

Compliance Guide for Solid Waste Facilities

Managing and operating a solid waste facility requires compliance with all applicable state, federal and local environmental laws and regulations. There are other tools available such as operator workshops and DES publications that can help operators comply, but this Guide is specifically designed to assist with self-inspections.

Why Do Self-Inspections?

The *Solid Waste Rules* require facilities to conduct their own inspections because it can help permittees better understand their obligations under the permit and related environmental regulations. Identifying deficiencies or violations is the first step in achieving or returning to compliance. Completing regular self-inspections and keeping the checklists on site demonstrates a good faith effort to maintain compliance.

It is important to note that noncompliance can lead to enforcement action, including fines and penalties. Beginning with the 2014 Annual Facility Report (AFR), the signer must certify that the facility is in compliance with the *Solid Waste Rules*, its permit and Operating Plan, *Universal and Hazardous Waste Rules*, and other applicable rules.* If a self-inspection shows the facility is not in compliance at the time of signing the AFR, or at any other time, the permittee must develop a schedule for achieving compliance.

Completing the Self-Inspection Checklists

The *Solid Waste Rules* do not specify the frequency of self-inspections, so it is up to the permittee to specify a reasonable inspection schedule in the facility's Operating Plan. A reasonable schedule can be weekly, monthly, or quarterly, depending on type of facility, types of waste and volume managed.

There are a number of types of self-inspection checklists provided in this Guide and at www.des.nh.gov. The "General Self-Inspection Form" is applicable to all facilities, regardless of ownership (public vs. private) or activity (transfer, landfill, incinerate, compost). In addition, there are individual checklists for specific wastes (used oil, for example) the facility handles. Permittees may create their own inspection checklists to better suit their needs; they just need to make sure it contains the required information.

The checklists are set up so the inspector answers "yes" or "no" to questions that cover regulatory requirements. For your convenience, a rule citation is provided when one exists; if there is no citation noted, the question refers to a Best Management Practice (BMP). Additional information may be needed in order to fully respond to some questions. Checking the **no** box to any question indicates the facility is not in compliance with the rule associated with the question, so be sure to read and fully understand the question before checking the box. If the answer is no, the forms provide space to note what corrective actions are necessary; and to document when the corrections were completed.

General Self-Inspection Form

The questions in the top section are general information about your facility.

Facility Name: as listed on your permit

Address: physical location (not mailing address)

Permit Number: as listed on the signature page of your facility's permit (it likely starts with DES-SW- and is followed by LP, SP, TP or PN, then has 3 more numbers)

Inspector's Name: the name of the person filling in the form

Contact Information: for follow up questions about the inspection

If you take photos, indicate where they are stored (e.g., computer file or file cabinet).
Keep photos with the inspection checklist if possible.

A. Operator Requirements & Postings

Certification is required of any individual who:

(a) directly operates a solid waste facility;

(b) directly handles or otherwise manages solid waste at a solid waste facility; or

(c) directly supervises any individual described above.

This includes volunteers, unless they only work on non-hazardous activities, such as providing information to the public and sorting recyclable materials.

Current operator certificates must be "prominently displayed" at the facility. This means that DES inspectors and other visitors to the facility should be able to view them without asking for assistance. Check the expiration date on each operator's certificate and remove any that are more than 90 days past the expiration date. At least one currently certified Principal Operator must be on site whenever the facility is open; there is no requirement regarding the operator's designated step.

In addition, facilities must post the authorization page of the permit (with the permit number and Waste Management Director's signature) and signs providing notice of the prohibition against the disposal of mercury-added products.

B. Recordkeeping and Reporting

Recordkeeping:

Permittees must keep a copy of the **permit**, including the **current Operating and Closure Plans**, "at a location accessible to facility operators." The facility's Operating Plan must be immediately available to operators in order to serve its purpose of providing guidance as issues arise, but the complete permit and Closure Plan may be maintained at an offsite location provided operators can readily review them.

If there have been any changes to your facility, update the Operating Plan to avoid further violations. Instruct employees on the changes and provide training if necessary.
NOTE: Contact DES to discuss any significant changes; it may be necessary to apply for a "permit modification."

Permittees must also "compile and maintain" all **facility records** on site. This includes records on the quantity, type, source and destination of wastes accepted at your facility, with out-of-state wastes listed separately. If you don't keep all these records at the facility, answer **no**, and note which records are not on site. This information is useful when it is time to complete the Annual Facility Report (AFR) for the calendar year.

Reporting

Things like falls, fires, and/or **spill incidents** that involve serious risks to residents, customers, or the environment must be phoned in to DES as soon as practicable and followed with a written report within 5 days. Check **yes** to this question if a reportable incident occurred at your facility and you submitted a report to DES. Also note what steps were taken to respond to the spill. Check **no** if there was a significant incident that should have been but was not reported to DES. Not all incidents require you to notify DES; check **n/a** if no significant incidents occurred.

