

Solid Waste Facility Report – HANDLING FACILITY/TRANSFER STATION

This Report is for Calendar Year 20

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. General Information

Please provide the Site Location and Reporting Contact information below.

1. Site Location

Site Name:

Street:

City/Town:

State: MA

ZIP:

Phone:

Phone Extn:

2. Reporting Contact

Organization Name:

Street:

City/Town:

State:

ZIP:

Contact Person:

Title:

Email:

Phone:

Phone Extn:

3. Certification

I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining this information, I believe that the information is true, accurate and complete. I am fully authorized to make this attestation on behalf of this facility and am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature:

Date:

Phone:

Print Name:

Title:

Organization Name:

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4. Suggestions – comments or suggestions to improve this reporting form

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B. Facility Details

1. Operational Status – check one box only that best describes facility status during the calendar report year

<input type="checkbox"/>	Operated all of the report year.
<input type="checkbox"/>	Operated only part of the report year. Started accepting waste on date:
<input type="checkbox"/>	Operated only part of the report year. Stopped accepting waste on date:
	Maintain a valid operating permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Did not accept waste during the report year.
	Maintain a valid operating permit? <input type="checkbox"/> Yes <input type="checkbox"/> No

* No further questions on this report form are applicable, return to Page 1 and sign the form.

2. Days of Operation – number of days the facility accepted waste during the calendar report year

Number of Days Open:

Solid Waste Facility Report – HANDLING FACILITY/TRANSFER STATION**C. Operations****1. Materials Accepted**

Please record the tons of Materials Accepted for each Material Type for each State of Origin. Fill in each applicable cell, then sum each material type into the Totals column, and then sum that column into the Total Accepted box.

- Round all amounts to the nearest ton and exclude any material type less than 0.5 tons.
- Do NOT include any waste oil or household hazardous waste/products.
- If out-of-state materials are accepted, fill in each state at the top of a blank State of Origin column and then record the tons for each applicable Material Type.
- If the Material Type is not listed, use one of the “Other” lines and fill in the name of the material. If more “Other” lines are needed, cross out an unused material type and fill the other material name.

Material Type	State of Origin							Totals
	MA							
MSW								
C & D Waste								
Wood Waste								
DPW Waste								
General Recyclables								
Tires								
Metals								
Electronics/Computers								
Textiles/Clothing								
Compostables/Organics								
Ash								
Other:								
Other:								
Other:								
Other:								

Total Accepted

2. Materials Diverted

[illegible]

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Total Disposed

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Line 1	Enter the Total Accepted from page 3	
Line 2	Add the Total Diverted from page 4 to the Total Disposed from page 5	
Line 3	Subtract Line 2 from Line 1, if the result is zero skip to Part D	
Line 4	Divide Line 3 by Line 1 and multiply by 100	%

For **Transfer Stations**, if Line 4 is greater than 1% or less than –1%, explain the difference between Accepted and the sum of Diverted & Disposed in the Discrepancy box. For **Handling Facilities**, simply write in the operation type (ex Compost, Wood Reclamation, etc) in the Discrepancy box. Attach another sheet if needed.

Discrepancy Explanation:	
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D. Waste Bans

Please provide load counts (numbers, not text like 'all') based on Waste Ban compliance activities. For the number of loads failing by material type, enter the number of failed loads, not the count of items or percent of the loads. For example, two failed loads for CRTs where one load has 5 CRTs and one load has 3 CRTs should be entered as 2 loads, not 8 CRTs.

1. Monitoring and Inspections

	Comprehensive Inspections	Ongoing Waste Stream Monitoring
Total Number of Loads Inspected		
Total Number of Loads Failing		
Number of Loads Failing by Material Type		
Asphalt pavement, Brick and/or Concrete		
Clean Gypsum Wallboard		
Commercial Organics		
CRTs		
Glass/Metal/Plastic Containers		
Lead Acid Batteries		
Leaves & Yard Waste		
Mattresses		
Metal		
Recyclable Paper (except Corrugated Cardboard)		
Corrugated Cardboard		
Textiles		
White Goods		
Whole Tires		
Wood		
Mixed (more than one material)		

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E. Recycling, Composting & Conversion Operations Located at Site Assigned Solid Waste Facilities- completion of this section satisfies the requirement for an annual certification pursuant to 310 CMR 16.04(2)(i) and 310 CMR 16.04(3)(a)10.

