



## DISTRICT SOLID WASTE MANAGEMENT PLAN FORMAT, Version 4.0

### Instructions for Using the Workbook

Tabs Average Links Functions  
Tables Rows Cells Values  
Graphs **Workbook** Worksheets  
Calculations Formulas Columns  
Numbers Data Charts  
Sum Projections

2021

Division of Materials and Waste Management

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## Notes:

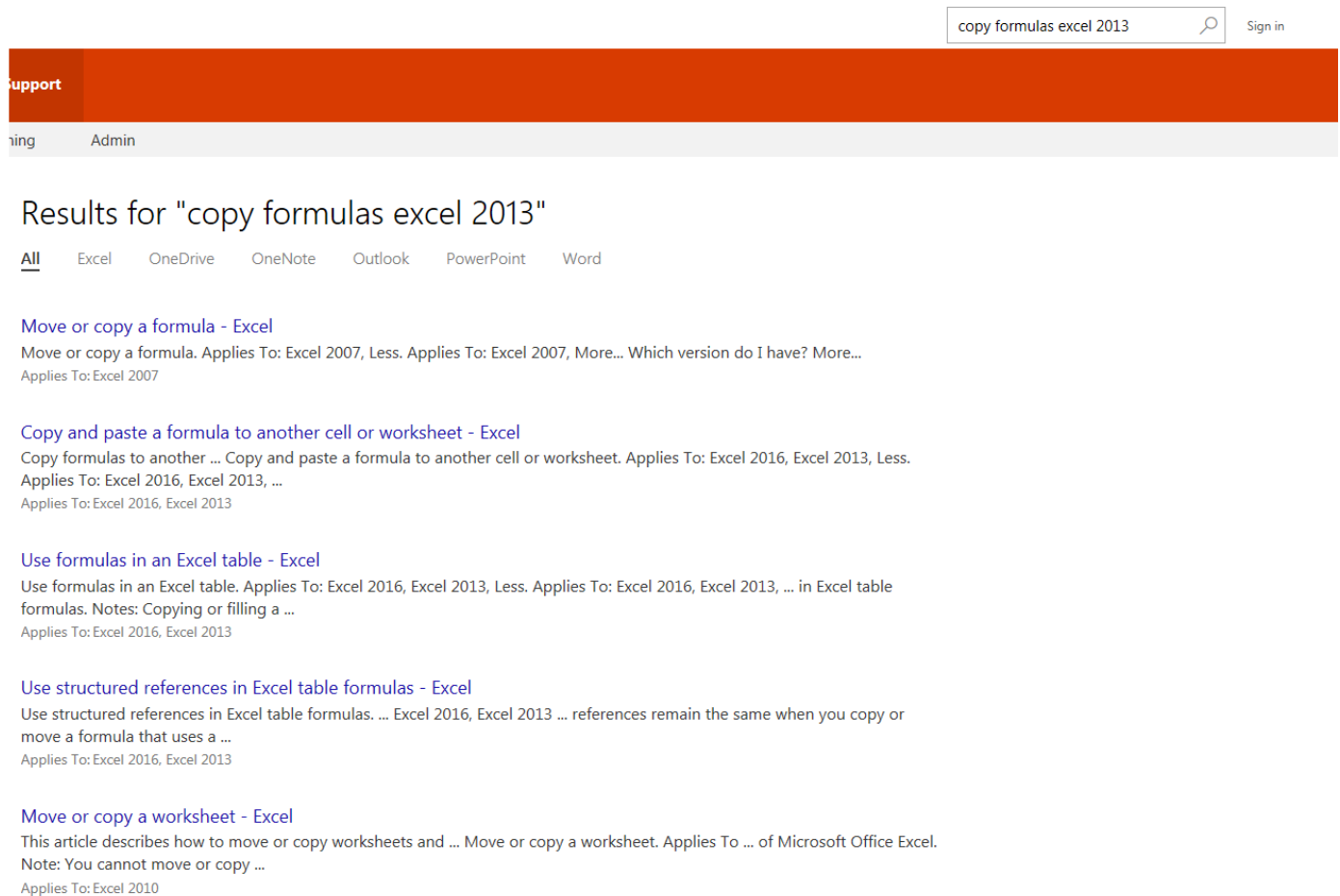
Manipulating the worksheets can invalidate embedded formulas and links. It is best to leave unneeded rows and columns blank rather than deleting them. Refer to the tips for using Excel and manipulating the worksheets below. One tip explains how to hide extra rows and columns in tables.

There are blank worksheets for each appendix. The SWMD can use these worksheets provide supplemental data, perform manual calculations, manipulate data, etc. separate from the prescribed worksheets.

## Tips for Using Excel

Ohio EPA provided instructions for some of the common functions and tools you will use while completing the Excel workbook. There are lots of instructions for using Excel on the Internet. One good source is Microsoft's webpage for Office help and training (<https://support.office.com/>).

There is a search box on the right-hand side at the top. Type in what you are trying to do and you will get instructions. Make sure to include the version of Excel you are using in your search. For example, if have Excel 2013 and want to know how to copy formulas, search for "copy formulas Excel 2013". The search returns the following:



The screenshot shows the Microsoft Office Support website search results for the query "copy formulas excel 2013". At the top right, there is a search box containing the text "copy formulas excel 2013" and a "Sign in" link. Below the search box is a navigation bar with "Support" and "Admin" links. The main heading is "Results for 'copy formulas excel 2013'", followed by a filter bar with "All", "Excel", "OneDrive", "OneNote", "Outlook", "PowerPoint", and "Word". The search results list several articles:

- [Move or copy a formula - Excel](#)  
Move or copy a formula. Applies To: Excel 2007, Less. Applies To: Excel 2007, More... Which version do I have? More...  
Applies To: Excel 2007
- [Copy and paste a formula to another cell or worksheet - Excel](#)  
Copy formulas to another ... Copy and paste a formula to another cell or worksheet. Applies To: Excel 2016, Excel 2013, Less.  
Applies To: Excel 2016, Excel 2013, ...  
Applies To: Excel 2016, Excel 2013
- [Use formulas in an Excel table - Excel](#)  
Use formulas in an Excel table. Applies To: Excel 2016, Excel 2013, Less. Applies To: Excel 2016, Excel 2013, ... in Excel table formulas. Notes: Copying or filling a ...  
Applies To: Excel 2016, Excel 2013
- [Use structured references in Excel table formulas - Excel](#)  
Use structured references in Excel table formulas. ... Excel 2016, Excel 2013 ... references remain the same when you copy or move a formula that uses a ...  
Applies To: Excel 2016, Excel 2013
- [Move or copy a worksheet - Excel](#)  
This article describes how to move or copy worksheets and ... Move or copy a worksheet. Applies To ... of Microsoft Office Excel.  
Note: You cannot move or copy ...  
Applies To: Excel 2010

You can also open a web browser (like Google) and search for what you are trying to do. Again, make sure to include the version of Excel you are using in the search criteria.

## Row and Column Headings

Using the workbook will be much easier if you can see the row and column headings. For rows, the headings are numbers and for columns the headings are letters. If you can't see the headings, then you need to turn them on:

With the workbook open:

- Go to the "View" tab on the menu bar
- In the "Show" group, click the empty box to the left of "Headings"

## Adding Rows

Some of the tabs in the workbook are structured as tables and some are not. How you add rows to tabs with tables differs from adding rows to tabs that don't have tables.

### Adding rows on tabs without tables (examples are tabs C-1, E-2, E-3, and U-1)

If there aren't enough rows on a tab for all of the SWMD's entries, then:

- hover your pointer over the yellow cell containing the word "insert".
- right click your mouse.
- select "insert" from the menu that appears.

This will add an additional row **above** the highlighted row. Repeat this process until there are enough rows.

*[Tip, if you don't want to insert a row above a row that you have already entered information into, then insert the new row before you enter information into the row with the word "insert" in it.]*

### Adding rows on tabs with tables:

You can use the tab button to add rows to a table. How you add a row to a table with a total row differs slightly than adding a row to a table without a total row.

#### 1. *Without total rows* (examples are tabs B-3, B-4, and P-1)

With your cursor in the last cell of the last row in the table, hit the tab key. Excel will insert another row **below** and transfer all formatting and formulas to the new row.

#### 2. *With total rows:*(examples are tabs B-1a, B-1b, and D-1)

With your cursor in the last cell of the row directly above the total row, hit the tab key. Excel will insert another row below and transfer formatting and formulas to the new row. Excel will also update formulas in the total row to include values in the new row.

## Hide and Unhide Rows and Columns

If there are rows and/or columns on a tab that you do not use, you can either leave those blank or hide them. Hiding unneeded rows and/or columns allows you to paste only relevant portions of a table in your solid waste management plan. Although you can't see a hidden row or column, the row or column is still part of the worksheet.

If you are not familiar with hiding and unhiding rows and columns, then Ohio EPA recommends that you leave unneeded rows and/or columns visible. Doing so will result in those rows and/or columns being included in the table you paste into your solid waste management plan.

**[NOTE: If you hide rows or columns, be sure not to hide any total rows or total columns!!!]**

### To Hide Rows and Columns:

#### *To hide one row or column:*

- hover your pointer over the number of the row/letter of the column you want to hide (your pointer will become an arrow);
- right click your mouse (the entire row or column will be highlighted and a menu will appear); and
- select "hide"

#### *To hide multiple rows or columns:*

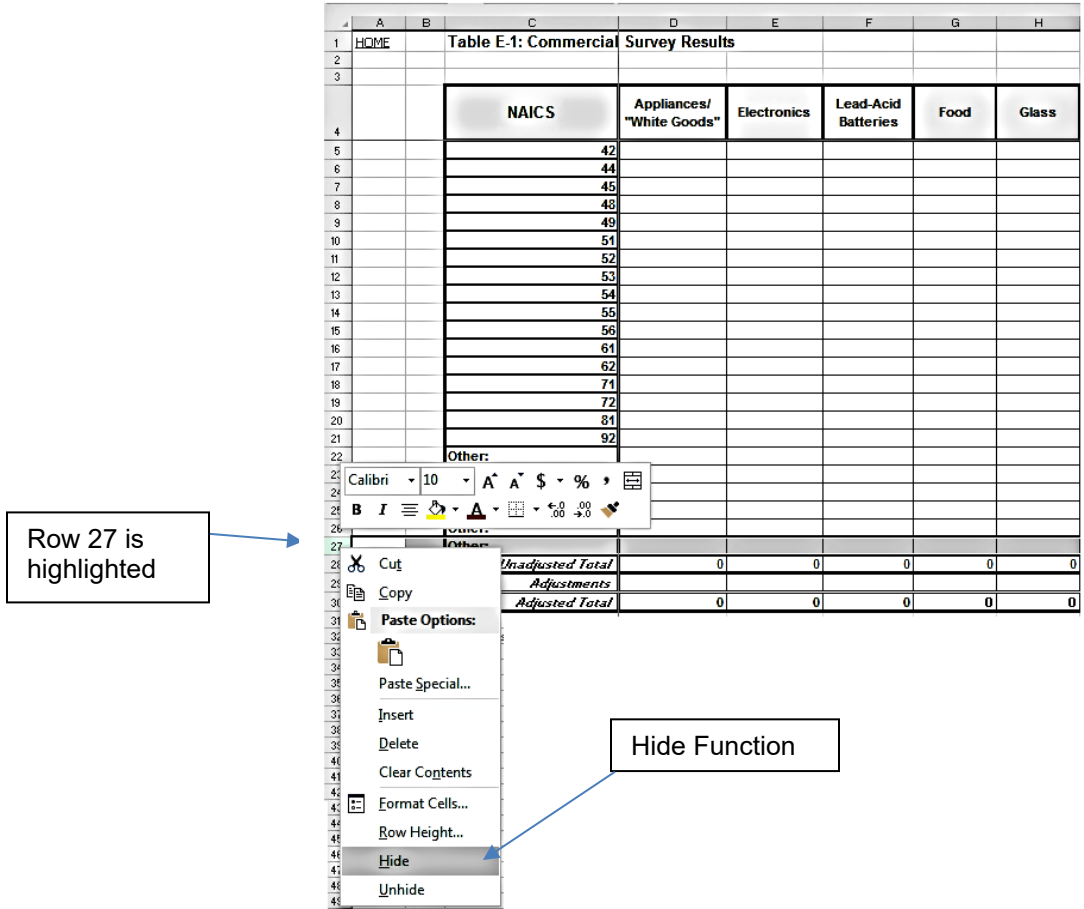
- hover your pointer over the row number of the first row/column letter of the first column you want to hide (your pointer will become an arrow);
- click and hold the left button on your mouse (the entire row or column will be highlighted);
- holding the left button on the mouse down, move your mouse to highlight all of the rows/columns you want to hide;
- release the left mouse button; and
- hover your pointer anywhere in the highlighted area, right click your mouse, and select "hide" from the menu that appears

### To Unhide Rows or Columns:

- hover your pointer over the number of the row above the row(s)/the letter of the column to the left of the column(s) you want to unhide (your pointer will become an arrow);
- click and hold the left button on your mouse down (the entire row or column will be highlighted);
- holding the left mouse button down, move your mouse until the row below the row you want to unhide/the column to the right of the column you want to unhide is highlighted;
- release the left mouse button; and

- hover your pointer anywhere in the highlighted area, right click your mouse, and select “unhide’ from the menu that appears.

The following picture shows hiding row 27



## Copying and Pasting Tables

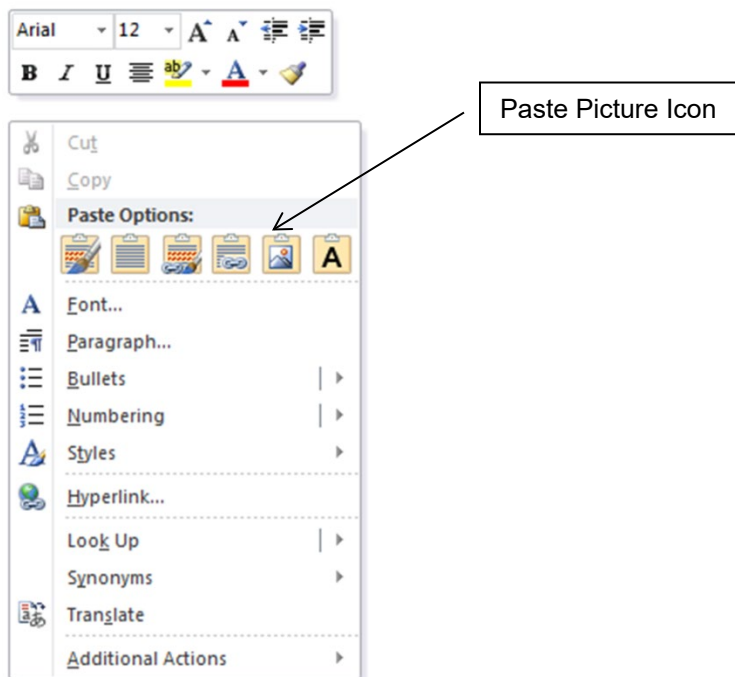
With the worksheet open:

- hover your pointer over the first cell of the table you want to copy;
- click and hold the left mouse button down
- move your mouse to the right and down until all of the cells in the table are highlighted;
- release the left mouse button;
- hover your pointer anywhere in the highlighted area, right-click your mouse and select “copy” from the menu that appears. (if you left-click your mouse by mistake or right-click with the pointer outside of the highlighted area, you will un-highlight the cells).

Go to the working version of the plan:

- put your cursor in the document where you want to insert the table;

- right click your mouse.
- in the menu that appears, under “paste options”, select the picture icon.



The table will be placed in the working version of the plan

**[NOTE: If you are pasting a large table (such as Table E.1), then you will need to change the paper size and/or the orientation of the page *before* pasting the picture of the table. The page size will determine the size of the picture that is inserted. The smaller the area to paste the table is, the smaller the picture will be. Some large tables can become so small as to be illegible.]**

### Copying and pasting values

This function will allow you fill empty cells on one tab with the contents of cells from another tab (such as using the content of cells from tabs B-1a through B-2d to fill the cells on Tab J-1).

First, the table you are pasting **to** must have the **same** number of rows as the table you are pasting **from**. Pasting the cell contents will not insert new rows. It will only replace the cells on the tab you are pasting to. If you do not have enough rows in the receiving table when you paste copied cells, Excel will overwrite information in other rows.

For example, to copy the id numbers and names for 10 non-subscription curbside recycling programs from tab B-1a to tab J-1, make sure that there are 10 empty rows on Tab J-1 under the heading for “Non-subscription Curbside” **before** you try to paste the information. *For help with inserting rows, refer to the instructions for [“inserting rows on tabs without tables”](#).*

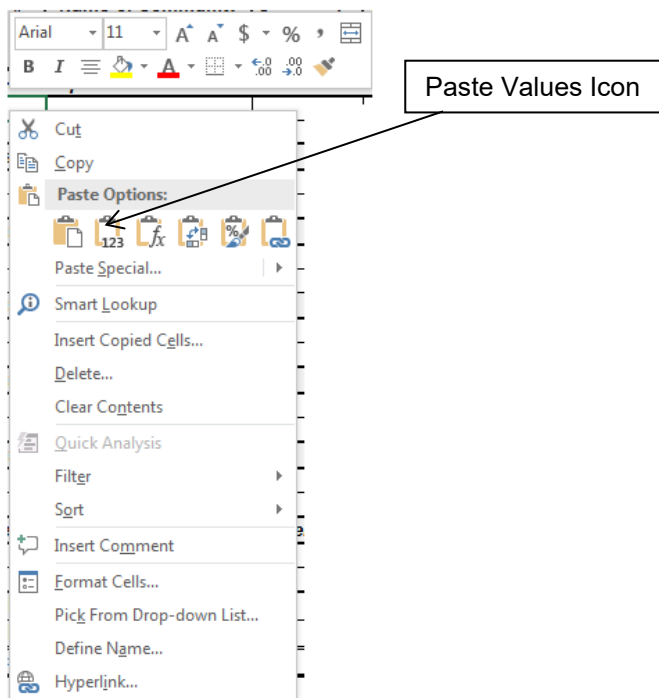
**[Tip:** You can use Tab B-Summary to determine how many rows you will need.]

With the tab you want to copy information **from** open:

- Go to the first cell that has information you want to copy.
- click and hold down the left mouse button
- move your mouse to the right and down until all of the cells that you want to copy are highlighted
- hover your pointer anywhere in the highlighted area, right-click your mouse and select “copy” from the menu that appears.

