

**INSTRUCTIONS FOR COMPLETING THE
2024 MONTANA TSD FACILITY ANNUAL REPORT FORM**

IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE REPORT FORM

GENERAL INSTRUCTIONS

Who Must File:

Under the Administrative Rules of Montana (ARM) 17.53.803, owners or operators of permitted hazardous waste management facilities or facilities under a corrective action order must submit an annual report to the Department of Environmental Quality (DEQ) by March 1 of each year. Hazardous waste management activities related to the permit or corrective action order and conducted during the previous calendar year must be reported.

Citations from Title 40, Code of Federal Regulations (CFR) referenced in these instructions are incorporated by reference in ARM Title 17, Chapter 53.

What to File:

Non-Regulated Status and Non-Generator:

If your facility **did not** generate, treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.16(b) or 262.17(a)), or dispose of regulated quantities of hazardous waste at any time during calendar year 2024, complete and submit:

1. Part One (General Information) to notify DEQ of your non-regulated status.

Non-Regulated Status and Generator:

If your facility generated and shipped hazardous waste off-site, but **did not** treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.16(b) or 262.17(a)), or dispose of any portion of that waste **on-site** in calendar year 2024, complete and submit:

1. Part One (General Information) to notify DEQ of your non-regulated status, and
2. The appropriate Generator Annual Hazardous Waste Report for your facility's generator status.

Regulated Status and Generator:

If your facility generated and shipped hazardous waste off-site **and also** treated, stored (for greater than accumulation time limits pursuant to 40 CFR 262.16(b) or 262.17(a)), or disposed of hazardous waste **on-site**, complete and submit:

1. Part One (General Information, Part Two (Waste Identification and Final Management) and Part Three (Waste in Storage), and
2. The appropriate Generator Annual Hazardous Waste Report for your facility's generator status.

When and Where to File:

The TSD Facility Annual Report must be submitted to the DEQ, Waste Management Bureau, Hazardous Waste Program no later than **March 1, 2025**. **You may be subject to enforcement action if your report is not filed by that date.**

What to Report:

- All regulated quantities of hazardous waste treated, placed in storage, or disposed between January 1, 2024, and December 31, 2024.
- Any hazardous waste your facility received from other generators.

- Last management method of hazardous waste generated at your facility between January 1, 2024, and December 31, 2024.
- The total quantity of waste in storage at your facility as of December 31, 2024, reported by storage method.

Report only wastes regulated as either characteristic or listed hazardous waste. Characteristic and listed wastes are identified in Subparts C and D of 40 CFR Part 261.

Do not report wastes that are not regulated as hazardous under the Montana Hazardous Waste regulations, even if manifested (i.e., PCBs, asbestos).

If any or all the hazardous waste handled by your facility was delisted at some time during calendar year 2024, you must still report those wastes for the portion of the year they were regulated. Note these wastes and the corresponding line number in the Comments Section of Part Two and Part Three.

PART ONE – GENERAL INFORMATION

I. Regulated Status:

If your facility **DID** treat, store, or dispose of regulated quantities of hazardous waste at any time during 2024:

1. Check the box marked YES in Section I, and
2. Complete Part One through Three and return the forms to DEQ.

If your facility **DID NOT** treat, store, or dispose of regulated quantities of hazardous waste at any time during 2024:

1. Check the box marked NO in Section 1, and
2. Complete Part One only and return the form to DEQ.

II. Site EPA ID Number:

Enter your facility's 12-character EPA Identification Number.

III. Site Name:

Enter the name of your facility.

IV. Site Location Address:

Enter the physical address of your facility. Do not use a PO Box or mailing address.

V. Site Contact Information:

Enter the name, title, mailing address, email address, phone number, extension, and fax number of the person who should be contacted regarding information contained in this report.

VI. Cost Estimates:

1. Enter the most recent cost estimate for closure and post-closure care for regulated hazardous waste management unit(s), if applicable.
2. Enter the most recent cost estimate for facility wide corrective action, if applicable.

VII. Certification:

1. Signature
 - a. Electronic Submittal: insert an electronic signature or type the name of the legal owner, operator, or authorized representative.
 - b. Hard Copy by Mail or Delivery: print and sign the report.
2. Type or print the name and title of the legal owner, operator, or authorized representative (e.g., the plant manager, superintendent, or person of equivalent responsibility) and the date signed.

PART TWO – WASTE IDENTIFICATION AND FINAL MANAGEMENT

You must report hazardous waste generated at your facility, and/or received from off-site generators, that was treated, stored (for greater than accumulation time limits per 40 CFR 262.16(b) or 262.17(a)), or disposed at your facility during calendar year 2024.

Use separate pages for reporting wastes that were generated at your facility and wastes your facility received from off-site generators. For example:

1. Your facility generated 70 different wastes during the calendar year 2024. These wastes were stored and/or treated at your facility. Report these wastes on Part Two forms and check the box “Generated On-Site” for each page that lists waste generated at your facility.
2. Your facility received 12 different wastes from an off-site generator during calendar year 2024. These wastes were then stored at your facility until shipment to a permitted hazardous waste disposal facility. Report these wastes on Part Two forms, entering the off-site generator name and EPA Identification number for each page that lists wastes received from an off-site generator.

VII. Generated on Site:

If wastes reported on this page were generated and treated, stored, or disposed at your facility, check the box marked Generated On-Site and enter **NA** in Sections IX, X, and XI.

DO NOT check the Generated On-Site box if you are reporting wastes received from off-site generators.

