

2020

**Electronic Verification
Questionnaire (EVQ)
User Guide**



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General Information

This user guide is intended to aid you, the industry user, in how to file the annual Hazardous Waste Identification (ID) Number Verification Questionnaire administered by the California Department of Toxic Substances Control (DTSC). For best results read each section.

Background Information

If you generate, transport, offer for transport, treat, store or dispose of hazardous waste, you must have a hazardous waste EPA identification (ID) number, which is used to identify you and track your hazardous waste from the point of generation to its final disposal (cradle to grave). The annual Verification Questionnaire is conducted to verify the accuracy of your information associated with your EPA ID number(s) and to assess the ID number verification and hazardous waste manifest fees.

The annual Verification Questionnaire is required by the California Health and Safety Code sections [25205.15](#) and [25205.16](#). If you are a hazardous waste handler that is required to file the Verification Questionnaire and fail to do so, you will be subject to the suspension of any and all ID numbers assigned to you and any other enforcement action pursuant to the [California Health and Safety Code section 25205.16\(c\)](#).

Typically, the annual Verification Questionnaire report cycle opens in the month of July. The questionnaire is due 30 days from when you receive the first email or paper notification. When the Verification Questionnaire report cycle opens, an email notification is sent to the primary and alternate contacts listed on the eVQ account. If you have a newly issued EPA ID number and filing the Verification Questionnaire for the first time, the notification will be sent to the email address associated with your ID number. You will only receive a paper notification if there is not an email associated with your ID number.

Help Resource

After reading this user guide, if you still need assistance on how to file the Verification Questionnaire or questions related to the questionnaire, contact 1-877-454-4012 or email eVQ@dtsc.ca.gov. Due to the high volume of emails being received when the report cycle opens, for immediate assistance, we recommend you call us.

Who Must File

Hazardous waste handlers that meet any of the following conditions are required to file the 2020 Verification Questionnaire:

- You or your company had or will have an EPA ID number with an active status at any time during the fiscal year from July 1, 2019 to June 30, 2020.
- You or your company shipped hazardous waste using an assigned EPA ID number during the 2019 calendar year.

Temporary EPA ID Numbers. If you or your company had a temporary EPA ID number (identified by a lettered prefix of CAC or CAP, you may be exempt from filing the 2020 Verification Questionnaire if you or your company meet any of the following conditions below:

- You are a homeowner with a one-time cleanup of hazardous waste with less than four manifests reported in the 2019 calendar year.
- Your company did not have a *permanent* EPA ID number during the reporting period of July 1, 2019 – June 30, 2020 and no manifests were reported on the *temporary* ID number.
- Your company has less than 100 employees and only one *temporary* EPA ID number with less than four manifests reported in the 2019 calendar year.

If you or your company met one of the exemption conditions, email eVQ@dtsc.ca.gov with your temporary EPA ID number and the reason you are exempt. We will review your record.

How to File

The annual Verification Questionnaire is filed electronically through the electronic Verification Questionnaire (eVQ) System located at evq.dtsc.ca.gov. The eVQ System provides a fast and convenient way for you to file your questionnaire. To streamline the Verification Questionnaire process and reduce our carbon footprint, DTSC no longer mails paper Verification Questionnaires. However, if you do not have internet or computer access, contact us at 1-877-454-4012 for assistance.

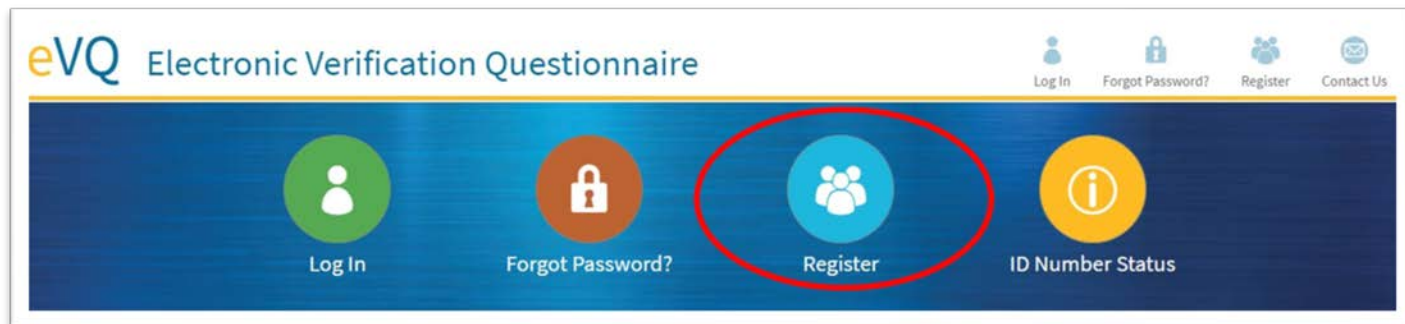
Electronic Verification Questionnaire Home Page

To access the electronic Verification Questionnaire (eVQ) home page, enter the URL evq.dtsc.ca.gov into your web browser. You can perform the following functions on the eVQ home page:

- Log in to your eVQ account
- Register for an eVQ account
- Check the status of your EPA ID number
- Visit the “Popular Links” (located at the bottom of the page)

Register eVQ Account

If you do not have an eVQ account, to register for one, click on the “Register” button.



