

**SOLID WASTE FACILITY
COMPOSTING NOTIFICATION
CHECKLIST**

SUBMITTAL OF COMPOSTING NOTIFICATION

This checklist constitutes the outline for the solid waste facility composting notification that is required in accordance with A.R.S. §49-762. This checklist is provided as guidance for creating your notification. It is not required that you complete and submit this form with your notification, however by doing so you will be assisting ADEQ in facilitating its review.

Please note the following:

- For calculations, state any assumptions made and provide references for values and information used.
- The completeness, organization, and clarity of your submittal will assist ADEQ in facilitating its review. Please number pages, and use good editorial practices such as section headers, and a Table of Contents. Provide technical references as needed.

Use this checklist to ensure that you do not forget to include a notification component. The checklist also includes a cross-reference column in which you may note the location of the requested information in the notification submittal. This will aid ADEQ in facilitating its review, but it is not required.

The notification must receive approval from the Department, as prescribed in A.R.S. §49-762.07, 30 days prior to beginning operation of the facility. Should you have any questions regarding this process, please contact the Solid Waste Unit (SWU) at (602) 771-4136.

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license Notification.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

**SOLID WASTE FACILITY
COMPOSTING NOTIFICATION
CHECKLIST**

Solid Waste Facility Composting Notification Checklist

I.	LETTER OF TRANSMITTAL	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
<input type="checkbox"/>	A letter of transmittal to the Department	NA	
II.	TABLE OF CONTENTS <i>Instructions: Please provide a detailed Table of Contents that follows the general outline of this Notification checklist.</i>	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
<input type="checkbox"/>	A table of contents listing the main sections of the notification.	NA	
III.	GENERAL INFORMATION	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
<input type="checkbox"/>	Name of the facility	A.R.S. §49-762.07(A)(1)	
<input type="checkbox"/>	General Description of the Facility Operation – The type and a general description of the composting facility operation	A.R.S. §49-762.07(A)(3)	
<input type="checkbox"/>	Owner Information – All owners’ names, addresses, and telephone numbers		
<input type="checkbox"/>	Operator Information – All operators’ names, addresses, and telephone numbers		
<input type="checkbox"/>	Facility Information	A.R.S. §49-762.07(A)(3)	
<input type="checkbox"/>	The physical location of the facility	A.R.S. §49-762.07(A)(1)	
<input type="checkbox"/>	The mailing address of the facility	A.R.S. §49-762.07(A)(1)	
<input type="checkbox"/>	The legal description of the facility by township, range, and section	A.R.S. §49-762.07(A)(2)	
<input type="checkbox"/>	The county assessor’s book, map, and parcel number for the land on which the facility is located	A.R.S. §49-762.07(A)(2)	
<input type="checkbox"/>	The approximate size of the facility (in acres)	A.R.S. §49-762.07(A)(5)	
IV.	ADMINISTRATIVE DETERMINATIONS	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
<input type="checkbox"/>	<i>Land Lease Agreements – For operators submitting a notification for land-owned by another entity, provide a copy of all land lease agreements for the area on which the composting facility will be located.</i>		

SOLID WASTE FACILITY COMPOSTING NOTIFICATION
CHECKLIST

V.	OTHER APPROVALS/DEMONSTRATIONS <i>Photocopies of other environmental approvals or permits which are required for the facility must be included in the notification. Notification approval will not be completed until all other approvals have been obtained. Examples are listed below:</i>	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
<input type="checkbox"/>	Determination of Applicability (DOA) – If a determination of applicability request is made for the facility pursuant to A.A.C. R18-9-106, the applicant shall include the results of the request, or evidence of such a request having been made, with the submittal for notification approval.	A.R.S. § 49-241 A.A.C. § R18-9-106	
<input type="checkbox"/>	Aquifer Protection Permit (APP) – If an aquifer protection permit is required for the facility under A.R.S. Title 49, Chapter 2, Article 3, the applicant shall include evidence of that APP, or evidence of an APP application, with the submittal for notification approval.	A.R.S. § 49-241	
<input type="checkbox"/>	Arizona Pollutant Discharge Elimination System (AZPDES) – If an individual or general AZPDES permit is required for the facility under A.A.C. Title 18, Chapter 9, Article 9, the applicant shall include evidence of that AZPDES permit, or evidence of an AZPDES application, with the submittal for notification approval.	A.A.C. § R18-9-A901	

VI.	DESCRIPTION OF FACILITY AND OPERATIONS	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION
	FACILITY DESCRIPTION		
<input type="checkbox"/>	Submit a diagram (or diagrams) of the facility site which clearly shows the following information:	A.R.S. §49-762.07(A)(5)	
<input type="checkbox"/>	The planned location of the facility or facilities.	A.R.S. §49-762.07(A)(4)	
<input type="checkbox"/>	Location of compostable material stockpile areas, clearly depicting row widths.	A.R.S. §49-762.07(A)(5) A.R.S. §49-762.07(F)(3)	
<input type="checkbox"/>	Permanent fences, gates, and litter control structures.		
<input type="checkbox"/>	Below is a list of emergency equipment potentially maintained on-site. <ul style="list-style-type: none"> • Fire extinguishers • Front-end loader(s) • Water Trucks • First Aid Kits <ol style="list-style-type: none"> 1. Specify which of these items are maintained at the facility and the physical location of emergency equipment. 2. Add any additional equipment to the notification not listed here. 	A.R.S. §49-762.07(A)(4) A.R.S. §49-762.07(F)(3)	
	COMPOSTING OPERATIONS		
<input type="checkbox"/>	Specify skilled personnel that will be provided to assure the proper operation and maintenance of the facilities in a nuisance-free manner. <i>For example: Personnel name(s) and training records, certification(s), or resume(s) highlighting relevant experience.</i>	A.A.C. § R18-13-312 (3)(c)	
<input type="checkbox"/>	Describe provisions made for the proper disposal of all refuse not considered suitable for composting.	A.A.C. § R18-13-312 (3)(b)	
<input type="checkbox"/>	Describe controls for wind dispersion and other surface dispersion of solid waste from the facility.	A.R.S. §49-762.07(F)(1)	