1. Instructions for Table “Materials Accepted for Recycling”

- a) Please report the amount of recyclable material received from Massachusetts sources only in the calendar year covered by this form.
- b) Please report all quantities in TONS.
- c) All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category. For example, if you process 4,000 tons of wood, and 2,000 tons went to wood for fuel, and 2,000 tons were C&D wood recycled, you would report these tonnages separately.

Correct	Incorrect
C&D Wood 2,000 tons	C&D Wood 4,000 tons
Wood for fuel 2,000 tons	Wood for fuel 2,000 tons

- d) In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility’s report. However, any material received via direct haul from a generator should be counted.)
- e) If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material. (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal and 25% was asphalt, brick, and concrete (ABC), please report 7,500 tons metal and 2,500 tons ABC.)

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Solid Waste Facility Report – HANDLING FACILITY/TRANSFER STATION**2. Materials Accepted for Recycling**

RECYCLED MATERIALS			
Material	Tonnage		
	Massachusetts Sources	Out of State Sources	Combined Tonnage
Asphalt, Brick & Concrete			
Asphalt shingles			
Carpet			
Ceiling Tiles			
Single Stream Recycling (formerly Commingled Materials)			
Electronics			
Glass			
Gypsum Wallboard			
Mattresses			
Metals - C&D			
Metals – Non C&D			
Paper – Except Cardboard			
Paper – Cardboard			
Plastic			
Textiles			
Tires – Non Fuel			
Tires – Fuel			
Organics - Agricultural Material			
Organics - Food Material			
Organics - Vegetative Material			
Organics - Yard Waste including Grass			
Wood – Non Fuel			
Wood – Fuel			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Totals			

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3. Instructions for Table “Materials Accepted for Composting & Conversion”

- a) Please report material collected in the applicable calendar year covered by this certification.
- b) Please report all quantities in TONS. To calculate a quantity of organic material, estimate the dimensions of the windrow(s) at the time of their construction (the volume can reduce by 50% during the first four to eight weeks). For a “haystack” shaped windrow, the volume is approximately equal to the height times half the base width, times the length. PLEASE BE SURE TO EITHER MEASURE IN YARDS OR CONVERT CUBIC FEET TO CUBIC YARDS BY DIVIDING BY 27.
- c) Please note that the in-state vs. out-of state sources of the organic materials is denoted. You should input the amount collected in the appropriate column, depending on whether material collected is from within Massachusetts or from out of state locations.
- d) Use the following factors to convert volume (cubic yards) to weight (tons):

Leaves	Brush	Grass	Food Waste
5 cy/ton	4 cy/ton	3 cy/ton	1.33 cy/ton

- e) If you are a municipal compost site serving only part of a municipality, please only account for the organic material composted at your particular site, not all of the organic material generated in the municipality.

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Solid Waste Facility Report – HANDLING FACILITY/TRANSFER STATION**4. Materials Accepted for Composting & Conversion***ORGANIC
MATERIALS*

Material		Tonnage			Type of Generator (i.e., restaurant, residential collection, commercial food processor, etc.)
		Massachusetts Sources	Out of State Sources	Combined Tonnage	
ORGANIC MATERIALS RECEIVED FROM THE GENERATOR OF THE MATERIAL	Food Material				
	Vegetative Material				
	Agricultural Material				
	Yard Waste including Grass				
	Biodegradable Paper				
	Biodegradable Products				
	Clean Wood				
	Totals				

Complete and Return this form via the web based upload portal (Compliance Reporting System) by February 15 to: (Use the weblinks provided)	Link to the MassDEP information page about the upload portal which contains a link to the upload portal: https://www.mass.gov/info-details/compliance-reports-upload-portal	If you have questions, contact Eshua Mbua by email: eshua.mbua@mass.gov
	Link to the upload portal called the Compliance Reporting System: https://eeaonline.eea.state.ma.us/EEA/ComplianceReport/	