After clicking the “Register” button, you will be directed to the screen below. Enter the EPA ID number that you would like to associate with the account in the first field. An EPA ID number is 12 characters long and begins with a lettered prefix of “CA”. You must enter the entire EPA ID number, including all the letters and numbers. You may add multiple EPA ID numbers to the same eVQ account if the ID numbers share the same Federal Tax Identification Number (FEIN). If the ID numbers have different FEINs, register separate accounts for each ID number with a different FEIN. Each account must have a unique username, but may share the same email address.

The image shows the 'Create an eVQ Account' registration form. At the top, it says 'Create an eVQ Account' with a play button icon. Below that, a red asterisk indicates a required field. The instructions state: 'Please enter your EPA ID number, including the letter prefix. If you have multiple EPA ID numbers, enter one of the EPA ID numbers to create the user account, then add the remaining ID numbers. Each EPA ID number must be valid and not already associated with another user account in order for it to be successfully added.' There is a text input field labeled 'EPA ID Number*' with the placeholder text 'Enter EPA ID number' and an 'Add' button next to it. Below this is a section titled 'List of EPA ID numbers to be associated with this login user's account (Total Added=0)' with an empty list area and a 'Remove EPA ID Number From List' button at the bottom.

Error Message After Entering ID Number. If you receive an error message after entering an ID number, follow the appropriate steps below based on the type of error message.

Error: Your EPA ID number is linked to an eVQ account. Please email eVQ@dtsc.ca.gov or call 1-877-454-4012 for further assistance.

- Check if you already have an existing eVQ account by doing the following:
 - Go to the eVQ home page by selecting the eVQ home tab. Click the “Forgot Password?”, then click on the “Forgot Username?” link. Enter your email address. If you already have an existing account, your username will be emailed to you, then you can proceed with resetting the password using your username.

- Your email address must be listed as either the primary or alternate email on the account in order for you to recover the username. Contact us if you cannot recover the username using your email.

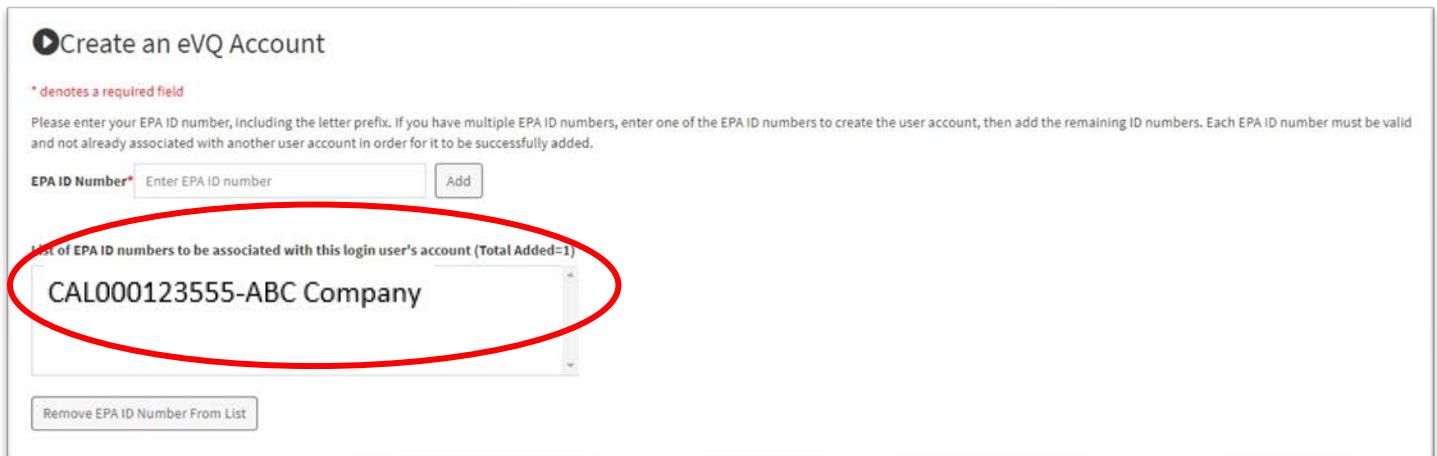
Error: Invalid or inactive ID number. Please check the ID number and try again.

- Verify and re-enter the ID number. There is no space between the lettered prefix and numbers.
- If you receive the same error message after verifying and re-entering the ID number, call 1-877-454-4012 or email eVQ@dtsc.ca.gov for assistance.

