



## 2025 Annual Solid Waste Management Report for Permit-By-Rule Processing Facilities

Permit-By-Rule Processing Facilities must complete and submit this reporting form to the Maine Department of Environmental Protection (DEP) by **February 28**, annually, to meet the annual reporting requirement in accordance with 38 M.R.S. § 1310-N(6-D). **We prefer that you complete and submit the form electronically**, but you may print a paper copy to fill out by hand. If you fill out a paper copy by hand, **we prefer that you scan and email an electronic copy**, but you can mail the paper copy to the Department if you wish.

Please use the facility name and license number as it appears on your DEP license and include this information with any attachments that are provided separately so that we can match them to the property facility.

- **If filling out the form electronically and emailing, the form *must include an electronic signature*.**
- **If you need additional space, or if you mail or email attachments separately, please include your facility name and license number on all additional paperwork.**
- **Please keep a copy of this report for your own records.**

<p>Please <b>email</b> (or mail) one copy of your signed and completed report to:</p>	<p>Vincent Prescott  <a href="mailto:vincent.prescott@maine.gov">vincent.prescott@maine.gov</a>          Maine Department of Environmental Protection          17 State House Station          Augusta, ME 04333</p>
<p>For questions regarding your annual report fee, invoice, or payment, contact:</p> <p>(Do not send payments to the Maine DEP)</p>	<p>Gerry Travers  <a href="mailto:geraldine.travers@maine.gov">geraldine.travers@maine.gov</a></p>
<p>If possible, please make invoice payments via our <a href="https://www.maine.gov/dep/paymentportal">online payment portal</a> at:  <a href="https://www.maine.gov/dep/paymentportal">https://www.maine.gov/dep/paymentportal</a></p> <p>You may also send your annual report fee payment and payment stub to the Natural Resources Service Center.</p> <p>If you have more than once invoice, you may submit one payment for the total amount, but please include all invoice stubs with your payment.</p>	<p>Make checks payable to:</p> <p><b>Treasurer, State of Maine</b>          Natural Resources Service Center          155 State House Station          Augusta, ME 04333</p>

For help with questions about your license, operations, the annual report form, trouble with the format of this report, or if you are not sure if this is the correct form for your facility, please contact your project manager. If you are not sure who your project manager is, please feel free to contact someone from your nearest regional office or Unit Supervisor Eric Hamlin by phone at (207) 694-9389 or email at [eric.p.hamlin@maine.gov](mailto:eric.p.hamlin@maine.gov)

Derek DeCastro (Portland)	<a href="mailto:derek.decastro@maine.gov">derek.decastro@maine.gov</a>	(207) 592-2879
Dominique DiSpirito (Bangor)	<a href="mailto:dominique.dispirito@maine.gov">dominique.dispirito@maine.gov</a>	(207) 441-0732
Julie Coats (Bangor)	<a href="mailto:julie.m.coats@maine.gov">julie.m.coats@maine.gov</a>	(207) 592-3879
Randee Vetter (Portland)	<a href="mailto:randee.vetter@maine.gov">randee.vetter@maine.gov</a>	(207) 451-2554
Shannon Conti (Augusta)	<a href="mailto:shannon.conti@maine.gov">shannon.conti@maine.gov</a>	(207) 446-8433
Stacy Cannon (Bangor)	<a href="mailto:stacy.cannon@maine.gov">stacy.cannon@maine.gov</a>	(207) 441-9051
Vera Maheu (Augusta)	<a href="mailto:vera.a.maheu@maine.gov">vera.a.maheu@maine.gov</a>	(207) 451-2294

- All data should be for the previous calendar year (January 1 – December 31).
- **Please do not customize or modify the form without specific approval.**
- If the facility receives a waste type from multiple states, use the provided blank rows to enter the amount from each state in a separate row.
- Please note waste types received and enter information only for the wastes handled at this facility.
- Enter amounts *in tons* whenever possible. If you cannot report in tons, enter the volume or number and the unit of measure, e.g., cubic yards, units, or pieces. The DEP will be asking “final destination facilities” to provide data to transfer stations/storage facilities so you will have accurate numbers for the outgoing wastes.
- **Use this form to complete your annual report if you have a Permit-by-Rule for processing:**
  - **Virgin oil-contaminated soil in your asphalt batch plant or cement kiln**
  - **Wood waste into bark mulch or fuel chips**
  - **Multi-fuel boiler ash, coal ash, or blast furnace slag into flowable fill**
  - **Flume grit into superhumus or erosion control mix**

Facility Name: \_\_\_\_\_ Report year: \_\_\_\_\_

DEP License #: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Facility address: \_\_\_\_\_

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

Facility Operator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contractor Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

Facility Name: \_\_\_\_\_ Report year: \_\_\_\_\_

DEP License #: \_\_\_\_\_

**1. Summary of activity during past year:**

- A. Waste received: Fill in the appropriate table below (it will be only one of the "received" tables) to report the amount (in weight or volume) of the waste type received by each state or province of origin.

<b>Amount of virgin oil-contaminated soil (VOCS)</b>	<b>Unit of measure</b>	<b>State/Province of origin</b>

<b>Amount of wood waste received</b>	<b>Unit of measure</b>	<b>State/Province of origin</b>

<b>Amount of boiler ash received</b>	<b>Unit of measure</b>	<b>State/Province of origin</b>

<b>Amount of flume grit received</b>	<b>Unit of measure</b>	<b>State/Province of origin</b>

Facility Name: \_\_\_\_\_ Report year: \_\_\_\_\_

DEP License #: \_\_\_\_\_

B. Product distributed for use: Enter the amount of product distributed, including to other sites related to this one, during this calendar year:

Product	Amount distributed for use	Unit of measure
Asphalt or cement containing VOCS		
Wood waste mulch		
Wood waste fuel chips		
Flowable fill from ash or slag		
Superhumus or erosion control mix		

C. Product used on this site: Enter the amount of product used on this site during this calendar year:

Product	Amount used on site	Unit of measure
Asphalt or cement containing VOCS		
Wood waste mulch		
Wood waste fuel chips		
Flowable fill from ash or slag		
Superhumus or erosion control mix		

D. Waste requiring disposal: Enter the weight or volume of waste remaining after processing, the disposal facility to which the waste is shipped, and the location of the disposal facility by state or province.

Type of waste	Weight or volume	Unit of measure	Disposal facility destination	Destination State/Province

