

**OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**LAND PROTECTION DIVISION**

**APPLICATION REVIEW CHECKLIST** – effective June 1, 2003

- (1) MUNICIPAL SOLID WASTE LANDFILLS (MSWLFs – new permit)**  
**(2) EXPANSION OF MSWLF PERMITTED BOUNDARY FOR WASTE DISPOSAL (modification)**

Facility Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

County: \_\_\_\_\_

ODEQ Login/Permit Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Tier Classification: **III** (OAC 252:4-7-60(1)(B) and OAC 252:4-7-60(2)(B))

Reviewer: \_\_\_\_\_

**The purpose of this checklist is to provide the applicant with a quick reference to the requirements for a complete application based on current State and Federal regulations, Oklahoma State Statutes, Guidance Documents and forms.**

**REFERENCES:**

Oklahoma Administrative Code Title 252, Chapter 4 (OAC 252:4) – Rules of Practice and Procedure

Oklahoma Administrative Code Title 252, Chapter 515 (OAC 252:515) – Management of Solid Waste

Oklahoma Administrative Code Title 252, Chapter 100 – Air Pollution Control

40 Code of Federal Regulations (CFR) Part 60, Subpart WWW

Oklahoma Statutes Title 27A – Environment and Natural Resources

Guidance Documents, and DEQ Forms referenced in this checklist are available on request from the Land Protection Division, Solid Waste Unit and/or can be found at <http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html>

Alternative design approaches which meet environmental and design concerns will be considered in the DEQ review.

**Note:** AC = Administratively Complete, TC = Technically Complete

ITEM #	State or Federal Regulations Statutes or DEQ Rules (OAC) or Guidelines*	GENERAL DESCRIPTION	Admin Complete	Technically Complete	Remarks
<b>PRE-APPLICATION</b>					
<b>PRE-APPLICATION CONFERENCE WITH DEQ (Recommended)</b>		Site-specific discussion of potential issues involved and any variances.			
1	252:515-5, 252:515-3-34	<b>Preliminary Site Evaluation (recommended).</b> Location Restrictions & Right of access.			
2	252:515-7-1 thru 5	<b>Subsurface Investigation (Drilling Plan).</b> Must be approved by DEQ.			
3	252:515-7-31 thru 38	<b>Subsurface Investigation (Data Collection).</b> Include in the initial filing of the application.			
4	252:515-7-51 thru 56	<b>Subsurface Investigation (Groundwater Study – one year).</b> Include in the initial filing of the application.			
5	252:515-7-71	<b>Subsurface Investigation (Surface Penetration Plugging).</b>			
<b>FILING OF APPLICATION – PUBLIC PARTICIPATION</b>					
6	27A O.S. 2-14-301 DEQ Guidance, 252:4-7-13(c)	<b>Notice of Filing – Newspaper.</b> Legal Notice Format furnished by DEQ – Opportunity for Process Meeting. Submit draft of Legal Notice to DEQ prior to publication.			
7	27A O.S. 2-14-302, 2-14-303 DEQ Guidance, 252:4-7-13(c)	<b>Notice of Draft Permit – Newspaper.</b> Legal Notice Format furnished by DEQ – Opportunity for Public Meeting. Submit draft of Legal Notice to DEQ prior to publication.			
8	27A O.S. 2-14-304 DEQ Guidance, 252:4-7-13(c)	<b>Notice of Proposed Permit, Newspaper.</b> Legal Notice Format furnished by DEQ – Opportunity for Admin Hearing. Submit draft of Legal Notice to DEQ prior to publication.			
9	252:4-7-13(d)	<b>Proof of Publication.</b> Submit to DEQ within 20 days of Legal Notice publication.			
10	1993 Supreme Court “DuLaney Decision”	<b>Notice to property and mineral owners.</b> Notification by certified mail to adjacent property owners and owners of mineral interests within the proposed site. Applicant to furnish DEQ with return receipts.			

