number: (_____) _____ Fax Number: (_____) _____
Area Code Phone Number Area Code Fax Number

12. Standard Industrial Classification (SIC) Code for the Site: ___ ___ ___ ___ (4-Digit Number)

13. Certification: *I certify under penalty of law that the information on this document was prepared to the best of my knowledge and belief to be true, accurate and complete.*

SIGNATURE (handwritten) _____ Date _____

Name (print) _____ Title _____ Phone _____