



INSTRUCTIONS FOR COMPLETING THE 2021 MONTANA SMALL QUANTITY HAZARDOUS WASTE GENERATOR ANNUAL REPORT FORM

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE ANNUAL HAZARDOUS WASTE REPORT FORM FOR 2021

GENERAL INSTRUCTIONS

Who Must File

You are required to file the 2021 Hazardous Waste Annual Report if this site meets **ANY** of the following small quantity generator (SQG) criteria:

- Generate, in any calendar month, more than 100 kg (220 pounds), but less than 1000 kg (2200 pounds) of *non-acute* hazardous waste; **OR**
- The site *never* generated more than 100 kg (220 pounds) in any month but accumulated more than 1000 kg (2200 pounds) of hazardous waste at any time during the year.

If you do not meet the above criteria of a SQG, but you do meet the below criteria for a large quantity generator (LQG) of hazardous waste, you must submit a biennial report. See our website or contact our office for the correct forms and instructions.

- Generate, in any calendar month, 1,000 kilograms (2,200 pounds) or more of non-acute RCRA hazardous waste (which includes quantities imported by importer site); **OR**
- Generate, in a calendar month, or accumulates at any time, more than 1 kilogram per month (kg/mo) (2.2 pounds per month [lb/mo]) of any RCRA acute hazardous waste listed in 40 CFR 261.31 or 261.33(e); **OR**
- Generate, in any calendar month, or accumulates at any time, more than 100 kg/mo (220 lb/mo) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste listed in 40 CFR 261.31 or 261.33(e); **OR**
- Accumulate on site at any time more than 6,000 kg (13,227 pounds) of hazardous waste.

NOTE: If you do not meet the above large or small quantity generator criteria during 2021, you are not required to submit the entire report form. However, please complete and submit Part 1 of the report.

To obtain assistance in filling out the report form, please contact your [regional inspector](#) or 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 2021, must be submitted to the Waste & Underground Tank Management Bureau, Hazardous Waste Program, no later than **March 1, 2022**.

You may be subject to enforcement action if you do not file by that date.

Submit completed reports 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: DEQHazWaste@mt.gov

What Must Be Reported

Administrative Rules of Montana (ARM) §17.53.603 requires any hazardous waste generated during calendar year 2021 (that was or will be required to be accompanied by a completed Uniform Hazardous Waste Manifest, or equivalent documentation, for transport to a certified Transfer, Storage and Disposal Facility, or TSDF) be reported in the 2021 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, Title 40, Chapter I - Environmental Protection Agency, Subchapter I – Solid Waste, Part 261: [eCFR :: 40 CFR Part 261 -- Identification and Listing of Hazardous Waste](#)

Subpart C:

- (Dxxx codes) **§ 261.24** – Toxicity Characteristic (i.e., ignitability, corrosivity, reactivity, and toxicity).

Subpart D:

- (Fxxx codes) **§ 261.31** – Hazardous wastes from non-specific sources.
- (Kxxx codes) **§ 261.32** – Hazardous wastes from specific sources.
- (Pxxx and Uxxx codes) **§ 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.)

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. Read the statement below this and if it applies (i.e., your facility is a Large Quantity Generator) please 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).

2021 REGISTERED STATUS - This is your highest registration status during 2021. If you wish to change your status, please indicate the new status in the Comments section (item XII).

II. EPA ID NUMBER / DEQ AREA

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

DEQ Area: For assistance, please contact your [regional inspector](#):

REGION	INSPECTOR	CONTACT
Area 1	Jennifer Strause	(406) 431-3148 Jennifer.Strause@mt.gov
Area 2	Denise Kirkpatrick	(406) 444-3983 DKirkpatrick@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 apply for the types of regulated waste activities at your site as of the end of the 2021 reporting year:

LQG (LARGE QUANTITY GENERATOR) – If **ANY** of the following are met then the site is a Large Quantity Generator (LQG):

- The site generated more than 1000 kg (2200 lb) of hazardous waste in any calendar month; **OR**
- The site generated in any calendar month, or accumulated at any time, 1 kg (2.2 lb) or more of acute hazardous waste; **OR**
- The site generated or accumulated at any time more than 100 kg (220 lb) of spill cleanup materials contaminated with acute hazardous waste; **OR**
- The site accumulated at any time more than 6,000 kg (13,227 lb) of hazardous waste.

