

**A Guide to Preparing and Submitting the Iowa DNR
Regional Collection Center
Semi Annual Report**

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Prep Work 1 – What is needed to do the job?

Keep Good Records

1. Materials being shipped off of site

Use waste tracking reports, invoices, or receipts to keep track of any materials that are leaving the site for recycling or disposal during the correct reporting period which could be Jan. 1st-June 30th or July 1st-Dec. 31st. The material has to have left the site to be included on this report.

Specific waste categories can be found on the Semi Annual Report (SAR) spreadsheet. Please make sure to include any additional categories that you may have; remembering CESQG information and any other information that is tracked. It could be tracked in a specific notebook, excel file or on other waste tracking software such as Waste Works.

Examples of materials tracked include : all DOT hazard classes, oil, oil filters, antifreeze, batteries, PCB ballasts, latex landfilled, trash, fluorescent tubes.

For shipping costs—gather all invoices from RCC expenses within the last 6 months. If you work with other departments (accounting-administrator) request remaining invoices from individuals tasked with keeping track of RCC reportable materials. If possible, request the information 3 weeks prior to needing the materials. This will give the individual or individuals plenty of time to get the information that is needed to complete the semiannual report.

2. Invoices or Receipts for Supplies (used in shipping Hazardous Materials)

Examples are as follows: drums, oil dry, pH paper, pails, vermiculite, labels, placards, spray glue, testing equipment for unknowns.

3. Documents verifying your daily operations

CESQG participation, weights and revenues by those businesses who you picked up (place lbs. under mobile) or those who delivered materials to your facility (place lbs. under permanent facility).

Residential Participation at facility, Residential mobile event participation, Satellite participation & weights.

Swap Shop information including categories of materials and the number of participants using the exchange.

Prep Work 2- Management of Information

Every reporting Period- as needed

Update your drum inventories as they are delivered or shipped out. Record both the cost and number of barrels used during this reporting period.

Create a new folder for each reporting period every year.

Backup data at least quarterly on an extra data source; separate from your main computer.

Updating Records throughout 6 month period

Daily/Weekly

Scan or copy receipts from purchases into a monthly reporting folder as they are received. If you work with any office staff, ask them to always make a copy of any RCC bill so you will have a copy for your files.

For the below categories; create a form and fill in the information daily/weekly. Example forms can be found in Appendix A.

- Residential participation/appointment log; used to count households.
- CESQG participation, weights, and revenues.
- Swap shop weights and participation. The spreadsheet should reflect a running total of the inventory for the month. The categories of swap shop should be similar to those on the SAR spreadsheet. This will allow for easy understanding and transferring of numbers from daily worksheet to SAR form; scan or copy receipts from purchases and put into a folder which can be sorted by week or month.

Monthly Updates

For the below categories; create a form and fill in, or total, the information monthly. Example forms can be found in Appendix A.

- Conditionally Exempt Small Quantity Generators, pounds and participants.
- Swap shop totals, latex landfilled, garbage.
- Totals -- # of participants, # of HH, any disposal costs, categories of materials and how they were sorted (to swap shop, disposal to Hazardous Waste Contractor, etc).
- Any supplies purchased for Hazardous shipment.

CESQG's should have a separate log-in sheet and get documented in a monthly folder, to keep track of amount and category of materials, as well as billing and payment information.

Finally, once all monthly updates have been made, put all invoices from purchasing materials, shipping manifests, and end of month numbers together, in a separate folder for that reporting period. Invoices and shipping manifests will need to be submitted to DNR for documentation.

How to “DO” the report

Steps to completing the RCC Semi Annual report or “SAR”

1. Print off a copy of the SAR spreadsheet & word doc so you will be able to do a rough draft with pencil first and mistakes can easily be fixed.
2. Print off any 6 month spreadsheet data including residential participation, swap shop information, and CESQG information.
3. Print off a copy of the previous RCC report that was submitted to the DNR to reference categories.

