



# Creating and Submitting Hazardous Waste Annual Reports in WIETS

USEPA, OFFICE OF LAND AND EMERGENCY MANAGEMENT  
OFFICE OF RESOURCE CONSERVATION AND RECOVERY  
MATERIALS RECOVERY AND WASTE MANAGEMENT DIVISION

# Export Annual Report Regulatory Requirements

Exporters must file annual reports with EPA no later than March 1 of each year summarizing the types, quantities, frequency, and ultimate destination of all hazardous waste exported during the previous calendar year. For specific requirements for different wastes please see:

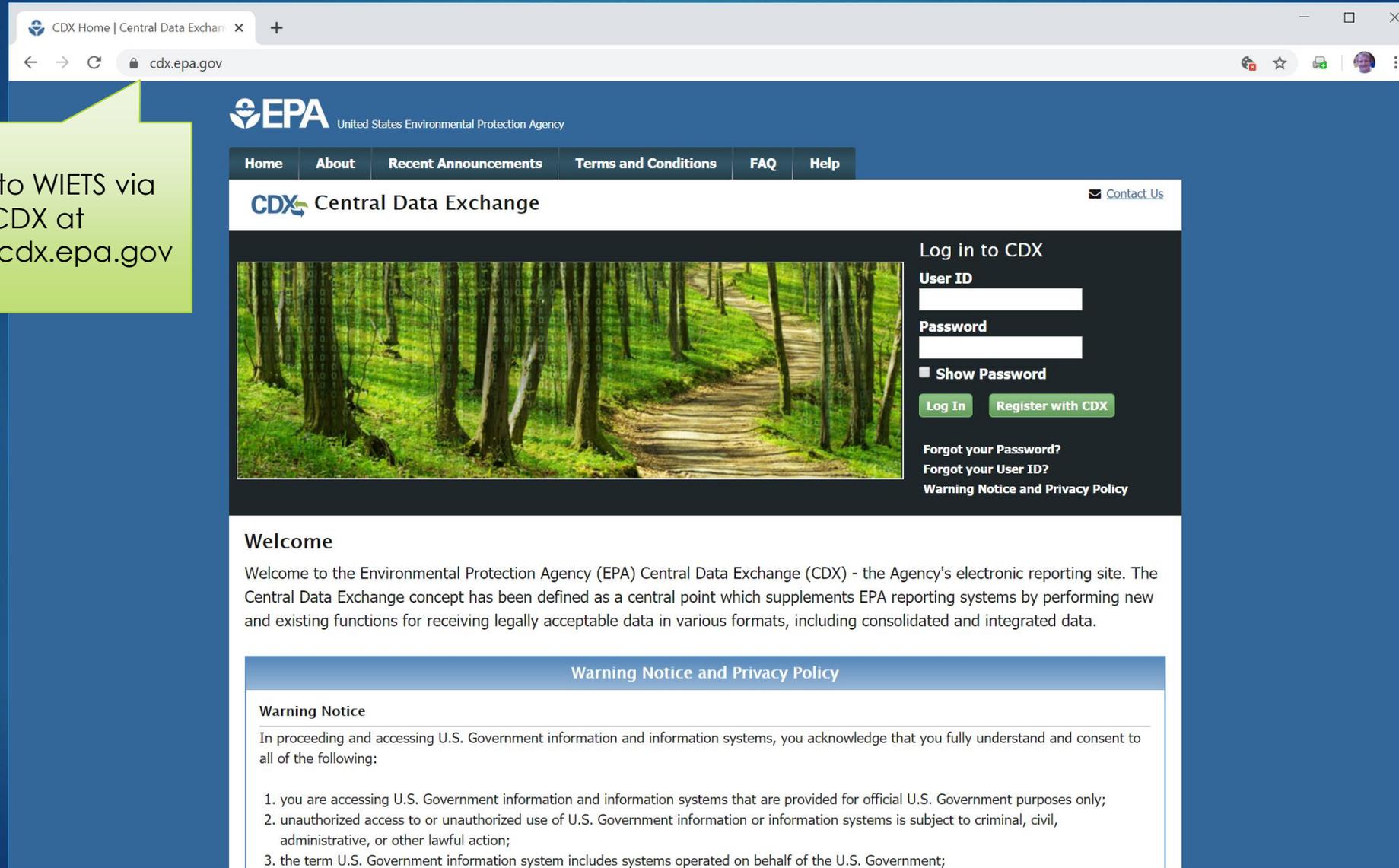
- ▶ Hazardous Waste including SLABs and Universal Waste, 40 CFR § 262.83(g)
- ▶ Cathode Ray Tubes, 40 CFR § 261.39(a)(5)(x)
- ▶ Hazardous Secondary Materials, 40 CFR § 261.4(a)(25)(xi)

