

New York State Department of Environmental Conservation  
Division of Materials Management  
Albany, New York 12233-7253

**2020**  
**REGISTERED OR PERMITTED FACILITY ANNUAL REPORT**  
**COMPOSTING**  
**(DO NOT USE THIS FORM FOR BIOSOLIDS COMPOSTING)**  
**6 NYCRR Part 361-3.2**

This annual report is for the year of operation from January 01, 2020 to December 31, 2020

**Annual Report Form Due: No Later than March 1, 2021**

This form may be used for all composting facilities under section 361-3.2 of the Part 360 series except for biosolids composting. Biosolids composting requires the submission of a different annual report form. Forms for all solid waste management facilities can be found at <http://www.dec.ny.gov/chemical/52706.html>. If you have any questions on this form, please e-mail [organicrecycling@dec.ny.gov](mailto:organicrecycling@dec.ny.gov).

Failure to provide the required information requested is a violation of Environmental Conservation Law. Timely submission of a properly completed form to the Department's Regional Office that has jurisdiction over your facility and to the Department's Central Office is required to meet the Annual Report requirements of 6 NYCRR Part 360 series.

Attach additional sheets if space on the pages is insufficient or supplementary information is required or appropriate.

FACILITY NAME: Town of Webster Highway Department

SW FACILITY ACTIVITY NUMBER(S): (Ex. 02P20099) [28P10018]

COUNTY WHERE FACILITY IS LOCATED: Monroe

**DEC USE ONLY**

Region:           SWIMS:

                          MATRIX:

Date Reviewed:

Reviewed By:

Data Entered:

**COMPOST FACILITY ANNUAL REPORT  
SECTION 1 – FACILITY INFORMATION**

FACILITY INFORMATION			
FACILITY NAME: <b>Town of Webster Highway Department</b>			
FACILITY LOCATION ADDRESS: <b>1005 Picture Parkway</b>	FACILITY CITY: <b>Webster</b>	STATE: <b>NY</b>	ZIP CODE: <b>14580</b>
FACILITY TOWN: <b>Webster</b>	FACILITY COUNTY: <b>Monroe</b>	FACILITY PHONE NUMBER: <b>585-872-1443</b>	
NYSDEC REGION #: <b>8</b>			
FACILITY CONTACT: <b>Joe Herbst</b>		CONTACT PHONE NUMBER: <b>585-872-1443</b>	
CONTACT EMAIL ADDRESS: <b>jherbst@ci.webster.ny.us</b>			
OWNER INFORMATION			
OWNER NAME: <b>Town of Webster</b>	OWNER PHONE NUMBER:		
OWNER ADDRESS:	OWNER CITY:	STATE:	ZIP CODE:
OWNER CONTACT:	OWNER CONTACT EMAIL ADDRESS:		
OPERATOR INFORMATION			
OPERATOR NAME: <input type="checkbox"/> Same as owner <b>Joe Herbst</b>			
PREFERENCES			
Preferred address to receive correspondence: <input checked="" type="radio"/> Facility location address <input type="radio"/> Owner address <input type="radio"/> Other (provide):			
Preferred email address: <input checked="" type="radio"/> Facility Contact <input type="radio"/> Owner Contact <input type="radio"/> Other (provide):			
Preferred individual to receive correspondence: <input checked="" type="radio"/> Facility Contact <input type="radio"/> Owner <input type="radio"/> Owner Contact <input type="radio"/> Other (provide):			
Did you operate in 2020? <input checked="" type="radio"/> Yes; Complete this form. <input type="radio"/> No; Complete and submit Sections 1, 12 and 13. If you no longer plan to operate and wish to relinquish your permit/registration associated with this solid waste management activity, please notify the regional office of your intent. See attachment for Regional Office addresses and contacts.			

## SECTION 2 – QUANTITY OF MATERIAL RECEIVED

Please report quantities received from January 01, 2020 to December 31, 2020

	Inputs	Quantity	Unit	Source(s)
<b>YARD WASTE</b>	Leaves only	<b>9000</b>	Cubic Yards <input type="text" value=""/>	<b>Town</b>
	Grass Clippings		Choose Units	
	Mixture of Grass and Leaves		Choose Units	
	Brush (Small branches and limbs, <4 inch diameter)	<b>300</b>	Cubic Yards <input type="text" value=""/>	<b>Town</b>
<b>SSO</b>	Source Separated Organics (Food scraps, soiled paper products, etc.)		Choose Units	
	Food Processing Waste (brewery grains, grape pomace, etc.)		Choose Units	
<b>OTHER</b>	Crop Residues (Corn stalks, etc.)		Choose Units	
	Manure (including bedding)		Choose Units	
	Sawdust/Shavings		Choose Units	
	Animal Carcasses (road-kill, animal mortalities)		Choose Units	
	Paper Mill Residuals		Choose Units	
	Digestate		Choose Units	
	Other: _____		Choose Units	
<b>BULKING AGENT</b>	Woodchips		Choose Units	
	Sawdust		Choose Units	
	Other: _____		Choose Units	



