

SOLID WASTE COMPOSTING FACILITY INSPECTION CHECKLIST

Facility name: _____

Permit #: _____

Date of inspection: _____

ITEM	DESCRIPTION
	Circle Y or N as appropriate, or N/A for any questions that are not applicable. A "yes" answer generally denotes compliance with that requirement. Violations should be explained further in the narrative. Citations listed after each requirement are from OAC 252:515 unless otherwise specified.
1	LEACHATE MANAGEMENT
Y N N/A	1. Is leachate managed in a manner to prevent contamination? [13-51]
Y N N/A	2. Is leachate stored in above-ground tanks, underground tanks, or surface impoundments? If no, go to 1.3
Y N N/A	a. Are above-ground tanks equipped with:
Y N N/A	(1) berming adequate to contain the entire contents of the largest tank in the system [13-52(a)(1)] AND EITHER
Y N N/A	(2) a composite liner made of two feet (2') of recompacted clay with the hydraulic conductivity of 1.0×10^{-7} cm/sec overlain by a 60 mil HPDE liner [13-52(a)(2)], OR
Y N N/A	(3) a DEQ-approved alternative liner adequate to prevent infiltration of fluid? [13-52(a)(3)]
Y N N/A	b. Are underground tanks constructed IAW OCC's General Requirements for Underground Storage Tanks Systems, OAC 165:25, Subchapter 1, Part 8 to include the following: [13-52(b)]
Y N N/A	(1) If constructed of fiberglass reinforced plastic, is there a certification the tank conforms to UL 1316 or ASTM D4021-86? [OAC 165:25-1-34(1)]
Y N N/A	(2) If constructed of steel clad with fiberglass reinforced plastic, is there a certification the tank conforms to UL 1746 or ACT-100? [OAC 165:25-1-34(2)]
Y N N/A	(3) If constructed of steel and cathodically protected, is there a certification the tank conforms to STI-P3, UL 1746, and NACE RP-0285? [OAC 165:25-1-34(3)]
Y N N/A	(4) If constructed of metal without additional corrosion measures, has a corrosion expert determined the site is not corrosive enough to cause a release due to corrosion during the tank's operational life? [OAC 165:25-1-34(4)]
Y N N/A	c. Are surface impoundments constructed with:
Y N N/A	(1) a composite liner made of two feet (2') of recompacted clay with the hydraulic conductivity of 1.0×10^{-7} cm/sec overlain by a 60 mil HPDE liner [13-52(c) & 13-52(a)(2)], OR
Y N N/A	(2) a DEQ-approved alternative liner adequate to prevent infiltration of fluid [13-52(c) & 13-52(a)(3)] AND
Y N N/A	(3) surface water run-on control [13-52(c)(1)] AND
Y N N/A	(4) a minimum three feet freeboard [13-52(c)(2)]
Y N N/A	3. Is leachate discharged to a POTW? If no, go to 1.4.
Y N N/A	a. Does the o/o have written approval from the POTW to discharge leachate? [13-55(a)]
Y N N/A	b. Do all leachate discharges to the POTW comply with any additional requirements of the POTW? [13-55(b)] If applicable, identify any additional requirements the POTW may have to accept leachate.
Y N N/A	c. Was a copy of the POTW approval provided to the DEQ and placed in the operating record? [13-55(c)]
Y N N/A	4. Is leachate discharged from the facility? If no, go to 1.5.
Y N N/A	a. Does the o/o have an OPDES permit from the Water Quality Division of the DEQ for the discharge? [13-56(a)]
Y N N/A	b. Does the o/o maintain a copy of the permit in the operating record? [13-56(b)]
Y N N/A	c. Do all leachate discharges comply with the provisions of the OPDES permit? [13-56(c)]
Y N N/A	6. Is leachate being managed by another method not described in 1.2, 1.3, or 1.4? [19-57] If yes, briefly describe the alternative method?

