# COMPOSTING FACILITY ANNUAL REPORTING FORM

Annual reporting is required to be submitted to the DEQ within 30 days after the end of each fiscal year under authority of Section 11521(4) of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to comply with the provisions of Part 115 may result in fines and/or imprisonment. NOTE: The annual reporting period is the state’s fiscal year (October 1 through September 30); and this form must be submitted to the DEQ by October 30.

**FOR ADDITIONAL INFORMATION, CONTACT THE DEPARTMENT OF ENVIRONMENTAL QUALITY, WASTE MANAGEMENT AND RADIOLOGICAL PROTECTION DIVISION, SOLID WASTE SECTION, AT 517-284-6588**

## COMPOSTING FACILITY AND CONTACT

| 1. Legal Company Name or Municipality: |
| 2. Michigan Corporate ID Number (required): |
| 3. Mailing Address: |
| 4. Site Address: |
| 5. County: |
| 6. Composting Facility Contact: |
| 7. Area Code and Telephone Number: |
| 8. E-mail Address: |

## COMPOSTABLE MATERIAL RECEIVED AND DISTRIBUTED

| 11. Number of cubic yards of yard clippings and other compostable material on-site as of October 1 of the previous year (This number should be the same number as was inserted into Box 16 from the previous year’s annual report form.): |
| 12. Number of cubic yards of yard clippings brought to the site from October 1 of previous year to September 30: |
| 13. Number of cubic yards of other compostable material brought to site from October 1 of previous year to September 30. See instructions on next page for materials definitions. (AP = AP, BS = BS, CP = CP, DF = DF, DN = DN, DW = DW, FP = FP, FW = FW, FS = FS, LM = LM, MF = MF, MN = MN, PP = PP, SB = SB, SG = SG, WA = WA, WD = WD, Other = Other): Cubic Yards |
| 14. Number of cubic yards of yard clippings, finished compost and other compostable material removed from site from October 1 to September 30: |
| 15. Number of cubic yards of yard clippings and other compostable material, finished compost, and residuals on site at the end of September 30 (This number should be an actual measurement of the piles.): |
| 16. CONVERSION FACTOR: If a conversion factor was used to convert tons of material to cubic yards, what conversion factor was used and for what material: | |
| Material: | Conversion Factor Calculation: |
| cubic yards=1 ton |

I, the undersigned owner or operator or authorized agent, swear and affirm, under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment.

**PRINT NAME: __________________________ DATE: ________________**

**SIGNATURE: __________________________**

EOP 5229 (Rev 03/18)
INSTRUCTIONS FOR COMPLETING THE COMPOST FACILITY ANNUAL REPORTING FORM

PLEASE COMPLETE ALL FIELDS, FORMS MISSING INFORMATION WILL BE CONSIDERED ADMINISTRATIVELY INCOMPLETE AND RETURNED.

All DEQ registered composting facilities must submit annual reports that summarize the volume of yard clippings and other compostable materials that were composted during the state’s fiscal year (October 1 through September 30) on a form provided by the DEQ. Reports must be submitted to the DEQ by October 30. Keep a copy for your records. Submit reports to:

Mr. Aaron Hiday
Department of Environmental Quality
Waste Management and Radiological Protection Division
P.O. Box 30241
Lansing, Michigan 48909-7741

COMPOSTING FACILITY PROPERTY OWNER

1. Legal Company Name or Municipality: Enter the name of the individual, partnership, corporation, association, governmental entity, or other legal entity who owns the property. The owner(s) of the property upon which the composting facility business is located or their registered agent must submit the annual reporting form.

2. Michigan ID Corporate Number: You must enter the six digit corporate ID number (ID) assigned by the Department of Licensing & Regulatory Affairs Corporation Division. This is NOT your tax ID number. If you do not have a corporate ID number, you must register under your own name and write “sole proprietor” in the Michigan Corporate ID Number space. NOTE: Municipally owned facilities do not have a corporate ID Number. Please enter n/a or “Municipality” for these.

3. Mailing Address: Enter the address where correspondence to the operator should be sent.

4. Site Address: The address of the composting facility. Enter “SAME” if it is the same as the mailing address.

5. County: Enter the County where the composting facility is located.

6. Composting Facility Contact: The name(s) of the person(s) who are to be contacted if there are questions about the report.

7. Area Code and Telephone Number: Enter the telephone number at which the operator can be contacted.

8. E-mail Address: Enter the e-mail address where electronic correspondence to the facility contact may be sent.

9. Date that this report covers.

10. Insert acreage of active composting facility including, staging, storage, and active composting areas. Do not include areas where composting activities are not occurring. Insert total area of facility including composting operation and area where composting operations are not occurring.

COMPOSTABLE MATERIAL RECEIVED AND DISTRIBUTED

Complete the table with the appropriate information. Records should be used where appropriate, however the volume on site at the end of the fiscal year (October 1 – September 30) should be an actual measurement. It is expected that the volumes reported will reflect a reasonable natural volume reduction of up to approximately 50% as a result of the composting process.

11. Number of cubic yards of yard clippings and other compostable materials on site of the beginning of the fiscal year reporting cycle (October 1 of previous year). This number should be the same number as was inserted into Box 13 from the previous year’s annual report form. If the site contained no materials as of October 1 of the previous year, please enter 0 for this value.

12. Number of cubic yards of yard clippings brought to site during previous fiscal year. This number is from records that are required by Section 11521(4)(d)(i).

13. Number of cubic yards of other compostable material brought to the site the previous fiscal year. This number is from records that are required by Section 11521(4)(d)(i). Definitions of materials are as follows: (AP) Aquatic Plants (BS) Biosolids (CP) Compostable Products (DF) Dead Animals(farm) (DN) Dead Animals(non-farm) (DW) Drywall (FP) Food Processing Residuals (FW) Food Wastes* (FS) Fish Wastes (LM) Lime from a Kraft paper process prior to bleaching (MF) Manures(farm) (MN) Manures(non-farm) (PP) Paper Products (SB) Sugar Beet limes (SG) Spent Grain from breweries (WA) Wood Ash (WD) Wood

14. Number of cubic yards of finished compost and other compostable materials removed from site during previous year. This number is from records that are required by Section 11521(4)(d)(i). Definitions of materials are as follows: (FC) Finished Compost (CM) Compostable Materials (RD) Residuals

15. Number of cubic yards of other compostable material, finished compost, and residuals on site at the end of the fiscal year (September 30). (This number should be an actual measurement of the piles.) Definitions of materials are as follows: (FC) Finished Compost (CM) Compostable Materials (RD) Residuals

16. If a conversion factor was used to convert tons of material to cubic yards, what conversion factor was used and for what material. If conversions were done for more than two materials, attach a separate sheet with the additional conversion rates for each additional material.

SIGNATURE: Either the owner or operator of the composting facility or the registered agent may sign. If the registered agent signs, you must provide authorization to do so.

* Standard conversion is 2 cubic yards of food waste per wet ton. This number is from records that are required by Section 11521(4)(d)(i).