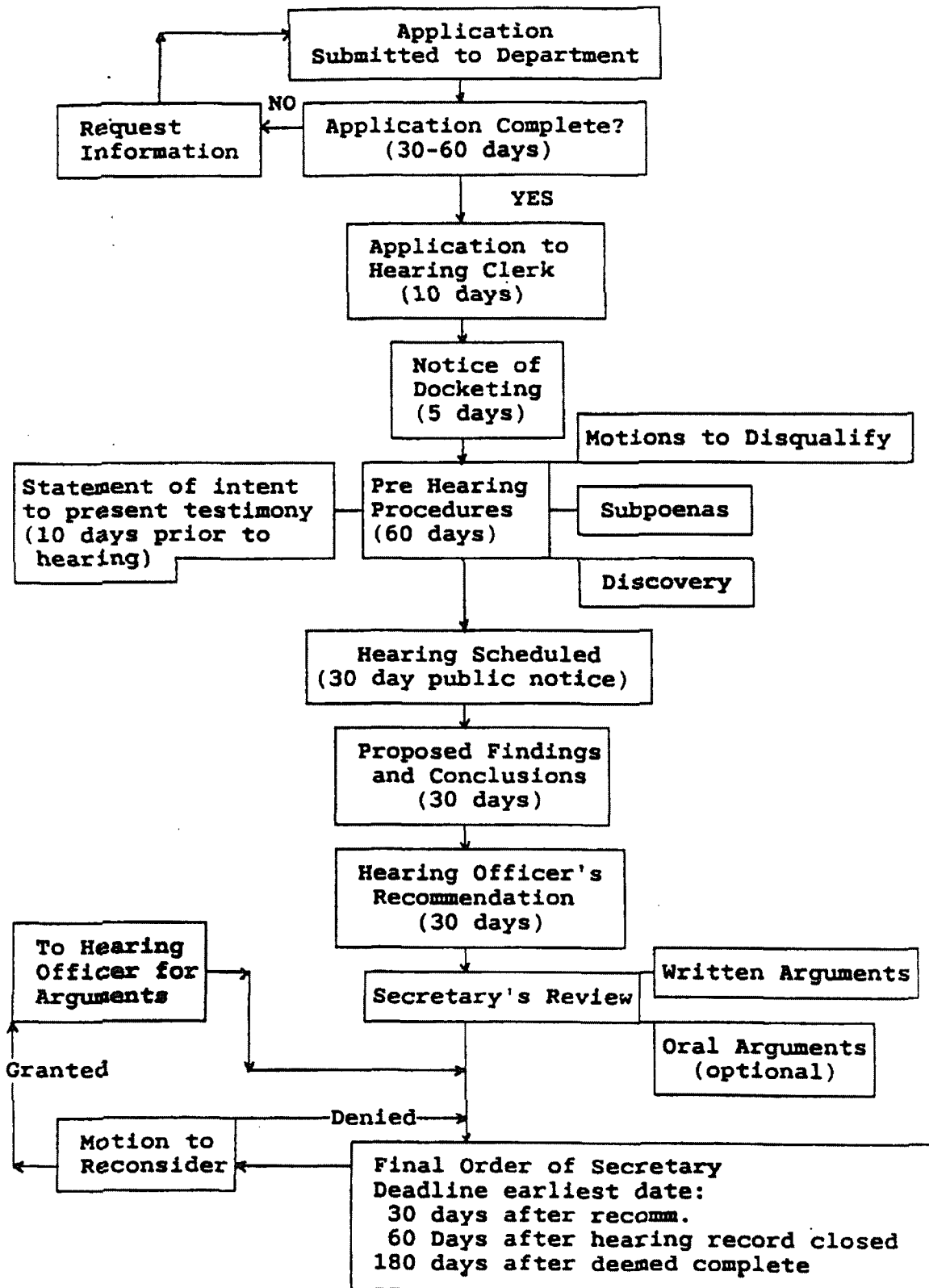
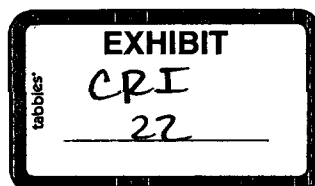


