

**INSTRUCTIONS FOR COMPLETING  
THE CALENDAR YEAR 2015 ANNUAL DISTRICT REPORT (ADR)**

**Table of Contents**

	<b>Page Number</b>
<b>About this document</b> .....	2
Using the electronic version of the form .....	2
<b>I. SWMD Contact Information</b> .....	3
<b>II. Contact Information for Current President of the Board/Chair of Trustees &amp; Policy Committee Chair and the Policy Committee</b> .....	3
<b>III. SWMD Waste Reduced and Recycled</b> .....	3
<b>IV. Basic SWMD Information and Narrative</b> .....	13
<b>V. Fees and Funding</b> .....	14
<b>VI. Volume-based (“Pay-As-You-Throw”)</b> .....	14
<b>VII. Out of State Waste Disposal</b> .....	15
<b>VIII. Revisions and Additions to SWMD Rules</b> .....	16
<b>IX. Studies, Subcommittees, Pilot Projects, etc.</b> .....	16
<b>X. Status of Plan Implementation Table</b> .....	16
<b>Answers to Frequently Asked Questions about the ADR</b> .....	21
<b>Appendix A: Ohio EPA SWMD Planner Assignments</b> .....	23
<b>Appendix B: Instructions for editing the electronic form</b> .....	24
<b>Appendix C: Suggested Compaction Ratios</b> .....	27

## About this Document

The Division of Materials and Waste Management (DMWM) prepared these instructions to standardize the information submitted by solid waste management districts (SWMD) in their Annual District Report (ADR). Following these instructions should help minimize common errors and avoid omissions. It will also help explain some typical comments made by Ohio EPA planners in the yearly review of the ADRs.

A list of frequently asked questions (FAQs) about the ADR form is included at the end of this document. If you have additional questions, please contact the Ohio EPA planner assigned to your SWMD, who will be happy to assist you.

### IMPORTANT – BEFORE YOU START:

**Please review comments from the previous year’s ADR.** Many common mistakes are repeated from year to year when filling out the ADR and can be avoided by simply taking a few minutes to review these comments.

### Using the Electronic Version of the Form:

Detailed instructions for using the form in MS Word are provided in Appendix B.

The electronic version of the ADR form was created using MS Word 2010 (.docx). If you are using Microsoft Word version 2007 (.docx) or 2003/XP (.doc), you can download “Microsoft’s Office Compatibility Patch” to promote better usability. Versions of MS Word that are older than version 2003/XP may cause compatibility issues with some of the features of the form. Users who experience compatibility issues and who are unable to upgrade to Word 2010 may be able to use free open-source programs such as “Open Office” to edit the file.

Ohio EPA can accept completed documents only in the following electronic formats: Adobe PDF, Word 2010, 2007 or Word 2003/XP. Paper documents are also accepted.

Finally, submission of an ADR is **REQUIRED** of all solid waste management districts. In order to meet this requirement the form must be filled out in its entirety. Please do not skip questions or fail to provide requested data. Your Ohio EPA planner will review the form for completeness and will contact you if additional information is needed. Failure to provide a completed ADR in a timely manner could result in Ohio EPA issuing a **Notice of Deficiency** or a **Notice of Violation**.

## **I. SWMD Contact Information**

The top left of the form includes the contact information Ohio EPA currently has on file for the District. If this information is correct, simply fill out the name and title of the person filling out the report so Ohio EPA knows who to contact with questions (this includes consultants).

If any of the information at the top left is **INCORRECT**, please check the box and Ohio EPA will be in contact to correct it.

## **II. Contact Information for Current Board of Directors/Trustees Chair & the Policy Committee**

Solid Waste Management DISTRICTS: Please indicate both the current President of the Board (II.A) and the Chair of the Policy Committee (II.B).

Solid Waste Management AUTHORITIES: Please indicate the current Chair of the Board of Trustees (II.A). Box II.B does not apply to authorities and should be left blank.

As a reminder, Ohio EPA should immediately be informed whenever any of these contacts change throughout the year.

## **III. SWMD Waste Reduced and Recycled**

### **Table III.1 Projected SWMD Materials Recycled and Reduced**

This data is used to compare projections with actual totals in an effort to better understand how accurate projections were and how to build better projections in the future. It is also used later in the ADR Form to answer various questions. In order to complete this table, the District must review projected recycling data from your current solid waste management plan (Plan). Data can be found in Chapter V:

Residential/Commercial Recycling: Table V-5

Industrial Recycling: Table V-6

If the District gained approval of a new plan during the ADR year, please consult with your Ohio EPA planner to ensure you are using projected data from the correct plan (it should come from the plan that covers the programs in place during the ADR year).

### **Tables III.2 and III.3 SWMD Waste Recycled**



The table below provides information on how to complete Table III.2 and Table III.3.

Recyclable Categories	Information for completing this row in Tables III.2 and III.3
<b>Appliances / “White Goods”</b>	Report major appliances recycled. NOTE: Appliances recycled by industrial entities should be reported as metals.
<b>Household Hazardous Waste</b>	Only <b>recycled</b> HHW from residential households should be included in this row.
<b>Used Motor Oil</b>	<p>Only report used oil from HHW collections, oil change service stations serving residential customers, and from residents who change oil in their own vehicles. Do not include used oil from commercial or industrial generators.</p> <p>Enter the used oil recycled in tons. The conversion factor for converting gallons of used oil to pounds of used oil is 7 pounds per gallon or about 285 gallons per ton.</p>
<b>Electronics</b>	<p><b>From residential sources</b> – Be sure to eliminate any double-counting of hazardous electronics by not including any material in this category that is already included in the HHW total listed in Row 2.</p> <p><b>From commercial and industrial sources</b> – Report only non-hazardous electronics from these sources. Do not report universal wastes recycled (e.g. fluorescent lamps) from commercial and industrial sources.</p> <p>Please see the additional notes that appear in the next section for more information on reporting electronics.</p>
<b>Scrap Tires</b>	<p>Report quantities of scrap tires in <b>tons</b>.</p> <p>In the majority of cases, the District will be credited with a scrap tire value determined by Ohio EPA scrap tire hauler reports. You can find this information posted on Ohio EPA’s SWMD Planning page in early April.</p> <p>If the District chooses to report a value higher than shown in scrap tire reports, supporting information must be included with this form and any special circumstances addressed in Table III.4.</p>
<b>Dry Cell Batteries</b>	Report non-hazardous alkaline or other dry-cell batteries recycled. Hazardous batteries from residential sources (for example many rechargeable batteries) should be reported as HHW in Row 2.
<b>Lead-Acid Batteries</b>	Report lead-acid batteries recycled.
<b>Food</b>	Report food composted, donated, or recycled through other means.