Open the tab that you want to paste information to:

- Go to the first cell you want to paste information into
- click and hold down the left mouse button
- move your mouse to the right and down until all of the cells that you want to paste information to are highlighted
- hover your pointer anywhere in the highlighted area
- right-click your mouse
- in the menu that appears, under “Paste Options”, select the values icon



## Freezing/Unfreezing Rows and Columns

This is a useful tool when there is a spreadsheet that does not entirely fit on your screen. You can lock, or “freeze” specific rows and columns to keep them visible while you scroll through the worksheet. This is useful when you need to be able to see the row and/or column headings when entering data.

Using the freeze panes option will freeze all of the columns to the left of and all rows above the cell you are in at the time you select freeze panes.

Using Table E-2 as an example:

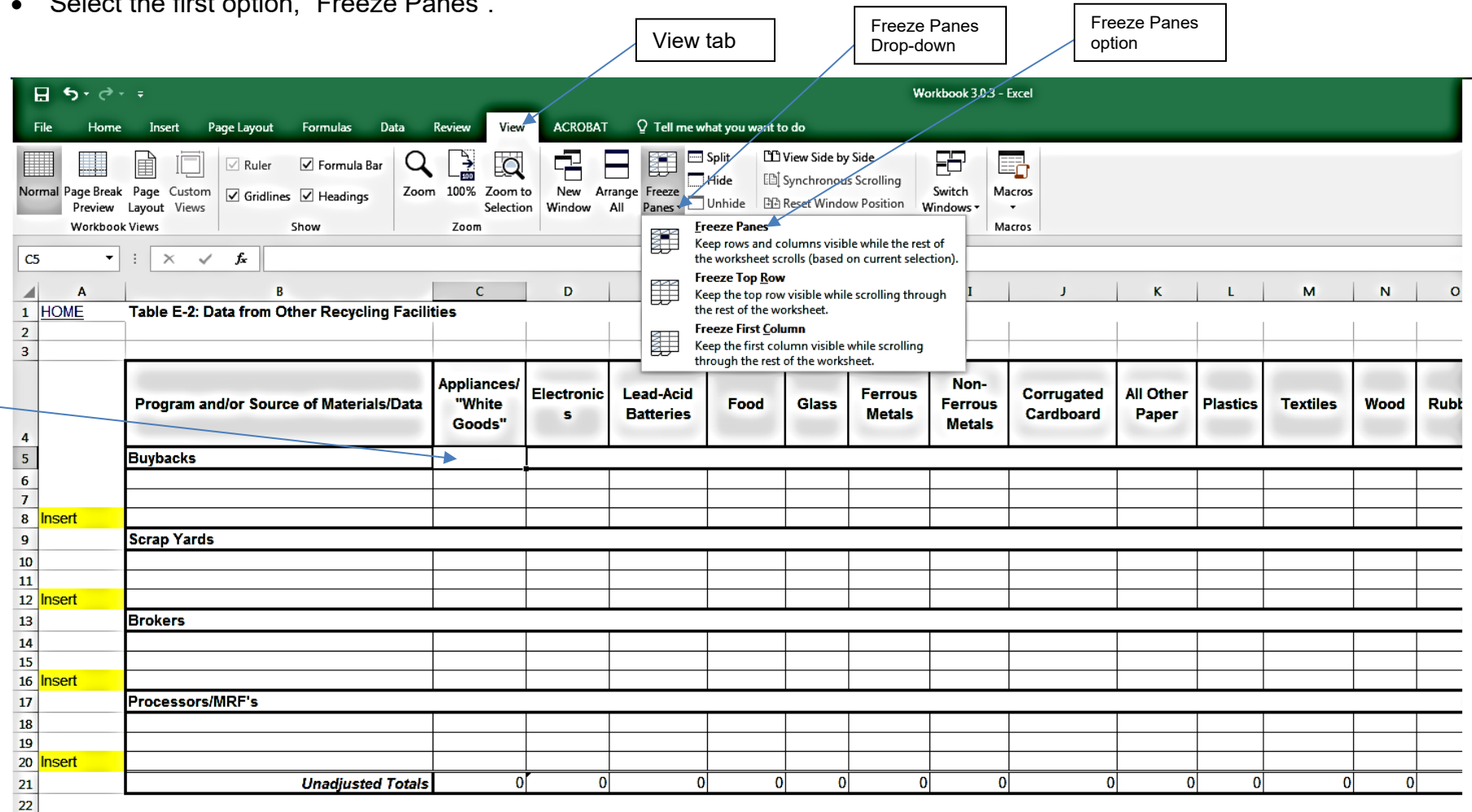
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<a href="#">HOME</a>	Table E-2: Data from Other Recycling Facilities													
2															
3															
4		<b>Program and/or Source of Materials/Data</b>	<b>Appliances/ "White Goods"</b>	<b>Electronics</b>	<b>Lead-Acid Batteries</b>	<b>Food</b>	<b>Glass</b>	<b>Ferrous Metals</b>	<b>Non-Ferrous Metals</b>	<b>Corrugated Cardboard</b>	<b>All Other Paper</b>	<b>Plastics</b>	<b>Textiles</b>	<b>Wood</b>	<b>Rubber</b>
5		<b>Buybacks</b>													
6															
7															
8	Insert														
9		<b>Scrap Yards</b>													
10															
11															
12	Insert														
13		<b>Brokers</b>													
14															
15															
16	Insert														
17		<b>Processors/MRF's</b>													
18															
19															
20	Insert														
21		<b>Unadjusted Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

There are columns to the right of “Rubber” and rows below “Unadjusted Totals” that you cannot see from the current screen view. If you scroll to the right to see the other columns, then you will no longer be able to see the “Program and/or Source of Material/Data” column (column B). If you scroll down to see other rows, you will no longer be able to see the material-type headings (row 4).

To freeze both column B and row 4:

- Click your left mouse button in cell C5 to select it (the cell below “Appliances/White Goods” and to the right of “Buybacks”).

- Go to the “View” tab in the menu bar.
- In the “Window” group, click the drop-down arrow next to “Freeze Panes”.
- Select the first option, “Freeze Panes”.



To unfreeze the panes:

- Click your left mouse button anywhere in the spreadsheet to select a cell.
- Go to the “View” tab in the menu bar.
- In the “Window” group, click on the drop-down arrow next to “Freeze Panes”.
- Select the first option, “Unfreeze Panes”.

## Stop automatic numbering (for identification numbers in tables B-1a through B-2d)

If you want to assign different identification numbers to curbside recycling services and drop-off locations than those recommended by Ohio EPA, you will need to remove the formula that assigns the numbers.

With one of the spreadsheets open:

- Click your left mouse button in cell B4 to select it.
- Hit the delete key on your keyboard

Now, when you tab off the first row to add another row, the worksheet will not automatically assign an identification number. You will need to manually enter identification numbers for all rows.

## Section i Solid Waste Management District Information

### Instructions for Tabs i-1 through i-4

- For a SWMD, complete tabs ii-1 through ii-4.
- For an Authority, complete tabs ii-1 through ii-3

#### Instructions for Tab i-1: Solid Waste Management District Information

Provide all requested information

SWMD/Member Counties - Complete the "Member Counties" row if the SWMD's name does not include the county names (e.g. SWACO would enter Solid Waste Association of Central Ohio as the SWMD name and Franklin as the member county, North Central Ohio Solid Waste District would enter the names of the six member counties, etc.).

#### Instructions for Tab i-2: Members of the Policy Committee/Board of Trustees:

List all of the members of the policy committee/board of trustees

- The table is set up for a SWMD with six counties. The county names will automatically be populated from tab A.
- If the SWMD has an even number of counties, then list the additional public representative.
- If the SWMD has less than six counties, then leave unneeded rows blank.

#### Instructions for Tab i-3: Chairperson of the Policy Committee/Board of Trustees

Provide all requested information.

#### Instructions for Tab i-4: Board of Directors

For a SWMD, list all of the county commissioners from the member counties.

- The table is set up for a SWMD with six counties. If the SWMD has less than six counties, then leave unneeded rows blank.
- Enter an "x" next to the commissioner that is the president/chairperson.

After completing the relevant tabs, insert the tables into the working version of the plan where indicated.

## Appendix A Miscellaneous Information

### **(Reference Year, Planning Period, Goal Statement, Material Change in Circumstances, and Explanations of Differences in Data)**

#### Instructions for Tab A

This tab is used to prepopulate the reference year, the years in the planning period, and the counties in the SWMD throughout the workbook. Once you enter this information, it will be automatically entered into all other worksheets that use the information.

Go to the workbook, find Tab A, and enter the following information where indicated:

- The reference year;
- The first year of the planning period; and
- The names of all counties that make up the SWMD (replace the place holder “County A” with the name of the first county, “County B” with the name of the second county, etc.)

## Appendix B Recycling Infrastructure Inventory

### General Instructions for Tabs B-1a through B-2d

One of the common issues Ohio EPA has found with plans in the past is that the names associated with curbside recycling services and drop-off locations are not used consistently throughout a plan. To resolve this issue, the SWMD will assign an identification number to each curbside service and drop-off location and use this identification number each time the plan refers to that curbside service or drop-off. Using these identification numbers (along with the name of the associated curbside or drop-off) will ensure consistency throughout the plan.

Tabs B-1a through B-2d are structured so that id numbers will automatically be entered in the ID# column. The automatic numbering system assigns ID numbers as follows:

**[NOTE: # is a placeholder for 1, 2, 3, etc.):**

- NSC# - Non-subscription curbside recycling service (for Tab B-1a)
- SC# - Subscription curbside recycling service (for Tab B-1b)
- FTU# - Full-time, urban drop-off
- PTU# - Part-time, urban drop-off
- FTR# - Full-time, rural drop-off
- PTR# - Part-time, rural drop-off

Use the tab button to enter new rows and the id numbers will be entered automatically.

#### Instructions for Tab B-1a (Inventory of Non-Subscription Curbside Recycling Services in the Reference Year) and Tab B-1b (Inventory of Subscription Curbside Recycling Services in the Reference Year)

ID# -The identification numbers will be automatically assigned as you add rows.

Name of Curbside Service - Assign each curbside service a name, probably the name of the community (i.e. name of city, village, or township served). Use this name consistently throughout the plan when referring to that curbside service.

Service Provider – Enter the name of the company, non-profit organization, or governmental unit that services the curbside service (not who pays for the service).

County - Enter the name of the county the curbside service is located in.

How Service is Provided –Potential entries include:

- Contract between the SWMD and a private hauler or non-profit organization;
- City/village sanitation or service department;
- Contract between the political jurisdiction and a private hauler or non-profit organization;

- Private Hauler/non-profit organization (for situations where a homeowner receives the service directly from a private hauler).

**Collection Frequency** - Describe how often recyclables are collected from residents. The most common frequencies are “weekly” or “biweekly” (i.e. every other week).

**Materials Collected** - List all materials that are collected through the curbside service. Provide a key for abbreviations in footnotes to Tables B-1a and B-1b. **[NOTE: placeholders for the footnotes are provided after the tables in the Word document].**

**Type of Collection** - Describe the type of collection system (examples include: single-stream, automated; single-stream, manual; dual stream, automated; dual stream, manual, semi-automated, etc.).

**PAYT** -Enter “Y” if there is a pay-as-you-throw trash collection service and “N” if there is not a PAYT service.

**Weight of Materials Collected from SWMD** - Provide all weights in tons and round to the nearest ton. There are embedded formulas that will automatically calculate the totals for each type of curbside program.

**Service Will Continue Throughout Planning Period** – Enter Y or N to indicate whether the curbside service will continue or ended/will end after the reference year.

After completing tab B-1, insert Tables B-1a and B-1b into Appendix B of the working version of the plan where indicated.

**Table B-1a Inventory of Non-Subscription Curbside Recycling Services Available in the Reference Year**

ID #	Name of Curbside Service	Service Provider	County	How Service is Provided	Collection Frequency	Materials Collected <sup>(1)</sup>	Type of Collection	PAYT (Y/N)	Weight of Materials Collected from SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
NCS1										
Total									0	

(1)

**Table B-1b Inventory of Subscription Curbside Recycling Services Available in the Reference Year**

ID #	Name of Curbside Service	County	How Service is Provided	Collection Frequency	Materials Collected <sup>(1)</sup>	Type of Collection	PAYT (Y/N)	Weight of Materials Collected from SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
SC1									
Total									0

(1)

**Instructions for completing Tabs B-2a through B-2d - Inventory of Drop-off Sites Available in the Reference Year)**

There are separate tabs for inventorying each type of drop-off as follows:

Tab B-2a – full-time, urban drop-offs

Tab B-2b – part-time, urban drop-offs

Tab B-2c – full-time, rural drop-offs

Tab B-2d – part-time, rural drop-offs

If the SWMD does not have a particular type of drop-off, then enter “none” in the first row of the table on the appropriate tab.

ID# - The identification numbers will be automatically assigned as you add rows.

Name of Drop-off Site - Assign each drop-off with a unique name, such the name of the community and/or description of the location where the drop-off is located. Use this program name consistently throughout the plan when referring to that drop-off location.

Service Provider - Enter the name of the company, non-profit organization, or governmental unit that services the curbside service (not who pays for the service).

County - Enter the name of the county the drop-off is located in.

How Service is Provided - Potential entries include:

- The SWMD;
- Contract between the SWMD and a private hauler;
- City sanitation or service department;
- Contract between a political jurisdiction and a private hauler
- Private hauler; and
- Non-profit organization.

Days and Hours Available to the Public - Enter the days and hours that the drop-off is available for the public to use.

Materials Collected - List all materials collected at the drop-off. Provide a key for abbreviations in footnotes for Tables B.2a-e. [**NOTE:** *placeholders for the footnotes are provided in the Word document.*]

Drop-off Meets All Minimum Standards - Indicate whether the drop-off meets all of the minimum standards needed to be creditable to meeting Goal 1 (Access to Recycling Opportunities) as defined in the 2009 State Plan (see Appendix J or pages 38 and 39 of the 2009 State Plan) by entering “yes” or “no”.

Weight of Materials Collected from SWMD - Provide weights in tons. There are embedded formulas that will automatically calculate the totals for each type of drop-off.

Service Will Continue Throughout Planning Period – Enter Y or N to indicate whether the drop-off will continue or ended/will end after the reference year.

After completing tab B-2, insert tables B-2a through B-2d into Appendix B of the working version of the plan where indicated.

**Table B-2a Inventory of Full-Time, Urban Drop-off Sites Available in the Reference Year**

ID#	Name of Drop-off Site	Service Provider	County	How Service is Provided	Days and Hours Available to the Public	Materials Collected <sup>(1)</sup>	Drop-off Meets All Minimum Standards? (Y/N)	Weight of Materials Collected from the SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
FTU1									
Total								0	

(1)

**Table B-2b Inventory of Part-Time, Urban Drop-off Sites Available in the Reference Year**

ID#	Name of Drop-off Site	Service Provider	County	How Service is Provided	Days and Hours Available to the Public	Materials Collected <sup>(1)</sup>	Drop-off Meets All Minimum Standards? (Y/N)	Weight of Materials Collected from the SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
PTU1									
Total								0	

(1)

**Table B-2c Inventory of Full-Time, Rural Drop-off Sites Available in the Reference Year**

ID#	Name of Drop-off Site	Service Provider	County	How Service is Provided	Days and Hours Available to the Public	Materials Collected <sup>(1)</sup>	Drop-off Meets All Minimum Standards? (Y/N)	Weight of Materials Collected from the SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
FTR1									
Total								0	

(1)

**Table B-2d Inventory of Part-Time, Rural Drop-off Sites Available in the Reference Year**

ID#	Name of Drop-off Site	Service Provider	County	How Service is Provided	Days and Hours Available to the Public	Materials Collected <sup>(1)</sup>	Drop-off Meets All Minimum Standards? (Y/N)	Weight of Materials Collected from the SWMD (tons)	Service will Continue Throughout Planning Period (Y/N)
PTR1									
Total								0	

(1)

## Instructions for completing Tab B-3 - Mixed Municipal Solid Waste Material Recovery Facility

If the SWMD does not send waste to a mixed municipal solid waste material recovery facility, then enter “none” in the first row of Table B-3 and insert a copy of Table B-3 into the working version of the plan where indicated.

Name of Material Recovery Facility - Enter the name of the MRF. Use this name consistently throughout the plan when referring to the MRF.

Location of Facility - Enter the county and city where the facility is located.

Communities Served - List all communities whose waste is processed at the MRF.

Types of Materials Recovered - List all materials recovered from mixed solid waste that were processed via the sorting line at the MRF. Provide a key for abbreviations in a footnote to Table B-3.

Weight of Materials Recovered - Enter an aggregate quantity of materials recovered from the sort line at the MRF. Do not include weights of materials that were not recovered via the sort line (such as: source-separated materials collected through curbside recycling services or drop-offs, even if that source-separated material is processed via the sort line, and yard waste delivered to an on-site compost facility (i.e. was not recovered from trash via the sort line). Provide weight in tons.

Waste Processed - Enter the weight of waste, in tons, that was delivered to the MRF and processed via the sort line to recover recyclables.

Bypass Waste - If any residential or commercial waste is transported to a landfill directly instead of being sorted at the dirty MRF (i.e. bypasses the MRF), then enter the total weight (in tons) of that bypass waste in this column.

*[NOTE: If the owner/operator of the dirty MRF is able to demonstrate that there are procedures for determining that bypass waste is industrial waste and that no residential/commercial waste bypasses the sort line, then the policy committee does not need to include bypass waste in “Total Tons”. In that situation, enter “0” for bypass waste.]*

Total Waste – An embedded formula will automatically perform this calculation. Total waste is the combined weight of waste processed at the dirty MRF and bypass waste.

Recovery Rate in Reference Year: An embedded formula will automatically calculate the recovery rate. The formula is:

Recovery Rate = Weight of Materials Recovered ÷ Total Waste x 100

After completing tab B-3, insert Table B-3 into Appendix B of the working version of the plan where indicated.

**Table B-3 Mixed Solid Waste Material Recovery Facility**

Name of Material Recovery Facility	Location (County, City)	Communities Served	Types of Materials Recovered <sup>(1)</sup>	Weight of Materials Recovered (tons)	Waste Processed (tons)	Bypass Waste (tons)	Total Waste (tons)	Recovery Rate in Reference Year (percent)
							0	#DIV/0!