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11	252:4-7-4(b)	<b>Number of Copies and Placement.</b> Three copies to DEQ, one copy for public review in county where site is located.			
<b>PERMIT APPLICATIONS &amp; MODIFICATIONS</b>					
12	252:515-3-31	<b>General Requirements.</b>			
13	252:515-3-32 27A O.S. 2-10-304	<b>Variance From the Rules.</b> Exceptions – see 252:515-3-32(c). Applicant must demonstrate that operations under the variance will equal or exceed the protection accorded by the rule for which the variance is requested.			
<b>GENERAL INFORMATION</b>					
14	252:515-3-33 27A O.S. 2-10-302(c)	<b>Oath Required.</b> Application and Verification Forms provided by DEQ. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
15	252:515-3-34, 252:4-7-13(b)	<b>Legal Right to Property.</b> Right of access, option for use, and easement to DEQ. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
16	252:515-3-35 27A O.S. 2-10-301(E)	<b>Engineer of Record.</b> Population 5,000 or more: prepared & sealed by P.E. licensed in Oklahoma.			
17	252:515-3-36, 37, 38	<b>General Information.</b> Application, aesthetics, land disposal facilities.			
18	40 C.F.R. 60, subpart WWW	<b>Air Emissions Design Capacity.</b> NSPS Design Capacity instructions and fact sheet furnished by DEQ.			
19	27A O.S. 2-10-302(A) 252:515-3-31(g)	<b>Disclosure Statement.</b> Disclosure Statement Form furnished by DEQ for new permits. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a> . Not required if modification to existing permit.			
<b>MAPS AND DRAWINGS</b>					
20	252:515-3-51	<b>General Requirements.</b> Legible, map details, 1"=100' unless otherwise specified.			
21	252:515-3-52	<b>General Location Map.</b> County Highway Map (ODOT) or municipal map.			
22	252:515-3-53	<b>Flood Plain Map.</b> Flood Ins Rate Map (FEMA or Corps of Engrs), USGS, or Corps specific.			
23	252:515-3-54	<b>Quadrangle Topographic Map.</b> U.S. Geological Survey 7.5' series; 15 minute series only if 7.5' series is unavailable.			
24	252:515-3-55	<b>Existing Contour Map.</b> Contour Interval: 2' or less, show surface drainage & boreholes/elev.			

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25	252:515-3-56	Site Map. Facility details.			
26	252:515-3-57	Design Drawings.			
27	252:515-3-72	Groundwater Resource and Usage Map. Scale: 1" = 500'			
28	252:515-3-73	Surface Geologic Map. Scale: 1" = 100'.			
29	252:515-3-74	Highest Groundwater Contour Map. Contour interval: 2'.			
30	252:515-3-75	Potentiometric Surface Map. Contour interval: 2'.			
31	252:515-3-76	Site-Specific Cross Sections.			
32	252:515-3-77	Fill Cross Section Map. Scale: 1" = 50' horiz, 1" = 5' vertical			
33	252:515-3-78	Excavation Contour Map. Contour interval: 2'			
34	252:515-3-79	Top of Liner Contour Map.			
35	252:515-3-80	Completion Map.			
<b>LOCATION RESTRICTIONS</b>		252:515-5			
<b>RESTRICTIONS ON LOCATION OF PERMIT BOUNDARY</b>					
36	252:515-5-31(a)	Scenic Rivers. Statement from Scenic Rivers Commission required.			
37	252:515-5-31(b)	Recreation/Preservation Areas. Statement from appropriate management agency.			
38	252:515-5-31(c)	Endangered or Threatened Species. Statement from ODWC and OBS required.			
39	252:515-5-51(a)	Terrace Deposits. Map of Aquifers and Recharge Areas in Oklahoma.			
40	252:515-5-51(b)	Karst Terrain (new permits only). Demonstration required.			
41	252:515-5-51(c)	Earthquake Epicenter Areas (new permits only). Demonstration required, only if facility accepts NHIW.			
<b>RESTRICTIONS ON LOCATION OF DISPOSAL AREAS</b>					
42	252:515-5-32(a)	100-Year Flood Plain.			
43	252:515-5-32(b)	Public Water Supply.			