# WIETS – Annual Reporting Process Overview

- ▶ Log into WIETS through CDX
- ▶ Start the report and select all your notices
- ▶ Update contact info, actual shipment info, and transporter details
- ▶ Sign the notice to submit to EPA (or assign the notice to the exporter for signature)

# WIETS – Logging in through CDX

Log into WIETS via  
CDX at  
<https://cdx.epa.gov>



The screenshot shows a web browser window with the address bar displaying "cdx.epa.gov". The page header includes the EPA logo and the text "United States Environmental Protection Agency". A navigation menu contains links for "Home", "About", "Recent Announcements", "Terms and Conditions", "FAQ", and "Help". The main content area features the "CDX Central Data Exchange" logo and a "Log in to CDX" section. This section includes input fields for "User ID" and "Password", a "Show Password" checkbox, and "Log In" and "Register with CDX" buttons. Below the login fields are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy". A "Welcome" section follows, providing a brief overview of the CDX site. At the bottom, there is a "Warning Notice and Privacy Policy" section with a "Warning Notice" subsection containing a list of terms and conditions.

CDX Home | Central Data Exchange

cdx.epa.gov

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange Contact Us

Log in to CDX

User ID

Password

Show Password

Log In Register with CDX

Forgot your Password?  
Forgot your User ID?  
Warning Notice and Privacy Policy

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;

# WIETS – Logging in through CDX

The screenshot shows the EPA MyCDX Central Data Exchange interface. The user is logged in as WIETS\_PROD\_CERT\_1. The 'Services' table is visible, with the following data:

Status	Program Service Name	Role
	WIETS: Waste Import/Export Tracking System	<a href="#">Export Certifier</a>

A callout box points to the 'Export Certifier' role, containing the text: "Click on your role to go to WIETS. Preparers can enter all data, but only certifiers can sign and submit reports".

# WIETS - Homepage

The screenshot shows a web browser window with the URL `cfext.epa.gov/wiets/index.cfm?fuseaction=security_control.exporterLaunchFromCDX`. The page title is "Waste Import Export Tracking System". The navigation menu includes "Home", "Notices", and "Annual Reporting". A callout box highlights the "Annual Reporting" menu item with the text: "Annual reporting module can be accessed from the top menu on the homepage".

WIETS Home page - STEVE MILLER

[New Notice](#) Quick Search (?)

<b>Notices Awaiting Action</b> <ul style="list-style-type: none"><li><a href="#">5</a> Draft Export Notices</li><li><a href="#">1</a> Draft Import Notice</li><li><a href="#">2</a> Awaiting Signature Export Notices</li></ul>	<b>Last 5 Notices Viewed</b> <ul style="list-style-type: none"><li><a href="#">017726/9E/17</a></li><li><a href="#">022934/8E/19</a></li><li><a href="#">019832/6E/18</a></li><li><a href="#">018165/11E/17</a></li><li><a href="#">015254/12E/16</a></li></ul>
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[View All Notices](#)

Privileged Information  
Safeguard from Unauthorized Disclosure

# WIETS – Annual Reporting Homepage

Waste Import Export Tracking System

Home Notices ▾ Annual Reporting

## Annual Reporting - Home

**In Progress Reports**

- [2019](#), created: 12/10/2019 ([Delete](#))
- [2019](#), created: 12/10/2019 ([Delete](#))
- [Steve test 2019-12-10 \(2019\)](#), created: 12/10/2019 ([Delete](#))

**Start a New Report**

Report Year:  Report Name:

**Submitted Reports**

- 2019 Report, Signed 12/30/2019 ([Download](#))
- Demo Test Report, 2019 Report, Signed 10/29/2019 ([Download](#))

In Progress reports are reports which have not been signed and can be edited. Submitted reports cannot be edited. When starting a new report, the report year is the calendar year in which shipments were made. If a signed report requires changes, please email [RCRAannualreports@epa.gov](mailto:RCRAannualreports@epa.gov) to request that the report be rejected for updates.

# WIETS – Report Notice Selection

Waste Import Export Tracking System

Home Notices Annual Reporting

## Annual Reporting - Notice Selection

Only one annual report per exporter EPA ID will be accepted per year. Please consolidate all notices into a single report for each exporter.

