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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 operations and every five years thereafter. Existing collection centers shall apply for a registration at least 30 days before the expiration of their existing registration. 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 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” and requires a permit in accordance with SWR 20.9.3.8 NMAC.**

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| Return completed form & attachments to: | Permitting Section ManagerNew Mexico Environment Department, Solid Waste BureauSaraLouise.Martinez@env.nm.gov |
| **I. GENERAL INFORMATION** (Please type or print) |
| **Facility Name** |
| Click or tap here to enter text. |
| **Facility Location**  |
| **Street Address or Location/Description** | Click or tap here to enter text. |
| **Mailing Address** | Click or tap here to enter text. |
| **GPS Coordinates of Property** | Click or tap here to enter text. |
| **Legal Description** | Click or tap here to enter text. |
| **Facility Owner/Contact**  | **Telephone** | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Mailing address:  | Click or tap here to enter text. |
| **Facility Operator/Contact**  | **Telephone** | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Mailing address: |  |
| **Facility Land Use** | **Facility Zoning** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**II.** **FACILITY LAYOUT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Provide a clear and legible, scaled (*specify scale and ensure scale provides enough detail)* electronic map of the facility and relevant surrounding features, indicate the following:

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| [ ]  facility name |  | [ ]  roadways (internal, access, adjacent roads, highways) |
| [ ]  location of facility |  | [ ]  north arrow |
| [ ]  land use |  | [ ]  buildings and structures |
| [ ]  zoning of parcel & surrounding area |  | [ ]  electrical lines and all other utilities |
| [ ]  parcel size |  | [ ]  facility dimensions and boundaries  |
| [ ]  watercourses & wetlands within 200 ft  |  | overall facilitylayout:  | [ ]  recyclable & HHW storage | [ ]  loading/unloading areas  |
|  |  |  | [ ]  fencing | [ ]  traffic flow patterns |
|  |  |  | [ ]  gates | [ ]  entrance/exits |

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| **III. OPERATIONS** |
| **Anticipated Start Up Date (new facilities only)** | **Days of Operation** | **Hours of Operation** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Waste Origin (state, county, and/or municipality)**  | **Solid Waste Composition (MSW, C&D, green waste)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Solid Waste Disposal (landfill name, location)** |
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| **Recyclables Type/Composition (e.g., glass, OCC, #1 & #2 plastics, aluminum, etc.)** |
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| **Recyclables Market (company name, location)** |
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| **Operational Rate (total estimated volume/tonnage of materials accepted at the facility each day)** |
| Click or tap here to enter text. |

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| **On-Site Equipment and Storage Containers (attach additional sheet, if necessary)**  |
| **Type** | **Quantity** | **Size** |
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| OPERATIONS PLANAttach an Operations Plan describing procedures including acceptance, storage, processing, and removal or final disposition of materials. The following checklist has been provided to assist in ensuring that the application is complete prior to submission. Check the boxes below as each required element is added to the Operations Plan. The complete plan should be formatted as follows, it should be included as an attachment and must address all items listed: |
| Section 1 - Signage – attach as photos demonstrating compliance *(20.9.3.27.D (4)(a))*[ ]  a. Location/address of facility[ ]  b. Days and hours of operation[ ]  c. Emergency telephone numbers[ ]  d. Delivery and drop-off instructions[ ]  e. State that fires and scavenging are prohibited |
| Section 2 - Storage Containers *(20.9.3.27.D (4)(b))*[ ]  a. Containers must be leak-proof [ ]  b. Containers must be manufactured of non-biodegradable material |
| Section 3 - Litter *(20.9.3.27.D (4)(c))*[ ]  Describe means to control litter |
| Section 4 - Fires *(20.9.3.27.D (4)(c))*[ ]  Describe means to prevent and control fires |
| Section 5 - Recycling Operations *(20.9.3.27.D (4)(d))*[ ]  Describe how operations will be conducted in a safe and sanitary manner |
| Section 6 - Storage of Recyclables *(20.9.3.27.D (4)(e))*[ ]  Describe how materials are stored in a manner that does not create a nuisance, harbor vectors, or create a public health hazard |
| Section 7 - Unloading Areas *(20.9.3.27.D (4)(f & h))*[ ]  a. Demonstrate there is sufficient space to meet peak demands[ ]  b. Demonstrate unloading is confined to as small an area as possible |
| Section 8 - Bulky Wastes *(20.9.3.27.D (4)(g))*[ ]  a. Demonstrate how bulky wastes such as brush, white goods, appliances, and scrap tires are stored separately [ ]  b. Describe how often bulky wastes will be removed |
| Section 9 - Waste Removal/Disposal *(20.9.3.27.D (4)(i))*[ ]  Describe the process to ensure solid waste is removed from the center by the end of each operating day (if an alternate frequency has been requested and approved, detail this process) |
| Section 10 - Access *(20.9.3.27.D (4)(j))*[ ]  Describe the means used to control access to the facility (e.g., fencing, gates, locks, etc.) |
| Section 11 - Noise & Odors *(20.9.3.27.D (4)(k))*[ ]  Describe the means used to control noise and odors |
| Section 12 – Materials Accepted - For each material accepted at the facility, the operations plan must describe the *(20.9.3.27.D (4)(l))*:[ ]  a. Origin of materials[ ]  b. Expected composition - weight or volume of waste and recyclable materials by type [ ]  c. Process for accepting, handling, sorting, storing, containerizing, and removing or disposing of the material[ ]  d. Loading rate (process rate)[ ]  e. Proposed capacity of the facility[ ]  f. Size and operational rate (acceptance rate per day based on monthly average)[ ]  g. Expected disposition rate (frequency of waste disposal and recyclables to market) |
| Section 13 - Record Keeping - While the submission of an annual report is not required, records must be maintained to demonstrate ongoing compliance with *20.9.3.27.D (4)(l).* [ ]  Describe how data will be collected and records will be maintained to comply with *20.9.3.27.D (4)(l).*  |
| Section 14 - Training *(20.9.3.27.I)*While a certified operator is not required to be present during operations, employees must be trained to identify and prevent unauthorized wastes, know what data to collect for record keeping, know how to safely operate any equipment, and know what to do in the event of an emergency.[ ]  Describe your training program; the topics covered, trainers, and frequency of employee training. |
| Section 15 - Tire Recycling *(20.9.3.27.K)*[ ]  If facility recycles tires, demonstrate compliance with applicable operating procedures required by 20.9.20 NMAC |
| Section 16 - Unauthorized Waste[ ]  Detail procedures to be taken if unauthorized waste (suspect hazardous) is received |
| Section 17 - Emergency Situations[ ]  a. Describe procedures to be taken in emergencies, such as equipment breakdowns, fires, spills, etc.[ ]  b. Explain how stored waste and recyclables will be removed in a timely manner to avoid nuisances or hazards |
| Section 18 - Registration Updates[ ]  Indicate if there are any significant changes in operation or ownership and provide a description |
| Section 19 - Any additional information requested by the Secretary |

**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**