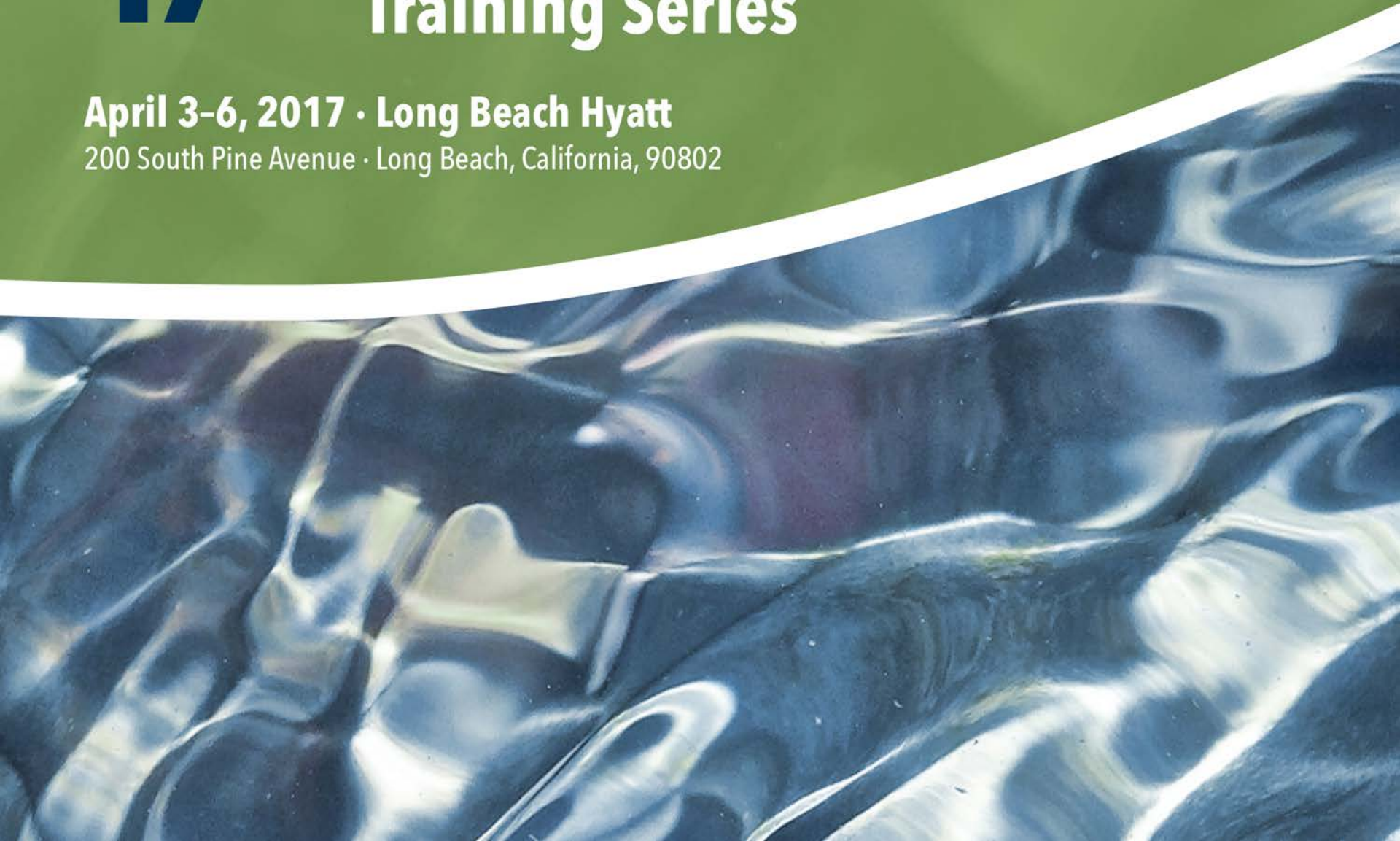


17th Technical Training Series



April 3-6, 2017 · Long Beach Hyatt
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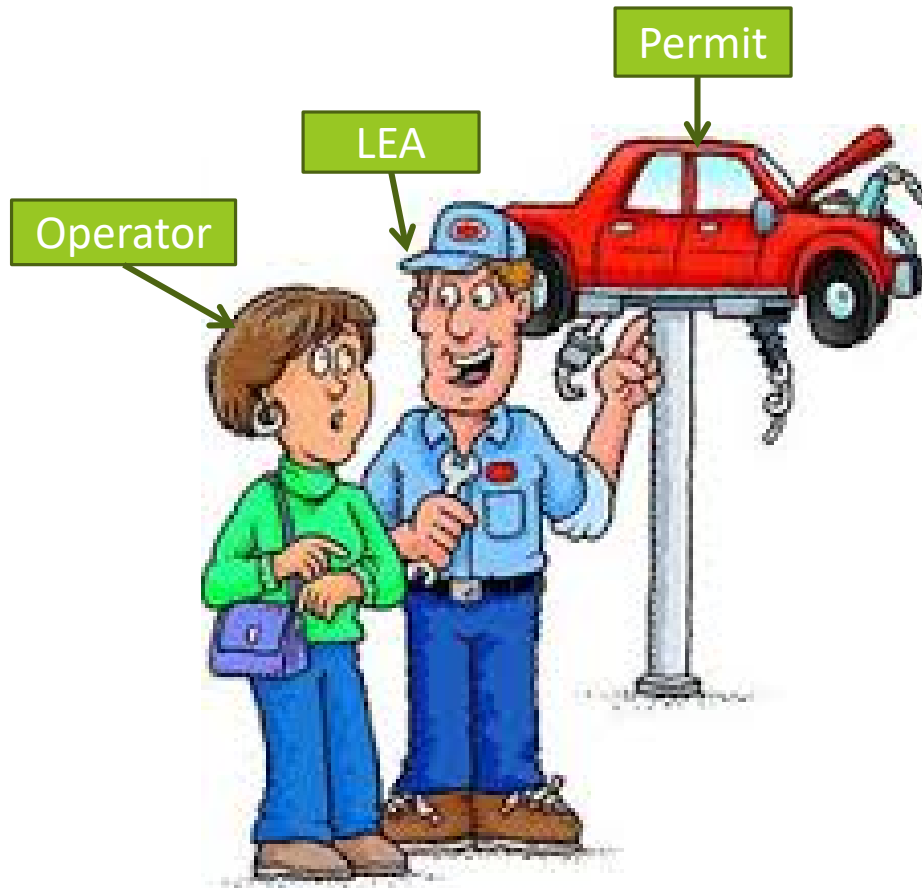
Under the Hood:
Inspecting for
Complete & Correct
Packages



Presented by:
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Long Beach, CA
April 5, 2017

Under the Hood: Inspecting for Complete & Correct Packages



Overview

- Definitions
- How to review for Completeness
- How to review for Correctness
- Accepting or Rejecting Application Packages
- Special Occurrences

Definitions

What does “**Complete**” and “**Correct**” mean?

Full

- **Complete:** all requirements placed upon the operation of a SWF by statute, regulations, and other agencies with jurisdiction have been addressed in the application package
***Title 27, section 21563 (d)(1)**
- **Correct:** all information provided by the applicant regarding the SWF must be accurate, exact, and must fully describe the parameters of the SWF
***Title 27, section 21563 (d)(2)**

Registration & Standardized

- **Complete:** all information required as part of a SWF permit application submitted pursuant to this Article has been provided
***Title 14, section 18101 (d)**
- **Correct:** all information provided by the applicant as part of the SWF permit application submitted pursuant to this Article is accurate, exact, and fully provides the applicable filing requirement information for the solid waste facility for which a permit is being sought.
***Title 14, section 18101 (e)**

Reviewing for Completeness

- ❑ Check the **FILING REQUIREMENTS** for the permit type
 - **Full** – Title 27, Section 21570 (f)
 - **Registration** – Title 14, Section 18104.1 (a)-(h)
 - **Standardized** – Title 14, Section 18105.1 (a)-(j)



Reviewing for Completeness – Full Permit

- The Filing Requirements are found in **Title 27, Section 21570 (f)**
- These requirements are also known as the “*Laundry List*”, and can be found here:

<http://www.calrecycle.ca.gov/SWFacilities/Permitting/checklists/fullpermit/>

Reviewing for Completeness – Full Permit

Laundry List:

- Joint Application Form
- Report of Facility Information
- CEQA Information
- Conformance Finding Information
- Complete Closure Plan
- Financial Assurance Information
- Operating Liability Information
- Owner/Operator Certification
- List of all Public Hearings