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Y N N/A	a. Has DEQ approved the alternative method? [13-57]
2	STORMWATER MANAGEMENT
Y N N/A	1. Has the o/o established a run-on control system to prevent flow onto active portions of the facility during the peak discharge from a 24-hour, 25-year storm? [17-2(1)]
Y N N/A	2. Has the o/o established a run-off control system with sufficient capacity to collect and control all contaminated stormwater resulting from a 24-hour, 25-year storm? [17-2(2)]
Y N N/A	3. Does the o/o prevent the discharge of pollutants into waters of the US, including wetlands, that violate the federal Clean Water Act or OPDES requirements? [17-3(a)2]
Y N N/A	4. Does the o/o prevent the discharge of a non-point source of pollution to waters of the US, including wetlands, that violate an area-wide or State-wide water quality management plan that has been approved in accordance with the federal Clean Water Act? [17-3(a)3]
3	PROHIBITED WASTES & ACCEPTABLE COMPOSTING MATERIALS
Y N N/A	1. Are composting materials received at the facility source-separated? [19-111(a)] If yes, go to Item 3.2 a. Does the permit or other authorization allow non-source-separated materials to be accepted? [19-111(a)]
Y N N/A	2. Does the o/o prevent the disposal of hazardous, radioactive, asbestos, regulated medical, regulated PCB, NHIW, asbestos, putrescible, liquids, MSW, and special waste, as well as other wastes not identified in the permit? [19-31(a) thru (d), 19-111(b)]
Y N N/A	3. Does the o/o compost only grass clippings, garden debris, leaves, tree branches, shrubbery, wood chips, hay, cotton gin waste, sawdust, newsprint paper, cardboard, computer paper, white paper, manure, food wastes, and other wastes identified in the permit? [19-111(c)]
4	PUBLIC ACCESS CONTROL
Y N N/A	1. Are artificial or natural barriers in place to discourage unauthorized traffic and uncontrolled dumping? [19-32] If yes, describe.
5	MEASURING WASTE
Y N N/A	1. Is all waste received at the facility measured, either by weight or volume? [19-33(c)] If yes, identify which.
Y N N/A	2. Is the amount of waste disposed recorded in the operating record? [19-33(c)]
Y N N/A	3. Are waste disposal records made available to the DEQ on request? [19-33(c)]
6	LIMITATIONS ON WASTES RECEIVED
Y N N/A	1. Does the o/o accept more than 200 tons of waste per day from locations more than 50 miles from the facility? If yes,
Y N N/A	a. Is the facility designed, constructed, and operated in full compliance with the requirements of OAC 252:515? [19-34(a)2] OR
Y N N/A	b. Has the DEQ approved a temporary waiver from the requirements of 6.1.a? [19-34(b)]
Y N N/A	2. Does the o/o accept more than 200 tons of waste per day from outside the State of Oklahoma? If yes,
Y N N/A	a. Is the facility: (1) designed, constructed, and operated in full compliance with the requirements of OAC 252:515? [19-34(c)2) & (4)] AND
Y N N/A	(2) covered by an approved disposal plan meeting the requirements of OAC 252:515-19-34(d)? [19-34(c)3)]
Y N N/A	b. Did the o/o reject any shipments of out-of-state waste that did not meet the requirements of the disposal plan? [19-34(e)]
7	LITTER CONTROL
Y N N/A	1. Is blowing litter controlled by the use of litter fences near the working face or by use of a design that prevents blowing litter? [19-35(b)1)]
Y N N/A	2. Does the o/o ensure unloading is performed in a manner to minimize scattering of litter? [19-35(b)2)]
Y N N/A	3. Has the o/o posted signs advising customers to adequately cover loads to prevent blowing litter? [19-35(b)3)]
Y N N/A	4. Does the o/o ensure the entire site is cleaned at least once per week, or more often if necessary? [19-35-(b)4)]

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8 Y N N/A Y N N/A Y N N/A	AIR QUALITY CRITERIA 1. Does the o/o appear to comply with all requirements of the Oklahoma Clean Air Act and rules of the Air Quality Division of the DEQ? [19-36(a)] 2. Does the o/o prohibit the burning of solid waste? [19-36(b)] 3. Does the o/o prevent the discharge of any visible fugitive dust emissions beyond the property boundaries that may damage or interfere with the use of adjacent properties, cause air quality standards to be exceeded, or interfere with the maintenance of air quality standards? [19-36(c)]
9 Y N N/A	DISEASE VECTOR CONTROL 1. Does the o/o take measures to control disease vectors? [19-37(b)]
10 Y N N/A Y N N/A Y N N/A Y N N/A	PLACEMENT OF WASTES 1. Does the o/o prevent solid waste from being placed in waters that communicate with waters of the State located outside the permit boundary? [19-38(a)] 2. Does the o/o maintain waste-free buffer zones at least 50' in width between all waste disposal and/or handling areas and adjacent property? [19-38(b)] If no, a. Has the DEQ approved the smaller buffer zone? [19-38(b)(4)] 3. If the buffer zone or other restricted areas are used for the temporary collection and storage of source-separated, recyclable materials, is such used described in an approved recycling plan? [19-38(c)]
11 Y N N/A Y N N/A Y N N/A	SALVAGE AND RECYCLING 1. Does the o/o carry on salvage or recycling operations? If no, go to Item 12. a. Does the o/o have an approved written operational plan for the salvage/recycling operations? [19-39(a)] b. Does the o/o conduct salvage/recycling activities in an area away from the working face? [19-39(b)]
12 Y N N/A Y N N/A Y N N/A Y N N/A	RECORDKEEPING AND REPORTING 1. Does the o/o maintain an operating record near the facility, containing all records concerning the planning, construction, operation, closing, and post-closure monitoring of the facility? [19-40(a)] 2. Does the o/o maintain a daily log that includes, at a minimum: a. amount of waste received, processed, and distributed at the facility? [19-126(a)(1)] b. windrow internal temperatures? [19-126(a)(2)] c. a record of which windrows were turned? [19-126(a)(3)] 3. Is this information made available to the DEQ on request? [19-126(b)]
13 Y N N/A	RECEIVING AREA 1. Is unloading of material restricted to a specific area and controlled to minimize traffic congestion, facilitate handling of materials and minimize danger to facility employees and other personnel? [19-112]
14 Y N N/A Y N N/A	DEBAGGING REQUIRED 1. Is all material received in plastic bags debagged before processing? [19-113] If yes, go to Item 15. a. Has the DEQ approved the alternative methods? [19-113] Describe, whether approved by DEQ or not.
15 Y N N/A	PROCESSING AREA 1. Does the o/o maintain a designated processing area? [19-114]
16 Y N N/A	PROCESSING TIME 1. Does the o/o process all material received within 48 hours of receipt? [19-115]
17 Y N N/A	COMPOSTING AREA 1. Is the composting area constructed of or covered with material to allow all-weather operation? [19-116]
18 Y N N/A	WINDROW CONSTRUCTION 1. Are all windrows oriented perpendicular to slopes? [19-117]
19 Y N N/A	WINDROW TURNING 1. Does the o/o turn windrows on a routine basis to maintain aerobic conditions? [19-118]
20 Y N N/A	INVESSEL COMPOSTING 1. Are invessel composting operations performed in accordance with the permit? [19-119]
21 Y N N/A	TEMPERATURE MONITORING 1. Does the o/o record internal temperatures prior to turning each windrow? [19-120(a)] If no, go to Item 22.

