

APPLICATION REVIEW TRANSFER STATION & PROCESSING FACILITIES CHECKLIST LAND PROTECTION DIVISION SOLID WASTE PROGRAM OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY	Facility Name: _____ County: _____ Date: _____	OAS 252:515 PROCESSING FACILITIES
	Administrative Reviewer: _____ Start Date: _____ Completion Date: _____ Technical Reviewer: _____ Start Date: _____ Completion Date: _____	DEQ Form Number 515-101
	Issuance Deadline: _____	Shaded areas for DEQ use only

ITEM #	STATE REGULATIONS OAC 252:515 OR GUIDELINES	GENERAL DESCRIPTION	INFO LOCATION	TECHNICALLY COMPLETE	REMARKS
				Yes/No/NA	
FILING OF APPLICATION					
PUBLIC PARTICIPATION AND NOTICE					
Information regarding the pending application shall be made available to the public as required in O.S. 27A Sec. 2-14-301, et. Seq., OAC 252:4-7-13. This notice is to allow concerned individuals an opportunity to voice opposition or support.					
1	27A O.S. 2-14-301,302,303 & 252:4-7-13(d)	Public Notice: Shall be made with proof submitted to the Department within twenty (20) days of publication, consisting of a copy of the publication in one (1) newspaper, local to the facility site, in addition to an affidavit from the publishers showing the date of publication.			
CERTIFICATION					
2	252:515-3-33 & 252:4-7-13(b)	Oath Required: Applicant shall sign the permit application under oath on forms provided by the DEQ.			
3	252:515-3-34(a),(b),(c)	<p>Legal Right to Property:</p> <p>(a) Right of Access: The permit application for a new solid waste disposal facility, or expansion of the permit boundaries of an existing solid waste facility, must contain:</p> <p>(1) A true and correct copy of a legal document filed in the county in which the facility is located, possessing a legal right to access and use the property including any on- or off-site soil borrow areas, throughout the life of the site and the required post-closure monitoring period; and</p> <p>(2) A certification, by affidavit, that the applicant owns the real property, has current lease, or easement to accomplish the permitted purpose, or has provided legal notice to the landowner.</p> <p>(b) Option for Use: If an option for right of access is predicated upon the issuance of a permit prior to the exercise of that option, then the applicant must submit a copy of the option with the permit application. Once the permit has been issued, the applicant must comply with (A) of this Section prior to beginning construction.</p> <p>(c) Easement to the DEQ: Unless the property owner is a unit of government, a temporary easement shall be executed allowing the DEQ and/or its contractors the right to access the property to perform closure, post-closure monitoring, or corrective action in the event of default by the owner/operator.</p>			

4	252:515-3-35(a),(b),(c) & 27A O.S. 2-10-301(e)	<p>Engineer of Record:</p> <p>(a) Professional engineer seal required. Maps, drawings, surveys, calculations, information, and data submitted in support of permit applications for new solid waste disposal facilities or modifications of existing permits, must be prepared and stamped or sealed by a professional engineer licensed in the State of Oklahoma if the facility serves a population equivalent of 5,000 persons or more.</p> <p>(b) Seal placement: The engineer's stamp or seal shall be placed on the application page. Each map and drawing included in the application shall be stamped or sealed in accordance with the requirements of the State Board of Registration of Professional Engineers and Land Surveyors.</p> <p>(c) Failure to Seal: Documents that are not stamped or sealed in accordance with this Section will be returned to the applicant.</p>			
GENERAL INFORMATION					
	252:515-3-36(a)	<p>Permit Applications</p> <p>(a) New applications: A permit application for a new solid waste disposal facility shall include all the information required by the Oklahoma Uniform Environmental Permitting Act, including:</p>			
5	252:515-3-36(a)(1)	The owner/operator's name, mailing address and phone number;			
6	252:515-3-36(a)(2)	The name by which the facility will be known, the mailing address of the facility, the street address of the facility (if different from the mailing address), and the facility phone number;			
7	252:515-3-36(a)(3)	A disclosure statement completed in accordance with OAC 252:515-3-31(g);			
8	252:515-3-36(a)(4)	<p>A legal description, by metes and bounds; section, township, and range, or parts thereof; or book and page number of plat records for platted property, of:</p> <p>(A) the proposed permit boundary;</p> <p>(B) the proposed waste processing and/or disposal areas; and</p> <p>(C) both on- and off-site soil borrow areas, if applicable;</p>			
9	252:515-3-36(a)(5)	Latitude and longitude of all corners of the permit boundary and the facility entrance;			
10	252:515-3-36(a)(6)	The location of the site from the nearest town or city;			
11	252:515-3-36(a)(7)	A description of all processing, storage, and disposal operations and units;			
12	252:515-3-36(a)(8)	A description of the anticipated waste streams and amount received per day;			
13	252:515-3-36(a)(9)	The names of the municipalities and/or counties included in the service area;			