A written report of all **complaints** that involve operating conditions or practices that have the potential to negatively affect human health, safety or the environment, or a continuing nuisance such as noise, litter, odor, dust or vectors must be submitted to DES. Select: **yes** if there were complaints and they were reported to DES; **no** if complaints were received but not reported; or **n/a** if there were no complaints that met the criteria.

Annual Facility Reports (AFRs) are due each year by March 31. AFRs are the source of data for the annual report the NH Legislature requires of DES, and for the many inquiries for such data from the public. They are also a way for DES to oversee regulated activities at solid waste facilities when an inspection is not possible. Answer **yes** if the report was submitted for the previous calendar year.

C. Waste Types Accepted

Check the appropriate boxes based on the wastes accepted at the facility. This includes car batteries, used oil, and other wastes that are not regulated as solid waste, but are often collected at Transfer Stations as a public service and for environmental protection. For example, Universal Wastes such as fluorescent lamps and Cathode Ray Tubes (CRTs) are regulated under the *Hazardous Waste Rules*, but there is a separate section in those *Rules* that is not as stringent provided the wastes are handled according to the requirements. Similarly, Used Oil is a hazardous waste, but if properly handled and recycled, the regulations are less strict.

If you don't see a waste that you accept on the list, add the waste in the available space. CWDP stands for Certified Waste Derived Product, meaning a product made from waste that DES has certified for distribution and use.

Specific Waste checklists drafted to date include: Scrap Tires; Burn and Brush Piles; and Glass/PGA. Checklists for additional wastes will also be available.

D. Waste Handling & Storage Areas

If you check **yes** to all of the questions on the checklist, you are claiming that all of the wastes/recyclables you accept are properly managed. If a question does not apply, simply mark the box as **non-applicable** or **N/A**. If you check the **no** box, identify in the required action area which waste/recyclable is not being managed properly; explain what is not in compliance and the actions needed to correct the problem. Keep notes to explain what actions were taken, and the date(s) the problem was corrected. If the problem can not be resolved in a short period of time, develop a written plan, along with deadlines, for when these corrective actions will be completed. If applicable, establish procedures or best management practices to avoid future need for corrective actions. The person that performed the corrective action should initial the entry.

D. General Operations

This section includes basic physical operations for solid wastes facilities. The first three questions deal with waste handling and storage area design requirements about proper use of the area by facility users and operators, including limiting public access, and safe traffic patterns and waste handling/storage. The question regarding the facility sign has a number of items. If the sign is missing any one of the items, check **no**; explain what is missing and when it will be corrected. The next questions ask if operators check incoming wastes to make sure that the facility only accepts wastes that are included in the permit and to specifically look for mercury-added products to ensure they are properly managed.

Certain solid waste facilities may be required under the National Pollution Discharge Elimination System (NPDES) regulations to obtain a Multi-Sector General Permit for stormwater discharges from the facility. This is a federal permit administered by EPA. (Go to <http://water.epa.gov/polwaste/npdes/stormwater/EPA-Multi-Sector-General-Permit-MSGP.cfm> for more information on stormwater management.)

For more information about conducting facility compliance inspections, please contact the Solid Waste Management Bureau at 603-271-2925 or solidwasteinfo@des.nh.gov. Additional resources are available at www.des.nh.gov.

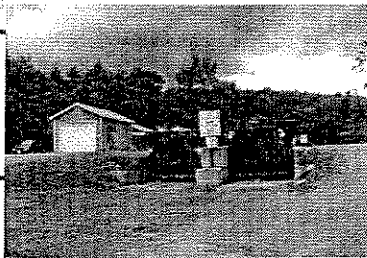
*Disclaimer: This Guide is intended to improve compliance with the Solid Waste Rules; it is not a comprehensive listing of all environmental requirements applicable to solid waste facilities. Completion of the checklist(s) does not imply the facility has identified or is in compliance with all state, federal and local regulations.