4. Make sure you have all the data and information in front of you. This will eliminate error as it allows you to finish a specific part of the report without getting interrupted to find paperwork or forms that you need. Go through and add up all the weights from the like hazard classes. Example being 2.1, 3.0, and 6.1. You may need to consult the manifests and cross reference with a report that lists the final weight from your Hazardous Waste Contractor. For example, Clean Harbors calls their report listing final weights & disposition of wastes a "Waste Tracking Detail Report or WTDR". The quantities entered on a manifest should be based on actual measurements or reasonably accurate estimates of quantities shipped. However, for accuracy, many RCC's prefer to use a WTDR or similar report which is an actual weight taken upon the wastes arrival at the Hazardous Waste Contractor's facility.

Check with your contractor to obtain a report showing final weights.

5. Be careful with the 3.0 categories; cross reference the manifest to see if they go into the paint related materials, bulk flammables, or oil based paints. These 3 categories should be added separately. The weights should be taken from a final report with actual weights or waste tracking report provided by your hazardous waste vendor. Include the math used in calculations when submitting supporting documents to DNR.
6. If weighing materials when they arrive in your facility, print off a 6 month total of all materials. There is an example in Appendix A. This will save time as the math will show a total for each individual month and a cumulative 6 month total. Print off the "Semi Annual Checklist" (in Appendix A) and pencil in all the cumulative weights from the 6 month reporting period.

For RCC's who do not weigh material as it comes in the door, start with the paper copy of the spreadsheet portion of the SAR. The total pounds managed from the SAR spreadsheet is needed to complete the word document portion of the SAR.

1. Put the weights in the appropriate column. Depending on whether the material is reimbursable or not determines where you enter the weight. If there is no charge to your facility for the disposal of the material or you are paid for the material then the pounds are ineligible for reimbursement and the weights should be entered into the "handled locally" column. Don't worry about totaling the weights at this time; just make sure that the material weight is in the right columns.
2. Swap shop weights should also be entered into the spreadsheet at this time. If you have questions on where a material should go please contact DNR for assistance.
3. Once all the numbers are entered on the paper copy, take it to the computer and enter all the numbers into the actual SAR spreadsheet that DNR sent via e-mail. This will automatically add all the numbers up. When finished, print off the completed SAR spreadsheet and compare it to the paper copy to catch any errors.

RCC Report Form or Word Document

1. Enter in the residential mobile collection pounds, residential satellite pounds, CESQG permanent facility pounds (which means any business that brought waste to you), and your total CESQG mobile collection pounds (the businesses you went to pick up). You should already have all these numbers completed from creating a spreadsheet which tracks monthly totals.
2. Take the total managed pounds from your SAR spreadsheet and subtract your residential satellite pounds, residential mobile collection pounds, and total CESQG pounds and the remaining amount will be the permanent facility pounds for the “Word” portion of the SAR.
3. A quick check = the totals added together in section #2 and section #3 on the “Word” portion of the SAR should equal the “Total Managed” on the SAR spreadsheet.
4. Except for the disposal costs, the rest of the SAR form is just filling in numbers that should be either in a spreadsheet, invoices, or receipts.

Disposal Costs

1. Calculate your disposal costs at the very end. This way the math on the entire rest of the report is done and means that the disposal costs should be accurate.
2. Sort the invoices/receipts and categorize them into vendors or specific categories. Add the vendors together for a total in each category. Do this on a separate piece of paper and label the top of the paper “Disposal Costs”. (Example in Appendix A)
3. The key to accurate disposal cost reporting is to only include things that are reimbursable. Items that were used to ship the hazardous materials are eligible for reimbursement. Examples include: Drums, pails, vermiculite, labels, placards, spray glue, testing equipment for unknowns. Supplies used to ship Non-Hazardous waste off site cannot be used in the section for disposal costs since they are non hazardous, but should be put in the supplies heading.

