


Introduction to Permit Information

This section is designed to help you keep track of and understand your facility's Solid Waste Facility Permit issued by NHDES under the authority of RSA 149-M (N.H. Solid Waste Management Act) and the N.H. Administrative Rules for Solid Waste Management (now codified as Env-Sw 100 – Env-Sw 2000, and previously codified under the subtitles “Env-Wm” and “He-P”).

To make good use of this manual, you should place a copy of your permit and all approved modifications in this section for reference when needed. Contact NHDES if you do not have a copy of your permit.

Also, place a copy of your facility's Operating Plan and Closure Plan in this section. If you can not find these documents and your permit title does not include the phrase “Permit-by-Notification,” please contact NHDES to obtain copies. In some cases, the Operating and Closure Plans may not exist or may be very outdated, in which case the permittee should prepare new or updated ones. In this section of the manual you will find some tools to help you do this, including:

- Introduction to Operating Plans – basic things you need to know.
- Operating Plan Content Checklist.
- Introduction to Closure Plans – basic things you need to know.
- Closure Plan Content Checklist.


**SOLID WASTE MANAGEMENT FACILITY
STANDARD PERMIT**
Authorized by the NH Department of Environmental Services, Waste Management Division (Department)
pursuant to RSA 149-M and Part Env-Sw 314 of the New Hampshire Solid Waste Rules (Rules)

I. **PERMIT/FACILITY IDENTIFICATION:**
Permit No.: DES-SW-SP-2013-001
Permittee: Town of Anytown, New Hampshire
Facility Name: Anytown, NH Transfer Station
Facility Location: 300 Any Street, Anytown, NH
Facility Type: Collection, Storage and Transfer
Service Type: Limited Public

II. **FILE REFERENCE/RECORD OF APPLICATION:**
Date(s) Received: May 30, 2013
WMD Log #(s): 2013-0100

III. **TERMS AND CONDITIONS:** See attached.

IV. **AUTHORIZATION:** Pursuant to RSA Chapter 149-M and Part 314 of the Rules, this permit is hereby issued to the permittee as identified in Section I above to operate the solid waste management facility identified in Section I above, subject to the terms and conditions in Section III above. This authorization is based on information and representations provided to the Department by the permittee, in documents referenced in Section II above. If the information is false, misleading or incomplete, the permit may be revoked or suspended in accordance with Section Env-Sw 306 of the Rules.

BY EXERCISING ANY RIGHTS UNDER THIS PERMIT, THE PERMITTEE HAS AGREED TO ALL TERMS AND CONDITIONS OF THE PERMIT. Failure to comply with these terms and conditions could result in civil or criminal penalties, suspension or revocation of the permit. No liability is incurred by the State of New Hampshire by reason of any approval of this solid waste facility. Approval by the Department is based on plans and specifications supplied by the permittee. No warranty/guarantee is intended or implied by reason of any advice given by the Department or its staff.

This permit shall not eliminate the permittee's obligation to obtain all requisite federal, state or local permits, licenses or approvals, or to comply with all other applicable federal, state, district and local permits, ordinances, laws, approvals or conditions relating to the facility.

Michael J. Wimsatt
Michael J. Wimsatt, P.G., Director
Waste Management Division

September 30, 2013
Date

Note: If the title of your permit includes the phrase “Permit-by-Notification,” you are not required to submit to NHDES for approval. For all other permitted facilities, you are required to submit both plans for review and approval by the NHDES.

In addition to the above, you may find that certain information in your permit is outdated, including citations to the NHDES Solid Waste Rules, especially if the permit was issued in the 1980's or 1990's. Because Solid Waste Facility Permits typically do not expire, their meaning can become confusing when cited rules have been readopted, amended and recodified since the date the permit was issued. If you find that your permit contains citations to “old” Solid Waste Rules (using the subtitles “Env-Wm” or “He-P”) and you want the permit to be updated to reference the current rules, you can request NHDES to reissue the permit under the provisions of Env-Sw 307.11. Contact the compliance inspector assigned to your facility for more information.

Copies of RSA 149-M and the NHDES Solid Waste Rules are available online through the NHDES website at www.des.nh.gov. If you do not have

internet access, contact the NHDES Public Information and Permitting Unit at (603) 271-8876 to obtain copies.

Introduction to Operating Plans – *basic things you need to know*

Who needs an Operating Plan?

All permitted solid waste facilities in New Hampshire are required to have an up-to-date Operating Plan, describing in plain language how to operate the facility on a day-to-day basis in compliance with the terms and conditions of the permit, the Solid Waste Rules and the Law.

What has to be in an Operating Plan?

Operating Plans must provide enough information and detail to allow trained and certified operators to properly operate the facility without further explanation or guidance. In other words, by reading the plan, a person with general solid waste knowledge should be able to clearly understand how to do his/her job. Operating Plans must be organized according to the eight sections shown below. Each section must contain certain specified information, as shown on the detailed checklist provided.

- Section 1: Facility Identification
- Section 2: Authorized and Prohibited Waste
- Section 3: Routine Operating Plan
- Section 4: Residual Waste Management Plan
- Section 5: Facility Maintenance, Inspection, and Monitoring Plan
- Section 6: Contingency Plan
- Section 7: Employee Training Plan
- Section 8: Recordkeeping and Reporting

When is an Operating Plan required?

Typically, Operating Plans must be prepared when applying for a permit. When facility operations change, the permittee must update the Operating Plan to reflect the change and in some cases obtain NHDES approval in the form of a permit modification.

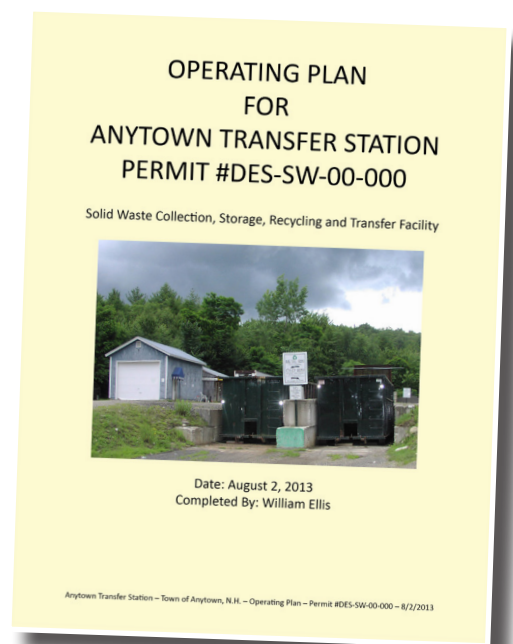
Facilities that do not have an Operating Plan must prepare one. If the permit does not have the phrase “Permit-by-Notification” in its title, the plan must be submitted to NHDES for approval with an application for permit modification.

Where are Operating Plans kept?

A copy of a facility’s approved Operating Plan must be kept at the facility where it can be used by facility operators and shown to NHDES inspectors on request. NHDES also keeps copies of the Operating Plans it has approved, for use in preparing for facility compliance inspections and other purposes. Remember, an approved Operating Plan is part of the permit and is enforceable. Therefore, you should keep it up-to-date.

How do I go about preparing or updating an Operating Plan?

Using the checklist provided, you can write or update your own Operating Plan, or hire a consultant to do it for you. Compile the Operating Plan in a loose leaf binder with each page showing the date of preparation or revision and the facility name, location and permit number. This will make it easy to keep the plan up-to-date, by adding or replacing pages as needed. If your permit has the phrase “Permit-by-Notification” in its title, you are not required to submit it to NHDES for approval, but you are required to keep it at the facility and show it to inspectors when requested. If your permit does NOT have the phrase “Permit-by-Notification” in its title, submit the plan to NHDES for approval with an application for a permit or permit modification. For more information about applications, please contact the NHDES Solid Waste Management Bureau at 603-271-2925 or solidwasteinfo@des.nh.gov.