14	252:515-3-36(a)(10)	The estimated population served to be determined as follows: (A) the population of each town or city served by the disposal facility, as published in the last decennial census; or (B) the population equivalent served, calculated by dividing the anticipated amount of waste received per day by 4.4 pounds per person per day;			
15	252:515-3-36(a)(11)	The types of road construction and materials to be used to ensure that all access roads within the site are passable during inclement weather by normal vehicular traffic;			
16	252:515-3-36(a)(12)	A list of anticipated heavy equipment to be used in the construction and operation of the site;			
17	252:515-3-36(a)(13)	Maps and drawings as required by parts (5) and/or (7) of 252:515-3-36(a)			
18	252:515-3-36(a)(14)	Data, plans and specifications for the following: (A) a demonstration the proposed facility meets the location restrictions of Subchapter 5 of this Chapter; (B) an operational plan describing how compliance with the operational requirements of Subchapter 19 of this chapter, as applicable to the proposed facility, will be achieved; (C) a plan describing how compliance with the storm water management requirements of Subchapter 17 of this Chapter will be achieved; (D) plans for closure of the facility in accordance with Subchapter 25 of this Chapter; and (E) a plan for achieving compliance with the aesthetic enhancement requirements of OAC 252:515-3-37; and			
19	252:515-3-36(a)(15)	Establishment of financial assurance in accordance with Subchapter 27 of this Chapter.			
20	252:515-3-36(b)	Information not identified: The DEQ may require the applicant to submit additional data, revise design specifications or propose environmental safeguards as necessary to meet DEQ rules for the protection of human health and the environment.			
21	252:5115-3-36(c)	Permit modification applications: An applicant requesting a modification to an existing permit shall submit information identified in this Part relating to the proposed modification.			
22	252:515-3-37	Aesthetic enhancement: Applications for new permits or expansions of an existing permit boundary, shall include plans to enhance the visual harmony of the new disposal facility or the expansion area with the surrounding area, and reduce the transmission of dust and noise from the facility. Such plans may include placement of berms, fences, shrubbery, trees, or other such materials to achieve desired result.			

MAPS & DRAWINGS					
23	252:515-3-51(a)	<p>Applicability: The maps and designs identified in this Part shall be submitted with the permit applications for:</p> <ol style="list-style-type: none"> (1) all new solid waste disposal facilities; (2) expansions of permit boundaries of existing solid waste disposal facilities; (3) expansions of waste handling or disposal boundaries of existing solid waste disposal facilities; and (4) any other modification to an existing permit where the data originally submitted would be made ambiguous, inaccurate, or out of data by the proposed modification. 			
24	252:515-3-51(c)	<p>Illegible: the permit application will be considered administratively incomplete if any maps or drawings submitted are not legible.</p>			
25	252:515-3-51(d)	<p>Map sequence: All maps and designs shall be submitted in the permit application in the sequence identified.</p>			
26	252:515-3-51(e)	<p>Map scale: Unless otherwise identified, all maps submitted as part of a permit application shall be prepared at a scale of one inch equals one hundred feet (1" = 100'). An alternative scale may be used with approval of the DEQ.</p>			
27	252:515-3-51(f)	<p>Map details:</p> <ol style="list-style-type: none"> (1) All maps shall show as a minimum, legend, title, north arrow, permit boundary, buffer zone, and boundaries of waste disposal or processing areas. (2) If applicable, the locations of groundwater monitoring wells, and gas monitoring probes shall be identified. 			
28	252:515-3-52	<p>General location map: The permit application shall include a county highway map published by the Oklahoma Department of Transportation showing the facility location and any airports within six miles of the facility. If the facility is located within a municipality and a municipal map with better information is available, then it may be used.</p>			
29	252:515-3-53	<p>Flood plain map: The permit application shall include a flood plain map from one of the following sources depicting the limits and elevations of any 100-year flood plain on or within one mile of the permit boundary of the proposed facility or expansion area:</p> <ol style="list-style-type: none"> (1) Flood Insurance Rate maps published by the Federal Emergency Management Agency, or maps prepared by the U.S. Army Corps of Engineers, Flood Plain Management services; (2) Maps of Flood Prone Areas published by the U.S. Geological Survey; or (3) site specific determinations by the U.S. Army Corps of Engineers at the request of the applicant. 			

