

Submit your annual report online through our new *Ohio EPA Composting Facilities Annual Report Service* and save time!

- No more printing the form
- No more scanning and emailing, or having to get an envelope and stamp
- No need to worry about sending it to the right district office
- Keep all your future annual reports saved in your account

See this feedback received from an early user:

"I did create a password and was able to see this year's and last year's (2018) report. I like the new system, it's user friendly and gets the information to you guys much easier and quicker. I've been responsible for our compost facility for the last 21 years, so I've been through all of the system and form changes the EPA has required. I find this new method simple to use and much more efficient." - Larry

How do to get started:

1. Ohio EPA already created an account for you using the email provided for the facility contact in your registration, however you need to change the password. Follow this link https://connect.retrac.com/password_resets/new to change the password.

Not sure which email was used for the account? Send a quick message with the Subject line "Retrac email" and the name of your facility to angel.arroyo-rodriguez@epa.ohio.gov

2. With your new password you may log into your account and arrive at your account's start page:

3. Click on the program logo Ohio EPA Composting Facilities Annual Report Service to move to the "Members" page which lists all the facilities that you manage, as in the example below:

4. To start entering information, just click on the arrow on the right side and it will take you to the “Surveys” page where you will see a new survey for 2019 (“Annual, 2019”), as shown below:

5. Click on “NEW” to open the report. The program is fairly intuitive and each page includes instructions to help you as you go along. Make sure you read them!

- If you need to stop before finishing, click “Save” at the bottom of the page and then select “Save as Draft and continue to next page” when prompted in the popup window.
- The report has 4 pages. You can navigate directly to each page by clicking on the number.



- Select the materials received at your facility to make the entry tables for that material appear.
- If you don’t have anything to enter in pages 2 or 3, just click “save” at the bottom of the page and you’ll automatically move to the next page.
- If you have laboratory results to submit, you will have an option to upload them.

How do I know which information I need to collect?

Use the printable version below as a guide. The online form asks the same information.

What if I have questions while completing the report?

You can send a message to the program managers by clicking on the “Contact Program Manager” links at the top right side of the pages.

Can I still send the printed version by mail?

We prefer you start taking advantage of the new online option, but we will accept the mailed reports.



Division of Materials and Waste Management

Composting Facilities Annual Report for Data Year 2020

<p style="text-align: center; font-weight: bold;">Report due on February 1, 2021.</p> <p>Pursuant to Ohio Administrative Code (OAC) 3745-560-115, 215, 315 and 415, annual reports are due on February 1, 2020. Please submit completed reports to the appropriate <u>District Office</u> (mailing addresses at end of form).</p>	<p style="text-align: center; font-weight: bold;">E-DOCUMENT INFORMATION Ohio EPA Use Only</p> <p>Doctype: Report</p> <p>Secondary ID: _____</p> <p>Facility Name: _____</p> <p>County: _____</p> <p>Program: Composting</p> <p>Classification: Annual Report</p>
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1. FACILITY INFORMATION

Facility Name:	Facility Class: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Contact Person:	Registration Number:
Mailing Address:	
Address of the Physical Location of the Facility:	
Email:	Phone Number:

2. FACILITY OPERATIONS

Compost Material Tested? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, attach copies of all test results provided by the testing laboratory. Report must list analytical methods utilized.
Is all compost produced utilized exclusively on property owned by the owner of the facility?	<input type="checkbox"/> Yes If Yes, provide the complete addresses where untested compost was used. <input type="checkbox"/> No If you did not test and do not meet the testing exemption, explain why compost was not tested. For class 4 facilities enter N/A.
Leachate Collected for treatment or disposal? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, complete monthly totals below.
January: _____ gallons February: _____ gallons March: _____ gallons April: _____ gallons	May: _____ gallons June: _____ gallons July: _____ gallons August: _____ gallons
Name of facility where leachate was taken for treatment and/or disposal:	
Does the facility have a leachate control system or any other monitoring and control system? <input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, provide below a summary of any maintenance performed on the system.

3. REGISTRATION UPDATES

A. Were there any changes to the following during the past year?	
Facility Name	<input type="checkbox"/> No <input type="checkbox"/> Yes
Registrant	<input type="checkbox"/> No <input type="checkbox"/> Yes
Operator/Property Owner Contact Information	<input type="checkbox"/> No <input type="checkbox"/> Yes
Materials Placement Area	<input type="checkbox"/> No <input type="checkbox"/> Yes
If you answered yes to any of the above, you must submit an amended registration to Ohio EPA.	
Class 2 facilities only:	
B. Did the facility increase the cubic yards of feedstocks, bulking agents, additives, alternative materials, or compost mixtures in the materials placement area?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, and the amount of materials exceeds the maximum capacity specified in your current registration, you must submit an amended registration to Ohio EPA with an adjusted closure cost estimate.	
C. Provide the final closure cost estimate as outlined in Ohio Administrative Code (OAC) Rule 3745-560-05	
Closure cost estimate provided on your current Registration:	Closure cost estimate at end of 2019:
If the closure cost estimate at the end of 2019 exceeds the estimate in your current registration, you must submit an amended registration to Ohio EPA with an adjusted closure cost estimate.	

A. If <u>no waste was accepted</u> during the past year, do you wish to terminate this facility's registration?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Closure requirements can be found in Rule 3745-560-135, 235 335 and 435 of the Ohio Administrative Code.	

For amendments to current registration, click [here](#) to access the form or submit the amendment through Ohio EPA's eBusiness Center [here](#). Contact the Division of Materials and Waste Management (DMWM) at (614) 644-2621 for assistance with the eBusiness Center portal.

Comments:

District office mailing addresses:

<p>Northeast District Office 2110 East Aurora Road Twinsburg, Ohio 44087 Phone: 330-963-1200</p>	<p>Central District Office Ohio EPA - CDO P.O. Box 1049 Columbus, Ohio 43216-1049 Phone: 614-728-3778</p>
<p>Northwest District Office 347 N. Dunbridge Road Bowling Green, Ohio 43402 Phone: 419-352-8461</p>	<p>Southeast District Office 2195 Front Street Logan, Ohio 43138 Phone: 740-385-8501</p>
<p>Southwest District Office 401 East Fifth Street Dayton, Ohio 45402 Phone: 937-285-6357</p>	



4. MATERIALS ACCEPTANCE AND DISTRIBUTION

For each applicable material, enter the monthly amount received. Enter amount of compost product distributed. Please do not leave blanks on the form; enter "0" if nothing was received or distributed. Use a conversion factor of one ton to three cubic yards for all materials except for food scraps. **For food scraps the conversion is one ton to two cubic yards.**

Yard Waste	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Bulking Agents	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Food Scraps	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Animal Waste	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

For each applicable material, enter the monthly amount received. Enter amount of compost product distributed. Please do not leave blanks on the form; enter "0" if nothing was received or distributed. Use a conversion factor of one ton to three cubic yards for all materials except for food scraps.

Agricultural Plant Material	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Dead Animals/ Rendering	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Other:	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	
Counties of Origin	Amount from Each County

Distribution	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
Month	Amount
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	