New Mexico Environment Department

Solid Waste Bureau
2021 Annual Report Instructions

Summary

The Solid Waste Bureau is receiving Annual Reports through the online Annual Report database. These step-by-step instructions will guide you through this reporting process.

All open, permitted **landfills**, **transfer stations**, and **processing facilities** and all open, registered **compost** and **recycling facilities** are required to complete the New Mexico Environment Department Solid Waste Bureau Annual Report, in accordance with the New Mexico Solid Waste Rules (20.9.5.16.D NMAC and 20.9.3.27.J NMAC).

Closed landfills that are required to submit Annual Reports as part of an approved closure plan **do not** need to use the online database but should submit the Annual Reporting Information and Environmental Monitoring Summary supplemental forms (if environmental monitoring is required). Instructions on how to complete these forms are included in this document.

Note: Registered collection centers are **not** required to complete the Annual Report.

Things to Know

- Complete the online Annual Report for calendar year 2021 by **February 14, 2022.**
- Go to the Solid Waste Bureau **Forms** webpage to download the supplemental forms you will attach to the online Annual Report: https://www.env.nm.gov/forms/ Complete the required forms and save them to your computer as electronic files. The forms can be located directly on the NMED webpage. From the home page, click the Licenses and Permits tab, then select the Applications Forms and Guidance option. Then click on the Solid Waste Bureau tab and the required forms will be listed under the Annual Reporting drop-down list.
- Convert material amounts into **TONS** (see conversion factors in **Appendix D: Conversion Factors** in these Instructions).

- **Note:** All material entered must be accounted for in the outgoing section. Material tons should match across rows. If there are any deviations please provide an explanation in the Annual Reporting Information supplemental form.
- Do not use the back arrow in your browser to move between webpages. Instead, use the **Back to Master Table** or **Back to List** buttons to navigate.

Note: If you have trouble with the check buttons/checkboxes try using Microsoft Edge instead of other internet browsers.

- Save your work as you go. Look for the **Save** button at the bottom of each page you edit.
- Landfill operators should submit their complete Environmental Monitoring Reports, as required by their landfill permits, to the Permit Section Manager throughout the year. This applies to both active permitted landfills and landfills in post-closure care. For more information, contact the Permit Section at 505-827-0197.
- Facilities are required to keep a copy of each Annual Report on site through the completion of post-closure care. Annual Reports can be kept as either electronic files or paper files. After completing your report, you will be able to save and/or print the Annual Report for your facility's records. (See **Section 8: Submit Annual Report** in these instructions).

- Make sure to press the **Submit Annual Report** button to upload your data once you are ready to upload your 2021 information. Your Annual Report is not submitted until you press the **Submit Annual Report** button.
  Note: You will receive a confirmation email when documents are successfully submitted.

How to Log in to the Solid Waste Bureau Annual Report Database

Follow the instructions in **Appendix A: How to Register and Log in to the SWB Annual Report Database** in order to register a User ID and password for your facility. If you had registered for the SWB Annual Report Database in a previous year, use your existing User ID and password to log in. If you have forgotten your User ID, you can contact the Solid Waste Bureau Outreach Section to send to you.

https://sep.net.env.nm.gov/sep/login-form

Once you have logged in as a registered user, you will be able to add additional users from your facility, if you choose (See **Section 7: Contacts** in these instructions).

Facility List (also called Master Table)

When you log in to the Solid Waste Bureau Annual Report you will see the **Facility List** (see image on next page). If you are reporting for a single facility, you will only see that facility listed. If you are reporting for multiple facilities under one username, you will see all facilities that you are responsible for reporting on listed on this page.

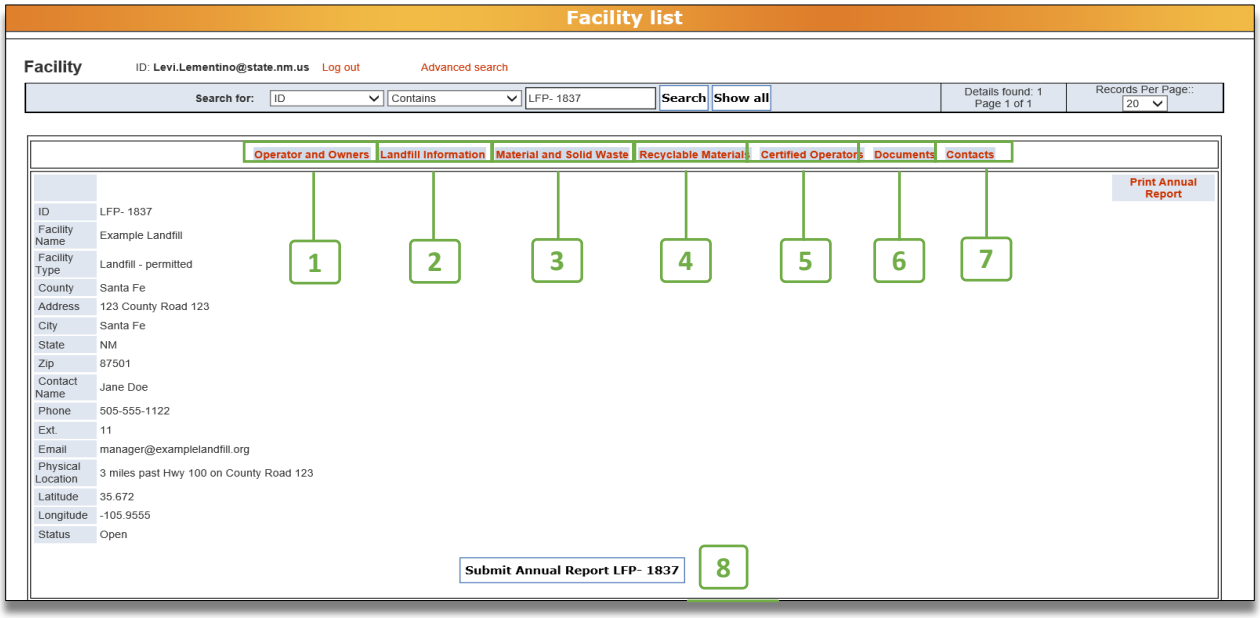
Please review the contact and location information for your facility on this page. If any information needs to be updated, please explain the required changes on the **Annual Reporting Information** supplemental form (See **Section 6: Documents** in these Instructions).

If all information shown here is correct, no action is needed.

As you continue to input data into the Annual Report tabs, you may return to this page by clicking the **Back to Master Table** button.

Instruction Sections

These instructions describe the tabs that make up the Annual Report (shown below). The following numbered sections of the instructions describe in full how to complete each tab:



1. Operator and Owners
2. Landfill Information (available only to active and permitted landfills)
3. Material and Solid Waste
4. Recyclable Materials
5. Certified Operators
6. Documents
7. Contacts
8. Submit the Annual Report

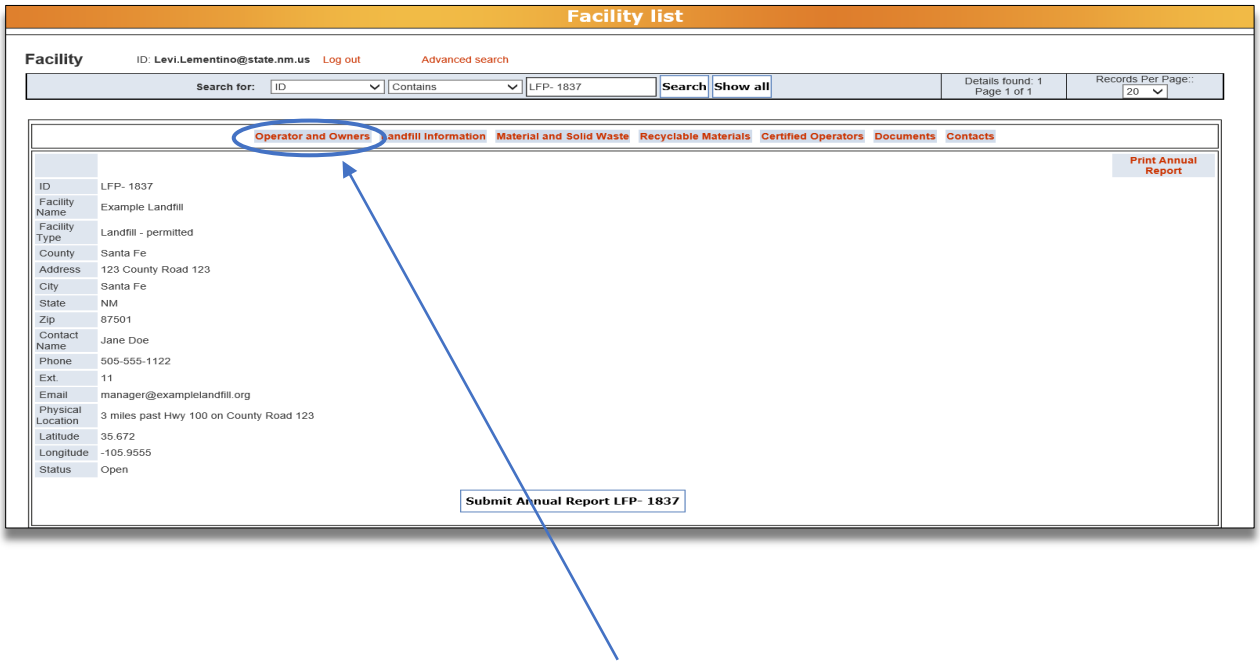
These Instructions also describe the following:

9. Troubleshooting
   Appendices

1. Operator and Owners

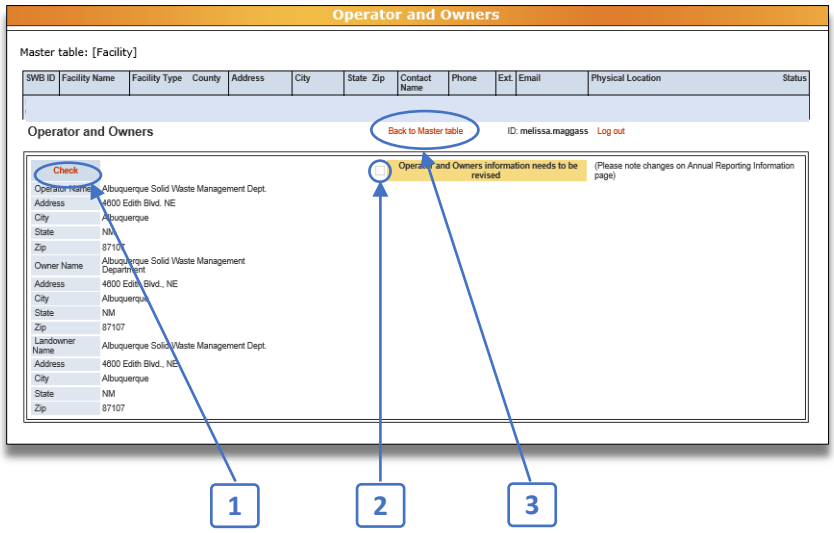
This tab is available to all facilities and lists the facility owner and operator information.

How to get to the Operator and Owners tab



From the **Facility List** view, click on the **Operator and Owners** tab to open window where you will review the operator and owner information.

How to complete the Operator and Owners tab



Review the information about the facility operator, facility owner, and landowner. If any of the information needs to be updated, **1.** Check the box by clicking on the **Check** button and a **2.** checkmark will appear next to "Operator and Owners information needs to be revised." (Do not click the **Check** button, if no changes are needed.) Please explain the requested changes on the **Annual Reporting Information** supplemental form, which you will attach on the "Document" tab (see **Section 6: Documents** in these Instructions).

> **Note:** once you click the **Check** button, it will change to say **Uncheck.** To uncheck the box, click the **Uncheck** button.

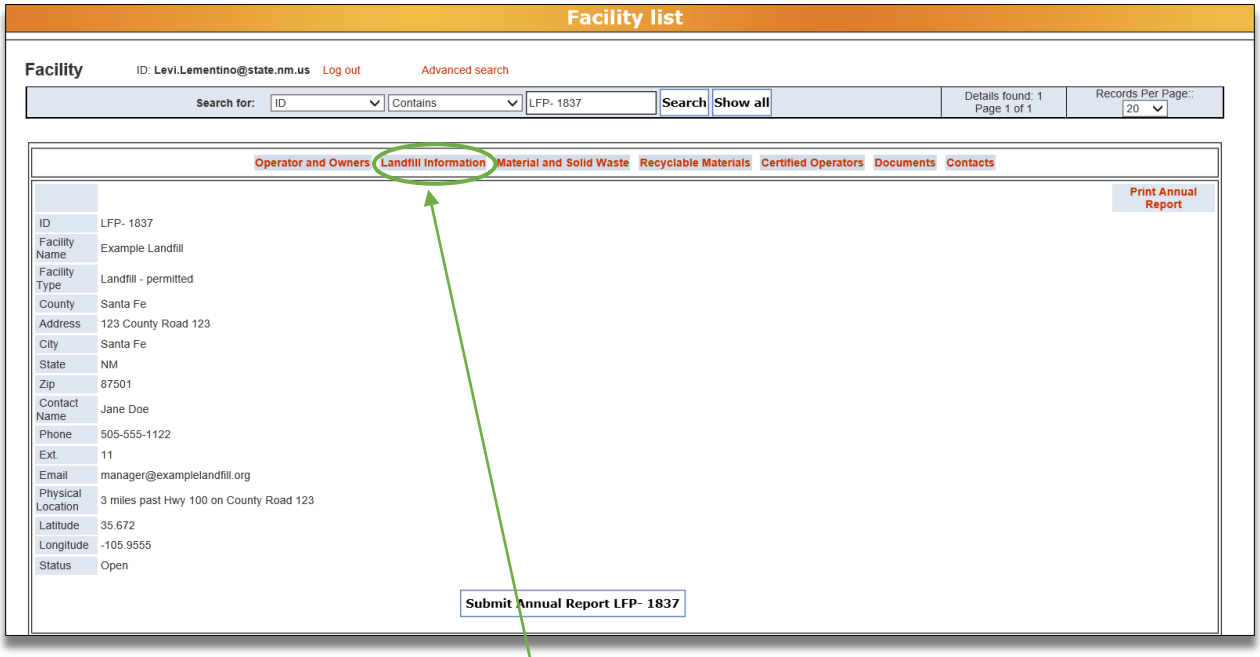
Once you have reviewed the information and checked the box to revise the operator and owner information, return to the Facility List view by **3.** clicking the **Back to Master Table** button.

> **Note:** If you have trouble with the check buttons/checkboxes try using Microsoft Edge instead of other internet browsers.

2. Landfill Information

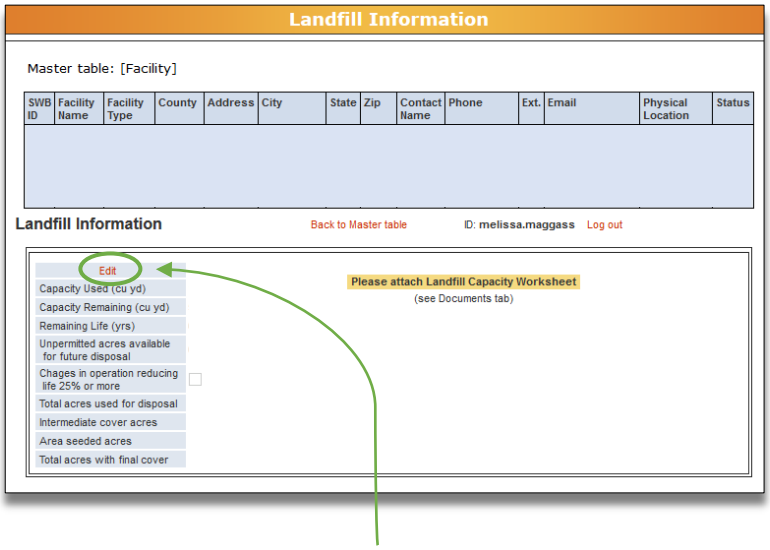
This tab is available only to open and active and permitted landfills and collects data regarding landfill capacity and closures. Some of the data entered under this tab will come from the **Landfill Capacity Worksheet** supplemental form, which can be found on the NMED Solid Waste Bureau's **Forms** webpage under the Annual Reporting drop-down. Link: https://www.env.nm.gov/forms/

How to get to the Landfill Information tab

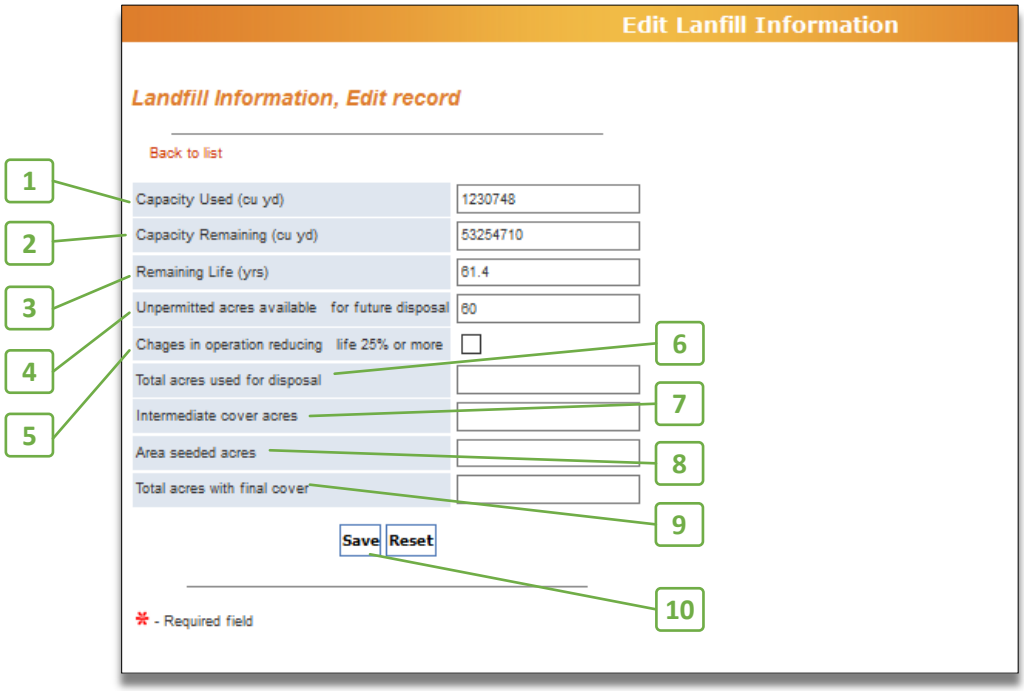


From the Facility List, click on the **Landfill Information** tab to open window where you will enter your data.