Error: EPA ID number does not exist in our HWTS System, is inactive or is not part of the eVQ extract. Please check the number and try again.

- Verify and re-enter the ID number.
- If you receive the same error message after verifying and/or re-entering the ID number, call 1-877-454-4012 or email eVQ@dtsc.ca.gov for assistance.

ID Number Accepted. When you have entered a valid ID number, the ID number and company will be listed so that it can be associated with your account.



The screenshot shows a web form titled "Create an eVQ Account". At the top, there is a red star icon and the text "* denotes a required field". Below this, a paragraph of instructions reads: "Please enter your EPA ID number, including the letter prefix. If you have multiple EPA ID numbers, enter one of the EPA ID numbers to create the user account, then add the remaining ID numbers. Each EPA ID number must be valid and not already associated with another user account in order for it to be successfully added." There is an input field labeled "EPA ID Number*" with a red star, containing the text "Enter EPA ID number", and an "Add" button to its right. Below the input field is a list titled "List of EPA ID numbers to be associated with this login user's account (Total Added=1)". The list contains one entry: "CAL000123555-ABC Company". This entry is circled in red. At the bottom of the list is a button labeled "Remove EPA ID Number From List".

Scroll down the page to create a username and password, then complete the required fields indicated by a red star. Some of the fields on the registration form will already be prepopulated based on the information you provided to us from when you applied for the ID number.

- Username must be at least 8 alphanumeric characters in length, with no spaces. These special characters are valid: @ - _ .
- Password should be at least 12 characters long and should contain one number, one upper-case character, one lower-case character, and one special character.

Account Login:

Create Username *

Example: User123 or User123@yourdomain.com

Create Password *

(case-sensitive)

Confirm Password *

(Must match above password)

Email *

evq@dtsc.ca.gov

Confirm Email *

evq@dtsc.ca.gov

Primary Contact Information:

Contact Name *

Jane Doe

Contact Title *

Owner

Contact Address 1 *

555 A Street

Contact Address 2:

Mailing address line 2 (Optional)

General Company/Facility Information:

Facility Name *

ABC Company

Owner's Name *

Jane Doe

FEIN:

12-3456789

Alternate Contact Information:

Contact Name *

John Doe

Email *

evq_test@dtsc.ca.gov

Confirm Email *

evq_test@dtsc.ca.gov

Contact Phone *

5555555555

Submit eVQ Account Request. When you have completed all the required fields on the information screen, click the “Submit eVQ Account Request” button.

Contact City *

Sacramento

Contact State *

CA

Contact Zip *

958140000

Contact Phone *

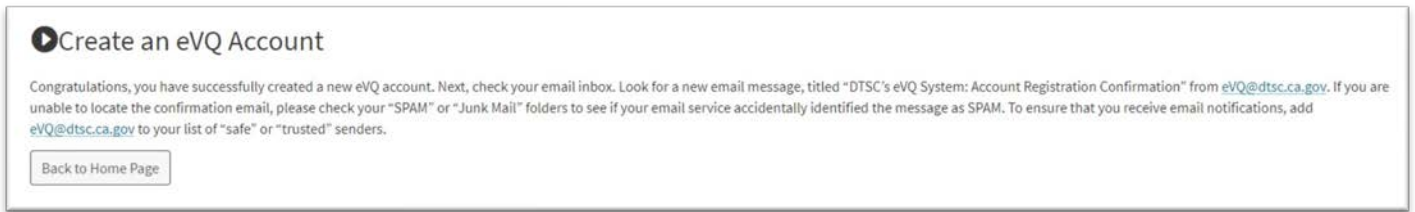
5555555555

Contact Fax

5555555555

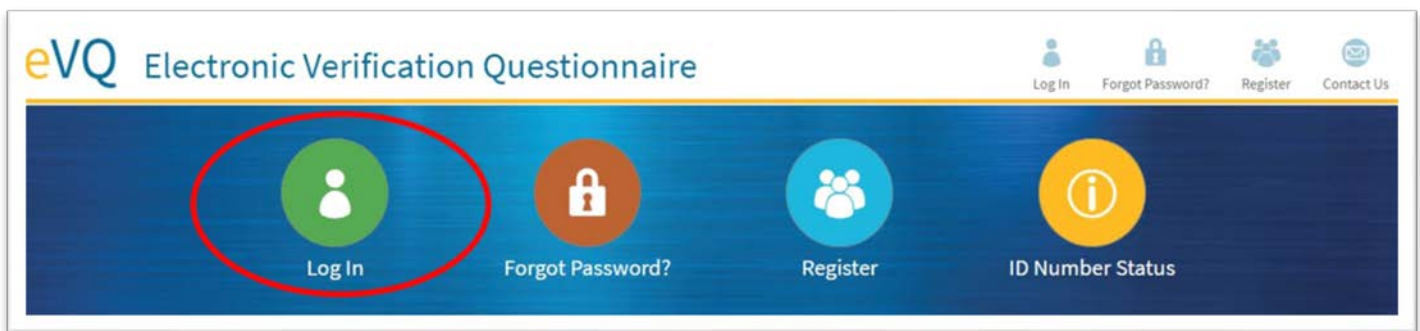
Submit eVQ Account Request

When the account has been successfully created, you will receive the confirmation message below. An email confirmation will be sent to the primary contact's email. Click the "Back to Home Page" button to log into your eVQ account to file your Verification Questionnaire.



