



DIVISION OF SOLID AND INFECTIOUS WASTE MANAGEMENT

INSTRUCTIONS FOR COMPLETING THE CLASS II AND III COMPOSTING FACILITY REGISTRATION FORM

All Class II and III solid waste composting facilities must register with Ohio EPA in accordance with Section 3734.02 of the Ohio Revised Code and Chapters 3745-27-40 to 3745-27-47 of the Ohio Administrative Code (OAC). All registration applications will be reviewed for the required information as stated in OAC Chapter 3745-27-41.

This purpose of this document is to provide guidance for submitting a complete registration application for a Class II or Class III solid waste composting facility (SWCF) and is not a substitute for being familiar with the SWCF Regulations. You can obtain a free copy of the regulations by downloading them from our web page at: <http://www.epa.state.oh.us/dsiwm/> and clicking Rules & Laws from the left menu, then selecting OAC Rules 3745-27-40 to 3745-27-47. If you have questions regarding the following information, please call (614) 644-2621 and ask to speak to a composting specialist.

REGISTRATION APPLICATION INSTRUCTIONS:

SECTION A. FACILITY INFORMATION

This refers to the address where the facility is located. Be sure to include the street address of the facility, a post office box is not acceptable. The health district refers to the local health department that, if listed as approved by Ohio EPA, will perform periodic inspections of the facility.

SECTION B: FACILITY LOCATION

Provide additional information to assist in locating the facility. It is helpful if the location of the facility is initiated from the closest major intersection which may be found on a county map.

SECTION C: REGISTRANT

The owner/operator of the facility is the registrant. This may be a corporation, partnership, sole proprietorship, or a municipal, state, federal, or other government agency. All correspondence will be mailed to this address unless otherwise indicated.

SECTION D: PLAN VIEW DRAWING

A plan-view drawing (map) of the facility must be submitted along with the registration application and include the name of the facility. Drawings must fulfill the criteria specified in OAC Rule 3745-27-41, which is listed in the registration application. It is preferred that all the necessary information is found in one drawing; however, multiple maps can be submitted that, when combined, meet the requirements. You may want to contact the local offices below for access to the following information:

Auditor's Office - maps illustrating property boundaries

Soil & Water Conservation District - maps illustrating topography and water sources

Ohio Division of Natural Resources, Division of Geological Survey - USGS topographical maps.

SECTION E: AUTHORIZED MAXIMUM DAILY WASTE RECEIPTS (AMDWR) (Class II only)

Enter the maximum amount of waste which will be accepted in any one day at the facility, which is reported in the annual operating license.

SECTION F: FACILITY SURFACE AREAS AND WASTE CAPACITY (Class II only)

The purpose of this table is to assist with the calculation of facility closure costs (Section G).

SECTION G: ESTIMATED FACILITY CLOSURE COSTS (Class II only)

Please estimate the cost of having a third party perform the closure of the facility. The estimated dollar amounts should reflect the costs necessary for a third party to dispose or transfer materials in a quantity equal to the maximum facility capacity.

SECTION H: UNEXECUTED FINANCIAL ASSURANCE INSTRUMENT DRAFT (Class II only)

Financial assurance is to assure proper final closure of the facility. The registrant shall provide documentation that the financial assurance instrument(s) have been executed to meet the requirements in OAC Rules 3745-27-41 and 3745-27-15, in accordance with Paragraph (C)(6)(a) of OAC Rule 3745-27-45.

SECTION I: FACILITY SURFACE AREA AND CAPACITY (Class III only)

As stated in OAC Rule 3745-27-40(E)(2), Class III facilities are limited to less than 135,000 square feet for materials placement areas. Such areas include any areas where solid wastes or bulking agents are processed or stored, such as waste handling areas; areas used for mixing, turning or composting; and storage areas for bulking agents, curing compost, cured compost, and unauthorized materials pending removal.

SECTION J: LOCATION CERTIFICATION STATEMENT

By signing this statement you are certifying that the information presented in the registration application and the plan view drawing is true and accurate, and that on the date the registration application is received by the Ohio EPA, the limits of materials placement are as described in OAC Chapter 3745-27-45(M) and reprinted in Section J of the registration application. This statement must be notarized by a notary public and submitted with an original signature. Photocopies of the signature can not be accepted.

CONCURRENT SUBMITTALS

1. Letters of Intent - Class II and III SWCFs must send, with return receipt, letters of intent to establish or modify a composting facility. The letter of intent shall include a description of property and facility boundaries. Such letters of intent shall be sent to local government; solid waste management district or authority; zoning authority; fire department; any owner or lessee of an easement or right of way, park system administrator, and conservancy district if any part of the facility is located within or shares a boundary with their property. Refer to OAC 3745-27-41(G) for more details regarding letters of intent.
2. Annual solid waste license application (Class II only) submitted to the local health district having an Ohio EPA approved solid waste program, otherwise the appropriate Ohio EPA district office.