

Commonwealth of Massachusetts
Department of Environmental Protection

LEAF AND YARD WASTE COMPOSTING REGISTRATION FORM

Revised August 2007

Bureau of Waste Prevention
Division of Consumer Programs
Recycling Program

MASSDEP LEAF AND YARD WASTE COMPOSTING REGISTRATION INSTRUCTIONS

The Department of Environmental Protection (MassDEP) requires that all municipal and commercial leaf and yard waste composting operations register with the MassDEP using the attached Leaf and Yard Waste Composting Registration form. * The purpose of the registration form is to assist MassDEP in insuring that leaf and yard waste composting operations are sited and operated such that they do not cause negative environmental impacts or nuisance conditions, as required by 310 CMR 16.05(3). Guidelines for sound operations are provided in the MassDEP Leaf and Yard Waste Composting Guidance Document, which is available upon request. Siting guidance and other technical assistance is available from the Recycling Program in MassDEP by calling (617) 292-5969.

For new operations, the registration form should be submitted at least 30 days prior to the commencement of site preparations or composting operations on the proposed site. The registration shall remain in effect for as long as the composting facility, as registered, is operated in compliance with 310 CMR 16.05(3). An amended registration form must be submitted for a registered composting facility prior to any substantial changes in site, design or operation of the facility.

No composting operation will be permitted where refuse has been previously been disposed, unless written approval has been granted from MassDEP. When a leaf and yard waste composting operation is proposed at a location where refuse has previously been disposed, the applicant should submit, along with the registration form, a plan describing how the integrity of the landfill cover will be maintained.

A completed registration form should be sent to the MassDEP Boston office and a copy to the appropriate MassDEP regional office. MassDEP recommends that a copy of the completed registration form also be sent to the local Board of Health.

MassDEP BOSTON OFFICE

Department of Environmental Protection
Division of Consumer Programs/Recycling
One Winter Street
Boston, MA 02108
(617) 292-5969
(617) 292-5834

MassDEP REGIONAL OFFICES

See <http://mass.gov/dep/about/region/findyour.htm>

* Agricultural units (e.g. farms, nurseries) should register their composting operations with the Department of Food and Agriculture (DFA) rather than with the MassDEP. Contact DFA at (617) 727-3018.

**Commonwealth of Massachusetts
Department of Environmental Protection**

LEAF AND YARD WASTE COMPOSTING REGISTRATION FORM

I. OWNER/REGISTRANT INFORMATION

Date of Registration: _____

Owner/Responsible Official: _____
Name Title

Address: _____
Street City/Town Zip

Telephone: (____) _____

Contact: _____
Name Title

Consulting or compost management firm contracted to assist in the planning, siting or operation of the composting facility (list contact, address & phone # for each company):

Corporate name Contact name and title

Address Telephone

II. SITE INFORMATION

Location: _____
Street City/Town Zip

Operator: _____
Name Telephone

A. Locus Map. Attach a topographic map which clearly delineates the location of the compost site and the adjacent area, with the features listed below (at a scale of 1"=500', can use enlarged USGS map).

Identify and indicate the distance from the compost site the following in the space below and/or on the locus map:

1. Uses of land adjoining the site (i.e., commercial, residential, school, park): _____
2. Surface water bodies, including rivers, streams, ponds, lakes, etc., within 500 feet of the site: _____
3. Wetlands within 500 feet of the site: _____
4. Public drinking water supply within 1/2 mile of the site: _____
5. Private drinking water well within 250 feet of the site: _____
6. Occupied buildings or public parks within 500 feet of the site: _____
7. Vegetative or other buffer between site and adjacent properties: _____

B. Site and Design Plan

1. Size of site (state acreage): _____
2. Type of pad material: _____
3. Depth of pad material: _____
4. Depth from pad surface to maximum high seasonal groundwater or to bedrock: _____

Attach a topographical site map that shows the compost site plan with the features listed below, at a scale that clearly shows the information requested (i.e. 1"=100').

The features to include are:

1. Slope of composting pad; indicate percent slope and direction;
2. Compost pile or windrow layout on pad, indicating: direction, length, width, height, distance between windrows, area provided around windrows for equipment movement;
3. Existing and proposed contour lines (i.e., every 2 ft.);
4. Drainage or run-off control system;
5. Location of on site water supply;
6. Access road to site;
7. If drop-off collection, indicate location and design of drop-off area with access and relation to composting area;
8. Location of compost curing and storage area;

C. Soil Description: Describe the type of soil and/or provide a copy of Soil Conservation Service (SCS) map with compost site indicated.

