
**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY
SOLID AND HAZARDOUS WASTE DIVISION**

SOLID WASTE GUIDELINE #25

“Annual Reports for Municipal Solid Waste Landfills with Lifetime Permits”

1.0 Introduction

The purpose of this guideline is to provide assistance to landfill operators in complying with the requirements of W.S. § 35-11-523 and Chapter 2 of the Solid Waste Rules and Regulations. The Annual Report is designed to provide the Wyoming Department of Environmental Quality (Department) with a summary of the activities conducted at operating municipal solid waste (MSW) landfills over the course of a year and an estimated timetable of future landfill operations.

2.0 Report Submittal Requirements

Pursuant to W.S. § 35-11-523, effective January 1, 2012, every MSW landfill owner/operator with a lifetime permit shall file an annual report with the Administrator on or within thirty (30) days prior to the anniversary date of each lifetime permit.

The Department will work with individual landfill operators to establish the 12 month reporting period for each landfill which will be consistent from year to year. For data such as quantities of waste received and waste diversion, the Department prefers that operators report data for each month of the reporting period. However, it is understood that some facilities may not have this capability. Therefore, the Department will work with individual operators to establish site specific reporting procedures when necessary.

Please note that the annual report should not include detailed proposals for permit amendments or requests for changes to the permitted design, construction, operation, monitoring, closure, or post-closure care of the facility. Permit amendments need to be submitted under separate cover. The annual report should briefly summarize any major amendments that may be proposed in the upcoming reporting period.

3.0 Report Contents

Two paper copies and an electronic copy of each annual report, including a properly completed Annual Report Form (Appendix A) and Air Quality Division Landfill Gas Information Form (Appendix B) with any additional attachments as noted in the annual report form, need to be provided to the appropriate Wyoming Department of Environmental Quality, Solid and Hazardous Waste Division District office. A list of District offices Resources titled “SHWD - Solid Waste District Map For DEQ Offices” can be found on the Department’s website at <http://deq.wyoming.gov/shwd/solid-waste/resources/map/>. The annual report (Appendix A) includes the following:

3.1 Facility Information

Facility name, name and address of the facility operator, and permit number (SHWD file number).

3.2 Description of Activities

The annual report needs to include a summary description of activities which have occurred over the last reporting period. The owner/operator of the MSW landfill may be required by the administrator to supplement the report with maps, cross sections, aerial photographs or other exhibits in sufficient detail to describe:

- 1) The extent to which landfill operations have been carried out within the last reporting period, including a brief summary description of the progress of all landfill work such as where the facility is in the filling sequence, phased reclamation, intermediate cover, etc. The report also needs to include a brief summary description of major changes the operator plans to propose during the next reporting period (if applicable).
- 2) The extent to which regulatory requirements, expectations and predictions made in the original permit or any previous annual reports have been fulfilled and any deviation therefrom.
- 3) The capacity of the landfill used over the reporting period (in total cubic yards) excluding final cover.
- 4) The remaining usable landfill capacity (in total cubic yards) excluding final cover.
- 5) If applicable, a summary of any remediation required or completed.
- 6) A revised schedule or timetable of landfill operations and an estimate of the available capacity to be used during the next reporting period (in total cubic yards).

In addition, the Department would like to receive the following information:

- 1) The quantity of waste received (in tons). The report needs to describe the methods used to determine this quantity. If available, monthly totals need to be reported as indicated in the table in Appendix A. If monthly data are not available, total quantities received over the reporting period may be reported instead.
- 2) The estimated remaining disposal life of the facility (in years).

3.3 Environmental Monitoring

All facilities required to institute monitoring must meet the standards described in Chapter 2 of the Solid Waste Rules and Regulations. The annual report needs to include a summary description of environmental monitoring conducted over the past reporting period.

Detailed monitoring data should not be submitted with the annual report and should be submitted on a separate schedule approved by the Department.

3.4 Landfill Gas Information Form

If a landfill operator has not already been required to submit a Title V application to the Air Quality Division (AQD), the annual report also needs to contain information related to landfill gas emissions (Appendix B). SHWD will forward the information to AQD.

If the landfill is not in the Title V program, the annual report needs to include the maximum design capacity of solid waste in megagrams (Mg) or cubic meters (m^3) of solid waste, including any modifications or expansions in the last year which have increased or decreased the maximum design capacity of solid waste in megagrams (Mg) and cubic meters (m^3) of solid waste. If the design capacity of solid waste is converted from mass to volume or volume to mass, the calculations must be provided. To calculate Mg, multiply short tons by 0.907. To calculate m^3 , multiply cubic yards (yd^3) by 0.7646. Information regarding the site-specific waste density and how it was estimated must also be provided. This information needs to be submitted by filling out and submitting the Air Quality Division's Landfill Gas Information Form (Appendix B).

3.5 Waste Diversion

If available, and not reported to the Department elsewhere, the annual report should include a description of the materials recycled such as newspaper, plastics, metals, etc. and materials diverted such as compost, asphalt, concrete, shingles, etc., and an estimated quantity of each. If reported elsewhere, please provide a reference to the report.

4.0 Review and Inspection

The Department will review the annual report according to Chapter 2, Section 5(bb) of the Solid Waste Rules and Regulations. If the Department determines that further information is needed, the Department will notify the operator as soon as possible and will allow a reasonable opportunity for the operator to provide the required information or take such action as necessary to resolve any issues. The Department's goal is to provide a review of the annual report to the operator within thirty (30) days, unless there are extenuating circumstances.

Within 45 days of receipt of the annual report, the administrator will conduct an inspection of the landfill and provide a report which will be made a part of the annual report. A copy of the inspection report will be provided to the operator within 45 days after the inspection. If additional information is needed from an operation, the Department may delay the start of the 45 days until the information is provided.

5.0 Bond Adjustment (Financial Assurance Adjustment) for Facilities with Lifetime Permits

Within 60 days after receipt of the annual report, inspection report, and other required materials, if the Administrator finds the annual report in order and consistent with the landfill operation plan and solid waste management plan as set forth in the permit, or as amended to adjust to conditions encountered

during landfill operations as provided by law, the Director will determine if any adjustment is necessary to the size of the bond required pursuant to W.S. §35-11-504. The landfill operation plan and the solid waste plan referenced here are the facility's approved permit application, not the plans contained in the facility's Integrated Solid Waste Management (ISWM) plan. Landfills participating in the State Guarantee Trust Account must continue preparing closure and post-closure cost estimates every 4 years as required by W.S. 35-11-515.

6.0 Further Information

Further information can be obtained from the following Solid and Hazardous Waste Division offices. Comments and suggestions for improvements are always appreciated.

Casper: (307) 473-3450
Cheyenne: (307) 777-7752
Lander: (307) 332-6924

7.0 Guideline Approval

I have reviewed and approved the policies and procedures described in this guidance document.

Signed



6-4-15

Luke Esch
Administrator
Solid and Hazardous Waste Division

Date

Attachments

Appendix A Municipal Solid Waste Landfill, Annual Report Form (March 27, 2015)
Appendix B Air Quality Division Landfill Gas Form (December 2013)

Guideline History

Date: May 8, 2015