



NEW MEXICO
ENVIRONMENT DEPARTMENT
Environmental Protection Division
Solid Waste Bureau



Harold Runnels Building – Room 2050
 1190 St Francis Dr.
 PO Box 5469, Santa Fe, NM 87502-5469
 Phone (505) 827-0197 Fax (505) 827-2902
 www.nmenv.state.nm.us

COMPOSTING FACILITY REGISTRATION FORM

Notice to Registrant: The New Mexico Solid Waste Rules (SWR), 20.9.3.27 NMAC, requires the registration of a composting facility with the New Mexico Environment Department. A composting facility means a facility, other than a transformation facility, that is capable of providing biological stabilization of organic material. The owner or operator of a composting facility must apply for a registration at least 30 days prior to any operations and every five years thereafter. Existing composting facilities 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 composting facility that fails to file a timely and complete application for registration is deemed an unpermitted solid waste facility, subjecting the owner or operator to penalties, permit requirements and nuisance abatement orders. Composting facilities required to register shall accept only source separated compostable materials. If a composting facility has or plans to increase its operational rate to more than 25 tons per day annual average, it must additionally comply with SWR 20.9.3.28 NMAC.

This form is provided to assist you in completing the registration process. Return the completed form with all attachments to: c/o Manager, Permit 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 3/1/10

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:

- Name and location of facility and North arrow for direction
- Locate any adjacent roads or highways
- Facility boundary and dimensions, fencing, gates, entrances and exits
- All compost storage, loading, and unloading areas
- Traffic flow pattern
- Location of all buildings, structures and utilities – including overhead electrical lines

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: _____

COMPOSTABLE STREAM:

Origin and Market (Indicate company name, country, state, county and/or municipality): _____

Type/Composition (e.g., manure, food waste, mulch, etc.): _____

Operational Rate (Estimated volume of compostables to be accepted at the facility each day): _____

Solid Waste Component (Per 20.9.3.29 NMAC, provide a plan for disposal of solid wastes that are unavoidably collected):

OPERATIONS PLAN:

Attach an Operations Plan describing procedures for compostables 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 and non-biodegradable storage containers
- Means to control litter and prevent and extinguish fires
- Sufficient unloading areas to meet peak demands
- Means of controlling and mitigating noise and odors
- Conduct of safe and sanitary composting operations
- Frequency of solid waste removal, which shall be by the end of the operating day, unless otherwise approved in the registration
- For composting facilities that accept sewage sludge, provide a plan showing testing methods and procedures for compliance with 40 CFR 503 and 20.6.2 NMAC
- If applicable, demonstrate that a groundwater discharge permit has been applied for. ; go to http://www.nmenv.state.nm.us/gwb/forms/documents/Notice_of_Intent.doc for Notice of Intent, complete and submit to Ground Water Quality Bureau.
- Describe the process, loading rate, proposed capacity, size and operational rate, and the expected disposition rate of the compost from the facility
- Procedures to be taken if unauthorized waste is received
- Procedures in response to emergency situations and equipment break down to ensure that stored materials and compost will be removed in a timely manner to avoid nuisances or hazards
- Record keeping requirements
 - Submit an annual report to the Department within 45 days from the end of each calendar year, per Subsection J of 20.9.3.27 NMAC to include:
 - (1) the type and weight or volume of recyclable material received during the year;
 - (2) the type and weight or volume of recyclable material sold or otherwise disposed off 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
 - Have a certified operator or representative present at all times while the facility is being operated
- Personnel training requirements (safety, operations, etc.)
- Update the registration if there are any significant changes in operation or of ownership
- Any additional information requested by the Secretary

20.9.3.28 ADDITIONAL REGISTRATION REQUIREMENTS FOR COMPOSTING FACILITIES THAT ACCEPT GREATER THAN 25 TONS PER DAY COMPOSTABLE MATERIAL OR GREATER THAN 5 TONS PER DAY OF MATERIAL THAT WOULD OTHERWISE BECOME SPECIAL WASTE.

A. Any person operating or proposing to operate a composting facility that accepts greater than 25 tons per day annual average compostable material or greater than 5 tons per day annual average of material that would otherwise become special waste (e.g. sludge, offal, petroleum contaminated soils), shall submit the following information in addition to that contained in 20.9.3.27 NMAC:

- (1) site plans and cross-sections of the proposed facility, drawn to scale, indicating the location of buildings, access roads, entrances and exits, drainage, material storage and treatment areas, utilities, fences and other site improvements;
- (2) the composition of the waste to be received at the facility;

- (3) the method to be used to convert the waste into a feedstock for the composting process, including material separation and recovery systems;
- (4) a characterization of the feedstock used as the design basis of the facility which describes:
 - (a) composition by material type;
 - (b) physical and chemical properties including:
 - (i) moisture content; and
 - (ii) percent organic and inorganic matter; and
 - (iii) process efficiency as measured by conversion of volatile solids;
- (5) a description of the composting process to be used, including:
 - (a) the method of measuring, shredding, and mixing materials;
 - (b) temperature monitoring equipment and the location of all temperature and any other type of monitoring points, and the frequency of monitoring;
 - (c) the method of moisture control, including moisture quantity, source, monitoring and frequency of monitoring;
 - (d) a description of any proposed additive material, including its quantity, quality, and frequency of use;
 - (e) special precautions or procedures for operation during high wind, heavy rain, snow and freezing conditions;
 - (f) estimated composting time duration;
 - (g) for windrow systems, the windrow construction, including width, length, and height;
 - (h) the method and frequency of aeration; and
 - (i) for in-vessel composting systems, a process flow diagram of the entire process, including all major equipment and flow streams;
- (6) a general description of the ultimate use for the finished compost and method for removal from the site;
- (7) for composting facilities accepting sewage sludge, a plan for compliance with 40 CFR Part 503, including, but not limited to, reporting, composting methods and times, and testing methods and frequencies; and
- (8) a demonstration that the ground water will be protected and will comply with all applicable ground water protection standards, including those specified in 20.6.2 NMAC.

B. The owner operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of material that would otherwise be special waste or more than 25 tons annual average of total compostable material per day shall submit a nuisance abatement plan detailing how it will comply with 20.9.3.30 NMAC if so ordered.

C. The owner operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of material that would otherwise be special waste or more than 25 tons annual average of total compostable material per day shall submit a financial assurance mechanism in compliance with 20.9.10.1-20.9.10.13 NMAC, in order to assure sufficient funds in the event that the secretary requires abatement of a nuisance at the facility. The financial assurance mechanism must be approved by the secretary prior to the operation of the facility.

D. The owner or operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of sludge or more than 25 tons of total compostable material per day annual average shall keep records sufficient to demonstrate that its inventory of compostable material or end product does not exceed the inventory used for purposes of estimating the cost of abatement of a nuisance pursuant to Paragraph (2) of Subsection A of 20.9.10.9 NMAC. If the records are insufficient to make this demonstration, or the records are not produced at the request of the department, storage of the materials are hereby deemed illegal disposal of solid waste and the facility is hereby deemed to be an unpermitted solid waste facility and the owner or operator may be subject to penalties, permitting requirements and nuisance abatement orders.

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