



# SWMP CITATION GUIDE; Processing Facilities

**Use of a Letter of Warning (LOW) or Notice of Violation (NOV) requires photographic or documented evidence. Evidence documents should be clear and legible.**

#	Citation	Full Regulation	Recommendation;	If Unsatisfactory Facility should;
<b>I 10 CSR 80-2.020 PERMIT ISSUANCE, CONSTRUCTION PERMITS, OPERATING PERMITS, EMERGENCY PERMITS, AND EXEMPTIONS</b>				
1	(1)(F) Site constructed and operated per permit	<p>Each permit issued under this rule shall contain such terms and conditions as the department determines necessary to prevent or minimize potential health hazards, a public nuisance or environmental pollution. Construction and operation of the solid waste disposal area or solid waste processing facility shall be conducted in accordance with the terms and conditions of the permit—</p> <ol style="list-style-type: none"> <li>1. The effective date of a permit is the date of issuance; and</li> <li>2. The effective date of the denial of a permit is the date the denial is issued.</li> </ol>	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence). SWMP NOV concurrence may depend on SWMP Engineering consultation.	Facility must be operated and constructed in accordance with the approved permit.
<b>II 10 CSR 80-2.080 TONNAGE FEES</b>				
2	(2)(A) Adequate records of all solid waste subject to tonnage fees available and maintained on-site for at least 3 years	Sanitary landfills, demolition landfills and transfer stations shall maintain records to allow the department to verify the quantity of solid waste subject to fees, the dollar amount of solid waste tonnage fees collected, the collection costs incurred and the total dollar amount of solid waste tonnage fees paid to the department. These records shall include, at a minimum, those described in this section. All records required under this rule shall be kept for at least three (3) years. The period of record retention extends upon the written request of the department or automatically during the course of any unresolved enforcement action regarding the regulated activity. The records shall be made available for inspection by the department or its designated representative upon request.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must maintain adequate records of all solid waste received subject to tonnage fees, the dollar amount of tonnage fees collected, the collection costs incurred and the total dollar amount of solid waste tonnage fees paid to the department. Tonnage fee records must be made available for inspection for 3 years.

3	(2)(B)2 Daily Solid Waste Records maintained on-site	<p>Transfer stations shall record the following information for each load of waste transported from the facility at the time the waste is transported. If the information is not recorded directly onto the Daily Solid Waste Record, it shall be recorded onto the record by the end of the working day:</p> <p>A. The approximate time of day the waste was transported from the facility shall be recorded;</p> <p>B. The name of the individual or company transporting the waste, if other than the transfer station itself shall be recorded;</p> <p>C. The name and address of the disposal area to which the waste is transported shall be recorded; and</p> <p>D. The weight of the waste shall be recorded. If the weight of the waste cannot be determined, the following information shall be recorded:</p> <p>(I) The volume of waste, which shall be the actual measured volume or the vehicle's rated volume capacity as specified by the manufacturer of the vehicle. Partial loads may be measured to determine volume of waste, or the operator may estimate the percentage of the vehicle's capacity which contains waste and multiply that percentage by the vehicle's rated capacity to determine the volume of waste. If the volume is based on actual measurements, the measurements shall be recorded. If the volume is based on estimated percentage the percentage used shall be recorded; and</p> <p>(II) The type of waste as listed in Table 1. If a load of waste contains more than one (1) type of waste, the transfer station worker shall—</p> <p>(a) Estimate by visual inspection the percentage of each type of waste in the load and multiply the percentage by the total volume of waste in the vehicle to determine the quantity of each waste type; or</p> <p>(b) Classify the entire load as the type of waste present which has the largest conversion factor as listed in Table 1.</p>	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	<p>The facility must maintain adequate records of solid waste received. At a minimum, the records must include</p> <p>(A) Time of day the waste was transported from the facility.</p> <p>(B) The name and address of the transporter, if other than the transfer station.</p> <p>(C) The name and address of the destination.</p> <p>(D) The weight.</p>
4	(2)(E) Records of tonnage fees paid to the department with the remittance date maintained on-site	Records shall be maintained of the dollar amount collected and the dollar amount paid to the department under this rule and the date each payment was remitted to the department.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must maintain records of the dollar amount collected, the dollar amount paid and the date each payment was remitted to the department.
<b>III 10 CSR 80-5.010 PROCESSING FACILITY DESIGN AND OPERATION</b>				
<b>Solid Waste Accepted</b>				
5	(2)(C)1 Storage areas clearly marked	Storage areas shall be clearly marked.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must clearly mark all storage areas.
6	(2)(C)2 Personnel thoroughly trained in handling acceptable and unacceptable waste	Facility personnel shall be thoroughly trained in the handling of acceptable and unacceptable waste received at the solid waste processing facility.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure personnel a thoroughly trained in the handling of acceptable and unacceptable wastes.