Online Reporting

1. The pressure should really be off at this time. All the calculations are finished, they just have to be entered it into the online reporting system. It is easiest to use the electronic copy of the report that was filled in from the initial pencil copy. This will have all the total amounts of each column.
2. Go online to <https://programs.iowadnr.gov/solidwaste/loginshell.asp>
3. Enter login and password.
4. If you can't remember your login or password contact Laura Juliano, laura.juliano@dnr.iowa.gov or (515) 281-8946.

Mailing Report

1. Print off the certification letter, sign and date it. The signed certification must be mailed to IDNR.
2. If filing for reimbursement all invoices, receipts, and supporting documents for weights and disposal cost must be included with the certification letter for verification.
3. Please include any scratch paper/math sheet so DNR is able to follow your calculations.

Include any calculations for disposal costs that may have been made; for example, if you added 6 months of receipts from Farm and Fleet for Oil Dry together into one total, staple the receipts together with a total on the top pile stating "Oil Dry-for disposal costs-\$162.57." Again, this makes it easier for both you and DNR to check your total amounts.

Management of Final Report

After submittal; make copies of all the paperwork and required documents sent to the IDNR. Try and keep all the paperwork together including both parts of the SAR (the spreadsheet & word doc). Use a binder clip and clip all the materials together. Label it according to the date and file it away; this will make it easy to find when it is needed for reference.

Tips & Tricks

Operational Tips

1. Smaller RCC's who usually ship once a year and want to track material as it comes in; may tally weights and DOT hazard class information for each load onto a paper tracking form (an example form is in Appendix A). The top of the form would be filled out by the resident and the form is then placed with the load until sorted. Upon sorting the load, all the materials are weighed, and documented with the number of participants. Pounds are noted as to sorting destination: for example: shipped out for HHW disposal, dried on site (latex), put in swap shop, or used internally. Once the intake form is filled out you can place it in a monthly folder titled "HHW reports to be logged". Examples of the tracking form are in Appendix A.
2. Larger RCC's who ship more than once in a reporting period and who do not want to track the materials before they are sorted; can sort the materials into totes according to DOT hazard classes. As needed, they will pack the materials into drums or containers again using the appropriate DOT hazard classes. If help is needed to determine the appropriate classification of a material, your hazardous waste vendor can always be contacted for information. Drums will need to have a label and DOT hazard class sticker on them to indicate what is in the drum. A code or # can be written on top of the drum for tracking the drum in your facility and noting when the drum is shipped out through a hazardous waste vendor.
3. Keep the swap shop categories on your daily worksheet very similar to the categories on the SAR spreadsheet. It will be easier to transfer the numbers.

Reporting Tips

1. Set aside 1 or 2 full days to work on the report. Try and stay away from distractions when working on the report.
2. Fill out report the 1st time on a hard copy with pencil so you can go back and fix mistakes easily, fill out report 2nd time on the electronic version that DNR e-mails you, and finally a 3rd time in the online database when submitting report to the IDNR.
3. You can do the math for each category of material on the spreadsheet on a separate sheet of paper before entering it into the report. Send your math to DNR but make sure it is organized and labeled with the category specific to the report. (Example shown in Appendix A- Retro fit Recycling Calculations.)
4. Add the disposal costs at the end and make sure to only add in reimbursable categories. Call DNR to check on which categories are reimbursable.
5. To track the use (and categories) in the Swap Shop, some RCC's use color coded stickers to indicate the weight of each material going into the swap shop. Then when the item is chosen by a customer; the customer peels the sticker off and places it on a paper (example in Appendix A). Staff can then process the sheets as time allows.