SQG (SMALL QUANTITY GENERATOR) - If **ANY** of the following are met then the site is a Small Quantity Generator (SQG):

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

CESQG (CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR)¹ - A site is a conditionally exempt generator if, within **EACH** calendar month:

- The site generated no more than 100 kg (220 lb) of hazardous waste, **or** no more than 1 kg (2.2 lb) of acute hazardous waste, **or** no more than 100 kg (220 lb) of material from the cleanup of a spillage of acutely hazardous wastes; **OR**
- The site accumulated no more than 1,000 kg (2200 lb) of hazardous waste, **or** no more than 1 kg (2.2 lb) of acute hazardous waste, **or** no more than 100 kg (220 lb) 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 or short-term, non-recurring, temporary event.
Example: Spill Cleanup.

NON-HANDLER - Did not generate hazardous waste in any quantity during 2021 but wish to remain active at their current 2021 Registered Status.

OUT OF BUSINESS - Did not generate hazardous waste in any quantity during 2021, ***because*** the establishment was closed for business ***prior to January 1, 2021***.

IMPORTER OF HW (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).

HW 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 HW – You treat, store, or dispose of hazardous waste. ***Note: A “Part B” Permit is required for this activity – please contact the Hazardous Waste Program for more information.***

RECYCLER OF HW – 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 and comply with all applicable regulations (e.g., Clean Air Act, etc.).

¹ The Conditionally Exempt Small Quantity Generator (CESQG) category will soon be renamed Very Small Quantity Generator (VSQG) upon the implementation of updated Montana hazardous waste regulations, which are coming in 2022.

SMELTING, MELTING, & 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 and comply with all applicable regulations (e.g., Clean Air Act, etc.).

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 HW 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 (UW) – 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. Please contact the Hazardous Waste Program for more information.

USED OIL (UO) TRANSPORTER – You transport used oil within the United States.

UO TRANSFER FACILITY – You own or operate a used oil transfer facility.

UO PROCESSOR – You process used oil.

UO 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 UO BURNER – You burn off-specification used oil fuel.

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

MARKETER WHO FIRST CLAIMS THE UO MEETS THE SPECIFICATION – You are the first to demonstrate that 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: <https://www.census.gov/naics/>. **Check the website to be sure you list the latest version of the NAICS codes.**

VII. SITE LOCATION ADDRESS

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

IX. SITE CONTACT & ALTERNATE CONTACT PERSONS

Verify the name, title, telephone, extension, mailing address (address, city, state, zip code), facsimile number, and email address for the individual (site Contact Person) 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 code), telephone number, and the date (MM/DD/YYYY) they became 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 this Comments 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

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 <https://deq.mt.gov/twr/assistance>.

Documents Helpful in Filling out Part Two of the Annual Report Form

- Hazardous waste manifests
- Hazardous waste report forms submitted in previous years
- Records of quantities of hazardous waste generated and accumulated on-site
- Results of laboratory analyses of the waste
- Contracts or agreements with off-site facilities managing your facility's wastes
- 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 2021 Instructions and the Small Quantity Hazardous Waste Generator Report Form are located on the DEQ, Hazardous Waste Program, Forms, Reporting website at:

<https://deq.mt.gov/twr/assistance>

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 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 – for 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 and is listed in Subpart C or D of 40 CFR Part 261. If more space is needed to record waste codes, list the additional codes in the Comments section *below* 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 2021 **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:

DEQ must report waste amounts in pounds. Select the unit of measure for the quantity of waste described in Column D. If your waste amounts are reported in gallons or cubic yards, enter the density so the waste amount may be converted to pounds.

Column F – Amount Shipped Off-Site:

Enter the total quantity of waste shipped **off-site** to each receiving facility (identified in Column H) during 2021. *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 the Same Receiving Facility by the Same First Transporter

If you had several shipments of the same hazardous waste stream during the year and the waste 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 2021.

Multiple Shipments to the Same Receiving Facility by Multiple First Transporters

If you had several shipments of the same hazardous waste stream during the year and the waste 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 2021. **Breakdown the amount transported by each Transporter in the Comments section below.**

Multiple Shipments to Multiple Receiving Facilities

If you had several shipments of the same hazardous waste stream during the year and the waste was sent to multiple receiving facilities, on one line enter the total quantity generated for all of 2021 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:

Select 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 minimization 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 below 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 for Part Two of this Annual Report Form:

This space may be used to explain, clarify, or continue any entry. If used, enter a cross-reference to the appropriate line number in Part Two of this Annual Report Form. 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:

<https://deq.mt.gov/twr/Programs/hazmat>