How to edit the Landfill Information tab



To enter data about your landfill, click the **Edit** button. In addition to editing the data on this tab, be sure to attach the **Landfill Capacity Worksheet** used to calculate these numbers to the "Documents" tab (see **Section 6: Documents** in these Instructions).



Use this diagram of highlighted numbers to refer to the next two pages.

Landfill Capacity Information

1. Capacity Used (cubic yards)
   Report the landfill capacity used in cubic yards during January 1 – December 31 of the reporting year.

2. Capacity Remaining (cubic yards)
   Report the remaining permitted capacity available for future disposal in cubic yards. This number is calculated on the Landfill Capacity Worksheet. Remaining permitted capacity means the space remaining in the landfill that is available for disposal as of December 31 of the reporting year. Future proposed expansions not included in the approved permit area may not be included in the capacity calculation.

3. Remaining Life (years)
   Report the expected number of years of permitted disposal capacity that is available based on the facility's site-specific operating criteria that is calculated in the Landfill Capacity Worksheet.

4. Unpermitted Acres Available for Future Disposal
   Report the number of acres, not currently permitted, that may be used for future disposal.

5. Changes in Operation Reducing Life 25% or more
   If there have been operational changes during the reporting year that will reduce the active life of the landfill by 25% or more, check the box. In this case, the facility is also required to submit a report to the Permit Section Manager detailing changes per 20.9.5.16.D(7) NMAC.

Landfill Closure Activities

6. Total Acres used for Disposal
   Provide the total number of acres that have been used for solid waste disposal as of December 31 of the reporting year. Include the total number of acres used for disposal from the initial acceptance of solid waste (that is, when the landfill first opened) up to December 31 of this reporting year.

7. Intermediate Cover (Acres)
   Enter the number of acres that have received intermediate cover. (All areas of the landfill that will be or have been inactive for more than 60 days must have an intermediate cover).

8. Area Seeded (Acres)
   Enter the number of acres that have been seeded. (All areas of the landfill that will be or have been inactive for more than 2 years must have an intermediate cover and be seeded to establish vegetative cover).

9. Total Acres with Final Cover

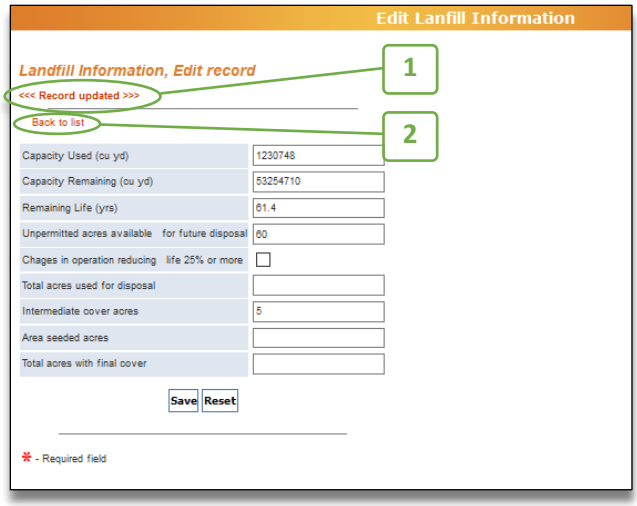
Enter the number of acres that have received final cover and have been closed according to an approved Closure Plan since the initial acceptance of waste through December 31 of this reporting year.

Saving or Resetting Data

10. Save/Reset

When you have entered all the data for your landfill, click the **Save** button to save the data, or click the **Reset** button to delete your entry and start over.

How to know if the data was saved to the database



After clicking the **Save** button, **1.** you will see a notification saying, "Record Updated" To return to the Landfill Information tab, **2.** click the **Back to List** button.

3. Material and Solid Waste

ALL reporting facilites will enter data under this tab.

In this tab you will report the origin, type, and amount of waste/materials managed. **The amounts managed must be reported in TONS**. If your facility records material amounts as volume (for example, cubic yards or gallons), use the conversion factors in **Appendix D: Conversion Factors** to convert to tons for reporting. Please note changes in material types collected on the Annual Reporting Information supplemental form.

Note: Do not use commas for numbers entered in text fields.

Facility Specific Instructions

Landfills

- Provide the amount in **tons** for every type of material managed. For definitions of material types, see **Appendix B**.

Transfer Stations

- Provide the amount in **tons** for every type of material collected or managed. For definitions of materials types, see **Appendix B**.

Composting Facilities

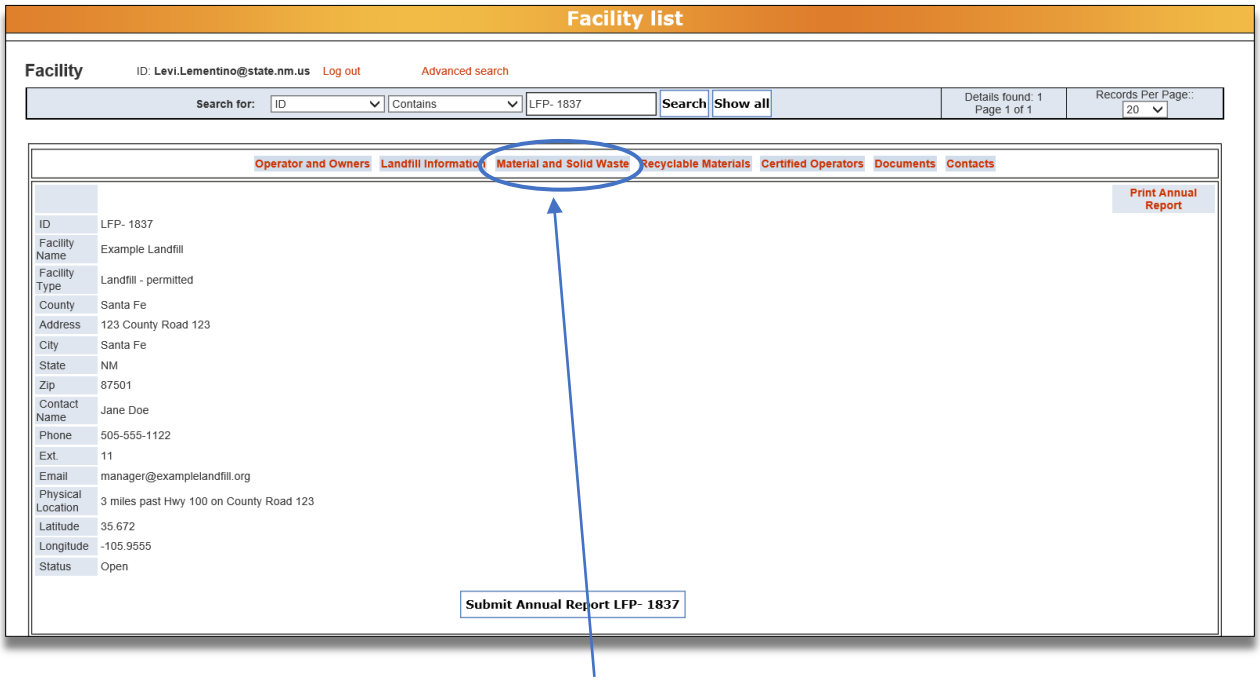
- Finished compost is considered a product and **not a waste** material. Do **not** report the quantities of finished compost produced.
- Provide the amount in **tons** for each type of material diverted from the waste stream and used as feedstock for compost production. For definitions of material types, see **Appendices B** and **C**.
- Additional types of compostable materials managed will be reported under the Recyclable Materials tab.
- For biosolids composting, please note the conversion factors for wet or dry weight of this material.

Recycling Facilities

- Provide the amount in **tons** for each type of material collected at the facility.
- Additional types of recyclable materials managed will be reported in the Recycled Materials tab. For definitions of material types, see **Appendices B** and **C**.

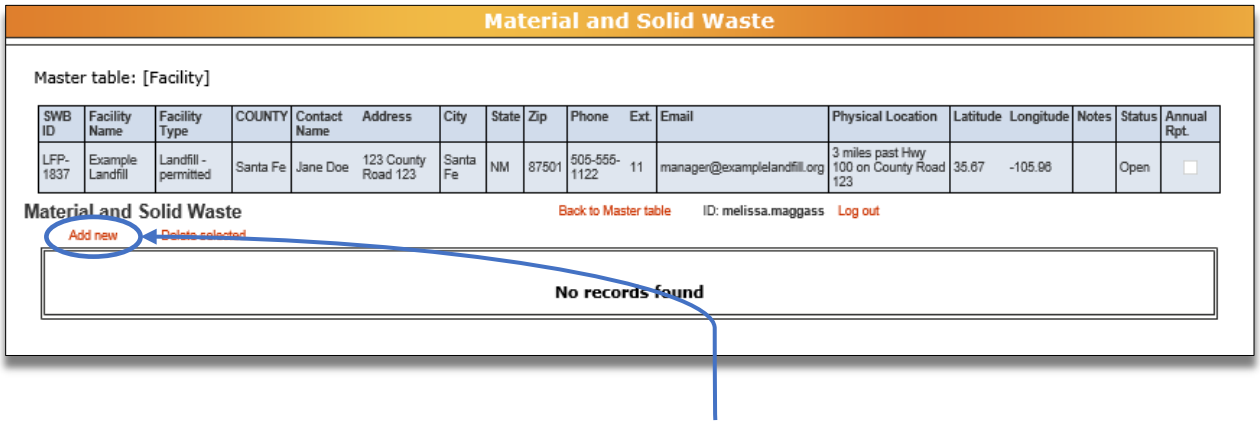
Note: All facilities no longer accepting a material type or experiencing significant changes in the types or amounts of materials managed, please provide an explanation in the Annual Reporting Information supplemental form.

How to get to the Material and Solid Waste tab



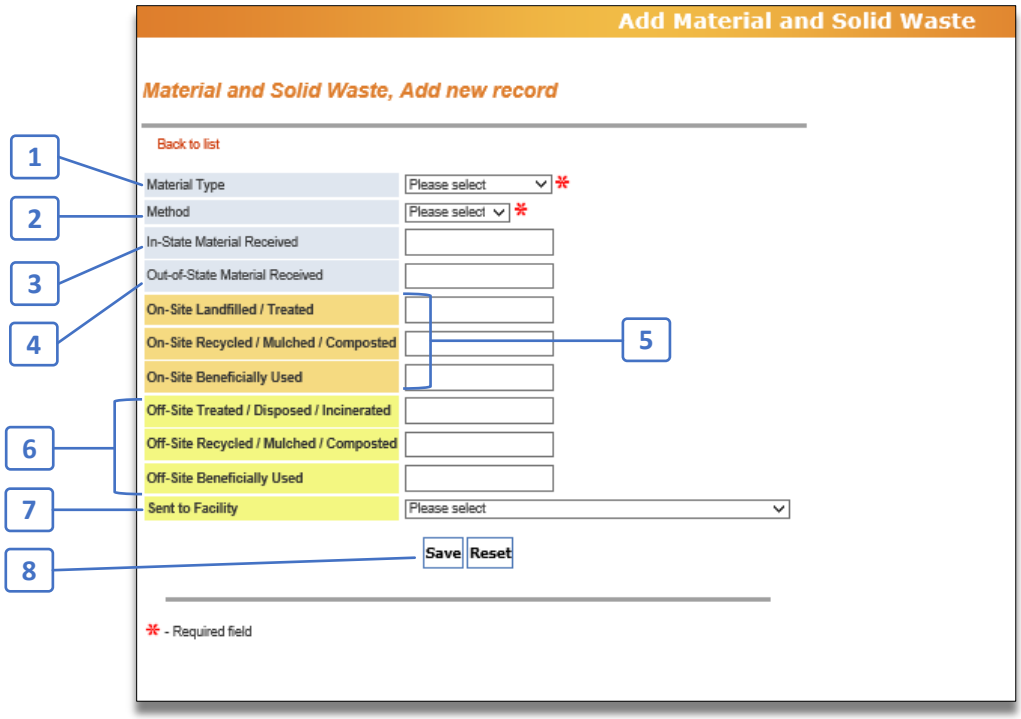
From the Facility List, click on the **Material and Solid Waste** tab to open window where you will enter your data regarding specific materials managed at your facility.

How to add data to the Material and Solid Waste tab



From the Material and Solid Waste tab, click the **Add New** button to enter new data. Clicking the **Add New** button will bring up the screen below.

> **Note:** a separate entry **is required for each material type sent to each facility**. For example, if your facility sent MSW to two locations (Landfill A and Landfill B), you would need to click **Add New** and enter the amount of material sent to Landfill A, and then click **Add New** again to enter the amount of material sent to Landfill B.



A separate entry is required for <u>each</u> material type sent to <u>each</u> facility

1. <u>Material Type</u>

   Use the drop-down arrow to select the material type. For a complete list of material types and their definitions, refer to **Appendix B: Material and Solid Waste**.

   If you need to report a material type that is not specifically included in the drop-down menu, choose "other" or "other or co-mingled."

   Note: Be sure to name the type of waste categorized as "other" on the **Annual Reporting Information** supplemental form.

2. <u>Method</u>

   Use the drop-down arrow to select whether the material amount was weighed or estimated (calculated using conversion factors; see **Appendix D: Conversion Factors**).

3. <u>In-State Material Received</u>

   Enter the **tons** of material received from within New Mexico. (Remember, the amount of materials in must equal the amount of materials out)

4. <u>Out-of-State Material Received</u>

   Enter the **tons** of material received from outside of New Mexico.

5. On-site Landfilled / Treated
   On-Site Recycled / Mulched / Composted
   On-Site Beneficially Used
   If the material was managed or disposed of on-site, identify how many **tons** of the material were managed through each method listed above. For definitions of each type of material management, see **Appendix B: Material and Solid Waste.**

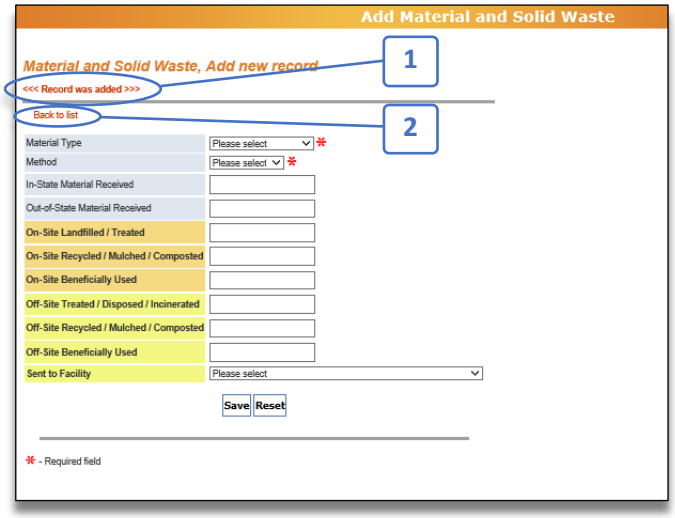
6. Off-Site Treated / Disposed / Incinerated
   Off-Site Recycled / Mulched / Composted
   Off-Site Beneficially Used
   If the material was sent off site, identify how many **tons** of the material were managed through each method. For definitions of each type of material management, see **Appendix B: Material and Solid Waste**.

7. Sent to Facility
   If materials were sent off site, use the drop down list to select the facility the material was sent to. If materials were sent to a facility outside of New Mexico, select "OTHER-OUT OF STATE." If the materials were sent to a facility in New Mexico that is not in the dropdown list, please select "OTHER-IN-STATE" and name the facility in the General Comments section of the **Annual Reporting Information** supplemental form (see **Section 6: Documents** in these Instructions).

   Note: If your facility sent the same type of material off-site to more than one facility (for example, to Landfill A and Landfill B), after saving the data for the material sent to Landfill A, you'll need to click **Add New** again to complete the data for the material sent to Landfill B.

8. Save/Reset
   When you have entered all the data for your material, click the **Save** button to save the data, or click **Reset** to delete your entry.

