

**INSTRUCTIONS FOR COMPLETING THE  
2023 MONTANA SMALL QUANTITY HAZARDOUS WASTE GENERATOR REPORT FORM**

**IMPORTANT: PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE  
2023 ANNUAL HAZARDOUS WASTE REPORT FORM**

**GENERAL INSTRUCTIONS**

**Who Must File:**

You are required to file the 2023 Hazardous Waste Report if this site meets **ANY** of the following criteria:

- The site generated more than 100 kilograms (kg) (220 pounds (lb)) of non-acute 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 1,000 kg (2,200 lb) 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 lb) 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 more than 6,000 kg (13,227 lb) of hazardous waste at any time; or
- The site was registered as a large or small quantity generator of hazardous waste, regardless of amounts of hazardous waste generated per month; or
- The site notified the Montana Department of Environmental Quality (DEQ) of an episodic hazardous waste-generating event 30 days prior to a planned episodic event (or within 72 hours of an unplanned episodic event), and waste is shipped offsite within 60 calendar days of the start of the episodic event, then the site must submit a report that includes the details of the episodic event to remain as a very small quantity generator or small quantity generator (depending on normal operations). If any of these conditions are not met, then the generator must report as a small or large quantity generator, depending on which category the episodic event would place the generator.

**NOTE: If you did not meet any of the above small quantity, or episodic generator criteria during 2023, you are not required to submit the entire report form. However, please complete and submit Part I of the report. However if you meet the requirements for a large quantity generator please fill out the [large quantity annual/biennial report form](#).**

For assistance in filling out the report form, please contact the DEQ Hazardous Waste Program at (406) 444-5300 or [deqhazwaste@mt.gov](mailto:deqhazwaste@mt.gov) to be connected to a regulatory specialist.

**When and Where to File:**

The report, which covers hazardous waste activities for calendar year 2023, must be submitted no later than **March 1, 2024**. **You may be subject to enforcement action if you do not file by this date**, file via email or mail to:

Email: [deqhazwaste@mt.gov](mailto:deqhazwaste@mt.gov)

Waste Management Bureau  
Hazardous Waste Program  
PO Box 200901 – USPS  
1520 E 6<sup>th</sup> Ave – FedEx or UPS  
Helena, MT 59620-0901

**What Must Be Reported:**

Administrative Rules of Montana (ARM) §17.53.603 requires any hazardous waste generated during calendar year 2023 (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 (TSDF)) be reported in the 2023 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 and D of 40 CFR Part 261**. They may be accessed at this website:

[US EPA Laws & Regulations, Title 40, Chapter I – Environmental Protection Agency, Subchapter I – Solid Waste, Part 261](#)

Subpart C: (Dxxx) [§261.21-24](#) – Characteristic hazardous wastes (i.e., ignitability, corrosivity, reactivity, and toxicity)

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.).

**PART I – GENERATOR INFORMATION****I: Reason for Submittal:**

Please select the box for Component of the Hazardous Waste Report. Read the statements below this and if the statements apply, please check the box(es).

**II: Site EPA ID Number:**

Enter your site's 12-character US EPA Identification (EPA ID) number.

**III: Site Name:**

Enter your site's name.

**IV: Site Location Address:**

Enter your site's physical address. **Do not use a PO Box or mailing address.**

**V: Site Mailing Address:**

Enter your site's mailing address.

**VI: Site 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.

**VII: NAICS Code(s) for the Site:**

Enter 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 please see the [NAICS Association website](#). **Please check the website to be sure you list the latest version of the NAICS codes, as they can change over time.**

**VIII: Site Contact Information:**

Enter the name, title, mailing address, email, phone, and fax number for the individual (Site Contact Person) who should be contacted regarding the information submitted and invoicing related to the Hazardous Waste Generator 2023 Annual Report Form.

**IX: Name of Site's Legal Owner:**

Enter the name, date they became owner, type, mailing address, email, phone, fax, and any necessary comments. The "Legal Owner" is the person that owns the site or part of the site, including building(s) and/or land. 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 owners in section XIII: Comments.