7	(2)(C)3 Unloading of solid waste supervised to exclude unacceptable waste	The unloading of solid wastes should be supervised to exclude the unacceptable wastes.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must supervise the unloading of waste to identify and exclude unacceptable wastes.
8	(2)(C)4 List of all acceptable solid waste posted at entrance	A list of all solid wastes accepted for processing at the solid waste processing facility shall be posted at the entrance.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must place a sign at the entrance listing solid wastes accepted.
<b>Water Quality</b>				
9	(5)(C)1 Waters discharged from facility monitored and in compliance with water quality standards	Waters discharged from the solid waste processing facility shall be appropriately monitored and necessary adjustment made to meet the applicable water quality standards.	Depending on severity, LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure waters discharged from the facility are monitored in accordance with the National Pollutant Discharge Elimination System (NPDES) Permit.
10	(5)(C)2 Water Pollution Control Program immediately notified in the event of an accidental wastewater spill	In the event of an accidental spillage of wastewater, the department's Water Pollution Control Program shall be notified immediately.	Depending on severity, LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure the Water Pollution Control Program is notified immediately in the event of an accidental wastewater spill.
11	(5)(C)3 Accidental wastewater spills contained and cleaned up in accordance with plans	Any accidental spillage of wastewater that occurs on the facility site shall be contained and cleaned up in accordance with the plans.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure accidental wastewater spills are contained and cleaned up in accordance with approved plans.
<b>Vectors</b>				
12	(7)(C)1.A Unloading and loading areas cleaned as spillage occurs	Cleaning, unloading and loading areas as spillages occur.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure unloading and loading areas are cleaned as spillage occurs.
13	(7)(C)1.B Putrescible waste placed in containers at end of working day unless otherwise approved	Containerization of putrescible waste at the end of each working day, unless otherwise approved by the department. No solid waste processing facility shall store putrescible waste for longer than twenty-four (24) hours on-site.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure putrescible waste is containerized each working day.
14	(7)(C)1.B Putrescible waste stored no longer than 24 hours on-site	Containerization of putrescible waste at the end of each working day, unless otherwise approved by the department. No solid waste processing facility shall store putrescible waste for longer than twenty-four (24) hours on-site.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	Unless otherwise approved, the facility must ensure putrescible waste is not kept on site for more than 24 hours.
15	(7)(C)1.C Remainder of facility interior routinely cleaned	Routinely cleaning the remainder of the solid waste processing facility.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must conduct routine cleaning.
16	(7)(C)2 Vector control programs implemented as necessary	Vector control contingency programs shall be implemented when necessary to prevent or rectify vector problems.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure vector control programs are implemented as necessary.
<b>Aesthetics</b>				
17	(8)(C)1 All litter collected daily and facility exterior cleaned regularly to present neat and clean appearance	A routine housekeeping and litter removal schedule shall be established and implemented so that the solid waste processing facility regularly presents a neat and clean appearance. The litter shall be picked up at least daily.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure litter is collected daily and the exterior is cleaned regularly to present a neat and orderly appearance.

18	(8)(C)2 Non-putrescible solid waste that cannot be processed by the facility removed at least weekly and transported to an approved processing or disposal area	Non-putrescible solid waste that cannot be processed by the solid waste processing facility shall be removed from the facility at least weekly and hauled to a solid waste processing facility or solid waste disposal area that has a permit to accept waste.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure non-putrescible solid waste that cannot be processed be removed at least weekly and transported to an approved processing or disposal area.
19	(8)(C)3 Odors, dust, and excess noise controlled to prevent a nuisance	Immediate action is to be taken to eliminate odors, dust or excess noise from the solid waste processing facility which is creating a nuisance.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure odors, dust, and excess noise are controlled to prevent a nuisance.
20	(8)(C)4 Solid waste not accepted if available storage capacity is full or facility is out of operation for more than 24 hours	Solid waste shall not be accepted at the solid waste processing facility if the available storage capacity is full or the facility is expected to be out of operation for more than twenty-four (24) hours.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure solid waste is not accepted when storage capacity has been reached or facility will be out of operation for more than 24 hours.
21	(9)(C)1 Residue or other processed solid waste (not recycled or recovered) disposed of in a permitted solid waste disposal area	Residue or other processed solid waste not to be recycled or recovered shall be disposed of in a solid waste disposal area that has a permit to accept the waste.	Depending on severity, LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure residue and processed solid waste is disposed of in a permitted solid waste disposal area.
22	(9)(C)2 Materials for recycling or resource recovery properly stored and transported to other facility	Materials for recycling or resource recovery from a solid waste processing facility shall be properly stored to prevent vector or aesthetic problems or transported to another solid waste processing facility for further processing or sale.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure materials for recycling or resource recovery are properly stored and transported to receiving facility.
23	(9)(C)3 Waste and residue transported in a manner to prevent sifting, falling, leaking, or blowing from vehicle	Transportation of residue or processed solid waste shall be by means that prevent the material from sifting, falling, leaking or blowing from the vehicle.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure waste and residue is transported in a manner to prevent sifting, falling, leaking, or blowing from vehicle.
<b>Safety</b>				
24	(10)(C)1 Personal safety devices utilized, where needed, by all persons on premises	Personal safety devices, including but not limited to, hard hats, safety glasses and shoes shall be utilized by all persons on the premises where needed.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure personnel utilize proper safety devices.
25	(10)(C)2 Safety devices and controls in the design plans maintained in good operating condition and replaced when needed	The safety devices and controls provided in the design plans shall be maintained in good operating condition and replaced when needed.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure safety devices and controls are maintained in good operating condition and replaced when needed.
26	(10)(C)3 Salvaging prohibited except as provided for by approved design	Salvaging shall be prohibited unless the solid waste processing facility has adequate provision in the design for these activities.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	Unless otherwise approved, the facility must prohibit salvaging.
27	(10)(C)4 Access to facility controlled	Access to the solid waste processing facility shall be controlled by fencing or other suitable means to limit accessibility to periods when responsible operating personnel are on duty.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must control access to the site.

28	(10)(C)5 Fire extinguishers provided on all solid waste equipment	A fire extinguisher shall be provided on all solid waste handling equipment.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure fire extinguishers are provided on all waste handling equipment.
29	(10)(C)6 Provisions made to extinguish fires in waste, on equipment, or in facility	Provisions shall be made to extinguish any fires in wastes being delivered to the solid waste processing facility or which occur at the solid waste processing facility or within equipment or personnel facilities.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must make a reasonable effort to ensure all fires are extinguished at the facility.
<b>Records</b>				
30	(11)(C)1 Records maintained of actual or estimated quantity of solid waste received each day	The actual or estimated quantity of solid waste received on each day.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure records are maintained for three years and made available for inspection showing the actual or estimated quantity of solid waste received on each day.
31	(11)(C)2 Records maintained of major operation problems, complaints, and difficulties	Major operational problems, complaints or difficulties.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure records are maintained for three years and made available for inspection showing any major operational problems, complaints or difficulties.
32	(11)(C)3 Records maintained of vector, odor, dust, and litter control efforts	Vector, odor, dust and litter control efforts.	Depending on severity, notation on the checklist, an LOW and allow 60 - 90 days for facility to obtain compliance or issuance of an NOV (after NOV concurrence).	The facility must ensure records are maintained for three years and made available for inspection showing any vector, odor, dust and litter control efforts.