

**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 M.R.S. § 1310-N(6-D). Facilities may also use this form to meet the municipal solid waste management/recycling reporting requirement (38 M.R.S. §.2133(7)) of the municipalities served by the facility. The form is available on line at: http://www.maine.gov/dep/waste/solidwaste/documents/comb_ann_rpprt.pdf. 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:

If you complete the tables 1 through 4 electronically, the amounts will be entered automatically into, and calculations completed in Section 3. 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. If you have questions on how to download and complete this form electronically, please call Sue Alderson at 207-287-2806 or susan.a.alderson@maine.gov.

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 2016 (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 M.R.S. ch. 24, § 2133(7) for the annual reporting requirement for municipalities, and 38 M.R.S. § 1310-N (6-D) for the annual reporting requirement for licensed solid waste facilities.

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

Assistance with Report

As you may be aware, the Bureau of Remediation and Waste Management has been realigned. As a result, some of the solid waste project managers have moved into the Division of Technical Services, and landfill projects have migrated into the Division of Technical Services. It will take some time to redistribute projects. Facilities with co-located landfills and other types of facilities (ex. transfer station / processing facility) will have more than one project manager. If you need assistance filing your report, and you know your current project manager(s), please contact that person(s). Otherwise you may contact Cyndi Darling or Sue Alderson for assistance.

Cyndi Darling - 207-941-4580 or cyndi.w.darling@maine.gov

Sue Alderson - 207-287-2806 or susan.a.alderson@maine.gov

Submit your report and fee (if any) by April 30, 2017

Owners/operators of transfer stations, please submit two (2) copies, landfills submit four (4) copies, of your completed report to:

Gerry Travers
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

If you complete the form electronically, please email it to geraldine.travers@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

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, 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.

NOTE: yellow highlighted items indicate a change in the conversion factor

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 = 0.025 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 = 0.25 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 = 0.016 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 = 0.6 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 AND LANDFILLS**

FACILITY NAME: _____

Report Year: _____

DEP LICENSE NUMBER _____

This report includes information on **MSW** handling and disposal for the following municipalities:

This report includes information on **RECYCLING** for the following municipalities:

CONTACT PERSON: _____

Title: _____

Mailing Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

E-mail: _____

Facility web site address: _____

TRANSFER STATION or LANDFILL MANAGER: _____

Mailing Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

E-mail: _____

RECYCLING COORDINATOR (if different): _____

Mailing Address: _____

City/Town: _____

Zip Code: _____

Phone: _____

E-mail: _____

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

Signature of person completing this form _____

Printed name of person completing this form

Please return two (2) copies of your completed form (4 copies for landfill reports) with the required annual report fee (if any) by April 30, 2017 to:

Geraldine Travers
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

SECTION 1 SUMMARY OF WASTE HANDLING

A. Summary of waste disposed – In this table, enter only waste materials sent for disposal to a landfill or municipal waste-to-energy incinerator. Include materials approved as alternative daily cover. If you receive a waste type from multiple states, enter the amount from each state on a separate line. ENTER AMOUNTS IN TONS (see instructions for conversion factors).

TABLE 1 – WASTES SENT FOR DISPOSAL

Waste Type		Origin by state or province	TONS shipped for disposal/ disposed of	Disposal facility name (Landfill or WTE incinerator)
Transfer Station and Landfill Use	MSW			
	Residue/trash from single stream			
	CDD (may include building materials, furniture & carpet, asphalt, wallboard, pipes, metal conduit, "OBW")			
	Clean CDD Wood			
	Leaf & yard waste			
	Land clearing debris			
	Burn pile ash and/or hot loads area ash			
	Catch basin grit & street sweepings			
	Other (list)			
	CDD processing residue			
Landfill Use Only	FEPR			
	MSW bypass			
	MSW incinerator ash			
	Coal, oil, & multi-fuel boiler ash			
	Municipal WWTP/POTW sludge			
	Industrial WWTP sludge			
	Oil-contaminated soil			
	Alternate daily cover -list material type:			
	Alternate daily cover -list material type:			
	Other (list)			

Comments:

Report for: _____

Year: _____

B. Summary of waste recycled. In this table, enter only those materials sent for recycling. Use the waste type that best describes the material stream. Leave blank or enter "0" for any waste types you do not ship. **Do not include data twice.** For example, if this municipality 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 residue/trash amounts from the breakdown report into Table 1 [disposal]. **Do not enter** information on materials sent to composting, beneficial use or disposal.

