

January 2, 2024

**TO: HAZARDOUS WASTE GENERATORS**

**SUBJECT: HAZARDOUS WASTE GENERATOR ANNUAL REPORT FOR CALENDAR YEAR 2023**

**General Information**

The Administrative Rules of Montana (ARM) 17.53.603 require large and small generators of hazardous waste to file an annual report by March 1 for the previous calendar year's activities. You are receiving this message because your site was registered as a small quantity generator or as a very small quantity generator that took part in an episodic generation event in 2023.

Please follow the links provided for detailed instructions and the appropriate forms required for completing your annual report for calendar year 2023. Please read the instructions carefully so that the report will accurately reflect the 2023 hazardous waste activities at your site. These forms and instructions are also located on the Montana Department of Environmental Quality (DEQ) Hazardous Waste Program website at: <https://deq.mt.gov/twr/assistance>.

- [Instructions](#)
- [Generator Annual Report Form](#)
- [Additional Part 2 Forms](#)

An invoice based on reported waste generation in 2023 and the annual registration maintenance fee will be sent in mid-2023 to the individual listed as the Site Contact.

**Deadline**

The report must be submitted to this office by March 1, 2024. **You may be subject to enforcement action if you do not file by March 1, 2024.**

**Where to File**

Please send the report via email or mail to:

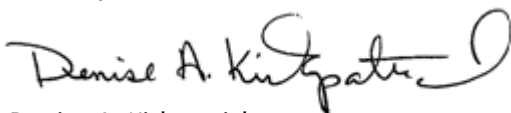
Email: [deghazwaste@mt.gov](mailto:deghazwaste@mt.gov)

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

**Where to Find Assistance**

If you have any questions or encounter difficulties in completing the report, please contact the Hazardous Waste Program at (406) 444-5300 or [deghazwaste@mt.gov](mailto:deghazwaste@mt.gov) for assistance.

Sincerely,



Denise A. Kirkpatrick  
Hazardous Materials Section Supervisor  
Waste Management Bureau