E. General Operations	Y	N	Required Actions/Compliance Schedule	Date Completed/ Initials
Do roads and access ways allow for safe movement of residential and bulk transport vehicles? [Env-Sw 1005.03]				
Is unauthorized access restricted to non-public areas? [Env-Sw 404.04(e)]				
Are regular inspections of incoming wastes conducted (as outlined in the operating plan)? [Env-Sw 1105.09(b)]				
Does the facility entrance sign have the facility hours, address, phone number, waste types, facility name, permit number, and unlawful dumping statement? [Env-Sw 1105.05(a)&(b)]				
Do signs adequately assist people in managing their wastes? [Env-Sw 404.04(c)]				
Is the facility managed to minimize litter, dust, noise, odors, vectors, spills, fire, and other hazards? [Env-Sw 404.04(d)]				
Are impacts to abutting properties minimized? [Env-Sw 1103.04]				
Are controls in place to manage stormwater run-off?				
Are there regularly documented inspections, monitoring, and maintenance to assure compliance? [Env-Sw 1005.01(e)]				

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Notes/Comments:





General Self-Inspection Form

Municipal Transfer Station

Date of Inspection: _____ Inspector's Name: _____
DD/MM/YYYY please print

Facility Name/Physical Location: _____

Facility Permit Number: _____

Email: _____ Phone: _____

Photos Taken? Y N (circle one) Location of Photos: _____

A. Operator Requirements & Postings	Y	N	Required Actions/Compliance Schedule	Date Completed/ Initials
Are all operators certified by NHDES? [Env-Sw 1604.01(a)]				
Are all operator certificates posted where they can be easily viewed? [Env-Sw 1105.05(e)]				
Is there at least one Principal Operator present at all times during operating hours? [Env-Sw 1005.07(b)]				
Is the facility permit posted where it can be easily viewed? [Env-Sw 1105.05(d)]				
Are mercury disposal ban signs posted? [RSA 149-M:58(V)]				
B. Reporting & Recordkeeping	Y	N	Required Actions/Compliance Schedule	Date Completed/ Initials
Is a copy of the facility's current Operating Plan accessible to the operators? [Env-Sw 1105.05(c)]				
Is a copy of the facility's current Closure Plan accessible to operators? [Env-Sw 1105.05(c)]				
Have there been any reportable incidents at the facility in the past year, and has the permittee provided incident reports to NHDES? [Env-Sw 1005.09(a)]				
Have there been any complaints made by abutters or others involving facility operations, and has the permittee provided complaint reports to NHDES? [Env-Sw 1005.09(d)]				
Has the permittee filed its annual facility report for the prior calendar year (due March 31st)? [Env-Sw 1105.07(b)]				
Does the permittee maintain records on the quantity, type, source and destination for all wastes accepted, with out of state waste listed separately? [Env-Sw 1105.13(e)]				

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C. Waste Types Accepted

Waste types accepted at your facility*:

Universal Wastes

- Batteries Fluorescent bulbs/lamps
 CRTs Mercury Devices

Other Waste Types

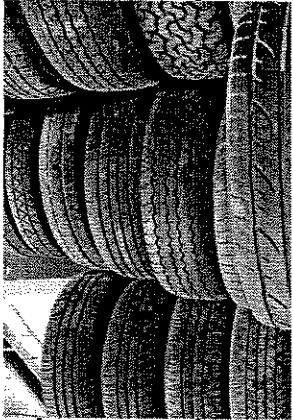
- Fluids Glass Propane Tanks
 Recyclables Burn & Brush Scrap Metal
 Scrap Tires White Goods C&D
 Yard Waste & Compost Refrigerants
 Used Oil CWDPs (specify): _____

*NOTE: Attach the completed self-inspection checklists for each specified waste type checked.

D. Waste Handling & Storage Areas	Y	N	Required Actions/Compliance Schedule	Date Completed/ Initials
Are the wastes being properly stored and managed? [Env-Sw 404.04(a)&(b)]				
Are stockpiles located, sized and configured to be stable, prevent surface and groundwater contamination, physical injury/destruction of property & to prohibit precipitation from collecting in the area? [Env-Sw 404.05]				
Are these areas being managed in a manner that is safe and protective of the environment, public health and safety? [Env-Sw 404.04(a)]				
Are putrescible wastes removed and transferred to an authorized disposal facility within one week of its receipt or as specified in the facilities operating plan? [Env-Sw 405.03(d)]				
Are recyclables managed to preserve their market value? [Env-Sw 404.04(b)]				
Are legible signs used to delineate each area? [Env-Sw 404.04(c)]				
Is access to non-public areas restricted using signs or barriers? [Env-Sw 404.04(e)]				
Are all wastes transferred to a facility authorized to receive them? [Env-Sw 405.03(b)]				

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Notes/Comments:



Self-Inspection Checklist for Transfer Stations Scrap Tires

Date of Inspection: DD/MM/YYYY Inspector's Name: _____
please print

Check the box for either yes or n/a, or no. If you check no, action is required on the part of the permittee.