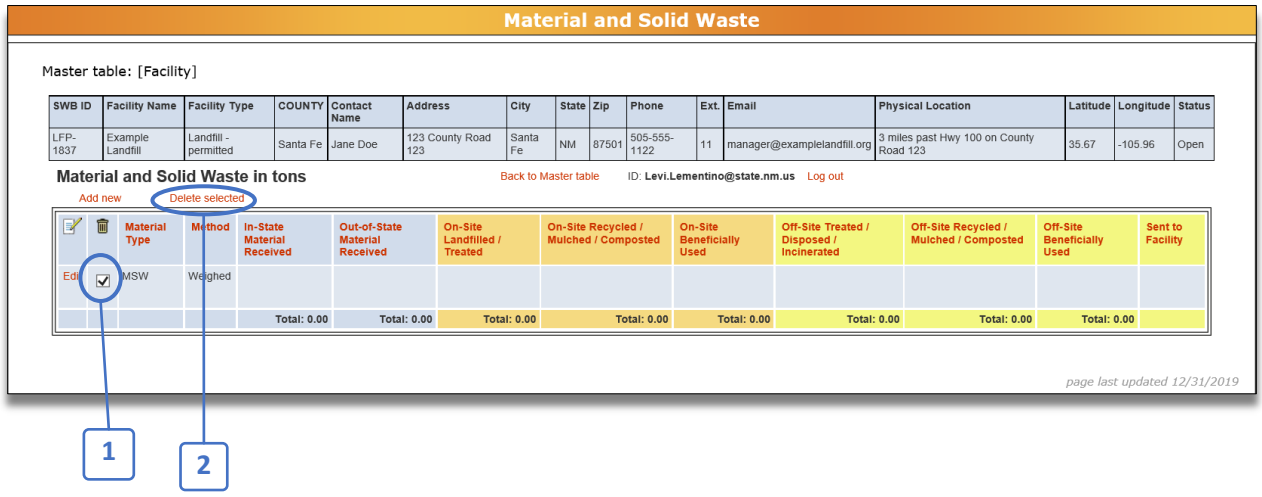
How to know if the data was saved to the database



After clicking the **Save** button, you will see **1.** "Record was added" To return to the **Material and Solid Waste** tab, click the **2. Back to List button.**

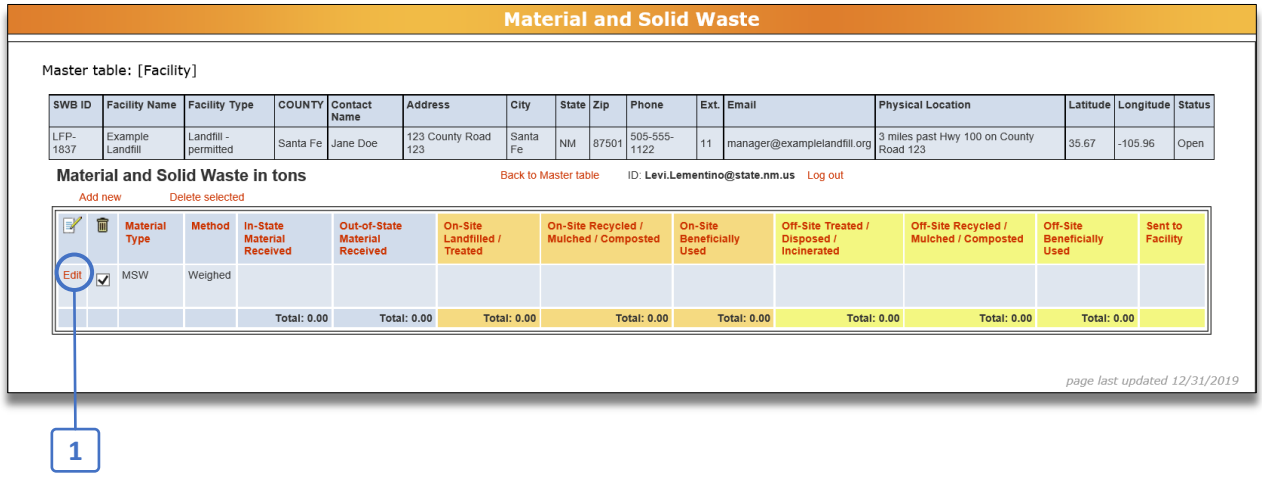
To enter data about other materials for the reporting year, go back to the **Material and Solid Waste** tab**,** click the **Add New** button and repeat these steps.

How to delete data from the Material and Solid Waste tab



If you need to delete data from the **Material and Solid Waste** tab, **1.** select the data you want to delete by checking the box next to the material type, and **2.** Click the **Delete Selected** button. After clicking the button, you'll be asked "Do you really want to delete these records?" Click **Ok** to delete the selected data or click **Cancel** if you do not wish to delete selected data.

How to edit data from the Material and Solid Waste tab



To edit an existing entry, **1.** click the **Edit** button in the row you wish to edit, next to the material type. This will take you to a page to edit your data. When you have completed your edits, click **Save** at the bottom of the page. Then click **Back to List** to return to the **Material and Solid Waste** tab.

How to return to the Facility List

When you have finished entering your Material and Solid Waste data and want to return to the Facility List, **1.** click the **Back to Master Table** button.

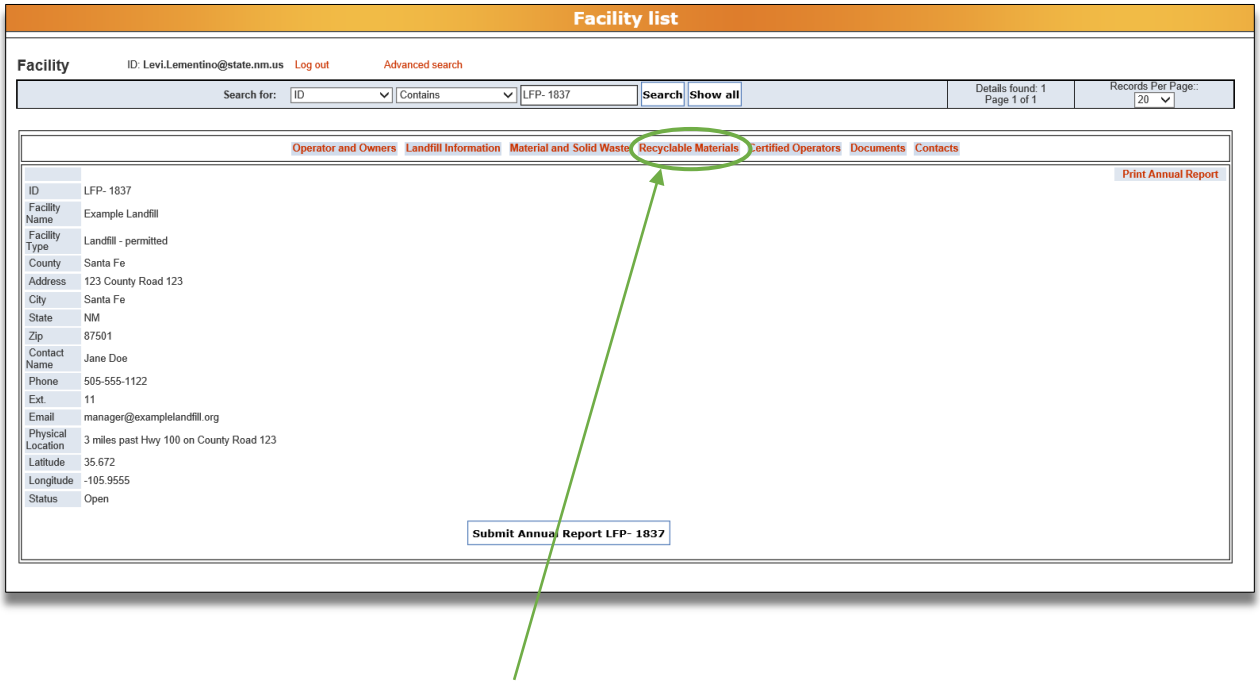
4. Recyclable Materials

Any facility that collects, recycles, composts, processes, or beneficially uses materials listed as a type of recyclable material in **Appendix C: Recyclable Materials** will enter data on this tab. Please see **Appendix C: Recyclable Materials** for definitions and additional details on each type of recyclable material. Note: some material types collected at your facility for reycling may be found under the "Materials and Solid Waste" tab.

This tab reports on the origin, type, and amount of recyclable materials managed at a facility. **Amounts of materials managed must be reported in TONS.** If your facility records the amount of materials managed as volume (for example, cubic yards), use the conversion factors in **Appendix D: Conversion Factors** to convert to tons.

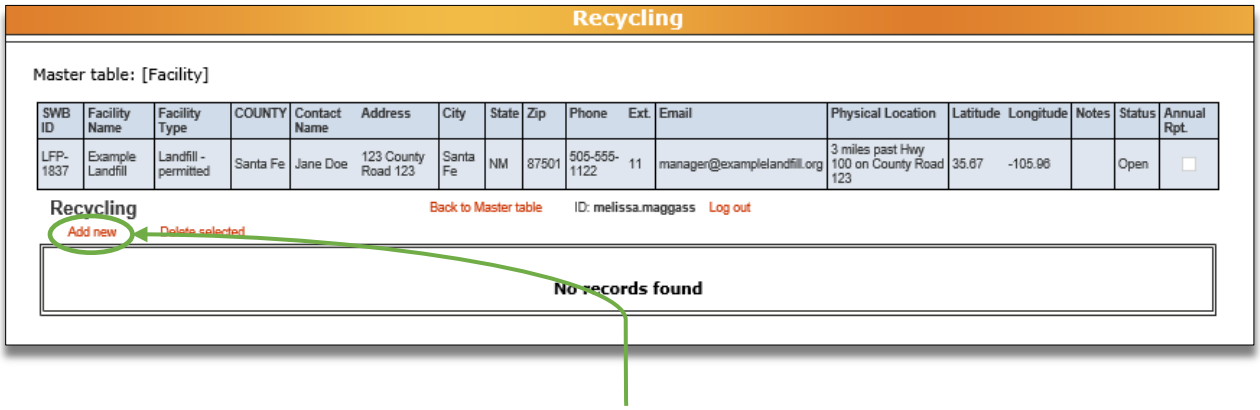
Note: Do not use commas for numbers entered in text fields.

How to get to the Recyclable Materials tab



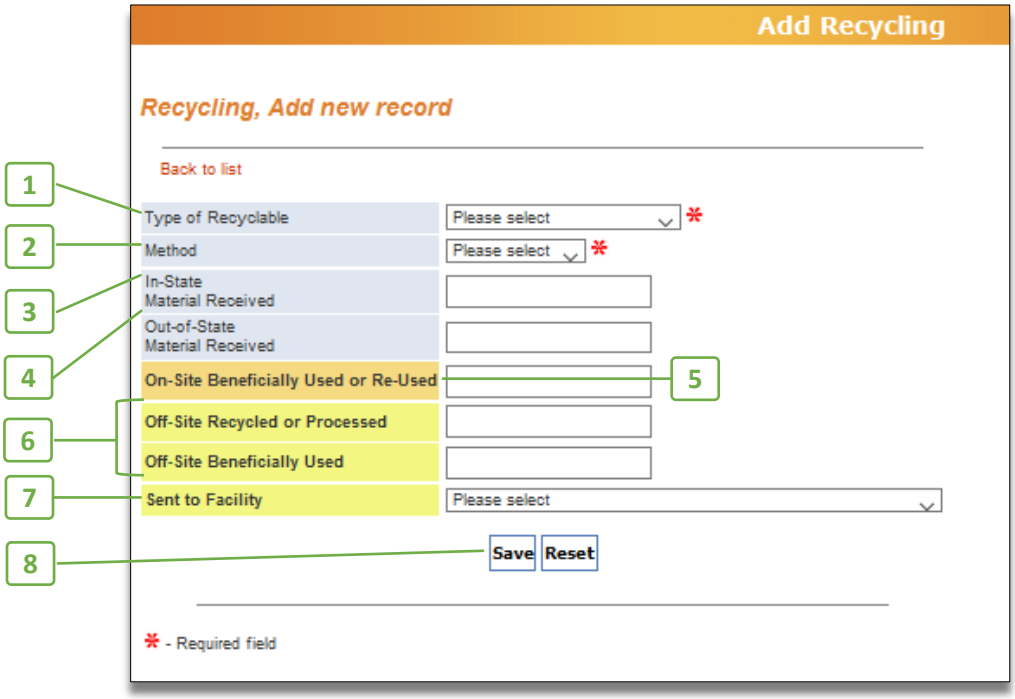
From the Facility List, click the **Recyclable Materials** tab to enter your data.

How to add data to the Recyclable Materials tab



From the Recyclable Materials tab, click the **Add New** button to enter new data. Clicking the **Add New** button will bring up the screen below.

Note: when entering data for your facility, **a separate entry is required for each material type sent to each facility.**For example, if you sent OCC to two locations (Recycling Facility A and Recycling Facility B), you need to click **Add New** and enter data for the OCC sent to Recycling Facility A, and then click **Add New** again and enter data for the OCC sent to Recycling Facility B.



A separate entry is required for each recyclable material type sent to each facility.

1. Type of Recyclable
   Use the drop-down arrow to select the type of recyclable material managed. For a list of recyclable materials and their definitions, refer to **Appendix C: Recyclable Materials**.

2. Method
   Use the drop-down arrow to select whether the recyclable material amount was **weighed** (example: using a scale) or **estimated** (that is, calculated using the conversion factors in **Appendix D: Conversion Factors**).

3. In-State Material Received
   Enter the **tons** of recyclable materials received from within New Mexico.

4. Out-of-State Material Received
   Enter the **tons** of recyclable materials received from outside of New Mexico.

5. On-site Beneficially Used or Re-used
   If the recyclable material was managed on-site, identify how many **tons** of the material were beneficially used or reused. For definitions of each type of material management, see **Appendix C: Recyclable Materials**.

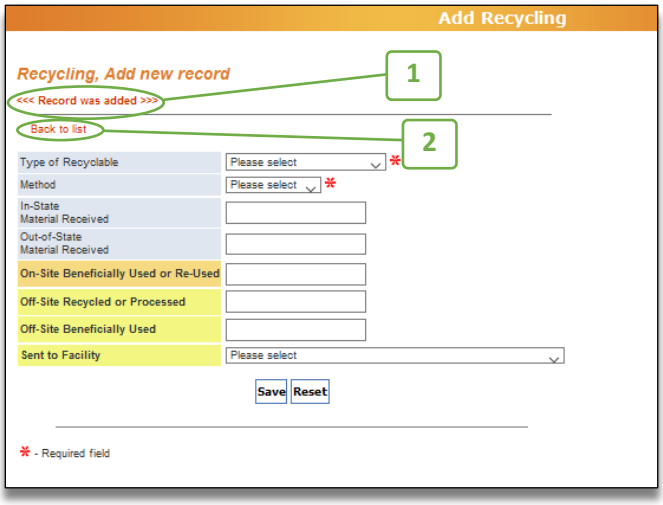
6. Off-Site Recycled or Processed
   Off-Site Beneficially Used
   If the recyclable material was sent off-site, identify how many **tons** of the material were managed through each method. For definitions of each type of material management, see **Appendix C: Recyclable Materials**.

7. Sent to Facility
   If recyclable materials were sent off site, select the facility the material was sent to. If materials were sent to a facility outside of New Mexico, select "OTHER-OUT OF STATE." If the materials were sent to a facility in New Mexico that is not in the drop-down list, please select "OTHER-INSTATE" and name the facility in the General Comments section of the **Annual Reporting Information** supplemental form (for instructions on how to complete the supplemental forms, see **Section 6: Documents** of these Instructions).

   If your facility sent the same type of material off-site to more than one facility (for example: Recycling Facility A and Recycling Facility B), after saving the data for the material sent to Recycling Facility A, you'll need to click **Add New** again to enter the data for the material sent to Recycling Facility B.

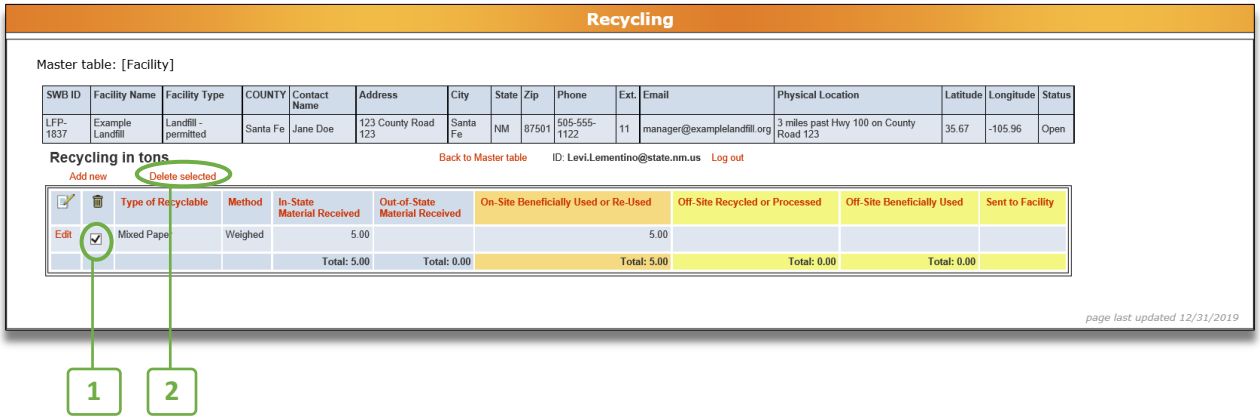
8. Save/Reset
   When you have entered all the data for your recyclable materials, click **Save** to save the data, or click **Reset** to delete your entry and start over.

How to know if the data was saved to the database



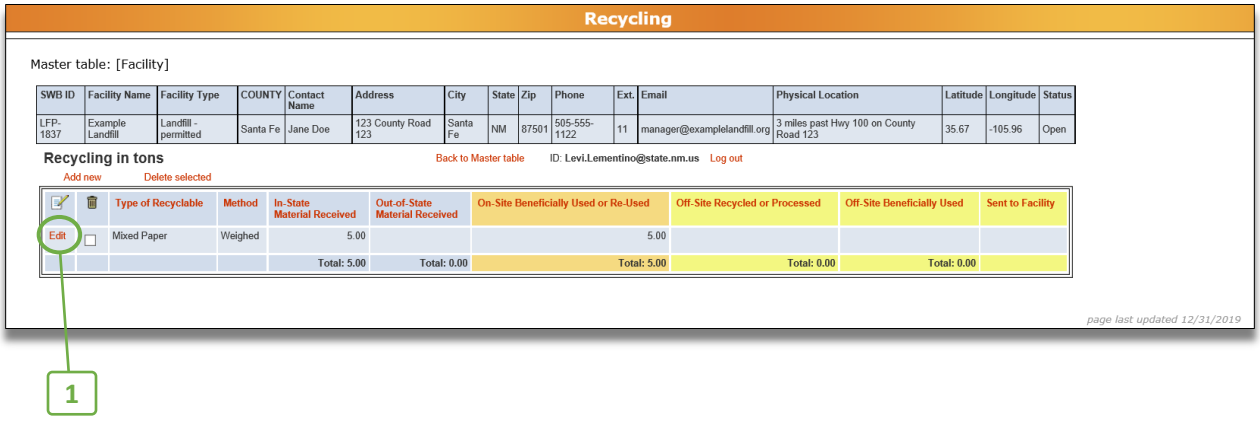
After clicking the **Save** button, you will see **1.** "Record was added." To return to the **Recyclable Materials** tab, **2.** click the **Back to List** button.

