**Instructions for Completing DHEC 1342**

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

PURPOSE: All Class I 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 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”. Additional copies of page 2 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.

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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 the waste came from. If waste was not received from out of state, leave this section blank.
	2. Enter the amount (**in cubic yards**) of land-clearing debris received in the second column. If measurements are made at the landfill by tons, leave this section blank and enter the tons amount in the sub-total A column.
	3. The weight in tons will be automatically populated. If filling out by hand, multiply the amount of waste by 0.3 and enter the amount in the tons blank.
	4. The sub-totals will be automatically populated. If filling out by hand, add up the amounts in the fourth column.
	5. Repeat for the next state.
3. South Carolina Waste
	1. If waste was received from in state, enter the county where the waste came from. If waste was not received from in state, leave this section blank.
	2. Enter the amount (**in cubic yards**) of land-clearing debris received in the second column. If measurements are made at the landfill by tons, leave this section blank and enter the tons amount in the sub-total B column.
	3. The weight in tons will be automatically populated. If filling out by hand, multiply the amount of waste by 0.3 and enter the amount in the tons blank.
	4. The sub-totals will be automatically populated. If filling out by hand, add up the amounts in the fourth column.
	5. Repeat for the next county.
4. Tipping Fee Information. Include the average amount charged for land-clearing debris as well as the entire range of amounts charged.
5. Additional Information
	1. Enter the year covered by this report.
	2. The total amount of waste automatically populates. If filling out the form by hand, add Sub-Total A and Sub-Total B.
	3. Enter the permitted annual tonnage rate. This can be found on your permit.

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.