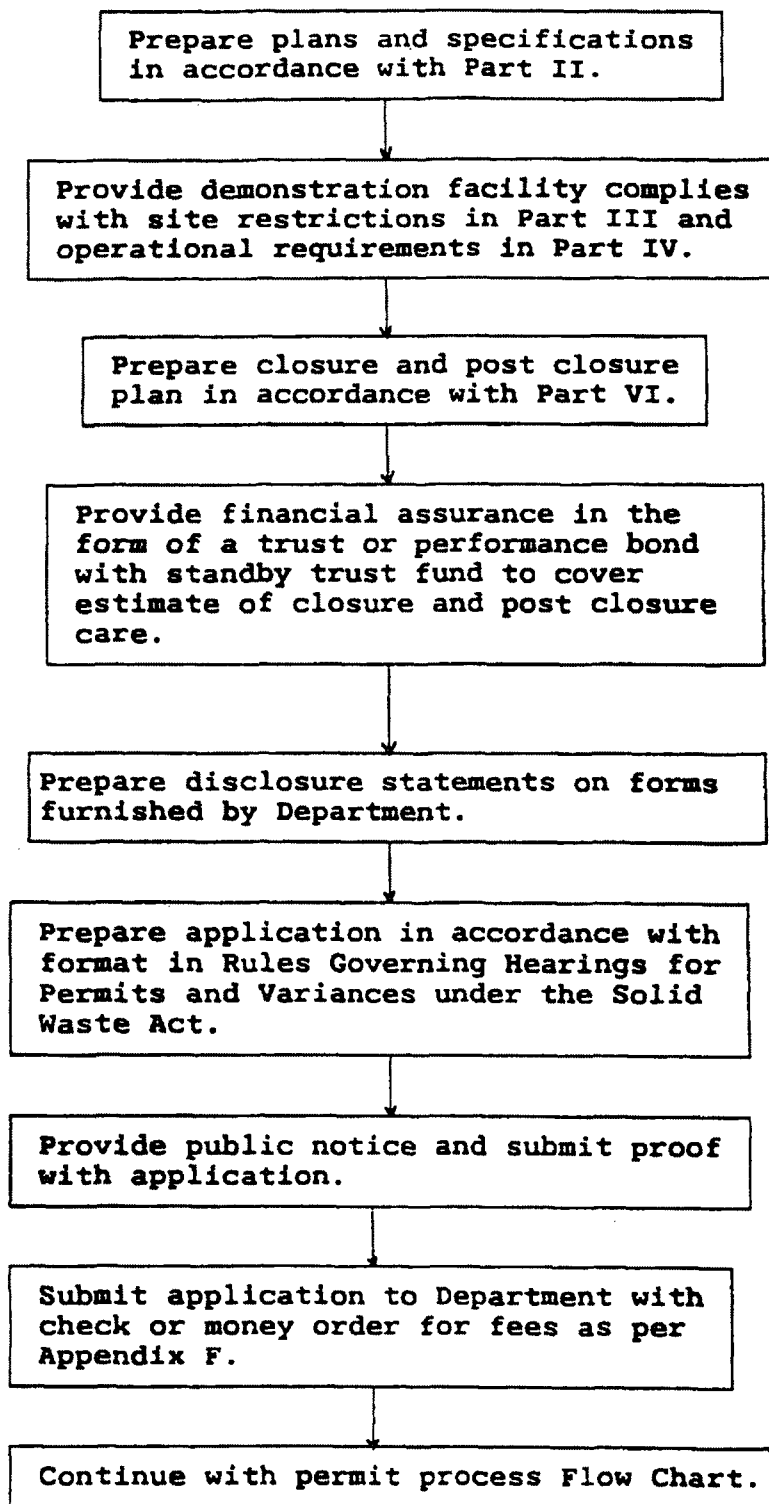
**Permit Process
Flow Chart**



By JDD/rg 2/5/92



Permit Application
Flow Chart



SOLID WASTE FACILITY
PERMIT APPLICATION CHECKLIST

Part I: Pre Review Information

Facility name: _____

Type of facility: _____

Date application submitted: _____

Application reviewed by: _____

Location:

County: _____

Twp: _____ Rge: _____ Sec: _____ 1/4 Sec: _____

Lat: _____ Long: _____

Owner/Operator _____

Mailing address: _____

Does the proposed facility require a permit
as a "Solid Waste Facility"(defined in
§105.HHH of the 1992 SWMR-3)?

Yes _____ No _____

Application fee paid?

Yes _____ No _____

Proof of Public Notice provided?

Yes _____ No _____

Application filed in duplicate?

Yes _____ No _____

Documents in proper format?

Yes _____ No _____

Financial assurance provided, if required?

Yes _____ No _____

Applicant disclosure provided?