How to delete data from the Recyclable Materials tab



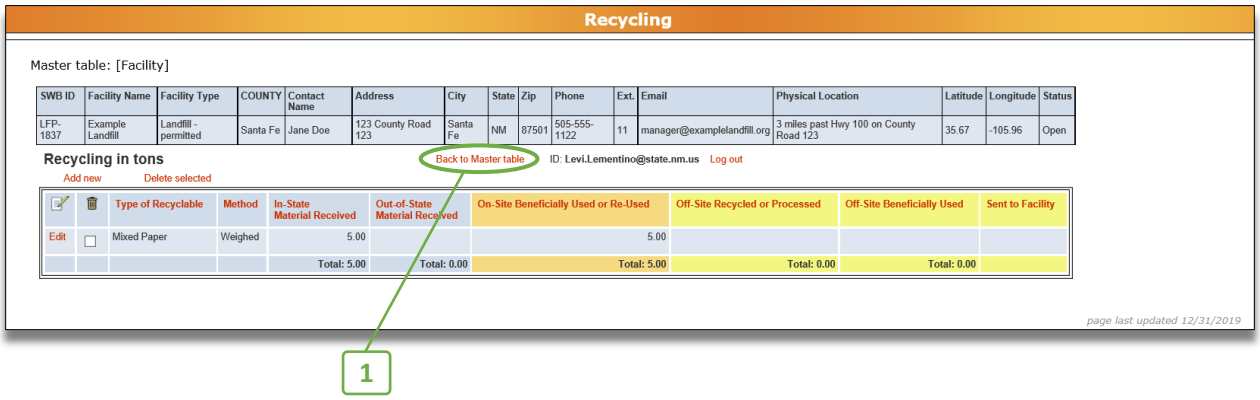
If you need to delete data from the **Recyclable Materials** tab, **1.** Select the data you want to delete by checking the box next to recyclable type, and **2.** Click the **Delete Selected** button. After clicking the button, you'll be asked "Do you really want to delete these records?" Click **Ok** to delete the selected data or click **Cancel** if you do not wish to delete selected data.

How to edit data from the Recyclable Materials tab



To edit an existing row of data, **1.** click the **Edit** button in the row you wish to edit. It will take you to a page to edit your data. When you have completed your edits, click **Save** at the bottom of the page. Then click **Back to List** to return to the **Recyclable Materials** tab.

How to return to the Facility List

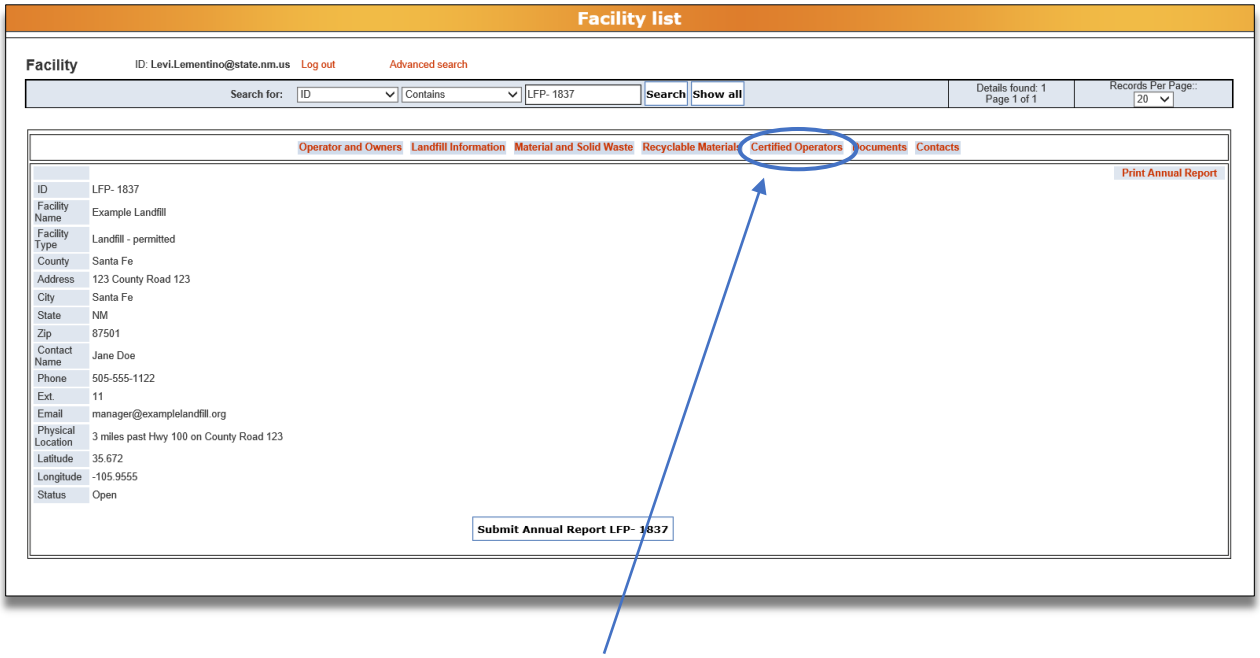


When you have finished reporting Recyclable Materials data and want to return to the Facility List, **1.** click the **Back to Master Table** button.

5. Certified Operators

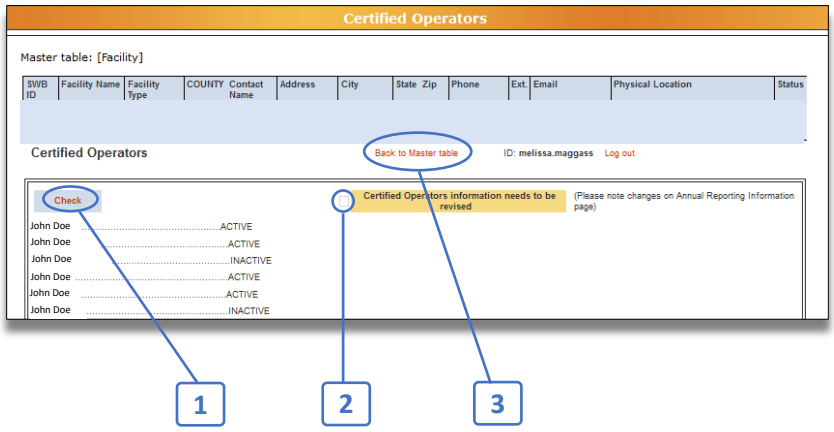
This tab is available to all facilities and lists the Certified Operators working at the facility.

How to get to the Certified Operators tab



From the Facility List, click on the **Certified Operators** tab to review and update the list of Certified Operators at the facility.

How to complete the Certified Operators tab



Review the Certified Operators listed as working at the facility. “Active” means that the operator’s certification is currently valid. “Inactive” means the operator’s certification has expired.

Note: please list in the Annual Reporting Information supplemental form, any certified operators that you would like to have deleted from your facility if they are no longer working at facility, or any new certified operators you would like to add to your facility. Please add comment in the Annual Reporting Information form for any changes as well.

If any of the information needs to be updated, **1.** Check the box by clicking on the **Check** button and a **2.** checkmark will appear next to "Certified Operators information needs to be revised." If the information does not need to be updated, do not click the **Check** button. If changes need to be made, explain the necessary changes on the **Annual Reporting Information** supplemental form, which you will attach on the Documents tab (see **Section 6: Documents** in these Instructions). Once you click the **Check** button, it will change to say **Uncheck.** To uncheck the box, click the **Uncheck** button.

Once you have reviewed the information and checked the box if you need to update the list of Certified Operators for your facility, return to the Facility List by **3.** clicking the **Back to Master Table** button.

If you or your operators have any questions about operator certification status, please contact Bill Schueler at: william.schueler@state.nm.us or (505) 827-0197.

Note: If you have trouble with the check buttons/checkboxes try using Microsoft Edge, instead of other internet browsers.

6. Documents

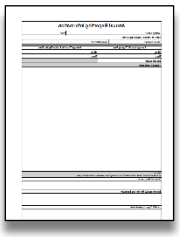
This tab is available to all facilities and is where you attach the supplemental forms to your Annual Report. The supplemental forms can be found on the Solid Waste Bureau website on the Forms page, under the Annual Report drop-down:
https://www.env.nm.gov/forms/
Download the forms required for your facility type and save to your computer prior to attaching them into the Annual Report database.

Documents to Attach

There are 4 supplemental forms you can attach with your Annual Report:

Annual Reporting Information

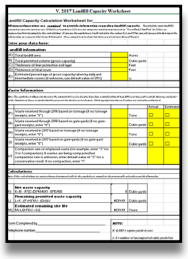
- **All facilities must attach this form**



This one-page form must be completed by all reporting facilities. Download this form from the Solid Waste Bureau website, complete all required sections, save to your computer, and attach on the **Documents** tab. Report any additional information or comments on this form. **Examples** include certified operators to remove and changes to material type collected or managed. If the Landfill Capacity Worksheet, Environmental Monitoring Summary, or Financial Assurance Estimate Summary are required but you will not be including them with your Annual Report, please provide an explanation as to why they are not provided and the date you will provide them to the Solid Waste Bureau.

Landfill Capacity Worksheet

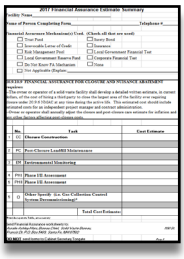
- **All open landfills must attach this form**



This Excel document must be completed by all open landfills. Download this form from the Solid Waste Bureau website, complete all required sections, save to your computer, and attach on the **Documents** tab. This worksheet is provided for operators of landfills to estimate the remaining capacity of the landfill. It is only an estimate since generic assumptions are made for the ease of calculations. Please follow the instructions on the worksheet and see the example provided.

Financial Assurance Estimate Summary

- **Facilities required to have financial assurance must attach this form**



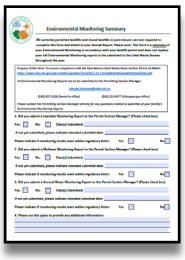
This Excel document must be completed by facilities that are required to have financial assurance. Permitted landfills, permitted transfer stations and large recycling or composting facilities (accepting more than 25 tons per day total, or more than 5 tons per day of material that would otherwise become special waste (such as offal or sludge) are required to submit an updated Financial Assurance Estimate Summary.

Download this form from the Solid Waste Bureau website, complete all required sections, save to your computer, and attach on the Documents tab. If financial assurance is required but you will not be including an update with the Annual Report, please provide an explanation and a projected date for the submittal of the updated financial assurance information on the **Annual Reporting Information** supplemental form. Financial assurance must be adjusted **annually** during the life of the facility and submitted to the Solid Waste Bureau throughout closure and post-closure care of the facility. Submit only the summary form with your Annual Report.
Note: **Do not attach your full Financial Assurance documentation with your Annual Report.**

Complete Financial Assurance documentation should be submitted to the Solid Waste Bureau separately by email at: swb.inbox@state.nm.us

Environmental Monitoring Summary

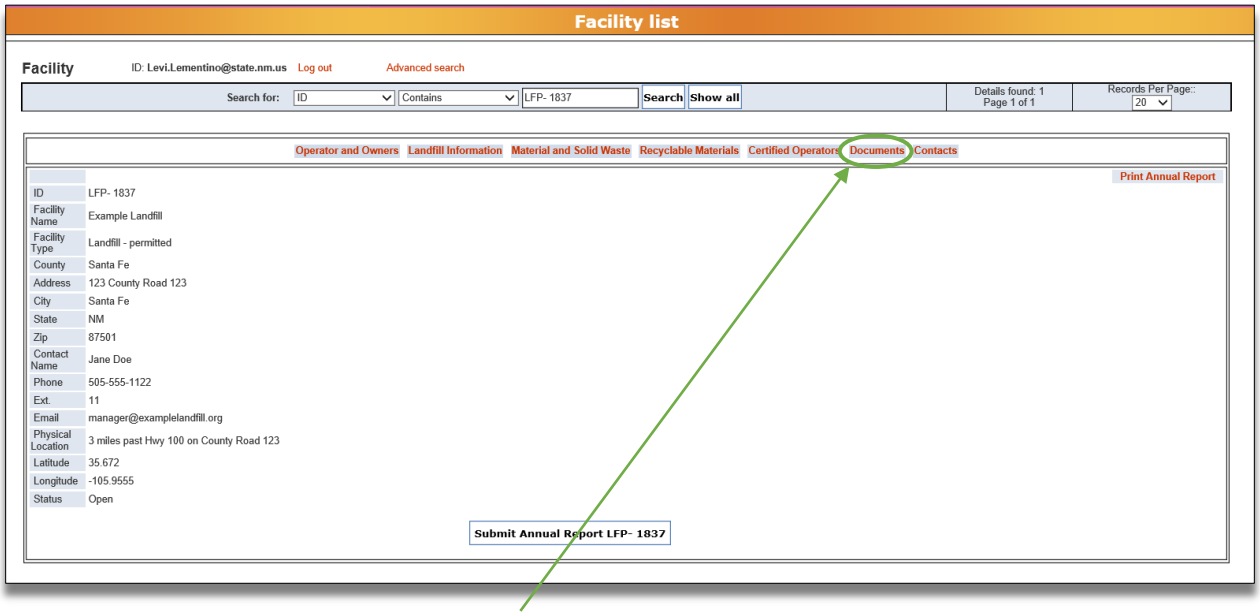
- **All landfills must submit this form**



This one-page form must be completed by all landfills. Download this form from the Solid Waste Bureau website, complete all required sections, save to your computer, and attach on the Documents tab.
Note: **Do not attach your full Environmental Monitoring Reports with your Annual Report.**
Environmental Monitoring Reports should be submitted throughout the year, in accordance with your landfill permit, to the Permit Section Manager of the Solid Waste Bureau at:

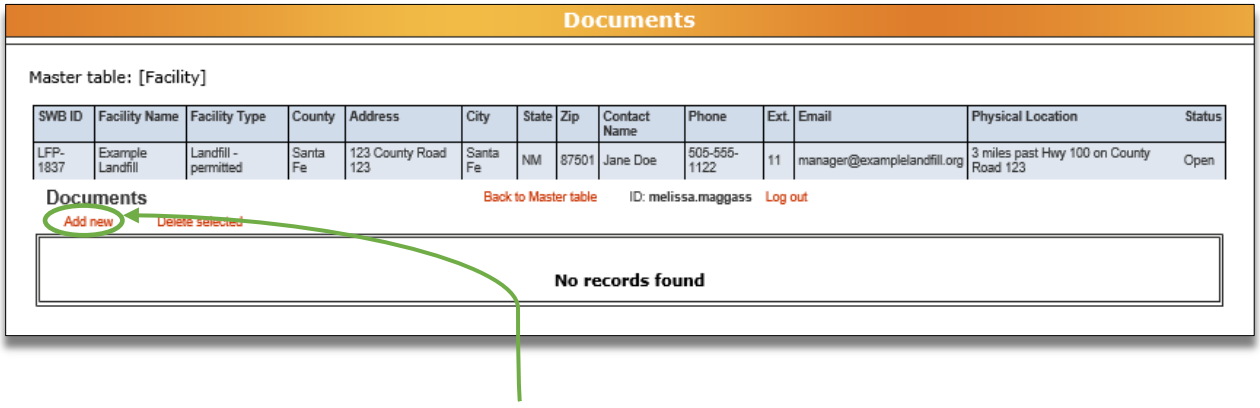
New Mexico Environment Department, Solid Waste Bureau, P.O. Box 5469, Santa Fe, NM 87502.

How to get to the Documents tab



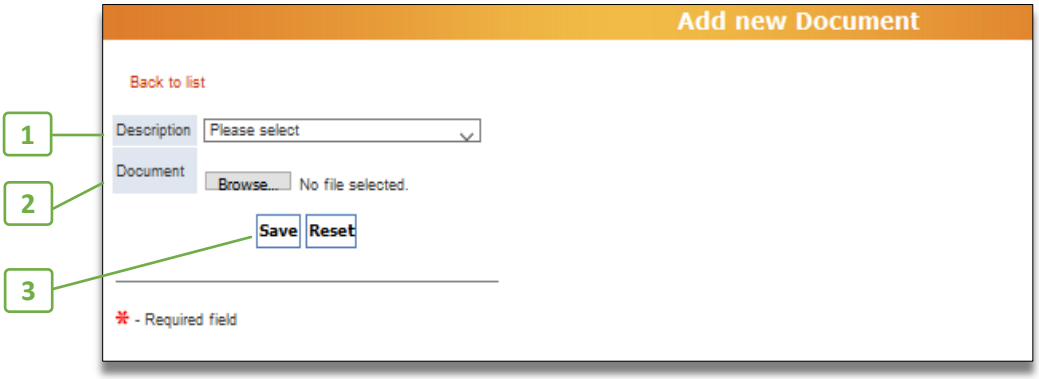
From the Facility List, click on the **Documents** tab to attach the documents required for your facility.

How to attach a supplemental form on the Documents tab



From the **Documents** tab, click the **Add New** button to attach a new form. Clicking the **Add New** button will bring up the screen below.

> **Note**: you can only attach one form at a time, so repeat this process for each form you need to attach.

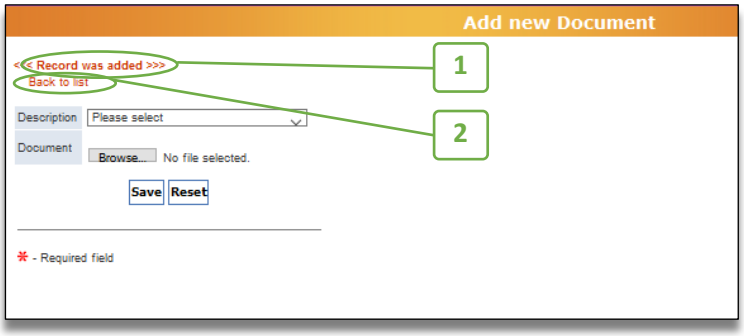


1. <u>Description</u>
   Use the drop down arrow to select which type of supplemental form you are attaching. The four types, described earlier in this section, are:
   - Annual Reporting Information
   - Landfill Capacity Worksheet
   - Financial Assurance Estimate Summary
   - Environmental Monitoring Summary

2. <u>Document</u>
   Use the **Browse…** button to search your own computer for the file you want to attach. When you have selected the file, the file name will appear to the right of the **Browse…** button. If you want to change which file you selected, click the **Browse…** button again and choose the correct file.

