

Report for: \_\_\_\_\_

Year: \_\_\_\_\_

**ANNUAL SOLID WASTE MANAGEMENT REPORT for  
MUNICIPALITIES and DEP-licensed TRANSFER STATIONS AND LANDFILLS**

REPORTING ENTITY: \_\_\_\_\_

This report includes information on MSW disposal for the following municipalities:  
\_\_\_\_\_

This report includes information on RECYCLING for the following municipalities:  
\_\_\_\_\_

**DEP LICENSE NUMBER** (if applicable) \_\_\_\_\_

A. CONTACT PERSON: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

B. TRANSFER STATION or LANDFILL MANAGER: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Not applicable

C. RECYCLING COORDINATOR: \_\_\_\_\_

E-mail: \_\_\_\_\_

D. RECYCLING COMMITTEE CHAIR: \_\_\_\_\_

E-Mail: \_\_\_\_\_

F. Please list the web site address(es), if any, used by the reporting entity to provide recycling and solid waste management information to your residents:  
\_\_\_\_\_

Signature of person completing this form \_\_\_\_\_

Printed name of person completing this form \_\_\_\_\_

**Please return your completed form (3 copies for landfill reports) with the required annual report fee (if any) by April 30, 2009 to:** Vicky Bryant, Maine Dept. of Environmental Protection  
17 State House Station, Augusta, Maine 04333-0017

**Also, please e-mail your completed form (without attachments) by April 30, 2009 to:**  
[susan.a.alderson@maine.gov](mailto:susan.a.alderson@maine.gov) (DEP), and [rhonda.carl@maine.gov](mailto:rhonda.carl@maine.gov) (SPO)

Report for:

Year:

**SECTION 1 SUMMARY OF WASTE DISPOSAL AND RECYCLING**

Waste Type	Amount received residential	Amount received commercial	Destination(s) (may list broker for recyclables)	Transporter(s) (leave blank if list broker in previous column)	Final use/disposition*
MSW					
Mixed CDD					
Wood from CDD					
Asphalt shingles					
Sheetrock					
Carpet					
Leaf & yard waste					
Land clearing debris					
Burn pile ash and/or hot loads area ash					
Tires					
White goods & scrap metal					
Vehicle batteries					
Mixed recyclables/ Single Stream					
Co-mingled containers					
Co-mingled fiber					
Office paper grade					
Mixed paper grade					
Corrugated cardboard (OCC)					
Mixed newspapers and magazines					
Newspapers (ONP)					
Magazines (OMG)					
Mixed glass					
Clear glass					
Green glass					
Brown/amber glass					
Mixed household metals					
Aluminum cans/foil					
Tin cans					
WTE metal					
Mixed plastics					
PETE/ PET (#1) plastic					
HDPE (#2) plastic					
PVC (#3) plastic					
LDPE (#4) plastic					
Cooking oil/grease					
Other wastes (list)					
_____					
_____					

\*Enter code : D=disposed R=recycled C=composted B=beneficial use E=Diverted for Energy (wood & tires only)

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If this report includes data for more than one municipality, list each municipality the percentage of the total recyclables from each municipality: \_\_\_\_\_

**Commercially-owned and Privately-owned facilities:** Attach a report listing the waste types, amounts and state of origin for all waste accepted from states other than Maine.

**Universal waste handling** - Provide a summary of universal waste handling activities, including the types of universal waste accepted and the amounts from residences and businesses sent for recycling. You can refer to your waste shipment records for this information.

This facility accepts Universal Wastes from: (check all that apply)

Households     Businesses     Municipal buildings/schools     Direct elsewhere (fill in next table)

Waste Type	Amount received from households	Units of measure	Amount received from businesses, municipal buildings and schools	Units of measure	Consolidator or other destination
Monitors and TVs					
Computers and peripherals					
Mercury lamps		Linear Feet		Linear Feet	
CFLs		units		units	
Mercury thermostats					
Other mercury devices					
Batteries					
Intact PCB ballasts					
Other: _____					
Other: _____					

If you do not accept Universal Wastes at your facility, where do you direct your residents and businesses to deliver these products? \_\_\_\_\_

Waste Type	Residents	Businesses
Computers, monitors, TVs and peripherals		
Mercury Lamps		
Mercury thermostats		
Other mercury devices		
Batteries		
Intact PCB ballasts		

**Waste Oil Management:**

Not Applicable

Amount removed by licensed transporter	
Amount burned on site in waste oil furnace	
Amount burned by municipality off-site	
Amount burned off-site by other entity	

Name of transporter: _____
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**SECTION 2 REUSE**

Not Applicable

Please describe any reuse opportunities for 'items salvaged', as may be provided/managed through a 'Swap shop/bargain barn' or 'casual program', including charity collection boxes, at this transfer station or recycling center.

