



January 3, 2022

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

The Department of Environmental Quality's (DEQ) records show you have registered as a hazardous waste transfer facility and meet the requirements of a commercial transfer facility. Pursuant to the Administrative Rule of Montana, an owner or operator of a commercial transfer facility must prepare and submit an annual commercial transfer facility 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; 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 form).

A sample report form is enclosed for your use. Report forms are also available on the DEQ website under "Hazardous Waste Forms": <https://deq.mt.gov/twr/assistance>.

Reports must be submitted to DEQ by **March 1, 2022**. Please mail or email the completed report to:

Waste and Underground Tank Management Bureau  
Hazardous Waste Program  
P.O. Box 200901 – US Postal Service  
1520 East Sixth Ave – FedEx or United Parcel Services  
Helena, MT 59620-0901

email: [DEQHazWaste@mt.gov](mailto:DEQHazWaste@mt.gov)

The report must be submitted to this office by March 1, 2022. Due to staffing changes, DEQ was delayed in sending the forms and instructions to you. Because of this delay, if you believe you will not be able to file by March 1, 2022, please contact DEQ to request a reasonable extension to the deadline. **You may be subject to enforcement action if you do not file or request an extension by March 1, 2022.**

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

Sincerely,



*Denise M. Brunett*  
Hazardous Materials Section Supervisor  
Department of Environmental Quality  
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