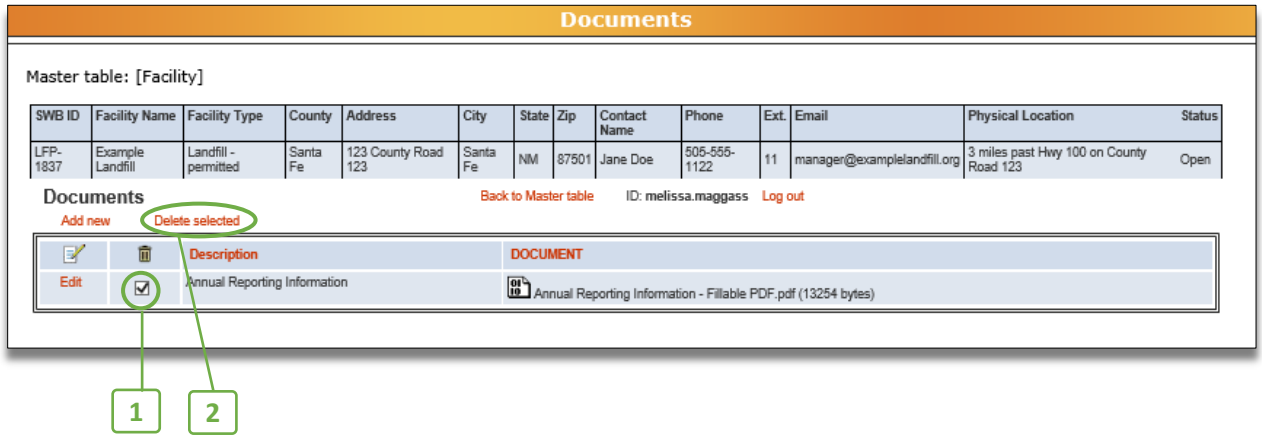
3. <u>Save/Reset</u>
   When you have selected the description and the document, click the **Save** button to attach the file. To erase the description and document, click **Reset**.

How to know if the form was saved to the database



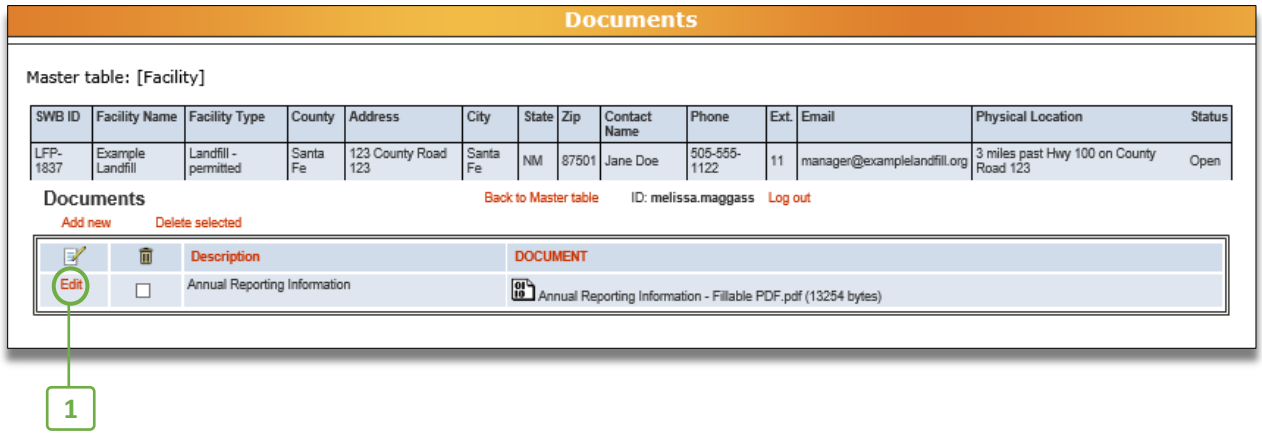
After clicking the **Save** button, **1.** you will see this notification saying that the "Record was added." To return to the **Documents** tab, **2.** click the **Back to List** button.

How to delete supplemental forms from the Documents tab



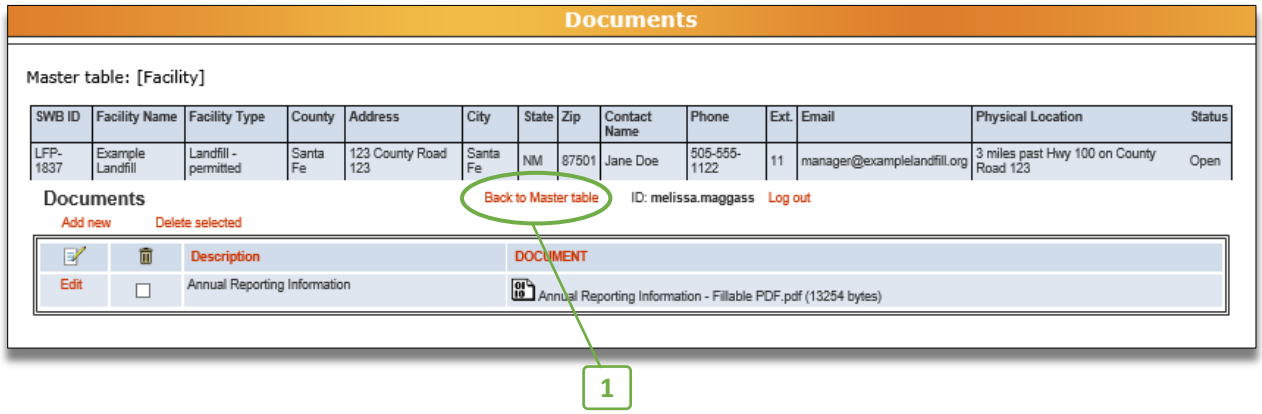
If you need to delete supplemental forms from the **Documents** tab, **1.** Select the supplemental form you want to delete by checking the box next to the form description, and **2.** Click the **Delete Selected** button. After clicking the button, you'll be asked "Do you really want to delete these records?" Click **Ok** to delete the selected supplemental form or click **Cancel** if you do not want to delete the form.

How to edit a supplemental form on the Documents tab



To make changes to a supplemental form that you have attached, **1.** click the **Edit** button in the row you wish to edit. This will take you to a page to choose a different description or attach a different document. When you have completed your edits, click the **Save** button at the bottom of the page. Then click **Back to List** to return to the **Documents** tab.

How to return to the Facility List



To return to the Facility List after you have finished attaching supplemental forms, **1.** click the **Back to Master Table** button.

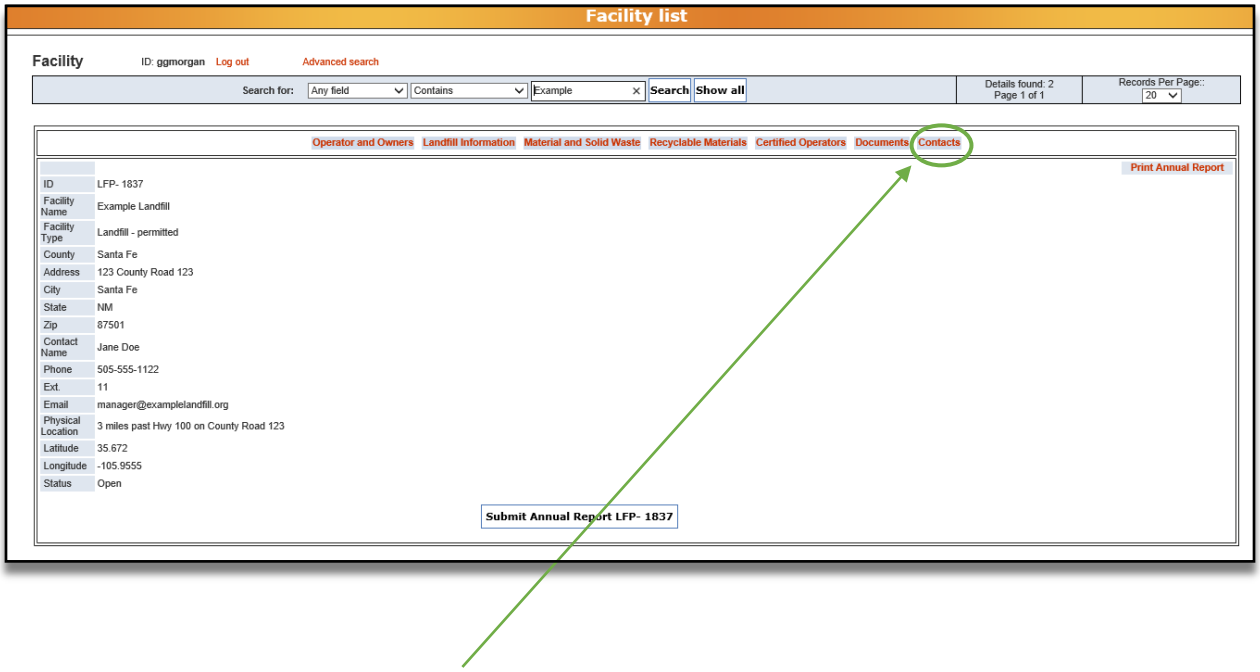
7. Contacts

This tab is available to all facilities and its use is optional. Contact information for additional Annual Report users may be added under this tab so that these individuals will be able to register with NMED for access to the Annual Report database.

> **Note**: Not listing a contact may cause issues with accessing the Annual Report database if that person is trying to submit the annual report.
>
> By entering contact information here, **facilities are authorizing these individuals to access, enter data, and submit the Annual Report by using the authorized user's username and password or by registering separately for access.**

A facility may add any individual they choose to authorize to access the Annual Report. Once new users are added, those individuals may register for database access as described in **Appendix A**.

How to get to the Contacts tab

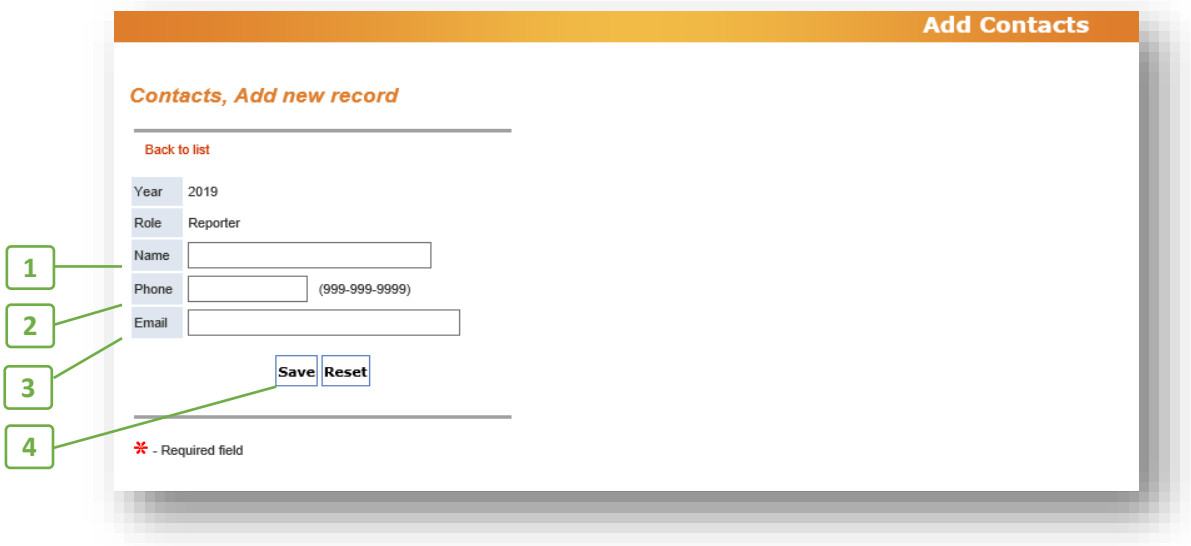


From the Facility List, click the **Contacts** tab to enter your information.

How to add information to the Contacts tab

From the **Contacts** tab, click the **Add new** button to enter new information. Clicking the **Add new** button will bring up the screen below.

> **Note:** when entering new contacts for your facility, a separate entry is required for each person authorized to enter or edit Annual Report data**.**



1. Name

Enter the full name of the individual you wish to add as an authorized user of the Annual Report database.

2. Phone

Enter a number at the facility the individual can be reached at (not a personal number).

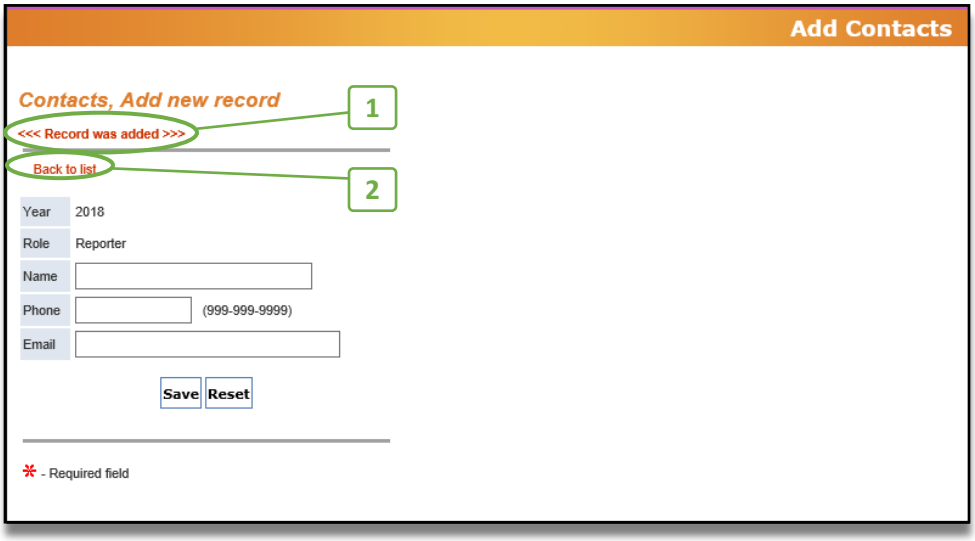
3. Email

Enter the email address associated with this individual for the facility (not a personal email).

4. Save/Reset

When you have entered all the information for the individual, click **Save** to save the information, or click **Reset** to delete your entry.

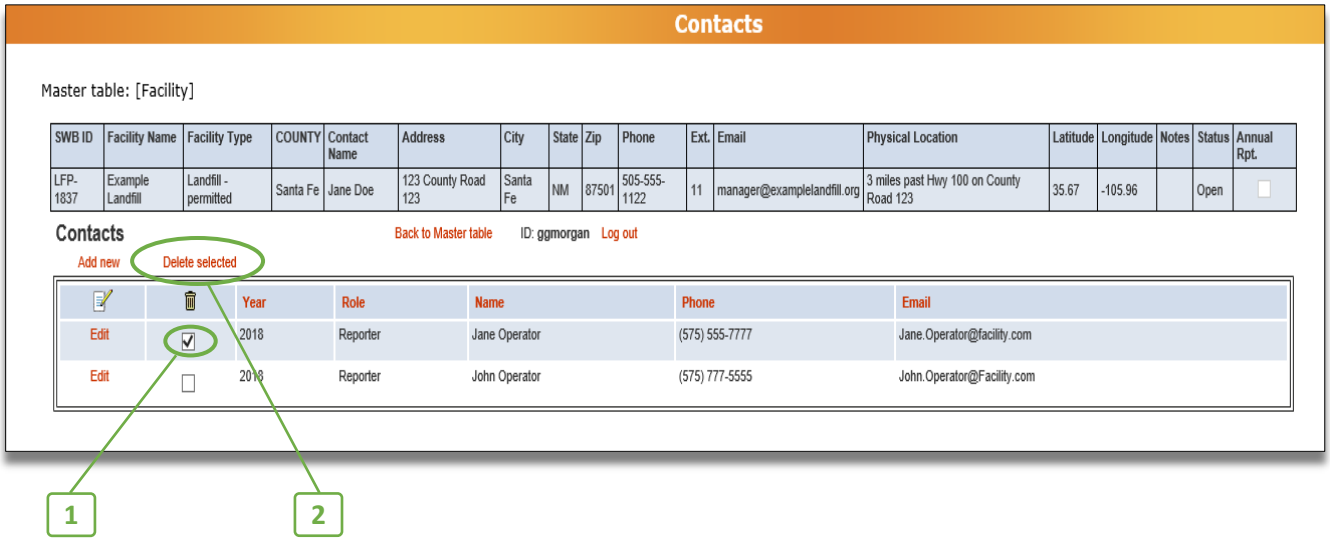
How to know if the information was saved to the database



After clicking the **Save** button, you will see 1. “Record was Added.” To return to the **Contacts** tab, 2. Click the **Back to List** button.

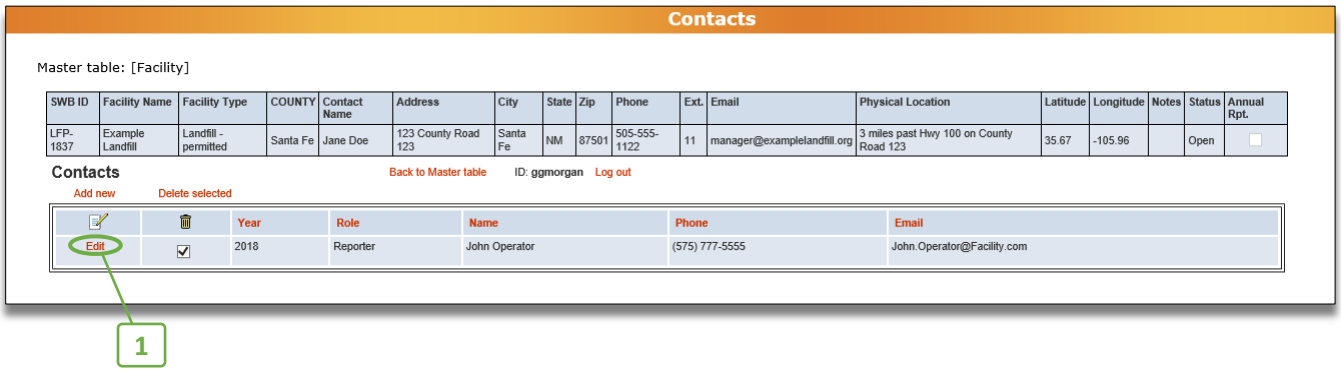
Click **Add New** to enter information for each additional authorized user.