If **PERMITTED SSO** composting facility, continue to Section #5  
SSO – Source Separated Organics

**ALL OTHER COMPOSTING FACILITIES**, continue to Section #9

**SECTION 5 – PATHOGEN AND VECTOR ATTRACTION REDUCTION**

For permitted SSO composting facilities only. Check one method for each:

**Pathogen Reduction 361-3.7(a)**

- Windrow Composting
- Aerated Static Pile Composting
- In-vessel Composting
- Other (specify): \_\_\_\_\_

**Vector Attraction Reduction 361-3.7(b)**

- 38 % Volatile Solids Reduction
- SOUR
- Aerobic Process 14 days,  $\geq 40C$ ,  $\geq 45 C$  avg.

**IMPORTANT NOTE!**

Attach operating and monitoring data to show compliance with methods chosen. Temperature data records should indicate when a pile was created, pile was moved, additional material was added and/or pile was turned.

### SECTION 6 – FINISHED COMPOST ANALYSIS

For permitted SSOW composting facilities only. Please attach sampling analyses and laboratory reports as required under Part 360 or your permit. Copies of original laboratory results must be attached. All results, except pH and Total Solids, must be on a dry weight basis. See 361-3.9 Table 6 for pollutant limits and Table 5 for annual product testing frequency 361-3.9 Table 5.

**Summarize data in table below or attached document. Print additional pages as needed.**

Analysis Date =====>					Max. Conc. (mg/kg)
Arsenic (mg/kg)					41
Cadmium (mg/kg)					10
Chromium (mg/kg)					1,000
Copper (mg/kg)					1,500
Lead (mg/kg)					300
Mercury (mg/kg)					10
Molybdenum (mg/kg)					40
Nickel (mg/kg)					200
Selenium (mg/kg)					100
Zinc (mg/kg)					2,500
TKN (mg/kg)					
Ammonia Nitrogen (mg/kg)					
Nitrate (mg/kg)					
Total Phosphorus (mg/kg)					
Total Potassium (mg/kg)					
pH (s.u.)					
Total Solids( %)					
Total Volatile Solids (%)					
Fecal Coliform (MPN/g)					<1,000 MPN/g
Salmonella (MPN/4g)					<3MPN/4g
Other _____					

## SECTION 7 –SAMPLE MANAGEMENT PLAN

For permitted SSO composting facilities only. Describe the number, frequency and location of samples taken. Include a diagram showing all sampling locations.

## SECTION 8 – ATTACHMENTS (IF REQUIRED)

Permitted SSO composting facilities, please attach:

- Temperature monitoring and detention time data.
- Sample analyses laboratory reports.
- Any additional reporting requirements.

Do you have a variance to the Part 360 permit requirements?  Yes  No

If yes, please describe:

## SECTION 9 – UNAUTHORIZED WASTE

Has unauthorized solid waste been received at the composting facility during the reporting period?

Yes  No

If yes, give information below for each incident (attach additional sheets if necessary):

## SECTION 10 – PROBLEMS/COMPLAINTS

Describe any operational problems or neighbor complaints arising from the composting operation and include any methods used to remedy the situations. This should include odor complaints, marketing difficulties, major equipment failure, etc.

None

## SECTION 11 – QUESTIONS

Please identify any questions or concerns that you would like the Department to answer or consider:

None



## SECTION 12 – FOOD DONATION & FOOD SCRAPS RECYCLING LAW

If you are registered or permitted to compost food scraps please complete the following. For all other operations that are interested in processing food scraps, please contact your DEC regional office to determine what is required.

In 2019, New York State passed the Food Donation & Food Scraps Recycling law. Effective January 1, 2022, large generators of food scraps (defined as generating an annual average of two tons per week or more) must donate excess food and recycle all remaining food scraps if they are within 25 miles of an organics recycler (composting facility, anaerobic digester, etc.). Examples of large generators include: large restaurants, grocery stores, hotels, colleges, etc. For more information visit: <https://www.dec.ny.gov/chemical/114499.html>

### Contact Information

Under this legislation, DEC is responsible for providing a list of organics recyclers (compost facilities, anaerobic digesters, etc.) to large generators so they can determine available food scraps recycling opportunities in their area.

You will be included in this listing if you hold a permit or registration for the composting of source separated organics or food scraps. This will educate both large generators and haulers of food scraps that you are an available composter in their area.

Please provide the following information to include in the listing.

Name of Business: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

I would like to opt out of DEC listing my facility as an available food scraps recycler for large generators as it relates to the Food Donation and Food Scraps Recycling law.

### Assessing Your Food Scraps Recycling Capacity

DEC is responsible for assessing available food scraps recycling capacity across New York State. Information from your operation will help us do this. Please complete the following section to calculate the amount of excess food scraps your operation will have the capability to process in **2022**. Please stay consistent with units (wet tons or cubic yards).

