

## **Instructions for Annual Solid Waste Facility Report**

### **Overview**

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#### **Introduction**

The reporting package consists of the instructions and the forms. The Instructions are divided into five sections:

1. Overview
  2. Obtaining Forms
  3. Reporting Process
  4. Special Instructions for Particular Questions or Facility Types
  5. Conversion Factors and Material/Waste Types
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#### **Purpose**

Solid Waste Facility Annual Operations 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. Reporting is on a calendar year basis.

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#### **Applicability**

These forms apply to Site Assigned operations only. These operations include Landfills, Combustion Facilities, and most Handling/Transfer Stations. C&D Waste Processors and C&D Waste Transfer Stations must fill out a special report form with a separate set of instructions. Small Transfer Stations no longer need to report.

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#### **Authority**

The Annual Report Forms are based on the requirements in 310 CMR 19.043(5)(e) and 19.008(2).

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### **Obtaining Forms**

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#### **MassDEP's Website**

Report forms are available from MassDEP's website at:

<http://www.mass.gov/eea/agencies/massdep/recycle/approvals/solid-waste-applications-and-forms.html>

Each form (Disposal and Handling/Transfer) downloads as a MS Word document.

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## Instructions for Annual Solid Waste Facility Report

### Reporting Process

<b>Introduction</b>	<p>Complete each form that you have downloaded from MassDEP's website.</p> <p>If your facility includes more than one type of operation, you should download one report form for each type of operation.</p>
<b>Signature</b>	<p>Sign and date the Form(s) at the bottom of Page 1.</p>
<b>Due Date</b>	<p>Annual Report Forms are due by <b>February 15</b>.</p>
<b>Submission</b>	<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><a href="https://www.mass.gov/info-details/compliance-reports-upload-portal">https://www.mass.gov/info-details/compliance-reports-upload-portal</a></p> <p>Link to the upload portal called the Compliance Reporting System:</p> <p><a href="https://eeaonline.eea.state.ma.us/EEA/ComplianceReport/">https://eeaonline.eea.state.ma.us/EEA/ComplianceReport/</a></p>
<b>Questions</b>	<p>Contact Eshua at MassDEP in Boston at <a href="mailto:eshua.mhua@mass.gov">eshua.mhua@mass.gov</a></p>

## Special Instructions for Particular Questions or Facility Types

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<b>Waste/Material Accepted</b>	<p>For Part C #1 <i>Waste/Materials Accepted</i>:</p> <ul style="list-style-type: none"><li>• Review the Material Type definitions and Conversion Factors found on pages 5 and 6 of the Instructions.</li><li>• Account for only the waste/materials managed by that particular facility.</li><li>• Do NOT include amounts hauled or managed by the company/municipality that do not enter the facility in question.</li><li>• Do NOT include any Waste Oil or Household Hazardous Waste/Products. These materials are reported on other MassDEP forms.</li><li>• Round all amounts to the nearest ton. If any material type is less than 0.5 tons, do not include that material.</li></ul>
<b>Handling Facilities</b> (Wood Reclamation, MSW Composter, other Handling)	<ul style="list-style-type: none"><li>• Part C #1 <i>Materials Accepted</i>: list the types and amounts of materials accepted for Wood Reclamation, MSW Composting and/or other Handling operations.</li><li>• Part C #2 <i>Materials Diverted</i>: record all materials diverted from disposal by being sent off-site to recyclers/composters, end-users (including Beneficial Use Determination materials), and other transfer/processing/handling facilities. If materials sent off-site are sold in small quantities to the general public, fill in “Various” in the Vendor column, skip the City/Town, enter the most appropriate State, then fill in the Tons and Material Type.</li><li>• Part C #3 <i>Waste Disposed</i>: list processing waste or rejects sent off-site for disposal to a landfill or solid waste combustion facility.</li><li>• Part C #4 <i>Compare Totals</i>: will generally be greater than or less than 1%. In the discrepancy box write in the type of handling facility, for example: “Wood Reclamation”. No other further explanation is necessary.</li></ul>
<b>Facility Serves Only Part Of A Community</b>	<ul style="list-style-type: none"><li>• Account only for the waste managed by that particular facility, even if all of the waste generated in the community is not managed by that facility.</li></ul>
<b>Compost Site and Transfer Station at the Same Location</b>	<ul style="list-style-type: none"><li>• List the tons of “Compostables/Organics” accepted in Part C #1 <i>Materials Accepted</i>.</li><li>• Next list the tonnage Accepted again in Part C #2 <i>Materials Diverted</i> and enter the Compost Site name and town as the Vendor/EndUser. Even though the compost may not have moved, it has in effect passed through the Transfer Station to the Compost Site. MassDEP collects more compost data in the Compost Site Report (See Page 8 for more details).</li></ul>