Tons \_\_\_\_\_ Estimated? Yes \_\_\_ No \_\_\_ Use a Building? Yes \_\_\_ No \_\_\_

**SECTION 3 COMPOSTING**

Municipal Program

Not Applicable

List participating municipalities: \_\_\_\_\_

<u>Waste Type</u>	<u>Amount accepted*</u>	<u>Units of measure</u>	<u>Amount of compost shipped</u>	<u>Units of measure</u>	<u>Broker/End-User</u>
Leaf & yard waste					
Food Waste					
Other Organics (describe):					
-					

\*actual or estimated? \_\_\_\_\_

Backyard composting - CREDITS

Not Applicable

List municipalities with a backyard compost education program: \_\_\_\_\_  
(Must attach sample of flyer/media, to receive recycling credit)

List municipalities that ban disposal of leaf/yard waste: \_\_\_\_\_

What percentage of households has a backyard compost pile? \_\_\_\_\_% (Copy of survey must be submitted)

What percentage of households received a backyard compost bin this year? \_\_\_\_\_ before this year? \_\_\_\_\_

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**SECTION 4 ADDITIONAL INFORMATION ON MUNICIPAL SOLID WASTE MANAGEMENT PROGRAM**

<b>Municipal Solid Waste (MSW) Collection Practices of Member Communities</b>	
List municipalities which provide curbside trash pickup by municipal employees	
List municipalities which provide curbside trash pickup by private hauler(s)	
List municipalities in which residents contract for curbside trash pick up by private haulers	
List the names of haulers operating in municipalities	
List municipalities in which residents drop-off trash at transfer station	
Estimate MSW taken directly out of communities for disposal by private hauler(s) as a percent of total	

<b>How are trash disposal costs paid?</b>	
List municipalities that pay for commercial trash disposal	
List municipalities in which businesses pay for commercial trash disposal	
List municipalities which have a "Pay As You Throw" program for residents and the price per bag for each.	

<b>Recycling Collection Practices of Member Communities</b>	
List municipalities which provide curbside collection of recyclables by municipal employees	
List municipalities which provide curbside collection of recyclables by private hauler(s)	
List municipalities in which private haulers provide curbside collection of recyclables	
List the names of haulers	
List the municipalities in which residents drop-off recyclables at transfer station or recycling center	

<b>Household Hazardous Waste Collection</b>	
List municipalities that provide for Household Hazardous Waste collection	
Total cost	
Vendor	
Frequency of collection	

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<b>Program information</b>	
Solid Waste Program Expenses: \$	
Income from Recycling: \$	
List municipalities that have mandatory recycling	
List municipalities which have any other solid waste and/or recycling ordinances	
List municipalities which have any items banned from disposal of by municipal ordinance, and the items they ban.	

**Please attach a copy of your program's annual financial report.**

## **SECTION 5 - Additional Reporting Requirements for DEP-licensed Transfer Stations**

**1. Provide a summary of factors which affected the operation, design, and/or environmental monitoring program.**

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### **2. Operations**

A. Submit copies of reports prepared in accordance with the transfer station or storage facility's Hazardous and Special Waste Handling and Exclusion Plan.

B. Report on deviations from approved operations manual and proposed changes in operations and/or operations manual.

Past Year Deviations

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Proposed Changes

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**3. Summary of staff training provided on operation or maintenance of the transfer station.**

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**Report for:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**4. Summary of all spills, fires and/or accidents on-site.**

**Spills** \_\_\_\_\_

\_\_\_\_\_

**Fires** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Accidents** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Provide verification of 2 feet till soil between waste, and seasonal high water and bedrock if one or more base pads for storage of non-containerized waste is used.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Design**

If any aspect of design was changed, please submit as-built plans and a narrative on these changes (proposed design changes for current year may be described).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**7. Monitoring (if facility has a monitoring plan).**

Evaluation of past year's monitoring results, monitoring program and equipment; recommended changes may be submitted. Attach additional sheets or provide a separate attachment if additional space is needed.