[Not seeing all your consents?](#)

### Available Notices

#### QQQ111111111 - EXPORT EXPRESS

	Notice ID	Country	Waste Material	Exporter	Consent Period
<input type="checkbox"/>	022617/10E/19	Canada	Universal Waste	EXPORT EXPRESS QQQ111111111	2019-10-21 to 2020-10-21
<input type="checkbox"/>	022618/10E/19	Canada	Universal Waste	EXPORT EXPRESS QQQ111111111	2019-10-22 to 2020-10-22
<input type="checkbox"/>	022619/10E/19	Canada	Universal Waste	EXPORT EXPRESS QQQ111111111	2019-09-24 to 2020-09-15

Showing 1 to 3 of 3 entries

#### SPM000000000 - STEVE EXPORTS

	Notice ID	Country	Waste Material	Exporter	Consent Period
<input type="checkbox"/>	022621/10E/19	Mexico	Universal Waste	STEVE EXPORTS SPM000000000	2019-08-19 to 2020-08-12
<input type="checkbox"/>	022622/10E/19	Mexico	Universal Waste	STEVE EXPORTS SPM000000000	2019-10-22 to 2020-10-22

Showing 1 to 2 of 2 entries

Notices are grouped by Exporter EPA ID. Only notices with consent to ship in the selected calendar year are included. If you don't see consents you think you should have access to, click on the "Not seeing all your consents?" link

# WIETS – Report Site/Mailing Addresses

Waste Import Export Tracking System

Home Notices ▾ Annual Reporting

## Annual Reporting - Exporter Info ⓘ

Exporter Info Waste Streams Transporters Waste Reduction Statement Certify/Print

### Site Address

**\*Company Name:** SRA INTERNATIONAL  
**\*EPA ID:** SPM000000000  
**\*Address:** 3434 WASHINGTON BLVD  
**\*City:** ARLINGTON  
**\*State:** VIRGINIA  
**\*Zip Code:** 22201  
**Country:** US  
**First Name:** STEVE  
**Last Name:** MILLER  
**Phone:** 7032846915  
**Email:** STEPHEN\_MILLER@SRA.COM  
**Fax:**

Site and mailing addresses are required. Required fields are marked with a red asterisks. Click "Update Contact Info" at the bottom of the screen to save.

### Mailing Address

**Same as Site:**   
**\*Company Name:** SRA INTERNATIONAL  
**\*Address:** 3434 WASHINGTON BLVD  
**\*City:** ARLINGTON  
**\*State:** VIRGINIA

# WIETS – Reporting Waste Streams

## Annual Reporting - Waste Streams ?

[Exporter Info](#) | 
 [Waste Streams](#) | 
 [Transporters](#) | 
 [Waste Reduction Statement](#) | 
 [Certify/Print](#)

Actual quantity shipped is populated with shipment quantity data from AES entries that are transmitted to WIETS. The actual quantity shipped for each waste stream should be edited if there were returns or if the shipment data from AES is incomplete for whatever reason. If the units of measure for actual quantity shipped entered in AES differ from the units of measure for the consented quantity, WIETS converts to the consented quantity's units of measure where possible, but values should be verified and converted where applicable. If nothing was shipped for a specified waste stream, enter 0 for the quantity shipped. If you do not see any quantity data populated for waste streams that you entered in AES, please contact RCRAannualreports@epa.gov to note which waste stream consent numbers did not reflect any AES shipment quantity data. Annual Frequency is populated with the consented annual shipment frequency and should be updated to reflect the actual number of shipments for the year. Similar to actual quantity shipped, if nothing was shipped for a specified waste stream, enter 0 for the annual frequency.

[+ Add Receiving Facility](#)

**Interim Receiving Facility: STEVE INTERIM**

CALLE 8 ORIENTE NO. 008, TIJUANA, , 22500, MX

**Final Receiving Facility: STEVE TEST [ X ] [ + Notice ]**

1 STEVE TEST, STEVEVILLE, MOR, MEXZIP, MX

Quantity Shipped and Number of Shipment will be pulled from AES if available. These fields can be edited inline by clicking the pencil icon and will save automatically when changed.

**022621/10E/19 [ X ] [ + Waste Stream ]**

Consent Number	Waste Description	DOT ID	Basel/OECD Codes	EPA Codes	Quantity Shipped	Quantity Units	Number of Shipments	Action
022621E19001	steve test	UN0257	B1110	P007		CM		/

Showing 1 to 1 of 1 entries

Previous  Next

**Final Receiving Facility: STEVE TEST [ X ] [ + Notice ]**

1 STEVE TEST, STEVEVILLE, MOR, MEXZIP, MX

**022622/10E/19 [ X ] [ + Waste Stream ]**

Consent Number	Waste Description	DOT ID	Basel/OECD Codes	EPA Codes	Quantity Shipped	Quantity Units	Number of Shipments	Action
022622E19001	steve test	UN0030	A1140	K031	1234	CM	4	/
022622E19002	test	UN0034	AC260	D007	<input type="text"/>	KG		/

