



## INSTRUCTIONS FOR COMPLETING THE 2020 MONTANA LARGE OR SMALL QUANTITY HAZARDOUS WASTE GENERATOR REPORT FORM

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE ANNUAL HAZARDOUS WASTE REPORT FORM FOR 2020**

### GENERAL INSTRUCTIONS

#### Who Must File

You are required to file the 2020 Hazardous Waste Report if this site meets **ANY** of the following criteria:

- The site generated more than 100 kg (220 lbs.) of *non-acute* 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; **OR**
- The site generated in any calendar month, or accumulated at any time more than 1 kg (2.2 lbs.) 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.

Hazardous Waste Program, no later than **March 1, 2021**. **You may be subject 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 2020 (that was required to be accompanied by a completed Uniform Hazardous Waste Manifest, or equivalent documentation) be reported in the 2020 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 this website:

U.S. EPA Laws & Regulations, Chapter I - Environmental Protection Agency, Subchapter I – Solid Waste, Parts 260-265. <https://www.ecfr.gov/cgi-bin/text-idx?SID=188c3d1c04cdb0d3cf99c0d06c13170e&mc=TRUE&tpl=/ecfrbrowse/Title40/40Cisubchapl.tpl>

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 2020, you are not required to submit the entire report form. However, please complete Part 1 of the report for updates and send 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:DEQ.Hazardous.Waste.Section@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 2020, must be submitted to the Waste & Underground Tank Management Bureau,

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

## PART ONE – Generator Information

### I. REASON FOR SUBMITTAL

The box for the Component of the Hazardous Waste Report is already checked. Please read the check box below this and if it applies to your facility check this box.

If you would like to change any information that has been pre-populated on this form, check the box by Provide Subsequent Notification (to update site information).

**2020 REGISTERED STATUS** - This is your current registration status during 2020. If you wish to change your status, please indicate the new status in the Comments section (item XII).

### II. EPA ID NUMBER / DEQ CONTACT

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

Initials of DEQ Contact person:

For assistance, please contact your regional inspector:

Region	INSPECTOR	CONTACT
Area 1	Jennifer Strause	(406) 444-1435 Jennifer.Strause@mt.gov
Area 2	Judy Watkins	(406) 444-5852 JWatkins2@mt.gov

### III. SITE NAME

Verify the name of your business. Indicate any changes in the gray box to the right.

### IV. CURRENT REGULATED WASTE ACTIVITIES

Please check all the boxes that are applicable for the types of regulated waste activities at your site as of the date submitting this form:

**LARGE GENERATOR** - If **ANY** of the following criteria was met during 2020 then the site was a Large Quantity Generator (LQG) for the 2020 reporting year:

- The site generated more than 1000 kg (2200 lbs.) of hazardous waste in any 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 2020 then the site was a Small Quantity Generator (SQG) for the 2020 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 (CESQG) -**

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.

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

**NON-HANDLER** - Did not generate hazardous waste in any quantity during 2020, but will remain active at their current 2020 Registered Status.

**OUT OF BUSINESS** - Did not generate hazardous waste in any quantity during 2020, **because** the establishment was closed for business **prior to January 1, 2020**.

**IMPORTER OF HAZARDOUS WASTE** – You import hazardous waste from a foreign country into the United States.

**MIXED WASTE GENERATOR** – You generate mixed waste (waste that is both hazardous and radioactive).

**HAZARDOUS WASTE TRANSPORTER** – You transport hazardous waste within the United States.

**TRANSFER FACILITY** – You are a hazardous waste transfer facility if you hold manifested waste for a period of ten (10) days or less while the waste is in transit.

**TREATER, STORER, OR DISPOSER OF HAZARDOUS WASTE** – You treat, store, or dispose of hazardous waste. **Note: A Part B Permit is required for this activity.**

**RECYCLER OF HAZARDOUS WASTE** – You recycle regulated hazardous waste (recyclable materials).

**SMALL QUANTITY ON-SITE BURNER EXEMPTION** –

You burn small quantities of hazardous waste in an on-site boiler or industrial furnace.

**SMELTING, MELTING, AND REFINING FURNACE EXEMPTION** –

You process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery or to recover economically significant amounts of precious metals or you process hazardous wastes in a lead recover furnace to recover lead.

**UNDERGROUND INJECTION CONTROL** – You generate, treat, store, or dispose of hazardous waste and place the waste into an underground injection well located at your site.

**RECEIVES HAZARDOUS WASTE FROM OFF-SITE** –

You receive hazardous waste from another site, whether this was a commercial transaction or waste received from a restricted group of off-site generators.

**LARGE QUANTITY HANDLER OF UNIVERSAL WASTE** –

You accumulate a total of 5,000 kg or more of universal wastes (batteries, pesticides, mercury-containing equipment, or lamps – calculated collectively) at any time. Check which types of waste are managed at your site.

