

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY

SOLID AND HAZARDOUS WASTE DIVISION

SOLID WASTE GUIDELINE #11

PERMIT APPLICATIONS

I. Introduction

Applications for a Wyoming Solid Waste Management permit must provide a significant amount of detailed information on the facility operator, location, regional and local geology, groundwater and surface water, design and construction specifications, operating procedures, environmental monitoring program, closure and post-closure plans, and financial assurance. Compiling this information into a single document which demonstrates regulatory compliance and serves as a useful "operating manual" for the solid waste manager is a difficult task.

In an effort to assist applicants, managers and consultants in completing this task, the department has prepared a generic permit application outline. The format presented addresses all of the regulatory requirements for a Chapter 2 sanitary landfill permit renewal application. However, this format can also be used as a guideline in preparing new facility or closure permit applications, or permit applications for industrial, construction/demolition, or transfer/treatment/storage facilities.

II. Table of Contents

All solid waste management permit applications should contain a Table of Contents. A Table of Contents provides a clear outline of the permit organization and a means of quickly locating specific information. The Table of Contents should accurately reflect the appropriate narrative page numbers.

III. List of Figures

Detailed construction plans, drawings and cross sections are necessary in any solid waste management permit application. Incorporating these large and bulky drawings into an operating or closure plan can be difficult and often distracts from the application narrative. It is recommended that the title, description and location of large drawings and cross-sections be discussed in the application narrative, but that these items be either folded and placed in sleeves or pockets at the back of the application or presented in a rolled format. Applicants should contact the SHWD office which is responsible for reviewing their application to determine which of these two formats is preferred.

III. List of Appendices

Solid waste management permit applications typically contain numerous subsurface investigation reports, field and laboratory data and other supportive documentation to describe site conditions or to justify the design of the facility. This information is vital to the application review process but not necessarily applicable to constructing the site, conducting daily operations, performing monitoring or carrying out closure and post-closure activities. The department strongly recommends, therefore, that regional geology reports, surface water hydrology analyses, drilling logs, computer modeling output, ground water data, etc., be attached to the application as appendices. This information should be summarized and referenced in the appropriate portions of the application narrative and referenced by title or location (i.e.

"1982 Subsurface Investigation of the Utopia Landfill" or "Appendix C").

Appendices should be placed at the end of the application document. If this information is quite voluminous, it should be compiled into a second 3-ring binder. The first page of each appendix should be identified with an index tab and an appropriate label.

IV. Application Narrative

The substance of a permit application document is the narrative discussion which describes all aspects of the facility. Information in this narrative must comply with Sections 2(b), (c) and (f) of SWM Chapter 2. The narrative should be a "stand-alone" document which can be used as an "operating manual" for the facility. Drawings, figures, background information and supportive documentation attached as figures or contained in appendices should be appropriately summarized and referenced in the applicable sections of the application narrative.

Each page of the application narrative should identify the name and SHWD file number of the facility, and the date on which it was prepared or revised. In addition, each page of the application narrative should be sequentially numbered. Modifications to the application narrative during the permit application review process will necessitate the need to submit a revised Table of Contents as pages are added or deleted. Major headings within the application narrative (items I through XV in the "Table of Contents") should be identified with an index tab and an appropriate label for easy reference.

Section XI of the sample application format is entitled "Facility Design, Construction and Operation". This section contains all general facility information as well as design and construction information (Section 4 standards) and operation information (Section 5 standards). Consolidation of this information is intended to make it easier for landfill personnel to quickly reference information which is applicable to routine, daily operations. When preparing this section of the application, it is very important to highlight those tasks which must be documented by the facility operator in the operating records.

IV. Operating Records

Proper landfill management is a function of the quality and consistency of routine operations. In order to make sure that all routine operations are completed, the operator needs to know what specific tasks must be completed on a daily, weekly, monthly, quarterly and annual basis. Section XI of the sample application format provides a written description of specific design and construction specifications and operational procedures for the operator to follow. Many of these requirements also have corresponding recordkeeping requirements. These records not only provide a written demonstration of what has been accomplished, but also function as reminder of what tasks must be completed.

Appendix G of the sample application format lists the basic operating records which must be maintained in order to be in compliance with the SWM Chapter 2 rules and regulations. Additional records or forms may be useful to the operator to remind them of other routine activities which they are responsible for. Specific samples of the actual forms which will be used should be included in application appendix. These forms should have ample room for the operator to record all of the necessary information and be easy for them to use. Rather than trying to use one form to record all tasks, it is recommended that one form be prepared for each unique task or similar tasks (i.e. litter collection, trench construction & completion, wastes sold & salvaged, operating problems, waste screening activities, etc.). Blank copies of each of these forms should be organized into a separate 3-ring notebook at the facility for easy access and use by the operator. It may be useful to the operator if these records are grouped together by the frequency at which the tasks occur (i.e. daily, week, monthly or non-routine activities).

Some of these operating records are only required to be maintained for a period of three years. Other operating records and demonstrations must be kept through the active life and to the end of the post-closure period. The appendix which contains the blank operating records should specify the actual physical location at which each one of these records will be kept (i.e temporary records at the facility office, permanent records at the county clerk's office, etc.). Wherever these operating records are filed, they should be kept well-organized and up-to-date.

V. Further Information

Magnetic copies of the enclosures to this guideline are available upon request. Copies can be provided in WordPerfect® format for MS-DOS or Macintosh.

Please be advised that the procedures and guidelines outlined above for permit applications are only recommendations from the department. Other formats may be submitted to the department for consideration and approval. Further information can be obtained from the following Solid and Hazardous Waste Division offices. Comments and suggestions for improvements are always appreciated.

Casper : (307) 473-3450 / Cheyenne : (307) 777-7752 / Lander : (307) 332-6924

Signed

David A. Finley
Administrator
Solid and Hazardous Waste Division

October 30, 1995

Date

Attachments

"TABLE OF CONTENTS"
"LIST OF FIGURES"
"LIST OF APPENDICES"
"SAMPLE APPLICATION NARRATIVE"