APPENDIX A
Examples of Documents

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2013 Material Tracker for Satellites

County: ALL SATELLITES		Months															1st Half lbs	2nd Half lbs	Total lbs	
Materials	Units	Jan	Feb	Mar	April	May	June	1st half	July	Aug	Sept	Oct	Nov	Dec	2nd half	Total	Units	1st Half lbs	2nd Half lbs	Total lbs
Oil	Gal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Gal	0	0	0
Oil Filters	lbs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	lbs	0	0	0
Antifreeze	Gal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Gal	0	0	0
Lead Acid Batteries		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Latex Paint		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Latex Households		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Participants		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Disposal Cost	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$	0	0	0
Salaries	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$	0	0	0
Overhead Admin & Util	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$	0	0	0
Equipment/Supplies	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$			
Pub Ed/Advertising	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$			
Training	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$			
Other	\$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$			
Flourescent Bulbs	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#			
Flourescent Bulbs	lbs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	lbs			
Thermostats	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#			
Exclude Antifreeze																	0	0	0	

Disposal Cost Line Item Totals

Disposal Costs	
7/1/12 - 12/31/12	
<u>Invoices</u>	<u>Vendors</u>
\$ 350.00	C & D Oil (oil filters)
\$ 2,905.26	Retrofit Recycling (bulbs / ballasts / PCB capacitors)
\$ 396.00	Northland Products (antifreeze)
\$ 16,205.58	PSC shipment 10/3/12
\$ 2,436.49	Supplies bought and used to ship to PSC 10/3/12
\$ 1,574.12	Clean Harbors shipment 8/7/12
\$ 31.93	Supplies bought and used to ship to Clean Harbors 8/7/12
\$ 2,970.00	Chemist rate for testing of unknowns
\$ 26,869.38	This is the total listed on Section #8 of the Report Form
<i>Make sure to send a copy of "Each" invoice listed above, and a copy of payment from your Regional Collection Center / Landfill, in order to receive reimbursement payment from the IDNR.</i>	

Disposal Costs

Supplies used in order to ship out this waste				
Clean Harbors shipment date 8/7/12				
Quantity	Description	Price	Totals	
1	55 gallon plastic drum liners	\$ 1.40	\$	1.40
0	85 gallon overpack drum	\$ 54.50	\$	-
0	Labpacker boxes (5 gal.)	\$ 10.90	\$	-
1	55 gallon open top drums	\$ 25.81	\$	25.81
0	55 gallon closed top drums	\$ 17.81	\$	-
0	Cubic yard boxes	\$ 59.95	\$	-
0.25	Bags of Vermiculite (cushion material)	\$ 14.88	\$	3.72
0	Packages of Ph test strips (100 count)	\$ 22.33	\$	-
0	Package of starch iodide test strips	\$ 21.73	\$	-
0	DOT Placards	\$ 1.00	\$	-
4	DOT drum labels	\$ 0.25	\$	1.00
Total added into the category of "Disposal Costs"			\$	31.93

Example CESQG 2012 2nd Half

Name of CESQG	Date	Materials and Pounds		200 filters/ drum	Bulk Flamm. Liq.	Flamm. Lab Pack	Corrosive Acids	Mercury	Merc. Bulb	Fluor. Bulbs	Lrg Fluor Bull	Poison 6.1 Dry	Lead	Oxidizers	Total Lbs.	Total Price
		Users	Oil Base	Oil Filters												
Camanche FD	7/10/2012	1													0	\$75.00
Economy Coating	7/19/2012	1							19	405					424	\$240.50
Cash	8/2/2012	1							7	12	2				21	\$14.50
Clinton Co. Bldg Ma	8/3/2012	1													0	\$9.00
Cash	8/15/2012	1										22			22	\$66.00
Todays Dental	8/20/2012	1													0	\$12.00
Alliant Energy	8/23/2012	1			39	8	6		5	32	7			3	100	\$233.20
Alliant Energy	9/10/2012	1	126												126	\$94.50
Alverno	9/10/2012	1							67	106					173	\$120.00
UFP Tech	9/18/2012	1								464	12				476	\$284.00
Cash	9/18/2012	1													0	\$6.00
Cash	10/31/2012	1													0	\$69.00
Cash	10/31/2012	1						3	9	21			11		44	\$103.50
Cash	10/12/2012	1								325					325	\$162.50
Alverno	10/16/2012	1													0	\$7.00
Camanche	10/16/2012	1								34	3				37	\$19.25
Clinton WWTP	10/16/2012	1	110			12									122	\$118.50
G Baker	10/24/2012	1													0	\$745.00
Garage	10/24/2012	1		200											200	\$45.00
Cash	11/7/2012	1										11			11	\$8.25
															0	
															0	
				200											200	\$0.00
				Times 1.8 lbs											0	\$0.00
TOTALS:		20	236	360	39	20	6	3	107	1399	35				2205	\$2,433

