



Montana Department of  
**ENVIRONMENTAL QUALITY**

Brian Schweitzer, Governor

P. O. Box 200901

Helena, MT 59620-0901

(406) 444-2544

Website: [www.deq.mt.gov](http://www.deq.mt.gov)

January 4, 2010

EPA IDENTIFICATION NUMBER:

**SUBJECT: ANNUAL SMALL QUANTITY GENERATORS REPORTING FOR CALENDAR YEAR 2009**

The Administrative Rules of Montana (ARM) require large and small generators of hazardous waste file an annual report by March 1 for the previous calendar year's activities (i.e. calendar year 2009 report is due no later than March 1, 2010).

Enclosed are the forms and instructions for completing your annual hazardous waste report for calendar year 2009. Please read the instructions very carefully so that your report will accurately reflect your 2009 activities. Complete all sections that relate to your hazardous waste activities. These forms are also located on the Department of Environmental Quality (DEQ), Hazardous Waste Program's website at <http://deq.mt.gov/HazWaste/index.mcp>.

**Note:** If you generate the same waste stream many times during the year and it is sent to the same destination, you ***should not*** report them separately, but as a one-line entry with the total quantity generated for all of 2009.

**New to 2009 Reporting Year:** DEQ is asking small quantity generators to report their waste minimization efforts.

The report must be submitted to this office by March 1, 2010. **You may be subject to enforcement action if you do not file by that date.** Please send the report to:

Waste and Underground Tank Management Bureau  
Hazardous Waste Section  
P.O. Box 200901  
Helena, MT 59620-0901

The assessment of the annual hazardous waste registration maintenance fee and invoice will be mailed about May 2010.

Enclosed in this mailing is a copy of the revised (September 2009) "A Guide to Hazardous Waste and Used Oil Management in Montana" compact disc (CD) for your information.

If you have any questions, or encounter difficulties in completing the report, please contact: Iver Johnson (ILJ), (406) 444-5852 or Robert Reinke (RDR), (406) 444-1435 of the Hazardous Waste Regulatory Unit. Your state contact is listed in Part One, Section II of your 2009 Hazardous Waste Report.

Sincerely,

Mark Hall  
Hazardous Waste Section Supervisor

Enclosures: 2009 Generator Annual Hazardous Waste Report Forms  
2009 Generator Annual Hazardous Waste Report Instructions  
2009 Generator Annual Hazardous Waste Report Form Completed Sample  
A Guide to Hazardous Waste and Used Oil Management in Montana CD

## 2009 MONTANA SMALL GENERATORS HAZARDOUS WASTE REPORT

This report is for the calendar year ending December 31, 2009. Please read all instructions in the Yellow 2009 Hazardous Waste Report Instructions Booklet before making any entries on form.  
PLEASE TYPE / PRINT

**PART ONE – Generator Status (See Instructions)** **Mailing Date: 1/4/2010**

▶ (Please make corrections in space provided on form)	<b>I</b>	<b>GENERATOR STATUS DURING 2009</b> <i>See instructions for generator status definitions and check correct box.</i>	Condition:	2009 Registration Status:
			Actual Generation Status during 2009	
			<input type="checkbox"/> Large Generator	<input type="checkbox"/> Non-Handler
			<input type="checkbox"/> Small Generator	<input type="checkbox"/> Out of Business
			<input type="checkbox"/> Conditionally Exempt Generator	<input type="checkbox"/> One Time Generator
	<b>II</b>	<b>EPA ID NUMBER / STATE CONTACT PERSON</b>	<b>EPA ID</b>	<b>CONTACT PERSON</b>
	<b>III</b>	<b>GENERATOR NAME</b>		
<b>IV</b>	<b>SITE LOCATION ADDRESS</b>			
<b>V</b>	<b>MAILING ADDRESS</b>			
<b>VI</b>	<b>CONTACT PERSON / PHONE / TITLE</b>		<b>EXT:</b>	<b>Title:</b>
	<b>ALTERNATE CONTACT / PHONE / TITLE</b>			<b>Title:</b>
	<b>FAX NUMBER / EMAIL ADDRESS</b>	<b>FAX</b>	<b>EMAIL:</b>	
<b>VII</b>	<b>BUSINESS OWNER</b>			

**PART TWO - WASTE IDENTIFICATION (See Instructions)**

A	B	C	D	E	F	G
Description of Waste	EPA Hazardous Waste Codes	Amount of Waste Generated	Unit of Measure	Amount Shipped Off-Site	Waste Minimization Code (see Instructions, page 3)	Transporter (T) EPA ID Number & Name
			Density			Receiving Facility (R) EPA ID # & Name
1						T #
						T Name
						R #
						R Name
2						T #
						T Name
						R #
						R Name

(NOTE: PART TWO CONTINUED ON NEXT PAGE)

**PART THREE - Certification** (Please Print or Type)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents. I believe that the submitted information is true, accurate, and complete. I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

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(Name – Please Print)
Title
Signature
Date Signed

EPA ID #:

-- Site Name:

**PART TWO – Continuation** (Please make copies of this sheet for additional pages)

A		B		C	D	E	F	G	
Description of Waste		EPA Hazardous Waste Codes		Amount of Waste Generated	Unit of Measure	Amount Shipped Off-Site	Waste Minimization Code (see Instructions, page 3)	Transporter (T) EPA ID Number & Name	
					Density			Receiving Facility (R) EPA ID # & Name	
3								T #	T Name
								R #	R Name
4								T #	T Name
								R #	R Name
5								T #	T Name
								R #	R Name
6								T #	T Name
								R #	R Name
7								T #	T Name
								R #	R Name
8								T #	T Name
								R #	R Name

Comments

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