Log In

To log in, click the "Log In" button.



Enter your username and password.

The screenshot shows the "Log In" form. It has a title "Log In" with a person icon. Below the title are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom, there are three links: "Register New Account", "Forgot Username?", and "Forgot Password?".

Note: If you entered your username and/or password incorrectly after three attempts, you will be locked out of your account. Call 1-877-454-4012 or email eVQ@dtsc.ca.gov to have your account unlocked by a DTSC staff member.

Main Menu

When you log into your eVQ account, you will see the menu below. The Verification Questionnaire consists of five steps. To get started, click on “Step 1: Contact Information”.

☰ ID NUMBER VERIFICATION QUESTIONNAIRE (VQ) AND FEES ASSESSMENT

Your 2020 verification status is: **Not Started**

Go through the steps below to complete your ID Number verification and fees assessment.

- ✔ **Step 1: Contact Information** Verify Contact Information
- ✔ **Step 2: Company Information** Verify Company and Owner Information
- ✔ **Step 3: EPA ID Number and Manifest Verification** Add or Remove EPA ID, Verify ID Number and Manifest Counts, Inactivate or Reactivate EPA ID
- ✔ **Step 4: Fees Assessment** Enter Employee and ID Number Count, Calculate ID Number Verification and Manifest Fees
- ✔ **Step 5: Fee Summary and Certification** Review Fees, Sign Questionnaire
- ✔ **Invoice and VQ Summary** Print Invoice, Payment Information, Take Survey

Step 1: Contact Information

Verify your general company and contact information and make any necessary changes. After you have finished verifying, click “Save & Go to Step 2”.

Your 2020 verification status is: **In Progress** For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

[Back to VQ Menu](#)

Step 1: Contact Information

Verify your general company and contact information below and make any necessary changes, then continue to Step 2.

* denotes a required field

General Company Information:

Company Name *	<input type="text" value="DTSC Test"/>
FEIN	<input type="text" value="551234567"/>
SIC Code	<input type="text" value="1111"/>

Contact Information:

Contact Name *	<input type="text" value="Jane Doe"/>
Contact Title *	<input type="text" value="Manager"/>
Contact Address 1 *	<input type="text" value="1001 I ST"/>
Contact Address 2	<input type="text"/>
Contact City *	<input type="text" value="SACRAMENTO"/>
Contact State *	<input type="text" value="California"/>
Contact Zip *	<input type="text" value="95814"/>
Contact E-mail *	<input type="text" value="evq@dtsc.ca.gov"/>
Contact Phone *	<input type="text" value="(916) 555-5555"/>
Contact Fax	<input type="text" value="() - -"/>

Alternate Contact Information:

Alt Contact Name	<input type="text" value="John Doe"/>
Alt Contact E-mail	<input type="text" value="evq@dtsc.ca.gov"/>
Alt Contact Phone	<input type="text" value="(916) 555-1234"/>

Federal Employer Identification Number (FEIN). The federal tax identification number, also known as an Employer Identification Number (EIN) is used to identify a business entity and is usually written in this format XX-XXXXXXX. If you are a sole proprietor and do not have a FEIN, leave this field blank.

Standard Industrial Classification (SIC) Code. The SIC Code is a four-digit number that describes your company’s primary business activity. If your eVQ account contains facilities that have different SIC Codes, enter the code that best describes your company’s primary activities.

Contact Information. Verify the contact information for the person responsible for completing the Verification Questionnaire. Make any updates if necessary. The contact listed here is the primary contact on the account. Notifications concerning the Verification Questionnaire are sent to the contact's email address.

Alternate Contact Information: Verify the alternate contact information. Notifications concerning the Verification Questionnaire are sent to the alternate contact’s email address.

Step 2: Company Information

Verify your company mailing and owner information and make any necessary changes. After you have finished verifying, click “Save & Go to Step 3”.

Your 2020 verification status is: **In Progress**

[Back to VQ Menu](#) | [Step 1](#)

Step 2: Company Information

Verify your company's mailing and owner information below and make any necessary changes, then continue to Step 3.

