**Instructions for Completing DHEC 1321**

**South Carolina Class Two Landfill Annual Report for the Fiscal Year**

PURPOSE: All Class II Landfills 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 4 page form. All of the 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 “Info pg 1” through “Data pg 4”. Additional copies of pages 2-3 may be used as needed to complete your annual report.

To print the entire form:

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

ITEM BY ITEM INSTRUCTIONS – Print or type –

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. Name of Transfer Station (in S.C.)
	1. Enter the name of the Transfer Station from which waste was received. If waste was not received from a transfer station, leave this section blank.
	2. Enter the amount of each specific waste (**in tons**) disposed of in the landfill. Processed waste tires should only account waste tires that were actually buried in the landfill.
	3. The Sub-total amounts will automatically populate. If filling out by hand, total up all columns and rows in this section.
	4. Repeat for each transfer station.
3. Name of SW Processing Facility or Recovered Material Processing Facility (in S.C.).
	1. Enter the name of the Solid Waste Processing Facility or Recovered Materials Processing Facility (RMPF) from which waste was received. If waste was not received from a processing facility or RMPF, leave this section blank.
	2. Enter the amount of each specific waste (**in tons**) disposed of in the landfill. Processed waste tires should only account waste tires that were actually buried in the landfill.
	3. The Sub-total amounts will automatically populate. If filling out by hand, total up all columns and rows in this section.
	4. Repeat for each facility.
4. Out-of-State Waste Name of State
	1. If waste was received from outside of South Carolina, list the name of the state where the waste originated. If out-of-state waste was not received, leave this section blank.
	2. Enter the amount of each specific waste **(in tons**) disposed of in the landfill. Processed waste tires should only account waste tires that were actually buried in the landfill.
	3. The Sub-total amounts will automatically populate. If filling out by hand, total up all columns and rows in this section.
	4. Repeat for each state.

Pages 3

**DO NOT REPORT TONNAGES ALREADY ACCOUNTED FOR ON PAGE 2!!**

1. Enter the year covered by this report, the name of the facility, the facility’s permit number, the county where the facility is located.
2. For all waste that did not come from a transfer station, processing facility, RMPF, or outside of South Carolina, the amounts should be recorded according the county where they originated.
3. Enter the county.
4. Enter the amount of each specific waste (in tons) that was disposed of in the landfill. Processed waste tires should only account waste tires that were actually buried in the landfill.
5. The Sub-total amounts will automatically populate. If filling out by hand, total up all columns and rows in this section.
6. Repeat for each county where waste originated.

Page 4

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. Enter the Tipping Fee Information. Include the average amount charged for each type of waste as well as the entire range of amounts charged for each type of waste.
3. Additional Information
	1. Enter the year covered by this report.
	2. The total amount will automatically populate based on entries on previous pages. If filling out by hand, add up Sub-Total A, Sub-Total B, Sub-Total C, Sub-Total D from pages 2-3
	3. Enter the permitted annual tonnage rate. This can be found on your permit.
	4. Enter the remaining volume of permitted disposal airspace.
	5. Enter the remaining how many months are left of landfill life based on the remaining volume of permitted disposal airspace and current rate of waste disposal.

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.