

INSTRUCTIONS FOR COMPLETING THE 2016 LARGE OR SMALL QUANTITY HAZARDOUS WASTE GENERATOR REPORT FORM

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE ANNUAL HAZARDOUS WASTE REPORT FORM FOR 2016



GENERAL INSTRUCTIONS

Who Must File

You are required to file the 2016 Hazardous Waste Report if this site meets **ANY** of the following criteria:

- The site generated between 100 kg (220 lbs.) and 1,000 kg (2,200 lbs) of *non-acute* hazardous waste, in *any* single calendar month; **OR**
- The site generated in any calendar month, or accumulated at any time less than 1 kg (2.2 lbs.) of *acute* hazardous waste; **OR**
- The site generated between 100 kg (220 lbs.) and 1,000 kg (2,200 lbs.) of spill cleanup debris containing hazardous waste; **OR**
- The site accumulated at any time no more than 6,000 kg (13,200 lbs). of hazardous waste.

to enforcement action if you do not file by that date.

What Must Be Reported

Administrative Rules of Montana (ARM) - ARM 17.53.603 requires any hazardous waste generated during calendar year 2016 (that was required to be accompanied by a completed Uniform Hazardous Waste Manifest, or equivalent documentation) be reported in the 2016 report. Additionally, any generator who treats, stores, or disposes of hazardous waste **on-site** must submit an annual report covering those wastes.



Only wastes or portions of waste shipments that are regulated as either **characteristic** or **listed** hazardous wastes must be reported. The characteristic and listed wastes are identified in **Subparts C & D of 40 CFR Part 261**. They may be accessed at either of these websites:

U.S. EPA Laws & Regulations, Chapter I - Environmental Protection Agency, Subchapter I – Solid Waste, Parts 260-265. http://www.ecfr.gov/cgi-bin/text-idx?SID=89d4d99a75fc0036599b5ce727eb5bf6&tpl=/ecfrbrowse/Title40/40cfrv26_02.tpl#0

Or you may do a browse and search from the GPO Access Site - Code of Federal Regulations: Retrieve by CFR Citation <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

- Subpart C: **(DXXX)** § 261.24 Toxicity Characteristic.
- Subpart D **(FXXX)** § 261.31 Hazardous wastes from non-specific sources.
- Subpart D: **(KXXX)** § 261.32 Hazardous wastes from specific sources.
- Subpart D: **(PXXX)** and **(UXXX)** § 261.33 Discarded commercial chemical products, off-specification species, container residues, and spill residues thereof.

You need **not** report any wastes that are not regulated as hazardous under the Montana hazardous waste regulations, **even if manifested** (e.g., PCBs, asbestos, etc.)

NOTE: If you do not meet the above large or small quantity generator criteria during 2016, you are not required to submit the entire report form, however, please complete Part 1 of the report and mail, FedEx or United Parcel Services or email it to:

**Waste & Underground Tank Management Bureau
Hazardous Waste Program
P.O. Box 200901 – mail
1520 East Sixth Ave – FedEx/UPS
Helena, MT 59620-0901**

email: [DEQ Hazardous Waste Section \(deqhazwaste@mt.gov\)](mailto:deqhazwaste@mt.gov)

To obtain assistance in filling out the report form, please contact the DEQ Hazardous Waste Program at (406) 444-5300.

When and Where to File

The annual report, which covers hazardous waste activities for calendar year 2016, must be submitted to: Waste & Underground Tank Management Bureau, Hazardous Waste Program, no later than **March 1, 2017**. *You may be subject*

Please enter missing information and/or corrections in the SHADED areas of the form.

PART ONE – Generator Information

I. GENERATOR STATUS DURING 2016

Please check the one box that best describes your generator status during the calendar year 2016 as follows:

NOTE: Even if the site was a large or small generator only one month in 2016, the site is considered a large or small generator for the entire 2016 reporting year.

LARGE GENERATOR - If **ANY** of the following criteria was met during 2016 then the site was a Large Quantity Generator (LQG) for the 2016 reporting year:

- The site generated more than 1000 kg (2200 lbs.) of hazardous waste in any single calendar month; **OR**
- The site generated in any calendar month, or accumulated at any time, 1 kg (2.2 lbs.) or more of acute hazardous waste; **OR**
- The site generated or accumulated at any time more than 100 kg (220 lbs.) of spill cleanup materials contaminated with acute hazardous waste.