D. Previous Site Use. Describe the previous use of the site:

1. If the site is located within a permitted landfill is it located on a former active area or on an area not previously used for disposal?
2. If it is located on a former active area, describe type of cap or cover material over the area:

III. IN-PUT MATERIAL INFORMATION

A. Quantity of material to be received (indicate cubic yards or tons):

Leaves

Grass Clippings

Prunings/Brush

Estimated yearly quantity to be composted: _____

How was quantity estimated?

B. Sources of material (municipal, landscape contractors, other. If site serves multiple municipalities, list them):

C. Other Organic Waste: Are there plans to compost other organic materials (non-leaf and yard waste) at the registered site? (Separate notification or approval may be necessary for some materials.)

IV. COMPOST OPERATIONS INFORMATION

(Include additional pages if necessary)

START UP DATE: _____
(Date yard waste is expected to be delivered to site)

A. Management

1. Is site to be operated by municipality? Yes: ___ No: ___
2. If not operated by municipality, state name of site operator and describe site operator's responsibilities:

B. Collection: Circle the type(s) of collection to be used and describe them as requested below.

For curbside or street collection:

Describe type of collection vehicles used (e.g., packer trucks, vacuum trucks, front end loader with dump trucks, claw), who will operate vehicles (municipality or private hauler), frequency of collection, types of collected materials, type of collection bags used, and method for excluding non-yard waste, for the following:

1. Curbside collection:

2. City street (including municipal land) bulk collection:

3. Drop-off collection:

Describe drop-off process, including who may deliver yard waste (residents and/or commercial landscapers), monitoring of incoming materials, provisions for grass clippings and brush, removal of contaminants, hours of operation and staffing, how material will be delivered to the composting pad:

C. De-bagging Operation (if applicable). Describe the de-bagging operation, including location of area in relation to compost pad, process of unloading and de-bagging leaves from bags to deposition in windrow, supervision, number of personnel and supervision, removal and disposal of bags and other non-yard waste:

D. Composting Process. Describe the composting process to be used and the sequence of operations, including methods of deposition, removal of non-compostables, pile/windrow formation process, types of equipment to be used, frequency and method of process monitoring and control (e.g. temperature, moisture), frequency and method of windrow turning and wetting, record keeping, and expected time frame to attain finished product:

E. Staff Responsibilities: List personnel and department assigned for:

Deposition:

Site management (temperature and moisture monitoring, wetting, turning, record keeping and contaminant removal):

Overall supervision:

F. Environmental Measures. Describe methods to be used to minimize standing water, run off/erosion and odor:

G. Site Security and Fire Control: Describe site security and fire control measures, including fencing, gates, access and on-site water supply/local Fire Dept.:

H. Contingency plan (for the management of materials on site in the event that operations cease):

V. COMPOST END-USE INFORMATION

A. Compost end use:

B. Compost end users (if different from the applicant):

C. End product testing:

Is there any planned testing for the compost end product and if so, for what parameters? (For information on soil/compost testing offered by the University of Massachusetts in Amherst, call (413) 545-2311.)

VI. CONDITIONS OF OPERATIONS

As a condition of operation the undersigned agrees to operate the above named leaf and yard waste composting operation in accordance with the DEP Leaf and Yard Waste Composting Guidance Document and the following duties:

A. Duty to Comply: The operator shall comply at all times with the terms and conditions set forth in the Leaf and Yard Waste Composting Guidance Document, and all other applicable State and Federal statutes and regulations.

B. Duty to Maintain: The operator shall at all times properly operate and maintain all facilities, equipment, control systems, and vehicles which the operator installs and uses.

C. Duty to Mitigate: The operator shall remedy and shall act to prevent all potential and actual adverse impacts to persons and the environment resulting from operation of the composting facility.

D. Duty to Provide Information: The operator shall provide the Department, within a reasonable time, any information which the Department may request and which is deemed by the Department to be relevant to determine whether the operator is complying with the conditions of this registration. In accordance with this obligation, the Department may require the operator to have the composted end product tested for contaminants prior to re-use or sale.

E. Duty to Provide Site Security: The operator shall ensure that adequate site security exists to prevent the illegal dumping of solid wastes at the site.

F. Duty to Prevent Fires: The operator shall ensure that adequate measures to prevent fires have been taken, including the development of a contingency plan with the local fire department and by providing an adequate source of water for fire fighting purposes.

I certify the information contained herein to be true and accurate to the best of my knowledge and belief.

Print Name

Authorized Signature

Position/Title

Municipality

Date