(1)

Sample Calculation:

**Instructions for Completing Tab B-4 – Inventory of Recycling and Trash Collection Service Providers in the Reference Year**

**Name of Provider:** Enter the name of the service provider. Potential entries include: the name of a private company; a city sanitation or service department; or a non-profit organization.

**County(ies) Served** – Enter the name(s) of the county(ies) within the SWMD that the service provider operates in.

**Trash Collection Service:**

- Indicate with a “Y” or an “N” whether the company offers Pay-As-You-Throw trash collection service to the residential sector.
- If the company provides trash collection services, then enter an “X” in the column for each sector the company services.

**Recycling Service:** If the company provides curbside recycling services to residents and/or recycling pick-up to commercial and industrial sector businesses (i.e. compactors/roll-offs), then then enter an “X” in the column for each sector the company services

After completing tab B-4, insert a copy of Table B-4 into Appendix B of the working version of the plan where indicated.

**Table B-4 Inventory of Recycling and Trash Collection Service Providers in the Reference Year**

Name of Provider	Counties Served	Trash Collection Services			Curbside Recycling Services			
		PAYT (Y/N)	Residential	Commercial	Industrial	Residential2	Commercial2	Industrial 2

## Instructions for Completing Tab B-5 – Inventory of Composting Facilities Used in the Reference Year

You will use this tab to account for composting facilities that accepted food and/or yard waste from the SWMD in the reference year.

**Facility Name** – For registered facilities, use the name that is registered with Ohio EPA. For non-registered facilities, assign a name. Use this name consistently throughout the plan when referring to the compost facility.

**Compost Class** – Enter the class of the composting facility (i.e. IV, III, II, or I).

**Publicly Accessible** – Use Y or N to identify whether the facility is available to the public.

**Location** – Enter the name of the county where the facility is located. Enter other applicable location information, such as community name, street address, etc. as needed.

**Food Waste** - Enter the weight of creditable material accepted from the SWMD during the reference year in tons and round to the nearest ton.

**Yard Waste** – Enter the weight of creditable material accepted from the SWMD during the reference year in tons and round to the nearest ton.

After completing tab B-5, insert Table B-5 into the working version of the plan where indicated.

**Table B-5** *Inventory of Composting Facilities Used in the Reference Year*

Facility Name	Compost Facility Classification	Publicly Accessible (Y/N)	Location	Food Waste (tons)	Yard Waste (tons)
Total				0	

## Instructions for Completing Tab B-6 – Inventory of Other Food and Yard Waste Management Activities in the Reference Year

You will use this table to list food and yard waste management programs that are not registered composting facilities.

**Facility or Activity Name** - assign each entry a unique name (e.g. for a community curbside yard waste collection service, use the name of the community where the service is provided).

**Activity Type**: Potential entries include Community Curbside Collection, Community Yard Waste Drop-off, Mulching Operation, Land Application, and Food Donation

**Location** – Enter the name of the county where the facility is located or the service is provided.

**Food Waste** - Enter the weight of creditable food waste from the SWMD managed in the reference year in tons.

**Yard Waste** – Enter the weight of creditable yard waste from the SWMD managed in the reference year in tons.

Account for material collected through a community program and sent to a registered composting facility in one of two ways:

- by associating the weight of material with both the community program and the composting facility (in Table B-5) and making an adjustment for double counting in Table E-4. This is the most straightforward way of accounting for the material; or
- by attributing the quantity to either the composting facility (in Table B-5) or the community’s program (in Table B-6) but not both.
  - If attributing the quantity to the community’s program, then reduce the quantity for the composting facility by that amount and include a note or text to explain
  - If attributing the quantity to the composting facility, then include a note or text providing the amount of material collected through the community’s program and which facility the material was sent to.

After completing tab B-6, insert Table B-6 into the working version of the plan where indicated.

**Table B-6** *Inventory of Other Food and Yard Waste Management Activities in the Reference Year*

Facility or Activity Name	Activity Type	Location	Food Waste (tons)	Yard Waste (tons)
			0	0
Total				

**Instructions for Table B-7 – Inventory of Material Handling Facilities Used in the Reference Year**

You will use this table to account for facilities where recyclables from the District were handled.

**Facility Name** - Enter the name of each facility that accepted recyclables collected from within the SWMD in the reference year.

**County and State** - Enter the county and state where each handling facility is located

**Type of Facility** – Describe the type of facility (e.g. material recovery facility, recycling

center, transfer facility)

Weight of Material Accepted from SWMD – enter the quantity of recyclable material accepted from the SWMD in the reference year.

After completing tab B-7, insert Table B-7 into the working version of the plan where indicated.

*Table B-7 Inventory of Material Handling Facilities Used in the Reference Year*

Source(s) of Information:

Facility Name	County	State	Type of Facility	Weight of Material Accepted from SWMD (tons)
Total				0

### Instructions for Tab B-Summary

Tab B-Summary is a supplementary tab that summarizes information from tabs B-1 through B-7. It provides a total for quantity of material recovered for each tab and the total number of services/facilities for each tab. You can use this summary table as check for your entries. So, for example, if you know that there were 10 non-subscription curbside recycling programs in the reference year but the summary table shows a count of 9, then you can check tab B-1a for the missing entry.

## Appendix C

### Instructions for Tab C-1

The worksheet is set up for a SWMD with 6 counties. Use a separate table to make adjustments for each county.

**Important** - If the SWMD has less than 6 counties, leave unneeded tables blank – do not delete them.

There are two tables on Tab C-1: You will use Table C-1a to adjust the SWMD's population for communities that the SWMD shares with other SWMDs. Table C-1b will calculate the SWMDs reference year population.

To complete Table C-1a:

1. Enter the population of each county, before any adjustment is made, in the cell directly to the right of the cell labeled "Before Adjustment".
2. Enter community adjustments:
  - a. To add populations to a county:
    - i. Under the heading for "Additions, replace "Community 1" with the name of the first community to be added to that county, "Community 2" with the name of the second community to be added, etc.
    - ii. Enter the population of the community that is located in another SWMD.
    - iii. Add rows for more communities as needed.
  - b. To subtract populations from a county
    - i. Under the heading for "Subtractions", replace "Community 1" with the name of the first community to be subtracted from that county, "Community 2" with the name of the second community to be subtracted, etc.
    - ii. Enter the population of each community that resides in the SWMD. Do not enter a negative number - an embedded formula in the cell for "After Adjustment" will automatically subtract the community's population
    - iii. Add rows for more communities as needed
  - c. An embedded formula in the cell for "After Adjustment" will automatically calculate the population adjustment.

Table C-1b will automatically calculate the total unadjusted and adjusted populations for the SWMD in the reference year.

After completing tab C-1, insert only those tables that you completed (i.e. a table for each county in the SWMD) into Appendix C of the working version of the plan where indicated. Also insert Table C-1b into Appendix C of the working version of the plan where indicated.

Table C-1a Reference Year Population Adjustments

County A	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

County B	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

County C	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

County D	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

County E	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

County F	
<b>Before Adjustment</b>	
<b>Additions</b>	
Community 1	
Community 2	
Community 3	
<b>Subtractions</b>	
Community 1	
Community 2	
Community 3	
<b>After Adjustment</b>	

Table C-1b Total Reference Year Population

Unadjusted Population	Adjusted Population

### Instructions for Tabs C-2 and C-3 – Population Projections

There are two tables for population projections. Table C-2 is the table that will be included in Appendix C of the solid waste management plan. Table C-3 is a working table and will not be included in Appendix C. Table C-3 will generate the data for Table C-2.

Complete Table C-3 before completing Table C-2.

#### Completing Tab C-3

Year – All years between 2010 and 2040 are provided.

Projecting populations – Tab C-3 is set up to project population using the default method described in the format instructions (i.e. straight-line” projection).

To complete Tab C-3 using the default method:

- a. Enter the 5-year increment populations provided by Ohio Development Services Agency in the cells highlighted in light-red  for each county in the SWMD.
- b. Do not delete or hide any unused columns or rows.
- c. Embedded formulas will automatically calculate the populations for the years between the 5-year increments.
  - I. Population adjustments are automatically factored into all calculations.
  - II. The default method assumes that the population of each adjusted community will be the same as the reference year population throughout the planning period. The embedded formulas automatically use the reference year population adjustments from Table C-1 for each year of the planning period. This means that you will not project each community’s population.

To project population using a method other than the default method, you will need to do additional calculations and alter the populations generated by Tab C-3 or use tab C-4 which does not prepopulate information or have embedded formulas.

#### Completing Tab C-2

The population for the reference year will automatically populate. For all other years, copy and paste (or manually enter) the populations from Table C-3 into Table C-2 for each county.

Total District Population – Formulas embedded in this column will automatically calculate the SWMD’s population for each year in the table.

After completing tabs C-2 and C-3, insert tables C-2 and C-3 nto the working version of the plan where indicated.

**Table C-2 Planning Period Population Projections**

Year	County A	County B	County C	County D	County E	County F	Total District Population
2015	-	-	-	-	-	-	-
2016							-
2017							-
2018							-
2019							-
2020							-
2021							-
2022							-
2023							-
2024							-
2025							-
2026							-
2027							-
2028							-
2029							-
2030							-
2031							-
2032							-
2033							-

**Table C-3 Population Projections**

Year	Annual Change persons/year	County A	Annual Change persons/year	County B	Annual Change persons/year	County C	Annual Change persons/year	County D	Annual Change persons/year	County E	Annual Change persons/year	County F
2015		0		0		0		0		0		0
2016	0	0	0	0	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0	0	0	0	0
2020		0		0		0		0		0		0
2021	0	0	0	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0	0	0	0	0	0
2025		0		0		0		0		0		0
2026	0	0	0	0	0	0	0	0	0	0	0	0
2027	0	0	0	0	0	0	0	0	0	0	0	0
2028	0	0	0	0	0	0	0	0	0	0	0	0
2029	0	0	0	0	0	0	0	0	0	0	0	0
2030		0		0		0		0		0		0
2031	0	0	0	0	0	0	0	0	0	0	0	0
2032	0	0	0	0	0	0	0	0	0	0	0	0
2033	0	0	0	0	0	0	0	0	0	0	0	0
2034	0	0	0	0	0	0	0	0	0	0	0	0
2035		0		0		0		0		0		0
2036	0	0	0	0	0	0	0	0	0	0	0	0
2037	0	0	0	0	0	0	0	0	0	0	0	0
2038	0	0	0	0	0	0	0	0	0	0	0	0
2039	0	0	0	0	0	0	0	0	0	0	0	0
2040		0		0		0		0		0		0
2041	0	0	0	0	0	0	0	0	0	0	0	0
2042	0	0	0	0	0	0	0	0	0	0	0	0
2043	0	0	0	0	0	0	0	0	0	0	0	0
2044	0	0	0	0	0	0	0	0	0	0	0	0
2045		0		0		0		0		0		0
	Community Additions	0	Community Additions	0	Community Additions	0	Community Additions	0	Community Additions	0	Community Additions	0
	Community Subtractions	0	Community Subtractions	0	Community Subtractions	0	Community Subtractions	0	Community Subtractions	0	Community Subtractions	0

## Appendix D

### Instructions for Tab D-1 - Waste Disposed in the Reference Year

There are three tables on Tab D-1:

- Table D-1a will display all of the publicly-available, municipal solid waste landfills that accepted direct-haul waste from the SWMD in the reference year and total amounts of residential/commercial, industrial and excluded waste accepted at each facility.
- Table D-1b will display all privately-available (i.e. captive) industrial and residual solid waste landfills that accepted waste from the SWMD in the reference year.
- Table D-1c will sum the quantities entered into Tables D-1a and D-1b.

#### Table D-1a: (Waste Disposed in Reference Year – Publicly-Available Landfills (Direct Haul))

Facility Name - Enter the name of each landfill that reported receiving direct haul waste from the SWMD in the reference year.

Location - For each landfill located within Ohio, enter the county and state where the landfill is located. For landfills located outside of Ohio, enter the name of the state where the landfill is located.

Waste Received from the SWMD - Enter the reported quantities of each type of waste received (residential/commercial, industrial, and excluded) in the reference year.

[NOTE 1: Add asbestos to residential/commercial waste.]

[NOTE 2: Add C&DD to excluded waste.]

Total– Embedded formulas will automatically calculate all totals.

#### Table D-1b: Waste Disposed in Reference Year – Captive Landfills:

Facility Name - Enter the name of each captive landfill that reported receiving waste from the SWMD in the reference year. If no captive landfills received waste from the SWMD in the reference year, then enter “None” in the first row of the table.

Location - Enter the county where each landfill is located.

Waste Received from the SWMD - Enter the reported quantities of each type of waste received (industrial and excluded) in the reference year.

Total– Embedded formulas will automatically calculate all totals.

#### Table D-1c – Total Waste Disposed in Landfills (Direct Haul)

This table automatically calculates the total quantities of waste disposed in landfills in the reference year. Use this summary table to check the entries in Tables D-1a and D-1b

against the totals in the ADR Review form for accuracy.

After completing tab D-1, insert tables D-1a through D-1c into the working version of the plan where indicated.

**Table D-1a Waste Disposed in Reference Year – Publicly-Available Landfills (Direct Haul)<sup>1</sup>**

Facility Name	Location		Waste Accepted from the SWMD			
	County	State	Residential/ Commercial (tons)	Industrial (tons)	Excluded (tons)	Total (tons)
						0
						0

<sup>1</sup> The facilities listed in Tables D-1a, D-1b, D-2, and D-3 and identified as able to accept waste from the SWMD (in Appendix M) will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).

Source(s) of Information:

Sample Calculations:

Assumptions:

**Table D-1b Waste Disposed in Reference Year – Captive Landfills<sup>1</sup>**

Facility Name	Location		Waste Accepted from the District		
	County	State	Industrial (tons)	Excluded (tons)	Total (tons)
					0
					0

<sup>1</sup> The facilities listed in Tables D-1a, D-1b, D-2 and D-3 and identified as able to accept waste from the SWMD (in Appendix M) will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).

Source(s) of Information:

Sample Calculations:

Assumptions:

**Table D-1c Total Waste Disposed in Landfills (direct haul)**

Residential/ Commercial	Industrial	Excluded	Total
0	0	0	0

**Instructions for Completing Tab D-2 - Waste Transferred in Reference Year**

**Facility Name** - Enter the name of each transfer facility that reported receiving waste from the SWMD in the reference year.

**Location** - For each transfer facility that accepted waste from the SWMD and is located within Ohio, enter the county where the facility is located. For transfer facilities located outside of Ohio, enter the name of the state where the facility is located.

**Waste Received from the SWMD** - Enter the reported quantities of each type of waste received (residential/commercial, industrial, and excluded) in the reference year. Add C&DD to excluded waste.

**Total** - embedded formulas will automatically calculate totals.

After completing tab D-2, insert Table D-2 into the working version of the plan where indicated.

**Table D-2 Waste Transferred in Reference Year<sup>1</sup>**

Facility Name	Location		Waste Received from the SWMD			
	County	State	Residential/ Commercial (tons)	Industrial (tons)	Excluded (tons)	Total (tons)
						0
						0
Total			0	0	0	0

<sup>1</sup> The facilities listed in Tables D-1a, D-1b, D-2 and D-3 and identified as able to accept waste from the SWMD (in Appendix M) will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).

Source(s) of Information:

Sample Calculations:

Assumptions:

**Instructions for completing Tab D-3 - Waste Incinerated/Burned for Energy Recovery in Reference Year**

**[NOTE: SWMDs do not need to account for infectious waste treatment facilities or include quantities of infectious waste burned at incinerators.]**

**Facility Name** - Enter the name of each incinerator/energy recovery facility that reported receiving waste from the SWMD in the reference year under the appropriate heading.

**Facility Type** – Identify the type of the facility. Potential entries include: Solid Waste Incinerator and Waste to Energy.

**Location** - For each facility located within Ohio, enter the county where the facility is located. For facilities located outside of Ohio, enter the name of the state where the facility is located.

**Waste Accepted from the SWMD** - Enter the reported quantities of each type of waste

received (residential/commercial, industrial, and excluded) in the reference year.

Total - embedded formulas will automatically calculate all totals.

After completing tab D-3, insert Table D-3 into the working version of the plan where indicated.

**Table D-3a Waste Incinerated/Burned for Energy Recovery in Reference Year<sup>1</sup>**

Facility Name	Facility Type	Location		Waste Accepted from the SWMD			
		County	State	Residential/ Commercial (tons)	Industrial (tons)	Excluded (tons)	Total (tons)
							0
							0
				0	0	0	0
<b>Total</b>				0	0	0	0

<sup>1</sup> The facilities listed in Tables D-1a, D-1b, D-2, and D-3 and identified as able to accept waste from the SWMD (in Appendix M) will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).

Source(s) of Information:

Sample Calculations:

Assumptions:

### Instructions for completing Tab D-4 - Total Waste Disposed in Reference Year

Go to the workbook and find the tab for “D-4”. There are two tables. Both tables will automatically be completed for you.

- Table D-4 combines all direct-haul, transferred, and incinerated (if required) waste by each sector to arrive at a total for waste disposed by sector and total waste disposed for the SWMD. From this point forward, total disposal refers to the sum of direct-haul, transferred, and incinerated waste.
- The supplemental table (Supplement to Table D-4) calculates the percentages that incinerated/burned waste and excluded waste comprised of total waste disposed in the reference year:
  - If incinerated/burned waste comprised 10 percent or less of total waste disposed in the reference year, then the solid waste management plan does not need to account for incinerated waste. Table D-4 will automatically include or omit incinerated/burned waste as appropriate.
  - If excluded waste comprised 10 percent or less of total waste disposed in publicly-available landfills, then the solid waste management plan is not required to account for excluded waste. Table D-4 will automatically include or omit excluded waste as appropriate.

Insert Table D-4 and the Supplement to Table D-4 into Appendix D of the working version of the plan where indicated.

