



# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us) | Equal Opportunity Employer

November 30, 2011

RE: 2011 Solid Waste Management Facility Annual Report Forms

Dear Solid Waste Management Facility Permittee:

Below is a list of the Minnesota Pollution Control Agency (MPCA) Annual Report forms for solid waste facilities. Forms are to be completed based on the waste activities at your facility. If you have more than one waste activity in your permit, you may have to complete multiple forms. Please fill out all applicable forms for your facility. If you have multiple permits, you will need to submit separate forms and supporting documentation for each permitted facility. The following forms are available on the MPCA's website at:

<http://www.pca.state.mn.us/enzq8a9>:

- Solid Waste Land Disposal Facility (w-sw7-02)
- Non-Methane Organic Compound Emission Rate Report for Municipal Solid Waste Landfills (w-sw7-12)
- Solid Waste Capacity Information for Municipal Solid Waste Landfills (w-sw7-04)
- Leachate Recirculation (w-sw7-10)
- Refuse Derived Fuel (RDF) Processing Facility (w-sw7-04)
- Municipal Solid Waste-to-Energy (w-sw7-08)
- Solid Waste Recycling Facility (w-sw7-16)
- Solid Waste Compost Facility (w-sw7-06)
- Solid Waste Storage Facility (w-sw7-07)
- Solid Waste Transfer Facility (w-sw7-05)
- Yard Waste Compost Facility Annual Operating Report (w-sw7-01)
- Solid Waste Utilization Program (w-sw7-15)

If you need hard copies of any forms, please contact Lisa Mojsiej at 651-757-2373 or [lisa.mojsiej@state.mn.us](mailto:lisa.mojsiej@state.mn.us).

## Completing Your Annual Report

The Annual Report forms have been created to help you organize the information required by the Solid Waste Management Rules and to ease the data entry of the information into our database system. To ensure that you provide all of the required information completely and correctly, please review the applicable rules prior to filling out the Annual Report form (many of the rule citations are listed directly on the annual report forms). The information that you provide is used by the MPCA staff to determine facility compliance, prepare facility performance reports to the Minnesota Legislature, and provide various information to other external interested parties.

**All permitted and permit-by-rule transfer facilities**, whether they are a stand alone facility or paired up with other waste activities at the site, must complete the "Solid Waste Transfer Facility" form.

**All source separated and single stream recycling facilities**, whether they are a stand alone facility or paired up with other waste activities at the site, must complete the "Solid Waste Recycling Facility" form.

**Mixed municipal solid waste (MSW) landfill permittees** may also have to complete the "Solid Waste Capacity Report", and "Non-Methane Organic Compound Emission Rate Report". If applicable, please fill out these forms and attach them to your annual report package.

**For facilities with financial assurance requirements**, Minn. R. 7035.2685, subp. 2, requires permittees to adjust closure, post-closure, and contingency action cost estimates for inflation. These facility permittees **must** fill out the financial assurance section of the Annual Report form. Our data entry staff cannot search through every annual report package to find information hidden in attachments. Permittees using a trust fund or a dedicated long-term care trust fund as their financial assurance mechanism also need to revise the inflation and discount rates applied to closure and post-closure care costs. The rates to use are listed in the financial assurance section of the Annual Report form.

**Annual Report Assembly:** To expedite the processing and data entry of your annual report information, we are requesting that you **put the Annual Report Forms at the beginning** of your submittal package. Please place Annual Report Forms in order by number found on the bottom left hand corner of each form. **Do not place forms in an appendix** as this makes it difficult and time consuming for staff to locate the form and enter the data into our system. **Please do not place a cover over the annual report form** unless it is a clear plastic cover through which the first page of the annual report form may easily be seen. Please secure all attachments and supporting documents to the back of the annual report form using comb binders, staples, binder clips, paper clips, rubber bands, etc. **Please do not submit your annual report in three-ring binders** as our physical filing system cannot accommodate them.

**Submitting Your Annual Report:** The Solid Waste Management Rules require each facility to submit an Annual Report **postmarked** on or before the due date shown in Section I of each report form.

The MPCA is requesting that you submit **one** copy of **each annual report form**, with the **supporting documentation** attached. It is important that all supporting documents be submitted with the annual report form in the same package to ensure proper tracking of the information submitted. If submitted in hard copy **all plan sheets must be 11x17 or smaller**. All report forms submitted must have an original signature. Reports submitted via e-mail, must have a scanned copy of the original signature and certification. The annual report should be submitted to:

Lisa Mojsiej  
Minnesota Pollution Control Agency                      Or  
520 Lafayette Road North  
St. Paul, MN 55155

E-mailed to:  
[lisa.mojsiej@state.mn.us](mailto:lisa.mojsiej@state.mn.us)

**Please note** that **all** Minnesota solid waste facilities must submit their annual report to the above address for proper tracking and processing regardless of where the facility is located.

Please keep in mind that the MPCA is required by statute to issue a non-forgivable Administrative Penalty Order in the amount of Five Hundred Dollars (\$500) if information required by Minn. Stat. § 115A.5501, subd. 3, has not been submitted by the aforementioned dates. The MPCA appreciates your cooperation in submitting your Annual Report(s) in this timeframe. **If you have any remaining questions you may contact me at 651-757-2373 or [lisa.mojsiej@state.mn.us](mailto:lisa.mojsiej@state.mn.us).**

Sincerely,

Lisa Mojsiej  
Engineer  
Policy, Local Government Assistance and Solid Waste Section  
Municipal Division