



# Transfer Station Recordkeeping and Reporting

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Division of Solid Materials Management

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

*Protecting Maine's Air, Land and Water*

# The Transfer Station Annual Report

- It replaces the older system of relicensing every 5 years. This change occurred in 1998.
- Annual reporting is required under Chapter 400, Section 3(E)
- Transfer station annual reports are due April 30<sup>th</sup> of each year
- The annual report form is updated periodically; the form for the 2021 annual reports was a major update
- The Department uses the information for compliance and technical assistance purposes, and to compile information about how solid waste is handled in Maine



# Recordkeeping Requirements

- Type and quantity of waste received
- Destinations for waste and recyclables
- Removal schedules and contracts/shipment info
- Available equipment
- Training provided to personnel
- Changes to or deviations from approved operating plan
- Unusual events or problems



- Monitoring program summary (if applicable)
- Verification of 2 feet of till soil between waste, and both bedrock and high water for each waste type that is stored on the ground
- Any changes implemented or proposed to the site's design or operation
- Any comments or questions you have for us



# Annual Report Review Process

- DEP staff enter the report information into our data bases, where it is used in various ways
- The report goes to the assigned project manager for the facility
- The project manager reviews the report for completeness and likely accuracy. If there are any questions, you will be contacted
- If you have proposed a design change to your facility, the project manager will respond to your request



- If you propose an operational change or submit a revised operations manual, the project manager will provide comments to you
- Once all staff comments on the annual report have been addressed, and the applicable annual fees paid, the Department will confirm that your annual report has been found complete and satisfactory



# Maine Solid Waste Generation and Disposal Capacity Report

38 M.R.S. § 2124-A requires that the Department submit a report every two years to the Governor and Legislature that provides the following information:

- Information on the statewide generation of waste, recycling rates and available disposal capacity
- An analysis of how the rate of fill affects the lifespan of landfills and potential changes to disposal pricing
- An analysis of ownership consolidation in disposal, collection, recycling and hauling of waste



The Department is currently putting together the information for the next report, covering 2020 and 2021

We recognize this time period has been challenging, but we urge you to submit your annual reports if you haven't already done so

Staff are willing to help you if you need assistance, or copies of the annual report forms





# The Solid Materials Management Unit Needs Your Assistance

- Major changes were incorporated into the 2021 annual report form
- The two long tables were intended to distinguish between how incoming wastes were handled and where outgoing waste went
- Users did not seem to like the revised form
- We're looking for suggestions



I have slides of the “pre-filled” 2021 transfer station annual report form that is available on the Department’s website with me if anyone wants to talk about specific parts of the last report form



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