Table D-4 Total Waste Disposed in Reference Year

	Residential/ Commerical	Industrial	Excluded	Total	% of Total Waste Disposed
Direct Hauled					
Transferred					
Incinerated					
<b>Total</b>					

Percent of Total				

Source(s) of Information:

Sample Calculations:

Assumptions:

Supplement to Table D-4 Incinerated and Excluded Wastes as Percentages of Total Waste Disposed

	Residential/ Commerical (tons)	Industrial (tons)	Excluded (tons)	Total (tons)	% of Total Waste Disposed
Direct Hauled				0	#DIV/0!
Transferred				0	#DIV/0!
Incinerated				0	#DIV/0!
<b>Total</b>	0	0	0	0	#DIV/0!
<b>Percent of Total</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Source(s) of Information:

Sample Calculations:

Assumptions:

### Instructions for completing Tab D-5 – Historical Disposal Data

**Year** – The years corresponding to the reference year and the four prior years will automatically populate.

**Population** – The reference year population will automatically populate. Manually enter populations for the four prior years. Ohio EPA recommends using the populations presented on the annual district report review forms published by Ohio EPA. These are the populations reported by the SWMD in annual district reports. This will keep things like the per capita generation rate consistent with the annual district report review forms.

**Weight:**

- Reference year data will automatically populate from Table D-4.
- For the four years prior to the reference year, manually enter the total quantities of waste disposed (direct haul + transferred) in the weight column for each corresponding year and type of waste (i.e. residential/commercial, industrial and excluded).

**Rate:** - Embedded formulas will automatically calculate the per capita disposal rate for the residential/commercial sector once weights are entered.

**Total Waste** – Embedded formulas will automatically calculate total weights.

**[NOTE: If you add rows to Table D-5 or want to eliminate an outlier from calculations, then you will have to manually alter all tables on Tab D-5. You will also have to manually alter all embedded formulas in both Table D-5 and the supplemental tables and the design parameters for the graphs to include the new data.]**

After completing tab D-5, insert Table D-5 into appendix D of the working version of the plan where indicated. Your next step is to analyze the historical data. Go to section B (Historical Waste Analysis) in Appendix D of the format instructions and follow the instructions for analyzing the historical disposal data.

*Table D-5 Historical Disposal Data*

Year	Population	Residential/ Commercial Solid Waste		Industrial Solid Waste	Excluded Waste	Total Waste
		Rate (ppd)	Weight (tons)	Weight (tons)	Weight (tons)	Weight (tons)

Source(s) of Information:

Sample Calculations:

Assumptions:

**Instructions for completing Tab D-6 – Waste Disposal Projections**

There are three main tables on tab D6. Each table corresponds to a different method for projecting disposal.

- 1) **D-6a** – This table projects waste to be disposed based on average percentage

change in tons disposed for all three waste types

- 2) **D-6b** - This table projects waste to be disposed as follows:
  - for residential/commercial waste using average per capita waste disposed
  - for industrial and excluded wastes, using average percentage change in tons disposed
- 3) **D-6c** –Use Table D-6c to project disposal using a factor other than those used for tables D-6a and D-6b. As an example, use Table D-6c to project disposal based on the average annual change in tons disposed or average annual percentage change in tons disposed.

#### Disposal Projections -

- Tables D-6a and D-6b will automatically be completed for you once Table D-5 is completed. Embedded formulas use the projection factors that were calculated in the supplemental tables on Tab D-5. You will not have to alter the formulas in the supplemental tables on Tab D-6 if you make changes to the tables on Tab D-5.
- Table D-6c contains no embedded formulas or links. If you choose not to use one of the default methods of projecting disposal, then use Table D-6c. Manually enter formulas and/or populate each year with data based on calculations. If this method is chosen, then where indicated with “[replace with text explaining the methodologies for projecting waste to be disposed and transferred]” in the working version of the plan, clearly explain how projections were calculated.

**[NOTE: if the SMWD is not required to account for excluded waste because the amount disposed in the reference year was less than 10 percent of total waste disposed in the reference year, then commands in the columns for “Excluded Waste” in Tables D-6a, D-6b, and D-6c will automatically enter zeros for excluded waste.]**

Once you decide which of the three methods you will use to project disposal (i.e. Table D-6a, Table D-6b, or Table D-6c), you need to identify the table corresponding to that method. You will do this in Column H. In Column H, there is a shaded cell for each table. Enter an “X” in the shaded cell corresponding to the table you have chosen to use. The “X” will be used to “inform” other tables in the workbook where to find the disposal projections. It is important that you enter an “X” in one of the indicated cells but do not enter an “X” for more than one table.

After placing an “X” in column H, you also need to identify the first year of the planning period for that method. You will do this in column B. Tables D-6a, D-6b, and D-6c each have three framed cells in column B. For the method you chose to use, enter an “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years but that you don’t enter an “X” for more than one year. The “X” will inform other tables what year is the first year of the planning period.

#### *For Transfer Projections*

Tables D-6a through D-6c will automatically project the quantities of waste to be routed through transfer facilities.

If you determine that flows through transfer facilities will change during the planning period (based on your analysis in Appendix M), then you will either have to alter the formulas or manually entering quantities in the version of Table D-6 you choose to use.

After completing tab 6, insert the version of Table D-6 table that contains the projections you have chosen to use into Appendix D of the working version of the plan where indicated.

Table D-6 Projections for Waste to be Disposed and Transferred

Year	Residential/ Commercial Solid Waste	Industrial Solid Waste	Excluded Waste	Total Waste		Waste Transferred (as part of Total Disposal)	Waste Transferred (as part of Total Disposal)
	Weight (tons)	Weight (tons)	Weight (tons)	Weight (tons)		Weight (tons)	Percent
							#DIV/0!
0							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Source(s) of Information:

Sample Calculations:

Assumptions

## Instructions for completing Tab D-7 – Waste Imports

[Note: Only those SWMDs with in-district landfills or resource recovery facilities will complete this tab]

Go to the workbook and find the tab for “D-7”.

The years will be populated automatically. Enter the facility name of each in-district landfill and resource recovery facility on a separate line. For the reference year and the four previous years, enter the total quantity of waste imported into the SWMD from other SWMDs in Ohio and from out-of-state sources. This data is available in the columns labeled “Out-of-District” and “Out-of-State” in Table 7 of Ohio EPA’s annual facility data report

For each facility, enter projections for how much waste will be imported for all years in the planning period.

After completing tab D-7, insert it into Appendix D of the working version of the plan where indicated.

Table D-7: Waste Imports																							
Facility Name	Year																						
	-4	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Total Imported</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

## Appendix E

### Instructions for correcting for double counting

The following instructions apply to entering adjustments for Tables E-1 through E-4:

#### **Adjustment Rows:**

Unadjusted Total – Embedded formulas in this row will automatically sum the total weight for each material.

Adjustments: For each material needing to be adjusted, enter the total weight being subtracted to correct for double counting or to remove non-creditable material (i.e. the total from all sources being adjusted).

Adjusted Total – Embedded formulas in this row will automatically calculate the total weight for each material by subtracting all adjustments from the unadjusted total.

Grand Total – Embedded formulas in the row will automatically calculate the total weight of material by adding the quantities in all of the adjusted total rows.

#### **Adjustment Columns (for Tab E-4 only)**

Unadjusted Total – Embedded formulas in this column will automatically sum the total for each row.

Adjustments - Enter the total amount of an adjustment that was made to the quantities for the program/source.

Adjusted Total – Embedded formulas in this column will automatically calculate the adjusted total by subtracting the adjustment from the unadjusted total.

### Instructions for completing Tab E-1: Commercial Survey Results

NAICS – Tab E-1 is prepopulated with the NAICS codes Ohio EPA recommends surveying for the commercial sector (See Ohio EPA’s summary, North American Industrial Classification System and Surveying Recommendations, at the end of the Format 4.1 instructions).

“Other” Rows - There are several rows reserved with ‘Other’ to present results for surveys from businesses in NAICS codes that are not listed. To add an NAICS code, replace “Other” in the row heading with the NAICS code. If an NAICS code is added, then where indicated with “[replace with explanations for any NAICS codes added to Table E-1]” in the working version of the plan, explain the type/types of businesses that reported quantities for the added NAICS code.

### Entering Material Quantities –

- Quantities must be based on actual reported data, not estimates, and cannot be older than three years.
- Sum the quantities of a material from all returned surveys for a specific NAICS code and enter the quantity in the cell corresponding to the NAICS code and material.

**For example**, 10 commercial businesses in NAICS code 48 returned surveys. The surveys from seven of those businesses reported quantities of glass. The entry for glass for NAICS code 48 would be the sum of the glass reported by the seven businesses.

- Provide weights in tons and round to the nearest ton.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).
- If no businesses in a specific NAICS code responded to a survey, then enter zeros or leave all of the cells in that row blank.
- If no businesses in a specific NAICS code reported having recycled a material, then leave the appropriate cell blank or enter a zero.

“Other” Materials – There are 6 columns with place holders labeled “Other” to enter quantities of materials that don’t have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn’t self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 6 “other” materials, then enter the 5 materials with the largest quantities into the first five “other” columns and combine the rest into one entry for the sixth “other” column.

*Adjust for double counting*

**[NOTE:** *Table E-3 accounts for data from commercial businesses that report directly to Ohio EPA. If Table E-1 includes data from one of those businesses because the business responded to the SWMD’s survey, then in either Table E-1 or Table E-3 enter an adjustment to prevent counting the material from that business twice.]*

After completing tab E-1, insert Table E-1 into the working version of the plan where indicated.

Table E-1 Commercial Survey Results

NAICS	Appliances/ "White Goods"	Electronics	Lead-Acid Batteries	Food	Glass	Ferrous Metals	Non- Ferrous Metals	Corrugated Cardboard	All Other Paper	Plastics	Textiles	Wood	Rubber	Commingled Recyclables (Mixed)	Yard Waste	Other	Other	Other	Other	Other	Other	
42																						
44																						
45																						
48																						
49																						
51																						
52																						
53																						
54																						
55																						
56																						
61																						
62																						
71																						
72																						
81																						
92																						
Other:																						
Other:																						
Other:																						
Other:																						
Other:																						
Other:																						
<b>Unadjusted Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adjustments</b>																						
<b>Adjusted Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for completing Tab E-2: Data for Other Recycling Facilities

**[NOTE: Before completing this table, read Ohio EPA’s comments concerning data from scrap yards/scrap dealers in the Introductory Instructions.]**

Table E-2 summarizes reference year survey data for buybacks, scrap yards, brokers, and processors/MFRs that report materials for the residential and/or commercial sectors. Table E-2 is organized by type of facility. You will not aggregate survey results. Use a separate row for each respondent.

Program and/or Source of Materials/Data – Enter either the responding company’s name or, to maintain respondent anonymity, assign an id number to each respondent and enter the id number instead of the respondent’s name.

### Entering Material Quantities

- Enter the quantity of each material reported to by the respondent in the appropriate column.
- Quantities must be based on actual reported data, not estimated data, and cannot be older than two years.
- Provide weights in tons and round to the nearest ton.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).
- If a survey respondent did not report a material type, then leave that cell blank or enter a zero.

“Other” Materials – There are 6 columns with place holders labeled “Other” to enter quantities of materials that don’t have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn’t self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 6 “other” materials, then enter the 5 materials with the largest quantities into the first five “other” columns and combine the rest into one entry for the sixth “other” column.

### *Adjust for double counting*

After completing tab E-2, insert Table E-2 into the working version of the plan where indicated.



## Instructions for Completing Tab E-3 – Data Reported to Ohio EPA by Commercial Businesses (big box stores)

Table E-3 presents data from big box stores that report to Ohio EPA and that the SWMD included in total residential/commercial material recycled in the reference year.

Go to the workbook and complete tab E-3 as follows:

Ohio EPA Data Source – Enter the name of business that reported data to Ohio EPA.

### Entering Material Quantities –

- Enter quantities of each material reported to Ohio EPA by the business in the appropriate columns.
- If a business did not report material for the SWMD or did not report a quantity for a material type, then either leave that cell blank or enter a zero
- Provide weights in tons and round to the nearest ton.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).

**[NOTE: If Table E-3 accounts for data from a commercial business that also responded to the SWMD’s survey, then in either Table E-1 or Table E-3 enter an adjustment to prevent counting that material twice.]**

Where indicated with “[replace with supporting text]” provide any text needed to further clarify or explain the data in Table E-3.

**Table E-3 Data Reported to Ohio EPA by Commercial Businesses (big box stores)**

Ohio EPA Data Source	Glass	Plastic	Newspaper	Cardboard	Mixed Paper	Nonferrous	Ferrous	Wood	Food: Compost	Food: Other	Commingled	Other	Other	Other	Other	
<b>Unadjusted Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adjustments</b>																0
<b>Adjusted Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab E-4: Other Recycling Programs/Other Sources of Data

Table E-4 will present quantities diverted through programs and services in the reference year. The table will include all residential/commercial programs and services through which materials being credited to total diversion were recovered.

*Other Programs or Sources of Data:* Enter the name or description of the program or source that a quantity of material is associated with.

The tab is populated with listings for curbside recycling services, drop-off locations, composting facilities, other food/yard waste management activities, and Ohio EPA scrap tire data. Enter other programs/sources and their associated quantities. Provide entries for all programs/sources that quantities can be associated with.

A partial list of common programs/sources that quantities can be associated with include:

- Curbside recycling services (sum of quantities from Tables B-1a and B-2b);
- Drop-off sites (sum of quantities from Tables B-2a through B-2e)
- Household hazardous waste collection;
- Electronics collection;
- Appliance collection;
- Pharmaceutical collection;
- Used oil collection;
- Christmas tree collection;
- Paper shredding;
- Yard waste composted (quantity from Table B-5);
- Land applied yard waste (quantity from B-6) ;
- Food waste reported by food waste haulers);
- Government office recycling programs;
- Commercial business/institution collection routes;
- School recycling programs;
- Scrap tire collection events/programs;
- Other material-specific drop-offs/collection programs (such as for paper, household batteries, a bar and restaurant glass program, etc.);
- Mixed municipal solid waste material recovery facilities; and

If there are multiple programs or opportunities for a particular category (such as curbside recycling services, drop-off recycling locations, or composting facilities), provide one entry for all of those programs/sources along with the combined total amount of material collected through all programs/sources in the category.

There is also a pre-populated listing for Ohio EPA Scrap Tire Data. Enter the quantity of scrap tires reported for the SWMD for the reference year.

**[NOTE:** *If the SWMD has data for a program that overlaps with data provided by Ohio*

EPA, then you may need to make an adjustment to correct for double counting. An example is scrap tire data from Ohio EPA and scrap tires collected through scrap tire collection programs. Ohio EPA recommends that the SWMD provide two listings for scrap tires in Table E-4 - one for scrap tires collected by the SWMD through its collection program and another for scrap tire data provided by Ohio EPA. The SWMD would then make an adjustment to Ohio EPA's scrap tire data in Table E-4 to eliminate double counting (i.e. reduce Ohio EPA's quantity by the quantity of tires associated with the SWMD's program).] (give an example?)

Entering Material Quantities:

- Enter quantities for each material recovered through the program/service.
- The quantity for composting will be automatically transferred from Table B-5.
- For curbside services, if you have quantities by material, enter those quantities. If not, enter the total quantity of material collected as “commingled recyclables (mixed)”.
- For drop-off sites, if you have quantities by material, enter those quantities. If not, then enter the total quantity of material collected as “commingled recyclables (mixed)”.
- Quantities must be based on actual reported data. Quantities cannot be derived by estimates.
- Quantities should be the unadjusted quantities of materials recovered through the program/source (i.e quantities have not been adjusted to correct for double counting).
- If a material was not recovered through the program, then either leave the cell blank or enter a zero.
- If you can't break down the quantity recovered by material type, then report the total quantity in the column for commingled materials (mixed).

**[NOTE:** *The quantity entered into Table E-4 for a program/source should be identical to the quantity for the program/source presented elsewhere in the plan (i.e. the quantities entered for curbside services should be the same as those presented in Appendix B).*]

“Other” Materials – There are 5 columns with place holders labeled “Other” to enter quantities of materials that don't have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn't self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 5 “other” materials, then enter the 4 materials with the largest quantities into the first 4 “other” columns and combine the rest into one entry for the 5th “other” column.

After completing tab E-4, insert Table E-4 into the working version of the plan where indicated.



**Instructions for Tab E-5: Residential/Commercial Material Recovered in Reference Year**

Table E-5 automatically summarizes the adjusted quantities, by material, from Tables E-1 through E-4 to give the total amounts of each material recovered during the reference year.

In addition to Table E-5, there are supplemental tables numbered Tables E-5a through E-5d that automatically summarize the respective adjusted quantities from worksheets E-1 through E-4.

Insert Table E-5 into the working version of the plan where indicated.

*Table E-5 Residential/Commercial Material Recovered in Reference Year*

<b>Material</b>	<b>Quantity (tons)</b>
Appliances/ "White Goods"	0
Household Hazardous Waste	0
Used Motor Oil	0
Electronics	0
Scrap Tires	0
Dry Cell Batteries	0
Lead-Acid Batteries	0
Food	0
Glass	0
Ferrous Metals	0
Non-Ferrous Metals	0
Corrugated Cardboard	0
All Other Paper	0
Plastics	0
Textiles	0
Wood	0
Rubber	0
Commingled Recyclables (Mixed)	0
Yard Waste	0
Other (Aggregated)	0
<b>Total</b>	<b>0</b>

**Instructions for Tab E-6: Quantities Recovered by Program/Source**

Table E-6 will display the total adjusted quantity of material that is attributed to each program/source for the residential/commercial sector. The names of the programs/sources and their associated adjusted quantities will be automatically transferred from tables E-1 through E-4. This table is used to populate Table E-7.



Table E-7 Historical Residential/Commercial Recovery by Program/Source

Table E-7 Historical Residential/Commercial Recovery by Program/Source																							
Year	Commercial Survey	Data from Other Recycling Facilities	Ohio EPA Commercial Retail Data	Curbside Recycling Services	Drop-off Recycling Locations	Composting Facilities	Other Food and Yard Waste	Ohio EPA Scrap Tire Data	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Totals
-4																							0
-3																							0
-2																							0
-1																							0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table E-7a1 Annual Percent Change in Tons Recovered																								
-4	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
-3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
-2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
-1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table E-7a2 Average Percentage Change in Tons Recovered																								
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table E-7a2 Annual Change in Tons Recovered																								
-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table E-7a3 Annual Per Capita Recovery Rate (pounds/person/day)																								
Population																								
0	-4	#DIV/0!	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	-3	#DIV/0!	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	-2	#DIV/0!	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	-1	#DIV/0!	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table E-7a4 Average Per Capita Recovery Rate																								
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table E-7a5 Average Tons of Material Recovered																								
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Instructions for Tab E-8: Residential/Commercial Recovery Projections by Program/Source

**Go to the workbook and complete tab E-8 for the years between the reference year and the first year of the planning period as follows:**

There are three framed cells in column B to the right of Table E-8. Identify the first year of the planning period in column B by entering “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years but that you don’t enter an “X” for more than one year.

