

JANUARY 3, 2017

MP ENVIRONMENTAL SERVICES INC  
JERRY BARTON  
3748 GREEN ACRES DR  
BILLINGS MT 59101

EPA IDENTIFICATION NUMBER MTR000207365:

**SUBJECT: ANNUAL MONTANA COMMERCIAL TRANSFER FACILITY REPORT REMINDER**

The owner or operator of a commercial transfer facility shall prepare and submit an annual commercial transfer facility report. Department records show you have registered as a hazardous waste transfer facility and meet the requirements to be designated as a commercial transfer facility.

This report is required pursuant to: ARM 17.53.708 which requires commercial transfer facilities to submit an annual report; by March 1 of each year. The document will report the following information concerning transfer facility activities during the previous calendar year: (A sample template of the report is enclosed.) The report form documents are also located on the DEQ Hazardous Waste Program, Reporting Forms webpage located at <http://deq.mt.gov/HazWaste/hazFormsReport.mcp>.

1. The EPA Identification Number, name and address of the transfer facility.
2. The calendar year covered by the report.
3. A summary of all hazardous wastes that the commercial transfer facility handled during the report year, organized by EPA hazardous waste number and showing quantitative waste totals for each waste type.
4. A written summary of each hazardous waste leak, spill, fire, or similar incident that occurred in the report year, including the response actions taken, the cause of the incident, and a legible copy of the pertinent waste manifest(s) for the hazardous waste involved in the incident; and
5. A certification signed and dated by the owner or operator of the transfer facility or an authorized representative (see wording on enclosed report template).

Send completed report to:

Dept. of Environmental Quality  
Hazardous Waste Program  
P.O. Box 200901  
Helena, MT 59620-0901

Future annual commercial transfer facility reporting reminders and documents will be sent electronically via e-mail, in an effort to be more efficient with resources and improve service. Therefore, the Hazardous Waste Program will need an e-mail address for the person who will complete this report. The e-mail sent from this office will show a From **DEQ HazWaste** e-mail address. If you do not have an e-mail address that we can use for this purpose, then the report reminder and documents will be sent via U.S. Postal Service.

If you have any questions or require assistance, please contact the Hazardous Waste Program at (406) 444-5300.

Sincerely,



Mark Hall  
Hazardous Materials Section Supervisor