

Instructions: Annual Solid Waste Facility Report Construction & Demolition Processors or Transfer Stations

Overview

Introduction

The reporting package consists of the instructions and the forms for Construction and Demolition (C&D) Processors and C&D Transfer Stations. The Instructions are divided into three sections:

1. Obtaining Forms
2. Reporting Process
3. Conversion Factors and Material Types

Purpose

Solid Waste Annual Report Forms provide the Department of Environmental Protection (MassDEP) and the public valuable information on the types and quantities of solid waste handled at individual facilities and by aggregation across the state as well as reporting on a calendar year's basis.

Authority

The Annual Report Forms are based on the requirements in 310 CMR 19.008(2), 19.043(5)(e), 19.130(34)(d) and 19.207(22)(d).

Obtaining Forms

Electronically Mailed by MassDEP

Report forms are available from MassDEP's website at:
<https://www.mass.gov/how-to/construction-demolition-facility-annual-reporting>
The report form downloads as a MS Word document.

Instructions for Annual Solid Waste Facility Report – Construction and Demolition Processors and Transfer Stations

Reporting Process

Important	If your facility accepts both Construction and Demolition Waste and Municipal Solid Waste you must report these separately in the Solid Waste Facility Report in Sections C and D.
Facility Identification	Fill in all information on page 1.
Signature	Sign and date the Form at the bottom of Page 1.
Due Date	Construction and Demolition Processing and Transfer Station Annual Report Forms are due by February 15.
Mailing to DEP	<p>Complete and Return this form via the web based upload portal (Compliance Reporting System) by February 15 to: (Use the weblinks provided):</p> <p>Link to the MassDEP information page about the upload portal which contains a link to the upload portal:</p> <p>https://www.mass.gov/info-details/compliance-reports-upload-portal</p> <p>Link to the upload portal called the Compliance Reporting System:</p> <p>https://eeaonline.eea.state.ma.us/EEA/ComplianceReport/</p>
Questions	Contact Eshua Mbua at MassDEP in Boston at eshua.mbua@mass.gov

Instructions for Annual Solid Waste Facility Report – Construction and Demolition Processors and Transfer Stations

Conversion Factors and Material Types

Conversion Factors

The following factors may be used to convert from cubic yards (cy) or count (each) to tons.

Waste/Material	Conversion	Waste/Material	Conversion
Asphalt, Brick & Concrete	1.5 tons/cy	Mattresses	0.035 tons each
Brush	0.25 tons/cy	Municipal Solid Waste	0.5 tons/cy
C&D Waste	0.25 tons/cy	Sludge (WTP/WWTP)	0.33 tons/cy
Catch Basin Cleanings	1 ton/cy	Soil & Contaminated Soil	1.65 tons/cy
Commingled Containers	0.09 tons/cy	Street Sweepings	1.35 tons/cy
Dredge (Fresh/Marine)	1.35 tons/cy	Tires	0.01 tons each
Grass	0.33 tons/cy	Wood Waste & Wood Chips	0.33 tons/cy
Leaves	0.2 tons/cy		

Material/Waste Type Table

The following material/waste type definitions are provided exclusively for use in completing the Solid Waste Facility – Construction and Demolition Processor or Transfer Station form. Please refer to them particularly when completing the form.

Construction and Demolition Material	Definition
Asphalt, brick and concrete	Asphalt pavement, brick and concrete from construction activities and demolition of buildings, roads and bridges and similar sources.
Asphalt Shingles	Asphalt roof or siding shingles
Bulky Waste	Bulky waste means waste items of unusually large size including but not limited to large appliances, furniture, large auto parts, stumps, trees, branches, brush.
Construction & Demolition Fines (C&D Fines)	C&D material produced through an initial size reduction and screening process in accordance with a MassDEP BUD and prior to grinding which is: (a) three inches or less (3" minus) in size; (b) consists primarily of dirt (soil) and other inert material, and (c) in no case shall exceed 35% organic content. Any other fine material shall be considered C&D residuals.
Construction & Demolition Waste (C&D Waste)	The waste building materials and rubble resulting from the construction, remodeling, repair or demolition of buildings, pavements, roads or other structures. Construction and demolition waste includes but is not limited to, concrete, bricks, asphalt pavement, masonry, plaster, gypsum wallboard, metal, lumber and wood.

Instructions for Annual Solid Waste Facility Report – Construction and Demolition Processors and Transfer Stations

Construction & Demolition Wood (C&D Wood)	Wood, or wood chips, derived from C&D Waste.
Construction & Demolition Residuals (C&D Residuals)	C&D material that remains after recyclable materials (asphalt pavement, brick, concrete, metals, wood, clean gypsum wallboard, etc.) have been removed from C&D waste to the greatest extent possible, which may include the C&D fines if not separated out from C&D waste. C&D residuals consist primarily of non-recyclable material. C&D Residuals include the non-recyclable materials that remain unpicked during Positive Pick Processing Operations at a C&D processing facility and the non-recyclable materials that are picked from the mixed waste stream during Negative Pick Processing Operations at a C&D processing facility or a C&D handling facility. C&D residuals do not include C&D materials remaining after source separating C&D materials at a job site or Positive Pick Operations on the tipping floor (kicksorting) at a C&D handling facility.
Clean Gypsum Wallboard	Gypsum wallboard that is not contaminated with paint, wallpaper, joint compound, adhesives, nails, or other substances after manufacture. Gypsum wallboard means a panel (also known as drywall) with a gypsum core and faced with a heavy paper or other material on both sides.
Metal	Ferrous and non-ferrous metals derived from used appliances, building materials, industrial equipment, transportation vehicles, and manufacturing processes.
Other Material	Definition
Asbestos Containing Waste Material (ACWM)	ACWM means any asbestos containing material (ACM) removed during a demolition or renovation project and anything contaminated with asbestos in the course of a demolition or renovation project including, but not limited to, asbestos waste from control devices, bags or containers that previously contained asbestos, contaminated clothing, materials used to enclose the work area during the demolition or renovation operation, and demolition or renovation debris. This definition shall also include ACM on and/or in facility components that are inoperable or have been taken out of service and any ACM that is damaged or deteriorated to the point where it is no longer attached as originally applied or is no longer serving the intended purpose for which it was originally installed.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Electronics/Computers	Electronic equipment including any device with a Cathode Ray Tube (CRT) such as televisions and computer monitors.
General Recyclables	Newspaper, cardboard, mixed paper, scrap metal, white goods, commingled containers, steel/tin cans, aluminum, glass, plastics (#1-7), and textiles/used clothing.

Instructions for Annual Solid Waste Facility Report – Construction and Demolition Processors and Transfer Stations

Other Material	Definition
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Mulch	Chipped, shredded, screened, and/or composted organic matter such as leaves, grass, brush, or other wood waste.
Municipal Solid Waste (MSW)	All types of solid waste generated in residences, stores, offices, institutions, restaurants, warehouses, and other non-manufacturing activities, or similar types of solid waste generated from manufacturing operations. MSW does not include solid waste generated in manufacturing or industrial processes.
Textiles/Clothing	Old clothing or other textiles.
Clean Wood	means discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings, bark, and new or used lumber. Clean wood does not include: <ul style="list-style-type: none">(a) wood from commingled construction and demolition waste;(b) engineered wood products; and(c) wood containing or likely to contain:<ul style="list-style-type: none">1. asbestos;2. chemical preservatives such as, but not limited to, chromated copper arsenate (CCA), creosote or pentachlorophenol; or3. paints, stains or other coatings, or adhesives.