Operating Plan Content Checklist

Use this checklist to prepare and update your solid waste facility Operating Plan. Compile the Operating Plan in a loose leaf binder with each page showing the date of preparation or revision and the facility name, location and permit number. Write the plan so that it contains enough information and detail to allow certified operators to operate the facility in compliance with the permit and applicable rules and law, without further explanation and guidance. For additional guidance, refer to Part Env-Sw 1105 of the NHDES Solid Waste Rules. Copies of the rules are available through the NHDES website at www.des.nh.gov and by contacting NHDES at 603-271-8876.

Section 1 – Facility Identification must identify:

- The facility name, mailing address, location by street address and municipality, and permit number.
- The type of the facility.
- The capacity of the facility.
- The facility service type.
- The facility service area.
- The name, address and telephone number of the permittee, property owner, and operator.

Section 2 – Authorized and Prohibited Waste must provide a list of:

- The specific types of waste to be received by the facility.
- The specific types of waste to be prohibited by the facility.

Section 3 – Routine Operations Plan must provide a detailed description of how the daily operations of the facility will be conducted to assure that the facility will be operated in accordance with the Solid Waste Rules, including a description of:

- Hours of operations.
- Facility access control and on-site traffic patterns.
- Waste acceptance and rejection procedures, including unloading, sorting and inspection procedures.
- The procedure by which the quantity and source(s) of all wastes received by the facility will be determined and recorded.
- The procedure by which the quantity and destination of all outgoing waste and certified waste-derived products will be determined and recorded.
- The storage time and capacity limits for all wastes received by the facility and the procedures by which the limits will be monitored to assure compliance.
- All collection, storage, transfer, processing, treatment and disposal methods and procedures employed by the facility for managing waste following receipt.

Section 4 – Residual Waste Management Plan must provide a detailed description of how all residual waste, if any, will be managed by the facility. Include:

- The type and estimated quantity of all residual wastes to be generated by the facility.
- How such wastes will be managed at the facility prior to removal.
- Information to demonstrate how the provisions of Env-Sw 1105.10 will be met.
- Quality assurance/quality control provisions, to assure that the wastes to be transferred are acceptable to the receiving facility.

Section 5 – Facility Maintenance, Inspection and Monitoring Plan must identify all routine maintenance, inspection and monitoring requirements necessary to assure the integrity of facility operations, including a description of the measures to be undertaken to monitor and inhibit:

- Spontaneous combustion.
- Other fire hazards.
- Vector production.
- Generation of methane, hazardous and/or explosive gases.
- Odors.
- Dust.
- Windblown litter.
- Leachate.
- Spills.
- Other potential or anticipated hazards or nuisances.

Section 6 – Contingency Plan must:

- Identify all reasonably foreseeable emergencies, such as fire, explosion, operator injury, and the like, based on the type of facility and wastes being handled.
- Describe the appropriate response of facility personnel for each emergency identified above.
- Include identification of and telephone numbers for all local and state officials to be notified in the event of an emergency.

Section 7 – Employee Training Program must provide a description of employee training program(s).

Section 8 – Record Keeping and Reporting must provide a description of record keeping procedures as necessary to comply with Env-Sw 1105.06 and Env-Sw 1105.07.

Introduction to Closure Plans – *basic things you need to know*

Who needs a Closure Plan?

All permitted solid waste facilities in New Hampshire are required to have an up-to-date Closure Plan, describing in plain language how the facility will be closed in compliance with the terms and conditions of the permit, the Solid Waste Rules, and the law.

What has to be in a Closure Plan?

Closure Plans must provide enough information and detail to allow a third party to implement and complete all tasks needed to close the facility, without further explanation or guidance. The plan must also provide a cost estimate for closing the facility. Closure Plans must be organized according to the nine sections shown below. Each section must contain certain specified information, as shown in the detailed checklist provided.

- Section 1: Facility Identification
- Section 2: Closure Schedule
- Section 3: Waste Identification
- Section 4: Notifications
- Section 5: Closure Requirements
- Section 6: Post-Closure requirements
- Section 7: Recordkeeping and Reporting
- Section 8: Other Permits
- Section 9: Closure Cost Estimate

When is a Closure Plan required?