**X: Name of Site's Legal Operator:**

Enter the name, date they became operator, type, mailing address, email, phone, fax, and any necessary comments. The "Legal 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 it could be an individual. See definition of "person" under IX: Name of Site's Legal Owner. List any additional operators in section XIII: Comments.

**XI: Current Regulated Waste Activities:**

Please check all the boxes that apply to the types of regulated waste activities for your site as of the end of the 2023 reporting year.

LQG (Large Quantity Generator): If **any** of the following criteria are met your site is an LQG:

- The site generated in any calendar month more than 1,000 kg (2,200 lb) of hazardous waste; 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 criteria are met your site is an SQG:

- The site generated more than 100 kg (220 lb), but no more than 1,000 kg (2,200 lb) of non-acute 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 1,000 kg (2,200 lb) of non-acute hazardous waste at any time during the year.

VSQG (Very Small Quantity Generator): If **any** of the following criteria are met your site is a VSQG:

- 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, in any single calendar month; or
- The site accumulated no more than 1,000 kg (2,200 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, in any single calendar month.

Non-Generator (Closed or Inactive):

- Closed: The site no longer generates or accumulates hazardous waste and is no longer in business at the site location.
- Inactive: The site no longer generates or accumulates hazardous waste but is still in business at the site location.

Treater, Storer, or Disposer of HW:

- Your site treats, stores, or disposes of hazardous waste.

- **NOTE: A Part B Permit is required for this activity – please contact the Hazardous Waste Program for more information.**

Receives HW from Off-Site:

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

Recycler of HW:

- Your site recycles regulated hazardous waste (recyclable materials).

Exempt Boiler and/or Industrial Furnace: (see 40 CFR 266.100)

- Your site operates a boiler and/or industrial furnace that is subject to, and in compliance with, 40 CFR 63 Subpart EEE – National Emission Standards for Hazardous Air Pollutants from Hazardous Waste Combustors.
- Used oil burned for energy recovery that is also a hazardous waste solely because it exhibits a characteristic of hazardous waste identified in 40 CFR 261 Subpart C. (Such used oil is subject to regulation under 40 CFR 279).
- The boiler and/or industrial furnace burns landfill gas for energy recovery.
- The furnace (or cupola, roaster, etc.) smelts, melts, and refines hazardous waste solely for metal or precious metal recovery.
- Your site operates a lead recovery furnace that is subject to, and in compliance with, 40 CFR 63 Subpart X – National Emission Standards for Hazardous Air Pollutants from Secondary Lead Smelting.

Transporter of HW:

- Transporter: Your site transports hazardous waste within the US.
- Transfer Facility: Your site is 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.

Underground Injection Control:

- Your site generates and treats, stores, or disposes of hazardous waste and places the waste into an underground injection well located at your site.

US Importer of HW:

- Your site imports hazardous waste from a foreign country in the US.

Recognized Trader:

- Defined in 40 CFR 260.10 as a person domiciled in the US, who acts to arrange and facilitate transboundary movements of wastes destined for recovery or disposal operations, either by purchasing from and subsequently selling to US as foreign facilities, or by acting under arrangements with a US waste facility to arrange for the export or import of the waste.

Importer/Exporter of SLABS:

- Your site is an importer or exporter of spent lead-acid batteries (SLABS) being managed domestically under 40 CFR Part 266, Subpart G.

Large Quantity Handler of Universal Waste:

- Your site accumulates a total of 5,000 kg or more of universal waste (i.e., batteries, pesticides, mercury-containing equipment, or lamps – calculated collectively) at any time.

Destination Facility for Universal Waste:

- Your site treats, disposes, or recycles universal wastes on-site.

- **NOTE: A permit is required for treatment and disposal of universal wastes, and a permit may be required for recycling of universal wastes – please contact the Hazardous Waste Program for more information.**

Used Oil Transporter:

- Transporter: Your site transports used oil within the US.
- Transfer Facility: Your site is owned or operated as a used oil transfer facility.

Used Oil Processor and/or Re-Refiner:

- Your site processes used oil, and/or produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.