Retrofit Bulb Ballast Calculations

Retrofit Recycling Calculations						
Invoice Date	Invoice Total Pounds	Invoice Totals	NON- Reimbursable Charges (alk. batteries)	NON- Reimbursable Charges (4' fiber drums/ pails)	Reimbursable Charges used on reports	
8/31/2012	4,901.0	\$ 2,918.90	\$ 1,102.50	\$ 15.00	\$ 1,801.40	
11/13/2012	2,736.0	\$ 1,604.95	\$ 571.90	-	\$ 1,033.05	
<hr/>						
Totals	7,637.0	\$ 4,523.85	\$ 1,674.40	\$ 15.00	\$ 2,834.45	
<hr/>						
Total containers used to ship waste to Retrofit Recycling (during this reporting period)						
3	5 gallon DOT pails	\$ 15.00	ea.		\$ 45.00	
1	55 gallon DOT Drum	\$ 25.81	ea.		\$ 25.81	
<hr/>						
TOTAL Disposal Costs used on Reports					\$ 2,905.26	

Satellite Monthly Tracking Form

Cedar, Clinton, Jackson, and Jones Counties Household Hazardous Materials Monthly Tracking Form

Jones County:

July 2011

Material:	Amount:
Used Oil (Gallons):	
Oil Filters (lbs.):	
Antifreeze (Gallons):	
Lead Acid Batteries (#):	
Latex Paint (Gallons):	
Latex Paint Users (#):	
Fluorescent Light Bulbs (lbs.):	
Thermostats (#):	
Total # of Participants:	
Disposal Cost:	\$
Salaries:	\$
Overhead Administration & Utilities	\$
Equipment / Supplies:	\$
Public Education / Advertising:	\$
Training:	\$
Other:	\$

Please fill out this form and return it by the 10th of the next month. Fax back to Brad Seward at Clinton County Area Solid Waste Agency at 563-242-3611 or e-mail a digital copy of this form to ccaswa@gmtel.net .

Updated December 2011

Semi Annual Checklist
Semi Annual HHW Report Info:
ONLY MATERIALS SHIPPED OUT!

Report HHW information for 1/1/013 - 6/30/13.

Report HHW information for 7/1/13 - 12/31/13.

- Waste shipped to Main Haz Waste Contractor, (get waste reports & use ALL GROSS WEIGHTS)
1. _____ lbs.
 - a) _____ lbs. Waste shipped to other contractors.
 2. _____ lbs. Used oil shipped, (8 pounds per gallon)
 3. _____ lbs. Used antifreeze shipped, (8 pounds per gallon)
 - a) _____ lbs. Oil & Water Mix shipped, (8 lbs. per gallon)
 4. _____ lbs. Used oil filters shipped, (1-drum = 250lbs.)
 - a) _____ lbs. PCB Ballasts/capacitors
 - b) _____ lbs. NON PCB ballasts/capacitors
 Fluorescent bulbs / ballast, (4'=.6lbs.& 8'=1.2lbs., compacts= 0.2lbs) On DNR FORM put Non PCB ballasts weights in the white recycled column, and bulbs weights in the recycled HW yellow column. **PCB** capacitors & Ballasts go in INCINERATED HW column.
 5. _____ lbs. Alkaline batteries shipped (Retrofit Recycling PUT IN THE YELLOW RECYCLED HW COLUMN)
 - a) _____ lbs. Mercury totals (Retrofit Recycling) Row Haz. class 9 in RECYCLED HW column.
 - b) _____ lbs. Lead acid batteries shipped, (30 pounds per battery)
 - a) _____ lbs. Thermostat Recycling Corp.
 Ni-cad / Lithium batteries sent to RBRC. E-mail RBRC to get lbs. SEND print out of weights to DNR.
 7. _____ lbs. Cell Phones for Soldiers. (Print out a donation form & add pounds)
 8. _____ **lbs. shipped out during this time period.**
 9. _____ lbs. of Latex paint landfilled.
 10. _____ lbs. of HHW given away Swap Shop. (Itemize; latex; oil base; toxic)
 - a) _____ lbs. of recycled metal paint cans
 - b) _____ lbs. of Garbage landfilled.
 11. _____ **lbs. Received this period. (Not including e-waste)**
 - a) _____ **lbs. E-Waste Shipped Off**
 Estimate the total savings (\$) by offering these products in the swap shop. (Take the itemized weights * the disposal price (\$) per pound)
 12. \$ _____
 13. _____ Total number of citizens that have used Swap Shop.
 14. _____ CESQG total weights.
 15. _____ Total number of CESQG's
 16. _____ Total number of houses using this **Landfill facility.**
 17. _____ Total number of houses using the **Mobile collections.**
 18. _____ Total weights collected on Mobile events. (Numbers from mobile tally sheets)