Reviewing for Completeness – Registration Permit

The Filing Requirements are found in **Title 14, Section 18104.1(a)-(h)**:

- a) Name and address of EA, and the section authorizing eligibility for this tier
- b) General description of the facility
- c) Facility Information
- d) Operator Information
- e) Conformance Finding Information
- f) Owner/Operator Certification
- g) Evidence that application was provided to director of the local agency that oversees local use planning
- h) List of all Public Hearings

Reviewing for Completeness – Standardized Permit

The Filing Requirements are found in Title 14, Section 18105.1(a)-(j):

- a) Name and address of EA, and the section authorizing eligibility for this tier
- b) General description of the facility
- c) Facility Information
- d) Operator Information
- e) Report of Facility Information (RFI)
- f) One of the following:
 - 1. Evidence of CEQA Compliance
 - 2. Information on the status of Compliance
- g) Conformance Finding Information
- h) Owner/Operator Certification
- i) Evidence that application was provided to director of the local agency that oversees local use planning
- j) List of all Public Hearings

Reviewing for Completeness

- If an Application Package includes everything listed in the filing requirements, or correctly indicates why an item is not applicable, you can make a **Completeness Finding!**
- If an Application Package does not include everything, you have a few options. These will be covered more later...

Reviewing for Correctness

- It takes a thorough review of all items in the application package to determine if they are “accurate and exact.”



Reviewing for Correctness - Application Form

- Each box and line must be filled out
- Owner/Operator signatures are present
- Review for consistency with RFI, Closure Plans, etc. Examples include:
 - Hours of operation
 - Tonnage
 - Acreage
 - Waste types received
- Instructions on [CalRecycle webpage!](#)

STATE OF CALIFORNIA
DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY
REGIONAL WATER QUALITY CONTROL BOARD
APPLICATION FOR SOLID WASTE FACILITY PERMIT AND WASTE DISCHARGE REQUIREMENTS
(REGULATORY TITLE 26.100)

NOTE: This form was developed for multiple uses. It is the applicant's responsibility to determine the appropriate agency. Please refer to the appropriate regulations for definitions of terms and for completing this application form in a complete and correct manner.

FOR OFFICIAL USE ONLY

SWP/WDQ/CD/ID NUMBER:	FILING FEE:	RECEIPT NUMBER:	DATE RECEIVED:
DATE ACCEPTED:	DATE REJECTED:	ACCEPTANCE DATE OF INCOMPLETE APPLICATION:	DATE DUE:

Part 1. GENERAL INFORMATION

A. ENFORCEMENT AGENCY: _____ B. COUNTY: _____

C. TYPE OF APPLICATION (Circle appropriate):

<input type="checkbox"/> 1. NEW SWP/WDQ/ID	<input type="checkbox"/> 4. PERMIT REVIEW
<input type="checkbox"/> 2. CHANGE TO SWP/WDQ/ID	<input type="checkbox"/> 5. AMENDMENT OF APPLICATION
<input type="checkbox"/> 3. WASTE: <input type="checkbox"/> REVISION <input type="checkbox"/> MODIFICATION <input type="checkbox"/> OTHER (As appropriate to use)	<input type="checkbox"/> 6. RIFRESH/ADD AMENDMENTS

Part 2. FACILITY DESCRIPTION

A. NAME OF FACILITY: _____

B. LOCATION OF FACILITY:

1. PHYSICAL ADDRESS OR LOCATION AND ZIP CODE: _____

2. LATITUDE AND LONGITUDE: _____

3. LEGAL DESCRIPTION OF PERMITTED BOUNDARY BY SECTION, TOWNSHIP, RANGE, BASE, AND MERIDIAN, IF SURVEYED: _____

C. TYPE OF ACTIVITY: (Circle appropriate):

<input type="checkbox"/> 1. DISPOSAL	<input type="checkbox"/> 3. TRANSFORMATION	<input type="checkbox"/> 5. COINERT DEBRIS PROCESSING
<input type="checkbox"/> 2. TYPE: _____	<input type="checkbox"/> 4. TRANSFER/PROCESSING	<input type="checkbox"/> 6. IN VESSEL DIGESTION
<input type="checkbox"/> 7. TYPE: _____	<input type="checkbox"/> 7. OTHER (As appropriate): _____	

