



NEW MEXICO  
ENVIRONMENT DEPARTMENT



*Solid Waste Bureau*

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**COLLECTION CENTER REGISTRATION FORM**

**Notice to Registrant:** The New Mexico Solid Waste Rules (SWR), 20.9.3.27 NMAC, requires the registration of a collection center with the New Mexico Environment Department. A collection center serves the general public, has an operational rate of less than 240 cubic yards of solid waste per day monthly average and does not accept special waste. The owner or operator of a collection center must apply for a registration at least 30 days prior to any operations and every five years thereafter. Existing collection centers shall apply for a registration at least 30 days prior to the expiration of their existing permit or registration, or within two years after the effective date of these regulations (August 2, 2007), whichever occurs first. A collection center that fails to file a timely and complete application for registration is deemed an unpermitted solid waste facility, subjecting the owner or operator to potential civil penalties, permit requirements and nuisance abatement orders.

**!!!! NOTE : If a collection center that serves the general public increases its operational rate to more than 240 cubic yards of solid waste per day on a monthly average or accepts any special waste, the facility constitutes a “transfer station” which will require a permit in accordance with the SWR, 20.9.3.8 NMAC.**

This form is provided to assist you in completing the registration process. Return the completed form with all attachments to: c/o Manager, Permitting Section, Solid Waste Bureau, New Mexico Environment Department, 1190 St. Francis Drive, P.O. Box 5469, Santa Fe, New Mexico 87502-5469

**I. GENERAL INFORMATION** (Please type or print)

Facility Name: \_\_\_\_\_

Facility Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Facility Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Physical Address of Facility: \_\_\_\_\_

Legal Description of Property (GPS coordinates and/or section, township & range, county and state): \_\_\_\_\_

Land Use and Zoning of Facility: \_\_\_\_\_

*Revised 4/25/08*

**II. FACILITY LAYOUT**

Attach a Map of the Facility Location, Indicating the Land Use and Zoning of the Surrounding Area, Parcel Size, Set Backs and Locations of All Watercourses or Wetlands Within 200 Feet of the Facility

Attach a Site Map of the Facility Identifying:

- North arrow, name and location of facility including adjacent roads or highways
- Facility boundary dimensions, fencing, gates, entrances and exits
- All solid waste and recyclable or compostable storage, loading, and unloading areas including yard waste, scrap tires or white goods
- Traffic flow pattern
- Location of all buildings, structures and utilities – including overhead electrical lines
- Location of any household hazardous waste storage area(s)

**III. OPERATIONS**

Anticipated Start Up Date (For new facilities): \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

On-Site Equipment and Storage Containers (Attach additional sheet, if necessary):

Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____
Type: _____	Number: _____	Size: _____

**WASTE STREAM:**

Origin (Indicate from where solid waste will be accepted, by country state, county and/or municipality): \_\_\_\_\_

\_\_\_\_\_

Type/Composition (e.g., municipal solid waste, construction and demolition debris): \_\_\_\_\_

\_\_\_\_\_

Operational Rate (Estimated volume of solid waste to be accepted at the facility each day): \_\_\_\_\_

\_\_\_\_\_

Recycling Component (List the types of recyclable materials to be accepted): \_\_\_\_\_

\_\_\_\_\_

## OPERATIONS PLAN:

Attach an Operations Plan describing procedures for solid waste and recyclables acceptance, storage, processing and removal. The plan shall address the following items:

- Use of signs indicating location of the site, hours of operation, emergency telephone numbers, delivery instructions and to state that fires and scavenging are prohibited
- Means of controlling access to the facility (through use of fencing, gates, locks or other means)
- Use of leak-proof storage containers
- Means to control litter and prevent and extinguish fires
- Sufficient unloading areas to meet peak demands, confined to as small an area as possible
- Use of separate storage areas for bulky wastes (e.g., brush, white goods, scrap tires) and removal of the bulky wastes in a timely manner, as indicated in the registration
- Conducting safe and sanitary waste disposal and recycling/composting operations
- Storage of recyclable materials to preclude nuisances, hazards or vector harborage
- Compliance with applicable provisions of the Recycling, Illegal Dumping and Scrap Tire Management Regulations (RIDSTMR), 20.9.20 NMAC, if scrap tires are accepted [This is primarily a reminder that scrap tires must be transported under a manifest.]
- Frequency of recyclables removal
- Frequency of solid waste removal, which shall be by the end of the operating day, unless otherwise approved in the registration
- Disposition of solid waste and recyclable materials (removal from the facility), including names, telephone numbers, addresses, and NMED permit numbers of all utilized commercial haulers and solid waste or recycling facilities
- Procedures to be taken if unauthorized waste is received
- Procedures in response to emergency situations and equipment break down to ensure that stored waste and recyclables will be removed in a timely manner to avoid nuisances or hazards
- Record keeping requirements
  - Submit an annual report to the Department (on the Department form) within 45 days from the end of each calendar year to include:
    - (1)the type and weight or volume of waste received during the year;
    - (2)the type and weight or volume of recyclable material sold or otherwise disposed of site during the year;
    - (3)final disposition of material sold or otherwise disposed off-site; and
    - (4)any other information as requested by the Secretary.
- Facility personnel requirements and duties (certified operator)
- Personnel training requirements (safety, operations, etc.)
- Update the registration if there are any significant changes in operation or of ownership
- Any additional information required by the Secretary

## COMPOSTING IF PERFORMED ON SITE:

On site composting operations may be authorized under this registration with the following conditions:

1. Compostable materials (feedstock) utilized must be source separated;
2. Compostable materials (feedstock) utilized must not include any special waste (e.g., municipal waste water treatment plant sludge);
3. No more than 25 tons per day annual average of compostable materials (feedstock) shall be accepted at the facility;

4. The Facility Map and Site Map submitted under this registration shall include information regarding the location of the composting operations and related storage areas;
5. The Operations Plan submitted under this registration shall address the composting operations, to include origin, expected composition and weight or volume of materials to be composted and stored on-site pending composting, the process, loading rate, proposed capacity, size and operational rate (for the composting operations), the methods to ensure proper composting – such as the use of temperature probes and turning of windrows, and the anticipated disposition of the finished compost.

**NOTE: If a composting operation utilizes any special waste or accepts more than 25 tons of compostable material (feedstock) per day annual average, it shall be registered separately using the Solid Waste Bureau’s Composting Facility Registration Form.**

**IV. ACKNOWLEDGEMENTS**

A. I AM AWARE THAT THE OWNER OR OPERATOR IS REQUIRED TO COMPLY WITH ALL OF THE TERMS OF THE APPROVED REGISTRATION \_\_\_\_\_  
INITIALS

B. I AM AWARE THAT THE OWNER OR OPERATOR MUST UPDATE THIS REGISTRATION TO REFLECT ANY MATERIAL CHANGES IN OPERATIONS (PRIOR TO IMPLEMENTING SUCH CHANGES) \_\_\_\_\_  
INITIALS

**The undersigned attests the information provided is true and accurate.**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone**