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E X EC U TI V E OF F I C E OF E NE R G Y AND E NVI R ONM E NTA L AFFA I R S

Department of Agricultural Resources

## 225 Turnpike Road, Southborough, MA 01772

 [www.mass.gov/agr](http://www.mass.gov/agr)

**Agricultural Composting Registration Application Form**

**Instructions**: This form is required for an Agricultural Composting Registration with the MA Department of Agricultural Resources. Please fill out the application in its entirety and submit the form and registration fee to the address listed at the end of the form.

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| **1. Compost Operator Information** |
| Name of Operator(may be a corporation): |  |
| Contact Person (if different than above): |  | Telephone Number: |  |
| Mailing Address: |  |
| City: |  | State: |  | Zip Code: |  | County: |  |
| Fax Number: |  | E-mail Address: |  |

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| **2. Landowner Information (if different from operator)** |
| Name of Landowner: |  | Telephone Number: |  |
| Mailing Adress: |  |
| City: |  | State: |  | Zip Code: |  | County: |  |
| Fax Number: |  | E-mail Address: |  |

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| **3. Farm Information** |
| Name of Farm: |  |
| Address: |  |
| City: |  | State: |  | Zip Code: |  |
| Size of Farm: | \_ \_ Acres | Size of Composting Site: | \_ \_ Acres |
| Zoning Classification(s) of the land proposed for the compost site: |

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| **3. Farm Information (continued)** |
| Is the proposed composting site located on Agricultural Preservation Restriction (APR) land? | **yes no** |
| Is the primary purpose of your compost operation to handle manure generated from your farm? | **yes no** |
| Identify the anticipated percentage of finished compost to be used on your farm and off-farm (e.g., sold): | \_\_\_\_\_\_\_\_\_\_\_\_\_ % used on farm | \_ % used off-farm |
| Briefly describe your farm and the farming activities you conducted during the past year: |
| List the approximate date you plan to begin composting at this site, or the date you began composting: Month Year |
| Does your farming activity qualify as “farming” or “agriculture” under Massachusetts General Law, Chapter 128, Section 1A (see below):**yes no***"Farming'' or "agriculture'' shall include farming in all of its branches and the cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agricultural, aquacultural, floricultural or horticultural commodities, the growing and harvesting of forest products upon forest land, the raising of livestock including horses, the keeping of horses as a commercial enterprise, the keeping and raising of poultry, swine, cattle and other domesticated animals used for food purposes, bees, fur-bearing animals, and any forestry or lumbering operations, performed by a farmer, who is hereby defined as one engaged in agriculture or farming as herein defined, or on a farm as an incident to or in conjunction with such farming operations, including preparations for market, delivery to storage or to market or to carriers for transportation to market.* |

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| **4. Compostable Materials:** Identify the materials you plan to compost. Specify type of material, source of the material, rate of accumulation, and estimated total quantity in tons or cubic yards. Please note that your registration from theDepartment may limit the materials you are allowed to compost. |
| **Material** | **Generated on my farm (Yes or No)** | **Source**(e.g., landscapers, horse stables, sawmill, etc.) | **Rate of Accumulation**(e.g., tons/week, cu yds/day, etc.) **If seasonal, specify which months it will be obtained.** | **Total Quantity per Year**(specify tons or cubic yards) |
| Manure and other agricultural wastes (list types): |  |  |  |  |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Yard waste (leaves, grass clippings, hedge clippings, garden materials and brush): |  |  |  |  |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Wood wastes (sawdust, chips, shavings, bark): |  |  |  |  |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Clean newspaper or cardboard: |  |  |  |  |
| Clean, thin shells, and clean bones: |  |  |  |  |
| Vegetative material (see definition below):\_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Food material (see definition below):\_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_ \_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Other (please specify): |  |  |  |  |

Vegetative Material: Source separated material which consists solely of vegetative waste such as fruits, vegetables and grains that is produced from food processing activities at, but not limited to, grocery stores, fruit or vegetable canning, freezing or preserving operations, and food or beverage processing establishments.

Food Material: Source separated material produced from human food preparation and consumption activities at homes, restaurants, cafeterias, or dining halls which consists of fruits, vegetables and grains, fish and animal byproducts, and soiled paper unsuitable for recycling.

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| **4. Compostable Materials (continued):** |
| Describe the planned compost “recipe” or ratio of compostables (e.g., 2/6 yard waste, 2/6 stumps and brush, 1/6 horse manure, 1/6 cow manure). If more than one type of compost is to be produced, list recipes separately: |

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| **5. Compost Plan Narrative:**You may either print or type your answers below, or attach a separate sheet(s) of paper. |
| **A) Site Description**: How large is the site and how will the surface be prepared (e.g., graded dirt surface, compacted gravel, paved, concrete)? What are the general slope and drainage characteristics? |
| **B) Distances to Water Resources**: Describe distances to surface water, wetlands, and drinking water supply wells. Show these features on the accompanying site plan map (see next section). |
| **C) Soil Characteristics**: Describe the soil properties or attach a copy of a USDA Natural Resources Conservation Service (NRCS) soil map with the proposed composting site marked. |
| **D) Drainage and Runoff Management**: Describe how runoff will be controlled at the site. Indicate any berms, diversion ditches, detention basins, or vegetated treatment areas on the accompanying site plan map (see next section). |
| **E) Distance to Sensitive Land Uses**: Describe the presence of close neighbors, schools, playing fields, etc. Indicate distances to each and whether or not the compost site is blocked from view by any trees, hedgerows, fences, or other structures. |
| **F) Staging Procedures**: Describe delivery and drop-off of raw materials. If odorous materials will not be mixed immediately, describe storage and containment methods. |
| **G) Quality Control**: How will the quality of feedstock material and of the finished compost be monitored? How will non- compostable materials (e.g., plastic) be removed and disposed of? |

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| **H) Mixing and Piling Materials**: How will the compost piles/windrows be mixed and constructed? Give the number, height, length and width of the piles. Draw these onto the site plan map. Will piles or windrows be combined after they shrink in size? |
| **I) Aeration**: Describe the method and type of equipment that will be used for aerating the compost piles. |
| **J) Moisture and Temperature Levels**: How will adequate moisture and temperature levels in the compost piles be maintained? |
| **K) Composting Time Duration**: Estimate how long composting will take from the beginning to the finished product. |
| **L) Personnel**: What personnel will be used and how will they be trained? |
| **M) Equipment**: What equipment will be used and for what purposes? |
| **N) End-Use**: What is the intended final use of the compost? Include on-farm uses and, if relevant, identify your off-farm compost users or markets and whether it will be sold in bulk and/or bagged and sold. |
| **O) Contingency Plan**: Is there an alternative, temporary site to which the compost can be moved should the primary site become unusable? If farm-generated animal manure is being composted, is there a way to handle the manure if the other feedstocks become unavailable? |

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| **6. Location Map and Site Plan Map:**Sources of maps may be found in Appendix E of the “Guide to Agricultural Composting” (<https://www.mass.gov/files/documents/2017/12/11/Guide%20to%20Agricultural%20Composting.pdf>) |
| **Location Map**: Please provide a map showing the farm and location of the compost site in relation to roads, town boundaries, and natural features such as streams and water bodies. The farm may be drawn onto a U.S. Geological Survey (USGS) topographic map, which depicts cultural and physiographic information. Aerial photographs or an NRCS-generated conservation plan map may also be used provided it shows the surrounding landscape and roads. |
| **Site Plan Map**: Provide a detailed drawing of the layout of the compost operation. The site plan may be drawn onto an assessor’s map or enlarged aerial photograph, or it may be hand-drawn on blank paper to an approximate scale. The following information should be shown on the site plan map:1. Property boundary
2. Location and orientation of compost windrows and piles. Draw the number of anticipated windrows onto the plan map, indicating length, width, and spacing between windrows.
3. Location of drop-off, mixing, and loading areas
4. Location of curing and/or storage areas
5. Farm roads, public roads
6. Drainage and runoff controls (e.g., berms, swales, grassed areas). Indicate direction of water flow.
7. Surrounding farm buildings and fields
8. Surface water and wetlands
9. Drinking water wells
10. Occupied buildings within 200 ft
11. High fences, tree lines, hedgerows, or other visual screens between compost site and the public
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| **7. Signatures** |
| **Please initial each of the following statements:** |
| \_\_\_\_\_\_\_\_\_ | I certify that the information contained on this application and attached material is true and accurate to the best of my knowledge and belief. |
| \_  | I have familiarized myself with and agree to comply with the Massachusetts Agricultural Composting Laws (330 CMR 25.00, 310 CMR 16.00) attached to this application. |
| \_  | I agree to allow Department of Agricultural Resources officials to visit and inspect the composting site. |
| \_  | I agree to submit to the Department of Agricultural Resources an Annual Report that summarizes the operations of the composting site and any changes that may have occurred since my last report. |
| \_  | I understand that if the Department of Agricultural Resources finds that any portion of this Agricultural Composting Registration application includes false or misleading information, or that the operation of the registered composting facility is in violation of the regulations or guidelines or is acting not in the best interest of Massachusetts agriculture, the Department may suspend or revoke my registration under 330 CMR 25.06. |
| \_  | I further understand that if my registration is revoked, my composting site will no longer be exempt and I will be |
|  | required to comply with the Department of Environmental Protection Regulations for Determination of Need for |
|  | Site Assignment as set forth in 310 CMR 16.05(4). |
| \_  | I understand that the submission of this form constitutes an application for a registration. This application does |
|  | not constitute a registration but is merely the first step in the review process for my suitability for an |
|  | agricultural composting registration. |
| Print Compost Operator Name Clearly: Compost Operator Signature: \_ \_ Date: \_ Print Landowner’s Name (if different from operator): \_\_ Landowner Signature: \_ \_ Date: \_  |

# For more information:

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| **8. Fee:** |
| Registration fee: $250Make check or money order payable to: **Commonwealth of Massachusetts** |

[www.mass.gov/agricultural-composting-program](http://www.mass.gov/agricultural-composting-program)

Sean.Bowen@mass.gov

617-869-7178

**Mail the completed application form and fee to:**

Massachusetts Department of Agricultural Resources **Attn: Agricultural Composting Program**

225 Turnpike Road

Southborough, MA 01772