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44	252:515-5-32(c)	<b>Wellhead Protection Area.</b>			
45	252:515-5-32(d)	<b>Wetlands.</b> Variance must be approved by Oklahoma Conservation Commission or other appropriate agency.			
46	252:515-5-52(a)	<b>Utility/Transmission Lines.</b>			
47	252:515-5-52(b)	<b>Fault Areas.</b>			
48	252:515-5-52(c)	<b>Seismic Impact Zones.</b>			
49	252:515-5-52(d)	<b>Unstable Areas.</b>			
50	252:515-5-52(e)	<b>Airports.</b> DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
<b>SUBSURFACE INVESTIGATION</b>		252:515-7 – The data from the pre-application subsurface investigation should be included in the application.			
<b>GROUNDWATER MONITORING PLAN</b>		252:515-9			
51	252:515-9-3	<b>General Requirements.</b>			
52	252:515-9-4	<b>General Location Considerations.</b> The highest GW contour map shall be used to select well placement.			
53	252:515-9-5	<b>Monitor Well Number and Location.</b>			
54	252:515-9-6	<b>Monitor Well Construction and Plugging.</b>			
55	252:515-9-31	<b>Background Water Quality.</b>			
56	252:515-9-52	<b>Statistical Analysis Plan.</b>			
57	252:515-9-53	<b>Statistical Method Performance Standards.</b>			
58	252:515-9-54	<b>Approved Statistical Methods.</b>			
59	252:515-9-71	<b>Detection Monitoring Required.</b>			
60	252:515-9-72	<b>Revisions to Monitoring Constituents.</b> DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
61	252:515-9-73	<b>Monitoring Frequency.</b>			
62	252:515-9-74	<b>Statistical Analysis.</b>			

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<b>EXPLOSIVE GAS CONTROL PLAN</b>		252:515-15			
63	252:515-15-2	<b>Explosive Gas Control.</b>			
64	252:515-15-3	<b>Explosive Gas Monitoring and Analysis.</b>			
65	252:515-15-4	<b>Installation of Gas Monitoring Probes.</b>			
66	252:515-15-5	<b>Levels Exceeding Limits Detected.</b>			
<b>STORMWATER MANAGEMENT PLAN</b>		252:515-17			
67	252:515-17-2	<b>Run-On/Run-Off Control Systems.</b>			
68	252:515-17-3	<b>Discharges.</b> OPDES Permit, SWPPP, and Sector L General Permit required. DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
<b>LINER DESIGN – GENERAL</b>		252:515-11			
69	252:515-11-2(b)	<b>Liner Design.</b> Composite Liner required-reconstructed clay overlain with FML.			
70	252:515-11-3	<b>Separation from Groundwater.</b> Maintain a minimum of five-foot vertical separation between lowest elevation of leachate sump and highest groundwater elevation.			
71	252:515-11-4  EPA/600/R-93/182	QA/QC Plan required – QA to be “independent third party” and present during each phase of liner construction.  EPA reference is to Sept 1993 document: “Quality Assurance and Quality Control for Waste Containment Facilities” by Daniel & Koerner.			
72	252:515-11-5	<b>Notification Prior to Construction.</b> Pre-Construction meeting required.			
73	252:515-11-6	<b>Liner Installation and Testing (LIT) Report.</b> Submitted to DEQ upon completion of construction. Must be approved by DEQ prior to waste disposal.			
74	252:515-11-7	<b>DEQ Authorization Required.</b> Waste shall not be placed on a new liner system until DEQ provides written authorization to commence disposal.			
<b>LINER DESIGN - CLAY</b>					
75	252:515-11-31(a)	<b>Liner Construction Standards.</b> 2’ thick, hydraulic conductivity equal to or less than $1 \times 10^{-7}$ cm/sec.			
76	252:515-11-32	<b>Preconstruction Tests.</b>			