Program/Source –All programs, services, and third party sources that are listed in Table E-7 will be automatically populated as column headings. These listings should comprise all programs, services and third party sources from the reference year that quantities are associated with.

Quantities to be Recovered - Quantities for the reference year are automatically populated. For each program listed, provide projections for the amount of material to be recovered for the years between the reference year and the first year of the planning period.

Other than totals, Table E-8 does not contain formulas that will perform calculations. You will either create formulas to calculate quantities to be recovered or manually enter quantities based on math done outside of the workbook. Alternatively, you can use the tab labeled E-calculations to perform math and enter the results in Table E-8.

**STOP!** You will not project quantities to be recovered during the planning period until after you complete the analyses in Appendix H, draw conclusions from those analyses, decide what programs to provide during the planning period, and describe those programs in Appendix I. After doing those, return to the format instructions for Appendix E and follow the instructions for “Projections for the Planning Period” in Section C (Residential/Commercial Recovery Projections).

**Go to the workbook and complete tab E-8 for the planning period:**

Program/Source –Manually enter column headings for new programs using the names assigned in Appendix I. Insert columns as needed to account for all new programs and services that will generate creditable quantities.

Quantities to be Recovered - For each program listed, provide projections for the amount of material to be recovered for at least the first six years of the planning period. Beginning in the seventh year, either hold quantities constant or continue projections throughout the planning period.

If the SWMD discontinued/will discontinue a program listed in Table E-8 before the first year of the planning period, then leave the cells for years in the planning period blank.

[**NOTE:** Table E-8a is a summary table that automatically calculates the total quantity to be recovered annually based on entries in Table F-8.]

After completing tab E-8, insert Table E-8 into the working version of the plan where indicated.

Table E-8 Residential/Commercial Recovery Projections by Program/Source

	Year	Commercial Survey	Data from Other Recycling Facilities	Ohio EPA Commercial Retail Data	Curbside Recycling Services	Drop-off Recycling Locations	Composting Facilities	Other Food and Yard Waste Management Activities	Ohio EPA Scrap Tire Data	0	0	0	0	0	0	0	0	0	0	Totals
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Enter "X" in the shaded cell next to the first year of planning period	1																			0
	2																			0
	3																			0
	4																			0
	5																			0
	6																			0
	7																			0
	8																			0
	9																			0
	10																			0
	11																			0
	12																			0
	13																			0
	14																			0
	15																			0
	16																			0
	17																			0
	18																			0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Appendix F

[NOTE: Completing this Appendix is voluntary]

### Instructions for correcting for double counting

The following instructions apply to entering adjustments for Tables F-1 through F-3

#### **Adjustment Rows:**

Unadjusted Total – Embedded formulas in this row will automatically sum the total for each material.

Adjustments: For each material being adjusted, enter the total weight being subtracted (i.e. the total from all sources being adjusted) to correct for double counting or to remove non-creditable material

Adjusted Total – Embedded formulas in this row will automatically calculate the total weight for each material by subtracting all adjustments from the unadjusted total.

Grand Total – Embedded formulas in the row will automatically calculate the total weight of material by adding the quantities in all of the adjusted total rows.

#### **Adjustment Columns (for Tab F-3 only):**

Unadjusted Total – Embedded formulas in this column will automatically sum the total for each row.

Adjustments - Enter the total amount of an adjustment that was made to the quantities for other recycling programs/other source of data.

Adjusted Total – Embedded formulas in this column will automatically calculate the adjusted total for each row by subtracting the adjustment from the unadjusted total.

### Instructions for competing Tab F-1- Industrial Survey Results

NAICS – Table F-1 is populated with the NAICS codes Ohio EPA recommends surveying for the industrial sector.

“Other” Rows - There are several rows reserved with ‘Other’ to present results for surveys from businesses in NAICS codes that are not listed. To add an NAICS code, replace “Other” in the row heading with the NAICS code. If an NAICS code is added, then where indicated with “[replace with explanations for any NAICS codes added to Table E-1]” in the working version of the plan, explain the type/types of businesses that reported quantities for the added NAICS code.

### Entering Material Quantities –

- Quantities must be based on actual reported data. Quantities cannot be derived by estimates and cannot be more than three years old.
- Sum the quantities of a material from all returned surveys for a specific NAICS code and enter the quantity in the cell corresponding to the NAICS code and material.

**For example**, 10 industrial businesses in NAICS code 31 returned surveys. The surveys from seven of those businesses reported quantities of ferrous metals. The entry for ferrous metals for NAICS sector 31 would be the sum of the ferrous metals reported by the seven businesses.

- Provide weights in tons and round to the nearest ton.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).
- If no businesses in a specific NAICS code responded to a survey, then leave all of the cells in that row blank or enter zeros.
- If no businesses in a specific NAICS code reported having recycled a material, then leave the appropriate cell blank or enter a zero.

“Other” Materials – There are 6 columns with place holders labeled “Other” to enter quantities of materials that don’t have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn’t self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 6 “other” materials, then enter the 5 materials with the largest quantities into the first five “other” columns and combine the rest into one entry for the sixth “other” column.

### Adjust for double counting

After completing tab F-1, insert table F-1 into the working version of the plan where indicated.

Table F-1 Industrial Survey Results

<b>NAICS</b>	<b>Food</b>	<b>Glass</b>	<b>Ferrous Metals</b>	<b>Non-Ferrous Metals</b>	<b>Corrugated Cardboard</b>	<b>All Other Paper</b>	<b>Plastics</b>	<b>Textiles</b>	<b>Wood</b>	<b>Rubber</b>	<b>Commingled Recyclables (Mixed)</b>	<b>Ash</b>	<b>Non-Excluded Foundry Sand</b>	<b>Flue Gas Disulfurization</b>	<b>Other:</b>	<b>Other:</b>	<b>Other</b>	<b>Other</b>	<b>Other:</b>	<b>Other:</b>	
22																					
31																					
32																					
33																					
Other:																					
Other:																					
Other:																					
Other:																					
Other:																					
<b>Unadjusted Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adjustments</b>																					0
<b>Adjusted Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for completing Tab F-2: Data for Other Recycling Facilities

**[NOTE: Before completing this table, read Ohio EPA’s comments concerning data from scrap yards/scrap dealers in the introductory instructions]**

Table F-2 summarizes reference year survey data for buybacks, scrap yards, brokers, and processor/MRFs that reported materials for the industrial sector. Table F-2 is organized by type of facility. This table does not aggregate survey results. Use a separate row for each respondent.

### **Completing Table F-2**

Go to the workbook, find the tab for “F-2”, and follow the instructions below:

**Name/ ID** – Enter either the respondent’s name or, to maintain respondent anonymity, assign an id number to each respondent and enter the id number instead of the respondent’s name.

### **Entering Material Quantities**

- Quantities must be based on actual reported data, not estimated data, and cannot be older than two years.
- Enter the quantity of each material reported by the respondent in the appropriate column.
- Enter weights in tons and round to the nearest ton.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).
- If a survey respondent did not report a material, then either leave the cell blank or enter a zero.

**“Other” Materials** – There are 5 columns with place holders labeled “Other” to enter quantities of materials that don’t have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn’t self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 5 “other” materials, then enter the 4 materials with the largest quantities into the first 4 “other” columns and combine the rest into one entry for the 5th “other” column.

### **Adjust for double counting**

After completing tab F-2, insert Table F-2 into the working version of the plan where indicated.

Table F-2 Data for Other Recycling Facilities

Program and/or Source of Materials/Data	Food	Glass	Ferrous Metals	Non-Ferrous Metals	Corrugated Cardboard	All Other Paper	Plastics	Textiles	Wood	Rubber	Commingled Recyclables (Mixed)	Ash	Non-Excluded Foundry Sand	Flue-Gas Desulfurization Waste	Other:	Other:	Other:	Other:	Other:	
<b>Buybacks</b>																				
<b>Scrap Yards</b>																				
<b>Brokers</b>																				
<b>Processors/MRF's</b>																				
<b>Unadjusted Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Adjustments</b>																				
<b>Adjusted Totals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab F-3: Other Recycling Programs/Other Sources of Data

Table F-3 will present quantities diverted through other programs and services in the reference year. The table will include all industrial programs and services through which materials being credited to total diversion were recovered.

Program or Source: Enter the name or description of the program or source that a quantity of material is associated with.

A partial list of common programs/sources that quantities can be associated with include:

- Industrial “milk runs”/collection routes operated by the SWMD;
- Material-specific collection programs; and
- Waste audits (if the SWMD receives data from companies that implement recycling programs due to a waste audit); and

Provide entries for all of the programs/sources listed above that the SWMD has quantities for and any other programs/sources not listed to capture all quantities of materials recovered.

### Entering Material Quantities:

- Quantities must be based on reported data.
- Enter the quantity of each material recovered through the program/service in the appropriate column.
- Quantities entered should be the unadjusted quantities of materials recovered through the program/source (i.e. quantities have not been adjusted to correct for double counting).
- If a material was not recovered through the program/service, then either leave the cell blank or enter a zero.
- If you can't break down the quantity recovered by material, then report the total quantity in the column for commingled materials (mixed).

**[NOTE: The quantity entered into Table F-3 for a program/source should match the quantity for the program/source presented elsewhere in the plan.]**

“Other” Materials – There are 5 columns with place holders labeled “Other” to enter quantities of materials that don't have dedicated listings.

- Replace “Other” in the column heading with the material type and provide the combined weight of the material reported by all respondents as was done for the listed materials.
- If the material type entered in the column heading isn't self-explanatory, then in the working version of the plan, where indicated with “[replace with text to explain materials/quantities entered as “Other”]”, describe the material.
- If you have more than 5 “other” materials, then enter the 4 materials with the largest quantities into the first 4 “other” columns and combine the rest into one entry for the 5th “other” column.

*Adjust for double counting*

After completing tab F-3, insert Table F-3 into the working version of the plan where indicated.



## Instructions for Completing Tab F-4: Industrial Material Recovered in Reference Year

Table F-4 automatically summarizes the adjusted quantities of each material from tabs F-1 through F-3 to give the total amounts of each material recovered during the reference year.

In addition to Table F-4, there are supplemental tables labeled Tables F-4a through F-4c that summarize the respective adjusted quantities from worksheets F-1 through F-3.

Insert Table F-4 into the working version of the plan where indicated.

*Table F-4 Industrial Material Recovered in Reference Year*

<b>Material</b>	<b>Quantity (tons)</b>
Food	0
Glass	0
Ferrous Metals	0
Non-Ferrous Metals	0
Corrugated Cardboard	0
All Other Paper	0
Plastics	0
Textiles	0
Wood	0
Rubber	0
Commingled Recyclables (Mixed)	0
Ash	0
Non-Excluded Foundry Sand	0
Flue Gas Desulfurization	0
Other (Aggregated)	0
<b>Total</b>	<b>0</b>

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab F-5: Quantities Recovered by Program/Source

Table F-5 will display the total adjusted quantity of material that is attributed to each program/source for the industrial sector. The names of the programs/sources and their associated adjusted quantities will be automatically transferred from tabs F-1 through F-3. Table F-5 will populate working spreadsheets on tabs F-5a, F-5b and, F-6.



Table F-6 Historical Industrial Recovery by Program/Source

Table F-6 Historical Industrial Recovery by Program/Source																		
Year	Industrial survey	Data from other recycling facilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Totals
-4																		0
-3																		0
-2																		0
-1																		0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table F-6a1 Annual Percentage Change in Tons Recovered																		
-4																		
-3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
-2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
-1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table F-6a2 Average Annual Percentage Change in Tons Recovered																		
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Table F-6a3 Annual Change in Tons Recovered																		
-4																		
-3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table F-6a4 Average Annual Change in Tons Recovered																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table F-6a5 Average Tons of Material Recovered																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Instructions for Completing Tab F-7: Industrial Recovery Projections by Program/Source

Program/Source – All programs, sources, and third party sources that are listed in Table F-6 will be automatically populated as column headings. These listings should comprise all programs, services, and third party sources from the reference year that quantities are associated with.

Quantities to be Recovered - Quantities for the reference year will be automatically populated. For each program listed, provide projections for the amount of material to be recovered during the years between the reference year and the first year of the planning period.

Other than annual totals, Table F-7 does not contain embedded formulas that will perform calculations. You will either create formulas to calculate quantities to be recovered or manually enter quantities based on math done outside of the workbook. Alternatively, you can use the tab labeled F-calculations to perform math and enter the results in Table F-7.

**STOP!** You will not project quantities to be recovered during the planning period until after you complete the analyses in Appendix H, draw conclusions from those analyses, decide what programs to provide during the planning period, and describe those programs in Appendix I. After doing those, return to the format instructions for Appendix F and follow the instructions for “Projections for the Planning Period” in Section C (Industrial Recovery Projections).

Go to the workbook and complete tab F-7 for the planning period:

Program/Source – Manually enter column headings for new programs using the names assigned in Appendix I. Insert columns as needed to account for all new programs and services that will generate creditable quantities.

Quantities to be Recovered - For each program listed, provide projections for the amount of material to be recovered for at least the first six years of the planning period. Beginning in the seventh year, either hold quantities constant or continue the projections.

If the SWMD will discontinue a listed program listed in Table F-7 prior to the first year of the planning period, then leave the cells for years in the planning period blank.

Totals – Embedded formulas will automatically calculate the annual recovery totals by program.

**[NOTE: Table F-7a is a summary table that automatically calculates the total quantity to be recovered annually based on entries in Table F-7.]**

After completing tab F-7, insert Table F-7 into the working version of the plan where indicated.

Table F-7 Industrial Recovery Projections by Program/Source

	Year	Industrial survey	Data from other recycling facilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Totals
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1																		0
	2																		0
	3																		0
	4																		0
	5																		0
	6																		0
	7																		0
	8																		0
	9																		0
	10																		0
	11																		0
	12																		0
	13																		0
	14																		0
	15																		0
	16																		0
	17																		0
	18																		0

Source(s) of Information:

Sample Calculations:

Assumptions:

# Appendix G

**Instructions for Completing Tab G-1: Reference Year and Historical Waste Generated**

Table G-1 is automatically created for you. However, if you choose not to use disposal plus recycling to calculate generation, then you will manually complete most of Table G-1, including manually doing needed calculations.

Insert Table G-1 into the working version of the plan where indicated, and then return to the format instructions and follow the instructions for evaluating historical generation data.

**Table G-1 Reference Year and Historical Waste Generation**

Year	Population	Residential/ Commercial				Industrial			Excluded (tons)	Total (tons)	Annual % Change (tons)		
		Disposed (tons)	Recycled (tons)	Generated (tons)	Per Capita Generated (ppd)	Disposed (tons)	Recycled (tons)	Generated (tons)			Residential/ Commercial	Industrial	Excluded
-4	0	0	0	0	#DIV/0!	0	0	0	0	0	-		
-3	0	0	0	0	#DIV/0!	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
-2	0	0	0	0	#DIV/0!	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
-1	0	0	0	0	#DIV/0!	0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Source(s) of Information:

Sample Calculations:

Assumptions:

**Instructions for Completing Tab G-2: Generation Projections**

Table G-2 is automatically created for you. It will provide projections for residential/commercial, industrial, excluded, and total waste for the planning period.

There are three framed cells in column B to the right of Table G-2. Identify the first year of the planning period in column B by entering “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years but that you don’t enter an “X” for more than one year.

Insert Table G-2 into the working version of the plan where indicated.

**Table G-2 Generation Projections**

Year	Population	Residential/ Commercial				Industrial			Excluded Waste (tons)	Total (tons)	Annual % Change (tons)			
		Disposal (tons)	Recycle (tons)	Generation (tons)	Per Capita Generation (ppd)	Disposal (tons)	Recycle (tons)	Generation (tons)			Residential/ Commercial	Industrial	Excluded	Total
0	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	-----	-----	-----	-----
1	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
5	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
6	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
8	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
10	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
11	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
12	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
16	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
17	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
18	0	FALSE	0	0	0	FALSE	0	0	FALSE	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Source(s) of Information:

Sample Calculations:

Assumptions:

### Instructions for Completing Tab G-3: Waste Composition

Table G-2 created automatically. It provides the composition of the SWMD's residential/commercial waste. The breakdown is based on the composition of waste nationwide as reported by U. S. EPA in its 2018 "Advancing Sustainable Materials Management: Facts and Figures Report".

Insert Table G-3 into the working version of the plan where indicated.

## Appendix J

### Instructions for Completing Tab J-1 –Demonstration of Residential Opportunity to Recycle

#### **General Instructions:**

- There are enough versions of Table J-1 for six counties. Complete a separate version of Table J-1 for each county in the SWMD. Leave unneeded tables blank.
- Table J-1 is organized by type of recycling opportunity. Headings are provided. List all non-subscription curbside programs, both new and existing, under the heading for “Non-Subscription Curbside”, new and existing subscription programs under the heading for “Subscription Curbside”, etc. If the SWMD is not using a type of recycling opportunity to achieve Goal 1, then either enter “none” in the row below the appropriate heading or hide unneeded rows.

**[TIP: Rather than retyping recycling opportunities that were available in the reference year and will continue throughout the planning period, you can copy and paste them from the tabs for Appendix B. See the “Tips for Using Excel” for instructions on how to do that.]**

- Include all qualifying recycling opportunities that are being used to demonstrate achieving Goal 1 for the residential population.
- If a recycling opportunity was/will be discontinued after the reference year, then show zeros in the Community Population and Population Credit columns for that opportunity for all years after the opportunity is discontinued.
- If a recycling opportunity will be implemented after the reference year, enter the identification number and name of the opportunity and leave the cells in the Community Population and Population Credit columns for the reference year empty.

#### **Entering Reference Year Information**

**ID# and Name of Recycling Opportunity:** For each existing recycling opportunity, enter the identification number and name that were assigned to the recycling opportunity in Table B-1, B-2, or B-3 of Appendix B.

**Enter Year Here:** The reference year will automatically be populated. Manually enter other years as necessary.

**Community Population:** Enter the population of the community where the recycling opportunity is located. Cite source(s) of population information.

**Population Credit:** Enter the population credit assigned to the recycling opportunity. If the population credit was assigned using either the weight of material collected or survey method, then provide a footnote indicating which method was used.

**Total County Population:** The reference year population will be automatically transferred from Appendix C. Manually enter other populations as needed.