Accepting Items for Burn/Brush Piles	Yes or N/A	No	If no, corrective action taken.	Date / Initials
Are tires collected and stored [Env-Sw 905.02(a)] (check one)... <input type="checkbox"/> in outdoor transfer containers? <input type="checkbox"/> on the ground, covered with plastic or other material to prevent water from collecting in them?				
Are tires that are stored outside in a sunny place to allow evaporation of standing water and kill mosquito larvae? [Env-Sw 404.04(a)]				
Are tires stored so they are in compliance with local fire codes? (BMP)				
Are tires stored indoors in compliance with National Fire Protection Association (NFPA) standards? [Env-Sw 905.02(c)]				
Are the piles less than 25 feet wide and 15 feet high? [Env-Sw 905.02(b)(3)]				
Is a berm at least 12 inches high constructed around the tire pile(s)? [Env-Sw 905.02(b)(3)d]				
Are fire lanes at least 25 feet wide located around the pile(s) to allow access for fire trucks? [Env-Sw 905.02(b)(3)c]				
Are fire equipment, cover material and other supplies near the stockpile(s) to help control a fire? [Env-Sw 905.02(b)(3)e]				

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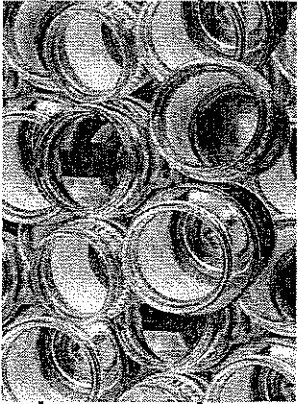


Once a full load of tires (1,000 to 1,500) has accumulated, are they shipped to a facility authorized to receive them? [Env-Sw 405.03(a) / 905.04(a)]

Are tires destined for a landfill split, quartered and shredded to prevent tires from resurfacing? [Env-Sw 905.04(b)]

Notes/Comments:

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Self-Inspection Checklist for Transfer Stations Glass Management

Date of Inspection: _____ Inspector's Name: _____
DD/MM/YYYY please print

Check the box for either yes or n/a, or no. If you check no, action is required on the part of the permittee.

Glass Management	Yes or N/A	No	If no, corrective action taken.	Date / Initials
Are residents encouraged to separate glass from other recyclables? (BMP)				
If glass is collected separately; are there signs posted directing customers to the correct drop off location? [Env-Sw 404.04(c)]				
Is glass handled using protective gear such as gloves and eyewear? (OSHA/DOL)				
Is glass stored in a specific area of the facility? [Env-Sw 404.05(a)]				
Is glass placed in a dumpster or stored on a hard surface such as concrete or asphalt? [[Env-Sw 404.05(b)]]				
Is glass managed so that excessive amounts do not accumulate? [Env-Sw 405.03(a)]				
Glass is not buried or used as general fill. If this is correct/true, check yes. Otherwise, check no.				
Is glass disposed of at a facility authorized to receive it -OR- does it meet the Certified Waste Derived Product (CWDP) requirements and is used by the town as processed glass aggregate (PGA) or sent to be used as PGA? [Env-Sw 405.03(b)]				

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Self-Inspection Checklist for Transfer Stations Burn/Brush Piles

Date of Inspection: DD/MM/YYYY Inspector's Name: _____
please print

Check the box for either yes or n/a, or no. If you check no, action is required on the part of the permittee.

Accepting Items for Burn/Brush Piles	Yes or N/A	No	If no, corrective action taken.	Date / Initials
Does the facility accept only clean brush for chipping (no C&D/MSW)? (BMP)				
Are the chips given to residents, used for landscaping purposes or sent to a vendor for allowed uses? (BMP)				
Is wood from C&D placed in a separate area for disposal? (BMP)				
Does the facility accept only clean wood for burning (no C&D)? [Env-A 1000]				
Do residents place clean wood for burning in a pile separate from C&D? (BMP)				
Burn Piles				
Is a local or state burn permit obtained before burning (if needed)? [RSA 227-1]				
Is clean wood/brush burned only on days when weather conditions are good? [RSA 227-W]				
Do only solid waste operators add items to the burn or brush pile? [RSA 125-C:10-c]				
Is the burn pile monitored at all times? (BMP)				
Is only clean wood burned (no C&D/MSW or debris)? [Env-A 1000 / RSA 125-N]				
Is the ash from the burn pile properly managed and disposed of? [Env-Sw 902]				

Burn Piles, continued	Yes or N/A	No	If no, corrective action taken.	Date / Initials
Is the ash tested for hazardous components if anything other than clean wood is burned? [Env-Hw 400]				
If the ash tests as hazardous, is it properly disposed of? [Env-Hw 511(b)]				
Employee Safety				
Are fire extinguishers and fire equipment nearby and accessible? [Env-Sw 1005.01(d)] (BMP)				

Definitions

C&D = construction and demolition debris

MSW = municipal solid waste

Notes/Comments:

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