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77	252:515-11-33	<b>Liner Soil Standards.</b>			
78	252:515-11-34	<b>Subgrade Preparation.</b> Minimum standard proctor density of 90%.			
79	252:515-11-35	<b>Construction.</b>			
80	252:515-11-36	<b>Construction Tests.</b> Results to be included in LIT report.			
81	252:515-11-37	<b>Verification Tests.</b> Results to be included in LIT report.			
82	252:515-11-38	<b>Repair and/or Replacement.</b> All repairs to be certified by QA officer and documented in LIT Report.			
83	252:515-11-39(a) & (b)	<b>Liner Protection.</b>			
<b>LINER DESIGN – FLEXIBLE MEMBRANE LINER</b>					
84	252:515-11-51	<b>FML Materials.</b>			
85	252:515-11-52	<b>QA/QC Plan.</b>			
86	252:515-11-53	<b>FML Care.</b>			
87	252:515-11-54	<b>Anchor Trench Construction.</b> Construction details required.			
88	252:515-11-55	<b>Top of Reconstructed Clay Liner.</b> Uniform grade (no ruts) & meet OAC 252:515-11-35(c)(4) & meet moisture requirements of OAC 252:515-11-33(6).			
89	252:515-11-56	<b>Notification of Installation.</b> QA certification and DEQ notification required.			
90	252:515-11-57	<b>FML Installation.</b>			
91	252:515-11-58	<b>Field Seam Tests.</b> Document in LIT Report.			
92	252:515-11-59	<b>Protection of FML.</b>			
93	252:515-11-60	<b>Quality Assurance.</b>			
<b>LEACHATE COLLECTION SYSTEM (LCS)</b>		252:515-13 – Design Plan required.			
94	252:515-13-31 EPA/600/R-94/168b (HELP Model)	<b>Leachate Collection System Design.</b> HELP Model to be used and data/printout included in application. LCS shall be designed to maintain one foot or less of head above the top of the liner and drain leachate toward the perimeter of the disposal area.			
95	252:515-13-32	<b>Piping Network.</b> Designed to withstand maximum overburden-design data required.			

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96	252:515-13-33	<b>Drainage Layer and Protective Cover.</b> The drainage and protective layer shall consist of a minimum of 24 inches of material that will maintain a liquid head of less than or equal to 12 inches above, and protect the underlying FML.			
97	252:515-13-34	<b>LCS Cleanout and Maintenance.</b> After protective layer, first lift of waste, and annually.			
98	252:515-13-35	<b>Construction Report.</b> Shall be approved by DEQ prior to the placement of waste.			
<b>LEACHATE MANAGEMENT</b>					
99	252:515-13-52	<b>Storage.</b> Above ground tanks, below ground tanks, or surface impoundments.			
100	252:515-13-53	<b>Recirculation.</b> DEQ Guidance document available (optional). Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
101	252:515-13-54	<b>Irrigation.</b> DEQ Guidance document available (optional). Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
102	252:515-13-55	<b>Public Owned Treatment Works (POTW).</b> Written approval of POTW required.			
103	252:515-13-56	<b>Oklahoma Pollutant Discharge Elimination System.</b> OPDES Permit required.			
<b>OPERATIONAL PLAN</b>		252:515-19, 29, & 31			
104	252:515-19-32	<b>Public Access Control.</b>			
105	252:515-19-33	<b>Measuring Waste.</b>			
106	252:515-19-34	<b>Limitations on Waste Received.</b> Out-of-State waste > 200 tons/day: Disposal Plan required. DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
107	252:515-19-35	<b>Litter Control.</b>			
108	252:515-19-36	<b>Air Criteria.</b>			
109	252:515-19-37	<b>Disease Vector Control.</b>			
110	252:515-19-38	<b>Placement of Waste.</b> Buffer Zone = 100'.			
111	252:515-19-39	<b>Salvage and Recycling.</b> Plan required. DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			



