



Hazardous Waste Generator Citation Payable Fines Instruction Sheet

Commercial Hazardous Waste

If you receive a citation for violating hazardous waste rules, you have 30 business days to respond from the time the citation is entered into the district court's records. In addition to resolving the citation itself, you must also take action to correct the violations which resulted in the citation being issued. A more significant enforcement action is likely to occur if same or similar violations occur in the future. Citations are issued for violations of Hennepin County Ordinance Seven and Minnesota Hazardous Waste Rules, Chapter 7045, as incorporated by reference in the ordinance.

To find out if your citation has been entered or to find out your total fine amount:

A) Visit www.mncourts.gov select 'pay fines'

OR

B) Call the Criminal/Traffic Court at 612-348-2040 and have your citation ready

There are two options for responding to and resolving a citation:

Option 1 – Plead guilty and pay the scheduled fine online, by phone, through the mail, or in person

Option 2 – Meet with a hearing officer to plead guilty and offer an explanation or discuss with the hearing officer your options for contesting citations.

Option 1: To plead guilty and pay the scheduled fine.

Online – You can pay your citation (ticket) online by transferring funds from your checking or savings account, or by using Visa or MasterCard. The Citation Payment System can also be accessed with your smart phone, tablet or other web-enabled device.

Visit the MN Courts page at www.mncourts.gov select pay fines and enter your citation number.

Phone – You can pay your ticket or citation with a Visa or Mastercard by calling 612-348-2040, and following the prompts. Be prepared to wait as hold times are sometimes lengthy.

Mail – **DO NOT MAIL CASH.** Make check or money order payable to: "District Court Administration" and mail your payment, with a copy of your ticket, to:

Minnesota Court Payment Center
PO Box 898
Willmar, MN 56201

In Person – Payments can be made in person at one of the five court locations listed on the right side of this document. You can pay in person with:

- cash
- check or money order (payable to "District Court Administration"), or
- Visa and MasterCard credit and debit cards.

Option 2: Schedule an appointment with a hearing officer

Call 612-348-2040 to set up a time to meet with a hearing officer.

Note that walk-in appointments are only accepted at the Government Center location and wait times can be an hour or longer. Please plan accordingly for a long wait before you arrive.

When does the 30 business days deadline begin?

You have 30 business days to respond to a citation; this time period does not begin until the Violations Bureau has entered your citation into the court's records. Once you receive the citation, please be patient and allow up to 10 business days for your citation to be entered. It is only when the citation has been entered that you can learn the exact fine amount and pay by credit card, check or money order.

How do I find out the amount of my citation?

An additional \$75 of court-generated surcharges and fees have already been added to each fine. However, do not make a payment until you know the exact fine amount, as surcharges and other fees can change. Please visit www.mncourts.gov or call 612-348-2040 to determine your total fine amount. Partial payments will carry over as a balance owed and your citation will remain unresolved.

Court locations

Hennepin County Government Center Violations Bureau

300 South 6th Street – Skyway Level
Minneapolis, MN 55487
612-348-2040

Brookdale

6125 Shingle Creek Parkway
Brooklyn Center, MN 55430
612-348-2040

Ridgedale

12601 Ridgedale Drive
Minnetonka, MN 55305
612-348-2040

(continued)

Hennepin County Hazardous Waste Fine Schedule

An additional \$75 of court generated surcharges and fees have already been added to each fine. However, do not make a payment until you know the exact fine amount, as these surcharges and other fees can change.

Please visit www.mncourts.gov or call 612-348-2040 to determine your total fine amount. Partial payments less than the total amount due will carry over as a balance owed and your citation will remain unresolved.