A. Amount of foods scraps projected to be processed in **2021**: \_\_\_\_\_ Choose Unit

B. Amount of foods scraps projected to be processed in **2022**: \_\_\_\_\_ Choose Unit

\* Note: You will not be required to process this quantity of material, these estimates will only be used to assist DEC in capacity planning across the state in preparation for the Food Donation and Food Scraps Recycling law effective January 1, 2022.

**Questions?**

DEC USE ONLY

Excess Capacity:

\_\_\_\_\_

**SECTION 13 - CERTIFICATION**

The Owner or Operator must sign, date and submit one completed form with an original signature to the appropriate Regional Office (See attachment for Regional Office addresses and Contacts.)

The Owner or Operator must also submit one copy by email, fax or mail to:

**NYS Department of Environmental Conservation  
Bureau of Waste Reduction and Recycling – Annual Report  
625 Broadway – 9<sup>th</sup> Floor  
Albany, New York 12233-7253**

**Phone: 518-402-8706**

**Fax 518-402-9024**

**Email address: organicrecycling@dec.ny.gov**

I certify, under penalty of law, that the information that will be used to determine compliance with the requirements in Subpart 361-3 of 6 NYCRR Part 361 has been prepared under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that false statements made herein are punishable pursuant to section 210.45 of the penal law.

  
Signature

2/2/21  
Date

Joseph Herbst  
Name (Print)

Supt of Hwy  
Title (Print)

jherbst@ci.webster.ny.us  
Email (Print)

1005 Picture Pkwy  
Address

Webster  
City

NY 14580  
State and Zip

585 872 1443  
Phone Number

ATTACHMENTS:  NO  YES (IF YES, LIST ATTACHMENTS)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

New York State Department of Environmental Conservation  
Division of Materials Management  
Bureau of Waste Reduction and Recycling

## MATERIAL MANAGEMENT PROGRAM CONTACTS

### CENTRAL OFFICE

Bureau of Waste Reduction and Recycling  
625 Broadway  
Albany, NY 12233-7253  
Phone: (518) 402-8706

For Submission of Organics Recycling Annual Reports only:

Fax: (518) 402-9024

Email: [organicrecycling@dec.ny.gov](mailto:organicrecycling@dec.ny.gov)

### REGIONAL OFFICE ADDRESS & LEAD CONTACT PERSON

#### REGION 1 (Nassau, Suffolk)

Syed Rahman/David Gibb  
SUNY @ Stony Brook  
50 Circle Road  
Stony Brook, NY 11790  
Phone: (631) 444-0375  
[SWMFannualreportR1@dec.ny.gov](mailto:SWMFannualreportR1@dec.ny.gov)

#### REGION 2 (Bronx, Kings, New York, Queens, Richmond)

Joseph O'Connell  
47-40 21st Street  
Long Island City, NY 11101-5407  
Phone: (718) 482-4896  
[SWMFannualreportR2@dec.ny.gov](mailto:SWMFannualreportR2@dec.ny.gov)

#### REGION 3 (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester)

James Lansing  
21 South Putt Corners Road  
New Paltz, NY 12561  
Phone: (845) 256-3123  
[SWMFannualreportR3@dec.ny.gov](mailto:SWMFannualreportR3@dec.ny.gov)

#### REGION 4 (Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schoharie)

Victoria Schmitt  
1130 North Westcott Road  
Schenectady, NY 12306  
Phone: (518) 357-2243  
[SWMFannualreportR4@dec.ny.gov](mailto:SWMFannualreportR4@dec.ny.gov)

#### REGION 5 (Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington)

Jessie Sangster  
1115 State Route 86, PO Box 296  
Ray Brook, NY 12977  
Phone: (518) 897-1266  
[SWMFannualreportR5@dec.ny.gov](mailto:SWMFannualreportR5@dec.ny.gov)

#### REGION 6 (Herkimer, Jefferson, Lewis, Oneida, St. Lawrence)

Gary McCullouch  
317 Washington Street  
Watertown, NY 13601  
Phone: (315) 785-2513  
[SWMFannualreportR6@dec.ny.gov](mailto:SWMFannualreportR6@dec.ny.gov)

#### REGION 7 (Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins)

Thomas Annal  
615 Erie Boulevard West  
Syracuse, NY 13204  
Phone: (315) 426-7419  
[SWMFannualreportR7@dec.ny.gov](mailto:SWMFannualreportR7@dec.ny.gov)

#### REGION 8 (Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates)

Greg MacLean  
6274 East Avon-Lima Road  
Avon, NY 14414  
Phone: (585) 226-5411  
[SWMFannualreportR8@dec.ny.gov](mailto:SWMFannualreportR8@dec.ny.gov)

#### REGION 9 (Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming)

Peter Grasso  
270 Michigan Avenue  
Buffalo, NY 14203  
Phone: (716) 851-7220  
[SWMFannualreportR9@dec.ny.gov](mailto:SWMFannualreportR9@dec.ny.gov)

September 2020