



NEW MEXICO
ENVIRONMENT DEPARTMENT



Solid Waste Bureau

Harold Runnels Building – Room 2050
1190 St Francis Dr.
PO Box 26110, Santa Fe, NM 87502-6110
Phone (505) 827-0197 Fax (505) 827-2902
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RECYCLING FACILITY REGISTRATION FORM

Notice to Registrant: The New Mexico Solid Waste Rules (SWR), 20.9.3.27 NMAC, requires the registration of a recycling facility with the New Mexico Environment Department. A recycling facility collects, transfers, or processes recyclable materials for recycling, but does not include a composting facility. The owner or operator of a recycling facility must apply for a registration at least 30 days prior to any operations and every five years thereafter. Existing recycling 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 recycling 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. Recycling facilities required to register shall accept only source separated recyclable materials. Registration is not required for a recycling facility that only accepts source separated recyclable materials and only accepts the recyclables for less than seven days in any calendar year.

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 26110, Santa Fe, New Mexico 87502-6110.

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: _____

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, including adjacent roads or highways and North arrow for direction
- Facility boundary and dimensions, fencing, gates, entrances and exits
- All recyclable 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: _____

RECYCLABLES STREAM:

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

Type/Composition (e.g., glass, OCC, #1 and #2 plastic, etc.): _____

Operational Rate (Estimated volume of recyclables 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 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 and non-biodegradable 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
- Means of controlling and mitigating noise and odors
- Conduct of safe and sanitary recycling operations
- Storage of recyclable materials to preclude nuisances, hazards or vector harborage
- Frequency of recyclables removal, as approved in the registration
- A plan for disposal of solid waste unavoidably collected
- Frequency of solid waste removal, which shall be by the end of the operating day, unless otherwise approved in the registration
- Describe the origin, expected composition and weight or volume of materials to be recycled
- Describe the process, loading rate, proposed capacity, size and operational rate, and the expected disposition rate of the recyclables 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 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 within 45 days from the end of each calendar year, per Subsection J of 20.9.3.27 NMAC
 - Demonstrate that the facility takes reasonable measures to accept only source separated recyclable materials and solid wastes are not accepted
 - Demonstrate that after the initial accumulation period, the quantity of recyclable materials that were recycled during each successive calendar year was at least 75 percent of the quantity of recyclable materials in inventory; the accumulation period is to be based on a three year rolling average of the facility's stock of the recyclable material at the end of the previous calendar year
 - Demonstrate that the inventory of recyclable materials 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
- 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

20.9.3.29 ADDITIONAL REQUIREMENTS FOR RECYCLING FACILITIES THAT DO NOT ACCEPT SOLID WASTE.

- A. A recycling facility that does not accept solid waste shall include, in its registration application filed pursuant to 20.9.3.27 NMAC, a plan for disposal of solid wastes that are unavoidably collected.
- B. A recycling facility that does not accept solid waste shall keep records sufficient to demonstrate the following:
 - (1) that it takes reasonable measures to assure that it accepts only source separated recyclable materials and solid wastes are not accepted;

- (2) that after an initial accumulation period, the quantity of recyclable materials that were recycled during each successive calendar year was at least 75 percent of the quantity of recyclable materials in inventory; the accumulation period is to be based on a three year rolling average of the facility's stock of the recyclable material at the end of the previous calendar year; and
 - (3) that the inventory of recyclable materials 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.
- C. If the operating procedures and records are insufficient to make the demonstrations in Subsection B of this section, 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 an unpermitted solid waste facility and the owner or operator may be subject to penalties, permitting requirements and nuisance abatement orders.
- D. The owner operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average per calendar year of recyclable material shall submit a nuisance abatement plan detailing how it will comply with 20.9.3.30 NMAC if so ordered.
- E. The owner operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average per calendar year of recyclable material shall submit a financial assurance mechanism in compliance with 20.9.10.9-13 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.
- F. The owner or operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average of recyclable material shall have a certified operator or representative present at all times while the facility is operational.

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