* denotes a required field

Company Mailing Information:

Company Name	DTSC Test
Attention	
Address 1 *	1001 I ST
Address 2:	
City *	SACRAMENTO
State *	California ▼
Zip *	95814

Owner Information:

Owner Name *	CARL INC
Address 1 *	1001 I ST
Address 2	
City *	SACRAMENTO
State *	California ▼
Zip *	95814
Phone *	(916) 555-5555
Fax	() - -

Save and Go to Step 3

Company Name and Owner Name. The company and owner names are grayed out in this step because it cannot be changed here. To update the company name and/or the owner name, visit DTSC's web page titled [“Update Information for a Hazardous Waste EPA ID Number”](#).

Step 3: EPA ID Number and Hazardous Waste Manifest Verification

Verify your EPA ID number(s) and hazardous waste manifest counts. Although the manifest counts are prepopulated in this step based on the manifest data from DTSC's records, you must verify the counts against your own records and make any corrections necessary. When you have finished verifying, click "Save and Go to Step 4".

Your 2020 verification status is: **In Progress** For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

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Step 3: EPA ID Number and Hazardous Waste Manifest Verification

Please verify the information below against your company's records. **The manifest counts are preliminary counts. If you find a discrepancy, please make the necessary correction.**

- Your hazardous waste manifests reported to DTSC for the 2019 calendar year (January 1, 2019 – December 31, 2019).
- Your EPA ID number(s) that was/were active anytime during the 2019/2020 fiscal year (July 1, 2019 – June 30, 2020).

For the purpose of this verification questionnaire, the manifest counts are only for hazardous waste that was tracked on a [Uniform Hazardous Waste Manifest \(EPA 8700-22\)](#).

Total EPA IDs: 2 Record(s)

Add EPA ID Excel

EPA ID	Site Location	Recycled	Non-Recycled	Air Solvents	Total Manifests	Function
1. CAL000271809 <small>Inactive ID as of 03/13/2020</small> <input type="checkbox"/> Reactivate	CARL INC 9740 OLSON DR SAN DIEGO, CA 92121 CDTFA Number: <input type="text"/>	0	0	0	0	<input type="button" value="Save Changes"/> <input type="button" value="Remove"/>
2. CAL000411002 <input type="checkbox"/> Inactivate (not in use as of June 30):	CARL INC 1001 I ST SACRAMENTO, CA 95814 CDTFA Number: <input type="text"/>	2	3	0	5	<input type="button" value="Save Changes"/> <input type="button" value="Remove"/>

Manifest Information: For the purpose of this questionnaire, you are only reporting hazardous waste tracked on a [Uniform Hazardous Waste Manifest](#), the shipping document that tracks hazardous waste from the point of generation, through transportation, to the final treatment, storage and disposal facility (TSDf). You are reporting the number of manifests your company had during the 2019 calendar year, not the amount of waste on the manifest. Consultants and hazardous waste transporters may prepare the Uniform Hazardous Waste Manifest for a generator as part of their services, but the generator or ID number holder is responsible for the content on the manifest and the hazardous waste manifest fees assessed by the Verification Questionnaire.

Recycled (Form Field) #1. A manifest is counted as recycled when *all* the wastes listed on the manifest have been recycled. To determine if the hazardous waste on a manifest was recycled, look at box 19 of the respective Uniform Hazardous Waste Manifest. The hazardous waste disposal facility lists the hazardous waste report management method codes in box 19. The recycled codes are H010, H020, H039, H050 or H061.

Non-Recycled (Form Field) #2. A manifest is counted as non-recycled when the management method code listed in box 19 of the respective Uniform Hazardous Waste Manifest is a non-recycled code. Non-recycled codes include any codes, except the ones listed as recycled above.

Air Solvents (Form Field) #3. This count pertains to manifests used solely for hazardous waste derived from air compliance solvents that is not recycled. You can find a list of certified clean air solvents on the [South Coast Air Quality Management District's website](#). You must use your internal records to identify manifests used solely for waste derived from air compliance solvents. Contact your hazardous waste transporter or hazardous waste disposal facility for more information.

Manifest Details #4. To view the manifest details, click on the respective ID number you want to view. The manifest details page provides the manifest tracking number, manifest type (recycled or non-recycled waste), shipment date and receipt date of hazardous waste manifests of all the 2019 manifests in DTSC's records. If any manifests are missing from the list, correct the count to reflect your records.

Add EPA ID (Button) #5. You may add ID numbers that are missing from your account, include any ID numbers issued during July 1, 2019 – June 30, 2020. To add, click on the "Add EPA ID" button and a field will appear where you can enter the ID number you would like to add.

Note: You can only add ID numbers that share the same federal employer ID number (FEIN) as the ID number(s) currently in your account. If the ID number you are trying to add does not share the same FEIN as the other number(s) in your account, register a separate eVQ account for the number.

Remove (Button) #6. You may remove ID numbers from your account, however before you do so, verify that you are not responsible for filing the respective ID number and that it does not belong in your account or to your company. Removing the ID number *does not* inactivate the ID number, it just removes it from your account. If you would like to inactivate an ID number, read the "Inactivate" section on this same page.

