

INSTRUCTIONS for completing the ANNUAL SOLID WASTE MANAGEMENT REPORT for Licensed Transfer Stations and Landfills

Licensed transfer stations and landfills must complete and submit this reporting form to Maine DEP to meet the annual reporting requirement in accordance with 38 MRSA §1310-N.6.D. Facilities may also use this form to meet the municipal solid waste management/recycling reporting requirement (38 MRSA §2133.7) of the municipalities served by the facility. The form is available on line at www.maine.gov/dep/waste/solidwaste/applicationforms/index.html. You can complete the form either on a computer or by hand. The completed form must be copied and mailed to the DEP.

This form has 5 sections:

Section 1 - Summary of Waste Handling: This section must be completed by all transfer stations and landfills.

Section 2 – Municipal Solid Waste Program Information and Section 3 – Municipal Solid Waste Recycling Rate: These sections must be completed by facilities that are also completing the annual solid waste management/ recycling reporting requirement on behalf of municipalities.

Section 4 – Additional Reporting Requirements for Licensed Transfer Stations: This section must be completed by all transfer stations.

Section 5 – Additional Reporting Requirements for Licensed Landfills – Landfills must complete the “Landfill Capacity Summary” table in this section, and attach information to address all other listed reporting requirements.

General instructions for completing the form:

To use a computer to complete the form, save a copy of the form from the internet onto your computer. Also download Adobe Acrobat Reader from <http://get.adobe.com/reader> if you don't already have it. On your saved copy you can then place your cursor in, or tab to, the space after each item to activate the fill-in field. You can save, close and re-open the form so you do not need to complete it at one sitting. If you have questions on how to download and complete this form electronically, please call Sue Alderson at 207-287-2806.

To ensure accurate and complete reporting, please be sure your facility manager is involved in preparing and/or reviewing this report.

All data should be for calendar year 2013 (January 1 - December 31). Report all data in tons unless otherwise indicated. If weight data is not available to you, please use Appendix A to convert volumes to tons. If you cannot report in tons, tell us the volume or number and the unit of measure, e.g., cubic yards, pieces.

After completing the form, please print and make enough copies to save one for your records and to submit the appropriate number to DEP (noted below).

¹ Please refer to 38 MRSA Chapter 24, Section 2133, paragraph 7 for the annual reporting requirement for municipalities, and 38 MRSA, Section 1310-N, sub-§6-D for the annual reporting requirement for licensed solid waste facilities.

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Assistance with Report

For assistance please contact your DEP project manager at:

Southern Maine Regional Office – 207-822-6300 or 888-769-1036

Eric Hamlin (eric.p.hamlin@maine.gov) , Randy McMullin (randy.l.mcmullin@maine.gov)

Central Maine Regional Office - 207-287-7688 or 800-452-1942

Mike Parker (michael.t.parker@maine.gov), Linda Butler (linda.j.butler@maine.gov), Bill Butler (william.w.butler@maine.gov),

Eastern Maine Regional Office – 207-941-4570 or 888-769-1137

Cyndi Darling (cyndi.w.darling@maine.gov), Karen Knuuti (karen.knuuti@maine.gov)

Northern Maine Regional Office – 207-941-4563 or 207-540-6467

Lou Pizzuti (lou.s.pizzuti@maine.gov)

Submit your report and fee (if any) by April 30, 2014

Owners/operators of transfer stations, please submit two (2) copies, landfills submit three (3) copies, of your completed report to:

Vicky Bryant,
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

Please send your annual report fee payment (if applicable) with the payment stub from the invoice mailed to you to:

Natural Resources Service Center
155 State House Station
Augusta, ME 04333

If you have questions on your annual report fee invoice or payment, please contact Vicky Bryant at 207-287-7865 or vicky.bryant@maine.gov.

**Appendix A – Conversion factors for the
ANNUAL SOLID WASTE MANAGEMENT REPORT
for Municipalities and DEP-licensed Transfer Stations and Landfills**

**FACTORS FOR CONVERTING VOLUME TO WEIGHT OF VARIOUS MATERIALS,
TO BE USED FOR ESTIMATING MUNICIPAL SOLID WASTE TONNAGES**

*Use these numbers to calculate and report the tonnage of recycled material
if actual weight data is not available.*

PAPER

Uncompacted office paper
1 cubic yard = 0.20 tons.
Uncompacted mixed paper
1 cubic yard = 0.15 tons

CORRUGATED CARDBOARD (OCC)

Uncompacted, flattened
1 cubic yard = 0.10 tons Baled
- 1 cubic yard = 0.5 tons

METALS and CANS

Aluminum cans - whole:
1 cubic yard = 0.035 tons
Aluminum cans – manually flattened:
1 cubic yard = 0.125 tons
Ferrous cans - whole
1 cubic yard = 0.075 tons
Ferrous cans - Flattened
1 cubic yard = 0.425 tons.
Scrap metal
1 cubic yard = 0.113 tons

NEWSPAPER

Loose (no strings or bags)
1 cubic yard = 0.30 tons

GLASS

Loose (whole bottles)
1 cubic yard = 0.30 tons
55 gallon drum = 0.088 tons
Semi-crushed (manually broken)
1 cubic yard = 0.50 tons
55 gallon drum = 0.15 tons
Crushed, maximum size, 1 1/2" (mechanically broken)
1 cubic yard = 0.90 tons
55 gallon drum = 0.275 tons

MAJOR APPLIANCES:

1 unit = 0.075 tons (average weight)

PLASTIC

Mixed plastics - #3 - #7
1 cubic yard = 0.025 tons
PETE/PET (#1) (whole, uncrushed)
1 cubic yard = 0.02 tons.
HDPE (#2) (whole, uncrushed)
1 cubic yard = 0.015 tons
LDPE (#4) – Plastic film
Baled 30"x42"x48" = 0.55 tons

ORGANIC MATERIALS

Leaves (uncomposted & *uncompacted*)
1 cubic yards = 0.075 tons
Leaves (uncomposted & *compacted*)
1 cubic yard = 0.225 tons
Leaves (uncomposted & *vacuumed*)
1 cubic yard = 0.175 tons
Leaves (*composted*)
1 cubic yard = 0.250 tons
Wood Chips
1 cubic yard = 0.313 tons
Grass Clippings
1 cubic yard = 0.20 tons
Trees & Brush
1 cubic yard = 0.15 tons
Food Scraps (mixed)
1 cubic yard = 0.535 tons

OTHER MATERIALS

Demolition Debris
1 cubic yard = 0.625 tons
Mattress
1 mattress = 0.0275 tons
Mixed Bulky Waste
1 cubic yard = 0.20 tons
Wood Pallets
1 pallet = 0.020 tons
Wood Waste
1 cubic yard = 0.175 tons