Showing 1 to 2 of 2 entries

Previous  Next

# WIETS – Reporting Transporters

Waste Import Export Tracking System

Home Notices Annual Reporting

## Annual Reporting - Transporters

Exporter Info Waste Streams **Transporters** Waste Reduction Statement Certify/Print

+ Add Receiving Facility

**Interim Receiving Facility: STEVE INTERIM**  
CALLE 8 ORIENTE NO. 008, TIJUANA, , 22500, MX

**Final Receiving Facility: STEVE TEST [ X ]** [ + Notice ]  
1 STEVE TEST, STEVEVILLE, MOR, MEXZIP, MX

022621/10E/19 [ X ] [ + Transporter ]

Transporter Name	EPA ID	EPA ID Exception ?	
ALLNEX MEXICO S. DE R.L DE C.V.		<input type="radio"/> Yes <input checked="" type="radio"/> No	/

Showing 1 to 1 of 1 entries Previous 1 Next

**Final Receiving Facility: STEVE TEST [ X ]** [ + Notice ]  
1 STEVE TEST, STEVEVILLE, MOR, MEXZIP, MX

022622/10E/19 [ X ] [ + Transporter ]

Transporter Name	EPA ID	EPA ID Exception ?	
ALLNEX MEXICO S. DE R.L DE C.V.			/

Showing 1 to 1 of 1 entries Previous 1 Next

Transporters must either have an EPA ID or be marked as an exception. Click the question mark icon for exception details. Both fields can be edited inline by clicking the pencil icon and will save automatically when changed. Unused transporters can be removed by clicking the red X icon

# WIETS – Reporting Waste Reduction

Waste Import Export Tracking System



Home Notices ▾ Annual Reporting

## Annual Reporting - Waste Reduction Statement

Exporter Info Waste Streams Transporters **Waste Reduction Statement** Certify/Print

The information on this page is required in even numbered years, for each hazardous waste exported, except for hazardous waste produced by exporters of greater than 100kg but less than 1,000kg in a calendar month, and except for hazardous waste for which information was already provided pursuant to §262.41

Please provide a description of the efforts undertaken during the year to reduce the volume and toxicity of waste generated

Please provide a description of the changes in volume and toxicity of waste actually achieved during the year in comparison to previous years to the extent such information is available for years prior to 1984

Save Reduction Statement

Waste reduction statements are required for odd-numbered reporting years that are submitted during even-numbered calendar years. For example, reports submitted in 2020 must include waste reduction statements since the reporting year is 2019. Enter your descriptions and click "Save Reduction Statement" to save and continue

# WIETS – Report Validation

## Waste Import Export Tracking System



Home Notices ▾ Annual Reporting

### Annual Reporting - Certify and Print

Exporter Info Waste Streams Transporters Waste Reduction Statement **Certify/Print**

#### Certify

Before you can sign your report, you must address the following:

- Quantity Shipped required for all waste streams (022621E19001, 022622E19002)
- Number of Shipments required for all waste streams (022621E19001, 022622E19002)
- EPA ID required for all transporters unless marked for exception due to solely operating outside of US and/or carrying waste that is not required to be RCRA manifested (ALLNEX MEXICO S. DE R.L DE C.V., ALLNEX MEXICO S. DE R.L DE C.V.)
- Waste Reduction Statements are required for even-numbered years

#### Print

- Excel  
 PDF

Print

All required fields must be completed before signing and submitting the report to EPA. A summary of needed information will be included on the Certify/Print tab before allowing signature

# WIETS – Report Signature (Certifiers)

Waste Import Export Tracking System

Home **Notices** Annual Reporting

## Annual Reporting - Certify and Print

Exporter Info Waste Streams Transporters Waste Reduction Statement **Certify/Print**

### Certify

You are about to sign and submit your US RCRA hazardous waste export annual report. Once this document is signed and submitted, the notice cannot be changed or corrected.

I certify under penalty of law that I am an authorized signatory for this organization and I am submitting this information in my capacity as an authorized signatory. I understand that providing false information is a violation of the law and may result in my inquiry of those individuals immediately responsible for submitting false information being referred to the appropriate authorities for investigation and possible prosecution. I understand that providing false information may result in significant penalties for the organization.

### Print

Excel  
 PDF

eSignature Widget

#### 1. Authentication

Log into CDX

User:  
SMILLER\_CD\_X\_WIETS\_1

Password:  
●●●●●●●●

Show Password

Welcome Steve Miller

#### 2. Verification

Question:  
What was your high school's mascot?

Answer:

Show Answer

Exporters can only submit one

After accepting terms and conditions, provide your CDX password and answer to your security question to sign and submit the report for your company listed as the U.S. exporter. Preparers will need to assign the report to the U.S. exporter's certifier for signature and submission to EPA.