D. IDENTIFICATION OF FACILITY IN CWMRP (CONFORMANCE FINDING):

1. FACILITY IS IDENTIFIED IN (Circle one):

<input type="checkbox"/> SITING ELEMENT	DATE OF DOCUMENT	PAGE #
<input type="checkbox"/> NONDISPOSAL FACILITY ELEMENT	DATE OF DOCUMENT	PAGE #

E. TYPE OF PERMITTED WASTES TO BE RECEIVED: (Circle appropriate):

<input type="checkbox"/> 1. AGRICULTURAL	<input type="checkbox"/> 6. CONSTRUCTION/DEMOLITION	<input type="checkbox"/> 11. LIQUIDS
<input type="checkbox"/> 2. ASBESTOS (As appropriate) (As appropriate)	<input type="checkbox"/> 7. CONTAMINATED SOILS	<input type="checkbox"/> 12. MUNICIPAL SOLID WASTE (MSW)
<input type="checkbox"/> 3. ASH	<input type="checkbox"/> 8. DEAD ANIMALS	<input type="checkbox"/> 13. SEWAGE SLUDGE
<input type="checkbox"/> 4. AUTO SHREDDER	<input type="checkbox"/> 9. INDUSTRIAL	<input type="checkbox"/> 14. WASTE TIRES
<input type="checkbox"/> 5. COMPOSTABLE MATERIAL (As appropriate)	<input type="checkbox"/> 10. INERT	<input type="checkbox"/> 15. OTHER (As appropriate): _____

Reviewing for Correctness - RFI

- “Permitting Part 1: Reviewing the Report of Facility Information”



Reviewing for Correctness - CEQA

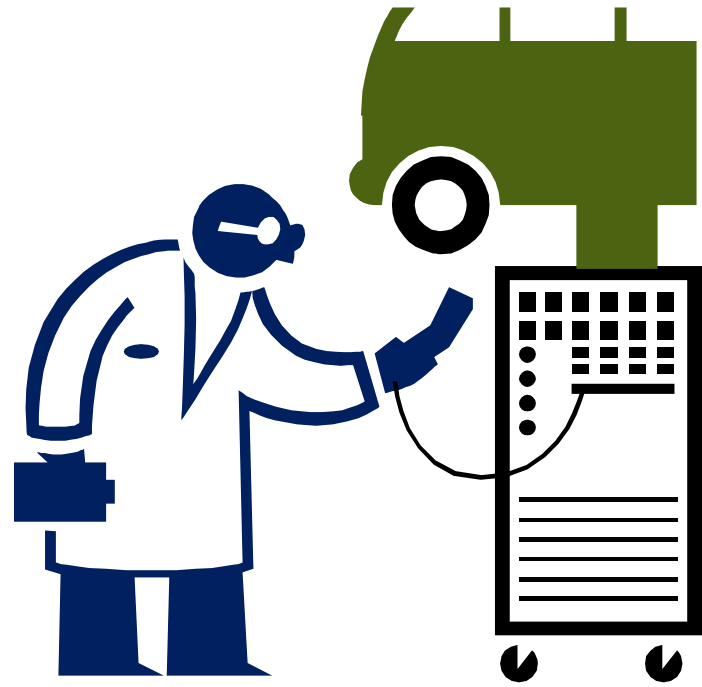
- Compliance with CEQA? It can be provided in two ways:
 - 1) The operator can provide a copy of the environmental document along with the Notice of Determination, or a Notice of Exemption
 - 2) The operator can provide a status of compliance
- Permit action can not be finalized until CEQA has been completed
- Review mitigation measures applicable to the LEA's authority

Reviewing for Correctness - Conformance Finding

- Applicant must include a statement that the facility is identified in either the:
 - A) Countywide Siting Element
 - B) Nondisposal Facility Element
- Or, C) it is not required to be identified pursuant to **PRC 50001**.