**Total Population Credits:** Embedded formulas will automatically sum the population credits for all listed opportunities.

**Percent of Population:** Embedded formulas will automatically calculate the percentage of the residential population that had/will have the opportunity to recycle.

**[NOTES:**

- *If the policy committee used the “Weight of Material Collected” method to assign population credits to drop-offs, then also complete Table J-2.*
- *If the policy committee used the survey method to assign population credits, then also complete Table J-3.]*

After completing the reference year information, return to step 5 in the format instructions.

***Entering Planning Period Information***

A. **SWMD met Goal 1 in the reference year:**

- Provide demonstrations for the reference year and year 15 of the planning period.
- Replace the second placeholder “Enter Year Here” with the year corresponding to year 15 of the planning period.
- Do one of the following:
  - If the SWMD continues to achieve Goal 1 in year 15, then insert Table J-1 into the working version of the plan where indicated, return to the format instructions, and complete 5A (SWMD met Goal 1 in the reference year).
  - If the percentage of the population with the opportunity to recycle falls below 90 percent by year 15, then return the format instructions and follow the instructions under “5C”.

B. **SWMD did not meet Goal 1 in the reference year:**

- Provide demonstrations for the reference year, the year the SWMD will achieve Goal 1, and year 15.
- Insert a separate row for each new recycling opportunity the SWMD will implement to achieve Goal 1.
- Follow the instructions for “Entering Reference Year Information” except:
  - Replace the second and third placeholders for “Enter Year Here” with the year the SWMD will achieve Goal 1 and the year corresponding to year 15 of the planning period.
  - Use the identification number and name of community assigned to the opportunity in Appendix I.
  - Enter the total county population from Table C-2 in Appendix C.
- Do one of the following:

- If the SWMD can demonstrate continuing to meet Goal 1 in year 15, then insert Table J-1 into the working version of the plan where indicated.
- If the percentage of the population with the opportunity to recycle falls below 90 percent in year 15 then return to the format instructions and follow the instructions under “5c”.

**C. SWMD will cease to meet Goal 1 during the planning period:**

- How many years are presented in Table J-1 will depend upon whether the SWMD achieved Goal 1 in the reference year.
  - If the SWMD did not achieve Goal 1 in the reference year, then provide demonstrations for the reference year, the year the SWMD will achieve Goal 1, and year 15 of the planning period.
  - If the SWMD did achieve Goal 1 in the reference year, then provide demonstrations for the reference year and year 15.
- Insert a separate row for each new recycling opportunity the SWMD will implement to achieve Goal 1.
- Follow the instructions for “Entering Reference Year Information” except:
  - If the SWMD did not achieve Goal 1 in the reference year, replace the second and third placeholders for “Enter Year Here” with the year the SWMD will achieve Goal 1 and the year corresponding to year 15 of the planning period.
  - If the SWMD did achieve Goal 1 in the reference year, then replace the second placeholder with the year corresponding to year 15 of the planning period.
  - Use the identification number and name of community assigned to the opportunity in Appendix I.
  - Enter the total county population from Table C-2 in Appendix C.

After completing tab J-1, insert Table J-1 into the working version of the plan where indicated.

*Table J-1 Demonstration of Residential Opportunity to Recycle*

ID #	County A	0		Enter Year Here		Enter Year Here	
	Name of Community (City, Village, Township)	Community Population	Population Credit	Community Population	Population Credit	Community Population	Population Credit
<b><i>Non-subscription curbside</i></b>							
<b><i>Subscription curbside</i></b>							
<b><i>Full-time, urban drop-off</i></b>							
<b><i>Part-time, urban drop-off</i></b>							
<b><i>Full-time, rural drop-off</i></b>							
<b><i>Part-time, rural drop-off</i></b>							
<b><i>Mixed municipal waste material recovery facility</i></b>							
<b>Total County Population</b>		0					
<b>Total Population Credit</b>		0		0		0	
<b>Percent of Population</b>		#DIV/0!		#DIV/0!		#DIV/0!	

## Instructions for Completing Tab J-2 – Population Credit for Drop-offs Evaluated Using the Weight of Material Collected Method

**[NOTE:** Complete this table only if the policy committee uses the “Weight of Material Collected” method to assign population credits to drop-offs. If the policy committee does not use this methodology for assigning population credits, then leave the table blank for the solid waste management plan.]

County – The county names will automatically populate based on the county names entered into the table on Tab A.

Program ID and Drop-off Name – Enter the identification number and program name that were assigned to the recycling opportunity in either Appendix B.

Total Pounds Collected: – Enter the total weight, in pounds, for designated materials collected at the drop-off in the reference year.

Population Credit: Enter the population credit that is associated with the weight (from Reference Table C)

Where indicated with “[replace with text explaining Table J-2], state which year data used for a drop-off was from and provide other text needed to describe the entries in Table J-a or the policy committee’s analysis of the SWMD’s drop-offs for purposes of assigning population credits using the weight of material collected

Table J-2 Population Credit for Drop-offs Evaluated Using the Weight of Material Collected Method

Program ID#	Name of Community/Drop-off (City, Village, Township)		
		Total pounds collected	Population Credit
<b>County A</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		
<b>County B</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		
<b>County C</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		
<b>County D</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		
<b>County E</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		
<b>County F</b>			
	Drop-Off #1		
	Drop-Off #2		
	Drop-Off #3		

Sample Calculations:

Sources of Information:

Assumptions:

## Instructions for Completing Tab J-3 – Population Credit for Drop-offs Evaluated Using the Survey Method

**[NOTE: Complete this table only if the policy committee uses the “Survey” method to assign population credits to drop-offs. If the policy committee does not use this methodology for assigning population credits, then leave the table blank for the solid waste management plan.]**

In the cell above “Population Credit”, enter the reference year.

County – The county names will automatically populate based on the county names entered into the table on Tab A.

Program ID - Enter the identification number assigned to the drop-off in either Appendix B or Appendix I.

Drop-off Name – Enter the name that was assigned to the drop-off in Appendix B.

Population Credit: Enter the population credit that was assigned to the drop-off based on the results of the survey conducted to determine participation in the drop-off.

Where indicated with “[replace with text explaining Table J-3]”, provide any text needed to describe the entries in Table J-3 or the policy committee’s analysis of the SWMD’s drop-offs for purposes of assigning population credits using the survey method

Table J-3 Population Credit for Drop-offs Evaluated Using the Survey Method

Program	Drop-off Name	
ID #	(City, Village or Township)	Population Credit
<b>County A</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	
<b>County B</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	
<b>County C</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	
<b>County D</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	
<b>County E</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	
<b>County F</b>		
	<i>Drop-Off #1</i>	
	<i>Drop-Off #2</i>	
	<i>Drop-Off #3</i>	

## Instructions for completing Tab J-4 – Demonstration of Commercial Opportunity to Recycle

If it opts for the SWMD to achieve Goal 1, then the policy committee must also demonstrate that commercial and institutional generators in each of the SWMD's counties have adequate opportunities to recycle at least five of the materials listed in Reference Table A.

If the policy committee is unable to make a successful demonstration for the reference year, then explain how the SWMD will make necessary recycling opportunities available.

Qualifying recycling opportunities for the commercial/institutional sector include:

- A recycling service provider/hauler that offers collection services to commercial/institutional generators throughout the county. [**Note:** *to qualify, the hauler must be available to collect recyclables from the generator's facility in the county* (i.e. the hauler must operate in the county).]
- Drop-off locations within the county (if same as drop-offs that serve the residential sector, then the policy committee must demonstrate that the SWMD provides/will provide outreach to commercial/institutional generators about the availability of drop-offs).
- Buyback operations/scrap yards located within the county
- Materials recovery facility recovering recyclables from mixed waste.

A multi-county SWMD must demonstrate that all counties have recycling opportunities for at least five materials.

Name of Service Provider – Enter the name of the company or other organization that provides recycling services to the commercial sector

Type of Recycling Opportunity – Identify the type of recycling opportunity. Potential entries include: drop-off, hauler collection, buy-back, scrap yard, pallet refurbisher, and material recovery facility.

Material - Remove the placeholders for "Material 1", "Material 2", etc. and enter the five materials targeted for the commercial sector (from Reference Table A). Enter an "x" in the cell corresponding to a material as appropriate to indicate whether the service provider collects that material.

Where indicated with "[replace with text explaining the demonstration of achieving the commercial sector component of Goal 1]", provide any text needed to supplement the information in Table J-4.

Table J-4 Demonstration of Commercial Opportunity to Recycle

Service Provider	Type of Recycling Service Provided	Material Type	Material Type	Material Type	Material Type	Material Type
County A						
County B						
County C						
County D						
County E						
County F						

Sample Table J-4: *Demonstration of Commercial Opportunity to Recycle*

Service Provider	Type of Recycling Service Provided	Plastic Containers	Office Paper	Corrugated Carboard	Glass Containers	Aluminum Cans
Wyandot County						
Wyandot County Solid Waste Management District	Drop-off at the recycling center	x	x	x	x	x
Wyandot County Solid Waste Management District	Hauler Collection	x	x	x	x	x
Allied Waste Services	Hauler Collection	x	x	x	x	x
Waste Management	Hauler Collection	x	x	x	x	x
Village of Carey	Hauler Collection			x		
City of Upper Sandusky	Hauler Collection			x		

## Appendix K

### Instructions for Tabs K-1, K2, and K-3

**[NOTE:** *Except for any quantities of industrial waste identified as non-recyclable (in Table K-2, data for all three tables will be automatically populated. All calculations will be performed automatically.]*

**[NOTE:** *Excluded waste has been removed from the quantities used in these tables regardless of whether excluded waste comprised more than 10 percent of total generation in the reference year. Excluded waste does not factor into the waste reduction and recycling rates.]*

**Identify the first year of the planning period** – For each table, you need to identify the first year of the planning period. You will do this in column B on each on tabs K-1, K-2, and K-3. There are three framed cells in column B for each table. Enter an “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years for each table, but don’t enter more than one “X” on an individual spreadsheet.

**Non-Recyclable Waste** - For Table K-2, if the SWMD has identified an industrial waste as non-recyclable, then manually enter the quantity of that waste in the row for the reference year. Use that quantity for all years in the planning period.

Insert Tables K-1, K-2, and K-3 in the working version of the plan where indicated.

Table K-1 Annual Waste Reduction and Recycling Rate: Residential/Commercial Sector

Year	Population	Recycled	Disposed	Total Generated	Waste Reduction & Recycling Rate (%)	Per Capita Waste Reduction & Recycling Rate (ppd)
0	0	0	0	0	#DIV/0!	#DIV/0!
1	0	0	FALSE	0	#DIV/0!	#DIV/0!
2	0	0	FALSE	0	#DIV/0!	#DIV/0!
3	0	0	FALSE	0	#DIV/0!	#DIV/0!
4	0	0	FALSE	0	#DIV/0!	#DIV/0!
5	0	0	FALSE	0	#DIV/0!	#DIV/0!
6	0	0	FALSE	0	#DIV/0!	#DIV/0!
7	0	0	FALSE	0	#DIV/0!	#DIV/0!
8	0	0	FALSE	0	#DIV/0!	#DIV/0!
9	0	0	FALSE	0	#DIV/0!	#DIV/0!
10	0	0	FALSE	0	#DIV/0!	#DIV/0!
11	0	0	FALSE	0	#DIV/0!	#DIV/0!
12	0	0	FALSE	0	#DIV/0!	#DIV/0!
13	0	0	FALSE	0	#DIV/0!	#DIV/0!
14	0	0	FALSE	0	#DIV/0!	#DIV/0!
15	0	0	FALSE	0	#DIV/0!	#DIV/0!
16	0	0	FALSE	0	#DIV/0!	#DIV/0!
17	0	0	FALSE	0	#DIV/0!	#DIV/0!
18	0	0	FALSE	0	#DIV/0!	#DIV/0!

Sources of Information:  
 Sample Calculations:  
 Assumptions:

Table K-2 Annual Waste Reduction and Recycling Rate: Industrial Sector

	Year	Waste Reduced and Recycled (tons)	Waste Disposed (tons)	Non-Recyclable Waste	Waste Generated (tons)	Waste Reduction and Recycling Rate (percent)
	2015					
	2016					
	2017					
	2018					
	2019					
	2020					
	2021					
	2022					
	2023					
	2024					
	2025					
	2026					
	2027					
	2028					
	2029					
	2030					
	2031					
	2032					
	2033					

Sources of Information:

Sample Calculations:

Assumptions:

Table K-3 Annual Waste Reduction and Recycling Rate: Total Solid Waste

Year	Waste Reduced and Recycled (tons)	Waste Disposed (tons)	Waste Generated (tons)	Waste Reduction and Recycling Rate (percent)
0	0	0	0	#DIV/0!
1	0	0	0	#DIV/0!
2	0	0	0	#DIV/0!
3	0	0	0	#DIV/0!
4	0	0	0	#DIV/0!
5	0	0	0	#DIV/0!
6	0	0	0	#DIV/0!
7	0	0	0	#DIV/0!
8	0	0	0	#DIV/0!
9	0	0	0	#DIV/0!
10	0	0	0	#DIV/0!
11	0	0	0	#DIV/0!
12	0	0	0	#DIV/0!
13	0	0	0	#DIV/0!
14	0	0	0	#DIV/0!
15	0	0	0	#DIV/0!
16	0	0	0	#DIV/0!
17	0	0	0	#DIV/0!
18	0	0	0	#DIV/0!

Sources of Information:  
 Sample Calculations:  
 Assumptions:

## Appendix M

### Instructions for Completing Tab M-1 - Remaining Operating Life of Publicly-Available Landfills

**[NOTE: Ohio EPA will supply this table]**

**Facility:** Enter the name of the landfill.

**Location:** For in-state facilities, enter the name of the county where the facility is located. For out-of-state facilities, list the name of the state.

**Years of Remaining Capacity** – Enter the years of capacity remaining at each facility at the end of the reference year. Remaining capacity is available in Table 13 of Ohio EPA’s *Facility Data Report*.

**[NOTE: the facilities listed in Table M-1 will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).]**

Insert Table M-1 in the working version of the plan where indicated.

*Table M-1 - Remaining Operating Life of Publicly-Available Landfills*

Facility	Location	Years of Remaining Capacity

### Instructions for Completing Tab M-2 - Remaining Operating Life of Privately Available (i.e. captive) Landfills

**[NOTE: Ohio EPA will supply this table]**

**Facility:** Enter the name of the landfill.

**Location:** Enter the name of the county where the facility is located.

**Years of Remaining Capacity** – Enter the years of capacity remaining at each facility at the end of the reference year. Remaining capacity is available in Table 13.1 of Ohio EPA’s *Facility Data Report*.

**[NOTE: the facilities listed in Table M-2 will constitute those identified for purposes of Ohio Revised Code Section 3734.53(13)(a).]**

Insert Table M-2 in the working version of the plan where indicated.

*Table M-2 Remaining Operating Life of Privately Available (i.e. captive) Landfills*

<b>Facility</b>	<b>Location</b>	<b>Years of Remaining Capacity</b>

## Appendix O

### Instructions for Completing Tab O-1 – Disposal Fee Schedule and Revenue

#### ***Reference year and historical years***

Complete tab O-1 for the reference year and the four prior years as follows:

**Disposal Fee Schedule** – Enter the per ton fee for each tier of the disposal fee assessed in the reference year and the four prior years in the appropriate columns.

**Revenue** – Manually enter the dollar amounts for revenue earned for each tier of the disposal fee in the appropriate columns.

**Total Disposal Fee Revenue** – This will automatically be calculated for you.

There is a supplemental table to the right of Table O-1. This table automatically calculates the following statistics that may help when you evaluate historical revenue receipts:

- Average revenue received;
- Annual change in revenue received;
- Annual percentage change in revenue received; and
- Average percentage change in revenue received.

**STOP! Return to the format instructions and follow the directions for evaluating historical revenue**

#### ***Revenue Projections***

After evaluating historical revenue, identifying any changes to the disposal fee schedule, considering factors that could affect revenue receipts, and selecting a projection methodology, return to tab O-1 and enter projections for:

- the years between the reference year and the first year of the planning, and
- the planning period.

**Disposal Fee Schedule** - If the SWMD did not ratify a change to the fee schedule after the reference year or will not ratify a change to the disposal fee schedule during the planning period, then enter the per ton fees from the reference year.

If the SWMD did or will ratify a change to the disposal fee schedule, then enter the new schedule for the year the change occurred/will occur and all remaining years in the planning period.

**Revenue** – Enter the dollar amounts for revenue the SWMD projects will be earned for each tier of the disposal fee in the appropriate columns.

**[NOTE:** *Tab O-1 does not have embedded formulas that will calculate revenue to be earned during the planning period. You can either create formulas based on the projection methodology selected to project dollar amounts or manually enter amounts.]*

After tab O-1 is complete, insert Table O-1 into the working version of the plan where indicated.



## Instructions for Completing Tab O-2 - Generation Fee Schedule and Revenue

### **Reference year and historical years**

Complete tab O-2 for the reference year and the four prior years as follows:

Generation Fee Schedule - Enter the per ton fee for the generation fee assessed in the reference year and the four prior years.

Total Revenue From Generation Fee – Manually enter the dollar amounts for revenue earned in the reference year and the four prior years.

There is a supplemental table to the right of Table O-2. This table automatically calculates the following statistics that may help you when you evaluate historical revenue receipts:

- Average revenue received;
- Annual change in revenue received;
- Annual percentage change in revenue received; and
- Average percentage change in revenue received.

**STOP! Return to the format instructions and follow the directions for evaluating historical revenue.**

### **Revenue Projections**

After evaluating historical revenue, identifying any changes to the generation fee schedule, considering factors that could affect revenue receipts, and selecting a projection methodology, return to tab O-2 and enter projections for:

- the years between the reference year and the first year of the planning, and
- the planning period.

Generation Fee Schedule - If the SWMD did not ratify a change to the fee schedule after the reference year or will not ratify a change to the fee schedule during the planning period, then enter the per ton fees from the reference year.

If the SWMD did or will ratify a change to the generation fee schedule, then enter the new schedule for the year the change occurred/will occur and all remaining years in the planning period.

Total Revenue From Generation Fee – Enter the dollar amounts for revenue the SWMD projects will be earned.

**[NOTE: Tab O-2 does not have embedded formulas that will calculate revenue to be earned during the planning period. You can either create formulas based on the projection methodology selected to project dollar amounts or manually enter dollar**

*amounts.]*

After tab O-2 is complete, insert Table O-2 into the working version of the plan where indicated.