Yes _____ No _____

Facility plans & drawings signed & sealed
by a P. E. registered in New Mexico?

Yes _____ No _____

Part II: General Information

Does site information contain:

Name & address of applicant?

Yes _____ No _____

Name & address of property owner?

Yes _____ No _____

Name & address of party responsible
for site operation?

Yes _____ No _____

Legal description & maps of proposed
facility site?

Yes _____ No _____

Including (for surrounding area):

Land Use?

Yes _____ No _____

Zoning?

Yes _____ No _____

If exploration holes were drilled, is
there certification that plugging &
sealing was done in accordance With State
Engineers requirements?

Yes _____ No _____

If a water supply is present at the
facility,

Is its source provided?

Yes _____ No _____

Is its location provided?

Yes _____ No _____

Is any other site information required?

Yes _____ No _____

Does operational information include:

Means of odor control & mitigation?

Yes _____ No _____

Listing and description of equipment
to be used at the facility:

Number?

Yes _____ No _____

Type?

Yes _____ No _____

Size?

Yes _____ No _____

A narrative description of the General
Operating Plan for the proposed facility,
including:

Waste origin?

Yes _____ No _____

Expected waste composition?

Yes _____ No _____

Daily weight or volume of waste
proposed to be received?

Yes _____ No _____

Process to be used?

Yes _____ No _____

Daily operational methodology?

Yes _____ No _____

Expected loading rate?

Yes _____ No _____

Proposed capacity?

Yes _____ No _____

Expected facility life?

Yes _____ No _____

A plan for an alternate waste handling or
disposal system to be used when the facility
is not in operation because of equipment
breakdown or other problems?

Yes _____ No _____

Operating hours of facility?

Yes _____ No _____

Does the information provided contain plans for transportation to and from the facility, including:

Size of vehicles delivering waste to and/or removing waste from the facility?

Yes _____ No _____

Number of above vehicles?

Yes _____ No _____

Employee traffic ?

Yes _____ No _____

Routes of waste vehicles?

Yes _____ No _____

Routes of employee vehicles?

Yes _____ No _____

Suitability of roads traveled?

Yes _____ No _____

Suitability of bridges crossed?

Yes _____ No _____

Measures for controlling traffic caused:

Litter?

Yes _____ No _____

Dust?

Yes ☐ No ☐

Noise?

Yes _____ No _____

Other impacts of traffic to & from the facility?

Yes No

Remarks: _____

PERMIT APPLICATION CHECKLIST
LANDFILL

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

A schedule of filling?	Yes _____	No _____
Method(s) of compacting waste?	Yes _____	No _____

Proof that all waste disposal and
waste handling areas are:

At least 50 feet from the property boundaries?	Yes _____	No _____
---	-----------	----------

At the time of application, at least
500 feet from the nearest:

Residence?	Yes _____	No _____
School?	Yes _____	No _____
Hospital?	Yes _____	No _____
Institution?	Yes _____	No _____
Church?	Yes _____	No _____

Type(s) of daily cover?	Yes _____	No _____
Source(s) of daily cover?	Yes _____	No _____
Type(s) of final cover?	Yes _____	No _____
Source(s) of final cover?	Yes _____	No _____

Maps or plans of proposed facility, drawn to scale?	Yes _____	No _____
--	-----------	----------

Do maps or plans indicate locations of:

Groundwater monitoring wells?	Yes _____	No _____
Landfill gas monitoring points?	Yes _____	No _____
Salvage operations?	Yes _____	No _____
Borrow areas?	Yes _____	No _____
Fill areas?	Yes _____	No _____
Water wells?	Yes _____	No _____
Gas &/or oil wells?	Yes _____	No _____
Fire protection?	Yes _____	No _____
And provisions for:		
Concealing site from public view?	Yes _____	No _____
Reducing noise?	Yes _____	No _____

LANDFILL

Topographic map(s) of the landfill site
drawn to a scale of 200 feet to the inch
or larger;

with the contour interval not exceeding 2
feet if the relief is less than 50 feet,
or exceeding 5 feet if the relief is greater
than 50 feet?

Yes _____ No _____
Yes _____ No _____

With property boundaries indicated?

The most recent full size U.S.G.S. topographic
map (7 1/2 minute series, if available)
showing:

Waste facility boundary?

Yes _____ No _____

Existing utilities & structures within 500
feet of the site boundary?

Yes _____ No _____

The most recent U.S.G.S., Army Corps of
Engineers or Federal Insurance Administration
100 year floodplain map of the area
(if available)?

