



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

February 2, 2012

Dear Facility Owner or Operator:

Your facility is required to submit an annual report for each calendar year according to *Solid Waste Handling Standards* (Chapter 173-350 WAC) or *Criteria for Municipal Solid Waste Landfills* (Chapter 173-351 WAC). The Washington State Department of Ecology (Ecology) uses the information to develop an annual status report for solid waste.

Please complete an annual report form for your facility(ies). The form for each facility type is at: <http://www.ecy.wa.gov/programs/swfa/facilities/forms.html> under "Annual Report Forms." Add the Facility Name to the appropriate box on the form. You can save the form and email it, or print and mail it. You do not need to sign the report. Just enter the report preparer's name, phone number and email address.

Submit the report to your local jurisdictional health department (JHD) with a copy to Ecology by April 2, 2012. **Email Ecology's copy to:** daniel.weston@ecy.wa.gov. If you prefer to submit a hard copy of the report, you can fax it to (360) 407-6102 or mail it to Dan Weston, Waste 2 Resources Program, at the above letterhead address. To find your JHDs contact information, see: <http://www.doh.wa.gov/LHJMap/LHJMap.htm>.

Permitted compost facilities and some exempt compost facilities are also required to submit an annual summary of finished compost lab results to the JHD and Ecology. See the form template at: <http://www.ecy.wa.gov/biblio/ecy070398.html>.

We appreciate your efforts to meet these reporting requirements. If you have questions or need a copy of the report form mailed to you, contact Dan Weston at (360) 407-6409 or daniel.weston@ecy.wa.gov.

Sincerely,

Handwritten signature of Laurie G. Davies in black ink.

Laurie G. Davies
Waste 2 Resources Program Manager

General Measurement Standards and Reporting Guidelines¹

Volume and Count to Weight Conversion Factors for Compost Feedstocks

<u>Material</u>	<u>Volume/Count</u>	<u>Weight in Pounds</u>	<u>Source</u>
Biosolids	one cubic yard	1,682	Ecology
Crop residue (straw)	one cubic yard	227	NRAES
Food waste	one cubic yard	1,070	NMED ²
Food waste, solid and liquid fats	55 gallon drum	412	NRC
Manure, cow	one cubic yard	1,458	NRAES
Manure, horse	one cubic yard	1,379	NRAES
Pallets	one cubic yard	185	EPA NRMRL
Sawdust (very wet)	one cubic yard	900	WSU Puyallup ³
Shrub trimmings	one cubic yard	1,296	NRAES ⁴
Tree trimmings	one cubic yard	429	NRAES
Wood chips	one cubic yard	500	NRC
Yard debris	one cubic yard	1,000	Ecology

¹ Disclaimer: This table is for general guidance only. Not for contract payment.

² The New Mexico Environment Department (NMED), www.nmenv.state.nm.us/swb/doc/conversiontable.doc

³ Washington State University Puyallup Extension Office, 2010

⁴ On-Farm Manual Composting Handbook (NRAES-54), June 1992, NRAES Cooperative Extension



ANNUAL REPORT - COMPOSTING FACILITY

FACILITY NAME:	REPORT FOR CALENDAR YEAR:	PERMIT NUMBER (if applicable):
FACILITY LOCATION (STREET ADDRESS):	COUNTY:	FACILITY CONTACT EMAIL:
FACILITY CONTACT (name):	FACILITY PHONE:	
FACILITY CONTACT MAILING ADDRESS (if different):	FACILITY CONTACT PHONE (if different):	
OPERATOR (Company/Business):	OPERATOR CONTACT (Name):	
<p>Did you operate during 2011?</p> <p><input type="checkbox"/> Yes If yes, complete this form.</p> <p><input type="checkbox"/> No If no, when did you stop operations? _____ Do you plan to restart? <input type="checkbox"/> No <input type="checkbox"/> Yes When? _____</p> <p>If you <u>didn't</u> operate, print name and date below and return form. This completes your reporting obligations.</p> <p>PREPARED BY: (print name) _____ Date: _____</p>		
<p>Are you open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Tip fees (Attach schedule if available) _____</p> <p>During the reporting year, were there any changes in your management practices that impacted your operations? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify) _____</p> <p>Are there any new solid waste activities planned at your site for 2012? <input type="checkbox"/> No <input type="checkbox"/> Yes (specify) _____</p> <p style="padding-left: 40px;">Planned start date: _____</p> <p><input type="checkbox"/> Attach annual summary of lab analyses of composted material</p>		
COMPOSTING SYSTEM USED (check all that apply)		
<input type="checkbox"/> Turned windrow <input type="checkbox"/> Aerated turned mass bed <input type="checkbox"/> Other (Specify) _____		
<input type="checkbox"/> Actively aerated static pile <input type="checkbox"/> Passively aerated static pile <input type="checkbox"/> In-vessel (containerized)		

(Form continued on back page.)

FEEDSTOCKS COMPOSTED (report in tons <u>or</u> cubic yards)	Feedstocks received from the same county as the compost facility		Feedstocks received from out-of-county, other states or out-of-country (If multiple counties and/or states, specify amounts from each.)		
	Tons	Cubic Yards	Tons	Cubic Yards	Where received from?
<input type="checkbox"/> Biosolids					
<input type="checkbox"/> Carcasses					
<input type="checkbox"/> Crop residues (specify):					
<input type="checkbox"/> Food processing waste					
<input type="checkbox"/> Food waste (pre-consumer, vegetative)					
<input type="checkbox"/> Food waste (post-consumer, other)					
<input type="checkbox"/> Industrial waste (specify):					
<input type="checkbox"/> Landclearing debris					
<input type="checkbox"/> Manure (specify type):					
<input type="checkbox"/> Mixed food & yard debris (residential)					
<input type="checkbox"/> Sawdust / shavings					
<input type="checkbox"/> Other wood debris					
<input type="checkbox"/> Yard debris					
<input type="checkbox"/> Other (specify):					
Totals:					
Energy Recovery					
<input type="checkbox"/> Materials received for Hog Fuel					
<input type="checkbox"/> Materials received for Anaerobic Digestion					
Materials Disposed					
Rejects Type:	Name of Disposal Facility :				
Rejects disposed (tons):					
COMPOST PRODUCED (report in tons <u>or</u> cubic yards)			FINAL DISPOSITION OF COMPOST (report in tons <u>or</u> cubic yards)		
Name of Product	Tons	Cubic Yards		Tons	Cubic Yards
			Sold in same calendar year		
			Stockpiled for future sale/use		
			Distributed offsite		
			Used onsite		
Total Compost Produced			Other (specify):		
PREPARED BY (print name):				DATE:	PHONE:
Email:					

If you need this publication in another format, please call the Waste 2 Resources Program at 360-407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.