<b>Glass</b>	Report glass recycled.
<b>Ferrous Metals</b>	Report only creditable ferrous metals in this section. Refer to the definition of “creditable” materials that follows this table for clarification on what may or may not be reported.
<b>Non-Ferrous Metals</b>	Report creditable non-ferrous metals recycled. Please see the definition of “creditable” materials for clarification on what may or may not be reported.
<b>Corrugated Cardboard</b>	Report corrugated cardboard recycled.
<b>All Other Paper</b>	Report all other paper/fiber recycled.
<b>Plastics</b>	Report all plastics recycled.
<b>Textiles</b>	Report all textiles recycled. Textiles donated for reuse may also be reported.
<b>Wood</b>	Report wood waste recycled except for wood that originated as yard waste, which should be reported in Row 19.  <b>NOTE:</b> Do not report wood generated from the construction or demolition of buildings.
<b>Rubber</b>	Report any rubber materials recycled. This does NOT include scrap tires, which are reported in Row 5.
<b>Commingled Recyclables</b>	Report commingled recyclables that were not included in other categories of this table.
<b>Yard Waste</b>	Report all yard waste composted or otherwise recycled.  The default conversion factor for yard waste is: 3 cubic yards = 1 ton. Additional conversion factors have been provided in Appendix C of this document. If another conversion factor was used to convert cubic yards to tons, then explain the conversion factors and calculations in Section III.B.2 of this form.
<b>Ash (recycled ash only)</b>	Report only ash that was recycled.
<b>Non-Excluded Foundry Sand</b>	Report foundry sand that would otherwise be disposed in a municipal solid waste landfill. Foundry sand that has been excluded from the definition of solid waste is not creditable.
<b>Flue Gas Desulfurization Waste</b>	Report Flue Gas Desulfurization Waste that would otherwise be disposed in solid waste landfill.

<p><b>“Other Materials” recycled</b></p>	<p>Use these rows to enter materials that do not fit into categories elsewhere on the list. When entering “other materials,” please observe the guidelines below:</p> <ol style="list-style-type: none"> <li>1. <b>Categories</b> – Refer to the recommended categories mentioned on page 9 of these instructions.</li> <li>2. <b>Order of the Materials</b> – List materials in decreasing order from the largest amount recycled to the smallest. If the number of materials exceeds the number of rows, combine the smallest materials in the last row under “Miscellaneous” and provide details on the materials included under “Miscellaneous” in Table III.4.</li> <li>3. <b>Concrete and Asphalt Recycled</b> – Only asphalt and concrete that is recycled as part of an industrial process (e.g. at an asphalt plant) may be listed here. Do not include C&amp;DD material that was recycled.</li> </ol>
<p><b>Recycling Subtotals</b></p>	<p><b>Sum the amounts in all rows above and enter that amount in this row.</b> <i>If filling out electronically, simply right click in the cell and select “Update Field”. To update multiple cells at once, see pages 26-27.</i></p>
<p><b>Source Reduction (2015)</b></p>	<p>Only report new source reduction that took place in 2015. Do not report cumulative source reduction for previous years (see Appendix LL of the Format, Version 3.0).</p>
<p><b>Incineration</b></p>	<p>Enter the tonnage of incinerator ash recycled by the R/C sector in this row. Please see the following section for examples of how to calculate waste reduction associated with incineration.</p>
<p><b>Source Reduction Subtotals</b></p>	<p><b>Sum the amounts for Source Reduction/Incineration and enter that amount in this row.</b> <i>If filling out electronically, simply right click the total cell and select “Update Field”. To update multiple cells at once, see pages 26-27.</i></p>
<p><b>Grand Totals</b></p>	<p><b>Sum the amounts from the two subtotals and enter that amount in this row.</b> <i>If filling out electronically, simply right click in the cell and select “Update Field”. To update multiple cells at once, see page 29.</i></p>

### **Additional definitions and common errors pertaining to Tables III.2 & III.3**

- **Double Counting** - This most often occurs when materials are counted from both generators and processors. The SWMD should select one source or the other and consistently use the data from the chosen response to complete Table III.2 and Table III.3. SWMDs must take efforts to eliminate the double counting of recycled materials from both tables. Ohio EPA recommends using only generator data for Section III whenever possible as this is the best way to eliminate double counting. For more information regarding eliminating double counting, see Appendix GG of the *Solid Waste Management Plan Format, Version 3.0* (Format). Generator data have multiple benefits including:
  - they are typically more reliable in determining recycling rates;
  - the source of the materials is more accurately identified;
  - the sector that the materials are credited to is more easily identified;
  - they can be used to target the SWMD's outreach efforts;
  - they can help to eliminate double-counting; and
  - It is easier to distinguish between creditable and non-creditable data when the generator can be identified.
  
- **Verifying the source of materials** - SWMDs must make efforts to ensure that materials generated outside of the SWMD are not reported in Table III.2 and Table III.3. This most commonly occurs when a privately-owned materials recovery facility (MRF), scrap metal facilities, and other "secondary processors" receive materials generated from multiple SWMDs. There are three primary ways to address this issue.
  2. Make sure that the survey instrument used to gather the data asks the respondent to identify the source(s) of materials. Also, make sure that the SWMD documents how the source data are collected.
  
