**Instructions for Completing DHEC 1343**

**South Carolina Composting / Wood Chipping Facilities** **Annual Report for the Fiscal Year**

PURPOSE: All Composting / Wood Chipping Facilities are to use this form to report all activities during the last fiscal year (July 1 – June 30). The hard-copy report must be received by the Division of Compliance and Enforcement **prior to September 1st**. **Emails or faxes will not be accepted**.

This is a 2 page form. Both 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” and “Page 2”.

When printing this entire form:

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

ITEM BY ITEM INSTRUCTIONS

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.

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1. At the top of the form - Fill in the Year, the Facility’s name, ID# and the County in which it is located.
2. Out of State
	1. If waste was received from outside of South Carolina, list the name of the state where the waste came from. If out-of-state waste was not received, leave this section blank.
	2. In the second column enter the amount of waste received (**in cubic yards**) from residential entities located in that state.
	3. The Sub-total amounts will automatically populate. If filling out by hand, multiply the number in the fifth column by 0.3 and place the total in the sub-total column.
	4. In the fifth column, enter the amount of waste received (**in cubic yards**) from commercial entities in that state.
	5. The Sub-total amounts will automatically populate. If filling out by hand, multiply the number in the fifth column by 0.3 and place the total in the sub-total column.
	6. Repeat for each state
	7. The sub-totals will automatically populate. If filling out by hand, add up column four, seven, and eight.
3. State of South Carolina
	1. If waste was received from in state, list the name of the county where the waste originated. If out-of-state waste was not received, leave this section blank.
	2. In the second column enter the amount of waste received (**in cubic yards**) from residential entities located in that state.
	3. The Sub-total amounts will automatically populate. If filling out by hand, multiply the number in the fifth column by 0.3 and place the total in the sub-total column.
	4. In the fifth column, enter the amount of waste received (**in cubic yards**) from commercial entities in that state.
	5. The Sub-total amounts will automatically populate. If filling out by hand, multiply the number in the fifth column by 0.3 and place the total in the sub-total column.
	6. Repeat for each state
	7. The sub-totals will automatically populate. If filling out by hand, add up column four, seven, and eight.
4. Part 3 - Product Generated
	1. Enter the amount (**in cubic yards**) of compost generated by the facility. If none, leave blank.
	2. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.5 and enter the amount in the fourth column.
	3. Enter the amount (**in cubic yards**) of mulch generated by the facility. If none, leave blank.
	4. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.3 and enter the amount in the fourth column.
	5. Enter the amount (**in cubic yards**) of organically enhanced topsoil generated by the facility. If none, leave blank.
	6. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 1.35 and enter the amount in the fourth column.
	7. Enter the amount (**in cubic yards**) of boiler fuel generated by the facility. If none, leave blank.
	8. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.3 and enter the amount in the fourth column.
	9. The form will automatically populate the Total Tons blank. If filling out the form by hand, add up the fourth column.
5. Part 4 - Product Removed from Facility - Sold
	1. Enter the amount (**in cubic yards**) of compost removed from/sold by the facility. If none, leave blank.
	2. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.5 and enter the amount in the fourth column.
	3. Enter the amount (**in cubic yards**) of mulch removed from/sold by the facility. If none, leave blank.
	4. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.3 and enter the amount in the fourth column.
	5. Enter the amount (**in cubic yards**) of organically enhanced topsoil removed from/sold by the facility. If none, leave blank.
	6. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 1.35 and enter the amount in the fourth column.
	7. Enter the amount (**in cubic yards**) of boiler fuel removed from/sold by the facility. If none, leave blank.
	8. The form will automatically populate the Tons blank. If filling out the form by hand, multiply the amount in the second column by 0.3 and enter the amount in the fourth column.
	9. The form will automatically populate the Total Tons blank. If filling out the form by hand, add up the fourth column.
6. Part 5 - Product Disposed of in Landfill Unusable / Not Marketable – Actual Tons:
	1. Enter the amount (**in tons**) of compost disposed of in a landfill. If none, leave blank.
	2. Enter the amount (**in tons**) of mulch disposed of in a landfill. If none, leave blank.
	3. Enter the amount (**in tons**) of organically enhanced topsoil disposed of in a landfill. If none, leave blank.
	4. Enter the amount (**in tons**) of boiler fuel disposed of in a landfill. If none, leave blank.
	5. The form will automatically populate the Total Tons blank. If filling out the form by hand, add up the eighth column.
7. Recovered Materials
	1. If the facility recycles any recovered materials, list each type of recovered material. If no recovered materials are handled by the facility, leave this section blank.
	2. Next to the specific type of material, list the name of the entity that receives the recovered material.
	3. Enter the amount (**in tons**) of the recovered material that was transferred in the previous fiscal year.
	4. Repeat for each type of recovered material.
	5. The total will automatically populate. If filling out, by hand, add up the tons transferred column and enter the amount in the total row.
8. Tipping Fee Information

Enter the average tipping fee that is charged for accepting land-clearing debris.

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.