How to delete information from the Contacts tab



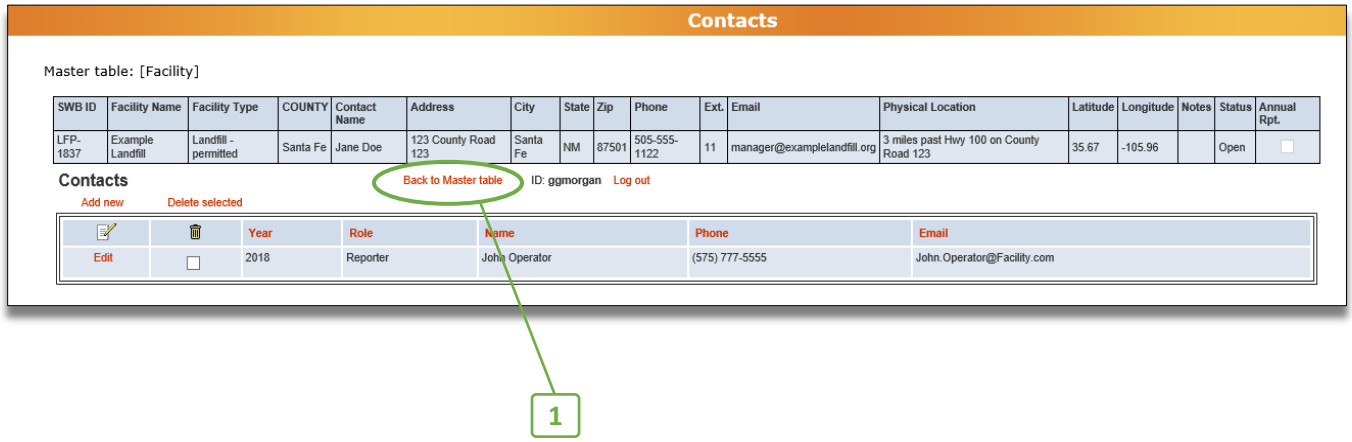
If you need to delete information from the **Contacts** tab, 1. Select the information you want to delete by checking the box next to the Year, and 2. Click the **Delete Selected** button. After clicking the button, you'll be asked "Do you really want to delete these records?" Click **Ok** to delete the selected information or click **Cancel** if you do not wish to delete selected information.

How to edit information from the Contacts tab



To edit an existing row of information, 1. Click the **Edit** button in the row you wish to edit. It will take you to a page to edit your information. When you have completed you edits, click **Save** at the bottom of the page. Then click **Back to List** to return to the **Contacts** tab.

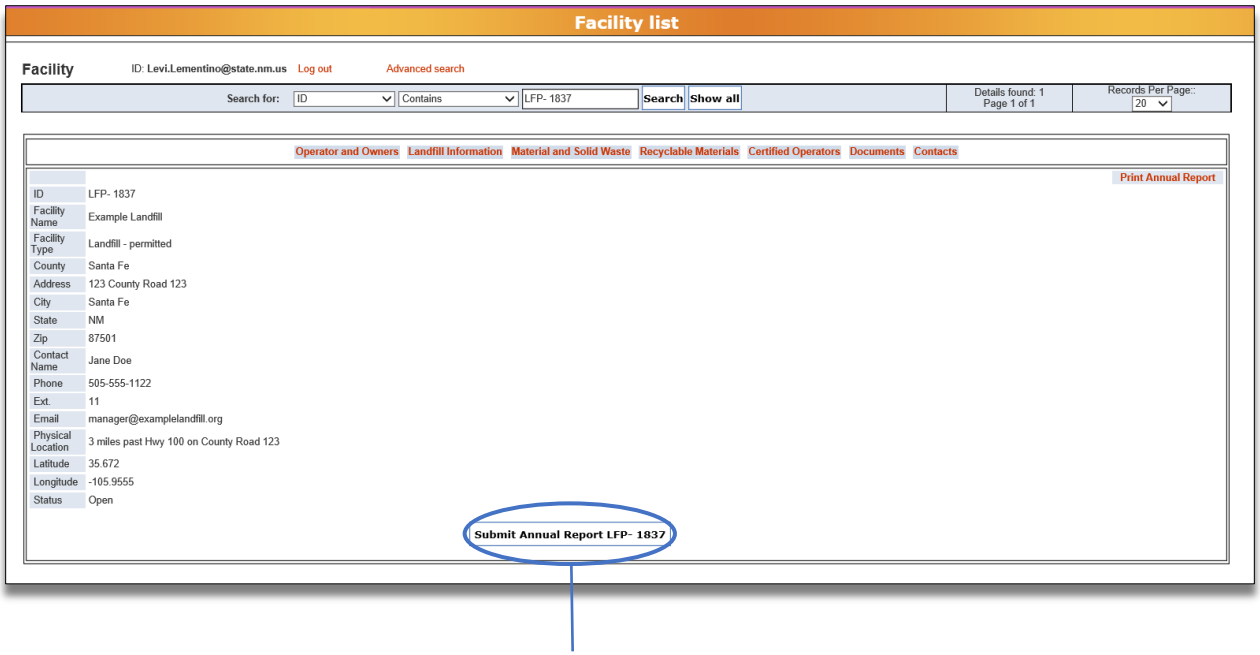
How to return to the Facility List



When you have finished entering Contact information and want to return to the Facility List, 1. Click the **Back to Master Table** button.

8. Submitting the Annual Report

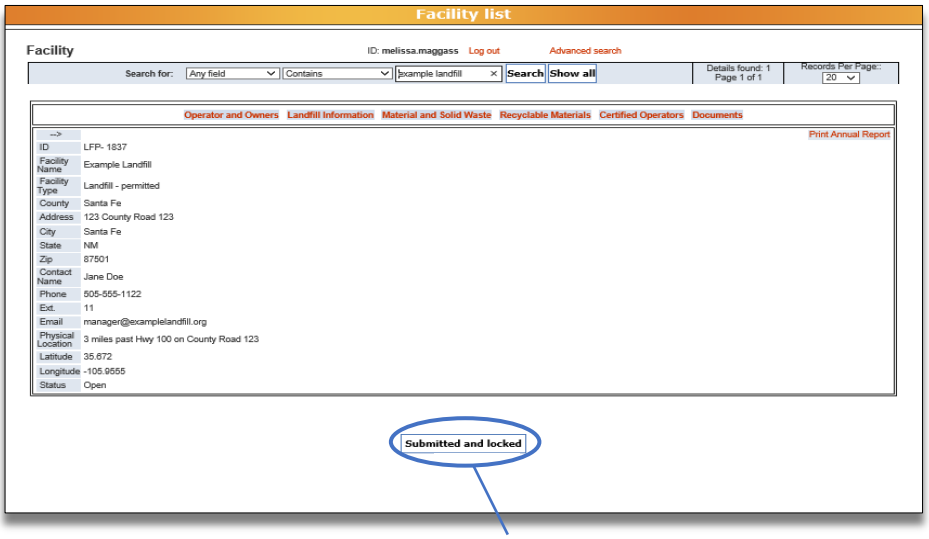
After you have input and saved the facility data for the reporting year into all the required tabs and you have attached all required supplemental forms, you are ready to submit your Annual Report.



To submit the Annual Report, click the **Submit Annual Report** button directly below that facility's information on the Facility List view.

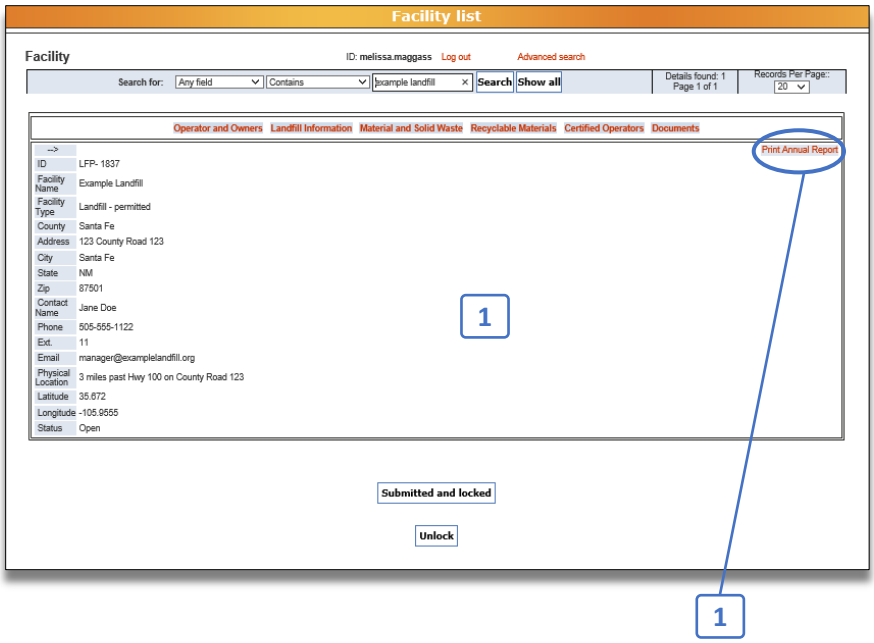
> **Note**: Your Annual Report is not submitted until you press the **Submit Annual Report** button. You will receive a confirmation email after the Annual Report was successfully submitted.

How to know the Annual Report has been submitted

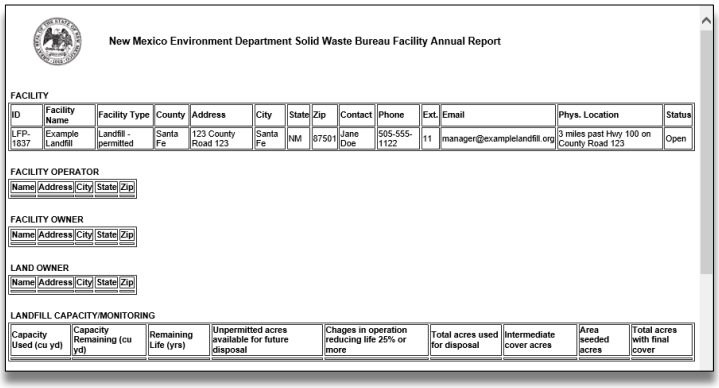


When the Annual Report has been successfully submitted, **1.** a "Submitted and Locked" notification will appear.

How to print and save the Annual Report for facility records



After submitting the Annual Report, you need to print and/or save the Annual Report for your facility's records. To print the report, **1.** click the **Print Annual Report** button. Clicking this button opens a new tab in your internet browser with all the content for the Annual Report on a single webpage (pictured below).



New Mexico Environment Department Solid Waste Bureau Facility Annual Report

FACILITY

ID	Facility Name	Facility Type	County	Address	City	State	Zip	Contact	Phone	Ext.	Email	Phys. Location	Status
LFP-1837	Example Landfill	Landfill - permitted	Santa Fe	123 County Road 123	Santa Fe	NM	87501	Jane Doe	505-555-1122	11	manager@examplelandfill.org	3 miles past Hwy 100 on County Road 123	Open

FACILITY OPERATOR

Name	Address	City	State	Zip

FACILITY OWNER

Name	Address	City	State	Zip

LAND OWNER

Name	Address	City	State	Zip

LANDFILL CAPACITY/MONITORING

Capacity Used (cu yd)	Capacity Remaining (cu yd)	Remaining Life (yrs)	Unpermitted acres available for future disposal	Chages in operation reducing life 25% or more	Total acres used for disposal	Intermediate cover acres	Area seeded acres	Total acres with final cover

From this webpage, follow your internet browser's instructions to print a copy of the report. Additionally, **the Solid Waste Bureau recommends that from this webpage you save the Annual Report as a PDF** to your electronic files for your facility records.

9. Troubleshooting

Problem:	Try this:
Data is not saved	Use the **Back to Master Table** or **Back to list** buttons, not your browser's back button. Click the **Save** button (at the bottom of the page) before leaving the page.
A facility you sent material to is not on the "Sent to Facility" dropdown list	If the facility was in New Mexico: Choose "OTHER-INSTATE" and then list the facility's name on the **Annual Reporting Information** form (supplemental form; attach on the **Documents** tab). If the facility was not in New Mexico: Choose "OTHER OUT-OF-STATE."
You sent one type of material to more than one facility	Click **Add New** to enter the amount of material you sent to one facility, and then click **Add New** again to enter the amount of material you sent to another facility.
Your data is not in tons	Use the conversion factor table in **Appendix D: Conversion Factors** of these Instructions to find a conversion factor for your material and convert the amount into tons.
Checkbox cannot be checked/unchecked	Click on the **Check** or **Uncheck** button to the left of the checkbox, not the checkbox itself.
Check or **Uncheck** button does not work	Use Microsoft Edge instead of other internet browsers.
No Records Found *Partial amounts of material staying on site	On **Material and Solid Waste** or **Recyclable Materials** tabs, click **Add New** button (on the left side) to add data. On **Documents** tab, click **Add New** button (on the left side) to attach a supplemental form.

Problems Attaching Supplemental Forms	Please attach only these four supplemental forms: 1. Annual Reporting Information 2. Landfill Capacity Worksheet 3. Financial Assurance Estimate Summary (the Excel file only, not the full reports) 4. Environmental Monitoring Summary (the 1-page summary only, not the full reports) The supplemental forms are available at: https://www.env.nm.gov/forms/ Click on the Solid Waste Bureau drop-down tab, then the Annual Reporting drop-down tab to locate the supplemental forms.
Other problems	Use Microsoft Edge instead of other internet browsers.

Questions about:	Contact:
Annual Report System (registration, login, or problems with database functionality)	**Levi Lementino:** Levi.Lementino@state.nm.us (505) 827-0197
Certified Operators	**Bill Schueler**: William.Schueler@state.nm.us (505) 827-0197
Environmental Monitoring and Financial Assurance	**Permit Section**: Erica.Gordan@state.nm.us (505) 827-0197
Other Questions about the Annual Report	**Outreach Section** swb.inbox@state.nm.us (505) 827-0197 **Sonia Suazo:** Sonia.Suazo1@state.nm.us **Levi Lementino:** Levi.Lementino@state.nm.us **Amanda Otieno:** Amanda.Otieno@state.nm.us

Appendices

Appendix A. How to Register and Log in to the SWB Annual Report Database
Appendix B. Material and Solid Waste (Types and Definitions)
Appendix C. Recyclable Materials (Types and Definitions)
Appendix D. Conversion Factors

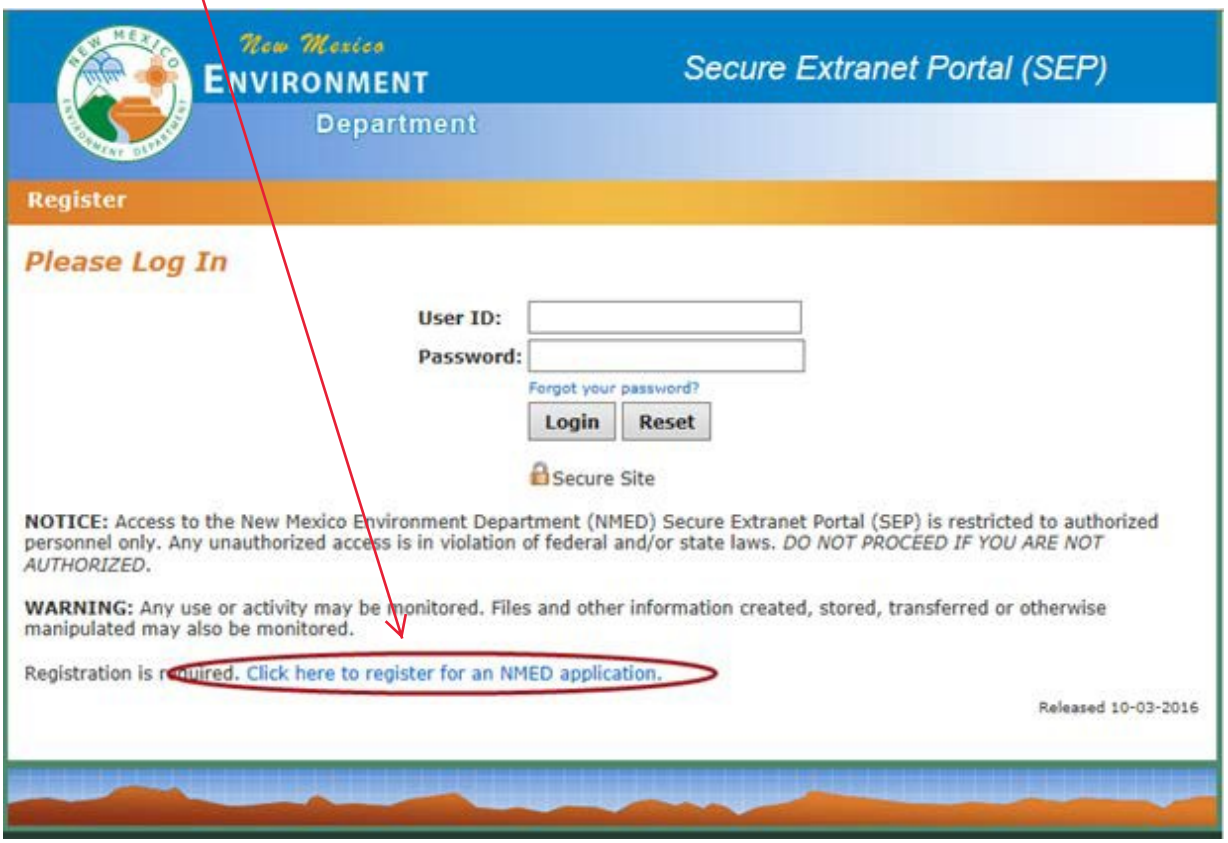
Appendix A: How to Register and Login to SWB Annual Report Database

Follow the instructions in this appendix for how to register as a User of the SWB Annual Report Database through the Environment Department's Secure Extranet Portal (SEP). Once registered as a User, you can login to the Annual Report Database to complete your online SWB Annual Report.

