**Instructions for Completing Form DHEC 1272**

**South Carolina Incineration and Pyrolysis Facility Annual Report for the Fiscal Year**

PURPOSE: All Solid Waste Incineration and Pyrolysis Facilities are to use this form to report all activities during the last fiscal year (July 1st – June 30th). The hard-copy report must be received by the Division of Compliance and Enforcement **prior to October 15th**. **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 the entire form:

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

ITEM BY ITEM INSTRUCTIONS – Print or type

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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 in which 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 and the name of the facility.
2. Out of State Waste
	1. If waste was received from outside of South Carolina, list the name of the state where the waste came from. If out-of-state waste was not received, leave this section blank.
	2. In the second column enter the type of waste that was received.
	3. In the Sub-Total (A) Column, enter the amount of waste (in tons) that was received from this state.
	4. Repeat for each state.
	5. The Sub-Total (A) column will automatically populate. If filling out by hand, add up column three.
3. In State Waste
	1. If waste was received from inside the state of South Carolina, list the name of the county where the waste came from. If in-state waste was not received, leave this section blank.
	2. In the second column enter the type of waste that was received.
	3. In the Sub-Total (B) Column, enter the amount of waste (in tons) that was received from this state.
	4. Repeat for each county.
	5. The Sub-Total (B) column will automatically populate. If filling out by hand, add up column three.
4. The Total Received column will automatically populate. If filling out by hand, add up Sub-Total (A) and Sub-Total (B) and enter the number in the Total Received blank.
5. Enter the Total Permitted Annual Tonnage. This can be found on your permit.
6. Waste Destination
	1. If any waste is taken to a landfill (such as ash), enter the type of waste in the first column.
	2. Enter the amount of waste (in tons) that was taken to the landfill.
	3. Repeat for each type of waste.
	4. The Disposal Total blank will automatically populate. If filling out by hand, add up column two.
7. Recovered Material – Recycled
	1. If any recovered materials are managed on site, enter the type of material in the first column. For example, concrete.
	2. Record what the end product of the process is. For example, crush and run.
	3. Enter the amount (in tons) that is sold or removed from the facility for recycling.
	4. The Recovered Material Total blank will automatically populate. If filling out by hand, add up column three.

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.