Instructions for Completing Transfer Station Annual Report Form

Review and complete each section of the form and respond to all questions. If a question does not apply to your facility, please enter “NA” on the line for that question.

Additional copies for the form can be obtained on the Division of Waste Management and Radiation Control’s web page at:


or at


Upon completion of the Transfer Station Annual Report, the form must be delivered electronically, or by the U.S. Postal Service or a commercial carrier. Ensure that copies are signed, and if delivering electronically, they should be scanned after signing or e-signed using a secure digital signature application. Persons signing the report should have authority to sign for the permit holder as designated in UAC R315-310-2(4). Forms that are not signed cannot be accepted.

For electronic delivery, please email to:

dwmrcsubmit@utah.gov

For USPS delivery, use the following:

Douglas J. Hansen, Director
Division of Waste Management and Radiation Control
P.O. Box 144880
Salt Lake City, Utah 84114-4880

For commercial carrier delivery, use the following:

Douglas J. Hansen, Director
Division of Waste Management and Radiation Control
195 N 1950 W
Salt Lake City, UT 84116
TRANSFER STATION ANNUAL REPORT
For Calendar year 2021

Administrative Information (Please enter all the information requested below - type or print legibly)

Facility Name:________________________________________________________
Facility Mailing Address:______________________________________________
   (Number & Street, Box and/or Route)
   City:____________________ Zip Code:____________________
   County:____________________

Owner
Name:____________________ Phone No.:(____)
Mailing Address:_______________________________________________________
   (Number & Street, Box and/or Route)
   City:____________________ State: Utah Zip Code:____________________
Contact's Name:____________________ Title:____________________
Contact's Mailing Address:______________________________________________
   Phone No.:(____) Contact's Email Address:____________________

Operator (Complete this section only if the operator is not an employee of the Owner shown above)
Name:____________________ Phone No.:(____)
Mailing Address:_______________________________________________________
   (Number & Street, Box and/or Route)
   City:____________________ State: Utah Zip Code:____________________
Contact's Name:____________________ Title:____________________
Contact's Mailing Address:______________________________________________
   Phone No.:(____) Contact's Email Address:____________________

Facility Status

☐ Currently in Operation ☐ Closed - Date:____________________
   (The “Closed – Date” is the date that all waste was removed from the site)

Self-Inspections

Will an authorized representative conduct self-inspections of the facility this year, according to
R315-301-7? ☐ Yes ☐ No

If yes, provide the following:
   Name:____________________ Title:____________________
   Email address used for training registration:____________________
   Date that training was completed:_______
   (Facility Self-Inspection Program training is available at https://deq.utah.gov/waste-
management-and-radiation-control/solid-waste-documents-solid-waste-program)
## Waste Received

<table>
<thead>
<tr>
<th>Waste Type</th>
<th>Disposed</th>
<th>Landfill Used</th>
<th>Total</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tons</td>
</tr>
<tr>
<td>Municipal</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>C&amp;D¹</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

¹C&D waste consists of construction and demolition waste, yard waste, dead animals, tires, and some contaminated soils.

## Recycling

Material Recycled: ________________ Tons ☐ Cubic Yds. ☐
(Material recycled should not be included in disposed tons reported. Report compost on separate form. Circle tons or yards)

## Utah Disposal Fee (See Utah Code Annotated 19-6-119(6) and 19-6-119(7))

2021 Quarterly Disposal Fees
($0.11 per ton, or $125 quarterly, whichever is greater)

Disposal Fees Paid for 2021 $_____  
Disposal Fees Unpaid for 2021 (if any) $_____  

Signature: ________________________________  Date: ________________
Signature should be by an executive officer, general partner, proprietor, elected official, or duly authorized representative. A duly authorized representative must meet the requirements of the solid waste rules (UAC R315-310-2(4)(d)).

Print name: ________________________________  Title: ________________________________