30	252:515-3-54(a) & (b)	<p>Quadrangle topographic map:</p> <p>(a) Required map: The permit application shall include an original U.S. Geological Survey 7.5 minute series topographic quadrangle map.</p> <p>(1) If 7.5 minute series maps have not been printed, then 15 minute series may be used.</p> <p>(2) If the disposal facility is located on the edge of a quadrangle, then adjoining maps shall be provided.</p> <p>(b) Required details: The quadrangle topographic map shall clearly depict:</p> <p>(1) the location of the facility permit boundaries;</p> <p>(2) access routes within one mile of the facility;</p> <p>(3) homes and buildings within one mile of the facility;</p> <p>(4) public water and wastewater collection, treatment, and distribution facilities within one mile of the facility;</p> <p>(5) receiving waters and surface variations within one mile of the facility; and</p> <p>(6) water wells, including private and municipal, potable and irrigation water within one mile of the facility.</p>			
31	252:515-3-55(a), (b) & (c)	<p>Existing contour map:</p> <p>(a) Required map: The permit application shall include a constructed map showing the topographic contours prior to any operations at the facility.</p> <p>(b) Contour intervals: The contour interval on the map shall not be greater than two feet.</p> <p>(c) Required details: The existing contour map shall show the location and quantities of surface drainage entering and exiting the facility, and the locations of all boreholes with their surface elevations.</p>			
32	252:515-3-56(a) & (b)	<p>Site map:</p> <p>(a) Required map: The permit application shall include a site map, which may be the existing contour map.</p> <p>(b) Required details: The site map shall show the following, as applicable to the facility:</p> <p>(1) the dimensions of the permit boundary as indicated by the legal description;</p> <p>(2) the receiving processing, storage or disposal areas;</p> <p>(3) buffer zones;</p> <p>(4) the locations and surface elevations of each borehole, monitor well, test well, monitoring site, test pit, sampling site and permanent benchmarks;</p> <p>(5) the surface and top casing elevations for each monitoring well or gas probe;</p> <p>(6) the surface drainage, including location of diversion ditches, dikes, dams, pits, ponds, lagoons, berms, terraces, and other relevant information;</p> <p>(7) the location of fencing and gates, utility lines, pipelines, and easements;</p> <p>(8) the access roads into and on the site;</p> <p>(9) employee and equipment shelters; and</p> <p>(10) on- and off-site soil borrow areas.</p>			

33	252:515-3-57	Design drawings: The permit application shall include, as necessary, design drawings and specifications for: (1) receiving, processing, storage or disposal areas; (2) liner construction; (3) Leachate collection systems; (4) typical well installation; (5) dike sections; (6) drainage channels; (7) groundwater monitoring wells, gas monitoring probes, and piezometers; (8) retention structures or other groundwater and surface water protection measures; and (9) any other design drawings or specifications necessary to describe the proposed activities for the facility.			
LOCATION RESTRICTIONS					
34	252:515-5-31 (a)	Scenic Rivers: Not to be located within the drainage basin of any river designated under Oklahoma Scenic Rivers Commission (OSRC) Act unless statement is obtained from OSRC or Oklahoma Tourism & Recreation Department.			
35	252:515-5-31 (b)	Recreation/Preservation Areas: Not to be located within one-half (1/2) mile of area dedicated & managed for public recreation or natural preservation by any governmental agency. Exceptions granted if application includes statement from appropriate agency that proposed site not expected to adversely affect recreation or natural area.			
36	252:515-5-31 (c)	Endangered & Threatened Species: Statement required from Oklahoma Department of Wildlife Conservation (ODWC) and Oklahoma Biological Survey (OBS) concerning endangered or threatened wildlife or plant species within one (1) mile of proposed site. If exist, impact statement required.			
37	252:515-5-32(a)	100-year flood: Solid waste disposal facility should not be located in the 100-year flood plain. Variance available for transfer station with requirement that no waste retained during non-operating hours.			
38	252:515-5-32(b)	Public water supply:			
39	252:515-5-32(c)	Wellhead protection area			
40	252:515-5-32(d)	Wetlands: Not to be located in wetlands. Letter required from Oklahoma Conservation Commission (OCC) stating proposed site not located in wetlands.			