Yes _____ No _____

A description of the geology of the site with
sufficient data to characterize the aquifer(s)
below & in the vicinity of the site; including:

A plan for obtaining the necessary
geologic information?

Yes _____ No _____

A background water quality assessment
(established in accordance with § 202.A.8.b
of the SWMR) which includes:

Groundwater depth?

Yes _____ No _____

Flow Direction?

Yes _____ No _____

Gradient?

Yes _____ No _____

Velocity?

Yes _____ No _____

A boring plan which indicates:

A sufficient number of borings* or other
suitable geological data to provide a
representative sampling of soils at the
proposed site?

Yes _____ No _____

A description of the drilling method(s)?

Yes _____ No _____

A description of the sampling method(s)?

Yes _____ No _____

* Note: Until initial test holes are drilled and the soil samples
analyzed as required in §202.A.8.c.1&2, d&e (1992 SWMR-3), the
exact number, locations and depths of borings required to
characterize a proposed landfill site is indeterminable. The
applicant, therefore, should include in the boring plan at least
the minimum number of borings required in §202.A.8.c (1992 SWMR-
3) or submit an alternate plan for Department approval.

LANDFILL

A demonstration that the facility will not discharge contaminants in exceedance of Commission regulations including:

The use of the geologic regime* to demonstrate that leachate will not have the potential to migrate to groundwater?

Yes _____ No _____

* Note: This requires that samples from site assessment borings have been acquired and analyzed to characterize the geologic regime.

The use of engineered structures designed & constructed specifically for pollution control?

Yes _____ No _____

The use of a water balance analysis if in conjunction with another method?*

Yes _____ No _____

* Note: Any combination of these demonstrations may be required.

An analysis of surface water flow, including:

Direction?

Yes _____ No _____

Rate?

Yes _____ No _____

A demonstration that the landfill will not discharge contaminants in violation of Commission regulations?

Yes _____ No _____

Surface water control systems, including:

Diversion?

Yes _____ No _____

Collection?

Yes _____ No _____

Conveyance?

Yes _____ No _____

Erosion control?

Yes _____ No _____

Sedimentation control?

Yes _____ No _____

Treatment?

Yes _____ No _____

Storage?

Yes _____ No _____

Discharge?

Yes _____ No _____

Distance of facility site from the closest FAA approved airport & demonstration of compliance with the most current FAA regulations (10,000 feet from any runway end used or planned for use by turbine powered aircraft & 5000 feet from any runway end used only by piston powered aircraft)?

Yes _____ No _____

LANDFILL

Regarding public & private water supplies located within a 1 mile radius of the site boundaries & 3 miles downgradient from the site:

Location(s)?

Yes _____ No _____

Name(s)?

Yes _____ No _____

Within 300 feet of the proposed facility, the locations of:

High tension power lines?

Yes _____ No _____

Pipelines?

Yes _____ No _____

Railroads?

Yes _____ No _____

Public roads?

Yes _____ No _____

Private roads?

Yes _____ No _____

Regarding proposed all weather access roads to & within the proposed permit area:

Location?

Yes _____ No _____

Slopes?

Yes _____ No _____

Grades?

Yes _____ No _____

Road lengths?

Yes _____ No _____

Load limits?

Yes _____ No _____

Facility entrance?

Yes _____ No _____

Facility exit?

Yes _____ No _____

Locations of:

Barriers?

Yes _____ No _____

Fences?

Yes _____ No _____

Other similar structures?

Yes _____ No _____

Prevailing wind directions?

Yes _____ No _____

Proof that the facility will not destroy or adversely modify critical habitat of endangered or threatened species?

Yes _____ No _____

Closure plans?*

Yes _____ No _____

Post closure plans?*

Yes _____ No _____

* Per §501 (1992 SWMR-3)

Contingency plans to cope with exceedance of any regulations regarding:

Groundwater?

Yes _____ No _____

Surface water?

Yes _____ No _____

Air Quality?

Yes _____ No _____

Decomposition gas?

Yes _____ No _____

Any other applicable regulations?

Yes _____ No _____

LANDFILL

Plans & specifications for groundwater monitoring systems, including a minimum of four monitor wells for any landfill, placed as follows:

At least 1 well upgradient from the facility, located as far from the waste boundary as possible?

Yes _____ No _____

3 wells placed downgradient from the landfill, inside the facility boundaries, but no more than 100 feet from the waste boundaries?

Yes _____ No _____

Is vadose zone monitoring proposed?