Table O-2 Generation Fee Schedule and Revenue

Year	Generation Fee Schedule (\$ per ton)	Total Revenue from Generation Fee (\$)	Historical Revenue Analysis (Revenue \$)					
			Average revenue received (\$)	Annual change in revenue received		Annual Percentage Change in Revenue Received		Average percentage change in revenue received (%)
				Year	Revenue	Year	%	
-4								
-3								
-2								
-1								
0			#DIV/0!	0	\$0	0	#DIV/0!	#DIV/0!
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

## Instructions for Completing Tab O-3 – Designation Fee Schedule and Revenue

### **Reference year and historical years**

Complete tab O-3 for the reference year and the four prior years as follows:

Designation Fee Schedule - Enter the per ton fee assessed in the reference year and the four prior years.

Total Designation Fee Revenue – Manually enter the dollar amounts for revenue earned in the reference year and the four prior years.

There is a supplemental table to the right of Table O-3. This table automatically calculates the following statistics:

- Average revenue received;
- Annual change in revenue received;
- Annual percentage change in revenue received; and
- Average percentage change in revenue received.

**STOP! Return to the format instructions and follow the directions for evaluating historical revenue**

### **Revenue Projections**

After evaluating historical revenue, identifying any changes to the designation fee schedule, considering factors that could affect revenue receipts, and selecting a projection methodology, return to tab O-3 and enter projections for:

- the years between the reference year and the first year of the planning, and
- the planning period.

Designation Fee Schedule - If the SWMD did not change the designation fee schedule after the reference year or will not change the fee schedule during the planning period, then enter the per ton fees from the reference year for all remaining years.

If the SWMD did or will change the designation fee schedule, then enter the new schedule for the year the change occurred/will occur and all remaining years in the planning period.

Total Revenue From Designation Fee – Enter the dollar amounts for revenue the SWMD projects will be earned.

**[NOTE: Tab O-3 does not have embedded formulas that will calculate revenue to be earned during the planning period. You can either enter formulas based on the statistic selected to project the quantities or manually enter quantities.]**

After tab O-3 is complete, insert Table O-3 into the working version of the plan where indicated.

Table O-3 Designation Fee Schedule and Revenue

Year	Designation Fee Schedule (\$ per ton)	Total Designation Fee Revenue (\$)	Historical Revenue Analysis						
			Average revenue received	Annual change in revenue received		Annual Percentage Change in Revenue Received		Average percentage change in revenue received	
				(\$)	Year	Revenue	Year		%
-4					0				
-3					0	\$0		0	#DIV/0!
-2					0	\$0		0	#DIV/0!
-1					0	\$0		0	#DIV/0!
0			#DIV/0!		0	\$0		0	#DIV/0!
1									
2									
3									
4									
5									
6									
7									
8									
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10									
11									
12									
13									
14									
15									
16									
17									
18									

## Instructions for Completing Tab O-4 – Debt

Complete a separate row for each source of debt the SWMD is paying off or intends to secure.

If the SWMD does not have outstanding debt or does not intend to secure debt, then enter “N/A” in the first cell in the column “Year Debt Was/Will be Obtained”.

Year Debt Was/Will be Obtained – enter the year the SWMD secured existing debt or the year the policy committee intends for the SWMD to secure new debt.

Outstanding Balance – enter the amount of the outstanding balance (for existing debt, enter the amount outstanding in the reference year).

Lending Institution – enter the name of the institution that issued the debt.

Repayment Term – enter the number of years in the term of the loan.

Annual Debt Service – enter the amount the SWMD annually spends/will spend toward paying off the debt. (This is the amount the SWMD will enter into Table O-7 for expenses associated with the debt).

After completing tab O-4, inset Table O-4 into the working version of the plan where indicated.

Table O-4 Debt

Year Debt Was/Will be Obtained	Outstanding Balance	Lending Institution	Repayment Term (years)	Annual Debt Service (\$)

## Instructions for Completing Tab O-5 – Other Sources of Revenue

There are three framed cells in column B to the right of Table O-5. Identify the first year of the planning period in column B by entering “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years but that you don’t enter an “X” for more than one year.

### Revenue Source –

- Identify the first revenue source where indicated with “Other Revenue Source A”.
- If the SWMD has more than one other revenue source, then identify the next source where indicated with “Other Revenue Source B”, etc.

### **Reference Year and Historical Years**

Enter the dollar amounts the SWMD earned from each revenue source in the reference year and the four prior years.

Total Other Revenue – Embedded formulas will automatically calculate these values.

There is a supplemental table to the right of Table O-5. This table automatically calculates the following statistics for each revenue source:

- Average revenue received;
- Annual change in revenue received;
- Annual percentage change in revenue received; and
- Average percentage change in revenue received.

**STOP! Return to the format instructions and follow the directions for evaluating historical revenue.**

### ***Revenue Projections***

After evaluating historical revenue, return to tab O-5 and enter projections for:

- the years between the reference year and the first year of the planning, and
- the planning period.

Enter dollar amounts for how much revenue the SWMD projects it will earn from each source during the planning period.

**[NOTE: Tab O-5 does not have embedded formulas that will calculate revenue to be earned during the planning period. You can either enter formulas based on the statistic selected to project the quantities or manually enter quantities.]**

Table O-5 Other Sources of Revenue

Year	Enter Revenue Source A	Enter Revenue Source B	Enter Revenue Source C	Enter Revenue Source D	Enter Revenue Source E	Total Other Revenue	Enter Revenue Source A	Enter Revenue Source B	Enter Revenue Source C	Enter Revenue Source D	Enter Revenue Source E
-4						\$0					
-3						\$0					
-2						\$0					
-1						\$0					
0						\$0					
1						\$0					
2						\$0					
3						\$0					
4						\$0					
5						\$0					
6						\$0					
7						\$0					
8						\$0					
9						\$0					
10						\$0					
11						\$0					
12						\$0					
13						\$0					
14						\$0					
15						\$0					
16						\$0					
17						\$0					
18						\$0					

Source(s) of Information:

Sample Calculations:

Assumptions:

Below is an example of how to complete Table O-5:

Year	Rates and Charges <sup>1</sup>	Revenue from Recyclables	User Fees	Tipping Fees	"Other Revenue" Total
2008	\$173,500	\$22,000	\$11,000	\$83,000	\$ 289,500
2009	\$176,750	\$23,100	\$11,330	\$87,980	\$ 299,160
2010	\$174,125	\$24,255	\$11,557	\$93,259	\$ 303,196
2011	\$175,955	\$25,468	\$11,759	\$98,854	\$ 312,036
<b>2012</b>	<b>\$175,000</b>	<b>\$26,741</b>	<b>\$11,906</b>	<b>\$104,786</b>	<b>\$ 318,433</b>
2013	\$175,000	\$28,078	\$12,145	\$111,073	\$ 326,296
2014	\$175,000	\$29,482	\$12,388	\$117,737	\$ 334,607
2015	\$175,000	\$30,956	\$12,636	\$124,801	\$ 343,393
2016	\$175,000	\$32,504	\$12,888	\$132,289	\$ 352,681
2017	\$175,000	\$34,129	\$13,146	\$140,227	\$ 362,502
2018	\$175,000	\$35,836	\$13,409	\$140,227	\$ 364,472
2019	\$175,000	\$37,627	\$13,677	\$140,227	\$ 366,531
2020	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2021	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2022	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2023	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2024	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2025	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2026	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2027	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2028	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2029	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687
2030	\$175,000	\$39,509	\$13,951	\$140,227	\$ 368,687

<sup>1</sup>Collected as an improved parcel assessment of \$25 per improved parcel. Amount to be collected projected to remain constant at the reference year amount.

*Sources of information:*

Amounts for 2008 through 2012 (the reference year) were taken from the from the District's quarterly fee reports for those years. All other amounts are projections.

*Sample Calculations:*

Revenue from Recyclables (2013) = Revenue from Recyclables (2012) \* annual inflator  
 Revenue from Recyclables (2013) = \$24,255 \* 1.05  
 Revenue from Recyclables (2013) = \$25,468

Total Other Revenue Generated (2013) = Rates and Charges + Revenue from Recyclables + User Fees + Tipping Fees  
 Total Other Revenue Generated (2013) = \$175,000 + \$28,078 + \$12,145 + \$111,073  
 Total Other Revenue Generated (2013) = \$326,296

*Assumptions:*

- Recycling revenue projected to increase by five percent annually. Five percent is the average percent



## Instructions for Completing Tab O-7 – Expenses

### [NOTES:

- *Shaded rows correspond to headings for the 10 allowable uses (as established in ORC Section 3734.57(G) and subheadings for categories that cover multiple program types or multiple line items.*
- *Embedded formulas in the rows for plan monitoring/prep., plan implementation, county assistance, open dump/litter law enforcement, municipal/township assistance will automatically calculate totals for all of the corresponding items below those rows.*
- *For health department enforcement, well-testing, out-of-state-waste inspection, health department training, and, compensation to affected community you will enter values into the shaded rows.*
- *Embedded formulas in shaded rows for programs types (e.g. line numbers 2.a, 2.b, and 2.d) will calculate subtotals for all items below the row.]*
- *Other Expenses: There are multiple “other” rows for entering expenses that are not covered by other line items. Each “other” row is assigned its own line number. If you enter amounts as “other”, then, in the working version of the plan, provide a complete explanation of what each “other” expense is.*

Line Number – Ohio EPA assigned a line number to each row in Table O-7. These line numbers are meant to facilitate consistency within the solid waste management plan between the listings in Table O-7 and explanations provided in the section titled “Explanations of Expenses” in the working version of the plan. Use these line numbers whenever text in the plan refers to the associated expense category.

Category/Program – The table is prepopulated with the line items that correspond with the line items the SWMD will use to report expenses for quarterly fee reports. Do not alter categories/programs.

### Reference year and historical years

Manually enter dollar amounts for each line item the SWMD incurred expenses for in the reference year and the four prior years. If the SWMD did not spend money on an expense category, then either enter zeroes for those categories or leave the cells blank.

Total Expenses – Embedded formulas will automatically calculate total expenses for each year.

**STOP! Return to the format instructions and follow the directions for **evaluating historical expenses**.**

### Expense projections

After evaluating historical expenses, identifying which programs and services the SWMD will provide during the planning period, and determining how much it will cost to

provide those programs and services, return to tab O-7 and enter projections for:

- The years between the reference year and the first year of the planning period;  
and
- The planning period

Provide dollar amounts for each line item the SWMD will incur expenses for during the planning period. Table O-7 does not have embedded formulas that will calculate projected expenses. You can either enter formulas to project the values or manually enter values.

If the SWMD did not or will not spend money on a particular program, then either enter zeroes for those programs or leave the cells blank.

After completing tab O-7, insert Table O-7 into the working version of the plan where indicated.

**Table O-7 Expenses**

Line #	Category/Program	-4	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	<b>1. Plan Monitoring/Prep.</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1.a	a. Plan Preparation																								
1.b	b. Plan Monitoring																								
1.c	c. Other																								
2	<b>2. Plan Implementation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.a	a. District Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.a.1	Personnel																								
2.a.2	Office Overhead																								
2.a.3	Other																								
2.b	b. Facility Operation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.b.1	MRF/Recycling Center																								
2.b.2	Compost																								
2.b.3	Transfer																								
2.b.4	Special Waste																								
2.c	c. Landfill Closure/Post-Closure																								
2.d	d. Recycling Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.d.1	Curbside																								
2.d.2	Drop-off																								
2.d.3	Combined Curbside/Drop-off																								
2.d.4	Multi-family																								
2.d.5	Business/Institutional																								
2.d.6	Other																								
2.e	e. Special Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.e.1	Tire Collection																								
2.e.2	HHW Collection																								
2.e.3	Electronics Collection																								
2.e.4	Appliance Collection																								
2.e.5	Other Collection Drives																								
2.f	f. Yard Waste/Other Organics																								
2.g	g. Education/Awareness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.g.1	Education Staff																								
2.g.2	Advertisement/Promotion																								
2.g.3	Other																								
2.h	h. Recycling Market Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.h.1	General Market Development Activities																								
2.h.2	ODNR pass-through grant																								
2.i	i. Service Contracts																								
2.j	j. Feasibility Studies																								
2.k	k. Waste Assessments/Audits																								
2.l	l. Dump Cleanup																								
2.m	m. Litter Collection/Education																								
2.n	n. Emergency Debris Management																								
2.o	o. Loan Payment																								
2.p	p. Other																								
3	<b>3. Health Dept. Enforcement</b>																								
	<i>Health Department Name:</i>																								

4	<b>4. County Assistance</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.a	a. Maintaining Roads																						
4.b	b. Maintaining Public Facilities																						
4.c	c. Providing Emergency Services																						
4.d	d. Providing Other Public Services																						
5	<b>5. Well Testing</b>																						
6	<b>6. Out-of-State Waste Inspection</b>																						
7	<b>7. Open Dump, Litter Law Enforcement</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7.a	a. Heath Departments																						
7.b	b. Local Law Enforcement																						
7.c	c. Other																						
8	<b>8. Heath Department Training</b>																						
9	<b>9. Municipal/Township Assistance</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9.a	a. Maintaining Roads																						
9.b	b. Maintaining Public Facilities																						
9.c	c. Providing Emergency Services																						
9.d	d. Providing other Public Services																						
10	<b>10. Compensation to Affected Community (ORC Section 3734.35)</b>																						
	<b>****Total Expenses****</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab O-8 – Budget Summary

There are three framed cells in column B to the right of Table O-8. Identify the first year of the planning period in column B by entering “X” in the cell next to the year that is the first year of the planning period. It is important that you enter an “X” for one of the three years but that you don’t enter an “X” for more than one year.

Except for the initial cumulative balance, all information for this table will automatically be populated or calculated.

Revenue and Expenses - the total amounts of revenues and expenses will be automatically populated from Tables O-6 and O-7.

Annual Surplus/Deficit – Embedded formulas will calculate the annual surplus/deficit.

Ending Balance – In the cell to the right of “Ending Balance” in the column for “Balance”) manually enter the SWMD’s cash balance at the beginning of the fourth year prior to the reference year.

Balance - Embedded formulas will automatically calculate ending balances.

After completing tab O-8, insert Table O-8 in the working version of the plan where indicated. Your next step will be to read the format instructions for Section C (Alternative Budget).

Table O-8 Budget Summary

	Year	Revenue	Expenses	Annual Surplus/Deficit (\$)	Balance (\$)
	-5	<b>Ending Balance</b>			
	-4	\$0	\$0	\$0	\$0
	-3	\$0	\$0	\$0	\$0
	-2	\$0	\$0	\$0	\$0
	-1	\$0	\$0	\$0	\$0
	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	1	\$0	\$0	\$0	\$0
	2	\$0	\$0	\$0	\$0
	3	\$0	\$0	\$0	\$0
	4	\$0	\$0	\$0	\$0
	5	\$0	\$0	\$0	\$0
	6	\$0	\$0	\$0	\$0
	7	\$0	\$0	\$0	\$0
	8	\$0	\$0	\$0	\$0
	9	\$0	\$0	\$0	\$0
	10	\$0	\$0	\$0	\$0
	11	\$0	\$0	\$0	\$0
	12	\$0	\$0	\$0	\$0
	13	\$0	\$0	\$0	\$0
	14	\$0	\$0	\$0	\$0
	15	\$0	\$0	\$0	\$0
	16	\$0	\$0	\$0	\$0
	17	\$0	\$0	\$0	\$0
	18	\$0	\$0	\$0	\$0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab O-9 – Contingent Funding

Table O-9 will account for all funding sources the SWMD will rely on under the alternative budget. This includes:

- Each source from tables O-1 through O-5 the SWMD expects to receive revenue from as originally projected;
- Each source from tables O-1 through O-5 the SWMD expects to receive revenue from but projects receiving a different amount of revenue; and
- New funding sources.

Funding Source – Identify the first funding source in the first column (i.e. the space reserved with “Contingent Source A”). Identify the next source where indicated with “Contingent Source B”, etc. If there are less than five contingent funding sources, then leave the unneeded columns blank.

Entering Dollar Amounts – Enter projected revenue from each source. Carry revenues from sources that are not projected to change from Tables O-1 through O-5. **[Hint: Instead of manually entering the quantities, you can copy and paste the quantities. See the instructions for *copying and pasting values* in the “Tips for Using Excel”.]**

Total Funding from Contingent Sources – Embedded formulas will automatically calculate totals.

After completing tab O-9, insert Table O-9 in the working version of the plan where indicated.



### Instructions for Completing Tab O-10 - Contingent Expenses

Follow the instructions for completing Table O-7 except the expenses will reflect the contingent situation.

After completing tab O-10, insert Table O-10 into the working version of the plan where indicated.

Table O-10 Contingent Expenses

Line #	Category/Program	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	<b>1. Plan Monitoring/Prep.</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.a	a. Plan Preparation	\$0.00															
1.b	b. Plan Monitoring																
1.c	c. Other																
2	<b>2. Plan Implementation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.a	a. District Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.a.1	Personnel																
2.a.2	Office Overhead																
2.a.3	Other																
2.b	b. Facility Operation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.b.1	MRF/Recycling Center																
2.b.2	Compost																
2.b.3	Transfer																
2.b.4	Special Waste																
2.c	c. Landfill Closure/Post-Closure																
2.d	d. Recycling Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.d.1	Curbside																
2.d.2	Drop-off																
2.d.3	Combined Curbside/Drop-off																
2.d.4	Multi-family																
2.d.5	Business/Institutional																
2.d.6	Other																
2.e	e. Special Collections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.e.1	Tire Collection																
2.e.2	HHW Collection																
2.e.3	Electronics Collection																
2.e.4	Appliance Collection																
2.e.5	Other Collection Drives																
2.f	f. Yard Waste/Other Organics																
2.g	g. Education/Awareness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.g.1	Education Staff																
2.g.2	Advertisement/Promotion																
2.g.3	Other																
2.h	h. Recycling Market Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.h.1	General Market Development Activities																
2.h.2	ODNR pass-through grant																
2.i	i. Service Contracts																
2.j	j. Feasibility Studies																
2.k	k. Waste Assessments/Audits																
2.l	l. Dump Cleanup																
2.m	m. Litter Collection/Education																
2.n	n. Emergency Debris Management																
2.o	o. Other																
3	<b>3. Health Dept. Enforcement</b>																
	<i>Health Department Name:</i>																

4	<b>4. County Assistance</b>																
4.a	a. Maintaining Roads																
4.b	b. Maintaining Public Facilities																
4.c	c. Providing Emergency Services																
4.d	d. Providing Other Public Services																
5	<b>5. Well Testing</b>																
6	<b>6. Out-of-State Waste Inspection</b>																
7	<b>7. Open Dump, Litter Law Enforcement</b>																
7.a	a. Heath Departments																
7.b	b. Local Law Enforcement																
7.c	c. Other																
8	<b>8. Heath Department Training</b>																
9	<b>9. Municipal/Township Assistance</b>																
9.a	a. Maintaining Roads																
9.b	b. Maintaining Public Facilities																
9.c	c. Providing Emergency Services																
9.d	d. Providing other Public Services																
10	<b>10. Compensation to Affected Community (ORC Section 3734.35)</b>																
	<b>***Total Expenditures***</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab O-11 – Contingent Budget Summary

This table will summarize the annual revenues, expenses, surplus/deficit and carryover balance for each year in the planning period under the contingent budget.