Typically, Closure Plans must be prepared when first applying for a permit. Depending on the type of permit, the draft Closure Plan may be required as part of the permit application. Facilities seeking a “Permit-by-Notification” do not have to submit the plan with the permit application, but they must certify in the application that a conforming Closure Plan has been prepared and will be available at the facility for inspection on request. During the operating life of a facility, the Closure Plan must be periodically updated to reflect changes in operation, technology, and regulatory requirements. If the facility’s permit does not have the phrase “Permit-by-Notification” in its title, the updated Closure Plan must be submitted to NHDES for approval as part of an application for permit modification.

Existing facilities that do not have a Closure Plan must prepare one. Again, if the permit does not have the phrase “Permit-by-Notification” in its title, the plan must be submitted to NHDES for approval with an application for permit modification.

Where are Closure Plans kept?

A copy of a facility’s Closure Plan must be kept at the facility and shown to NHDES inspectors on request. NHDES also keeps copies of the Closure Plans it has approved, for use in preparing for facility compliance inspections and other purposes.

How do I go about preparing or updating a Closure Plan?

Using the checklist provided, you can write or update your own Closure Plan, or hire a consultant to do it for you. Compile the Closure Plan in a loose leaf binder with each page showing the date of preparation or revision and the facility name, location and permit number. This will make it easy to keep the plan up to date, by adding or replacing pages as needed. If your permit has the phrase “Permit-by-Notification” in the title, you are not required to submit it to NHDES for approval, but you are required to keep it at the facility and show it to inspectors when requested. If your permit does not have the phrase “Permit-by-Notification” in its title, submit the plan to NHDES for approval with your application for a permit or permit modification. For more information about applications, please contact the NHDES Solid Waste Management Bureau at 603-271-2925 or solidwasteinfo@des.nh.gov.

Closure Plan Content Checklist

Use this checklist to prepare and update your solid waste facility Closure Plan. Compile the Closure Plan in a loose leaf binder with each page showing the date of preparation or revision and the facility name, location and permit number. Write the plan so that it contains enough information and detail to allow a third party to implement and complete all tasks necessary to close the facility in compliance with the permit and applicable rules and law, without further explanation and guidance. For additional guidance, refer to Part Env-Sw 1106 of the NHDES Solid Waste Rules. Copies of the rules are available through the NHDES website at www.des.nh.gov and by contacting NHDES at 603-271-8876.

- Section 1 – Facility Identification** must provide the facility name, mailing address, location by street and municipality and permit number.
- Section 2 – Closure Schedule** must provide the anticipated date of closure and a closure schedule that sets forth each discrete activity that will be undertaken to complete facility closure, the order in which the activities will be undertaken and the estimated length of time required to complete each activity.
- Section 3 – Waste Identification** must identify all types of waste received or intended to be received by the facility during its active life.
- Section 4 – Notifications** must provide a description of how notice will be given by the permittee to facility users prior to terminating receipt of waste.
- Section 5 – Closure Requirements** must provide:
 - A list of each major closure work task required to implement and complete closure of the facility.
 - A description of the procedures for completing all required closure work tasks.
- Section 6 – Post-Closure Requirements** must identify and describe all required post-closure testing, inspection, maintenance and monitoring that will be performed at the facility pursuant to the provisions of the Solid Waste Rules and the permit.
- Section 7 – Record Keeping and Reporting** must identify and describe:
 - All record keeping and reporting obligations required of the facility following completion of the closure work identified in Section 5 of the Closure Plan.
 - Locations and provisions for storing facility records, including the operating records, following facility closure.
- Section 8 – Other Permits** must:
 - Identify all other local, state and federal permits and approvals required to implement facility closure, including the implementation of all post-closure monitoring and maintenance requirements.
 - Identify the status of each required permit and approval.
- Section 9 – Closure Cost Estimate** must provide a closure cost estimate prepared in accordance with the criteria in Env-Sw 1403.02. Closure cost estimation forms are available from the NHDES Solid Waste Management Bureau at (603) 271-2925.