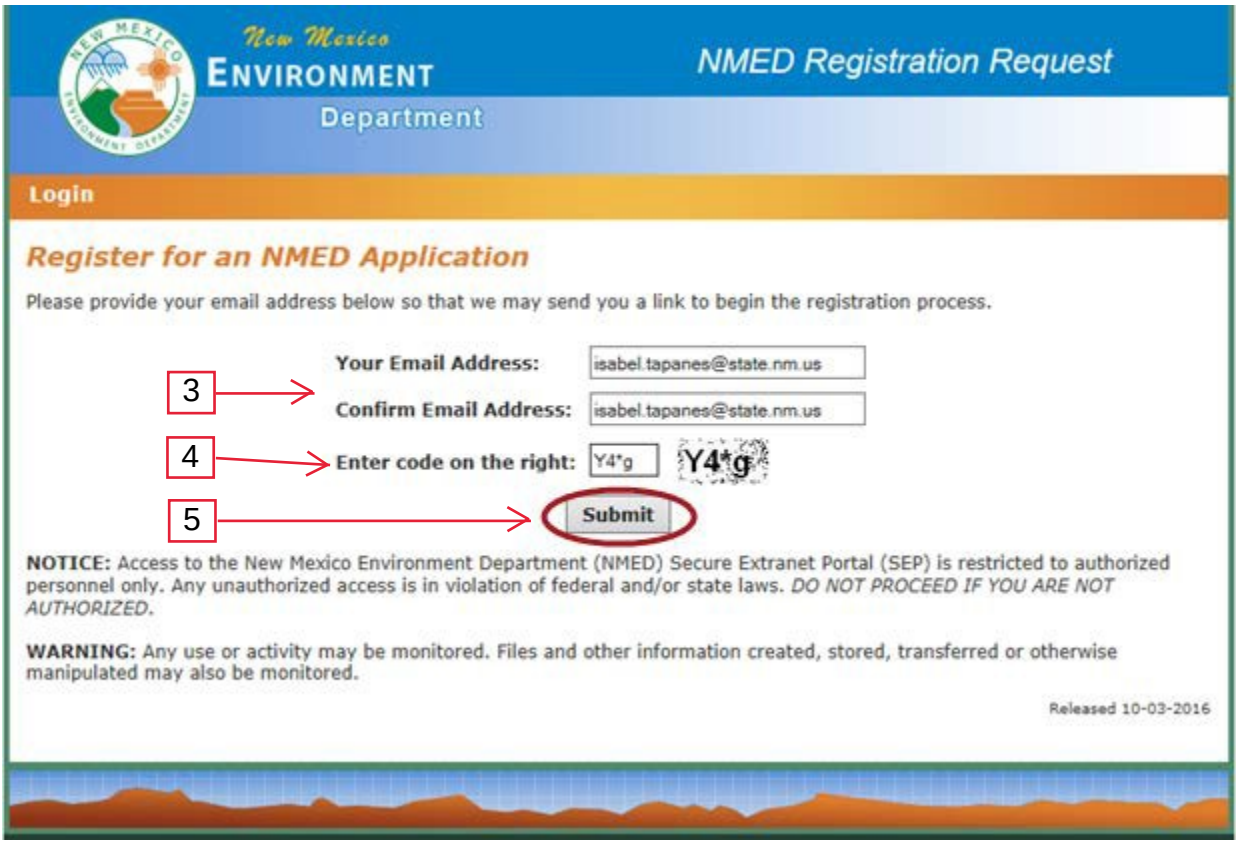
Appendix A: How to Register and Log in to the SWB Annual Report Database

1) Go to https://sep.net.env.nm.gov/sep/login-form .

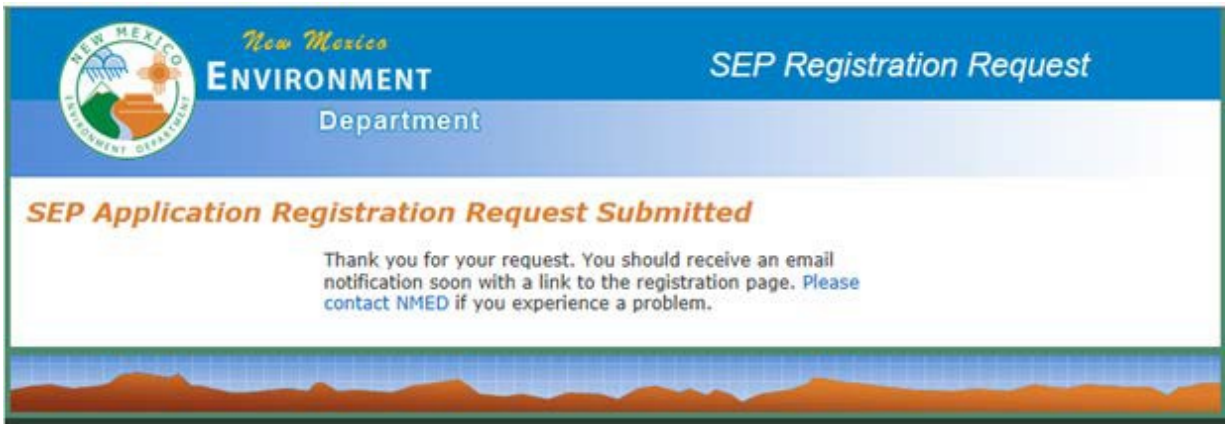
2) If you have previously registered for access to NMED databases, enter you User ID and password. If not, to register for the SWB Annual Report Database within NMED's Secure Extranet Portal (SEP), click on the link that says **Click here to register for an NMED application**.



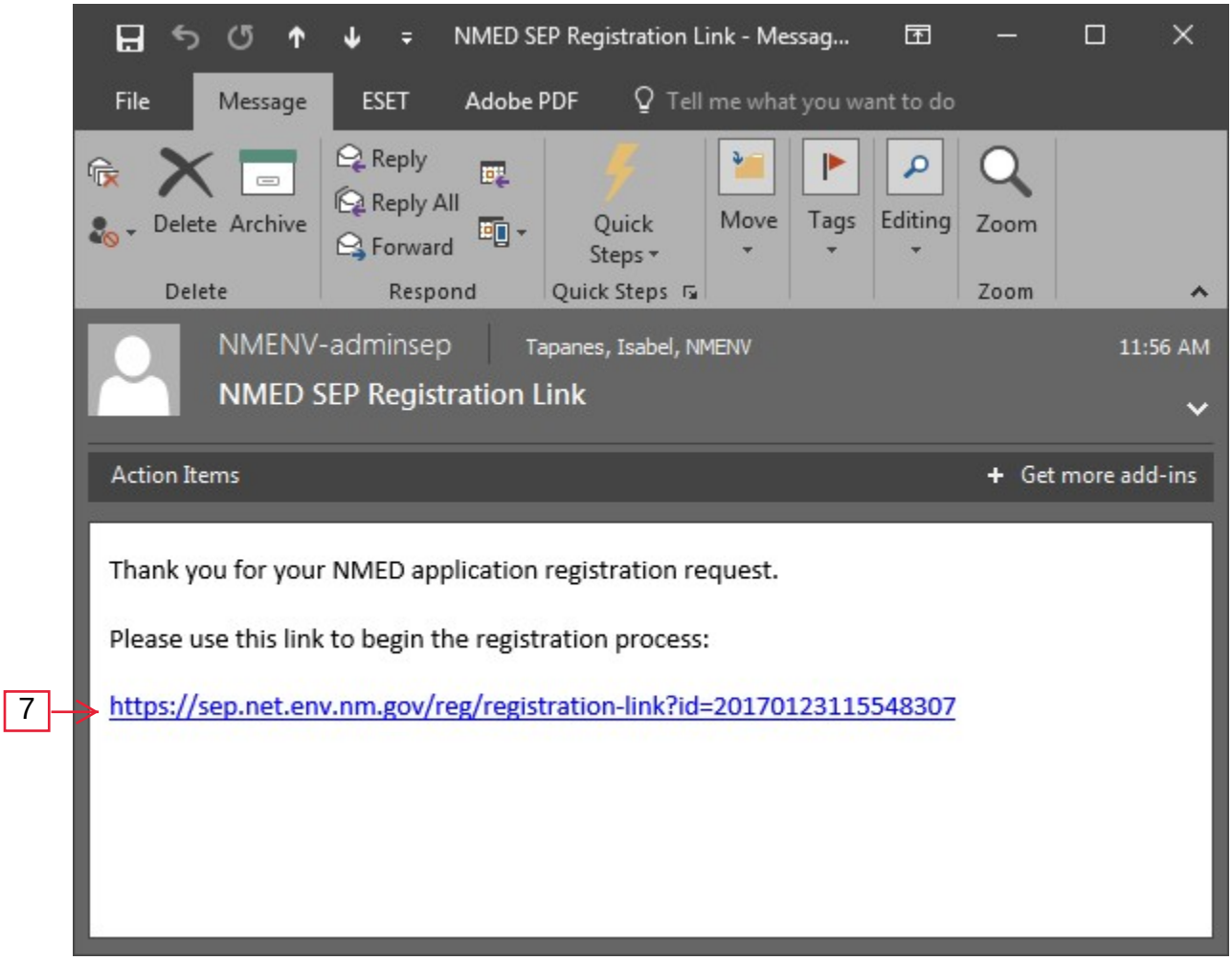
3) Fill in your email address twice. **Use the email address the Solid Waste Bureau has on file as the contact email for your facility.** This will allow you to access the information for your facility.
4) Enter the Captcha code.
5) Click **Submit**.



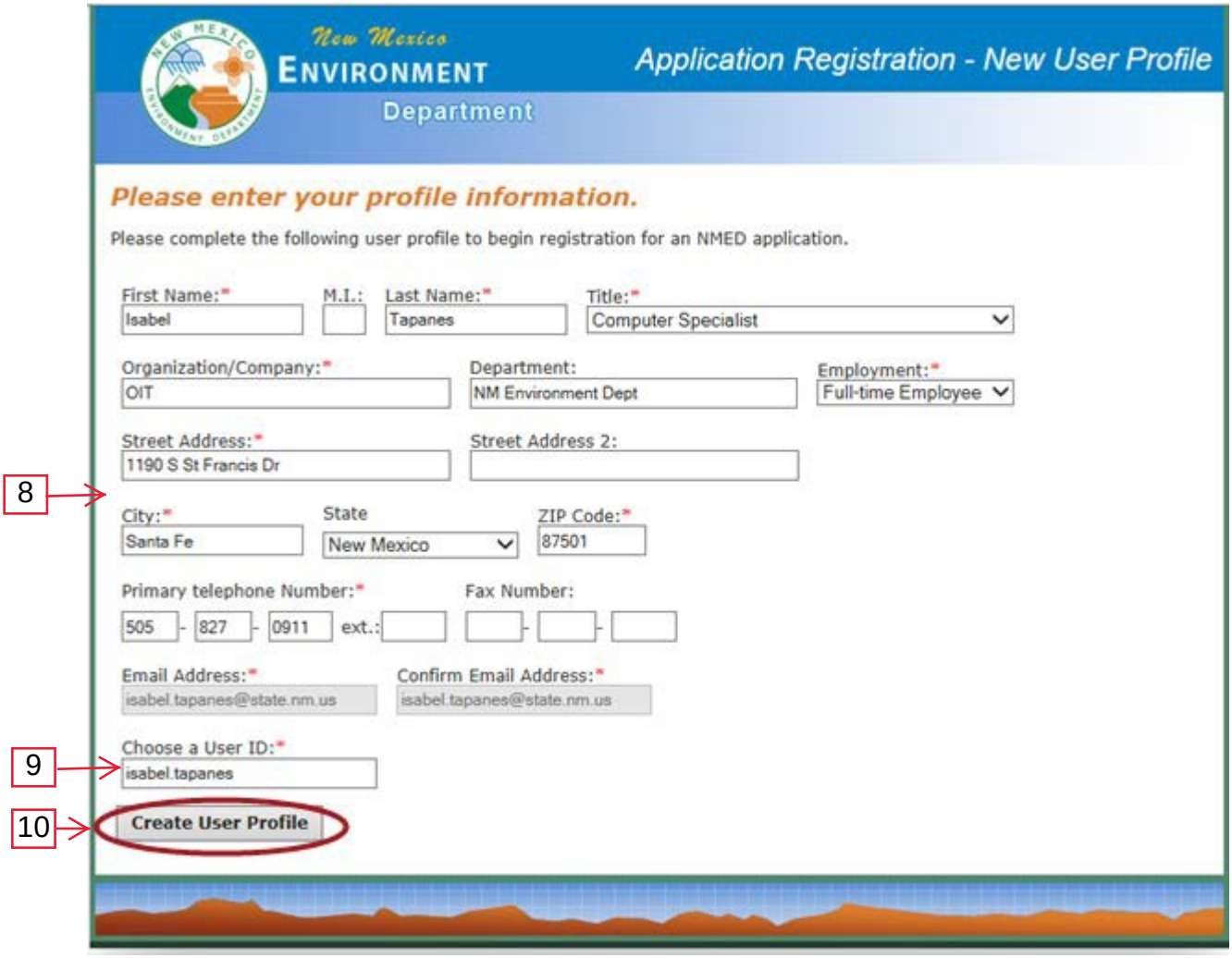
You will receive the confirmation screen below.



6) Open your email and retrieve the SEP Registration Link.
7) Click on the link to take you to the User Profile page.



8) Fill in the fields.
9) Create a User ID in the following format: firstname.lastname
10) Click Create User Profile



10) Scroll down to find the application you wish to register for, which is **SWB Annual Report Form**.
11) Click the register link on the right.

New Mexico ENVIRONMENT Department

Secure Extranet Portal Applications

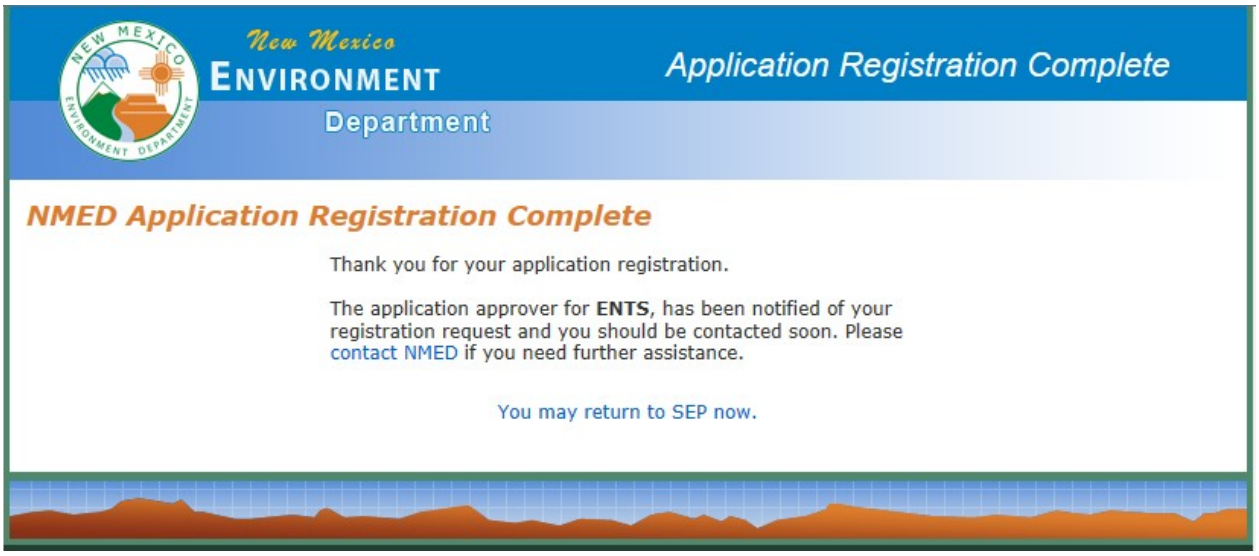
Select an NMED Application for Registration

Application	Description	Access
AEIR Admin (Restricted)	NMED Air Quality Bureau AEIR Administrative tool (**NMED AQB STAFF ONLY**)	register
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	register
Air Cloud ResourceSpace	Air Cloud ResourceSpace for SEP	register
Air Emissions Inventory Reporting	Air Quality Bureau Air Emissions Inventory Reporting (AEIR) application to allow facilities to electronically submit an annual emissions inventory report to NMED.	register
Air Quality Excess Emissions Reporting (EER)	Air Quality Excess Emissions Reporting (EER) **This application is no longer available but is replaced by AQB Compliance Reporting**	register
Air Quality Permitting Application	Air Quality Bureau Permitting Section permit application for industries that emit pollutants into the air. (**NMED AQB STAFF ONLY**)	register
CSED Report	Reports non-compliant state certified operators and technologists to Child Support Enforcement. (**NMED STAFF ONLY**)	register
Corrective Action Fund	PSTB's financial application for managing and tracking of release site cleanup funds. **(PSTB STAFF ONLY)**	register
[illegible]	[illegible] Database	register

Onestop Tanks	Application used by PSTB in managing data [illegible] **(PSTB STAFF ONLY)**	[illegible]
PWS Operators	Drinking Water Bureau reporting application. (**DWB STAFF ONLY**)	register
SDWIS Fact (Web Version)	This is a replacement for the SDWIS Fact Database.	register
SWB Annual Report form	SWB Annual Report form	register
SWB Enforcement	Solid Waste Bureau Formal Enforcement. **(SWB STAFF ONLY)**	register
SWB Facilities	Solid Waste Bureau Facilities & Agency Interests. **(SWB STAFF ONLY)**	approved
SWB Lookup	SWB Lookup for operators. **(FOR WASTE FACILITY OPERATORS)**	approved
SWB Operators	Solid Waste Bureau Operator Certification. **(SWB STAFF ONLY)**	approved
Smoke Management Program	System for registering burns	register
Student Training And Tracking System	Human Resources Student Information System **(HR STAFF ONLY)**	register

11

A window similar to the window below will appear.



You will be contacted by NMED IT via email or phone once the application is approved for your use. You may then log in to the SWB Annual Report database with in the User ID you created in Step 9 to complete your Annual Report.

Appendix B: Material and Solid Waste

Definitions contained in this appendix are provided to assist facilities with completing the Materials and Solid Waste portion of the Annual Report.

Specific definitions can be found in the New Mexico Solid Waste Rules 20.9.2.7.