Year – The years will be automatically populated

Revenue and Expenses – Manually enter these amounts as follows:

- For a contingent budget based on only contingent funding, total revenue will come from Table O-9 and expenses will come from Table O-7.
- For a contingent budget based on only contingent expenses, total revenue will come from Table O-5 and total expenses will come from Table O-10.
- For a contingent budget based on both contingent funding and contingent expenses, total revenue will come from Table O-9 and total expenses will come from Table O-10.

Annual Surplus/Deficit – These values will be automatically calculated.

Balance – Manually enter the projected balance at the end of the first year of the planning period. The balances for the rest of the years will automatically calculate.

After completing tab O-11, insert Table O-11 into the working version of the plan where indicated.

Table O-11 Contingent Budget Summary

Year	Revenue (\$)	Expenses (\$)	Annual Surplus/Deficit (\$)	Balance (\$)
0			\$0	
1			\$0	\$0
2			\$0	\$0
3			\$0	\$0
4			\$0	\$0
5			\$0	\$0
6			\$0	\$0
7			\$0	\$0
8			\$0	\$0
9			\$0	\$0
10			\$0	\$0
11			\$0	\$0
12			\$0	\$0
13			\$0	\$0
14			\$0	\$0
15			\$0	\$0

Source(s) of Information:

Sample Calculations:

Assumptions:

## Appendix P

### Instructions for Completing Tab P-1 – Designated Facilities

If the SWMD does not have existing facility designations, then enter “none” in the first row below “Facility Name”

Facility Name – Enter the name of the facility.

Location - For facilities located in Ohio, enter the name of the county where the facility is located. For facilities located outside of Ohio, enter the name of the state.

Facility Type - Indicate the type of facility (i.e. landfill, transfer facility, incinerator, etc.).

Year Designated – Enter the year the facility was designated

*Table P-1 Designated Facilities*

Facility Name	County	State	Facility Type	Year Designated

## Appendix U

### Instructions for Completing Tab U-1 – Ratification Summary

**[NOTE:** Provide a separate table for each county in the solid waste management district. There are enough tables for six counties. Use only the tables needed.

County Name – The county name(s) will automatically be populated from Tab A.

Board of County Commissioners – Enter “Y” in the appropriate column to indicate whether the board of county commissioners accepted or rejected the plan. Enter the date the board of county commissioners adopted its resolution

Communities - List all communities within the county. Headings for “Cities”, “Townships”, and “Villages” are provided. Enter the name of the jurisdiction under the appropriate heading.

Population –

- If the jurisdiction accepted the plan, then enter the population of the jurisdiction in the approved column.
- If the jurisdiction rejected the plan, then enter the population of the jurisdiction in the rejected column
- If the jurisdiction did not respond one way or the other, then leave the population blank.

Date Resolution Passed – Enter the date the jurisdiction adopted a resolution either accepting or rejecting the plan.

If a jurisdiction did not return a resolution, then enter “not received”.

Total – an embedded formula will automatically calculate the total populations of communities that accepted or rejected the plan.

County Population Enter the population of the county in the year ratification occurred.

Ratification Percentage – An embedded formula will automatically calculate the percentage of the county’s population that communities that accepted the plan represent.

After completing tab T-1, insert Table T-1 into the working version of the plan where indicated.

Table T-1 Ratification Summary

County A			
Board of County Commissioners	Approved	Rejected	Date Resolution Adopted
Community	Population		Date Resolution Adopted
	Approved	Rejected	
<b>Cities</b>			
<b>Townships</b>			
<b>Villages</b>			
<b>Total</b>			
<b>County Population</b>			
<b>Ratification percentage</b>			

## Chapter 2 District Profile

### Instructions for Completing Tab 2-1 – Population of District in the Reference Year

**[Note:** *There are separate tables for SWMDs with one, two, three, four, and six counties. Use the table that corresponds with the number of counties in your SWMD.*]

County- *the county name(s) will be automatically populated from Tab A.*

Population – The population of each county in the reference year will be automatically populated and will be the adjusted population from Tab C-1.

Community Name – For each county, enter the name of the community that has the largest population.

Population – For each community listed, enter the population of the community in the reference year.

Percent of Total County Population – This will be automatically calculated.

Insert Table 2-1 into the working version of the plan where indicated.

### Instructions for Completing Tab 2-2 – Population Distribution

**[Note:** *There are separate tables for SWMDs with one, two, three, four, and six counties. Use the table that corresponds with the number of counties in your SWMD.*]

County- *the county name(s) will be automatically populated from Tab A.*

Percent of Population in Cities – Manually calculate the percentage that people living in cities comprise of the total county population.

Percent of Population in Villages – Manually calculate the percentage that people living in villages comprise of the total county population.

Percent of Population in Unincorporated Townships – Manually calculate the percentage that people living in unincorporated townships comprise of the total county population

Insert Table 2-2 into the working version of the plan where indicated.

## Chapter 3 Waste Generation

### Instructions for Tab 3-1 - Solid Waste Generated in the Reference Year

Table 3-1 will be automatically created using quantities from Appendix G, Table G-1.

Insert Table 3-1 into the working version of the plan where indicated.

*Table 3-1 Solid Waste Generated in the Reference Year*

Type of Waste	Quantity Generated (tons)
Residential/ Commercial	
Industrial	
Excluded	
<b>Total</b>	

### Instructions for Tab 3-2 – Waste Generation Projections

Table 3-2 will be automatically created. Quantities will be populated from Appendix G, Table G-2, or automatically calculated.

Insert a copy of the table in the working version of the plan where indicated.

*Table 3-2 Waste Generation Projections*

Year	Residential Commercial Waste	Industrial Waste	Excluded Waste	Total
	Waste (tons)	Waste (tons)	Waste (tons)	Waste Tons

Waste Reduction and Recycling Rate

## Chapter 4 Waste Management

### Instructions for Completing Tab 4-1 - Methods for Managing Waste

Present data for the reference year and the first six years of the planning period.

Quantities for “Generate”, “Transfer”, and “Landfill” will be populated for you. You will manually enter quantities for “Recycle” and “Compost”.

**Generate:** Reference year amount will come from Table G-1 and projections will come from Table G-2.

**Recycle:** Enter amounts for total material recycled/projected to be recycled (not including material to be composted). The quantities entered will be the sum of residential/commercial material (from Appendix E) and industrial material (from Appendix F). For residential/commercial material, reference year amount will come from Table E-5 and projections from Table E-8. For industrial sector, reference year amount will come from Table F-4 and projections from Table F-6.

**Compost:** Enter amounts for total material managed/projected to be managed at compost facilities. The reference year amount will come from Table B-5 and projections from Table E-7.

**Transfer:** Reference year amount will come from Table D-2 and projections from Table D-5.

**Landfill:** The quantity entered will be the total disposed in landfills – direct haul plus transferred waste). The reference year amount will come from Table D-3. Projections will come from Table D-5.

After completing tab 4-1, insert Table 4-1 in the working version of the plan where indicated.

Table 4-1 Methods for Managing Waste

Year	Generate <sup>1</sup>	Recycle <sup>2</sup>	Compost <sup>3</sup>	Transfer <sup>4</sup>	Landfill <sup>5</sup>

## Instructions for Completing Tab 4-2 - Landfill Facilities Used by the District in the Reference Year

List all landfill facilities used by the SWMD in the reference year.

**Facility Name:** Enter the name of the landfill facility.

**Location:** For in-state facilities, enter the name of the county where the facility is located. For out-of-state facilities, list the name of the state.

**Waste Accepted from SWMD:** Enter the total tons of waste accepted from the SWMD. Use data from Appendix D.

**Percent of all SWMD Waste Disposed:** An embedded formula will automatically calculate and enter the percentage that waste disposed at each facility comprised of all waste disposed that year.

**Remaining Capacity:** Enter the years of remaining capacity for the facility at the end of the reference year (from Appendix M)

**[NOTE: For in-state landfills, this information is available in Tables 13 (for publicly-available) and 13.1 (for private/captive) of Ohio EPA's Facility Annual Report.]**

After completing tab 4-2, insert Table 4-2 in the working version of the plan where indicated.

**Table 4-2 Landfill Facilities Used by the District in the Reference Year**

Facility Name	Location		Waste Accepted from SWMD (tons)	Percent of all SWMD Waste Disposed	Remaining Capacity (years)
	County	State			
<b><i>In-District</i></b>					
		Ohio		#DIV/0!	
		Ohio		#DIV/0!	
<b><i>Out-of-District</i></b>					
		Ohio		#DIV/0!	
		Ohio		#DIV/0!	
<b><i>Out-of-State</i></b>					
				#DIV/0!	
				#DIV/0!	
		<b>Total</b>	0	#DIV/0!	0

**Instructions for Completing Tab 4-3 - Transfer Facilities Used by the District in the Reference Year**

List all transfer facilities used by the SWMD in the reference year.

**[NOTE: Table 4-3 is organized by in-district, out-of-district, and out-of-state. Categorize transfer facilities under the appropriate heading. If no SWMD-generated waste was accepted at a category of facility, then enter “none” in the row below the heading.]**

**Facility Name:** Enter the name of the transfer facility.

**Location:** For in-state facilities, enter the name of the county where the facility is located. For out-of-state facilities, list the name of the state.

**Waste Accepted from SWMD:** Enter the total tons of waste accepted from the SWMD. Use data from Appendix D.

**Percent of all SWMD Waste Transferred.** An embedded formula will calculate and enter the percentage of all waste transferred that was accepted at each facility.

**Landfill Where Waste was Taken to be Disposed:** Identify the landfill(s) where the waste from the transfer facility was disposed.

After completing tab 4-3, insert Table 4-3 into the working version of the plan where indicated.

**Table 4-3 Transfer Facilities Used by the District in the Reference Year**

Facility Name	Location		Waste Accepted from District (tons)	Percent of all District Waste Transferred	Landfill Where Waste was Taken to be Disposed
	County	State			
<b><i>In-District</i></b>					
		Ohio		#DIV/0!	
		Ohio		#DIV/0!	
<b><i>Out-of-District</i></b>					
		Ohio		#DIV/0!	
		Ohio		#DIV/0!	
<b><i>Out-of-State</i></b>					
				#DIV/0!	
				#DIV/0!	
<b>Total</b>			0	#DIV/0!	0



**Instructions for Completing Table 4-5 - Processing Facilities Used by the SWMD in the Reference Year**

List all processing facilities used by the SWMD in the reference year.

**Facility Name:** Enter the name of the processing facility. Use the same name as was used for the facility in other portions of the plan.

**Location:** For in-state facilities, enter the name of the county where the facility is located. For out-of-state facilities, list the name of the state.

**Facility Type:** Enter type of facility. Examples include MRF, recycling center with limited processing

**Recyclables Accepted from the District:** Enter the weight of recyclable materials accepted at the facility.

After completing tab 4-5, insert Table 4-5 into the working version of the plan where indicated.

**Table 4-5 Facilities that Processed Recyclables from the District**

Name of Facility	Location		Facility Type	Recyclables Accepted from District (tons)
	County	State		
<b>In-District</b>				
		OH		
		OH		
		OH		
		OH		
<b>Out-of-District</b>				
		OH		
		OH		
		OH		
<b>Out-of-State</b>				
<b>Total</b>				<b>0</b>

**Instructions for Completing Table 4-6 – Facilities Currently Designated**

**[NOTE:** If the SWMD does not have existing facility designations, then enter “none” in the first row below “Facility Name”.]

Facility Name – Enter the name of the facility.

Location - For facilities located in Ohio, enter the name of the county where the facility is located. For facilities located outside of Ohio, enter the name of the state.

Facility Type - Indicate the type of facility (i.e. landfill, transfer facility, incinerator, recycling processor, etc.).

After completing tab 4-6, insert Table 4-6 in the working version of the plan where indicated.

*Table 4-6 Facilities Currently Designated*

Facility Name	Location		Facility Type
	County	State	
<b><i>In-District</i></b>			
		Ohio	
		Ohio	
<b><i>Out-of-District</i></b>			
		Ohio	
<b><i>Out-of-State</i></b>			

## Chapter 5 Waste Reduction and Recycling

### Instructions for Completing Tab 5-1 – Curbside Recycling Services

Use Table 5-1 to list all of the curbside recycling services that will be available during the planning period.

ID# - enter the identification number assigned to the curbside service in Appendix B or Appendix I

Name of Curbside Service – enter the name assigned to the curbside service in either Appendix B or Appendix I. If the community serviced isn't obvious from the name, then also include the name of the community.

Service Provider – enter the name of the entity that provides the curbside recycling service (the entity that collects the recyclables, not the entity that funds the service)

When Service was/will be Available – for services that were available in the reference year, enter the year if known or existing if the year is not known. For new services, enter the year the service will be started.

Insert Table 5-1 into the working version of the plan where indicated.

Table 5-1 Curbside Recycling Services

ID#	Name of Curbside Service/Community Served	Service Provider	When Service was/will be Available

### Instructions for Completing Tab 5-2 – Drop-off Recycling Locations

Use Table 5-2 to list all of the drop-off recycling locations that will be available during the planning period.

**ID#** - enter the identification number assigned to the curbside service in Appendix B or Appendix I.

**Name of Drop-off/Community Served** – Enter the name that was assigned to the drop-off location in either Appendix B or Appendix I. If the community serviced isn't obvious from the name, then also include the name of the community

**Service Provider** – Enter the name of the entity that services the drop-off location (may be different than the entity that funds the drop-off).

**When Drop-off was/will be Available** – for drop-offs that were available in the reference year, enter the year if known or existing if the year is not known. For new drop-offs, enter the year the drop-off will be started.

Insert Table 5-2 into the working version of the plan where indicated.

*Table 5-2 Drop-off Recycling Locations*

ID#	Name of Drop-off/Community Served	Service Provider	When Drop-off was/will be Available

### Instructions for Tabs 5-3 and 5-4:

The tables will be automatically completed for you and will provide information for the reference year and the first six years of the planning period.

**Quantity Collected and Residential/Commercial WRR/Industrial WRR**

- For the residential/commercial sector, these amounts will come from Table K-1.
- For the industrial sector, these amounts will come from Table K-2.

Insert tables 5-3 and 5-4 into the working version of the plan where indicated

*Table 5-3 Residential/Commercial Waste Reduction and Recycling Rate*

<b>Year</b>	<b>Projected Quantity Collected (tons)</b>	<b>Residential/Commercial WRR<sup>1</sup> (%)</b>

<sup>1</sup>WRR = Waste Reduction and Recycling Rate

*Table 5-4 Industrial Waste Reduction and Recycling Rate*

<b>Year</b>	<b>Projected Quantity Collected (tons)</b>	<b>Industrial WRR<sup>1</sup> (%)</b>

<sup>1</sup>WRR = Waste Reduction and Recycling Rate

## Chapter 6      Budget

### Instructions for Tab 6-1 – Summary of Revenue

Table 6-1 will display the SWMD's revenue, by source, for the reference year and the first six years of the planning period.

Table 6-1 will be automatically completed for you using information from Appendix O.

Revenue Source – The sources and dollar amounts will come from Tables O-5 and O--6. Hide columns for revenue sources the SWMD will not use.

Total Revenue - Embedded formulas will automatically calculate total revenue for each year.

Insert Table 6-1 into the working version of the plan where indicated.

Table 6-1 Summary of Revenue

Year	Disposal Fees	Generation Fees	Designation Fees	Other Revenue					Total Revenue
				Enter Revenue Source A	Enter Revenue Source B	Enter Revenue Source C	Enter Revenue Source D	Enter Revenue Source E	
<b>Reference Year</b>									
<b>Planning Period</b>									

Source(s) of Information:

Sample Calculations:

Assumptions:

## Instructions for Completing Tab 6-2 – Summary of Expenses

Go to the workbook and complete tab 6-2:

Expense Category - Summarize the SWMD's expenses from Appendix O into major categories and manually enter those categories into the column labeled "Expense Category". These categories should comprise the largest portions of the SWMD's planned expenses. Some potential categories include:

- Personnel and Administration;
- Education and Outreach;
- Curbside Recycling;
- Drop-off Recycling;
- Owning/operating a landfill or transfer facility;
- Owning/operating a recycling center or a material recovery facility;
- Material collection programs (such as HHW, scrap tires, electronics, etc.);
- Grants;
- Yard Waste Management;
- Litter and illegal dumping;
- Health Department funding;
- Debt payments;
- Any of the other allowable uses the SWMD spends large amounts of money on; and
- Any other expenses that comprise large portions of the SWMD's budget.

Create an expense category for "other expenses" and enter the amount of all other expenses (i.e. those that are not specifically listed in Table 6-2) for that line item.

### Expense

- Manually enter the amount the SWMD spent on each expense category in the reference year and how much the SWMD projects it will spend during the planning period.
- Ensure that information from Appendix O and entered into Table 6-2 are consistent.

Total Expenses - Embedded formulas will automatically calculate total expenses for each year.

Insert Table 6-2 into the working version of the plan where indicated



Assumptions:

**Instructions for Tab 6-4 – Alternative Budget Summary**

If the solid waste management plan provides for an alternative budget in Appendix O, then use Table 6-4 to display the budget summary for the reference year and the first six years of the planning period.

Table 6-4 will be automatically completed for you using information from Appendix O.

Insert Table 6-4 into the working version of the plan where indicated.

*Table 6-4 Alternative Budget Summary*

<b>Year</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net Difference</b>	<b>Ending Balance</b>