  3. Verify that the secondary processor being surveyed maintains records that include the origin of the materials (e.g. the name and address of residents who recycled the materials). There may be instances where Ohio EPA asks to see such documentation.
  
  4. Compare data from neighboring SWMDs to see if they reported sending materials to the secondary processor in question.

If the quality controls on data cannot be verified, then the SWMD should not rely on information from the secondary processor in question; rather, the SWMD should use data gathered from the generators (sources) of the materials within the SWMD rather than the receivers of the recycled material.

- **Creditable vs. non-creditable materials** - In order to be creditable the material must meet the definition of solid waste and must be from a category that is creditable toward state recycling goals. Non-creditable materials include metals from auto bodies and railroad cars as well as construction and demolition debris (C&DD). C&DD includes metals used in the construction or demolition of buildings such as plumbing, siding, framing, etc. The survey instrument used to collect metals data should ask the respondent to distinguish non-creditable metals from creditable ones. Ohio EPA may ask to see a copy of the survey instrument.
- **Liquid wastes** - A frequent source of confusion when completing the ADR is the issue of liquid waste. A liquid waste may only be reported if it originated from a household hazardous waste collection or in the case of used motor oil from the residential sector. Other liquid wastes from industrial or commercial sources do not meet the definition of “solid waste” and therefore may not be reported in Table III.2 or Table III.3.
- **Construction and demolition debris (C&DD) waste** - Concrete, asphalt, wood, scrap metals, and other materials from C&DD operations (including residential house renovations) are not considered to be “solid waste”. As a result, these materials cannot be counted towards waste reduction and recycling rates even when recycled.
- **Other materials** - When reporting “other materials”, please list the materials in descending order of weight from most to least. Some recommended categories for “other” wastes recycled are listed below.
  - Asphalt/Concrete
  - Mixed Metals
  - Non-hazardous Chemicals
  - Stone/Clay/Sand
  - “Miscellaneous” - use this designation to combine multiple materials in small quantities. If there are more than 6 “other” materials to report combine the materials in the smallest quantities and list them as “Misc.” Be sure to describe what the materials in this category represent in Table III.4.
  - Mixed Waste - list the name of the waste(s) being recycled in Table III.2 and/or Table III.3 and then describe what materials they are composed of in Table III.4.
- **Industrial or commercial fluorescent bulbs, electronics, and other hazardous wastes** - Materials from industrial or commercial businesses that qualify as hazardous waste (such as fluorescent light bulbs, hazardous electronic waste and used oil) **cannot** be reported in Table III.2 or Table III.3, even when recycled.
- **Latex paint** – Latex paint collected at HHW or special paint collection events may be classified as HHW, even though it may not technically be considered a “hazardous material”.

## **Source Reduction and Incineration**

**Source reduction** - The following criteria apply to source reduction data reported on the ADR:

- Only include tonnages associated with reductions achieved in the report year.
- Source reduction tonnages cannot be based on estimates nor can they be based on reductions achieved in previous years. Only measurable source reduction activities achieved in 2015 will be counted.
- In order to take credit for tonnage from source reduction practices, the SWMD must annually survey each entity utilizing source reduction practices to determine the tonnage of waste reduced during the report year.
- Supporting information should be provided in Table III.4 and/or attached as an appendix.

**Incineration** - Enter the tonnage of waste that was accepted at the incinerator less any by-pass waste (i.e. waste that was accepted at the incinerator but removed from the waste stream prior to incineration and subsequently landfilled). Waste reduction associated with incineration may be calculated by using the formula shown below:

**If the amount of ash waste is known:**

Incineration = [tons of waste incinerated - (incineration ash produced - incinerator ash recycled)];

**If the amount of ash waste is unknown:**

Source Reduction = [tons of waste incinerated] x 0.32 to determine the tons of ash produced.

**NOTE:** Do not include ash that was recycled (e.g. ash applied to a beneficial use program) in the source reduction calculation. Instead, report such ash in the recycling section under “Ash”.

### **Table III.4 Explanation of Data Reported in Table III.2 and Table III.3**

Table III.4 is used to explain atypical data in Table III.2 and Table III.3 as well as for clarifying details of materials reported in the “other” rows. In particular, any materials listed as “Miscellaneous” should be explained.

**Atypical Data** – Please provide information about data in Table III.2 or Table III.3 that may be considered “atypical.” A sudden change in the quantity of a particular material from one year to the next is often due to circumstances beyond a SWMDs control and can be completely unrelated to SWMD programs. Providing an explanation for significant changes in the quantity of materials recycled is the best way to address this situation and may assist Ohio EPA when evaluating the activities in the Implementation Schedule. Examples of atypical data including the following:

- An **atypical amount** of a material. This is an amount of a material that varies noticeably from state averages when compared to other SWMDs.
- A **significant change** in tonnage. That means the quantity of a material reported recycled changed significantly from one year to the next. The term “significant” means that the change is greater than might be expected as part of the normal variability that would occur with all else being equal (population, number/size of programs, etc.) from year to year. Often this is due to something as simple as a change in survey responses or economic conditions that are unique to a particular SWMD. Ohio EPA encourages SWMDs to use the new “Percent Change” column in Table III.2 and Table III.3 as a factor in deciding whether to include information in Table III.4 on that material.
- A **new material** or a **material that is no longer reported**. These would both be considered significant changes.

If the SWMD has any questions on what constitutes an atypical amount or a significant change in tonnage, please contact the Ohio EPA planner assigned to the SWMD for assistance.

### **Box III.1 Explanation of Projected versus Reported Tonnages**

Use Box III.1 to provide supporting information and/or comments on the SWMD’s reported waste reduction and recycling numbers and why they may be different than projected tonnage in the SWMD’s current Plan. This explanation should be more general than the detailed stream-by-stream explanations requested in Table III.4 and may include information such as a new or closed businesses, weather events, etc. The purpose of this question is to think about how to make more accurate projections in the future Plan updates.

### **III(A) Source(s) and Date(s) of Data Reported in Section III:**

- Indicate what sources were used to gather recycling data for the report form.
- **Clearly indicate how double counting was eliminated, especially if:**
  - secondary processors and/or brokers are included; and/or
  - if data from multiple years are used.

If the data reported in the ADR are used as reference year data to prepare a Plan update they could be subject to additional analyses. If the ADR does not include an explanation of how potential double-counting was eliminated in the report year, then further clarification will be required when the SWMD submits its Plan update.

- **Calendar Years** – For each source used, indicate the calendar year(s) that the data represents. For example: If the SWMD conducted an industrial survey in 2015 but had a number of non-respondents who responded to a 2013 and 2014 survey and the SWMD verified that the businesses were still operating at similar levels of employment in 2015, then the SWMD would mark the box in front of “survey of industries” and enter “2015, 2014 and 2013” in the space provided. Refer to the criteria for reporting survey data from previous years on pages 12-13 and provide the required information in Section III(A).
- **What quantities can be reported** – SWMDs must use quantities reported from survey data for the waste reduction and recycling. SWMDs cannot estimate amounts for non-respondents or project amounts from their approved Plan. The only exceptions to this rule are listed in Appendix GG of the Format.
- **Identifying proper recordkeeping when reporting data from brokers, scrap-yards or other secondary processors** – In order to report data from these types of entities, the SWMD should confirm whether or not the entity in question:
  - a) Maintains a daily log or other records that can be used to identify the source of the material as originating from the residential, commercial or industrial sector.
  - b) Maintains a daily log or other records that can be used to distinguish between creditable and non-creditable materials from the sectors listed in (a) above. Examples of non-creditable materials are listed earlier in the instructions for Section III.

**Methodology used in Section III:**

- **Using methodology in Appendix GG of the Format** – If the SWMD uses the methodology in Appendix GG of the Format, then please provide an attachment to the ADR that includes Table G-1 and/or Table G-2 as well as all calculations that were performed.
- **Criteria for reporting survey data from previous years** – If the SWMD does not have complete information concerning the recycling activities that occurred during the report year, the SWMD may use data from surveys conducted in the previous years. Prior to using older data the SWMD must verify that each generator, recycling activity or facility in question was still operating at similar levels during the current ADR report year. SWMDs need to make note of the method(s) used to verify the data in the space provided.

There are a multiple avenues that the SWMD could use to verify data from previous surveys. The most common method is to use employment and/or production data. The number of employees is one indicator of changes in business production. If a business

that reported having recycled solid wastes in the previous survey is still operating and still has similar numbers of employees the data may be useable. If the number of employees has changed significantly, then it may not be appropriate to use the previously reported data for that business.

### **III(B) Conversion Factors Used:**

**III(B).1** For each method used to convert scrap tires to tons for the ADR, check the appropriate box. Provide calculations and/or conversion factors where applicable.

**III(B).2 & 3** Provide calculations and/or conversion factors indicating how yard waste tonnages (and other materials) were derived.

## **IV. Basic SWMD Information and Narrative**

1. Provide the total report year population for the SWMD.
2. Indicate the source of the SWMD's population data. Common sources of population data include: Ohio Development Services Agency (ODSA); the US Census Bureau; the Bureau of Labor Statistics; and information from county and local governments or academic institutions. Ohio EPA recommends using Ohio Development Services Agency (ODSA) data. ODSA data can be obtained from the following Web site: [http://development.ohio.gov/reports/reports\\_pop\\_est.htm](http://development.ohio.gov/reports/reports_pop_est.htm). If the SWMD has more accurate data, then that data may be used provided that it is cited appropriately.
3. **General Analysis and Narrative** – For questions #3-5, please provide any information which will help tell the “story” of the SWMD's activities and results for the year. This may include any major weather events, political changes, staff changes, etc. SWMDs are encouraged to use these questions as a way to create institutional memory for future years. Ohio EPA will read these responses to help gain a better understanding of the data and how the SWMD is doing overall.

## **V. Fees and Funding**

V(A). If the SWMD has any entered into any contracts with facilities, haulers, etc. for the purpose of collecting fees not otherwise specified, please briefly describe the fee in Section V. For example: a per ton contract fee collected from out-of-state disposal facilities that were negotiated via waste designation or other legal mechanism.

- V(B) Use this space to report any funding issues that the SWMD experienced or new issues that are expected in 2016. Examples would include: the temporary or permanent closing of a facility that generated revenue for the SWMD; a statistically significant change in recycling commodity prices; or waste disposed at an in-district landfill.
- V(C) Use this space to provide an analysis of reported revenue/expenditures from the District's Quarterly Fee Reports (QFRs) as compared to projections in the current plan. Ohio EPA understands that some variation is expected and this section serves as a tool to better understand what causes variation and how the planning program can better approach this issue in the future.

## **VI. Volume-Based Billing (“Pay-as-you-throw”) Programs.**

**Definition:** Volume-Based Billing or “pay-as-you-throw” (PAYT) programs are defined as waste collection programs where the rate charged to residents for solid waste collection varies according to the amount of waste placed at the curb for collection. In other words, the more waste that is placed at the curb, the higher the rate charged. These programs typically charge based on the number and/or size of bags and containers or may be funded by a “sticker” or “bag and tag” program. Please note that volume-based billing does not include programs where extra fees are charged only for bulk-items or appliances.

**Column 1:** List each community served by a PAYT program on a separate line. Complete all requested information for each program. SWMDs should report all PAYT programs operating in their jurisdictions regardless of whether the SWMD is involved in the programs.

**Column 2:** Indicate the number of households served by the PAYT program.

**Column 3:** If recycling tonnage is available for that particular curbside program, please include it in this column.

**Column 4:** If the community served by the PAYT program is also served by a recycling program, please indicate the type of recycling program by marking the appropriate response. The responses are defined below:

**Curbside Recycling:** A program where the collection of recyclables is offered to individual households at the curb. For a program to be considered a “curbside” program, collection must at least be made available to all single-family households in the service area. For questions about multi-family household programs, please contact your planner Ohio EPA for assistance.

**Non-subscription curbside recycling:** A curbside recycling program that is offered to all households in the service area regardless of whether or not the residents participate in the

service. A household resident normally does not have to take any action to receive non-subscription curbside recycling collection service other than to place recyclables at the curb.

**Subscription curbside recycling:** A curbside recycling program that is offered to all residents in a service area, but where the residents have to voluntarily decide to receive the service. Residents who receive subscription curbside recycling services typically are billed separately for the service or they are billed in addition to their regular collection bill (e.g. a “line item” on a bill) and may “opt out” of the service to avoid the fee. Subscription services require residents to take an action, such as requesting the service or buying special bags.

**Drop-Off:** A drop-off program is comprised of permanent or regularly scheduled drop-off sites where residents voluntarily bring recyclables to the site and deposit the material into a bin for recycling.

**IMPORTANT NOTE REGARDING “BLUE BAG” or “CLEAR BAG” RECYCLING PROGRAMS:** If the SWMD has a recycling program that uses thin-film bags to collect and/or separate recyclables at the curb or after collection, and the SWMD is unsure how to classify the program, then please contact Ohio EPA for clarification.

## VII. Out-of-State Waste (OOSW) Facilities Used by the SWMD

The SWMD should complete this section only if it has legal contracts it has negotiated with out-of-state waste facilities and/or if the SWMD specifically keeps its own data on waste sent out-of-state.

**Unknown Amounts of OOSW:** If the SWMD knows of out-of-state facilities which have accepted waste from the SWMD but you do not know the amount, please list the name(s) of the facility(ies) and leave the remaining columns blank.

**Important notes on out-of-state waste data:** Ohio EPA collects this information annually from environmental agencies in neighboring states; therefore, it is not necessary for SWMDs to duplicate these data. Ohio EPA uses these data to create the *Out-of-State Waste Report*. If you would like a copy of these data, please contact Ohio EPA.

## VIII. Revisions and Additions to SWMD Rules

**New or Revised Rules** – If the SWMD adopted new rules and/or made changes to existing rules during the previous year, then include a copy of those rules with the SWMD’s completed ADR form. Please check the box to indicate whether or not copies of rules have been included with the completed ADR form.

**Rescinded Rules** – If the SWMD rescinded any existing rules, then please attach a statement indicating which rules were rescinded.

## **IX. Studies, Subcommittees, Pilot Projects, etc.**

If the SWMD's approved Plan lists any studies (e.g. "feasibility studies", "efficiency studies"), pilot projects, subcommittees, etc. that were created for the purpose of studying and/or improving new and/or existing programs then please complete Section IX. For example:

- If a program of this type is completed, enter a brief description that includes: the name of the study; a general description of the outcome of the study. Please also include a copy of the report as an attachment to this report or instructions on how Ohio EPA can obtain a copy.
- If a program is in progress, provide the name of the program and briefly describe the state of progress of the study/committee. Indicate whether the program is on schedule and describe any milestones achieved.
- If a program of this type was discontinued, delayed or suspended, then provide name the program and provide a brief explanation of the situation, including a time frame for completion. Be sure to note any changes related to those programs in the Status of Plan Implementation Schedule in Section X.

## **X. Status of Plan Implementation Table**

OAC 3745-27-90(F)(1) requires SWMDs to annually provide: *"A detailed report on the status of the ongoing, new and proposed facilities, strategies, programs and activities listed in the implementation schedule of the SWMD's approved solid waste management plan."* The implementation schedule was part of the Director's Final Findings and Orders that approved the SWMD's Plan update. The SWMD's progress in implementing its Plan is reviewed each year based on Section X of the ADR.

Please review the information that is contained in the attached table for accuracy. If the SWMD notices any errors or omissions, please identify them as described in the instructions below.

**PROGRAM TYPE** - It simply represents the category the program falls under. If the District believes a program is misclassified, please indicate this discrepancy either in this column or in the activities column at the right.

**PROGRAM ID** - The program ID number is generated by Ohio EPA's database and is an internal tracking number used for Ohio EPA's records. Please do not delete or

modify this column. If a SWMD adds a new program to the implementation schedule, Ohio EPA will generate an ID number for that program when the new program is added to the database.

**PROGRAM NAME** - This column lists the strategies, programs, and activities that are contained in the implementation schedule (this term refers to the table found as an attachment to the Director's Findings & Orders approving the current Plan) and/or those that are described in the text of the SWMD's approved Plan. Please follow the guidelines below when completing this section:

- **Review existing strategies, programs and activities** - and ensure that the data are correct and have not changed.
- **Entering new programs** - Please enter the name of any new strategy, program, or activity in UPPERCASE letters. Include the year in which the program was implemented. If the SWMD is completing the form manually, simply print the name of the new strategy, program, or activity in Column 2. Likewise, if Ohio EPA omitted an existing strategy, program, or activity, then add those to the table as well.
- **Identifying closed, discontinued strategies, programs or activities** - Do not delete any of the entries from this column. If a program or activity has been discontinued, then that information must be conveyed through the table. Place the entire program description in brackets [...]. Specify in the Status column, whether the program was closed, discontinued, completed and/or replaced with another program. Please note the year that the program ended. Provide a brief explanation of the closure in the activities column. Strategies that the SWMD indicate as discontinued will not appear on future implementation schedules.
- **Program Changes** - If a part of a program description has changed, please place the old description in brackets [...] and enter the SWMD's modified description accordingly.
- **Other Facilities** - Under the heading "Other Facilities," please include only facilities (landfills, transfer facilities, and incinerators, etc.) that are: under construction; expansion; undergoing closure; or owned, operated, or funded by the SWMD.

