

City of Chicago

CDPH Liquid Waste Reporting

User Guide [Ver. 1.1]

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Reporting Liquid Waste

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

The screenshot shows a web interface with a blue header containing 'Home' and 'Permits'. The main content area is titled 'Select Application Type' and includes a sub-header: 'Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please [click here for additional information](#).' There are three application options listed in light blue boxes with blue arrowheads on the left:

- CDPH Air Quality Permit**
Apply for a Chicago Department of Public Health - Air Quality Permit.
- CDPH Asbestos / Demolition NOI**
Complete a Chicago Department of Public Health - Asbestos Abatement / Demolition Notice of Intent. **Note that an Asbestos Abatement Notice is not required for single family residences.** For Demo NOI, you must have an electronic copy of your completed City of Chicago Demo NOI form. For Asbestos Abatement, you must have an electronic copy of your completed State of Illinois Demolition/Renovation/Asbestos Project Notification form.
- CDPH Liquid Waste Reporting**
Annual reporting of liquid waste disposal for the City of Chicago Department of Public Health.

A blue arrow points from a callout box to the 'CDPH Liquid Waste Reporting' option. The callout box contains the text: 'Select CDPH Liquid Waste Reporting to start the report'.

Applicant

The Liquid Waste Generator will default to your associated company.

The screenshot shows the 'Applicant' page in the CDPH Liquid Waste Reporting system. The breadcrumb navigation at the top reads 'Home > Permits > Apply'. A sidebar on the left contains a progress indicator with five steps: 1. Application Type, 2. Applicant (highlighted), 3. Reporting Details, 4. Terms & Conditions, and 5. Status. The main content area is titled 'Applicant' and 'CDPH Liquid Waste Reporting'. It includes a sub-header '* Required Information' and a section for 'Liquid Waste Generator *'. This section contains the instruction: 'Click the Add Liquid Waste Generator button to search for / add the company that generated Liquid Waste.' Below this is a green 'Add Liquid Waste Generator' button. At the bottom of the section are 'Previous Step' and 'Next Step' buttons. Two blue callout boxes with arrows provide instructions: one points to the 'Add Liquid Waste Generator' button, and the other points to the 'Next Step' button. At the bottom of the page, there is contact information for assistance.

Home > Permits > Apply

1. Application Type
2. Applicant
3. Reporting Details
4. Terms & Conditions
5. Status

Applicant

CDPH Liquid Waste Reporting

Enter / Confirm the information about the Waste Generator Company below. If your account is associated to a company that company will be auto-added as the applicant. If not, please search for / add the company that generated the Liquid Waste.

** Required Information*

Liquid Waste Generator *

Click the Add Liquid Waste Generator button to search for / add the company that generated Liquid Waste.

Add Liquid Waste Generator

Previous Step **Next Step**

If you need assistance with your application or renewal process, you can email us at cdphpermits@cityofchicago.org. If your question is about an existing permit application, please include your application number or the address of your application.

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.

Home \ Permits \ Apply

1. Application Type
2. Applicant
3. Reporting Details
4. Terms & Conditions
5. Status

Reporting Details

CDPH Liquid Waste Reporting

Application Number - 1100741

Enter one or more locations below, then enter the liquid waste reporting information for one or more reporting periods. Reporting periods are annual 1/1 through 12/31 and must be reported after the annual period has ended.

*** Required Information**

Your permit application has been saved to your dashboard.

Locations

+ Add Locations

No locations have been added for activities.

Previous Step Next Step

If you need assistance with your application or renewal process, you can email us at cdphpermits@cityofchicago.org. If your question is about an existing permit application, please include your application number or the address of your application.

Home \ Permits \ Apply

Add Locations

Street Number *

Direction *

Street Name *

Suffix

IEPA Generator ID ?

Cancel Add Locations

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.

Location + Add Location

1 N STATE ST Edit Delete

Location Report

Reporting Year	Generated (gals.)	Used Oil (gals.)	Reclaimed (gals.)	Reused (gals.)	
2018	8762	4729			Edit Delete
2017	8923				Edit Delete

+ Add Location Report

10 N STATE ST Edit Delete

Location Report

Reporting Year	Generated (gals.)	Used Oil (gals.)	Reclaimed (gals.)	Reused (gals.)	
2018	9874				Edit Delete
2016	10258	9853	423	325	Edit Delete

+ Add Location Report

Next Step

If you need assistance with your application or renewal process, you can email us at cdphpermits@cityofchicago.org. If your question is about an existing permit application, please include your application number or the address of your application.

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.

The screenshot shows the 'Documentation' page for 'CDPH Liquid Waste Reporting' with application number 1099985. A sidebar on the left lists steps 1 through 6, with 'Documentation' selected. The main content area includes instructions on uploading 5 items: a process description, waste profile, SDS, reclamation method, and reclaimer contact info. A table with columns 'Document' and 'Categories' is present, along with a '+ Add Document' button. Navigation buttons for 'Previous Step' and 'Next Step' are at the bottom. Two callout boxes provide instructions: one points to the '+ Add Document' button, and the other points to the 'Next Step' button.

Home > Permits > Apply

1. Application Type
2. Applicant
3. Reporting Details
4. Documentation
5. Terms & Conditions
6. Status

Documentation

CDPH Liquid Waste Reporting

Application Number - 1099985

If you have reclaimed any liquid waste, please provide the following 5 items by uploading them here. Note that each location and year that a reclaimed amount is shown for, requires its own 5 supporting items. Supporting items to be uploaded are:

- (1) A brief description of the process that generates the liquid waste and uses the reclaimed liquid
- (2) A waste profile containing information required by the reclaimer
- (3) The Safety Data Sheets (SDS) for the reclaimed liquid
- (4) A brief description of the reclamation method
- (5) The name, address, phone number and point of contact of the reclaimer.

Document	Categories
+ Add Document	

[Previous Step](#) [Next Step](#)

If you need assistance with your application or renewal process, you can email us at cdphpermits@cityofchicago.org. If your question is about an existing permit application, please include your application number or the address of your application.

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.

Home > Permits > Apply

- 1. Application Type
- 2. Applicant
- 3. Reporting Details
- 4. Documentation
- 5. Terms & Conditions
- 6. Status

Terms & Conditions

CDPH Liquid Waste Reporting
Application Number - 1065437

In order to finish your application, you must agree to the terms and conditions below.

* Required Information

Certification

Lorem ipsum dolor sit amet, ubique similitque cu ius, sed labitur euismod voluptatibus eu. Sea ei enim timeam delicata. Sed ut hendrerit elaboraret. At porro sonet impetus ius, quem ubique mea ei. Ius quodsi vidisse et.

* I Agree

If you need assistance with your application or renewal process, you can email us at cdphpermits@cityofchicago.org. If your question is about an existing permit application, please include your application number or the address of your application.

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.

The screenshot shows a web interface for 'Permit Application Status'. At the top, there is a navigation bar with 'Home', 'Permits', and 'View'. A sidebar on the left contains a list of steps: 1. Applicant, 2. Reporting Details, 3. Documentation, 4. Terms & Conditions, and 5. Status (which is highlighted). The main content area is titled 'Permit Application Status' and includes the following information:

- CDPH Liquid Waste Reporting**
- Application Number - 1065437

Type	CDPH Liquid Waste Reporting	
Status	Fee Payment	
Applicant	Infor Team - Liquid Waste Generator	more info...

Add to Cart (\$570.76)

Important Dates

Creation Date	3/28/2019	
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A callout box on the left side of the screenshot contains the following text: '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.'