**Instructions for Completing DHEC 1331**

**South Carolina Solid Waste Processing Facilities Annual Report for the Fiscal Year**

PURPOSE: All Solid Waste Processing Facilities are to use this form to report all activities during the last fiscal year - (July 1st – June 30th). The hard-copy report must be received by the Division of Compliance and Enforcement **prior to October 15th**. **Emails and faxes will not be accepted.**

This is a 6 page form. All pages should be addressed even if it is just to fill out the top, with the Year, the Facility’s name, ID# and the County in which it is located. To move from page to page while using Excel on the computer - please click on the tabs found at the bottom left corner of the screen labeled “Information through Page 6”.

When printing this entire form:

* Click on print
* Then under “Print What”,
	+ click on “Entire Workbook”
* Click on “OK”

ITEM BY ITEM INSTRUCTIONS – Print or type

Page 1

1. Enter the year covered by this report.
2. Enter the complete name of the Facility submitting the annual report.
3. Enter the facility’s permit number. (Please make sure to use the correct number for the facility. Some entities have more than one permit number, i.e. Class 2 landfill and Composting )
4. Enter the facility’s mailing address.
5. Enter the county where the facility is located.
6. Enter the facility’s phone number.
7. Enter the facility’s manager’s name, phone number and email address.
8. Sign and date the form.
9. Enter the name, title, phone number and email address of the signee.

Page 2 - Out-of-State Solid Waste Received for Processing

1. Enter the year covered by this report, the name of the facility, the facility’s permit number, and the county where the facility is located.
2. If any waste was received from out-of-state, enter the name of the generator of that waste.
3. Enter the state where the waste was generated.
4. Enter the amount (in tons) of Municipal Solid Waste (MSW), Construction and Demolition waste (C&D), and Industrial Solid Waste (ISW) that was received from this generator.
5. Enter the name of the transporter who transported this particular waste.
6. Sub-total (A) will automatically populate. If filling out by hand, total up all the waste from that particular generator and enter the amount in Sub-total (A)
7. Repeat with each out-of-state waste generator.
8. The waste type columns and Sub-Total (A) column will automatically populate. If filling out by hand, total up columns three, four, five, and seven.

Page 3 - In-State of Solid Waste Received for Processing

1. Enter the year covered by this report, the name of the facility, the facility’s permit number, and the county where the facility is located.
2. If any waste was received from in-state, enter the name of the generator of that waste.
3. Enter the county where the waste was generated.
4. Enter the amount (in tons) of Municipal Solid Waste (MSW), Construction and Demolition waste (C&D), and Industrial Solid Waste (ISW) that was received from this generator.
5. Enter the name of the transporter who transported this particular waste.
6. Sub-total (A) will automatically populate. If filling out by hand, total up all the waste from that particular generator and enter the amount in Sub-total (A)
7. Repeat with each in-state waste generator.
8. The waste type columns and Sub-Total (A) column will automatically populate. If filling out by hand, total up columns three, four, five, and seven.

Page 4- Solid Waste Received for Processing - Rejected Loads

1. Enter the year covered by this report, the name of the facility, the facility’s permit number, and the county where the facility is located.
2. If any load of waste were rejected by the facility, enter the name of the generator of that waste.
3. Enter the county and state where the waste was generated.
4. Enter the type of waste that was rejected; either MSW, ISW, or C&D.
5. Describe what was in the load that was rejected.
6. Enter the amount (in tons) of waste that was rejected.
7. Enter the date the load was rejected.
8. Enter the reason for rejected.
9. Enter the location where the rejected waste was disposed.
10. Enter the name of the transporter who transported the rejected load.
11. Repeat with each rejected load.
12. The total amount of rejected waste column will automatically populate. If filling out by hand, total up column six.

Page 5 Processed or recycled Waste – Outgoing End Product

1. For outgoing material, enter the landfill or recycling facility where material was sent.
2. Enter the county and state where the facility is located.
3. Enter the amount (in tons) of MSW that was recycled, MSW that was disposed in a landfill, C&D that was recycled, C&D that was disposed of in a landfill, ISW that was recycled, ISW that was disposed of in a landfill.
4. Repeat for each location where outgoing material was sent.
5. The total amounts will automatically populate. If filling out by hand, total up columns four, five, six, seven, eight, and nine.

Page 6

1. At the top of the page - Fill in the Year, the Facility’s name, ID# and the County in which it is located.
2. Fill in the average tipping fee (price per ton) for MSW, C&D and ISW.
3. Enter the year covered by this report.
4. Total amount of waste accepted in FY will automatically populate. If filling out by hand, combine the totals from page 2 and page 3 and enter in this blank.
5. In “B” put the Maximum permitted tonnage rate, which can be found on your permit.

OFFICE MECHANICS AND FILING:

The report will be received by the Division of Compliance and Enforcement. Once received, it will be entered into the electronic document system. The information contained in this report may be subjected to public review through the Freedom of Information (FOI) Office.

Please mail the signed form to the address below: (**Emails and faxes will not be accepted.**)

SCDHEC – BLWM

Attn: Solid Waste Annual Reports
Division of Compliance and Enforcement
2600 Bull Street
Columbia, SC 29201

For questions, please contact Jessica Price at phone 803-898-0461 or priceje@dhec.sc.gov.