

Instructions: Annual Solid Waste Facility Report

Construction & Demolition Processors or Transfer Stations

1. Overview

Introduction	<p>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 four sections:</p> <ol style="list-style-type: none">1. Overview2. Reporting Process3. Special Instructions for Particular Sections4. Conversion Factors and Material Types
Purpose	<p>Solid Waste Annual Report Forms provide the Department of Environmental Protection (MassDEP) with 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.</p>
Authority	<p>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).</p>

Obtaining Forms

From MassDEP's Website	<p>C&D Facility Operation Report forms are available from MassDEP's website at: https://www.mass.gov/how-to/construction-demolition-facility-annual-reporting.</p> <p>The report form downloads as an MS EXCEL formatted document.</p>
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2. Reporting Process

Important	If your facility accepts both Construction & Demolition (C&D) Waste and Municipal Solid Waste (MSW), you must report these waste streams separately in Sections C and D, respectively.
Facility Identification	Fill in all information on the spreadsheet labeled “A & B General Information and Facility Details”.
Signature	Enter the name of the person completing the form who meets all the criteria of the certification statement at the top of the spreadsheet labeled “General Information and Facility Details”.
Due Date	<p>C&D Facility Annual Report Forms are due each year by February 15 for the previous calendar year of operational data.</p> <ul style="list-style-type: none">Note: In table A3 “Report Information”, the “Report Type” data field contains a drop-down box allowing the user to select “annual”, “quarterly”, or “monthly” as appropriate for the type of report being submitted.
Submission to DEP	<p>Submit the completed report form as an EXCEL document via the web based Compliance Reporting System upload portal using the following links:</p> <p>Link to the MassDEP Compliance Reporting System information page, which contains a link to the upload portal: https://www.mass.gov/info-details/compliance-reports-upload-portal.</p> <p>Link to the Compliance Reporting System Upload Portal: https://eeaonline.eea.state.ma.us/EEA/ComplianceReport/.</p> <p>Attach the completed EXCEL report document under one of the following Compliance Reporting System Report Types as appropriate:</p> <ul style="list-style-type: none">ANNRPT - Annual Operations Report form covering waste types & amounts: for annual operation reportsOPRMNT - Facility Operation & Maintenance Report (not Third Party): for quarterly or monthly operation reports
Questions	Contact Mike Elliott at MassDEP in Boston at michael.elliott@mass.gov .

3. Special Instructions for Particular Sections

C&D Material Accepted

For Table C.1. "C&D Materials Accepted":

- Identify the specific Material/Waste Type being reported using the drop-down text fields or open-text fields provided; for open-text fields, refer to one of the Material/Waste Types listed in Section 4 of these instructions.
 - Limit the use of the term "C&D Waste" to loads containing a mix of C&D materials
 - Report Bulky Waste as a separate line item
 - Report Inbound C&D Residuals as a separate line item.
 - Report source separated, predominantly single material loads, "Source Separated Materials," as separate line items and identify each Material Type (e.g., ABC, metal, C&D wood, asphalt shingles, clean gypsum wallboard, OCC/cardboard, etc.)
 - If inbound C&D Fines or Residuals were reported in Table C.1. "C&D Materials Accepted", provide the detailed quantities and facilities-of-origin of Inbound C&D Fines or Residuals in the Attachment 1 table.
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C&D Materials Recycled or Used

For Table C.2. "C&D Materials Recycled or Used":