TABLE 2 – MATERIALS RECYCLED

ENTER AMOUNTS IN TONS (see instructions for conversion factors).

	Waste Type	Origin by state or province	TONS shipped	Destination(s) (may list broker)
TRADITIONAL MSW RECYCLABLES	Single Stream /Zero-sort®/Single sort			
	Dual sort co-mingled containers			
	Dual sort co-mingled paper & OCC			
	Paper (office & mixed)			
	Corrugated cardboard (OCC)			
	Newspapers and magazines			
	Glass			
	Metals cans and aluminum foil			
	Plastics (Include #1 - #7, rigid plastics and plastic films)			
	Clothing/textiles			
	TOTAL MSW RECYCLABLES:			
OTHER MSW RECYCLED	Appliances & other scrap metal (include propane tanks and vehicle batteries)			
	Electronics			
	Mercury-added lamps			
	Mercury thermostats			
	Other mercury devices			
	Rechargeable batteries and cell phones			
	Tires			
		TOTAL OTHER MSW RECYCLED:		
CDD RECYCLED	Asphalt shingles			
	Sheetrock / Wallboard			
	Mattresses & Furniture			
	Carpet			
	Processed CDD & Landclearing debris used as fuel			
	Other (describe):			
		TOTAL CDD/LANDCLEARING DEBRIS RECYCLED:		
	Other (describe):			

Report for: _____

Year: _____

C. Universal and other waste handling - Note "Y" or "N" to indicate whether you accept each of the Universal Waste types listed, and record the consolidator or other destination (e.g., Veolia, TRC, Call2Recycle).

This facility accepts Universal Wastes 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? _____

Waste Type	Do you collect this waste type? (Y/N)	Consolidator(s) or other destination
Electronics		
Mercury-added lamps, including CFLs		
Mercury thermostats		
Other mercury devices		
Rechargeable batteries and cell phones		
Intact Ballasts		
Other:		
Other:		

D. 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: _____

E. Household Hazardous Waste Collection

List municipalities that provide for Household Hazardous Waste collection:

Facility or hosting organization: _____

Frequency of collection: _____

F. Reuse: Check if not applicable

Tons Reused: _____ Amount is: actual -or- estimated.

Please describe any reuse opportunities for 'items salvaged' that you provide through a 'Swap shop/bargain barn' or 'casual program'.

Report for: _____

Year: _____

G. Summary of waste composted

Check if not applicable

NOTE: This section is for compost piles that do not have a separate license. If you have a separate composting license you must report using the appropriate form from this page:

<http://www.maine.gov/dep/waste/solidwaste/agrouitlres.html>

List participating municipalities: _____

Compost site location: _____ Amounts are: actual -or- estimated.

TABLE 3 – MATERIALS COMPOSTED

Waste Type	Volume received (cubic yards)	Weight* received (tons)	Broker/End-Users
Vegetative (leaf & yard)			
Food Scraps			
Other Organics (describe):			
Total composted			

*To calculate the weight of vegetative waste, multiply volume by 0.225. To calculate weight of food scraps, multiply volume by 0.6 (Note: this number is different from last year). Contact Sue Alderson (susan.a.alderson@maine.gov, 207-287-2806) for conversion factors for other waste types.

H. Summary of wastes sent for processing, processed on site or beneficially used Check if not applicable

TABLE 4 – MATERIALS PROCESSED and/or BENEFICIALLY USED

ENTER AMOUNTS IN TONS (see instructions for conversion factors).