Reactivate (Checkbox) #7. If your ID number is currently *inactive*, the checkbox will read "Reactivate". To reactivate an ID number, click the "Reactivate" checkbox, then click the "Save Changes" button. Any fees owed must be paid first, and then posted by DTSC's Accounting Unit before the ID number will be reactivated. DTSC's Accounting Unit may take from 2 to 6 weeks to post a fee payment.

Inactivate (Checkbox) #8: If your ID number is currently *active*, the checkbox located beneath the ID number will read "Inactivate". To inactivate an ID number, select the "Inactivate" checkbox, then click the "Save Changes" button. Any fees owed must be paid first, and then posted by DTSC's Accounting Unit before the ID number will be inactivated. DTSC's Accounting Unit may take from 2 to 6 weeks to post a fee payment. The inactivate date is backdated to June 30, not the date that you elected to inactivate the ID number. If you shipped or plan to ship hazardous waste after June 30 using your assigned ID number, do not inactivate the ID number through the eVQ System. Read the note below.

Note: If your company plans to continue operating or shipping hazardous waste using your assigned ID number after June 30, 2020, do not select the "Inactivate" checkbox at this time. Inactivate your ID number when the company ceases operating by submitting one of the following:

- For permanent State EPA ID numbers, submit the [Permanent State ID Number Application \(DTSC Form 1358\)](#).
- For permanent federal EPA ID numbers, submit the [RCRA Subtitle C Site Identification Form \(EPA 8700-12\)](#) by paper or electronically (recommended) thru the [RCRAInfo System](#).

For permanent State *or* federal EPA ID numbers, submit a [letter of inactivation](#).

Save Changes (Button) #9. If you make any changes to a record, such as changes to the manifest counts, reactivate or inactivate a respective ID number, you must click the green “Save Changes” button on that record, so that the changes will be applied.

Excel (Button) #10. You can export the list of ID numbers with the manifest counts to an Excel spreadsheet, but the spreadsheet cannot be used to make edits to the questionnaire.

CDTFA Number (Form Field) #11. The California Department of Tax and Fee Administration (CDTFA) number also known as the hazardous waste generator fee account number, formerly known as the Board of Equalization (BOE) number, applies to every person or business who generates five or more tons of hazardous waste at a site in California within a calendar year. This includes recycled waste, treated wood waste, and waste sent outside California for disposal. If the CDTFA number does not pertain to you, leave this field blank. If you need a CDTFA number, visit [CDTFA's web page](#) or call 1-800-400-7115 for more information. Do not delay filing the Verification Questionnaire while you wait for a CDTFA number. Proceed with filing your Verification Questionnaire and contact us when you have received your CDTFA number.

Step 4: Fees Assessment

In this step the following two fees are being assessed:

- **ID Number Verification Fee.** This fee is based on ID numbers with active status at any time during the Fiscal Year (FY) 2019/2020 (July 1, 2019 – June 30, 2020).
- **Hazardous Waste Manifest Fee.** This fee is based on hazardous waste shipped during the Calendar Year (CY) 2019 (January 1 – December 31, 2019).

Your 2020 verification status is: **In Progress** For t

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▶ Step 4: Fees Assessment

EPA ID NUMBER VERIFICATION FEE (July 1, 2019 - June 30, 2020)

How many employees do you have? [Learn More](#)

Total permanent EPA ID numbers on record: [Learn More](#)

EPA ID Numbers that should be excluded: [Learn More](#)

Other EPA IDs (Temporary and Out of State): [Learn More](#)

HAZARDOUS WASTE MANIFEST FEE (January 1, 2019 to December 31, 2019)

Manifest Fees Summary: [Learn More](#)

	Count	Rate	Amount
Recycled	2	\$0.00	\$0.00
Non-Recycled	3	\$7.50	\$22.50
NRAC Solvents	0	\$3.50	\$0.00
Total	5		\$22.50

Manifest Credit: [Learn More](#)

Less Manifest Credit:	\$0.00
Manifest Credited For:	

Save and Go to Step 5

Hazardous Waste ID Number Verification Fee Structure

Number of Employees	1 – 49	50 – 74	75 – 99	100 – 249	250 – 499	500 or more
ID Number Verification Fee	No Fee - \$0	\$150	\$175	\$200	\$225	\$250

Number of Employees: Enter the total number of individuals employed by your company or organization throughout California during the 2019 calendar year, include employees who worked 500 hours or more and employees that worked at locations that did not generate hazardous waste.

Note: For companies with multiple EPA ID numbers with separate eVQ accounts handled by the respective location. If you are filing the Verification Questionnaire for your site location only, and other colleagues are filing for their respective site locations, each site will still count all employees at all the site locations in California. For example, if ABC Company has two EPA ID numbers for two of their locations in California. Location A has 20 employees and location B has 50 employees. When the designee at location A files the Verification Questionnaire, they will enter 70 for their employee count. When the designee for location B files their Verification Questionnaire, they will also enter 70 for their employee count.

