

**INSTRUCTIONS for completing the
ANNUAL SOLID WASTE MANAGEMENT REPORT
for Licensed Transfer Stations/Storage Sites**

Licensed transfer stations and storage sites must complete and submit this reporting form to Maine DEP to meet the annual reporting requirement in accordance with 38 M.R.S. § 1310-N(6-D). This form is different from the reporting form for calendar year 2018; this form **must** be used. The calendar year 2019 form is available online at <http://www.maine.gov/dep/waste/solidwaste/transfer.html> ; look under Annual Report Forms. You can complete the form either on a computer or by hand. The completed form may either be mailed or submitted electronically to the DEP.

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 the free 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.

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 2019 (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 remember to also make a copy to save one for your records. Only one copy must be submitted to the DEP.

QUESTIONS?

- If you have any questions on the annual report fee, please contact Geraldine Travers at (207)287-7865.
- For help with questions you may have about your license, your operations, or the annual report content, please contact your DEP project manager (the choices are: Athena Espanol, Eric Hamlin, Karen Knuuti, Randy McMullin, Michael Parker, Mellissia Richards, or me). If you don't know who your project manager is, please contact me: Cyndi Darling - 207-941-4580, or cyndi.w.darling@maine.gov.
- For help with questions you may have about reporting on recycling efforts, please contact Megan Pryor at 207-314-3357, or megan.pryor@maine.gov. The municipal recycling progress reports required by 38 M.R.S. section 2133(7) will be handled separately from this form. This allowed the DEP to simplify this form to include a single table for reporting your disposal, processing, composting and recycling activities. If you would like the table printed on a larger size paper, please contact Tiffany Veilleux and she'll see that one is mailed to you.

**INSTRUCTIONS for completing the
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QUESTIONS?, continued

- If you're having trouble with the format of the form, please contact Tiffany Veilleux at 207-287-2806, or tiffany.veilleux@maine.gov.
- If you're not sure if this is the correct form for your facility, please contact your project manager, Tiffany Veilleux, or Cyndi Darling.

NOTE: There are also instructions specific to some parts of the form on the form itself. If you need additional space, please attach additional pages (and include the facility name and license number on each sheet).

Submit your report by April 30, 2020

Please submit one (1) copy of your signed, completed report to: Tiffany Veilleux
Maine Dept. of Environmental Protection 17 State House Station Augusta, Maine
04333-0017

or, if you complete the form electronically, please email it to:
tiffany.veilleux@maine.gov.

NOTE: the electronic copy must also be signed. Please either print the form, sign it and email it or use the e-signature. If you mail attachment(s) separately, please identify which license number the attachment(s) go with so we can get them to the correct person.

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

IMPORTANT INFORMATION ABOUT PAYMENTS (Please read carefully)

There is a separate, individual invoice per license. Payment and the stub(s) from each invoice *must be mailed directly* to the Natural Resources Services Center (NRSC), at the address provided on the invoice. **Do not send payments to DEP.** All fees must be made payable to: *Treasurer, State of Maine*. If you have more than one invoice, you may submit one payment for the total amount, but please include all invoice stubs for tracking purposes. Invoices have been sent separately.

If you have questions on your annual report fee, invoice or payment, please contact Gerry Travers at 207- 287-7865 or geraldine.travers@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

Use these numbers to calculate 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
Propane tank – 15 lbs.

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 = 0.85 tons
Other Vegetative Wastes
1 cubic yard = 0.225 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
Mercury Lamps – Fluorescent
.1875 lbs. per linear foot
CFLs - .125 lbs. per unit U
Lamp = 2 linear feet (circle)
Lamp = 2 linear feet
Passenger Car Tires
1 tire = about 20 lbs.
110 tires = 1 ton
Truck tires
1 tire = 120 lbs.
17 tires = 1 ton

**ANNUAL SOLID WASTE MANAGEMENT REPORT for
LICENSED TRANSFER STATIONS/STORAGE SITES**

FACILITY NAME: _____

Report Year: _____

DEP LICENSE NUMBER _____

Please list **all** users (e.g. municipalities, unorganized territories, haulers) of the facility covered by this report. If haulers deliver solid waste from multiple users, please ensure all of the users served by the haulers are also identified.

CONTACT INFORMATION

Contact Person: _____ Title: _____

Mailing Address: _____ Phone: _____

City/Town: _____ Zip Code: _____

Facility Web Site: _____ Email: _____

TRANSFER STATION OPERATOR:

Name: _____ Phone: _____

Email: _____

I have examined this report and to the best of my knowledge, I believe said report is true, correct and complete.