Off-Specification Used Oil Burner:

- Your site burns off-specification used oil fuel.

Used Oil Fuel Marketer:

- Your site is a marketer who directs shipment of off-specification used oil to off-specification used oil burners, and/or is the first to demonstrate that the used oil meets the used oil specification.

Operating Under 40 CFR 266 Subpart P, Hazardous Waste Pharmaceuticals:

- Your site is a healthcare facility or reverse distributor as defined at 40 CFR 266.500, and
- The quantity of hazardous waste generated by the facility meets the criteria for an SQG or LQG.
  - Withdrawing from 40 CFR 266 Subpart P, Hazardous Waste Pharmaceuticals:
    - Your facility currently operates under 40 CFR 266 Subpart P, Hazardous Waste Pharmaceuticals, and
    - Your facility now meets the criteria for a VSQG (see 40 CFR 262.14), and
    - You wish to withdraw from the requirements of Subpart P (see 40 CFR 266.502(a)(2)).

Operating Under 40 CFR 262 Subpart K:

- Your facility is an eligible academic entity (see 40 CFR 262.200), and
- Your facility has developed a written Laboratory Management Plan, and
- Your facility chooses to be subject to this subpart.
  - Withdrawing from 40 CFR 262 Subpart K:
    - Your eligible academic facility is currently complying with 40 CFR 262 Subpart K, and
    - Your facility wishes to withdraw from 40 CFR 262 Subpart K, and
    - You must comply with the regulations associated with the facility's generator status (i.e., VSG, SQG, or LQG).

**XII: Federal Waste Codes:**

Enter the federal waste codes that identify hazardous waste generated at your site in the boxes provided. List any additional federal waste codes in section XIII: Comments, or attach a separate document as needed.

**XIII: Comments:**

Use this comments section to provide additional information for the previous items. **Please reference the item number with each comment for clarity.**

**XIV: Certification:**

- Signature of the owner or operator of the facility, or an authorized representative:
  - Electronic Submittal: Insert an electronic signature or type the name.
  - Hard Copy by Mail or Delivery: Print the report and sign.
- Type or print the date the report is signed, and the name, title, and email of the signatory.

## PART TWO – WASTE IDENTIFICATION

**Each** generated RCRA hazardous waste that is used to determine the site’s generator status should be reported in Part Two.

Complete Part Two if the site generated hazardous waste that was accumulated on-site, managed on-site in a treatment, storage, or disposal unit, shipped off-site for management, and/or imported from a foreign country.

A single copy of Part Two is included. Additional copies of Part Two can be downloaded from the Montana Department of Environmental Quality Hazardous Waste Program website: <https://deq.mt.gov/twr/assistance>. Download as many copies as needed to complete your Hazardous Waste Report and submit the completed page(s) with the original report form.

Also listed on this website is information about types of reportable and non-reportable wastes, excluded wastes, and EPA hazardous waste codes.

**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. Instructions and information are on the Hazardous Waste Program 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

### Form Instructions:

**Line No.:** A separate line entry is required for each different waste or waste mixture that was shipped to a facility identified in Column G. Enter a consecutive line number for each different reportable waste or waste mixture.

**Column A: 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 and 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 and cross-reference to the appropriate line number.

**Column D: Quantity 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 2023 **and enter 0 in Column H**. If you generate the same waste stream several times during the year and ship some or all of it, see instructions for Column H.

**Column E: Unit of Measure:** The Montana 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: Waste Minimization Code:** Select the code that best corresponds to the waste minimization, recycling, or pollution efforts implemented for each waste stream reported.

Waste Minimization Effort	Code
Continued to reduce 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 G: Receiving Facility EPA ID:** List the receiving facility by 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.

**Column H: Quantity Shipped:** Enter the total quantity of waste shipped **off-site** to each receiving facility (identified in Column G) during 2023. Report the quantity of waste in the same unit of measure as stated in Column E. These shipment quantities should equal the total quantity recorded on 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 2023.
- 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 2023. **Breakdown the amount transported by each transporter in the comments section.**
- 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 2023 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).

**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 in Part Two of the 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 each additional page.

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

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