Application Package Determinations

- List of determinations:
 - Accept
 - Reject
 - Accept as Incomplete*



Accept/Reject

- Within 30 days of receiving the application package, the LEA shall make a determination
- Within 5 days of filing, the LEA shall notify CalRecycle and RWQCB, if applicable, and send a copy of the application to both agencies

Special Occurrences

- Examples of Special Occurrences:
 - Incomplete Packages
 - Amended Packages
 - Appeals
 - Withdrawals

Amendments

- Applicants may submit amendments to application package before permit action
- LEA has 20 days to evaluate amendments
- If amendments deemed a new application, LEA is given a new 30 day review period
- Title 27, Section 21665

Incomplete Packages

- Applicant may request LEA to accept application as incomplete
- LEA has 30 days to notify applicant if they accept the request
- Applicant proposes a schedule no longer than 180 days from date of acceptance to submit missing information
- Title 27, Section 21650 (f)

Application Withdrawal

- An applicant may choose to withdraw the application in writing, preferably prior to the LEA making a determination.
- The LEA shall notify the operator and CalRecycle of receipt of the withdrawal request and send the application back to the operator.

Appeals

- Applicant may appeal an incomplete determination
- Appeal in writing must be submitted within 15 days
- Final written determination on appeal made no later than 60 days
- Title 27, Section 21615

Waiver of Time

- An applicant may request the LEA to waive time to consider the application under PRC 44008 and for CalRecycle to consider the proposed permit under PRC 44009.

Common Errors in Application Form

1)

Part 1. GENERAL INFORMATION

A. ENFORCEMENT AGENCY: _____ B. COUNTY: _____

C. TYPE OF APPLICATION (Check one box only):

1. NEW SWFP ~~AND/OR~~ WDRS 4. PERMIT REVIEW

2. CHANGE TO SWFP ~~AND/OR~~ WDRS 5. AMENDMENT OF APPLICATION

REVISION MODIFICATION OTHER (As authorized by law)

3. WAIVER 6. RFI/RWD/JTD AMENDMENTS

Part 2. FACILITY DESCRIPTION

2)

Part 3. FACILITY INFORMATION

A. FACILITY INFORMATION:

1. INFORMATION APPLICABLE TO ALL EXISTING FACILITIES:	2. PROPOSED CHANGE(S) OR INFORMATION APPLICABLE TO NEW SWFP AND/OR WDR.
a. MAXIMUM DAILY TONNAGE OR CUBIC YARDS _____	a. MAXIMUM DAILY TONNAGE OR CUBIC YARDS _____
b. AS-DESIGNED DAILY TONNAGE OR CUBIC YARDS _____	b. AS-DESIGNED DAILY TONNAGE OR CUBIC YARDS _____
c. FACILITY SIZE (acres) _____	c. FACILITY SIZE (acres) _____
d. MAXIMUM TRAFFIC VOLUME PER DAY (vpd) _____	d. MAXIMUM TRAFFIC VOLUME PER DAY (vpd) _____
e. DAYS AND HOURS OF OPERATION _____	e. DAYS AND HOURS OF OPERATION _____
	f. OTHER _____

3)

Part 6. LIST OF ATTACHMENTS (Fill in the date for each document checked)

A. REQUIRED WITH ALL APPLICATION SUBMITTALS:

RFI/JTD see attached. ENVIRONMENTAL DOCUMENT(S):

LOCAL USE/PLANNING PERMITS see attached EIR _____

LOCATION MAP see attached MND/ND _____

MITIGATION MONITORING IMPLEMENTATION SCHEDULE see attached EXEMPTION _____

ADDENDUM _____

Helpful Information

- Full Permit Application Checklist:

<http://www.calrecycle.ca.gov/SWFacilities/Permitting/Checklists/FullPermit/>

- Complete and Correct Guidelines:

<http://www.calrecycle.ca.gov/SWFacilities/Permitting/Checklists/CompCorrect.htm>

- LEA Staff Directory:

<http://www.calrecycle.ca.gov/LEA/Directory/default.asp>

- CalRecycle staff Directory:

<http://www.calrecycle.ca.gov/LEA/CountyAssign.asp>

Helpful Tools

Permit Application Review Chart:

REVIEW ITEMS	PERMIT		RFI		CEQA	OTHER
	Existing Date:	Application Date:	Existing Date:	New Date:	Date:	Date:
Facility Name						
Acreage of Site						
Acreage of Disposal Area						
Design Capacity						
Waste Volume or Tonnage						
Hours of Operation						
Hours and Days Open to the Public						
Waste Types						
Traffic						
Maximum Height/Elevation						
Closure Date						

Thank You!