**STATUS** - Verify the accuracy of the dates listed. Provide a beginning and ending date for the strategy, program, or activity. If the SWMD is adding a new program, then enter

both the beginning and ending dates as appropriate. If a program was discontinued, please enter the “ending date” for that program.

If a continuing program was in place prior to the approval of the most recent Plan and is not expected to end, "ongoing" may be used in place of a beginning date. The beginning and ending dates may also reflect the first and last years of the current planning period.

**ACTIVITY DURING THE REPORT YEAR** - This is the most important column of the table and helps fulfill the requirements of the SWMD under OAC 3745-27-90(F)(7). Report the activity that took place during the report year for the corresponding entry in this column.

Information such as tonnage data for programs should be provided if available. SWMDs may enter comments to Ohio EPA in this column. Additional information such as a “Year End Report” or copies of newsletters may also be attached to the ADR. Please be aware, however, that attaching a supplementary report may not be an adequate substitute for the program-by-program activity reported in this table. Please contact Ohio EPA if you have questions about what information to submit in Section X. Additional tips on how to complete this column are listed below.

#### **Tips on how to complete the Activities Column in the implementation schedule table:**

- **Please do not enter program descriptions for existing programs** - Descriptions of current programs should already be in the SWMD’s Plan.
- **Describe activity** - Briefly describe what activities were performed under this strategy, or program. (e.g. *1000 recycling information fliers were mailed to the residents of Smallville to educate them on the new subscription curbside program; or Three teacher workshops were performed: One for grades K-3, one for grades 4-8, and one for grades 9-12*). If no activity was performed under the corresponding program, enter “no activity” and an explanation of why no activity occurred during the report year.
- **Tonnage Data** - If the SWMD collected tonnage data for recycling drop-offs and/or curbside programs, please include this data in this column of the table or attach the data in another format (e.g. a spreadsheet).
- **Activity was different than what was described in the SWMD’s approved Plan** - Provide an explanation for the change. (e.g. *Usage of this drop-off recycling location was low; therefore, the drop box was moved 1 mile east to the Kroger parking lot at 135 Oak St., Smallville, in an effort to improve participation*).

- **The SWMD’s approved Plan indicates that an activity related to a particular program would occur in the report year but no activity was performed** - Please provide an explanation. Also indicate whether or not the activity will be performed in the future. (e.g. *The SWMD did not have sufficient funds to implement this program in {the report year}. Implementation has been delayed until {date of planned implementation}*).
- **SWMD’s approved Plan does not require activity in the report year** - Enter “no activity required.”
- **SWMD had a new Plan approved in the report year** - Verify the “begin dates” of future programs that were not yet active in the report year. Enter “To begin in the next planning period” for programs starting in the next planning period.
- **Examples of data to be provided in the Activities column** - Some suggestions for the types of comments that can be provided in the column are provided below
  - Curbside recycling programs and drop-off locations: Report the tonnage of material that was collected by the program(s); the frequency of collection or service; the service schedule; if the program was a Pay-As-You-Throw (PAYT) system;
  - Education and information strategies: For information dissemination strategies report the number of brochures or other publications that were prepared; the number and types of ads run; the content and target audience of the information, etc. For school education programs, report the number of classes that were visited; the grade levels targeted; the number of presentations that were given; the number and type of school materials that were developed and distributed, etc.
  - Technical assistance: For waste audits, report the number that were offered; the number requested; an example of an business that audited and the results; who performed the audits; etc. For hotlines, report the number of calls taken; what sector the calls were from; and examples information provided during the calls.
  - Special collection events (HHW, appliances, tires, etc.) – Report the number of events held; the amount of material collected; the types of materials collected; when the event was held, the number of participants, etc.
  - Facilities (landfills, MRFs, transfer stations, etc.) – Briefly describe improvements or changes made to a facility. If an existing facility closed or a new facility opened then summarize the changes.

## Answers to frequently asked questions about the ADR.

The following questions attempt to answer some of the most common questions about the ADR.

**Q: Where do I mail the completed ADR Form?**

A: Contact information for your planner may be found in Appendix A. You may E-mail an electronic copy to your planner or send it by post, addressed to your planner at:

*Ohio Environmental Protection Agency  
Division of Materials and Waste Management  
PO Box 1049  
Columbus, Ohio 43216-1049*

**Q: Was the ADR “approved?” Is the SWMD “in compliance?”**

A: Ohio EPA does not officially “approve” ADRs. The ADR review is not an indication of whether or not the SWMD is in compliance. Information that the SWMD provides in the ADR may be used as part of a larger set of criteria to determine an SWMD’s compliance with Ohio laws and rules governing SWMDs.

**Q: Do I have to provide out-of-state waste data? Why or why not?**

A: Ohio EPA collects out of state waste data from neighboring state agencies. If this is the source of the SWMD’s data, then there is no need to duplicate this effort. If the SWMD has a special contract with an out-of-state facility or hauler that provides data, this data is often superior to the data we collect and it is important to report these data when completing the form.

**Q: Why can’t metals and other materials from construction and demolition activities be counted toward recycling?**

A: C&DD waste is not defined as “solid waste” and therefore is not counted in the SWMD’s disposal totals. Because it is not counted in the disposal totals, it cannot be counted in the SWMD’s recycling rate.

**Q: Can I report recycled metals, wood, etc. from the demolition of residential homes in the residential recycling totals?**

A: No. These materials are defined as C&DD, not as solid waste. Therefore, they may not be included in the R/C recycling totals.