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## Instructions for Annual Solid Waste Facility Report

### 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 Types

The following material/waste type definitions are provided exclusively for use in completing this report form. Please refer to them particularly when considering how to record waste/material accepted.

Material	Definition
Asbestos Waste	Any material containing one percent or more asbestos by weight and anything contaminated with asbestos such as pollution control devices, bags or containers that held asbestos.
Ash	Residual byproduct of a thermal combustion/reduction process, including all ash fractions (bottom, fly, boiler and economizer ash). This includes MSW ash, oil ash, and coal ash.
Bulky Waste	Items of unusually large size, including but not limited to, large furniture, rolls of fencing, insulation, carpets, mattresses, box springs, large plastic toys, and plastic pools.
Bypass	Waste that was accepted at a combustion facility, but not burned due to either the unsuitability of the waste for combustion or downtime at a combustion facility.
Compostables/ Organics	Leaves, yard waste, food waste, and Christmas trees.
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, concrete, bricks, lumber, masonry, road paving materials, rebar, and plaster.
C&D Fines	Material produced after the processing of construction and demolition (C&D) waste which is: (a) three inches or less (3" minus) in size; (b) consists of dirt (soil), wood, metal, plastic, etc., and (c) is limited to no more than 35% organic content.
C&D Residuals	Construction and demolition (C&D) waste material that remains after recyclable materials (asphalt, brick, concrete, metals, etc.) and C&D fines have been removed during processing of C&D wastes and which consists mostly of wood, textiles (carpet, fabric, etc.), plastic and dirt.

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## Conversion Factors and Material Types, Continued

### Material Types

(continued)

Material	Definition
Contaminated Soil	Soil containing constituents exceeding normal background levels but below the threshold of a hazardous waste. Some of these contaminated soils can be used as cover material at landfills while others may only be suitable for landfill disposal. Please account for landfilled contaminated soils in Part C #1, and contaminated soils used as daily cover material in Part C #4.
Demo Wood Chips	Wood chips from chipping, shredding, or grinding of the wood component of C&D Waste.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Dredge (Fresh/Marine)	Sediments generated from dredging of freshwater and marine waterbodies.
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.
Gypsum	Gypsum, Sheetrock, Wallboard
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Metals	Metals including steel and aluminum cans, white goods, rebar, sheet metal, etc.
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.
Recycling Residue	Non-recyclable material which is left over after separation and processing at a materials recycling facility.
Sludge (WTP/WWTP)	Accumulated solids and/or semisolids deposited or removed by the processing and/or treatment of gasses, water or other fluids (WTP Water Treatment Plant, WWTP Waste Water Treatment Plant).
Shingles Asphalt	Asphalt roof or siding shingles
Textiles/Clothing	Old clothing or other textiles.
Wood Waste	Discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber, or wood from construction and demolition waste, and does not include wood pieces or particles containing or likely to contain asbestos, chemical preservatives, or paints, stains, or other coatings.

