



# Utah Division of Solid and Hazardous Waste

## Solid Waste Management Program

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### Transfer Station, Composting, or Recycling Facility Operations Plan Guidance

This guidance provides the reader information, in plain language, about how the Division of Solid and Hazardous Waste expects to interpret Rules R315-312 and R315-313. In the event questions arise regarding the matters discussed in this guidance, the text of the rule will govern.

The following checklist is to assist those preparing operations plans for Transfer Stations, Compost Facilities, and Recycling Facilities. This document addresses the information needed for a plan of operation submittal to the Director of the Division of Solid and Hazardous Waste. Other federal, state, or local agencies may have requirements that the facility must also meet. The Facility owner or operator is responsible to be informed of, and meet, any applicable requirements. Examples of these requirements may include obtaining a conditional use permit, a business license, or a storm water permit. The owner or operator is reminded that obtaining a plan approval under the *Solid Waste Permitting and Management Rules* does not exempt the facility from these other requirements.

An operations plan documents a facility's compliance with location, design, construction, and operation requirements of R315-312 or R315-313 of the *Utah Solid Waste Permitting and Management Rules* and the *Utah Solid and Hazardous Waste Act* (UCA 19-6-101 through 123).

Copies of the *Solid Waste Permitting and Management Rules*, the *Utah Solid and Hazardous Waste Act*, along with many other useful guidance documents can be obtained by contacting the Division of Solid and Hazardous Waste at 801-538-6170. Most of these documents are available on the Division's web page at [www.hazardouswaste.utah.gov](http://www.hazardouswaste.utah.gov). Guidance documents can be found in the Solid Waste Section portion of the web page.

The following table lists the requirements of the various rules relating to submittal of operations plans for the three facility types. The three columns on the right are for the three types of facilities. If an "X" appears in the column under the facility type that means that the information referred to in the left-hand column is applicable to that type of facility and should be addressed in the operations plan submitted to the Director.

Rule Citation	Transfer Station	Compost Facility	Recycling Facility
R315-312-2(1) Meet Applicable Requirements of R315-302-2		X	X
R315-312-2(2) Certification		X	X
R315-312-3(1) Siting Requirements			
(a) Wetlands etc.		X	
(b) distance from buildings		X	
R315-312-3(3) Additional Operating Plan Requirements			
(a) plans and specifications		X	
(b) input details		X	
(c) temperature monitoring		X	
(d) additives		X	

(e) special operating procedures		X	
(f) process time		X	
(g) windrow details (windrow systems only)		X	
(h) aeration methods (non-static systems)		X	
(i) final product use		X	
R315-312-3(4) Operations Requirements (Compost facilities must meet all of the requirements of this section. Some are address in the requirements of R315-302-2. The requirement listed below should be addressed in the operation plan submitted)			
(g) pads or liners		X	
R315-313-2 Transfer Station Standards (All transfer stations must meet the requirements of this section during the operating life of the facility. The sections listed below should be addressed in the operation plan submitted to the Director.)			
R315-313-2(1) Meet the applicable requirements of R315-302-2	X		
R315-313-2(2) Design and Operation Requirements			
(a) fence etc.	X		
(d) screening	X		
(e) tipping floor protection	X		
(f) buffer zone	X		
(g) water handling	X		
(n) closure	X		
R315-302-2(2) Plan of Operations			
(a) intended schedule of construction	X	X	X
(b) on-site waste handling procedures	X	X	X
(c) facility inspection schedule	X	X	X
(d) contingency plans for fire or explosion	X	X	X
(e) corrective action plans			
(f) contingency plans for other releases			
(g) fugitive dust control plan	X	X	X
(h) litter control plan	X	X	X
(i) gas, ground water monitoring, and leachate systems maintenance			
(j) procedures to exclude hazardous waste and PCB's	X	X	
(k) vector control procedures	X	X	X
(l) alternative waste handling plan	X		
(m) closure and post-closure plans		(see R315-312-3(4))	
(n) closure and post-closure costs			

(o) training plans	X	X	X
(p) other information required by the Director	X	X	X
R315-302-2(3) Record Keeping			
(a) daily operating record	X	X	X
(b) other records			
R315-302-2(4) Reporting			
(a) annual Report	X	X	X
(b)(i) facility general information	X	X	X
(b)(ii) report year	X	X	X
(b)(iii) amount received	X	X	X
(b)(iv) density			
(b)(v) financial assurance			
(b)(vi) monitoring results			
(b)(vii) training	X	X	X
(c) and (d) conversions – use if applicable			
R315-302-2(5) Inspections			
(a) owner/operator inspections	X	X	X
(b) Solid and Hazardous Waste inspections	X	X	X
R315-302-2(6) Recording with County Recorder			
(a) plats to county recorder		X	
(b) notice to Director		X	