SMALL GENERATOR - If **ANY** of the following criteria was met during 2016 then the site was a Small Quantity Generator (SQG) for the 2016 reporting year:

- The site generated more than 100 kg (220 lbs.), but no more than 1000 kg (2200 lbs.) of hazardous waste, in any single calendar month; **OR**
- The site *never* generated more than 100 kg (220 lbs.) in any month, but *accumulated* more than 1000 kg (2200 lbs.) of hazardous waste at any time during the year.

CONDITIONALLY EXEMPT GENERATOR - A site is a conditionally exempt generator if, within **EACH** calendar month:

- The site generated no more than 100 kg (220 lbs.) of hazardous waste, **or** no more than 1 kg (2.2 lbs.) of *acute* hazardous waste, **or** no more than 100 kg (220 lbs.) of material from the cleanup of a spillage of acutely hazardous wastes; **OR**
- The site accumulated no more than 1,000 kg (2200 lbs.) of hazardous waste, **or** no more than 1 kg (2.2 lbs.) of acute hazardous waste, **or** no more than 100 kg (220 lbs.) of material from the cleanup of a spillage of acutely hazardous wastes.

NON-HANDLER - Did not generate hazardous waste in any quantity during 2016, but will remain active at their current 2016 Registered Status.

OUT OF BUSINESS - Did not generate hazardous waste in any quantity during 2016, because the establishment is closed for business **prior to January 1, 2016**.

SHORT TERM/ONE-TIME - The activity at the site was a one-time, non-recurring, temporary event or short term for a particular activity for a limited time and then ceased conducting that activity. Example: Spill Cleanup.

2016 REGISTERED STATUS - This is your current registration status during 2016. **If you wish to change your registered status, please state the new status and why in the Comments section.**

II. EPA ID NUMBER / DEQ CONTACT

Verify your business' 12-character U.S. EPA identification (EPA ID) number.

Initials of DEQ Contact person: To obtain assistance in filling out the report forms, please contact your regional inspector.

INITIALS	NAME	TELEPHONE
CEM	= Cory E. Mikita	(406) 444-1435
JAW	= Judy A. Watkins	(406) 444-5852

III. SITE NAME

Verify the name of your business.

IV. SITE LOCATION ADDRESS

Verify the complete location address of your business. **Do not use a Post Office Box or mailing address.**

V. CONTACT INFORMATION

Verify the name, title, telephone number, extension, mailing address, fax number and email address of the person who may be contacted regarding information contained in this report.

VI. ALTERNATE CONTACT

Verify the name, title, telephone number, extension, and email address of whom we may contact if the Contact person is not available.

VII. SITE LEGAL OWNER

Provide the site's legal owner(s). **Owner** is the person who owns the site or part of the site including **building(s) and/or land**. Please identify by owner type, i.e. site, land, building (see Example). A person is defined as an individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

VIII. CERTIFICATION

1. Type or print the name and title of the owner or operator of the facility or an authorized representative and date signed.

2. Signature:

a. Electronic Submittal: insert an electronic signature or type the name

b. Hard Copy by Mail or Delivery: print the report and sign.

PART TWO – Waste Identification

Note: If a waste was generated and shipped out-of-country, **DO NOT** include it in Part Two. Complete the Annual Hazardous Waste (HW) Report for Exports of HW to a Foreign Country per 40 CFR 262.56. A sample report template with information is on the HW Program's website at

<http://www.deq.mt.gov/land/hazwaste/hazformsreport.mcpX>.

Documents Helpful in Filling out the Form

- Hazardous waste manifests
- Hazardous waste report forms submitted in previous years
- Records of quantities of hazardous waste generated or accumulated on-site
- Results of laboratory analyses of your waste
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.

A single copy of Part Two is included. Make as many copies as needed to complete your Hazardous Waste Report and submit the completed Page(s) with the original report form.

Additional Montana 2016 Instructions and the Large or Small Quantity Hazardous Waste Generator Report Form can be located on the DEQ, Hazardous Waste Program, Forms, Reporting website at:

<http://www.deq.mt.gov/land/hazwaste/hazformsreport.mcpX>

Also listed on this web page is information about types of reportable and non-reportable wastes, excluded wastes, and EPA hazardous waste codes.

Line #:

A separate line entry is required for each different waste or waste mixture that was shipped to a facility identified in Column G of Part Two.

Enter a consecutive Line number starting with 2 for each different reportable waste or waste mixture

Column A - Description of Waste

Supply the name or description of the waste (general type, source, type of hazard, and generic chemical name or primary hazardous waste constituents – example: Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene). Typically, that information is obtained from the hazardous waste shipping documents. Alternatively, it may be obtained from Subparts C & D of 40 CFR Part 261.

Column B - EPA Hazardous Waste Codes

The EPA hazardous waste code is a four-unit code made up of a single alphabetic prefix (D, F, K, P, U) followed by a three-digit number. That number may be found on hazardous waste shipping documents or in Subparts C & D of 40 CFR Part 261. If more space is needed to record waste codes, list remaining codes in Comments and cross-reference to the appropriate line number.

Column C - Amount of Waste Generated

Enter the total amount of waste or waste mixture generated, as described in Column A.

*If you generate the same waste stream several times during the year and **do not** ship it, it should be a one line entry with the total quantity generated for all of 2016 and enter '0' in Column E (Amount Shipped Off-Site).*

If you generate the same waste stream several times during the year and ship some or all of it, see instructions for Column E (Amount Shipped Off-Site).

Column D - Unit of Measure/Density

Enter the unit of measure code for the quantity of waste described in Column A. Units of measure, which must be used in this report and appropriate codes, are:

UNIT OF MEASURE	CODE
Pounds	P
Tons (2,000 lbs)	T
*Gallons	G
*Cubic Yards	Y

NOTE: * If this code is used, you must provide the density (rounded off to the nearest tenth) for each waste by line number. Include the density and check the applicable box (pounds per gallon or specific gravity).

Column E - Amount Shipped Off-Site

Enter the total quantity of waste shipped **off-site** to each receiving facility (identified in Column G) during 2016. Report in the same unit of measure as stated in Column D. (These shipment quantities should equal the total quantity recorded on the hazardous waste shipping documents).

Multiple Shipments to Same Receiving Facility by Same First Transporter

If you had several shipments of the same waste stream during the year and it was sent to the same receiving facility by the same first transporter (listed as Transporter 1 on the shipping documents), you should not report them separately, but as a one line entry with the total

quantity generated and shipped for all of 2016.

Multiple Shipments to Same Receiving Facility by Multiple First Transporters

If you had several shipments of the same waste stream during the year and it was sent to the same receiving facility by multiple first transporters (listed as Transporter 1 on the shipping documents), you should not report them separately, but as a one line entry with the total quantity generated and shipped for all of 2016 and breakdown the amount transported by each Transporter 1 in the Comments section.

Multiple Shipments to Multiple Receiving Facilities

If you had several shipments of the same waste stream during the year and it was sent to multiple receiving facilities, on one line enter the total quantity generated for all of 2016 and use as many lines as needed to breakdown the quantity shipped to each receiving facility by the first transporter (listed as Transporter 1 on the shipment documents).

Column F – Waste Minimization Code

For each waste stream reported in Column A, enter the code (listed below) that best corresponds to the waste minimization, recycling, or pollution prevention efforts implemented.

- A Continued to reduced quantity and/or toxicity of waste
- B Continued to recycle waste
- C Implemented new efforts to reduce quantity and/or toxicity of waste
- D Implemented new efforts to recycle waste
- N Efforts are economically or technically impracticable
- X No waste efforts implemented

Column G – Transporter and Receiving Facility

List Initial Transporter and EPA Identification Number (shown as Transporter 1 on the Uniform Hazardous Waste Manifest) and place all other initial transporters with EPA Identification Numbers in the Comments section and identify them by Line number.

List Receiving Facility and EPA Identification Number (shown as Designated Facility on Uniform Hazardous Waste Manifest) and use as many lines as needed to identify each receiving facility of the generated waste

Comments section:

This space may be used to explain, clarify, or continue any entry. If used, enter a cross-reference to the appropriate line number. If additional space is required for comments, use a separate sheet of paper and place the generator's name and EPA ID number at the top of the page.

Additional information on the hazardous waste program requirements may be accessed online at:

<http://deg.mt.gov/land/HazWaste/default.mcpX>