



NEW MEXICO  
ENVIRONMENT DEPARTMENT



Solid Waste Bureau

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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 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 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:

- Facility boundary, fencing, gates, entrances and exits
- All feedstock/compost material storage, loading, and unloading areas
- Traffic flow
- Location of all buildings, structures and utility poles – including overhead electrical lines
- North arrow, name and location of facility, and approximate dimensions of the facility boundary

**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: _____

**COMPOST STREAM:**

Origin and Market (Indicate company name, country, state, county and municipality): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Operational Rate (Estimated volume of feedstocks 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 feedstock acceptance, storage, processing and removal. The plan shall address the following items:

- Signs indicating the entrance to the site, hours of operation, emergency telephone numbers, delivery instructions and a statement 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, if applicable
- Means to control litter
- Means to prevent and extinguish fires
- Sufficient unloading areas to meet maximum expected feedstock delivery, confined to as small an area as possible
- Means of controlling and mitigating noise and odors
- 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 using biosolids (sludge, etc.) as feedstock, provide a plan for ultimate disposal (special waste landfill, land application via a ground water discharge permit, etc.) if unable to complete the composting process or if feedstock accumulates too rapidly
- If applicable, demonstrate that a groundwater discharge “Notice of Intent” has been submitted and the status
- Describe the compost process to include composting method (e.g. windrow, static pile, etc.), watering method, moisture content, frequency and method of turning, frequency and location of temperature monitoring.
- Estimated weight or volume of feedstocks accepted on a daily basis
- Estimated weight or volume of compost produced on a monthly basis
- Plan for insuring that solid waste is separated from incoming feedstocks prior to composting
- Procedures to be taken if unauthorized waste is received
- Procedures in response to emergency situations, equipment break down and compost process failure to ensure that stored waste and compost will be removed in a timely manner to avoid nuisances (e.g. odors, dust, etc.) or public health issues
- 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
- Facility personnel requirements and duties
  - Have a certified operator or representative present at all times while the facility is being operated
- Personnel training requirements
- Any additional information requested by the Secretary

**NOTE:** *The owner operator of a composting facility that accepts more than 25 tons per day annual average compostable material or greater than 5 tons per day of material that would otherwise become special waste (e.g. sludge, offal, and*

*petroleum contaminated soils) shall submit the information required in 20.9.3.28 and 30 NMAC in addition to that contained in 20.9.3.27 NMAC.*

**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**