

DEQ Form 50-25 - Most Common Errors

After DEQ Form 50-25 is submitted, either on-line or paper copy, DEQ staff reviews the form for accuracy and errors. If an error is identified, DEQ will contact you. DEQ staff does not make changes to submissions without consent from the facility and may even ask you to resubmit the form with corrections. These are the most common errors made.

1. Data entry.

Data entry errors	Check/Examples
Transposed numbers	<i>i.e.</i> entered 456 instead of 465
Digit entered multiple times	<i>i.e.</i> 33675 instead of 3675
Decimal in correct place	<i>i.e.</i> 2007.5 or 200.75
Data not entered into correct column/row	For each waste type check data in rows and columns
Sums of waste management numbers	Double check sums before submitting Account for waste stored to balance rows
Remaining Capacity and Landfill Life	Is data consistent with previous year? Does data reflect permit amendments?
On-line use ◀◀ Annual Reporting Period ▶▶ to review reports from previous years. Note: review previous years before you enter any data.	

2. Balancing a row. In general, the total waste received listed in column a plus the waste stored on-site at the beginning of the reporting period j, should equal the total waste managed under each of the methods c, d, e, f, g, h, i, and j stored on-site at the end of the reporting period.

Total Amount of Waste Received	Mined Materials	On-site Management of Waste						Sent Off-site to be:		Stored On-site	
		Landfilled	Recycled	Composted	Incinerated	Mulched	Other	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period
a	b	c	d	e	f	g	h	i		j	

Instructions and examples for balancing a row can be found in the instructions at:
<http://www.deq.state.va.us/Programs/LandProtectionRevitalization/SolidHazardousWasteRegulatoryPrograms/SolidWaste/swiainstructions.aspx>

3. Waste stored on-site. Waste stored on-site at the end of a reporting period must be reported on the next year's form in "Beginning of Reporting Period." **Example:**

Stored On-Site: (j)	
Beginning of Reporting Period	End of Reporting Period
Stored on-site as of Jan., 1, 2014	Stored on-site as of Dec., 31, 2014
	750

Stored On-Site: (j)	
Beginning of Reporting Period	End of Reporting Period
Stored on-site as of Jan., 1, 2015	Stored on-site as of Dec., 31, 2015
	750

4. **Alternate daily cover.** Tire chips, mulch and other items brought on-site for use as alternate daily cover are not reported on this form. Daily cover is not considered a waste for the SWIA report.
5. **Incineration and open burning (Columns f and h).** Incineration is not the same as open burning. Open burning is the combustion of solid waste without: control of air to maintain temperature, containment of the combustion reaction in an enclosed device, and control of the combustion products' emission. Waste that is open burned is reported in the "Other" column. Incineration is the controlled combustion of solid waste and is reported in the "Incinerated" column.
6. **Materials brought on site for other purposes.** If other activities are occurring at the site that are regulated by another program or are conditionally excluded from the regulations, these materials should not be tracked on the SWIA form. For example,
 - If the facility has dedicated an area to biosolids composting, the biosolids should not be reported on the form as the biosolids are regulated under a different set of regulations.
 - If the facility receives inert debris (e.g., concrete, rock, brick, broken pavement) for use as general fill, this material should not be reported.