



Waste Ban Compliance Plan

Attachment G

Part A: General Information

1. Facility Information

Facility Name: DEP Facility #	Street Address:
City, State, ZIP:	
Telephone Number: e-mail	Contact Name, Title:
Facility Type (check one): <input type="checkbox"/> Transfer/handling facility <input type="checkbox"/> Landfill <input type="checkbox"/> Solid Waste Combustor <input type="checkbox"/> Construction and Demolition Waste Facility Permitted for C&D Material Separation <input type="checkbox"/> Construction and Demolition Waste Facility Permitted for C&D Material Separation and Acceptance of MSW	

2. Owner Information

Owner Name:	Street Address:
City, State, ZIP:	Contact Name, Title:
Telephone Number: e-mail	

3. Operator Information

Operator Name:	Street Address:
City, State, ZIP:	Contact Name, Title:
Telephone Number: e-mail	



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Part B: General Requirements

1. Application Requirements

Under 310 CMR 19.017, each solid waste facility must submit either a revised waste ban compliance plan or a waste ban plan certification form, as described below, to MassDEP by July 1, 2014.

Landfills, municipal waste combustors and construction and demolition waste handling facilities need to submit a revised Waste Ban Compliance Plan with a BWP SW 45 permit application form, which provides for presumptive approval under 310 CMR 19.034. This form is available on <http://www.mass.gov/eea/agencies/massdep/recycle/approvals>. The exceptions to this are if the facility proposes a significant physical modification as part of its waste ban compliance plan or if the plan deviates significantly from MassDEP’s waste ban plan template.

Solid waste transfer stations that are not construction and demolition debris waste transfer stations need to prepare a revised Waste Ban Compliance Plan. However, under 310 CMR 19.035, they do not need to submit this plan to MassDEP as long as the plan is consistent with the guidance document. The plan must be kept on site and available for MassDEP review. Only a waste ban plan certification form is required to be submitted. This form is available on <http://www.mass.gov/eea/agencies/massdep/recycle/solid/massachusetts-waste-disposal-bans.html#5>.

Check which form is being submitted.

<input type="checkbox"/>	certification	Solid Waste transfer station (not C&D waste transfer station) (does not require submittal of waste ban plan)
<input type="checkbox"/>	BWP SW 45	Alternative Review Process (presumptive approval process under 310 CMR 19.034)
<input type="checkbox"/>	BWP SW 22	Landfills – Minor Modifications
<input type="checkbox"/>	BWP SW 21	Modification of a Small Handling Facility <i>Incinerators not submitting BWP SW 45 also submit this form</i>

2. Training

How will requirements of waste ban compliance plan be communicated to relevant staff? Check all boxes that apply.

- Will conduct annual waste ban training to staff.
- Distribute compliance plan to staff.
- Discussion at regularly scheduled meetings.
- Other _____

3. Signage

Please attach photographs, or 8.5” X 11” specification sheet, of signs posted or to be posted at facility entrance and waste receiving areas that inform users of the prohibition against disposal, or transfer for disposal, of asphalt pavement, brick, concrete, cathode ray tubes, commercial organic material, glass containers, lead batteries, leaves and yard waste, metal, metal containers, recyclable paper, single polymer plastics (narrow-neck plastic containers), white goods, whole tires at landfills and wood at landfills. (See Attachment F of the Guidance Document for sample signage)

Signs were posted on _____(date). Signs will be posted on _____(date)



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Part C: Ongoing Waste Stream Monitoring

1. Detection

How will the facility screen all incoming loads for unacceptable quantities of restricted materials? See Guidance Document Section V – “Ongoing Waste Stream Monitoring/Inspection” for description.

