

January 2, 2025

TO: COMMERCIAL TRANSFER FACILITY

SUBJECT: COMMERCIAL TRANSFER FACILITY ANNUAL REPORT FOR CALENDAR YEAR 2024

General Information

The Department of Environmental Quality (DEQ) records show that you have registered as a hazardous waste transfer facility and meet the requirements of a commercial transfer facility. Pursuant to the Administrative Rules of Montana (ARM) 17.53.708, an owner or operator of a commercial transfer facility must prepare and submit a Commercial Transfer Facility Annual Report by March 1 of each year. The annual report must include information on activities conducted at the commercial transfer facility during the previous calendar year. The annual report must include the following information:

1. The EPA Identification Number, Name, and Address of the commercial transfer facility.
2. The calendar year covered by the report.
3. A summary of all hazardous wastes the commercial transfer facility handled during the report year, organized by EPA hazardous waste number. Quantitative waste amounts must be included for each waste type.
4. A written summary of each hazardous waste leak, spill, fire, or similar incident that occurred during the report year, including the response actions taken, the cause of the incident, and a legible copy of the pertinent waste manifest(s) for disposal of the hazardous waste involved in the incident.
5. A certification signed and dated by the owner or operator of the commercial transfer facility or an authorized representative.

Please follow the link provided for the appropriate form required for completing your annual report for calendar year 2024. This form is also located on the DEQ Hazardous Waste Program website at: <https://deq.mt.gov/twr/assistance>.

- [**Commercial Transfer Facility Annual Report Form**](#)

Deadline

The report must be submitted to this office by March 1, 2025. **You may be subject to enforcement action if you do not file by March 1, 2025.**

Where to File

Please send the report via email or mail to:

Email: deqhazwaste@mt.gov

Waste Management Bureau
Hazardous Waste Program PO Box
200901 – USPS
1225 Cedar Street – FedEx or UPS
Helena, MT 59620-0901

Where to Find Assistance

If you have any questions or encounter difficulties in completing the report, please contact the Hazardous Waste Program at (406) 444-5300 or deqhazwaste@mt.gov for assistance.



Sincerely,
Denise A. Kirkpatrick
Hazardous Materials Section Supervisor
Waste Management Bureau