Waste Type	Origin by state or province	TONS Processed	TONS Beneficially used	Processing / Beneficial Use facility	Final use
CDD (unprocessed) (may include building materials, furniture & carpet, asphalt, wallboard, pipes, metal conduit, etc)					
Wood from CDD					
Land clearing debris					
Food scraps (sent to anaerobic digester)					
Oil-contaminated soil					
Glass (crushed) used as fill					
Street sweepings used as fill					
Other:					

Report for: _____

Year: _____

SECTION 2 - MUNICIPAL SOLID WASTE PROGRAM INFORMATION

A. Pay As you Throw user fees

List the municipalities in which residents pay for trash disposal through a “Pay as You Throw” program:

Municipality	Bag size	Residential Price per bag	Business Price per bag

B. Municipal Solid Waste Collection Practices –

1. List the names of haulers and the municipalities in which they collect municipal solid waste:

2. List the names of haulers and the municipalities in which they collect recyclables:

C. Solid Waste and Recycling Ordinances/Requirements

1. If you have additional solid waste and recycling ordinances please provide a web address for the ordinances or a brief description if not available on line.

Mandatory recycling ordinance

Plastic / single-use bag fee or ban

Polystyrene ban

Other:

Calculate Your Municipal Solid Waste Recycling Rates
Recycling rate calculations for: (list municipalities)
Enter all amounts in TONS – See instructions for conversion factors

Use the tables below to calculate your municipality’s (ties’) recycling and “diversion from disposal” rates for:

- MSW (exclusive of CDD),
- CDD & land-clearing debris, and
- combined MSW/CDD/land-clearing debris recycling rate.

The left-hand column describes the type of waste and how it is managed. In the center column enter the corresponding amounts for your town/facility, and perform calculations as shown in the right hand column.

MSW disposal	Amount in tons	Factor / Calculation
MSW landfilled or disposed of at waste-to-energy facilities (from Table 1)		“A”
MSW Recycled and Composted		
Traditional MSW recyclables - Paper, cardboard, plastics, metals, glass and textiles recycled (from Table 2)		“B”
Other MSW recycled - electronics, white goods and other metals, tires, vehicle batteries, mercury-added products (from Table 2)		“C”
MSW composted - includes leaf & yard waste, food scraps (from Table 3)		“D”
Total of MSW recycled or composted		=B+C+D
Food scraps sent to an anaerobic digester (from Table 4)		“E”
Total MSW (exclusive of CDD)		=A+B+C+D+E

To calculate the MSW recycling rate (exclusive of CDD):	
Step 1. $X = ((B+C+D)/(A+B+C+D+E))$	
Also add “E” into the numerator if MSW sent to Exeter Agri-Energy	
Step 2. $Y = X + .05$ (for ‘bottle bill credit’)	
Step 3. $Y \times 100 =$ Municipal MSW Recycling Rate (i.e., percent MSW recycled)	
MSW Recycling Rate	%
If you send food scraps to an anaerobic digester other than Exeter Agri-Energy, calculate your MSW diversion from disposal by adding “E” into the numerator.	
MSW Diversion from Disposal Rate	%

Municipal CDD and Land Clearing Debris Recycling Rate Calculations		
CDD and land-clearing debris disposal	Amount	
Mixed CDD landfilled or disposed of at waste-to-energy facilities (from Table 1)		“F”
Land-clearing debris landfilled or disposed of at waste-to-energy facilities (from Table 1)		“G”
Total CDD & land-clearing debris disposed		=F+G
CDD Recycling		
CDD & land-clearing debris recycled (from Table 2)		“H”
Beneficial Use of CDD and land-clearing debris		
Other beneficial use of processed CDD and land-clearing debris (from Table 4)		“I”
Total CDD and land-clearing debris		=F+G+H+I
CDD & land-clearing debris recycling rate	%	$[(H)/(F+G+H)] \times 100 \%$
CDD & land-clearing debris ‘diversion from disposal’ rate	%	$[(H+I)/(F+G+H+I)] \times 100 \%$
Total MSW, CDD & land-clearing debris		=A+B+C+D+E+F+G+H+I
Total MSW, CDD and land-clearing debris recycled (including wood waste used as fuel chips)		=B+C+D+H
Total MSW, CDD and land-clearing debris diverted from disposal		=B+C+D+H+I