Yes _____ No _____

If yes, do plans meet the requirements of §202.C (1992 SWMR-3)?

Yes _____ No _____

Is a liner proposed?

If yes, do plans & specifications meet the requirements set forth in §202.D (1992 SWMR-3)?

Yes _____ No _____

Is a leachate collection system proposed?

Yes _____ No _____

If yes, do the plans & specifications meet the requirements of §202.E (1992 SWMR-3) including:

A written leachate management plan describing the anticipated amounts of leachate, duration of generation & final disposal options for the leachate?

Yes _____ No _____

Is a gas management plan proposed?

Yes _____ No _____

If yes, are the requirements of §202.G.1 (1992 SWMR-3), i.e., designs for a gas control system, met?

Yes _____ No _____

If gas recovery is to be used, are all of the requirements of §202.G.2 (1992 SWMR-3) satisfied?

Yes _____ No _____

Remarks: _____

PERMIT APPLICATION CHECKLIST
TRANSFORMATION FACILITY

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

Regarding ash, residue or wash water produced by operation of the facility; actual or expected:

Physical composition?

Yes _____ No _____

Chemical composition?

Yes _____ No _____

Proposed location for:

Disposal?

Yes _____ No _____

Storage?

Yes _____ No _____

Processing?

Yes _____ No _____

Proposed method for:

Disposal?

Yes _____ No _____

Storage?

Yes _____ No _____

Processing?

Yes _____ No _____

Regarding unmarketable waste generated by the process, the plans for:

Separation?

Yes _____ No _____

Storage?

Yes _____ No _____

Ultimate disposal?

Yes _____ No _____

Temporary storage of bulky wastes?

Yes _____ No _____

The minimum & maximum volumes of material or waste to be stored?

Yes _____ No _____

The minimum & maximum times the material or waste is to be stored?

Yes _____ No _____

Detailed plans, drawings & information including:

The most recent full size U.S.G.S. topographic map (7 1/2 minute series, if printed) of the area, showing:

The waste facility boundary?

Yes _____ No _____

Property boundary?

Yes _____ No _____

Existing utilities?

Yes _____ No _____

Structures within 500 feet of the facility boundary?

Yes _____ No _____

TRANSFORMATION FACILITY

Within 300 feet of the proposed facility
the location of:

High tension power lines?

Yes _____ No _____

Pipelines?

Yes _____ No _____

Railroads?

Yes _____ No _____

Public & private roads?

Yes _____ No _____

Regarding buildings & related facilities
which will be used in the operation:

Location?

Yes _____ No _____

Size (horizontal & vertical)?

Yes _____ No _____

Transformation unit?

Yes _____ No _____

Feed area (charging unit)?

Yes _____ No _____

Ash load-out?

Yes _____ No _____

Conveyors?

Yes _____ No _____

Ramps?

Yes _____ No _____

Other devices to move waste material through
the process?

Yes _____ No _____

Control room & equipment?

Yes _____ No _____

An operation & maintenance manual which
includes:

Yes _____ No _____

Current policies?

Yes _____ No _____

Procedures?

Yes _____ No _____

Operating requirements for the various
stages of transformation?

Yes _____ No _____

All information that would enable facility
personnel & persons evaluating the
operation of the facility to determine the
operation sequence, plans, diagrams,
policies, procedures & legal requirements
which must be followed for orderly &
successful operation?

Yes _____ No _____

Contingency plans to cope with exceedance of
any applicable standards?

Yes _____ No _____

A description of the facility which includes:

A sequential description of the major
components used in treating the waste from
delivery at a weigh scale to loading
operations?

Yes _____ No _____

Procedures for:

Facility start up?

Yes _____ No _____

Scheduled shut downs?

Yes _____ No _____

Unscheduled shut downs?

Yes _____ No _____

TRANSFORMATION FACILITY

A description of:

Potential safety hazards? Yes _____ No _____

Methods of control, including:

Arrangements to detect explosion potential? Yes _____ No _____

Equipment installed to minimize the impact of explosion? Yes _____ No _____

A description of personnel safety equipment & protective gear, including:

Showers? Yes _____ No _____

Eye wash? Yes _____ No _____

Fire extinguisher? Yes _____ No _____

Hoses? Yes _____ No _____

Hard hats? Yes _____ No _____

Safety goggles? Yes _____ No _____

Hearing protection? Yes _____ No _____

Proposed personnel hygiene facilities? Yes _____ No _____

Operation plans containing a process flow diagram or displays to illustrate the complete material & process sequence?