Total Permanent EPA ID Numbers on Record

This number defaults to the number of ID numbers listed in Step 3, excluding temporary ID numbers (identified by a prefix of CAC or CAP) and out-of-state ID numbers. If your company has inactivated any ID numbers between January 1 – June 30, 2019, the numbers will need to be reported in the questionnaire only if there were hazardous waste manifests shipped under the ID number during the 2019 calendar year. For example, if your company inactivated an ID number on May 10, 2019 (FY-based), and hazardous waste manifests were shipped under that ID number in February 2019 (CY-based), your company is only required to pay the hazardous waste manifest fees on the ID number.

EPA ID Numbers That Should Be Excluded. The only EPA ID numbers that qualify to be excluded are permanent EPA IDs with an inactive date between January 1-June 30, 2020. EPA ID numbers with inactive dates from January 1-June 30, 2020 are included in the count above (total permanent EPA ID numbers on record) for the purpose of calculating manifest fees. However, you can exclude the EPA ID number in this count, so that it will *not* be assessed the ID number verification fee since it was inactivated before July 1, 2019.

Other EPA IDs (Temporary and Out of State)

Enter the total number of temporary ID numbers (identified by a lettered prefix of CAC or CAP) active at any time during the fiscal year July 1, 2019 – June 30, 2020 and out of state ID numbers that were used on a Uniform Hazardous Waste Manifest in California during the 2019 calendar year.

Hazardous Waste Manifest Fee Structure

Type of Hazardous Waste	Fee
Recycled	No Fee
Non-Recycled	\$7.50
Air Compliance Solvents	\$3.50

Hazardous Waste Manifest Fees. The [California Health and Safety Code section 25205.15](#) authorizes DTSC to assess a fee of \$7.50 for each manifest used, except for manifests used solely for recycled waste, which are fee-exempt. The fee for a manifest that is used solely for hazardous waste derived from non-recycled air compliance solvents (NRACS) is \$3.50. Persons who erroneously report this type of waste or recycled waste on a manifest that is actually used for transportation of other types of waste will pay the \$7.50 manifest fee.

Manifest Credits: The first four non-recycled manifests used in a calendar year by a business with less than 100 employees are free, provided that a copy of the manifest was sent to DTSC or submitted in the e-Manifest System in a timely manner. This credit applies per company, not per ID number. The manifest tracking numbers that have been credited will be displayed in Step 5. If you did not receive credit for a manifest, email eVQ@dtsc.ca.gov with a copy of the manifest.

Step 5: Fee Summary and Certification

Review your fees by clicking the “Fee Summary” button. If you need to make any changes to information on a previous screen, you can do so by going to the VQ menu (located on the upper left hand corner of the page) and clicking on the respective step you would like to access.

To certify the Verification Questionnaire, enter your name and title, then click the “Save and Flag as Completed” button. When the questionnaire has been successfully filed, the primary email listed on the account will receive the email confirmation. **You will not be able to go back to Steps 1-5 after you have saved and flagged your Verification Questionnaire as completed. If you need to access one of the five steps after you have flagged the questionnaire as completed, contact 1-877-454-4012 to have a DTSC staff member reset the steps for you.**

Note: If you do not click the “Save and Flag as Completed” button, the questionnaire will not show up as completed on the Department of Toxic Substances Control’s end.

Your 2020 verification status is: **In Progress** For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

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Step 5: Fee Summary and Certification

Select Fee Summary to review your total ID Number and Manifest fees. To complete the Verification Questionnaire, please enter your name and title to certify the information provided is true and correct.

[Fee Summary](#)

EPA ID Number Verification Fee

Total Number of Employees: 103
EPA ID Rate: \$200.00
Calculated Fee: \$400.00
Total Verification Fee Due*: \$400.00 * Verification amount or maximum of 5000.00, whichever amount is less.

Hazardous Waste Manifest Fee

	Count	Rate	Amount
Recycled	2	\$0.00	\$0.00
Non-Recycled	3	\$7.50	\$22.50
Air Compliance Solvents	0	\$3.50	\$0.00
Manifest Credit			\$0.00
Total	5		\$22.50

EPA ID Number Verification Fee: \$400.00
Hazardous Waste Manifest Fee: \$22.50
Total Due: \$422.50

I hereby certify under penalty of perjury that the information provided during the Verification Questionnaire is true and correct.

Name* Title*

[Save and Flag as Completed](#)

Invoice and VQ Summary

You may download and/or print your invoice and take the user survey in this section. If you owe any fees, follow the directions on the screen to make a payment by check or credit card.

Your 2020 verification status is: **Complete**

For help, please open the instructions document: [Instructions](#) (PDF, 89KB).