Combined MSW, CDD & Land Clearing Debris Recycling Rate Calculation	
Combined MSW, CDD & land-clearing debris recycling rate: Step 1. $X = (B+C+D+H)/(A+B+C+D+E+F+G+H)$ Step 2. $Y = X + .05$ Step 3. $Y \times 100 =$ Overall recycling rate for MSW, CDD & land-clearing debris	Recycling rate for MSW, CDD + LCD
	%
Combined MSW, CDD & land-clearing debris ‘diversion from disposal’ rate: Step 1. $X = (B+C+D+H+I)/(A+B+C+D+E+F+G+H+I)$ Step 2. $Y = X + .05$ Step 3. $Y \times 100 =$ Overall diversion from disposal rate for MSW, CDD & land-clearing debris	Diversion from disposal rate for MSW, CDD + LCD
	%

Report for: _____

Year: _____

Section 4 - Additional Reporting Requirements for Licensed Transfer Stations

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 are as follows (as listed in Chapter 402 Section 5) of the *Solid Waste Management Regulations*:

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

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

Proposed Changes

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

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. This verification must be provided for your annual report to be complete.

Report for: _____

Year: _____

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).

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). Attach additional sheets or provide a separate attachment if additional space is needed.

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

Report for: _____

Year: _____

SECTION 5. Additional Reporting Requirements for Licensed Landfills

Landfill Capacity Summary. Enter capacity measurements in cubic yards.

Item	Amount	Unit
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		
Constructed landfill capacity remaining		
Total licensed landfill capacity remaining, including to-be-constructed		

NOTE: If reporting in tons, please provide the latest ‘in place weight/volume’ calculation so that the remaining airspace in cubic yards may be determined.

Pursuant to 38 M.R.S. § 1310-N (6-D) all licensed solid waste facilities must submit an annual report and fee to the Department for review and approval.

The annual reporting requirements for less than six acre CDD landfills are as follows [see Chapter 401 § 7(H) (21) of the *Solid Waste Management Regulations*]. (Annual reporting requirements for other landfills are listed after those for less than 6 acre CDD landfills.)

(a) General. The annual report must include:

- (i) 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 effected the operation, design or environmental monitoring program of the landfill.
- (ii) 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.

(b) Operations. As part of the annual report, the following operational information is required.

- (i) An estimate of the capacity of the landfill used in the past year and an estimate of the landfill's remaining capacity.
- (ii) A description and estimate of the amount of cover material used in the past year.
- (iii) A description of changes in the operations manual during the past year.
- (iv) Proposed changes to the operations manual, or any aspect of the landfill's operations.
- (v) A summary of responses to spills, fire, accidents and unusual events that occurred at the landfill in the past year.
- (vi) Updated cell development plans for subsequent two year periods, as needed, highlighting any changes to the approved plan.
- (vii) Copies of reports prepared in accordance with the facility's Hazardous and Special Waste Handling and Exclusion Plan.
- (viii) A report on the results of the facility's inspection and monitoring programs.
- (ix) If applicable, documentation of system failures and repair measures.

- (c) Monitoring. The following monitoring information must be included in the annual report. All evaluations must be done in accordance with the landfill's approved surface water monitoring program.
- (i) An evaluation of data gathered for each surface water monitoring point, if applicable, for the landfill, including a statistical analysis of the data where appropriate.
 - (ii) For facilities that have leachate collection, an evaluation of the quantity and quality of leachate generated by the landfill during the past year, if applicable, including a comparison of the past year's leachate monitoring results to previous years' results.

The annual reporting requirements for landfills other than less than six acre CDD are as follows (as listed in Chapter 401, § 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 (*reference tables in Section 1*);
 - (b) Estimates of the capacity of the landfill used during the past year and of the landfill's remaining capacity (*reference tables in Section 1*);
 - (c) A description and estimate of the amount of cover material used in the past year (*reference tables in Section 1*);
 - (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;

Report for: _____

Year: _____

- (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.