

ANNUAL SOLID WASTE MANAGEMENT REPORT

for Municipalities and DEP-licensed Transfer Stations and Landfills

To eliminate duplicative reporting, the Maine Department of Environmental Protection (DEP) and the Maine State Planning Office (SPO) have created a combined DEP/SPO solid waste annual report form. Using this form, you file one report to meet both DEP and SPO solid waste reporting requirements¹. The form is available on line at www.recyclemaine.com and at <http://www.maine.gov/dep/waste/solidwaste/applicationforms/index.html>. You can complete the form either on a computer or by hand. The completed forms must be copied and mailed to the DEP.

Who should fill out which sections of the combined report form?

- Municipalities, and regional programs or entities representing two or more municipalities, which manage MSW through their Transfer Station - complete Sections 1-5.
- Municipalities, and regional programs or entities representing two or more municipalities, which manage MSW through their Landfill, including Bath, Brunswick, Hatch Hill Landfill, Tri Community Sanitary Landfill, Presque Isle, and Lewiston - complete Sections 1-4 and 6.
- Municipalities, and regional programs or entities representing one or more municipalities, which manage MSW without a licensed facility (i.e., through either public curbside collection or publicly contracted and/or subscription-based private service) - complete Sections 1-4 only.
- Privately-owned Transfer Stations not submitting on behalf of municipalities - complete Sections 1-3 (as applicable) and 5.
- Privately-owned and state-owned Landfills not submitting on behalf of municipalities - complete Sections 1-3 (as applicable) and 6.

General instructions for completing the form:

To use a computer to complete the form, save a copy from the internet. On your saved copy you can then place your cursor in, or tab to, the space after each item to activate the fill-in field. After completing the form, please print and copy to submit; we cannot at this time accept electronic submittals. If you have questions on how to do this, please call Sue Alderson at 207-287-2806.

To ensure accurate and complete reporting, please be sure your facility manager is involved in preparing and/or reviewing this report.

All data should be for calendar year 2011 (January 1 - December 31). Always include the destination (facility, broker, or end user) of the materials you are reporting on the form. Please report all data in tons. If weight data is not available to you, you may use Appendix A to convert volumes to tons. If you cannot report in tons, tell us the volume or number and the unit of measure, e.g., cubic yards, pieces.

¹ Please refer to 38 MRSA Chapter 24, Section 2133, paragraph 7 for the annual reporting requirement for municipalities, and 38 MRSA, Section 1310-N, sub-§6-D for the annual reporting requirement for licensed solid waste facilities.

Assistance with Report

For assistance on Sections 1-4:

If you have less than a full year's data, or you are unsure where or how a material should be reported and need assistance, please contact Lana Laplant-Ellis at SPO at - [207-624-6244](tel:207-624-6244) (lana.laplant-ellis@maine.gov)

For questions on items listed below the bold line in the Section 1.A table, please contact your facility's DEP project manager (contact information listed below).

For assistance on Sections 5 and 6:

For assistance with these sections, please contact your DEP project manager at:

Southern Maine Regional Office – 207-822-6300 or 888-769-1036

Eric Hamlin (eric.p.hamlin@maine.gov) , Randy McMullin (randy.l.mcmullin@maine.gov)

Central Maine Regional Office - 207-287-7688 or 800-452-1942

Mike Parker (michael.t.parker@maine.gov), Linda Butler (linda.j.butler@maine.gov), Bill Butler (william.w.butler@maine.gov),

Eastern Maine Regional Office – 207-941-4570 or 888-769-1137

Cyndi Darling (cyndi.w.darling@maine.gov), Karen Knuuti (karen.knuuti@maine.gov)

Northern Maine Regional Office – 207-764-0477 or 888-769-1137

Lou Pizzuti (lou.s.pizzuti@maine.gov)

Submit two (2) copies of your completed form [three (3) copies for landfill reports] with the required annual report fee (if any) by April 30, 2012 to:

Vicky Bryant,
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

Please send your annual report fee payment (if applicable) with the payment stub from the invoice mailed to you to:

**Natural Resources Service Center
155 State House Station
Augusta, ME 04333**

If you have questions on your annual report fee invoice or payment, please contact Vicky Bryant at 207-287-7865 or vicky.bryant@maine.gov.

GUIDELINES FOR COMPLETING SECTION 1 – SUMMARY OF WASTES RECEIVED AND DISPOSITION

Municipalities and facilities manage different types of waste in various waste stream configurations. When filling in the table in Section 1, fill in amounts for the waste types that best represent your waste stream configuration, and mark “N/A” for all other waste types listed. For example, if you manage “mixed recyclables/single-stream”, you fill in amounts on this line, and mark “N/A” in the rows for the separate materials included in your single stream (e.g., all glass, all household metals, etc.)

The extra lines under MSW are there to allow you to report multiple sources and/or destinations if applicable. The materials listed below the bold black line in the Section 1.A table are not normally handled by transfer stations.

“**Municipal Solid Waste**” (MSW) is solid waste emanating from household and normal commercial sources. MSW does not include liquid waste of any kind. “**Commercial waste**” means solid waste generated by stores, offices, restaurants, warehouses, and other non-manufacturing, non-processing activities.

Construction or demolition debris (CDD) is “solid waste resulting from construction, remodeling, repair, and demolition of structures. It includes but is not limited to: building materials, discarded furniture, asphalt, wallboard, pipes, and metal conduit.” Depending on your operations, you may report receiving and shipping different combinations of “mixed CDD” and some of its components.

Please report all amounts in **tons**. Refer to Appendix A for conversion factors.

Column 1 - Report the state or province of origin for each waste type received.

Columns 2 & 3 - Breakout of commercial versus residential sources of materials:

- If the two sources are mixed and separate data is not available, please record the mixed number under the “TONS received residential” column, and write or enter the letter “M” (for mixed) in the commercial column.
- If you have information on materials from residential sources only, please enter “0” in the “TONS received commercial” column.
- If you leave a space blank it will be recorded as “0”.

Column 4 - The word “Destination” means:

- The disposal or processing facility where the materials are sent, or the mobile processor used to process materials on-site;
- The end user of the material, for example, a known mill, or the residents or local public works for compost or wood chipped for mulch; or
- For recyclables that are marketed through a third party, the broker that handled the marketing for you.

This means that in the “Destination” column, you should list the disposal or processing facility, the recycling broker, or the end user.

Column 6 - “Final Use/Disposition”. Please identify the final use or disposition of that material.

Categories to use are:

- D=disposed (includes landfilling and waste-to-energy incineration);
- R=recycled;
- C=composted;
- B=beneficial use;
- E=fuel chip used for energy (wood & tires only);
- O=burned on-site (wood only); or
- A=alternative daily cover.

For example, tires may either be R-recycled, B-beneficial use (shredded and used for various purposes), or E-burned for energy (wood and tire fuel chips only).