

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

A) 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 wastes received and the amounts and types of wastes disposed of or recycled. The county of origin of materials, which are recycled, 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 1st 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.

B) REPORTING FORM INSTRUCTIONS

The following instructions are for the **C&D DEBRIS FACILITIES REPORTING FORM**.

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.

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

*Florida Department of Environmental Protection
2600 Blair Stone Road
Mail Station # 4570
Waste Reduction Section
Tallahassee, Florida 32399-2400*

- 1) **Name of Facility:** The name of the reporting entity, which is engaged in recycling and disposal activities (as on Permit).
- 2) **Company 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:** This is the number 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 Dispose d:** Total tons of C&D Debris that was disposed of 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 such.

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