Signature of person completing this form _____

Printed name of person completing this form: _____

Please return one(1) copy of your completed form by April 30, 2020 to:

Tiffany Veilleux
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

SECTION 1 SUMMARY OF WASTE HANDLING

- In the table starting on the next page, enter information for all waste materials your facility handled.
- The table is intended to be printed in Landscape Orientation. You may need to modify your printer settings to allow this, but it will make filling out the form much easier.
- Leave blank, or enter “0”, for waste types that are not handled at this facility.
- If a specific waste is handled in more than one way (e.g. some is disposed and some is composted), you will enter information in more than one column.
- If the facility receives a waste type from multiple states, enter the amount from each state on a separate line.
- Do not include the same data twice. For example, if this facility participates in a single stream program and receives a breakdown report from the receiving facility, please enter only the individual material (break down) amounts - don't also report the "single stream" amount total as this will be duplicative.
- Enter only the wastes handled at this facility, including those wastes that were recycled.
- Enter amounts only for compost piles that do not have a separate license. If you have a separate composting license you must instead file a composting facility annual report.
- Enter amounts in tons. See Appendix A (page 3 of the instructions) for conversion factors. Contact Tiffany Veilleux (tiffany.veilleux@maine.gov or 207-287-2806) for conversion factors for other waste types.
- You must use only the categories listed in the table, unless the DEP gives prior authorization for use of an added term.
- Questions? Please refer to pages 1 and 2 to determine who at the DEP can best help you.

Report for: _____ Year: _____

WASTE TYPE	DISPOSAL		PROCESSOR/ DIGESTER		COMPOSTED		RECYCLED		UNIVERSAL WASTE		REUSE
	AMT.	FACILITY	AMT.	FACILITY	AMT.	BROKER/ END USER	AMT.	FACILITY/ CONSOL- IDATOR	AMT.	FACILITY/ CONSOL- IDATOR	ACTUAL or ESTIMATED?
Mixed wastes											
MSW (mixed)											
residues/ trash from mixed recycling											
Separated Compostable/Digestible Materials											
food scraps											
shells, etc.											
Other											
Other Separated Materials											
scrap metals											
white goods											
tires											
roofing shingles											
rocks, soil, concrete, bricks											
crushed glass											
cured asphalt											
catch basin grit/street sweepings											
Wood Wastes											
wood waste (containing no CDD)											
pallets (if separated from other wood waste)											

table: page 1 of 3

Report for: _____ Year: _____

WASTE TYPE	DISPOSAL		PROCESSOR/ DIGESTER		COMPOSTED		RECYCLED		UNIVERSAL WASTE		REUSE
	AMT.	FACILITY	AMT.	FACILITY	AMT.	BROKER/ END USER	AMT.	FACILITY/ CONSOL- IDATOR	AMT.	FACILITY/ CONSOL- IDATOR	ACTUAL or ESTIMATED?
Construction & Demolition Debris (CDD)											
CDD (may include building materials, furniture & carpet, pipes, "OBW", wallboard, metal conduit)											
clean CDD wood (placed in a separate area)											
Ash and Other Residues											
burn pile ash/hot loads area ash											
coal, oil, & multi-fuel boiler ash											
residues remaining after processing of CDD or wood piles											
Electronics											
computers, desktop printers, video games, monitors, TVs,											

table: page 2 of 3

Report for: _____ Year: _____

WASTE TYPE	DISPOSAL		PROCESSOR/ DIGESTER		COMPOSTED		RECYCLED		UNIVERSAL WASTE		REUSE
	AMT.	FACILITY	AMT.	FACILITY	AMT.	BROKER/ END USER	AMT.	FACILITY/ CONSOL- IDATOR	AMT.	FACILITY/ CONSOL- IDATOR	ACTUAL or ESTIMATED?
Universal Wastes – for this grouping, you may either enter numbers, or just check the categories you collect at the facility & identify where the materials go											
mercury-added lamps, including CFLs											
mercury thermostats											
other mercury devices											
rechargeable batteries/cell phones											
intact ballasts											
Recyclables – for this grouping, you may either enter numbers, or just check the categories you collect at the facility & identify where the materials go											
mixed											
paper											
OCC											
newspapers, magazines											
glass											
metal cans, aluminum foil											
plastics											
Other – Do not use other terms for reporting unless you have received prior authorization from DEP.											

table: page 3 of 3

Report for: _____ Year: _____

B. Universal waste handling:

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

Households Businesses Municipal buildings/ schools N/A (Direct elsewhere)

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

C. Waste Oil and Anti-Freeze Management:

Check if not applicable

Gallons removed by licensed transporter	
Gallons burned on site	
Gallons burned off-site	

Name of transporter: _____

Frequency of removal: _____

D. Household Hazardous Waste Collection

Do you host or participate in household hazardous waste collection? yes -or- no

Facility or hosting organization: _____

Frequency of collection: _____

(Section 2 begins on the next page)

Section 2 - Additional Reporting Requirements for Licensed Transfer Stations/Storage Sites

Pursuant to 38 M.R.S. § 1310-N(6-D), an annual report and fee shall be submitted by the transfer station operator to the Department for review and approval. The annual reporting requirements for transfer stations, in addition to the information provided in Section 1, are as follows (as listed in Chapter 402, Section 5 of the *Solid Waste Management Rules*):

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

B. Operations

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

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

Past Year Deviations

Proposed Changes

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

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

Spills:

Fires:

Accidents:

E. 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. This verification must be provided for your annual report to be complete. If you need help answering this question, please contact your project manager, or Cyndi Darling (cyndi.w.darling@maine.gov or 207-941-4580). If more space is needed, please use the comments section.

F. 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).

G. 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

H. Recommended changes for transfer station (if any). Attach additional sheets or provide a separate attachment if additional space is needed.

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