WASTE MANAGEMENT					
41	252:515-13-51	Leachate Management			
42	252:515-17-3	Discharges			
43	252:515-5-52(a)	Utility Separation: A minimum horizontal separation of twenty-five (25) feet shall be maintained between a landfill disposal site and any above-ground or underground pipeline; or transmission line.			
44	252:515-19-31(a), (b), (c), & (d)	<p>Prohibited Wastes:</p> <p>(a) Hazardous, radioactive, regulated PCB waste. The disposal of any quantity of hazardous, radioactive, or regulated polychlorinated biphenyl (PCB) waste at a solid waste disposal facility is prohibited.</p> <p>(b) Regulated medical waste. The disposal of regulated medical waste at a solid waste disposal facility is prohibited, unless the facility is a permitted regulated medical waste processing facility.</p> <p>(c) Asbestos. The disposal of friable asbestos waste at a solid waste disposal facility is prohibited unless the facility is a MSWLF or NHIW landfill specifically authorized by the permit to accept such waste.</p> <p>(d) NHIW. The disposal of NHIW at a solid waste disposal facility is prohibited, unless specifically authorized by the permit.</p>			
45	252:515-19-32	Public Access Control: Control public access and prevent unauthorized traffic and uncontrolled dumping by using artificial and/or natural barriers.			
46	252:515-19-33(c)	Measuring Waste Procedure: All waste to be measured by either weight or volume (cubic yards).			
47	252:515-19-35(a) & (b)	Litter: Blowing litter to be controlled so as not to leave the site. All facility users shall adequately cover loads to prevent blowing litter. Entire site to be policed daily.			
48	252:515-19-36(a), (b) & (c)	Air Quality: (a) All disposal facilities shall be operated in compliance with the Oklahoma Clean Air Act, rules of the Air Quality Division of the DEQ, and any other requirements of an approved State Implementation Plan. (b) Open burning of solid waste is prohibited. (c) Dust control: All disposal facilities shall be operated to prevent the discharge of any visible fugitive dust emissions beyond the property boundaries so as to damage or interfere with the use of adjacent properties, or to cause air quality standards to be exceeded, or interfere with the maintenance of air quality standards.			

49	252:515-19-37(b)	Disease Vector Control: On-site populations of disease vectors shall be controlled using techniques appropriate for the protection of human health and the environment.			
50	252:515-19-38(b) & (c)	(b) Buffer Zones: Unless otherwise specified in this Subsection, all disposal facilities shall be designed and maintained with a waste-free buffer zone at least 50 feet in width between all waste disposal an/or handling areas and adjacent property. The buffer zone shall be contained within the permit boundary described in the permit application. (c) Use of buffer zone. Buffer zones and9 other restricted areas may be used for the temporary collection and storage of source separated recyclable materials, if such use is described in an approved recycling plan.			
51	252:515-19-39(a)	Salvage and recycling: Salvage/recycling operations shall be conducted in accordance with a written plan approved by the DEQ.			
52	252:515-19-40(a)	Recordkeeping and reporting: An operating record shall be maintained near each solid waste disposal facility, containing all records concerning the planning, construction, operation, closing, and post-closure monitoring of the facility. Such records shall be maintained until the post-closure monitoring period is terminated and shall include, but are not necessarily limited to, those records required to be maintained and/or submitted to the DEQ by Subchapters 7, 9, 11, 13, 15, 29, and 31 of this Chapter.			
53	252:515-19-91(a)	Processing: All putrescible waste delivered to a processing facility shall be processed within 24 hours.			
54	252:515-19-92	Large or Bulky Items: Provisions to be made for large or bulky items not suitable for facility operations. Narrative of handling procedure shall be included.			
55	252:515-19-93	All processed waste and residues produced by the facility shall be appropriately characterized as hazardous or non-hazardous and disposed in a properly permitted disposal facility.			
CLOSURE AND POST CLOSURE CARE					
56	252L515-25-2(a)	Closure plan required: A closure plan shall be submitted to the DEQ for approval describing how compliance with the requirements of Part 3 of this Subchapter will be achieved.			
57	252:515-25-2(b)	Post-closure plan: if required shall be submitted with the operational plan.			
58	252:515-25-2(c)	Plan amendments: An amended closure or post-closure plan shall be submitted to the DEQ for approval: (1) when a cost estimate adjustment is required; or (2) with each application for a modification of the permit when such modification will affect closure or post-closure duties or requirements.			