**Q: Why does Ohio EPA so closely scrutinize atypical amounts of recycled materials in Table III.1?**

A: This is one method that Ohio EPA has for evaluating the quality of the recycling data. Unusually large or small numbers are often indicators of errors in data collection, improperly credited materials, as well as indicators of program performance levels.

- Q: How does Ohio EPA determine what constitutes an atypical amount of material recycled?**  
A: Ohio EPA compares the quantities reported in Table III.2 and Table III.3 with state and national data as well as historical data for the SWMD. Ohio EPA also compares the data to other Ohio SWMDs with similar economics and demographics. In addition, Ohio EPA compares the data to waste composition data reported in the SWMD's most recent Plan.
- Q: Why does Ohio EPA track changes in the amounts of materials reported?**  
A: A significant change in the amount of material recycled is often an important indicator of other changes in the SWMD's programs (e.g. a change in the types of materials collected at drop-offs or the addition or cancellation of collection programs). Such changes may also be indicators of changing economic factors, or changes in survey responses or survey methodology.
- Q: Can I use recycling data from scrap dealers and secondary processors?**  
A: Yes, provided that the SWMD has taken reasonable steps to verify the sources of the material being reported from these entities. If the SWMD cannot verify the sources of these data, they cannot be used. Ohio EPA may ask SWMDs to provide documentation on how the sources of materials have been verified, particularly if the SWMD uses these data in a future Plan update.
- Q: Can I use recycling data for multiple years?**  
A: The SWMD can use this type of data if the SWMD explains how double counting was eliminated and if the SWMD has verified that the generator is still operating at similar levels of employment and/or production. Data may not be more than three years old.
- Q: How do I report compact fluorescent light bulbs (CFLs) recycled?**  
A: Report compact fluorescent light bulbs from residential sources only and in their own category.
- Q: Can I report food oils and greases (FOGs) recycled from residential sources?**  
A: Yes, if the materials came from a residential-only collection program.
- Q: Should laptop computer batteries be reported separately from the computers?**  
A: Quantities of laptop computer batteries from residential-only collections may be included with the weight of the computers.

## Appendix A – Ohio EPA Planning Contacts

While many Districts have officially-designated primary planners, any District may contact any of the following planners with questions regarding the ADR:

Andrew Booker – Planning Supervisor

[andrew.booker@epa.ohio.gov](mailto:andrew.booker@epa.ohio.gov)

614-728-5355

Christopher Germain – Planner

[christopher.germain@epa.ohio.gov](mailto:christopher.germain@epa.ohio.gov)

614-728-5317

Matthew Hittle – Planner

[matthew.hittle@epa.ohio.gov](mailto:matthew.hittle@epa.ohio.gov)

614-728-5369

Ernest (Ernie) Stall – Planner

[ernest.stall@epa.ohio.gov](mailto:ernest.stall@epa.ohio.gov)

614-728-5356

Also, while not actively engaged on the ADR form itself, the Ohio EPA Planning Unit and all Districts also benefit greatly from the data work of Cassandra (Cassie) Schramm. Questions regarding disposal, composting or tire reports may be directed to Cassie at [cassandra.schramm@epa.ohio.gov](mailto:cassandra.schramm@epa.ohio.gov) or 614-728-5325.

## Appendix B

### Instructions for using the Microsoft Word version of the ADR Form

The ADR Form has been made available in MS Word format (version 2007/2010 - .docx). The report form includes form fields that can be easily completed as described below. If the SWMD would like assistance with this form, please contact your Ohio EPA planner.

**Before entering data** - users must ensure that the form is locked or protected.

- **Locking /Protecting the form**

#### **Important Notes:**

- The user may need to load the **Developer Tools** onto the **Main Ribbon** and show the **Developer Tab** to edit this form.
- **The user DOES NOT need to enter a password** – When the password dialogue box appears, you may leave the password blank simply press “OK” unless you want to protect the form for your own use.

- **MS Office 2007 users** - In MS Office 2007 the form can be locked and unlocked as follows:

#### **To Lock the Form and enter data:**

a. **Developer >> Protect Document >> Restrict Editing and Formatting**

b. Under #2 “Editing Restrictions” Select “Filling in Forms” then check the box that says “*Allow only this type of editing in the document*”.

c. Click the button that says “Yes, Start Enforcing Protection”. There is no password so leave the password field empty (see note on passwords above).

#### **To Unlock the Form:**

a. **Developer >> Protect Document >> Restrict Editing and Formatting.** A dialogue box should appear. This may seem confusing at first but you do in fact need to open the “Restrict Editing...” dialogue box in order to “turn-off” the restrictions.

b. Click the button in the dialogue box that says [Stop Protection].

c. Under #2 “Editing Restrictions” uncheck the box that says “*Allow only this type of editing in the document*”.

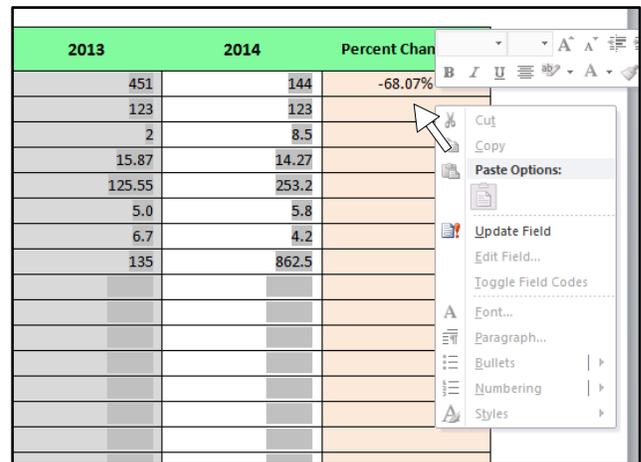
- **Users of MS Word XP and earlier versions of MS Office** – If the SWMD is using an earlier version of MS Office, you will need to download the plug-in from Microsoft for backward compatibility with earlier versions of Office as well as the latest patch for that plug-in.