Yes _____ No _____

Plans must depict, for all material flow streams anticipated for the facility, the major equipment associated with the:

Processing? Yes _____ No _____

Heating? Yes _____ No _____

Cooling? Yes _____ No _____

Transportation? Yes _____ No _____

Storage? Yes _____ No _____

Material flow streams showing all:

Inputs? Yes _____ No _____

Outputs? Yes _____ No _____

Identification & permit number(s) of the landfill(s) which will receive the residue & bypass waste?

Yes _____ No _____

Remarks:

PERMIT APPLICATION CHECKLIST
COMPOSTING FACILITY

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

Regarding input materials, the methods of:

Measuring?	Yes _____	No _____
Shredding?	Yes _____	No _____
Mixing?	Yes _____	No _____
Proportioning?	Yes _____	No _____

A description of temperature monitoring equipment?

Yes _____ No _____

Location(s) of all temperature (& any other) monitoring equipment?

Yes _____ No _____

Frequency of monitoring?

Yes _____ No _____

A description of any proposed additive material, including:

Quantity?	Yes _____	No _____
Quality?	Yes _____	No _____
Frequency of use?	Yes _____	No _____

Special precautions or procedures for operation during:

Wind?	Yes _____	No _____
Heavy rain?	Yes _____	No _____
Snow?	Yes _____	No _____
Freezing conditions?	Yes _____	No _____

Estimated composting time duration (the period from initiation of the composting process to completion)?

Yes _____ No _____

For windrow systems, the windrow construction, including:

Width?	Yes _____	No _____
Length?	Yes _____	No _____
Height?	Yes _____	No _____

The method of aeration, including:

Turning frequency or mechanical aeration equipment?	Yes _____	No _____
Aeration capacity?	Yes _____	No _____

COMPOSTING FACILITY

A general description of:

The ultimate use for the compost?

Yes ☐ No ☐

The method for removal from the site?

Yes ☐ No ☐

A plan for the disposal of finished compost which cannot be used in the expected manner due to poor quality or change in market conditions?

Yes ☐ No ☐

For in vessel composting systems:

A process flow diagram of the entire process, including:

Yes ☐ No ☐

All major equipment?

Yes ☐ No ☐

Flow streams?

Yes ☐ No ☐

Remarks:

PERMIT APPLICATION CHECKLIST
TRANSFER STATION

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

Plans of the proposed facility, indicating:

Location(s) of buildings currently in use
within 100 feet of the facility, drawn to
scale?

Yes _____ No _____

Location of :

Solid waste storage areas drawn to scale?

Yes _____ No _____

Loading areas drawn to scale?

Yes _____ No _____

Regarding rinse water &/or leachate:

Collection?

Yes _____ No _____

Treatment?

Yes _____ No _____

Disposal?

Yes _____ No _____

Frequency of solid waste:

Deposit?

Yes _____ No _____

Pickup?

Yes _____ No _____

Method of transport?

Yes _____ No _____

Destination?

Yes _____ No _____

Remarks: _____

PERMIT APPLICATION CHECKLIST
RECYCLING & PROCESSING FACILITIES

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

A description of the survey & analysis
process used to determine the characteristics
of the solid waste to be processed? Yes _____ No _____

Plans, to scale, of all structures used for:

Processing?	Yes _____	No _____
Storage?	Yes _____	No _____
Alternate storage?	Yes _____	No _____
Disposal capability?	Yes _____	No _____

Plans describing:

Sampling capability?	Yes _____	No _____
Locations designed into the facility so the process stream can be safely sampled & analyzed?	Yes _____	No _____

Plans describing methods for the containment
&/or removal of residues & spills in a manner
that protects the public health, safety & the
environment? Yes _____ No _____

An operation & maintenance manual which
addresses all of the operating requirements
for the proposed facility? Yes _____ No _____

Remarks: _____

PERMIT APPLICATION CHECKLIST
FACILITIES ACCEPTING SPECIAL WASTE

Facility name: _____

Location: _____

Does the Permit Application contain the following information:

A complete description of the types of waste to be accepted? Yes _____ No _____

The anticipated amount & frequency of disposal of the wastes? Yes _____ No _____

The method of disposal? Yes _____ No _____

A copy of the disposal management plan for those special wastes not otherwise specified with disposal requirements per §710 (1992 SWMR-3)? Yes _____ No _____

Emergency & mitigation measures in case of a spill or leak? Yes _____ No _____

Any other information requested by the Department? Yes _____ No _____

Remarks: _____

