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Reporting Liquid Waste

When you select apply for a new permit, the Select Application Type page is displayed.

Select CDPH Liquid Waste Reporting to start the report
Applicant

The Liquid Waste Generator will default to your associated company.

If you aren’t associated with a company, you will be able to select the “Add Liquid Waste Generator” button.

Click the Next Step button once your company has been added.
Reporting Details - Location
You will need to add at least one location in order to create your report.

Enter your Street Number, Direction, Street Name, Suffix and IEPA Generator ID. (only the fields with asterisks are required) Select the Add Location button.
Reporting Details – Location Report

After you have entered your address, you will now be able to enter your report.

Select the + Add Liquid Waste Report button

When you select the + Add Location Report, this is the pop-up you will get. The Reporting year cannot be the current year. You must enter the Year and how many gallons were generated. If you enter a “Reclaimed” amount you must also enter a “Reused” amount and vice versa. One of these fields alone cannot be greater than zero. If one field is greater than zero, then the other field must also be greater than zero.

Select the Add Liquid Waste Report button to save your entry.
**Reporting Details – Multiple Locations**

You can add multiple addresses and create multiple reports against them by just selecting the + Add Location button and then selecting the + Add Location Report button.

When you are done reporting, you will select the Next Step button.
**Documentation**

If you have entered an amount on the Reclaimed field of your report, you will be taken to the documentation tab after selecting the Next Step button. If you have not put an amount in the Reclaimed field, you will skip this step.

Select the + Add Document button to attach any documents you might have.

If you have entered an amount in the reclamation field, you will need to add your reclamation form here.

When you are done adding your documentation, you can select the Next Step button.
Terms & Conditions
The last step before paying for your permit application is agreeing to the City of Chicago Department of Public Health terms and conditions.

By selecting the “I Agree” option and then selecting submit, you are agreeing to following the terms and conditions listed.
**Report Status**

After you have submitted your report, you will be taken to your Permit Application Status page. If you have any fees associated to your reporting, they will be listed here.

Select the Add to Cart button to add fees to shopping cart. Once you have added the fees to your cart, you may pay for what has been reported.