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Y N N/A	a. Are temperature measurements taken every 17' at a depth of 20" and recorded in a systematic fashion? [19-120(b)]
22	COMPLETED PROCESS
Y N N/A	1. Does the o/o remove compost to the curing area only after:
Y N N/A	a. thermophilic temperatures have been sustained? [19-121] AND
Y N N/A	b. internal temperatures remain below 70°F after three consecutive turnings? [19-121]
23	CURING AREA AND TIME
Y N N/A	1. Does the o/o maintain an area for compost curing? [19-122]
Y N N/A	2. Does the o/o allow finished compost to cure for a minimum of 2 weeks before distribution and use? [19-122]
24	BIOSOLIDS
	Applies only if biosolids are composted
Y N N/A	1. Does the o/o maintain internal windrow temperatures between 131°F and 140°F for a minimum of 15 days? [19-123(1)]
Y N N/A	2. Does the o/o conduct a minimum of 5 turnings of the co-composting windrow, where the temperature pre- and post-turning exceeds 131°F? 19-123(2)]
Y N N/A	3. Does the o/o comply with all applicable provisions of OAC 252:648, "Land Application of Biosolids"? [19-123(3)]
25	ODOR CONTROL
Y N N/A	1. Does the o/o take measures, including increased aeration, whenever odors become a problem? [19-124]
26	OTHER WASTES
Y N N/A	1. Does the o/o maintain a receptacle for disposal of refuse and unacceptable waste received at the site? [19-125]
27	CLOSURE
	Prior to closure
Y N N/A	1. Has the o/o submitted a closure plan describing how compliance with Part 3 of OAC 252:515-25 will be achieved? [25-2(a)]
Y N N/A	2. Did the o/o submit a revised closure plan when a modification to the permit will affect closure duties or requirements? [25-2(c)]
	Required closure activities for the facility
Y N N/A	3. Did the o/o provide the DEQ written notice of intent to close the facility prior to beginning closure? [25-33(a)]
Y N N/A	4. Did the o/o begin final closure of the facility within 90 days of the final receipt of waste at the facility? [25-33(b)]
Y N N/A	5. Did the o/o complete closure activities within 180 days of when closure was initiated, or a longer period as approved by the DEQ? [25-33(c)(1) & (2)]
Y N N/A	6. Did the o/o complete closure IAW the approved closure plan [25-31]
Y N N/A	7. Did the o/o submit a closure certification to the DEQ? [25-34(a)] If yes,
Y N N/A	a. Was the certification signed by the o/o? [25-34(a)(1)]
Y N N/A	b. Did the certification state the facility was closed IAW the approved closure plan, the permit, and applicable rules? [25-34(a)(2)]
Y N N/A	c. Did the certification contain a closure report with related drawings, plans or specifications, describing how closure was performed? [25-34(a)(3)]
Y N N/A	d. Did the certification indicate whether elevated levels of any constituents were noted or if there was evidence of contamination related to site operations? [25-34(a)(4)]
Y N N/A	e. Did the certification identify any corrective measures taken to correct any of the problems identified in 22.6.d? [25-32(a)(4)]
Y N N/A	f. If the facility served a population or population equivalent of 5,000 or more, was the closure certification prepared and sealed by a PE registered in Oklahoma? [25-34(c)]
Y N N/A	8. Did the o/o record a notice in the county land records? [25-36(a)] If yes, continue; otherwise go to Item 23
Y N N/A	a. Did the notice state that the property had been used as a landfill and has been closed? [25-36(a)]
Y N N/A	b. Did the notice specify the type, location, and quantity of waste disposed? [25-36(b)]
Y N N/A	c. Did the o/o provide the DEQ with a file stamped copy of the notification? [25-36(d)]