Monitoring Results \_\_\_\_\_

\_\_\_\_\_

Monitoring Program \_\_\_\_\_

\_\_\_\_\_

Equipment \_\_\_\_\_

\_\_\_\_\_

**8. Recommended Changes for transfer station (if any)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Comments:** Please describe any recent improvements in your solid waste and recycling program. Include future plans or concerns for your program.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SECTION 6 Additional Reporting Requirements for DEP-licensed Landfills**

Not applicable

**Solid Waste Disposal Summary Table – Landfilled Wastes**

Type of Waste	Amount Landfilled (note whether tons or cubic yards)	State of Origin*	Facility of Origin (for MSW by-pass and FEPR)
MSW			
MSW By-Pass			
FEPR			
CDD			
Industrial wood waste			
MSW Incinerator Ash			
Biomass boiler ash			
Municipal WWTP/POTW Sludge			
Industrial WWTP Sludge			
Waste as Alternative Daily Cover			
Waste Type:			
Other Special Wastes (commercial/industrial facilities attach a detailed breakdown)			

\* Please enter the amount of waste received by state of origin; do not add amounts from two or more states together.

MSW* Recycled (tons)	
Landfill capacity used by daily cover – this year	
Landfill Capacity used by waste - this year	
Total landfill capacity used – this year	
Total landfill capacity used	
Total landfill capacity remaining	

\*do not include tires or composted materials

Pursuant to 38 MRSA §1310-N(6-D), an annual report and fee shall be submitted by the landfill operator to the Department for review and approval. The annual reporting requirements for landfills are as follows (as listed in Chapter 401, section 4.D of the *Solid Waste Management Regulations*):

- (1) General. The annual report must include:
  - (a) A summary of activity at the landfill during the past year. This shall include a narrative describing any factors, either at the landfill or elsewhere, that affected the operation, design or monitoring programs of the landfill.
  - (b) An evaluation of the landfill's operations to verify compliance with the approved operations manual, licenses, and regulatory requirements. This evaluation shall be performed either by qualified facility personnel or a qualified consultant.
- (2) Operations. As part of the annual report, the following operational information is required.
  - (a) A summary of the type, quantity, and origin of waste received (may reference preceding tables);
  - (b) Estimates of the capacity of the landfill used during the past year and of the landfill's remaining capacity;
  - (c) A description and estimate of the amount of cover material used in the past year;
  - (d) A summary of changes in the operations manual during the past year as submitted pursuant to section 4.A(2);
  - (e) Proposed changes to the operations manual or other aspect of the landfill's operations;
  - (f) A summary of responses to spills, fires, accidents, and unusual events that occurred at the landfill in the past year;
  - (g) Updated cell development plans, highlighting any changes to the approved plans and including detailed plans for the subsequent two year period. Approved plans need to be updated whenever variabilities in waste disposal rates and other operational factors cause development to vary more than 6 months from projected timelines. Detailed plans must include a narrative and drawings that address: layout of the cells, projected grades, location and timing of intermediate and/or final cover, location and construction of cell access, any relevant aspects of leachate and stormwater management measures, any relevant aspects of erosion and sedimentation control measures, and other pertinent facility-specific features.
  - (h) Copies of reports prepared in accordance with the landfill's Hazardous and Special Waste Handling and Exclusion Plan;
  - (i) A report on the results from the inspections and testing required by section 4.C(12), including a report stating the date and findings associated with the annual inspection and cleaning, if necessary, of the leachate collection, detection, and transport systems; and
  - (j) A description of system failures and documentation of repair measures to those systems.
- (3) Facility Site Changes. The annual report must document minor changes to the facility site not requiring departmental approval that have occurred during the reporting year. Also, minor aspects of the facility site proposed to be changed in the current year may be described in the annual report. Changes handled in this manner are those that do not require licensing under minor revision or amendment provisions of Chapter 400.

- (4) **Monitoring.** The following monitoring information must be included in the annual report. If any of this information is submitted with the facility's periodic monitoring reports, only a summary of that information is required in the annual report. Evaluations must be done in accordance with all approved monitoring plans for the landfill.
- (a) An evaluation of data gathered for each surface water and ground water monitoring point for the landfill, including a statistical analysis of the data where appropriate.
  - (b) An evaluation of the quantity and quality of leachate generated by the landfill during the past year, including a comparison of the past year's leachate monitoring results to previous years' results.
  - (c) An evaluation of the quantity and quality of liquid found in the leak detection and removal system during the past year, including a comparison of the past year's results to the previous years' results.
  - (d) An evaluation of the gas monitoring results for the past year, including a comparison of the past year's results to the previous years' results.
  - (e) An evaluation of the air monitoring results for the past year, including a comparison of the past year's results to the previous years' results.
  - (f) An evaluation of the condition of each monitoring well.
  - (g) Any changes to any aspect of the approved monitoring programs proposed in response to the changes in operation or design of the landfill, or environmental effects attributable to the landfill or its ancillary structures.
  - (h) An evaluation of the stability and settlement monitoring data collected at each monitoring point.
- (5) **Financial Assurance.** The landfill owner or operator must submit an annual update on cost and documentation of any changes made to the financial assurance instrument in accordance with Chapter 400, section 11.