Semi Annual Info needed from Satellites



**Information Needed from Satellites
for Semi Annual Report
Regional Collection Center**

Reports are based from 7/1/12-- 12/31/12

_____ Total number of Households for this reporting period.

_____ Total number of CESQG (business) participants for this reporting period.

_____ Total pounds Collected from CESQG's (business).

Total bulbs collected from CESQG's - please give total for each type 4' _____ 8' _____
U-Shaped _____ Circle _____ Compact _____ HID's _____

Lyle, I know that you have Retrofit Recycling stop there and get your bulbs / and ballasts.....If you could please just give me the total count for each style SHIPPED, I can convert them into pounds for the report. 4' _____ 8' _____

U-shaped _____ Compacts _____ Circle _____

_____ gal. Total gallons of used oil shipped off site

_____ lbs. Total pounds of lead acid batteries shipped off site.

_____ gal. Total gallons of antifreeze (if shipped to another facility).

_____ lbs. Total pounds of latex paint collected. (Not all sites collect latex paint).

Thank-you,
Mike Lietz

Landfill of North Iowa
15942 Killdeer Ave.
Clear Lake, Iowa 50428
Phone (641) 357-5452 ext.17
Fax (641) 357-3283 Email hazmat@netconx.net

Small RCC HHW Monthly Intake

Hazardous Waste Monthly Intake and Sorting Report								
		April		2013				
		Took In	To HHW	To Swap	Dry Out	Oil Tank	Int Use	
Class 2		76.7	45.4	29.8				1.5
Aerosols								
Class 3								
Flammable liquids								
Class 4								
Paint-Related Material								
Class 5								
Oxidizers								
Class 6.1(3)								
Pesticides								
Class 8								
Acids/Bases								
Class 9								
Latex Paints								
TOTALS		76.7	45.4	29.8	0.0	0.0		1.5
Households	Served -							

Small RCC HHW Monthly Total Intake

<i>Hazardous Waste Monthly Intake and Sorting Report</i>										
		Took In	To HHW	To Swap	Dry Out	Oil Tank	Int Use			
Class 2										
Aerosols										
Class 3										
Flammable liquids										
Class 4										
Paint-Related Material										
Class 5										
Oxidizers										
Class 6.1(3)										
Pesticides										
Class 8										
Acids/Bases										
Class 9										
Latex Paints										
TOTALS		0.0	0.0	0.0	0.0	0.0	0.0	0		
Households	Served -									