Violation	Rule Reference	Fine	Violation	Rule Reference	Fine
Management of Universal Waste	ORD 7(2)(5)(A)	\$600	"Hazardous Waste" label and description (V)	MNR 7045.0292(6)(F)	\$325
Recordkeeping Universal Waste	ORD 7(2)(5)(D)	\$200	Satellite Labeling	MNR 7045.0292(8)(B)(2)	\$325
Appliance Processor General Duties	ORD 7(2)(6)(A)	\$825	Impermeable Surface - Satellite	MNR 7045.0292(8)(B)(5)	\$825
Appliance Processing PCB Management	ORD 7(2)(6)(B)	\$825	Accumulation Start Date - Satellite	MNR 7045.0292(8)(D)	\$325
Appliance Processing Refrigerant Management	ORD 7(2)(6)(C)	\$825	Manifest Copies on Site	MNR 7045.0294(1)(5)	\$275
Appliance Processing Gas Cooling Equipment Management	ORD 7(2)(6)(D)	\$825	VSQG Collection Program Receipts	MNR 7045.0294(1b)	\$275
Appliance Processing Mercury Management	ORD 7(2)(6)(E)	\$825	Keep Inspection Reports	MNR 7045.0294(2a)	\$275
Appliance Processor Licensing	ORD 7(2)(6)(G)	\$575	Test Result Records	MNR 7045.0294(3)	\$825
Appliance Processing Certification	ORD 7(2)(6)(H)	\$825	Records Easily Available	MNR 7045.0294(5)	\$275
Appliance Processing Signed Statement	ORD 7(2)(6)(I)	\$825	Exception Report	MNR 7045.0298(1)	\$825
Contracts for Demolition	ORD 7(2)(7)(D)	\$825	LQG Job Titles	MNR 7045.0558(6)(A)(B)(C)	\$525
Demolition Recordkeeping	ORD 7(2)(7)(E)	\$825	LQG Annual Training	MNR 7045.0558(6)(D)	\$825
Operating Without License	ORD 7(3)(1)	\$575	LQG Training Records	MNR 7045.0558(7)	\$325
Submit License Renewal Application	ORD 7(3)(5)	\$575	Required Notices	MNR 7045.0562(1)	\$275
Submit License Application – Facility	ORD 7(3)(5)(C)	\$500	Preparedness and Prevention	MNR 7045.0566(2)	\$825
Feedstock Records	MNR 7045.0125(5)(B)	\$825	Required Equipment	MNR 7045.0566(3)	\$325
By-product Records	MNR 7045.0125(6)(A)(1)	\$825	Maintain Equipment	MNR 7045.0566(4)	\$325
Evaluate Waste	MNR 7045.0214(1)	\$825	Communications in Waste Areas	MNR 7045.0566(5)	\$325
Evaluate Waste prior to Mingling	MNR 7045.0215(1)	\$825	Aisle Space	MNR 7045.0566(6)	\$275
Identification Number	MNR 7045.0221	\$275	Arrangements with Local Authorities	MNR 7045.0568(3)	\$325
Post License Public Area	MNR 7045.0225(2)	\$275	No Contingency Plan	MNR 7045.0572(2)	\$825
Amended License Application for New Waste	MNR 7045.0243(3)(G)	\$575	Contingency Plan Content	MNR 7045.0572(4)	\$325
Update License Renewal Application	MNR 7045.0248(1)	\$525	Contingency Plan Unavailable	MNR 7045.0572(5)(A)	\$525
Improperly Completed Manifest	MNR 7045.0261(7)	\$575	Contingency Plan Distribution	MNR 7045.0572(5)(B)	\$325
Manifest Requirements	MNR 7045.0265(1)	\$325	Inadequate Container	MNR 7045.0626(2)	\$825
Submit Initial Manifest Copy	MNR 7045.0265(1)(D)	\$325	Containers Incompatible With Waste	MNR 7045.0626(3)	\$825
Submit Final Manifest Copy	MNR 7045.0265(4)	\$325	Improper Management of Container	MNR 7045.0626(4)	\$675
Tank Label Visible from Outlet Valve	MNR 7045.0270(3)	\$325	Document Container Inspections	MNR 7045.0626(5)	\$575
Accumulation Start Date (L)	MNR 7045.0292(1)(C)	\$325	Separate Incompatible Wastes	MNR 7045.0626(6)	\$825
Protect Storage Areas (L)	MNR 7045.0292(1)(D)	\$475	Tank Design and Installation	MNR 7045.0628(3)	\$575
Impermeable Surface (L)	MNR 7045.0292(1)(E)	\$825	Tank Inspections (L)	MNR 7045.0628(7)(C)	\$575
"Hazardous Waste" label and description (L)	MNR 7045.0292(1)(F)	\$325	Tank Inspections (S)	MNR 7045.0629(3)	\$575
Accumulation Start Date (S)	MNR 7045.0292(5)(C)	\$325	Pretreatment Inspection Schedule	MNR 7045.0655(3)(B)	\$575
Protect Storage Areas (S)	MNR 7045.0292(5)(D)	\$475	Pretreatment Log	MNR 7045.0655(3)(E)	\$575
Impermeable Surface (S)	MNR 7045.0292(5)(E)	\$825	Used Oil Contaminated Material Receipts	MNR 7045.0805	\$275
"Hazardous Waste" label and description (S)	MNR 7045.0292(5)(F)	\$325	Used Oil Storage	MNR 7045.0855(2)	\$275
Telephone Posting	MNR 7045.0292(5)(H)(2)	\$325	Used Oil Spills	MNR 7045.0855(2)(D)	\$475
SQG Training	MNR 7045.0292(5)(H)(3)	\$575	Used Oil Receipts	MNR 7045.0855(4)(C)	\$275
Accumulation Start Date (V)	MNR 7045.0292(6)(C)	\$325	Used Oil Filter Storage	MNR 7045.0990(3)	\$275
Protect Storage Areas (V)	MNR 7045.0292(6)(D)	\$475	Used Oil Filter Receipts	MNR 7045.0990(3)(C)	\$275
Impermeable Surface (V)	MNR 7045.0292(6)(E)	\$825			