Once you have downloaded and installed the plug-in, go to the **View** menu and select **Toolbars >> Forms**. The Forms toolbar should appear. Clicking the lock icon on the **Form Toolbar** will lock and unlock the form for entry.

- When you receive the form, it should be “locked” (“protected” in Word 2007). This means that you cannot make changes to the form, but the form fields are activated for data entry. Ensure that the form is locked before you begin entering data. Most of the tools in the Forms Toolbar will appear “grayed-out” when the form is locked. To lock and unlock the form, simply click the lock icon on the Forms Toolbar.
- Changes to the form should not be necessary under most circumstances and the form should be locked for data entry. However, if changes need to be made they can be made as follows:
  - Unlock the form as described above.
  - Once the form is unlocked, changes may be made.
  - **IMPORTANT: Data cannot be entered into form fields when the form is unlocked;** the form field will be deleted and overwritten with text. You will also not be able to tab between fields if the form is unlocked.
  - To change the properties of a form field right-click on the field while the form is unlocked.
  - When finished making changes, **Lock or protect the form before resuming data entry.**
- Select the first field in Section I of the form with the cursor, and begin entering data.
- The individual(s) entering data can rapidly tab between fields and enter data. Check boxes can be completed in three ways: by clicking on them with the cursor, hitting the space bar, or by typing an “x”.
- **Sum Rows and Columns in a Table** - Some of the tables in the ADR Form contain formulas to sum values in a row or column. The most simply way to calculate the sum, right-click on the **Total** cell and select **“Update Field”** from the menu (as shown in the graphic to the right).

NOTE: You will want to update the “subtotal” and “total” cells in the following order to ensure the calculations are done correctly:

1. Recycling Subtotal
2. Source Reduction Subtotal
3. Grand Total



- **To update multiple formulas at once:** Unlock the form (see page 24), select the formula-based cells that you'd like to update, then press F9.

NOTE: While you can update the Percent Change cells at all once, you will want to update the “subtotal” and “total” cells in the following order to ensure the calculations are done correctly:

1. Recycling Subtotal
2. Source Reduction Subtotal
3. Grand Total

2013	2014	Percent Change**
451	144	-68.07%
123	123	
2	8.5	
15.87	14.27	
125.55	253.2	
5.0	5.8	
6.7	4.2	
135	862.5	

## Appendix C – Suggested Compaction Ratios (volume/weight conversions)

Category	Material	Volume	Estimated Weight (in pounds)
<b>Office Paper (white ledger)</b>			
	Uncompacted, stacked	1 cu. yd.	655
	Compacted / baled	1 cu. yd.	1,310
<b>Mixed Ledger/Office Paper</b>			
	Flat	1 cu. yd.	380 / 755 *
	Crumpled	1 cu. yd.	110-205 / 610 *
<b>Cardboard, Corrugated</b>			
	Uncompacted	1 cu. yd.	50-150
	Compacted	1 cu. yd.	300-500
	Baled	1 cu. yd.	700-1,100
<b>Newspaper</b>			
	Uncompacted	1 cu. yd.	360-505
	Compacted	1 cu. yd.	720-1,000
	Flat	1 cu. yd.	380 / 755 *
	Crumpled	1 cu. yd.	110-205 / 610 *
<b>Glass</b>			
	Bottles (whole)	1 cu. yd.	500-700
	Semi-crushed	1 cu. yd.	1,000-1,800
	Crushed (mechanically)	1 cu. yd.	1,800-2,700
	Uncrushed to manually broken	55-gallon drum	300
<b>Plastic PET (Soda Bottles)</b>			
	Whole bottles, uncompacted	1 cu. yd.	30-40
	Whole bottles, compacted	1 cu. yd.	515
	Whole bottles, uncompacted	gaylord	40-53
	Baled	30" x 62	500-550
	Granulated	gaylord	700-750
	8 bottles (2-liter size)	--	1
<b>HDPE (Dairy)</b>			
	Whole, uncompacted	1 cu. yd.	24
	Whole, compacted	1 cu. yd.	270
	Baled	32" x 60"	400-500

Source: U.S. EPA

Category	Material	Volume	Estimated Weight (in pounds)
<b>HDPE (Mixed)</b>			
	Baled	32" x 60"	900
	Granulated	semi-load	42,000
<b>Mixed PET &amp; HDPE (Dairy)</b>			
	Whole, uncompacted	1 cu. yd.	32
<b>Odd Plastic</b>			
	Uncompacted	1 cu. yd.	50
	Compacted / baled	1 cu. yd.	400-700
<b>Aluminum (Al)</b>			
	Al cans (whole)	1 cu. yd.	50-75
	Al cans (compacted manually)	1 cu. yd.	250-430
	Al (uncompacted)	1 full grocery bag	1.5
<b>Steel/Tin Cans (SC)</b>			
	SC (whole)	1 cu. yd.	150
	SC (flattened)	1 cu. yd.	850
<b>Organics / Yard Trimmings (may vary depending on moisture content)</b>			
	Yard waste (mixed)	3 cu yds.	2,000
	Leaves (uncompacted)	1 cu. yd.	200-250
	Leaves (compacted)	1 cu. yd.	300-450
	Leaves, vacuumed	1 cu. yd.	350
	Grass clippings (uncompacted)	1 cu. yd.	350-450
	Grass clippings (compacted)	1 cu. yd.	550-1,500
	Finished compost	1 cu. yd.	600
	Christmas trees	1 Tree	7-10
<b>Wood</b>			
	Pallets	--	30-100 (40 avg.)
	Wood chips	1 cu. yd.	625
<b>Tires</b>			
	Car (passenger tire equivalent)	1 tire	20 (1 PTE)
	Truck	1 tire	40-100 (5 PTEs)
<b>Oil</b>			
	Oil (used motor oil)	1 gallon	7