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112	252:515-19-40	<b>Recordkeeping and Reporting.</b> DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms">http://www.deq.state.ok.us/LPDnew/forms/indexswforms</a>			
113	252:515-19-71	<b>Bulk Liquids.</b>			
114	252:515-19-72	<b>Containers.</b>			
115	252:515-19-73	<b>Municipal Sewage.</b>			
116	252:515-19-74	<b>Bulking Plan.</b> Bulking Plan required. DEQ Guidance document available.			
117	252:515-19-75, 252:100-47 40 CFR Part 60, Subpart WWW	<b>Control of Emissions.</b>			
118	252:515-19-31	<b>Prohibited Wastes.</b>			
<b>EXCLUSION OF PROHIBITED WASTES</b>					
119	252:515-29-2	<b>General Provisions.</b> Waste Exclusion Plan (WEP) required.			
120	252:515-29-3	<b>Waste Exclusion Plan (WEP) Requirements.</b>			
121	252:515-29-4	<b>Maintain Records.</b>			
<b>NHIW MANAGEMENT</b>					
122	252:515-31-2	<b>Identification of NHIW and Exclusion.</b>			
123	252:515-31-4	<b>Disposal Facility Requirements.</b>			
<b>COVER AND SOIL BORROW REQUIREMENTS</b>					
124	252:515-19-51	<b>Protective Cover.</b>			
125	252:515-19-52	<b>Intermediate Cover.</b>			
126	252:515-19-53	<b>Final Cover.</b>			
127	252:515-19-54	<b>Vegetative Covers.</b> Plan required if > 200 tons/day & 50' high. DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
128	252:515-19-55	<b>Soil Borrow Areas.</b>			

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<b>CLOSURE AND POST-CLOSURE CARE</b>		252:515-25			
129	252:515-25-2	<b>Plans Required.</b> Closure & Post-Closure plans required.			
130	252:515-25-3	<b>Records Retention.</b>			
131	252:515-25-4	<b>Corrective Action.</b>			
<b>CLOSURE</b>					
132	252:515-25-31	<b>Performance Standard.</b>			
133	252:515-25-32	<b>Contents of Closure Plan.</b>			
134	252:515-25-33	<b>Timelines.</b>			
135	252:515-25-34	<b>Certification of Final Closure.</b>			
136	252:515-25-35	<b>Final Closure.</b>			
137	252:515-25-36	<b>County Land Records Notice.</b>			
<b>POST-CLOSURE</b>					
138	252:515-25-51(b)	<b>Post-Closure Period.</b> 30-year minimum.			
139	252:515-25-52	<b>Extension of Post-Closure Period.</b>			
140	252:515-25-53	<b>Contents of Post-Closure Plan.</b>			
141	252:515-25-54	<b>Post-Closure Operational Requirements.</b>			
142	252:515-25-55	<b>Post-Closure Use of Property.</b>			
143	252:515-25-56	<b>Certification of Post-Closure Performance.</b>			
144	252:515-25-57	<b>Land Use Restrictions.</b>			
<b>COST ESTIMATES AND FINANCIAL ASSURANCE</b>		252:515-27 – DEQ Guidance document available. Webpage link: <a href="http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html">http://www.deq.state.ok.us/LPDnew/forms/indexswforms.html</a>			
145	252:515-27-2	<b>Effective Date.</b>			
146	252:515-27-3	<b>Duty to Maintain Financial Assurance.</b>			
147	252:515-27-4	<b>Updating Unit Costs.</b>			
148	252:515-27-5	<b>Permit Transfers.</b>			

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149	252:515-27-6	Effect of Non-Renewal, Failure to Maintain or Provide.			
150	252:515-27-7	Substitute Financial Assurance.			
151	252:515-27-8	Economic Life of Disposal Facility.			
152	252:515-27-31	Cost Estimates for Closure.			
153	252:515-27-32	Cost Estimates for Post-Closure Care.			
154	252:515-27-34	Annual Adjustments to Cost Estimates.			
155	252:515-27-51	Determination of Cost Estimates. Complete worksheets in Appendix H & I.			
<b>FINANCIAL ASSURANCE MECHANISMS</b>					
156	252:515-27-71	General Requirements.			
157	252:515-27-72	Use of Multiple Mechanisms.			
158	252:515-27-73	Allowable Financial Assurance Mechanisms.			
159	252:515-27-74	Cash.			
160	252:515-27-75	Certificate of Deposit.			
161	252:515-27-76	Trust Fund.			
162	252:515-27-77	Escrow Account			
163	252:515-27-78	Surety Bond.			
164	252:515-27-79	Letter of Credit.			
165	252:515-27-80	Insurance.			
166	252:515-27-81	Corporate Financial Test.			
167	252:515-27-82	Local Government Financial Test.			
168	252:515-27-83	Corporate Guarantee.			
169	252:515-27-84	Local Government Guarantee.			
170	252:515-27-85	State Approved Mechanism.			