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## Instructions for Annual Solid Waste Facility Report

### **Section E** (for transfer/handling facility form & combustion/landfill facilities form)

- Section E is a new section specifically added to address regulatory reporting requirements for Recycling, Composting & Conversion operations/activities at solid waste facilities to comply with reporting requirements at 310 CMR 16.04(2)(h) and 310 CMR 16.04(3)(a)(9).
- Submission of Section E form satisfies the requirement for an annual certification pursuant to 310 CMR 16.04(2)(i) and 310 CMR 16.04(3)(a)10.
- You should complete Section E without regard to information provided in prior sections of the solid waste facility annual report. MassDEP understands that some information provided in Section E may be duplicative of information provided in earlier sections of the annual report.
- Section E has a separate set of instructions and definitions for submitting the required recycling, composting & conversion tonnages.

### **Definitions for Section E**

The following set of definitions are specific to Section E.

Material	Definition
Asphalt Paving, Brick and Concrete (ABC)	Rubble that contains only weathered(cured) asphalt pavement, clay bricks and attached mortar normally used in construction, or concrete that may contain rebar. The rubble shall not be painted, coated or impregnated with any substance. The rubble shall not be mixed with or contaminated by any other wastes or debris.
Asphalt Roofing Shingles	Roofing shingles sent for recycling.
Carpet	Used carpet from construction and demolition projects sent for recycling
Ceiling Tiles	Ceiling tiles from both residential and commercial construction.
Single Stream Recycling formerly Co-Mingled Materials	materials such as glass, plastic, metal and paper that are collected and received mixed together.
Electronics	all consumer electronics.
Glass	includes all containers, packaging, and glass found in appliances, furniture and plate glass.
Gypsum Wallboard:	Gypsum wallboard from C&D activities sent for recycling.
Metals – Non-C&D:	ferrous and non-ferrous metals derived from used appliances, residential scrap metal, manufacturing processes, aluminum, and beverage and other steel/tin cans. Does not include automotive metals or C&D materials (such as aluminum siding, wiring and piping)-please report this tonnage under Metal-C&D), or industrial metals.

## Instructions for Annual Solid Waste Facility Report

Metals – C&D:	metal from construction and demolition debris, such as rebar, aluminum siding, and piping.
<i>Continued on next page</i>	
Organics - Agricultural Material	Organic materials produced from the raising and processing of plants and animals as part of agronomic, horticultural, aquacultural or silvicultural operations, including, but not limited to, animal manures, animal products and by-products (including carcasses), bedding materials and plant materials.
Organics – Biodegradable Products	A product that meets the American Society for Testing and Materials (ASTM) D6400 and D6868 as of November 23, 2012
Organics - Food Material	Material produced from human or animal food production, preparation and consumption activities and which consists of, but is not limited to, fruits, vegetables, grains, and fish and animal products and byproducts.
Organics – Vegetative Material	Plant material
Organics - Yard Waste	Deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials and brush.
Paper – Except Cardboard	includes magazines, newspapers, office paper, telephone directories, mixed paper, and other paper products including books, third-class mail, commercial printing, paper towels, paper plates and cups.
Paper - Cardboard	includes all old corrugated containers.
Plastic	includes all types of plastics from packaging, food containers, beverage containers, bags, wraps, and plastics found in appliances, furniture, and sporting and recreational equipment.
Textiles	includes fiber from apparel, furniture, linens (sheets and towels), rugs, and footwear.
Tires – Non-Fuel	Tires from automobiles and trucks, but does not include tires that are chipped for energy recovery.
Tires - Fuel	Tires that are sent to Waste to Energy Facilities to be used as fuel.
Wood – Non-fuel	new lumber, particle board, pallets or wood from construction and demolition waste recycled into mulch, particle board, or other uses. Does not include wood from land clearing or wood sent for fuel.
Wood For Fuel	new or used lumber, C&D Wood, or clean wood that is sent to power plants for energy recovery (not including wood sent to municipal waste combustors).