- Only report materials sent to a recycling outlet, reuse outlet, or end-market.
 - The records entered in Table C.2. are subdivided into three categories according to their end-market use:
 - Beneficially Used Waste Materials (e.g. BUD/Landfill Dependent Use)
 - Recycled/Reused Materials (e.g., feedstock)
 - Fuel Specification Product Materials (e.g., biomass boiler fuel)
 - Do NOT include "Diverted Material" transferred to another C&D Handling Facility for aggregation as a recyclable material in this table (see definition of "Diverted Material" in next frame below and report in Table C.3. "C&D Materials Transferred")
 - Each row corresponds to a particular Material Type sent to a particular recycling/reuse location. So for example:
 - If the same Material Type is sent to more than one recycling outlet location, then each location would have its own row.
 - If more than one Material Type is sent to the same recycling outlet location, then each Material Type would have its own row.
 - Identify the specific Material Type being reported using the drop-down text fields or open-text fields provided; for open-text fields, refer to one of the Material/Waste Types listed in Section 4 of these instructions.
 - The "Recycled/Used Type" entered in the middle column should match one of the categories listed in the "Recycled/Used Type" table at the top of sheet. If there is another Recycled/Used Type, it needs to be identified and entered using the "Other" category.
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C&D Materials Transferred	<p>For Table C.3. "C&D Materials Transferred":</p> <ul style="list-style-type: none">• The records entered in Table C.3. are subdivided into two categories according to their Type of Transfer classification:<ul style="list-style-type: none">• Unprocessed or Partially Processed C&D Waste (e.g., Transferred for further processing)• Separated Recyclable Materials (e.g., Diverted to another C&D Handling Facility for recycling)• Identify the specific Material/Waste Type being reported using the drop-down text fields or open-text fields provided; for open-text fields, refer to one of the Material/Waste Types listed in Section 4 of these instructions.• "Transfer Type" column should match categories at the top of the sheet:<ul style="list-style-type: none">• Transferred for further processing: C&D waste sent to an MPS-compliant C&D processor for further processing• Diverted for recycling: C&D recyclable materials sent to and received by another C&D Handling Facility as a separated recyclable material for aggregation prior to being sent to a recycling outlet, reuse outlet, or end-market<ul style="list-style-type: none">• Diverted material definition:<ul style="list-style-type: none">• Separation of specific type of recyclable C&D material• Not comingled• <i>De minimis</i> levels of contamination (<5% by volume)• Do not include C&D Residuals transferred for DISPOSAL (report in Table C.4. "C&D Materials Disposed") <hr/>
C&D Materials Disposed	<p>For Table C.4. "C&D Materials Disposed":</p> <ul style="list-style-type: none">• Identify the specific Material/Waste Type being reported using the drop-down text fields or open-text fields provided; for open-text fields, refer to one of the Material/Waste Types listed in Section 4 of these instructions.• "Disposal Type" column should match one of the categories at the top of sheet <hr/>
C&D Materials Mass Balance	<p>For Table C.5. "C&D Materials Mass Balance":</p> <ul style="list-style-type: none">• Table auto-populates to generate C&D mass balance and percent discrepancy• If percent discrepancy exceeds +/- 1%, then provide an explanation• Explanation may include, but not be limited to the following factors:<ul style="list-style-type: none">• Beginning/ending inventories if a major source of mass balance discrepancy• Estimated tonnage of "Crossover Materials" if a major source of mass balance discrepancy<ul style="list-style-type: none">• "Crossover Materials" means:<ul style="list-style-type: none">• Mixed loads containing different waste types (e.g., MSW and C&D), separated on tip floor, and moved over from C&D process area to MSW process area, or vice versa.• May need to use the "Conversion Factors" in Part 4 of the "Instructions" to estimate the tonnage of cross-over materials.• Volume/weight of water used for misting/dust control if a major source of mass balance discrepancy <hr/>

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MSW Operations

For Section D: Municipal Solid Waste (MSW) Operations:

- If the C&D Handling Facility is permitted to accept MSW, then complete all the tables in this section for:
 - D.1. MSW Accepted
 - D.2. MSW Diverted
 - D.3 MSW Disposed
 - Identify the specific Material/Waste Type being reported using the applicable row or open-text fields provided; for open-text fields, refer to one of the Material/Waste Types listed in Section 4 of these instructions
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MSW Materials Mass Balance

For Table D.4. "MSW Materials Mass Balance":