**DESTINATION FACILITY FOR UNIVERSAL WASTE** –

You treat, dispose, or recycle universal wastes on-site. A permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

**USED OIL TRANSPORTER** – You transport used oil within the United States.

**USED OIL TRANSFER FACILITY** – You own or operate a used oil transfer facility.

**USED OIL PROCESSOR** – You process used oil.

**USED OIL RE-REFINER** – You produce lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.

**OFF-SPECIFICATION USED OIL BURNER** – You burn off-specification used oil fuel.

**MARKETER WHO DIRECTS SHIPMENT OF OFF-SPECIFICATION USED OIL TO OFF-SPECIFICATION USED OIL BURNERS** – You are a marketer who directs shipment of off-specification used oil to off-specification used oil burners.

**MARKETER WHO FIRST CLAIMS THE USED OIL MEETS THE SPECIFICATION** – You are the first to claim the used oil meets the used oil specification.

**V. LAND TYPE**

Check only one box that best describes the land type of your site. If your site could be described as Municipal and another type such as County, District, or Tribal, do not check Municipal but the other appropriate type.

**VI. NAICS**

Verify the North American Industry Classification System (NAICS) code(s) or enter the code(s) that best describes your site's primary and other business production processes for your products or services. For a listing of NAICS codes see the NAICS website:

<http://www.census.gov/eos/www/naics/>. Use the latest version of the NAICS codes.

**VII. SITE LOCATION ADDRESS**

Verify the address, city, state, and zip for the physical location of your site. **Do not use a Post Office Box or mailing address.**

**VIII. SITE MAILING ADDRESS**

Verify the mailing address, city, state, and zip for your site.

**IX. SITE CONTACT & ALTERNATE CONTACT PERSONS**

Verify the name, title, telephone, extension, mailing address (address, city, state, zip), facsimile number, and email for the individual (site contact) who should be contacted regarding the information submitted in the EPA Form 8700-12, RCRA Subtitle C Site Identification Form. If the person completing the Hazardous Waste Report is not the primary site RCRA hazardous waste contact, enter their name in the Comments section (item XII).

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

**X. SITE LEGAL OWNER**

Verify or provide the site's legal owner(s) name, type, mailing address (address city, state, zip), telephone number, and the date (MM/DD/YYYY) they become the owner. **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. 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. List any additional owner(s) in the Comments section (item XII).

## **XI. OPERATOR**

Verify or provide the site's operator(s) name, type, and the date (MM/DD/YYYY) they became the operator. The operator is the person responsible for the overall operation of your site. This is the legal entity which controls the site operation rather than the plant or site manager. This is usually a company or business name, but could be an individual. See definition of Person under X. Site Legal Owner. List any additional operators in the Comments section (item XII).

## **XII. COMMENTS**

Use the Comment Section to provide additional

information for Items I-XI. Reference the item number with each comment.

## **XIII. 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. Paper Copy by Mail or Delivery: print the report and sign.

## **PART TWO – Waste Identification**

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**Note:** If a waste was generated and shipped out-of-country, **DO NOT** report the exported waste in Part Two. Complete the Annual Hazardous Waste Report for Exports of Hazardous Waste 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 Part Two 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 2020 Instructions and the Large or Small Quantity Hazardous Waste Generator Report Form are 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.

### **FORM INSTRUCTIONS**

#### **Line #:**

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

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

#### **Column A – Is this Remediation Waste?:**

Check the box in this column if the waste stream being reported is a remediation waste (hazardous waste, debris, and media, including ground water, surface water, soils, and sediments, that are managed for implementing cleanup or as a result of final closure of

the entire facility).

#### **Column B - 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, this information is obtained from the hazardous waste shipping documents. Alternatively, it may be obtained from Subparts C & D of 40 CFR Part 261.

#### **Column C - 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. This 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 D- Amount of Waste Generated:**

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

*If you generate the same waste stream several times during the year and **do not** ship it, enter the total quantity generated for all of 2020 and enter '0' in Column F (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 F (Amount Shipped Off-Site).*

**Column E - Unit of Measure/Density:**

Enter the unit of measure code for the quantity of waste described in Column A. Use the following codes for units of measure in this report:

UNIT OF MEASURE	CODE
Pounds	P
Tons (2,000 lbs)	T
*Gallons	G
*Cubic Yards	Y
NOTE: * If gallons or cubic yards are 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 F - Amount Shipped Off-Site:**

Enter the total quantity of waste shipped **off-site** to each receiving facility (identified in Column H) during 2020. Report the quantity of waste in the same unit of measure as stated in Columns D and E. 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), do not report them separately, but as a one-line entry with the total quantity generated and shipped for all of 2020.

**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), do not report them separately, but as a one-line entry with the total quantity generated and shipped for all of 2020. 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 2020 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 G – Waste Minimization Code:**

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

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

**Column H – 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 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://deq.mt.gov/land/HazWaste/default.mcpix>