SOLID WASTE FACILITY COMPOSTING NOTIFICATION
CHECKLIST

VI.	DESCRIPTION OF FACILITY AND OPERATIONS	CITATION(S)	LOCATION OF MATERIAL IN NOTIFICATION				
COMPOSTING OPERATIONS							
<input type="checkbox"/>	Include provisions to control surface run-on and run-off in manner that controls surface dispersion of solid waste from the facility so that solid waste does not create a public nuisance or pose an imminent and substantial endangerment to public health or the environment.	A.R.S. §49-762.07(F)(1)					
<input type="checkbox"/>	State that visible solid waste that is dispersed beyond the boundaries of the solid waste facility shall be collected on a regular basis by the operator of the solid waste facility.	A.R.S. §49-762.07(F)(1)					
<input type="checkbox"/>	State that the facility owner(s) and operator(s) shall operate the facility in a manner that does not discharge hazardous substances as defined in section A.R.S. § 49-281 to surface water, ground water, or subsurface soil in a manner that creates a public nuisance or poses an imminent and substantial endangerment to public health or the environment.	A.R.S. §49-762.07(F)(2)					
<input type="checkbox"/>	<p>Describe the manner in which composting operations are conducted in order to:</p> <table border="1" data-bbox="185 856 1040 1514"> <tr> <td data-bbox="185 856 245 1167"><input type="checkbox"/></td> <td data-bbox="245 856 1040 1167"> <p>Control Vector Breeding</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Prompt processing of food waste into windrows.</i> • <i>Ensuring appropriate feedstock management which includes frequent turning and mixing.</i> • <i>Minimizing feedstock storage times.</i> • <i>Use of insect and/or rodent traps.</i> • <i>Elimination of all sources of standing water.</i> • <i>Biological controls of insect larvae.</i> </td> </tr> <tr> <td data-bbox="185 1167 245 1514"><input type="checkbox"/></td> <td data-bbox="245 1167 1040 1514"> <p>Control Fire Hazards</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Monitoring of moisture and temperature conditions.</i> • <i>Consultation with local fire department.</i> • <i>Monitoring for vents.</i> • <i>Maintaining pile depths at certain heights.</i> • <i>Design and maintenance of access roads for emergency responders.</i> • <i>Adequate and strategically placed fire control equipment.</i> • <i>Signage to restrict smoking.</i> </td> </tr> </table>	<input type="checkbox"/>	<p>Control Vector Breeding</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Prompt processing of food waste into windrows.</i> • <i>Ensuring appropriate feedstock management which includes frequent turning and mixing.</i> • <i>Minimizing feedstock storage times.</i> • <i>Use of insect and/or rodent traps.</i> • <i>Elimination of all sources of standing water.</i> • <i>Biological controls of insect larvae.</i> 	<input type="checkbox"/>	<p>Control Fire Hazards</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Monitoring of moisture and temperature conditions.</i> • <i>Consultation with local fire department.</i> • <i>Monitoring for vents.</i> • <i>Maintaining pile depths at certain heights.</i> • <i>Design and maintenance of access roads for emergency responders.</i> • <i>Adequate and strategically placed fire control equipment.</i> • <i>Signage to restrict smoking.</i> 	A.R.S. §49-762.07(F)(3)	
<input type="checkbox"/>	<p>Control Vector Breeding</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Prompt processing of food waste into windrows.</i> • <i>Ensuring appropriate feedstock management which includes frequent turning and mixing.</i> • <i>Minimizing feedstock storage times.</i> • <i>Use of insect and/or rodent traps.</i> • <i>Elimination of all sources of standing water.</i> • <i>Biological controls of insect larvae.</i> 						
<input type="checkbox"/>	<p>Control Fire Hazards</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Monitoring of moisture and temperature conditions.</i> • <i>Consultation with local fire department.</i> • <i>Monitoring for vents.</i> • <i>Maintaining pile depths at certain heights.</i> • <i>Design and maintenance of access roads for emergency responders.</i> • <i>Adequate and strategically placed fire control equipment.</i> • <i>Signage to restrict smoking.</i> 						
<input type="checkbox"/>	Describe the type(s) of compostable materials handled or stored on site	A.R.S. §49-762.07(A)(3)					
<input type="checkbox"/>	Provide material throughput volumes (in cubic yards per month).	A.R.S. §49-762.07(A)(3)					
<input type="checkbox"/>	Provide the total volume of compostable materials handled or stored on site on any given day.	A.R.S. §49-762.07(A)(3)					
<input type="checkbox"/>	Specify the length, width, and height of compostable material stockpiles and/or volume of vessels.	A.R.S. §49-762.07(A)(4)					
<input type="checkbox"/>	Specify the length of time from receipt of compostable materials at the facility to completion of the composting process (i.e. the total timeframe for incoming compostable material to be composted).	A.R.S. §49-762.07(A)(4)					