**Instructions for Completing Form DHEC 1350**

**South Carolina Solid Waste Transfer Stations Annual Report for the Fiscal Year**

PURPOSE: All Solid Waste Transfer stations 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 and faxes will not be accepted**

This is a 3 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, Page 2 and Page 3” Additional copies of page 2 and 3 may be used as needed to complete your annual report.

To print 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.

Page 2

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. Out of State Waste
	1. If waste was received from outside of South Carolina, enter the name of the state where it came from. If waste was not received from out of state, leave this section blank.
	2. Enter the amount of MSW received.
	3. Enter the amount of C&D Waste received.
	4. Repeat for each state where waste originated.
	5. The sub-totals will automatically populate. If filling out by hand, total up each column and row.
3. SC Waste by County
	1. If waste was received from in state, enter the name of the county where it originated. If waste is not received from in state, leave this section blank.
	2. Enter the amount of MSW received.
	3. Enter the amount of C&D Waste received.
	4. Repeat for each county where waste originated.
	5. The sub-totals will automatically populate. If filling out by hand, total up each column and row.
4. The Total Permitted Annual Tonnage

Enter the permitted amount for the transfer station. This amount can be found on the permit for the facility.

Page 3

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. MSW Destination
	1. List the name of the landfill where MSW was sent from the transfer station.
	2. Enter the City and State where the landfill is located.
	3. Enter the tons of MSW that were transferred to this landfill.
	4. Repeat for each landfill that MSW was transferred to.
	5. The totals will automatically populate. If filling out by hand, total up the MSW tons column.
3. C&D Waste Destination
	1. List the name of the landfill where C&D Waste was sent from the transfer station.
	2. Enter the City and State where the landfill is located.
	3. Enter the tons of C&D that were transferred to this landfill.
	4. Repeat for each landfill that C&D was transferred to.
	5. The totals will automatically populate. If filling out by hand, total up the C&D tons column.
4. Recovered Materials
	1. List the types of recovered materials that were recovered from the waste stream (i.e., metal, cardboard)
	2. Enter the company where the recovered materials were sent for recycling or reuse.
	3. Enter the tons of recovered materials that were transferred to this facility.
	4. Repeat for each facility that recovered materials were transferred to.
	5. The totals will automatically populate. If filling out by hand, total up the Recovered Materials tons column.

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.

Number each page then enter the total number of pages being sent. For example, if 3 pages are sent, label the pages: page 1 of 3, page 2 of 3 and page 3 of 3. Please make sure the Facilities name is on the top of each page.

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.