SWAP Shop Inventory Monthly

		SWAP SHOP MONTHLY TOTALS							
		For the month of			Oct.	2012			
	Starting Balance(lbs.)	Week 1	Week 2	Week 3	Week4	Week 5		OUTGOING	Ending Balance
Category		1...6	7...13	14...20	21...27	28...31			
2	51.9		4.1					7.7	48.3
3	329.7		92.2	8	2.8			69.5	363.2
4	0								0
5	3.4		8.8						12.2
6.1	16.6	3						3	16.6
8	54.7				3.9			1.2	57.4
(non-reg)9	1647.9	8.6	170.3	49.1		11.8		275.6	1612.1
	2104.2	11.6	275.4	57.1	6.7	11.8	0	357	2109.8
	Number of individuals taking material from Swap -			14					
	Pounds used in house -	50.3							

SWAP Shop Monthly Totals BLANK

		SWAP SHOP MONTHLY TOTALS							
		For the month of							
	Starting Balance(lbs.)	Week 1	Week 2	Week 3	Week4	Week 5		<i>OUTGOING</i>	Ending Balance
Category									
2									0
3									0
4									0
5									0
6.1									0
8									0
(non-reg)9									0
	0	0	0	0	0	0	0	0	0
	Number of individuals taking material from Swap -								
	Pounds used in house -								

SAR Spreadsheet

Iowa Regional Collection Center Program											
Waste/Product Types Collected											
Jan 1-June 30, 2012											
March 1 Reimbursement											
Hazard Class or Division	Name of Disposal Contractor for Each Category	Conversion Factors	Products Distributed Through a Reuse Exchange	Hazardous Wastes contracted for a disposal cost				Wastes not disposed of through HW Contractor			Total Pounds Collected
				Recycled HW	Fuel Blending HW (Energy Recovery)	Incinerated HW	Landfilled HW	Recycled	Fuel Blending (Energy Recovery)	Landfilled as non-hazardous MSW	
2.1 Flammable Gas, Bulk		Pounds									0
2.2 Non-flammable Gas, Bulk											0
3.0 Flammable Liquid, Bulk											0
2.1 Flammable Gas											0
2.2 Non-flammable Gas											0
3.0 Flammable Liquid											0
4.1 Flammable Solid											0
4.2 Spontaneously Combustible											0
4.3 Dangerous When Wet											0
5.1 Oxidizer										0	
5.2 Organic Peroxide										0	
6.1 Poison										0	
8.0 Corrosive										0	
9.0 Class 9										0	
Bulk Oil Based Paint		12 lb. per gallon								0	
Oil Based Paint in Cans		gallon								0	
Bulk Latex Paint		12 lb. per gallon								0	
Latex Paint in Cans		5 lb. per gallon								0	
Used Oil Filters		1.8 lb. per filter								0	
Bulk Used Oil		8 lb. Per Gallon								0	
Antifreeze		8 lb. Per Gallon								0	
Sorted lead-acid batteries		estimate at 30 lb. each								0	
Lithium Batteries		Actual lbs								0	
Sorted NiCd batteries		Actual lbs								0	
Fluor Tubes/ballasts and CFLs		Actual lbs								0	
Oily Debris		Actual lbs								0	
Other		Actual lbs								0	
Scrap Metal		Actual lbs								0	
Sharps		Actual lbs								0	
Garbage Recycling		Actual lbs								0	
Ew aste		Actual lbs								0	
Total Managed			0	0	0	0	0	0	0	0	

Total hazardous waste collected	0										
Shaded areas are not included in haz material collection totals	0										
Total Managed	0										
Eligible for Reimbursement	0.00	0	0	0	0						
SWAP SHOP	0	Eligible for SWAP SHOP STIPEND									
Managed Locally	0	TOTAL									
Swap and Managed Locally	0										

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Regional Collection Center, Semi-Annual Report

July 1, 2012 through December 31, 2012

NOTE: Totals of section 2 and 3 should equal total lbs managed on your spreadsheet

**REPORT IS DUE ON OR BEFORE
March 1, 2013**

Facility Name: _____	1
If service area has changed within period covered by this report, please describe: _____	

REGIONAL COLLECTION CENTER PROGRAMS. Please answer the following questions for material that has left the facility during this time period. DO NOT REPORT on any material still in your facility.