59	252:515-25-3(a) & (b)	Records retention: (a) Final closure: Copies of all closure documentation shall be maintained on fill at the site or at the owner/operator's place of business until the DEQ approves the completion of final closure. (b) Post-closure: If post-closure monitoring is required, final closure documentation shall be maintained through the post-closure monitoring period.			
60	252:515-25-4	Corrective Action: If at any time during closure activities or post-closure monitoring, inspection of the facility and/or review of monitoring data indicates an actual release of contaminants into the environment, the DEQ may require corrective action to eliminate or mitigate such a release.			
61	252:515-25-31	Performance standard: The facility shall be closed in accordance with the approved closure plan and in a manner that minimizes the need for further maintenance and controls and minimizes post-closure escape of waste and waste constituents into the environment.			
62	252:515-25-32(a)	<p>Contents of closure plan:</p> <p>(a) The closure plan for all disposal facilities shall include the following as a minimum:</p> <p>(1) identification of site-specific closure activities, a description of how each is expected to be performed, and a schedule for completing all activities;</p> <p>(2) calculation of closure cost estimates in accordance with Subchapter 27 of this Chapter, unless the facility is a transfer station, processing facility or composting facility that principally manages municipal solid waste, or is a yard waste composting facility;</p> <p>(3) an estimate of the maximum inventory of waste ever on-site over the active life of the facility;</p> <p>(4) detailed plans for</p> <p>(A) identifying and removing from the site, all equipment, temporary buildings and other improvements not designated as permanent in the permit application;</p> <p>(B) reworking or replacing defective groundwater monitor wells, gas wells, and other defective monitoring equipment, if any;</p> <p>(C) monitoring ground and surface water, if required;</p> <p>(D) collecting and analyzing soil and water samples;</p> <p>(E) disposing of final wastes and affected soils;</p> <p>(F) decontamination of facility structures, if necessary;</p> <p>(G) maintaining site security and access control, if post-closure monitoring is required;</p> <p>(H) redesigning final closure in accordance with existing site conditions and applicable rules;</p> <p>(I) preparing final closure certification and other required documents and notices; and</p> <p>(J) performing any other tasks necessary to achieve final closure of the site.</p>			

63	252:515-25-33(a)	DEQ notification: The DEQ shall be notified in writing prior to beginning final closure of the facility.			
64	252:515-25-33(b)	Beginning closure activities: closure activities shall begin no later than 90 days after final receipt of wastes at the facility or final receipt of wastes into a disposal cell, as applicable.			
65	252:515-25-33(c)	Completing closure activities: (1) 180 days: closure activities shall be completed according to the approved closure plan within 180 days after closure activities are initiated. (2) Extensions allowed: extensions of the closure period may be granted by the DEQ if the owner/operator demonstrates that closure will, of necessity, take longer than 180 days and that all steps have been taken, and will continue to be taken, to prevent threats to human health or the environment from the unclosed cell or facility.			
66	252:515-25-34(a) & (c)	Certification of final closure			
67	252:515-25-35(a)&(b)	Final closure approval and extension periods			
69	252:515-25-52(a) &(b)	Extension of Post closure period			
70	252:515-25-53	Contents of post-closure plan, if applicable.			
71	252:515-25-54	Post-closure operational requirements, if applicable.			
72	252:515-25-55	Post-closure use of the property: (a) Maintain integrity (b) DEQ approval			
73	252:515-25-56	Certification of post-closure performance			
FINANCIAL ASSURANCE					
74	252:515-27-2	Effective date of Financial assurance: (a) Closure and post-closure care: DEQ approved financial assurance for closure and post-closure care must be established prior to the initial receipt of waste or April 9, 1997, whichever is later. (b) Corrective action: DEQ approved financial assurance for corrective action must be established no later than 120 days after the corrective action remedy has been selected in accordance with Part 13 of OAC 252:515-9, or an alternative corrective action plan has been approved.			
75	252:515-27-3	Duty to maintain financial assurance			
76	252:515-27-5	Permit transfer with change of owner or operator			
77	252:515-27-6	Effect of non-renewal of, or failure to maintain or provide, financial assurance			
78	252:515-27-7	Substitute financial assurance s			
79	252:515-27-31 thru 33	Cost estimates, detailed, for Closure and post-closure			

80	252:515-27-71 & 252:515-27-72	Financial assurance mechanisms requirements and multiple mechanism allowed			
81	252:515-27-73 thru 252:515-27-85	Allowable types of financial assurance: cash, certificate of deposit, trust fund, escrow account, surety bond, letter of credit, insurance, corporate financial test, local government financial test, corporate guarantee, local government guarantee, state approved mechanism			
WASTE EXCLUSION PLAN					
82	252:515-29-2	Waste exclusion plan required			
83	252:515-29-3(a)	Random inspections			
84	252:515-29-3(b)	Inspection records			
85	252:515-29-3(c)	Personnel training			
86	252:515-29-3(d)	Trained personnel on-site			
87	252:515-29-3(e)	Notification of rejected waste			
88	252:515-29-3(f)	Safe storage of prohibited wastes			
89	252:515-29-3(g)	Proper disposal of prohibited wastes			
90	252:515-29-3(h)	Verification of disposal of prohibited wastes			
91	252:515-29-4	Maintain records			