Invoice and VQ Summary

Congratulations, you have completed your 2020 Verification Questionnaire. A confirmation email has been sent for your records.

Total EPA ID Number Verification and Hazardous Waste Manifest Fees Due: \$422.50

CHECK PAYMENT	CREDIT CARD PAYMENT
<p>Please write the VQ Number on the check payable to the Department of Toxic Substances Control (DTSC). Mail the check and copy of the invoice to:</p> <p>Accounting Unit Department of Toxic Substances Control PO Box 1288 Sacramento, CA 95812-1288</p>	<p><input type="button" value="Submit Credit Card Payment"/></p> <p>Note: Credit card payments submitted before 5:00 p.m. Eastern Time, will be posted to your credit card account within (2) business days.</p>

Verification Questionnaire Summary

VQ Number: 202032544
DTSC Test
1001 I ST
SACRAMENTO, CA 95814-0000
Completed by: Jane Doe, Manager

EPA ID Number Verification Fee

	Count	Rate	Total
Total EPA ID Numbers	2	\$200.00	\$400.00
Total Verification Fee Due			\$400.00
(Verification amount or maximum of 5000.00, whichever amount is less)			

Hazardous Waste Manifest Fee

	Count	Rate	Amount
Air Compliance Solvents	0	\$3.50	\$0.00
Recycled	2	\$0.00	\$0.00
Non Recycled	3	\$7.50	\$22.50
Manifest Credit			\$0.00
Total			\$22.50

EPA ID Number Verification Fee: \$400.00

Hazardous Waste Manifest Fee: \$22.50

Total Due: \$422.50

Payment by Check. Print the invoice and mail it along with your check to DTSC. We recommend you retain a copy of your check and invoice for your records.

Payment by Credit Card. Click on the “Submit Credit Card Payment” button to pay online using a credit card. You do not need to submit the invoice to DTSC if you are paying by credit card. We recommend you retain a copy of the receipt for your records.

No Fees Owed. You do not need to mail the invoice if you do not owe any fees. We recommend you retain a copy of your invoice for your records.

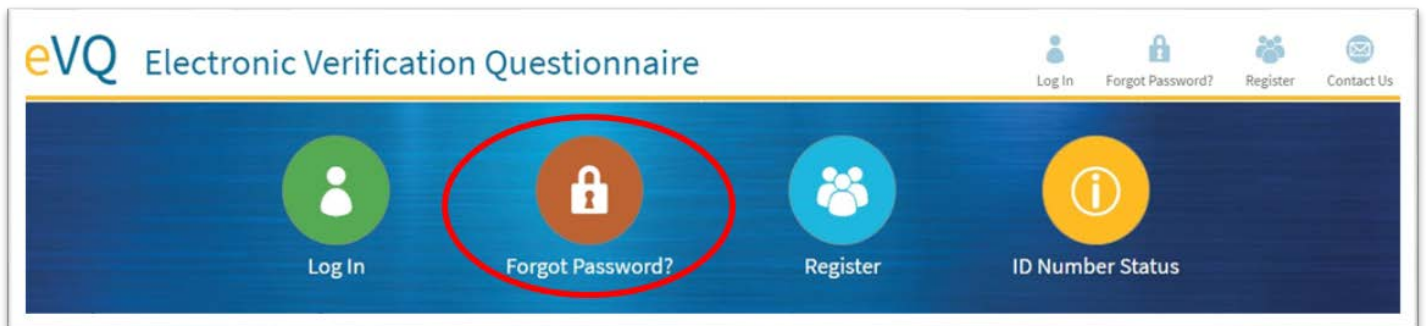
Note: A filed Verification Questionnaire with unpaid fees does not prevent an ID number from being inactivated. Any fees owed must be paid in order for an ID number to remain active.

Important Information Regarding eVQ Access

Access to the eVQ System is limited to the current VQ cycle only. We recommend you keep a copy of your submission for your records as you will not be able to access the questionnaire once the report cycle ends.

Forgot Username or Password

If you have forgotten your username and/or password, you can recover your username and/or reset your password by going to the eVQ home page and clicking on the “Forgot Password?” button.



After clicking on the “Forgot password?” link, you will be directed to the screen below. If you know your username, enter it in along with your email address. If you do not know your username, click on the “Forgot Username?” link. Your email address must be associated with the eVQ account as either the primary or alternate contact email to reset the password or recover the username. If you are the new contact on the account, read the note on the next page.

Forgot Password?

To reset your password, provide your username and email address below.

Username *

Email Address *

- [Login](#)
- [Register](#)
- [Forgot Username?](#)

Note: If you are the new contact on the account and need to gain access to the account, call 1-877-454-4012 for assistance. For security purposes, before we update you as the new contact, we will ask you to provide some information about the account, including but not limited to the name of at least one of the contacts currently on the account.