<p align="center"><u>Residential Material Only</u> 2</p> <p>Total weight of material managed:</p> <p>Permanent Facility _____ pounds</p> <p>Mobile Collection _____ pounds</p> <p>Satellite Site(s) _____ pounds</p> <p>TOTAL _____ Pounds</p>	<p align="center"><u>CESQG Material Only</u> 3</p> <p>Total weight of material managed:</p> <p>Permanent Facility _____ pounds</p> <p>Mobile Collection _____ pounds</p> <p>Satellite Site(s) _____ pounds</p> <p>TOTAL _____ Pounds</p>																				
<p>Participation data (households) 4</p> <p>Please provide the number of households served:</p> <p>Permanent Facility _____</p> <p>Mobile Unit Collections _____</p> <p>Satellite Site(s) _____</p> <p>Total Participants _____</p>	<p>Participation data (CESQG) 5</p> <p>Please provide the number of CESQG's served:</p> <p>Permanent Facility _____</p> <p>Mobile Unit Collections _____</p> <p>Satellite Site(s) _____</p> <p>Total Participants _____</p>																				
<p>REVENUE 6</p> <p>Please report revenue amounts for the following categories:</p> <p>CESQG \$ _____ Satellites Fee \$ _____</p> <p>Swap Shop \$ _____ Mobile Collection Fees \$ _____</p> <p>Other \$ _____ Explain _____</p> <p>Total Revenue from these sources \$ _____</p>																					
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:15%;">Pounds</th> <th style="width:15%;">Revenue</th> <th style="width:15%;">Management Costs</th> <th style="width:15%;">Disposal Costs</th> </tr> </thead> <tbody> <tr> <td>CRTs</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>Other Electronics</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> <tr> <td>Total</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> <td align="center">_____</td> </tr> </tbody> </table>			Pounds	Revenue	Management Costs	Disposal Costs	CRTs	_____	_____	_____	_____	Other Electronics	_____	_____	_____	_____	Total	_____	_____	_____	_____
	Pounds	Revenue	Management Costs	Disposal Costs																	
CRTs	_____	_____	_____	_____																	
Other Electronics	_____	_____	_____	_____																	
Total	_____	_____	_____	_____																	

Questions? Call or Email:
 Kathleen L. Hennings Environmental Specialist,
kathleen.hennings@dnr.iowa.gov 515-281-5859
 Spring 2013

1

DNR form 542-8022

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OPERATING EXPENSES: The operational costs of RCC services provided by this facility.				8
Only report costs, <u>excluding</u> those costs associated with CRTs and electronics, associated with HHM's generated by households, farms, and CESQG businesses:				
Disposal Cost:	\$ _____	Education / Awareness: \$	\$ _____	
Salaries:	\$ _____	Training: \$	\$ _____	
Equipment / Supplies:	\$ _____	Building Modifications: \$	\$ _____	
Overhead (Admin and Utilities):	\$ _____	Satellite Expenses: \$	\$ _____	
Other: (describe below)	\$ _____	Mobile Collection Services: \$	\$ _____	
		Number of Mobile Collection Events:	_____	
Total RCC Operating Cost (excluding CRTs and other electronics management)			\$ _____	

SWAP SHOP		9
Do you operate a waste exchange or swap shop? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide the following information for participants removing materials:		
No. Households	Total Pounds	Products commonly removed _____
Do you charge for materials removed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Estimated disposal savings by operating an exchange or swap shop		\$ _____
Are you filing for reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please remember to attach supporting shipping papers or invoices showing material weights and costs to the signature letter. (Required for reimbursement.)		
Additional comments: _____		

CERTIFICATION		
I certify under penalty of law that I am the owner, operator, or authorized representative of the owner or operator and that I have examined and am familiar with the information reported above, and that I believe the information is true, accurate and complete.		
Signature	Name & Agency of Person Certifying	Date
X _____		
Telephone Number	Fax	Email

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 Spring 2013