IX. Off-Site Generator Address:

For wastes received from off-site generators, enter the mailing address of the generator corresponding to the EPA Identification Number in Section X.

X. Off-Site EPA ID:

For wastes received from off-site generators, enter the 12-character EPA Identification Number of the off-site generator for the waste received by your facility during calendar year 2024 that is described on the Part Two form.

XI. Off-Site Generator Name:

For wastes received from off-site generators, enter the name of the generator corresponding to the EPA Identification Number in Section X.

Waste Identification and Management:

List each waste type or waste mixture on a separate line. All wastes, including those wastes in storage on December 31, 2024, must be reported.

In the Line No. column, enter a consecutive number, starting with 1, for each waste or waste mixture. Continue numbering on subsequent Part Two pages, as applicable.

A. Waste Description:

Listed hazardous wastes: include the following information:

- Enter the waste name from 40 CFR Part 261, Subpart D, abbreviated if necessary. For mixtures of listed waste, use words that best describe the waste.

Characteristic hazardous wastes: include the following information:

- The description from the list of characteristics in 40 CFR Part 261, Subpart C which best describes the waste;
- The specific manufacturing or other process generating the waste; and
- The chemical or generic chemical name of the waste, if known.

B. Hazardous Waste Codes (Federal):

Listed hazardous wastes: include the following information:

- Enter the 4-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart D.

Characteristic hazardous wastes: include the following information:

- Enter the 4-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart C.

Mixtures of more than one listed or characteristic wastes: include the following information:

- Enter all relevant EPA Hazardous Waste Codes.

C. Last or Final Management Method:

Enter the final Management Method Code which represents the waste's last or final disposition at the end of the reporting year. See [Management Method Codes](#).

When wastes were managed in multiple states, report the final management method used to treat or dispose of the hazardous waste.

Enter the appropriate On-Site Storage Code when the waste is in storage at your facility on December 31, 2024. See [Storage Process Codes](#).

For example:

1. A waste placed in storage at the beginning of the calendar year and then applied to a land treatment unit at your facility mid-year must be reported with the Management Method Code H131.
2. A waste placed in storage and then shipped to an off-site facility for metals recovery must be reported as Management Method Code H010.
3. A drum containing waste solvent in storage on December 31, 2024, must be reported as On-Site Storage Code S01.

D. Last or Final Management Location:

Check the box which indicates the location of final management of the waste. The last management location of wastes in storage on December 31, 2024, would be On-Site.

E. Quantity:

Enter the quantity of each waste or waste mixture.

F. Unit of Measure/Density Only for G and CY:

Enter the Unit of Measure Code for the quantity of waste. See [Unit of Measure](#).

Provide the density (rounded to the nearest hundredth) if gallons or liters or cubic yards are used as the unit of measure.

Indicate if the density provided is pounds per gallon or specific gravity.

Comments:

Use this section to explain or clarify any entry. Please cross-reference to the appropriate section and line number, as applicable.

PART THREE – TOTAL WASTE IN STORAGE ON DECEMBER 31, 2024

You must report all hazardous waste that is in storage at your facility on December 31, 2024. This includes:

- The amount of waste in storage generated or received during the current reporting year, and
- The amount of waste in storage generated in previous reporting years.

XIII. Total Waste in Storage on December 31, 2024:

If your facility had waste in storage on December 31, 2024, check the YES box and complete the remainder of the Part Three Form.

If your facility had **NO** waste in storage on December 31, 2024, check the NO box and **DO NOT** complete the remainder of the Part Three Form.

Each waste or waste mixture in storage on December 31, 2024, must be reported on a separate line.

In the Line No. column, enter a consecutive number starting with 1 for each waste or waste mixture. Continue numbering on subsequent Part Three pages, as applicable.

A. Waste Description:

Listed hazardous wastes: include the following information:

- Enter the waste name from 40 CFR Part 261, Subpart D, abbreviated if necessary. For mixtures of listed waste, use words that best describe the waste.

Characteristic hazardous wastes: include the following information:

- The description from the list of characteristics in 40 CFR Part 261, Subpart C which best describes the waste;
- The specific manufacturing or other process generating the waste; and
- The chemical or generic chemical name of the waste, if known.

B. Hazardous Waste Codes (Federal):

Listed hazardous wastes: include the following information:

- Enter the 4-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart D.

Characteristic hazardous wastes: include the following information:

- Enter the 4-character EPA Hazardous Waste Number from 40 CFR Part 261, Subpart C.

Mixture of more than one listed or characteristic waste: include the following information:

- Enter all relevant EPA Hazardous Waste Codes.

C. On-Site Storage Process Code:

Enter the appropriate On-Site Storage Code. See [Storage Process Codes](#).

D. Year Waste Placed in Storage:

Enter the year the waste was placed in storage at your facility.

E. Quantity Stored:

Enter the quantity of each waste or waste mixture.

F. Unit of Measure/Density Only for G and CY:

Enter the Unit of Measure Code for the quantity of waste. See [Unit of Measure](#).

Provide the density (rounded to the nearest hundredth) if gallons or liters or cubic yards are used as the unit of measure.

Indicate if the density provided is pounds per gallon or specific gravity.

Comments:

Use this section to explain or clarify any entry. Include a cross-reference to the appropriate section and line number, as applicable.

Please return completed forms via email or mail to the DEQ at:

Email: deghazwaste@mt.gov

Waste Management Bureau
Hazardous Waste Program
PO Box 200901
1225 Cedar Street
Helena, MT 59620-0901

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

<https://deg.mt.gov/twr/programs/hazmat>