Please check all that apply:

- Staff will inspect vehicles prior to dumping
- Staff will look for banned materials as waste is dumped by truck.
- Staff will look for banned materials by observing and communicating with residents disposing of waste in designated areas.
- Staff will look for banned materials as waste is handled by facility personnel operating heavy equipment (i.e., a bulldozer, front end loader).
- Staff will look for banned materials during separation process on tipping floor.
- Staff will look for banned materials during separation process on picking lines
- Other _____

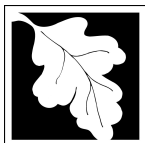
2. Record Keeping

Pursuant to 310 CMR 19.017 (5), the facility operator will record and maintain the following information on all loads discovered through ongoing monitoring to contain banned material above Action Levels delivered in vehicles or containers with a capacity greater than 5 (five) cubic yards (*See Attachment A of the Guidance Document for suggested format*):

- Date of inspection;
- Origin of waste (if known); company, address, contact name, phone number, job site name and address
- Quantity of restricted materials discovered;
- Hauler and truck number;
- Scale ticket number (or other facility specific load record number)
- Disposition of restricted materials; and
- Documentation of communication follow-up with haulers and/or generators connected with failed loads, as described in the Guidance Document, Section VIII.

Please check:

- Attached is an example of facility’s Ongoing Monitoring Recording Sheet
- Facility Operator will record this information on the attached Ongoing Monitoring Recording Sheet
- Facility does not accept loads in vehicles or containers with a capacity greater than 5 (five) cubic yards



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Part D: Comprehensive Load Inspections

Please note: If the facility serves customers with vehicles or loads with a capacity under 5 cy it is not required to conduct comprehensive load inspections. Please proceed to Part E: Failed Load Follow-Up.

Facilities should conduct a minimum number of comprehensive load inspections per month as indicated on the following Inspection Frequency Chart :

Please check the appropriate box on the chart below based on the facility's permitted size.

Inspection Frequency Chart

	Facility Size in Permitted Tons per day	Minimum Number of Vehicles to Inspect per Month (vehicles must have capacity of greater than 5 cubic yards)
<input type="checkbox"/>	Municipal transfer station with no private haulers or commercial users with vehicles with a capacity over 5 cy	0
<input type="checkbox"/>	1-99	4
<input type="checkbox"/>	100-299	8
<input type="checkbox"/>	300-499	12
<input type="checkbox"/>	500-999	16
<input type="checkbox"/>	1000 +	20

2. Load Selection

The proposed method of selecting vehicles for inspection should be random. Please refer to the Guidance Document, Section VI for description. **Please describe below how loads will be randomly selected for comprehensive inspections. Attach additional pages if necessary.**



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3. Inspection Procedure

See Guidance Document, Section V for a description of inspection procedures. **Please describe below how the facility will conduct its comprehensive load inspections for all banned materials. Include information on which personnel are involved and what kinds of equipment will be used:**

Personnel:

Equipment:

Procedure:



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4. Record Keeping

Pursuant to 310 CMR 19.017 (5) the facility operator will record and maintain the following information on comprehensive load inspection activities. *See Attachment B of the Guidance Document for suggested format.*

- Date and time of inspection
- Origin of waste for failed loads (if known) company, address, contact name, phone number, job site name and address
- Quantity of restricted materials discovered
- Tons or cubic yards of waste in each inspected load
- Hauler name and address and truck number
- Scale ticket number (or other facility specific load record number)
- Disposition of the load and, if accepted, the banned material
- Documentation of communication follow-up with haulers and/or generators connected with failed loads, as described in the Guidance Document.

Please check:

- Attached is an example of facility's comprehensive inspection recording sheet
- Facility operator will record this information on the attached sheet

Part E: Failed Load Follow-Up

1. Communication

Please refer to the Guidance Document for a description of communication procedures.

- **WASTE SOURCE – COMMERCIAL/PRIVATE HAULER**

Please provide sample letters that will be sent to any hauler and generator (where it can be determined) that delivers a failed load to the facility, describing which material(s) caused the failure, and encouraging the hauler to work with its customers to separate their trash. Accompanying this letter should be a MassDEP Fact Sheet explaining the waste bans. *Refer to the Guidance Document, Attachment C, for suggested language, and Attachment D for the fact sheet.*

- **WASTE SOURCE – MUNICIPALLY-RUN OR CONTRACTED COLLECTION**

Please provide a sample letter that will be sent to any municipality from which unacceptable quantities of banned material was received, describing the materials and encouraging the community to contact MassDEP for technical assistance. Accompanying this letter should be a MassDEP Fact Sheet explaining the waste bans. *See Attachment E for suggested language and Attachment D for the fact sheet.*

- **WASTE SOURCE –WASTE DELIVERED IN VEHICLES WITH A CAPACITY OF 5 CUBIC YARDS OR LESS**

How will the facility inform individuals identified through ongoing monitoring that are not separating banned material from their solid waste? (check all that apply)

- Verbally inform the individual about the waste bans and that the facility is not allowed to mix restricted materials with solid waste
- Give the individual the MassDEP Waste Ban Fact Sheet or similar written material
- Direct the individual to the facility's recycling and/or composting area
- Give the individual a recycling brochure
- Other _____
- N/A - The facility does not service individuals delivering waste in small vehicles



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2. Failed Load Disposition

- When a failed load is identified, the facility will adhere to the procedures outlined below in the following hierarchy presented:
- Reject or reload if there are substantial quantities of recoverable materials in the load and there are reasonable outlets for the material, or
 - Accept, separate, and recycle material(s) causing the load to fail.
 - For asphalt pavement, brick, concrete, metal, wood and/or clean gypsum wallboard transfer to a facility that has an approved waste ban compliance plan that includes diversion of these materials for recycling or reuse, or can demonstrate that they will not accept restricted material for disposal, or further transfer for disposal.
 - As a last resort, dispose (or transfer for disposal), when the waste cannot be recycled, rejected or reloaded because reloading the waste would endanger workers or substantially disrupt facility operations. The facility operator's rationale for disposing a failed load must be recorded and retained in facility's operating logs.
- Other (please describe)

3. Materials Management

On an average day, how will the facility manage each restricted material

	Reject/Reload	Accept/Separate/ send to recycling/reuse facility	Transfer to another permitted facility for separation	Dispose/transfer for disposal
Lead Batteries	<input type="checkbox"/>	<input type="checkbox"/>		
White Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Whole Tires (at landfills)	<input type="checkbox"/>	<input type="checkbox"/>		
CRTs	<input type="checkbox"/>	<input type="checkbox"/>		
Commercial Organic Material	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Glass Containers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Metal Containers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Single-Resin Plastic Containers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Recyclable Paper	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Leaves	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Yard waste	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Asphalt Pavement, Brick and/or Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean gypsum wallboard	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Comments (1) Identify (name and location) the proposed receiving facilities to be used for outgoing separated recyclable materials for each material type. (2) Identify (name and location) the proposed receiving facilities to be used when transferring waste materials for separation of recyclable material at the receiving facility. If located out-of-state, attach the receiving facility's state issued operating permit describing its operations. (3) Identify the proposed receiving facility to be used for materials disposal.				

Materials Management (continued)

Please describe how materials will be handled for recycling:

- Individuals place materials in designated areas
- Materials will be manually and/or mechanically separated by facility
- Other: _____

4. Construction and Demolition Handling Facilities

If the facility accepts construction and demolition waste, performs separation operations for recyclable materials, and sends the remaining materials to another solid waste facility for disposal or reuse, all of section 4 must be completed. Facilities which accept 50 tons per day or more of C&D waste and transfer all C&D waste to another permitted facility for separation and do not transfer for disposal need only demonstrate how they will comply with the following:

- In order for C&D Handling Facilities to maintain compliance with the requirement in approved Waste Ban Compliance Plans to separate clean gypsum wallboard to the maximum extent possible for recycling, the following measures are to be taken:
 - Loads that include clean gypsum wallboard must be sorted, to the extent it can be done safely, to remove clean gypsum wallboard to the greatest extent possible prior to any mechanical processing of the C&D waste load.
 - Facilities will not be allowed to transfer (including transfer to another C&D Handling Facility) mixed C&D waste loads that contain clean gypsum wallboard without first safely separating the clean gypsum wallboard for recycling.
 - In order to be eligible to receive mixed C&D waste loads, a C&D handling facility must implement operating procedures to safely and effectively separate clean gypsum wallboard prior to transferring or processing C&D loads.



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The C&D waste handling facility will accept the following materials: (check all that apply)

- Category 1 C&D Waste
- Category 2 C&D Residuals
- Category 3 Bulky Waste
- MSW
- Leaf and yard waste
- Other (identify) _____

Attach the following information:

- In a narrative describe the methodology for handling, inspecting and removing waste ban materials for each waste type (e.g. dedicated processing equipment or manual sorting).
- In a narrative, describe the minimum staffing and equipment requirements based on daily tonnage handled. Justification for the minimum staffing requirements must be submitted based on historic operations at the actual facility or similarly equipped facility that demonstrate effective removal of recyclable materials.
- In a narrative, describe the sorting technologies (e.g. conveyors, picking lines, grapples) to be used at the facility and discuss the proposed maximum hourly throughput capacity based on the number of staff performing the separation operation.
- In a narrative, describe the maximum proposed daily tonnage limits for MSW (if applicable) and for Category 1 C&D Waste and the maximum daily tonnage limit for all incoming materials.
- Provide a plan depicting designated areas for incoming material inspection, tipping, processing, waste ban material storage, and outgoing waste material storage.



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Compliance Plan Checklist

Are the following items attached?

- Sample signage
- Comprehensive Inspection Reporting Sheet
- Ongoing Monitoring Reporting Sheet
- Sample letter to haulers
- Sample letter to generators
- Sample letter to contract municipality
- Permit modification application
- Is the certification below signed?



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Certification

I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining this information, I believe that the information is true, accurate and complete. I am fully authorized to make this attestation on behalf of this facility and am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

I also understand that adherence to this Waste Ban Compliance Plan constitutes compliance with the provisions of 310 CMR 19.017. I am aware that if the facility is found to be in non-compliance, MassDEP enforcement actions may be taken, including written notices of non-compliance, consent orders, unilateral orders or referral to the Attorney General's office. No modifications of this plan are permitted unless approved in writing by MassDEP

Signature:

Date:

Print Name:

Phone Number:

e-mail:

Title:

Organization Name:



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Definitions Applicable Only for Construction and Demolition Handling Facilities

For the purpose of Attachment G of the Waste Ban Compliance Plan Guidance, the terms herein shall have the following meaning:

Action Level: See Section IV Waste Ban Compliance Standard and Action Level Thresholds in Guidance for Solid Waste Handling and Disposal Facilities on Compliance with MassDEP's Waste Bans.

Banned Material Picking Area: Inside area designated by the Facility on the Facility Floor Plan for the storage, spreading, and inspection of tipped waste loads and the removal of Waste Ban Materials.

Banned Material Storage Areas: Inside and outside areas designated by the Facility on the Facility Floor Plan for the containerized storage of separated banned materials after separation from the incoming waste stream.

Bulky Waste: Waste items resulting from commercial or residential activities with low potential for recovering recyclable materials. In general, these materials are generated during commercial and residential building cleanouts and include items not generally accepted during pickup of the typical daily waste stream generated by commercial and residential activities. Examples of bulky waste include but are not limited to, furniture such as tables, chairs, desks, carpets, and temporary partitions such as cubicle walls and toys.

Categories of Waste Material:

- Category 1 - Construction and Demolition Waste - consisting of C&D Waste and partially picked C&D waste. Partially picked C&D waste may include, but is not limited to, materials that may have been previously kikssorted off-site for the removal of metal, large pieces of wood, bulky waste, and Zero Tolerance Items
- Category 2 - Construction and Demolition Residuals
- Category 3 - Bulky Waste

Construction & Demolition Fines (C&D Fines): C&D waste processed through an initial size reduction and screening process in accordance with a MassDEP Beneficial Use Determination (BUD) and **prior to grinding** which is: (a) three inches or less (3" minus) in size; (b) consists primarily of soil and other inert materials, and (c) in no case shall exceed 35% organic content by volume.

Construction & Demolition Residuals (C&D Residuals): C&D material that remains after recyclable materials (asphalt pavement, brick, concrete, metals, wood, clean gypsum wallboard, etc.) have been removed from C&D waste to the greatest extent possible, which may include the C&D fines if not separated out from C&D waste. C&D residuals consist primarily of non-recyclable material.

Construction and Demolition Waste (C&D) Processing Facility: Means a handling facility where construction and demolition waste is brought, stored and processed (usually by sorting, crushing, shredding, screening, etc.) prior to reuse or transport to a solid waste disposal facility or to other types of facilities for recycling, recovery or reuse.

Construction and Demolition Waste (C&D) Transfer Station: Means a transfer station permitted



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by the Department to accept 50 tons per day or more of construction and demolition waste. A C&D waste transfer station may accept other types of solid waste in accordance with its permit.

Construction & Demolition Waste (C&D Waste):

Building materials and rubble resulting from the construction, remodeling, repair or demolition of buildings, pavements, roads or other structures. Construction and Demolition waste includes, but is not limited to: metal, concrete, bricks, lumber, masonry, road paving materials, rebar, gypsum wallboard and plaster.

Facility Floor Plan: Plan submitted by the Facility within its Waste Ban Compliance Plan application.

Failed Load: A load which, when delivered to and inspected at a handling or disposal facility is determined to contain a quantity of materials banned from disposal above an Action Level defined herein.

Inside Initial Inspection Area: Inside area designated by the Facility on the Facility Floor Plan for the inspection of waste loads in delivery vehicles after entering the enclosed building and prior to tipping.

Kicksorting: Partial separation of C&D waste material which may include, but is not limited to, the removal of metal, large pieces of wood, bulky waste, Zero Tolerance Items (i.e. cathode ray tubes, tires, lead batteries, and white goods).

Outside Initial Inspection Area: Outside area designated by the Facility on the Facility Site Plan for the inspection of waste loads in delivery vehicles prior to entering the enclosed building and prior to tipping.

Pre-Sorted Processed Waste Storage Area: Inside area designated by the Facility on the Facility Floor Plan for the storage of C&D Residuals received from other C&D Handling Facilities.

Queue Area: Outside area designated on the Facility Site Plan for the queuing of waste delivery vehicles prior to tipping.

Rejected Load: A load which has been determined by the waste handling or disposal facility operator to be a Failed Load, and which the operator elects to refuse acceptance for handling or disposal, and which the operator must reload in the haulers original delivery vehicle or container and return to the hauler.

Waste Ban Materials: Restricted materials listed in 310 CMR 19.017. For purposes of this approval, Waste Ban Materials are further divided into Zero Tolerance Items and Waste Ban Materials subject to Action Levels above zero. Waste Ban Materials subject to Action Level criteria include recyclable paper, combined asphalt pavement, brick, and concrete, metal, wood, clean gypsum wallboard, glass, metal containers, commercial organic material, and leaves and yard waste.

Waste Tipping Area: Inside area designated by the Facility on the Facility Floor Plan for the tipping of waste loads.

Waste Bulking Storage Area: Inside area designated by the Facility on the Facility Floor Plan for the storage of C&D Residuals generated by the Facility prior to transfer for disposal.

Zero Tolerance Items: Items expressly prohibited from disposal listed in 310 CMR 19.017 where the Department has made an Action Level determination of zero. This includes cathode ray tubes(CRT), tires, lead batteries, and white goods.