- Table auto-populates to generate MSW mass balance and percent discrepancy
 - If percent discrepancy exceeds +/- 1%, then provide an explanation
 - Explanation may apply the same type of analysis as was described for Table C.5. "C&D Materials Mass Balance"
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Compare Totals Mass Balance

For Section E Compare Totals of Combined C&D and MSW:

- Table auto-populates to generate mass balance and percent discrepancy of combined C&D and MSW handled at facility
 - If percent discrepancy exceeds +/- 1%, then provide an explanation
 - Explanation may apply the same type of analysis as was described for Table C.5. "C&D Mass Balance"
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Waste Bans

For Section F Waste Bans:

- Fill in table following the instructions at the top of the sheet
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Validation Lists

This spreadsheet contains the list of data entry options for each of the drop-down fields that appear in each table of this report form. In the unlikely event that a person might want to manually complete the form, this would allow the person to see the valid options.

4. 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 C&D Facility Annual Report form. Please refer to them when completing the form, particularly if a material/waste type does not appear in a drop-down text field.

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	Waste items generated during commercial and residential building cleanouts including items not generally accepted during pickup of the typical daily waste stream generated by commercial and residential activities. Examples of bulky waste include but are not limited to, furniture such as tables, chairs, desks, carpets, and temporary partitions such as cubicle walls and toys.
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.

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Construction & Demolition Residuals (C&D Residuals)	C&D material that remains after banned and other recyclable materials (including, but not limited to, asphalt pavement, brick, concrete, metal, wood, and clean gypsum wallboard) have been removed from C&D waste to the greatest extent possible.
Construction & Demolition Waste (C&D 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: metal, concrete, bricks, lumber, masonry, road paving materials, rebar, gypsum wallboard and plaster.
Construction & Demolition Wood (C&D Wood)	Wood, or wood chips, derived from C&D Waste.
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 Materials	Definition
Asbestos Containing Waste Material (ACWM)	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.
Cathode Ray Tube	Any intact, broken, or processed glass tube used to provide the visual display in televisions, computer monitors and certain scientific instruments such as oscilloscopes.

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Clean Wood	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: (a) wood from commingled construction and demolition waste; (b) engineered wood products; and (c) wood containing or likely to contain: 1. asbestos; 2. chemical preservatives such as, but not limited to, chromated copper arsenate (CCA), creosote or pentachlorophenol; or 3. paints, stains or other coatings, or adhesives.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Electronics/ Computers/CRTs	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.
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Mattress	Any resilient material or combination of materials that is enclosed by ticking, used alone or in combination with other products, that is intended for sleeping upon, except for mattresses that are contaminated with mold, bodily fluids, insects, oil, or hazardous substances. Mattress includes any foundation or box-spring. Mattress does not include any mattress pad, mattress topper, sleeping bag, pillow, car bed, carriage, basket, dressing table, stroller, playpen, infant carrier, lounge pad, crib bumper, liquid or gaseous filled ticking, including any water bed and any air mattress that does not contain upholstery material between the ticking and the mattress core, and mattresses in futons and sofa beds.
Mulch	Chipped, shredded, screened, and/or composted organic matter such as leaves, grass, brush, or other wood waste.

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Municipal Solid Waste (MSW)	Any residential or commercial solid waste; which includes: 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 C&D waste and does not include solid waste generated in manufacturing or industrial processes.
Sludge	The accumulated solids and/or semisolids deposited or removed by the processing and/or treatment of gasses, water or other fluids
Textiles/Clothing	Clothing, footwear, bedding, towels, curtains, fabric, and similar products, except for textiles that are contaminated with mold, bodily fluids, insects, oil, or hazardous substances.
Tire	A continuous solid or pneumatic rubber covering intended for use on a motor vehicle.
White Goods	Appliances employing electricity, oil, natural gas or liquified petroleum gas to preserve or cook food; wash or dry clothing, cooking or kitchen utensils or related items; or cool or heat air or water.
Yard Waste	Deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials and brush.

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