

# **INSTRUCTIONS FOR ANNUAL REPORTING OF CONSTRUCTION AND DEMOLITION (C&D) DEBRIS FACILITIES**

## **GENERAL**

The owner or operator of the facility shall submit an annual report to the Department on Form 62-701.900 (7). This report shall include a summary of the amounts and types of materials recycled and the amounts of wastes disposed. The county of origin of materials which are recycled/disposed or a statement that the county of origin is unknown shall be included in the report. The report shall be submitted no later than April 1<sup>st</sup> of each year and shall cover the proceeding calendar year. This provision applies to all facilities regardless of the compliance schedules in Rule 62-701.730, F.A.C.

For each facility, fill out a separate reporting form for each county from which the facility received materials. Please make additional copies of this form as necessary.

## **SPECIAL NOTE ABOUT C&D REPORTING FORM**

**BE CERTAIN TO REPORT ONLY THOSE MATERIALS RECYCLED AND DISPOSED OF BY YOUR COMPANY.**

- **If disposal is what your facility does (i.e. no recycling), then disposal tonnages are the only number you need to report on line 10 of the form.** Fill in zeros under the recycled material types section and on line 9 of the form.
- **Do not breakout your disposal waste stream under material types. This area of the form is strictly for recycled materials only. Recycled materials are those materials that have been shipped to an end user for a new product or use.**
- **If you transfer waste for disposal, do not enter the transferred tonnages on this form.** The facility to which you transfer waste will report this debris. Please provide disposal facilities with the county of origin of the materials when transfer is made, so that the proper County receives credit for generation of this debris.
- **Metal dealers: Do not report auto scrap.**

**ALL ANNUAL REPORTING FORMS**, once completed, shall be mailed to the following address:

*Florida Department of Environmental Protection  
Attn: Suzanne Boroff  
2600 Blair Stone Road, MS 4570  
Tallahassee, Florida 32399-2400*

If you have any questions, please call Suzanne Boroff at 850/245-8718.

- 1) **Company Name:** The name of the reporting entity, which is engaged in recycling and disposal activities (as on Permit).
- 2) **Facility Name:** This is the name of the individual facility at the address in item 3 below. If the facility does not have a name to differentiate it from other facilities owned or operated by your company or business, use the business name.
- 3) **Physical Address:** This is the physical location, including city & zip, of the facility (not a PO box).
- 4) **Mailing Address:** The address where the facility receives mail.
- 5) **County Location:** The County where the facility is located.
- 6) **Debris County of Origin:** This is the County from which reported materials were received. Use a separate reporting form for each county from which you receive materials.
- 7) **Company Contact:** The individual person responsible for permit & reporting requirements. This person should be able to answer all questions pertaining to the permit, including materials handled at facility.
- 8) **Phone Number and e-mail address:** This is the number and e-mail address where the company contact person can be reached.
- 9) **Total Tons of C&D Debris Recycled:** Enter the total tons of all recyclable materials (add subtotals above) handled and any other/additional material not listed that **was shipped** for reuse or recycling only.
- 10) **Total Tons of C&D Debris Disposed:** Total tons of C&D Debris that were disposed( material not recycled) in a landfill. Please note that any filling of borrow pits, lakes, general fill, and daily or intermediate cover from any component of C&D is considered disposal and should be reported as on this line.

**Sign, print title, date and print signature's name.**