Material Type Definitions	
Antifreeze	A liquid used as a coolant in many types of motor vehicles and generally contains ethylene glycol.
Ash (Special Waste)	Ash that results from the incineration or transformation of solid waste and includes both fly ash and bottom ash, and ash from the incineration of densified-refuse-derived fuel and refuse-derived fuel (this does not include fireplace or household ash).
Bio-Solids (Treated Sewage Sludge) (Special Waste)	Any solid, semi-solid or liquid residue generated during the treatment of domestic sewage in a treatment works. If Bio-Solids are NOT being landfilled but used as a source material for compost, report this amount in the "On-Site Beneficially Used" row or "Off-Site Beneficially Used" row.
Brush/Green Waste	Vegetative waste and yard waste. These wastes must be recorded cumulatively.
Vegetative Waste	Decomposable materials generated by yard and lawn care or land clearing activities and includes, but is not limited to, leaves, grass trimmings, woody wastes such as shrub and tree prunings, bark, limbs, and roots.
Yard Waste	The fraction of municipal solid waste that consists of grass clippings, leaves, brush, and tree prunings arising from general landscape maintenance.
Clean Fill	Materials such as broken concrete, brick, rock, stone, glass, reclaimed asphalt pavement or uncontaminated soil generated from construction and demolition activities. Must be free of other solid waste or hazardous waste.
C & D (Construction/ Demolition / Debris)	Construction waste, demolition waste, and debris waste. These wastes must be recorded cumulatively (see definitions below for description of Construction, Demotion, and Debris waste).
Construction Waste	Solid waste which is produced or generated during construction, remodeling, or repair of pavements, houses, commercial buildings, and other structures. Construction wastes include, but are not limited to lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metal and plastics if the metal or plastics are a part of the materials of construction or empty containers for such materials. Paints, coatings, solvents, Asbestos, any liquid compressed gases or semi-liquids and garbage are not construction wastes.
Debris Waste	Wastes resulting from land clearing operations. Debris wastes include, but are not limited to wood, brush, leaves, soil, and road spoils.
Demolition Waste	Solid waste which is produced by the destruction of structures and their foundations and includes the same materials as construction wastes.
HHW - Household Hazardous Wastes	Wastes from products purchased by the general public for household use that, because of their quantity, concentration, or physical, chemical characteristics, may pose a substantial known or potential hazard to human health, or the environment, if improperly treated, disposed, or otherwise managed. Examples are cleaning solvents, sprays, insecticides, herbicides, pharmaceuticals, etc.

Industrial Waste (Special Waste)	Any solid waste generated by manufacturing or industrial process that is not a regulated hazardous waste. Such waste may include, but is not limited to, waste resulting from the following manufacturing processes: Electric power generation; fertilizer/agricultural chemicals; food and related products/by-products; inorganic chemicals; iron and steel manufacturing; leather and leather products; nonferrous metals manufacturing/foundries; organic chemicals; plastics and resins manufacturing; pulp and paper industry; rubber and miscellaneous plastic products; stone, glass, clay, and concrete products; textile manufacturing; transportation equipment; and water treatment. This term does not include mining waste or oil and gas wastes.
Infectious Waste (Special Waste)	Solid waste that carries a probable risk of transmitting disease to humans or animals. Infectious waste that is sent off-site for treatment is reported in the "Off-Site Treated / Disposed / Incinerated" row. Infectious waste that is treated on-site is reported in the "On-Site Landfilled / Treated" row. Infectious waste that has been treated and rendered non-infectious is municipal solid waste. Note: Infectious waste that has not been rendered non-infectious may not be disposed in a landfill.
Lead Acid Batteries	A battery with a core of elemental lead and a capacity of six or more volts. Lead acid batteries may not be disposed in a solid waste landfill. Lead acid batteries must be sent off-site to be recycled.
Motor Oil	Any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities. Used oil may not be disposed in a landfill. It must be recycled (or may be burned for energy recovery if the oil does not exceed the allowable level of arsenic, cadmium, lead, flash point and total halogens listed in Table I of 40 CFR 279.11).
Municipal Solid Waste (MSW)	Waste which is normally composed of residential, commercial, and institutional solid waste that is not a special waste. Do not include the amounts of recyclable materials itemized on the Recyclable Materials Tab.
Offal (Special Waste)	Waste parts of butchered animals. If offal is NOT being landfilled but used as a feed stock for compost, report this amount in the "On-Site Beneficially Used" row or the "Off-Site Beneficially Used" row.
Other Sludges (Special Waste)	Any solid, semi-solid or liquid waste generated by a municipal, commercial or industrial waste water treatment plant, water supply treatment plant or air pollution control facility, but does not include treated effluent (sewage) from a waste water treatment plant.
Other Special Wastes	Other special wastes that are not specifically identified (examples: Treated Formerly Characteristic Hazardous Waste (TFCH); Spill of a Chemical Substance or Commercial Products).
Other Wastes	Any wastes that do not meet the previously listed waste types. Please total all *other wastes* and provide that number in this material type. (Example: Non-domestic oil and gas waste allowed to be disposed in Municipal Landfill as Listed in 19.15.9.712 NMAC—Oil Conservation Division.)

PCS - Petroleum Contaminated Soil (Special Waste)	Soil that, as a result of a release or human usage, has absorbed or adsorbed only petroleum or petroleum by-products at concentrations above those consistent with nearby undisturbed soil or natural earth materials. Petroleum and petroleum by-products include, but are not limited to diesel fuels, kerosene, gasoline, hydraulic fluids, jet engine fuel, and motor oil.
Regulated Asbestos (Regulated Asbestos Containing Material [RACM]- Special Waste)	Any waste material containing more than 1% asbestos as determined using the polarized light microscopy methods specified in 40 CFR Part 763, Subpart F, Appendix A, Section 1, that, when dry, is capable of being crumbled, pulverized or reduced to powder by hand pressure; Or material that is a Category I or Category II non-friable material the is or is likely to be handled in such a manner that would cause the material to become friable.
Scrap Tires	A tire, including a baled tire that is no longer suitable for its originally intended purpose because of wear, damage, defect or obsolescence. Baling of tires is not considered recycling. Transfer Stations and Landfill accepting tires and baling on-site, report amounts in the "On-Site Beneficially Used" row. Transfer Stations and Landfills accepting tires and sending off-site for baling, report amounts in the Off-Site Beneficially Used" row. Transfer Stations and Landfill accepting tires and sending off-site to be made into crumb rubber, report amounts in the "Off-Site Recycled / Mulched / Composted" row.
Waste Origin	
In-State Material Received	All materials generated in-state that were received by the facility during the Annual Reporting Period must be reported in this row.
Out-of-State Material Received	All materials generated out-of-state that were received by the facility during the Annual Reporting Period must be reported in this row.
Waste Management Methods	
On-site Landfilled / Treated	Waste that was landfilled or treated on-site must be reported in this row. Waste received at a facility that was later sent off-site for management through landfilling or treatment must not be reported in this row. Instead it must be reported in the "Off-Site Treated / Disposed / Incinerated" row. Infectious waste that was treated and rendered non-infectious on-site must be reported in this row. Once infectious waste is treated, do not report the same tonnage as "Off-Site Treated / Disposed / Incinerated". Report this quantity only once (Infectious waste that has not been treated nor rendered non-infectious can not be landfilled. Do not report untreated infectious waste in this row).
On-Site Recycled / Mulched / Composted	Waste that was stabilized on-site through a controlled aerobic decomposition process must be reported in this row. Record the materials used in the making of compost. Finished composted material is considered a product and not a waste. Do not report the quantities of finished compost produced on this Tab. Record waste that was mulched on-site in this row.

On-Site Beneficially Used	Material/waste that was beneficially used or reused on-site must be reported in this row (Examples: Crushed concrete or ground asphalt used for road building on a landfill site; Clean fill used as alternative daily cover (if approved by the department); Scrap tires or tire bales used in engineering projects on-site).
Off-Site Treated / Disposed / Incinerated	Waste that was not treated, disposed, or incinerated at the receiving facility but was instead sent off-site to another facility for management must be reported in this row. (Examples: Waste received at a transfer station that was later sent off-site to a landfill for disposal; an infectious waste sent off-site to an incinerator to be rendered non-infectious.)
Off-Site Recycled / Mulched / Composted	Material that was removed from the incoming waste stream or collected, sorted or baled and sent off-site to be recycled, mulched or composted must be reported on this row (Examples: Lead acid batteries segregated from the waste stream and sent off-site to a recycling facility for recycling; Vegetative waste sent to an off-site composting facility to be composted or mulched; Scrap tires sent off-site to be made into crumb rubber).
Off-Site Beneficially Used	Material/waste that was sent off-site to be beneficially used or reused must be reported in this row (Examples: Crushed concrete or ground asphalt used for road building off-site; Scrap tires collected on-site but sent off-site to be baled, retreaded or reused).
Sent To	If material was sent off-site please select the facility that received the material from the drop-down menu

Appendix C: Recyclable Materials

Definitions contained in this appendix are provided to assist facilities with completing the Recyclable Materials portion of the Annual Report.

Specific definitions can be found in the New Mexico Solid Waste Rules 20.9.2.7.

Material Type Definitions	
Mixed Paper	Refers to a mixture, unsegregated by color or quality, of at least two of the following paper wastes: newspaper, corrugated cardboard, office paper, computer paper, white paper, coated paper stock, or other paper waste. Mixed paper definitions vary by receiving mills.
Old Corrugated Cardboard (OCC)	Corrugated containers recovered and marketed to mills for use in manufacturing new corrugated containers. Identified by a wavy inner layer.
Old Newspaper (ONP)	Includes all reading material printed on "groundwood" paper, such as newspapers, newspaper inserts, advertising mailings, many catalogs and magazines, and many government publications and forms. Groundwood is produced by mechanical grinding to break down lignin fibers when pulping the wood. It is identified by sight, touch, or application of a test chemical. Many glossy publications like magazines are groundwood coated with clay for better color and photographic reproduction. Modern de-inking processes can reclaim newspaper and glossy stock for manufacture of new newsprint or other paper products such as brown paper towels, egg cartons, or cereal boxes that are gray on the inside surface.
Office Paper	Office bond paper, white ledger paper, laser printer paper, file stock and photocopy paper with presentation quality fiber content and consistency.
Phone Books	Telephone books distributed by companies such a Qwest, Dex etc.
Chip Board	Cereal, cracker, shoe, and gift boxes, etc. Also known as box board or liner board. It does not have a wavy center layer.
Plastic	Plastic containers used to hold consumer products, such as milk, juice, water, shampoo, or detergent.
Aluminum	Aluminum containers used to hold consumer products, such as milk, juice, water, shampoo, or detergent.
Steel Cans	Steel containers used to hold consumer products, such as milk, juice, water, shampoo, or detergent.
Glass	Glass containers used to hold consumer products, such as milk, juice, water, shampoo, or detergent.
Scrap Metal/White Goods	Miscellaneous scrap metal and major household appliances that have been separated for recycling such as washing machines and dryers. (Does not include car bodies, industrial equipment, etc.).
Carpet Padding	Carpet cushion, also known as carpet underlay.
Pallets	A portable wooden platform used for storing or moving cargo or freight.
Electronic Scrap	Also called E-Waste or E-Scrap; this term refers to discarded computers, CRTs, TVs, VCRs, faxes, cell phones, and similar electronic products.
Plastic Film	Highly flexible sheetings of various thicknesses that do not hold their shape against the pull of gravity (as opposed to rigid plastics). Most common resins, including PET, HDPE, LDPE, PP, and PVC, can be formed into film. Plastic film is used for agricultural coverings, greenhouse roofing, grocery bags, food industry wraps, dry cleaning bags, trash bags, etc. Film can be opaque or clear, and has a very low weight to volume ratio.

Other Plastics	This category includes non-container, high-end, durable and engineering plastics, and multi-resin or multi-material combinations. Examples include plastic refuse carts or nursery plant containers.
Household Items	Furniture, books, small appliances, building materials, etc. that were diverted from the waste stream and can be reused.
Textiles/Clothing	Clothing, towels, bedding, curtains, etc. that were diverted from the waste stream and are able to be reused.
Other or Commingled	Any material, not listed above, that was diverted from the waste stream and is able to be reused or recycled; or single-stream, commingled recycled materials that are not separated before shipment.
Waste Origin	
In-State Material Received	All materials generated in-state that were received by the facility during the Annual Reporting Period must be reported in this row.
Out-of-State Material Received	All materials generated out-of-state that were received by the facility during the Annual Reporting Period must be reported in this row.
Management Methods	
Beneficially Used (On-Site)	Material that was removed from the incoming waste stream or collected that could be beneficially used or reused on-site must be reported in this row
Beneficially Used (Off-Site)	Material that was removed from the incoming waste stream or collected and sent off-site to be beneficially used or reused must be reported in this row. (Examples: Electronic equipment collected and sent to electronic reverberators for repair and resale or reuse.)
Off-Site Beneficially Used	Material/waste that was sent off-site to be beneficially used or reused must be reported in this row. (Examples: Crushed concrete or ground asphalt used for road building off-site; Scrap tires collected on-site but sent off-site to be baled, retreaded or reused.)
Sent To	If material was sent off-site please select the facility that received the material from the drop-down menu

Appendix D: Conversion Factors

Use this Appendix as a guide for volume-to-weight conversion factors for various material types managed by your solid waste facility.

VOLUME-TO-WEIGHT CONVERSION FACTORS

Materials:	Volume *	Weight in Pounds *
PAPER:		
Mixed Paper Grades/Junk Mail, loose	One cubic yard	363.5
Corrugated Cardboard (OCC), baled	One cubic yard	1,100
Corrugated Cardboard (OCC), baled	30" x 60" x 48"	900
Corrugated Cardboard (OCC) , compacted	One cubic yard	500
Corrugated Cardboard (OCC), flattened, loose	40 cubic yard roll-off	2000
Newsprint (ONP), loose	One cubic yard	600
Newsprint (ONP), compacted	One cubic yard	875
Newsprint (ONP)	12" stack	35
Office paper	40" x 48" x 40"	650
Office paper	One cubic yard	400
Phone Books	12" stack	25
CONTAINERS:		
Mixed PET, dairy, whole loose	One cubic yard	30 (Average)
Mixed PET, dairy & other rigid, whole, loose	One cubic yard	40 (Average)
PET (soda bottles), whole, loose	One cubic yard	35
PET (soda bottles), whole, loose	Gaylord	45
PET (soda bottles), whole, baled	30" x 48" x 60"	600
HDPE (dairy only), baled	30" x 48" x 60"	650
HDPE (mixed), baled	30" x 48" x 60"	750
HDPE (whole) uncompacted	One cubic yard	24
HDPE (whole) compacted	One cubic yard	270
Aluminum Containers, whole	One cubic yard	62
Aluminum Containers, flattened	One cubic yard	250
Steel Cans, whole	One cubic yard	150
Steel Cans, flattened	One cubic yard	850
Glass Whole Containers	One cubic yard	1,000
Glass Whole Container	Full grocery bag	15
OTHER MATERIALS		
Scrap Metal	One cubic yard	850
Scrap Metal--Used Major Appliances (average of all types and brands)	One appliance (average)	150
Pallets	One, average size	40
Pallets	Five cubic yards	2000
Electronic Scrap	CRT (Computer Monitor)	50
Electronic Scrap	TV	90
Plastic Film, baled	30" x 42" x 48"	1,100
Plastic Film, baled	semi-trailer load	44,000
Other Plastics:		
Mixed rigid, no film, granulated	Gaylord	750
Mixed rigid and densified by mixed plastic mold technology	One cubic foot	average 60
PS, granulated or peanuts	One cubic yard	9
Household Hazardous Waste	One gallon	10
Latex Paint	One gallon	10.9
Mixed Textiles, loose	One cubic yard	225
Mixed Textiles, baled	One cubic yard	540
Mixed Textiles, baled	31" x 45" x 60"	885
Carpet Padding	One cubic yard	84
*** Formula for converting cubic yards to tons:** **# of cubic yards x weight in pounds ÷ 2000 pounds = tons**		

VOLUME-TO-WEIGHT CONVERSION FACTORS

Materials:	Volume *	Weight in Pounds *
MIXED MUNICIPAL SOLID WASTE (MSW)		
MSW, (uncompacted)	One cubic yard	150-300 (200 Average)
MSW, (compacted in truck)	One cubic yard	500-1,000
MSW, compacted in packer truck	3.3 cubic yards	2000 (Average)
C & D—Mixed (Per Florida Department of Environmental Protection - FDWP)	One cubic yard	484
Concrete	One cubic yard	1,855
Asphalt Paving	One cubic yard	1944
Brick, Ceramic, Porcelain	One cubic yard	3,024
Asphalt/tar Roofing	One cubic yard	2,919
Wood scrap	One cubic yard	330
SPECIAL WASTE		
Industrial Waste (Similar to MSW and C & D categories)		
Friable Asbestos/other Regulated Asbestos (Similar different type of C & D)	One cubic yard	Varies
Infectious Waste (Similar to MSW categories)		
Ash	One cubic yard	945-1080
PCS (Petroleum Contaminated Soils)	One cubic yard	1900
Offal (animal and fish scraps)	One cubic yard	1350
Sewage Sludge dry	One cubic yard	945
Sewage Sludge wet	One cubic yard	1215
Other Sludges (dry-wet)	One cubic yard	945-1215
Other Materials		
Vegetative--Food Waste	One cubic yard	1,070
Yard Waste, raw, mulched (either for composting or land application)	One cubic yard	350
Yard Waste, finished compost	One cubic yard	1,400
Brush, loose	One cubic yard	300
Scrap Tire-Passenger**	One passenger	22.5
Scrap Tire-Truck**	One truck tire	110
Used Motor Oil***	One gallon	8
Antifreeze***	One gallon	8
Lead Acid Batteries****	One vehicle battery	40

*** Formula for converting cubic yards to tons:**
# of cubic yards x weight in pounds ÷ 2000 pounds = tons

****Formula for converting tires to tons:**
# of tires x weight in pounds ÷ 2000 pounds = tons

*****Formula for converting gallons to tons:**
# of gallons x weight in pounds ÷ 2000 pounds = tons

******Formula for converting # of Lead Acid Batteries to tons:**
# of batteries x weight in pounds ÷ 2000 pounds = tons

Gaylord size most commonly used in 40" x 48" x 36"; weight of empty Gaylord approx. 45 pounds
One cubic foot = 7.5 gallons or 1728 cubic inches
One cubic yard = 36" x 36" x 36" or 46,656 cubic inches
One cubic yard = 202 gallons or 27 cubic feet
18 bushel hamper = 0.83 cubic yards
SOURCES: National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FDEP, FEECO and CIWMB 2006