



ANNUAL SOLID WASTE MANAGEMENT REPORT FOR LICENSED LANDFILLS

FACILITY NAME: _____ Report For Year: _____

DEP LICENSE NUMBER _____

This report includes information on solid waste handling and disposal per 06-096 C.M.R. ch. 401, § 4(D) and § 7(G)(21), as applicable, for the following facility and/or municipalities, as applicable (please list all users):

CONTACT PERSON: _____ Title: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Phone: _____ E-mail: _____

LANDFILL MANAGER: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Phone: _____ E-mail: _____

Please check here if a stand-alone annual report is being submitted. If so, submit this cover sheet only along with your report.

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 Signed _____

Printed name of person completing this form: _____

Please return one (1) paper copy and an electronic copy of your completed form with the required annual report fee by April 30th of each year to:

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



Landfill Annual Report Form

Licensed landfills must complete and submit this reporting form to Maine DEP to meet the annual reporting requirement pursuant to 38 M.R.S. § 1310-N(6-D) and 06-096 C.M.R. ch. 401, § 4(D) and § 7(G)(21), as applicable. You can complete the form either electronically or by hand. The form is available online at:

<https://www.maine.gov/dep/waste/solidwaste/documents/401-annual-report.pdf>

The completed paper copy of the form must be printed and mailed to the DEP along with the applicable annual report fee, as well as submitting an electronic version.

General instructions for completing the form:

To complete the form electronically, download the form and save a copy onto your computer (if needed, you can download the free Adobe Acrobat Reader software from <http://get.adobe.com/reader>). 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 as needed. If you have questions on how to download and complete the form electronically, please call or email your respective DEP landfill project manager.

Eric Hamlin	Eric.P.Hamlin@maine.gov	207-822-6344
Karen Knuuti	Karen.Knuuti@maine.gov	207-941-4561
Randee McDonald	Randee.McDonald@maine.gov	207-451-2554
Vera Maheu	Vera.A.Maheu@maine.gov	207-451-2294
Dominique Dispirito	Dominique.Dispirito@maine.gov	207-441-0732
Derek DeCastro	Derek.DeCastro@maine.gov	207-592-2879

All information should be for the prior calendar year (January 1 to December 31). If a stand-alone annual report is attached, please make sure to address all required items. If using the attached form, please do not leave any areas of the form blank. If the item is not applicable to the facility, please denote it as such. If you are uncertain, or do not have complete information, mark the items as “unknown” or label it as an “estimate”. Please contact your DEP landfill project manager for assistance.

After completing the form, please print and sign, save a copy for the facility’s records and send one paper copy and an electronic copy to Geraldine Travers. The electronic copy may be sent via email, a digital download account, a mailed USB flash drive or similar device. If emailing, please also include your project manager as a cc on the email.

Geraldine Travers
Maine Department of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017
Geraldine.Travers@maine.gov

For ease of processing, it is encouraged that payment of your annual report fee is submitted using the Maine DEP Credit Card Payment Portal at <https://appengine.egov.com/apps/mc/deppayment>. A check may also be utilized as payment, made out to Treasurer, State of Maine.

If you have questions on your annual report fee invoice or payment, please contact Geraldine Travers at 207-401-1616 or Geraldine.Travers@maine.gov.



Landfill Annual Report Form

Submit your report and fee by April 30th of each year

Facility Name:

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Please attach any additional information that is pertinent to the items list below, as applicable.

SECTION 1: GENERAL

- 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 effected the operation, design or environmental monitoring program 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.

SECTION 2: SUMMARY OF LANDFILL OPERATIONS

- A. Summary of type, quantity and origin of waste received.



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B. Estimates of the capacity of the landfill used during the past year and of the landfill’s remaining capacity.

TABLE 1 – LANDFILL CAPACITY

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 a site-specific ratio of in-place weight to volume so that the remaining airspace in cubic yards may be determined.

If reporting in tons, list ratio of in-place weight to volume: _____

C. A description and estimate of the amount of cover material used in the past year.

D. A description of changes in the operations manual during the past year.

E. Proposed changes to the operations manual or other aspect of the landfill’s operations.



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F. A summary of responses to spills, fire, accidents and unusual events that occurred at the landfill in the past year.

Spills:

Fires:

Accidents:

Unusual Events:

G. Updated cell development plans for subsequent two-year periods, as needed, highlighting any changes to the approved plan.

H. Copies of reports prepared in accordance with the landfill's Hazardous and Special Waste Handling and Exclusion Plan.

I. A report on the results of the landfill's inspection and maintenance performed in the reporting year.



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J. If applicable, documentation of system failures and repair measures.

SECTION 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 06-096 CMR ch. 400.

Check here if not applicable

SECTION 4: ENVIRONMENTAL MONITORING

Check here if not applicable

The following monitoring information may be required to 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. **Please note that all the below items may not be applicable to all licensed landfills. Contact your respective DEP landfill project manager if you need assistance.**

Check here if a separate report is attached or will be submitted by a consultant on your behalf.

Consulting company's name: _____

(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.



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- (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.



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(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.

SECTION 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 06-096 CMR ch. 400, section 11.

SECTION 6: ATTACHMENTS

Please list any attachments appended to this Landfill Annual Report Form: