



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
Materials Management Division

**Operations Plan Template: Material Utilization Facilities – Part I
Materials Recovery Facilities (MRF), Composting Facilities, and
Anaerobic Digesters Requiring a Registration or General Permit**

Applicable Authority: Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; specifically, section 324.11569 of the Michigan Administrative Code

Facility Information

Facility Name: _____ Waste Data System No.: _____

Facility Address: _____

City: _____ State: _____ ZIP Code: _____

Hours of Operation: From: _____ a.m. p.m. To: _____ a.m. p.m.

Days Open (Check all that apply): S M T W Th F S

Open to the public: Yes No Yes, but restricted (explain below)

Comments on Operating Hours and Availability to the Public:

Method of Litter Control [MCL 324.11568(1)(a)] (Check all that apply)

Fence Building Manual Labor Mechanical Sweepers Other

Describe other method:

Hazard Control [MCL 324.11568(1)(a)]

Fire Suppression: Water Suppression Foam Suppression Extinguishers

Dust Control Methods, if any: _____

Odor controls, if any: _____

Other controls, if any: _____

Local Fire Department: _____

Phone: _____

Have emergency arrangements been made in the event of fire or explosion? Yes No

Consistency with other Environmental Laws [MCL 324.11568(1)(b)]

Is the site currently a facility under MCL 324.20101 due to existing contamination?

Yes No Unknown

Does the facility have an Air Emissions Permit under Part 55 for any on-site equipment?

Yes No

If yes, list equipment:

Is separated material stored outside? Yes No

If yes, how is stormwater managed?

Stormwater Permit under Part 31: Municipal Sewer Infiltration

Surface Discharge Permit under Part 31 Groundwater Discharge Permit under Part 31

Other (describe):

Records Management [MCL 324.11568(1)(c)]

Is there a method to record the types and quantities (in tons) of material collected, the period of storage, the planning area of origin of the material, and where the material is transferred, processed, recycled, or disposed?

Yes No

Describe method:

Method of recording material volume/weight:

On-Site Scale Weighed by Receiving Facility Yards to Tons Conversion Factor

Percent Waste [MCL 324.11568(1)(d)]

On an annual basis, the weight of solid waste residuals received must be less than 15% of the total weight of material received. Describe how this will be determined:

Personnel Training [MCL 324.11568(1)(e)]

Is there a plan to train personnel to be knowledgeable about the safe management of the types of material that are accepted and utilized? Describe training:

Facility Access [MCL 324.11568(1)(f)]

Part 115 requires the operator to limit access to hours when a responsible individual is on duty? Describe method of limiting access: (check all that apply)

Fence Gate Signage Material Confined to Locked Building Other

If other, please describe:

Overnight Storage [MCL 324.11568(1)(g)]

Is material stored overnight? Yes No

If yes, method of containment: Building Bunker Baling Other

If other, please describe:

Period of Storage [MCL 324.11568(1)(h)]

How often is separated material shipped off site (max)?

Daily Weekly Monthly Other

If other, please describe:

Material (other than compost) must be transported from the facility for either end use or disposal within 1 year of collection. Describe method of inventory control:

Material Protection [MCL 324.11568(1)(i)]

Material Accepted (Check all that apply, see notes on next page):

- General Reuse from Public Compactor Trucks Roll-Off Containers
- Single Stream Recyclables Source Separated Material Yard Waste (see Note 1)
- Scrap Tires (see Note 2) E-Waste (see Note 3) Other Diverted Waste (see note 4)

How is material protected from weather, fire, physical damage, and vandalism?

Note 1: Yard waste can only be landfilled if diseased or infested. Otherwise, yard waste may be accumulated for up to 30 days before being transported to a registered compost site. Up to 500 cubic yards of yard waste may be composted on-site. If higher volumes are composted, complete Form 2 in addition to Form 1.

Note 2: Scrap tires must be hauled by a registered scrap tire hauler to a registered collection site. No more than 500 scrap tires may be accumulated without registration as a scrap tire collection site.

Note 3: E-waste includes computer processing units, computer monitors, televisions, laptops, video cassette recorders, digital video disc (DVD) players and recorders, cell phones, printers, computer mice, remote controls, telephones, video games, fax machines, printers, portable music, and video players, portable power tools or other electronic devices separated to recover components.

Note 4: Diverted Wastes (check all collected for recycling/recovery/destruction)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Household Hazardous Waste | <input type="checkbox"/> Liquid Waste | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Light Bulbs | <input type="checkbox"/> Pesticides |
| <input type="checkbox"/> Thermostats, switches, thermometers (Hg) | <input type="checkbox"/> Sharps | <input type="checkbox"/> Other |

Pest Control [MCL 324.11568(1)(j)]

Does the facility use vector/pest control: Yes No

If yes, method:

If no, explain why unnecessary:

Salvaging [MCL 324.11568(1)(k)]

Is salvaging permitted: Yes No

Is salvaged material removed daily: Yes No

If no, storage location of salvage material (should be identified on site map):

On Site Equipment [MCL 324.11568(1)(l)] (Check all that apply)

- | | | | |
|---------------------------------|------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Bailer | <input type="checkbox"/> Compacter | <input type="checkbox"/> Crusher | <input type="checkbox"/> Magnetic Separator |
|---------------------------------|------------------------------------|----------------------------------|---|

- Air Separator
- Hand Sorting
- Bag Opener
- Trommel
- Shredder
- Windrow turner (compost sites)
- Other (describe):

Equipment Alternatives [MCL 324.115681(1)(I)]

Part 115 requires an alternative if equipment is down for over 72 hours. Describe equipment alternatives to meet this:



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**Operations Plan Template: Material Utilization Facilities – Part II
(Compost)**

Material Composted [MCL 324.11502(23)] (Check all that apply)

- Yard Waste
- Wood
- Food Waste
- Paper Products
- Manure or animal bedding
- Anaerobic Digester Residuals
- Compostable Products
- Dead Animals
- Spent grain from Breweries
- Paunch
- Food Processing Residuals
- Aquatic Plants
- Other

If other, please describe:

Percentage of compostable material that is NOT yard waste: _____

Class 2 Material Composted [MCL 324.11502(23)] (Check all that apply):

- Biosolids (wastewater residuals)
- Solid waste
- Marijuana Waste
- Other federally controlled substances (describe):

If any of these are checked, the facility is a Class 2 Composting Facility requiring a general permit.

Debagging Procedures [MCL 324.11555(4)(c)]

Is compostable material received in bags? Yes No

If compostable material is received in bags, explain how non-compostable bags are found and debagged by the end of each day:

Compliance with Part 31, Water Resources Protection [MCL 324.11555(4)(a)(v)]

Compost leachate must not be discharged to the ground or surface waters without a permit and may only be stored in a lined pond or structure. How is compost leachate managed?

- Reintroduced to compost pile
- Discharge to municipal sanitary sewer
- Pump and haul to treatment facility
- Discharged via Part 31 permit
- Other (describe): _____

Compliance with Part 55, Air Pollution Control [MCL 324.11555(4)(a)(v)]

If odors occur, are there methods in place to reduce them? Explain:

Does the facility need a General Permit under Part 115?

- Yes
- No

If yes, complete odor control plan template. (add link to Odor Control Plan)

Recordkeeping [MCL 324.11555(4)(b)]

Part 115 requires the following records. Explain how each is created and maintained:

Volume of compostable material accepted by the facility each month:

Volume of compostable material and of compost transferred off-site each month:

Volume of compostable material on-site on October 1 each year.

Carbon to Nitrogen ratio to prevent nuisance conditions:

Amount of leaves and the amount of grass in tons or cubic yards:

Moisture Content:

Frequency: _____

Temperature of Pile:

Frequency: _____

Lab Analysis of Finished Products:

Frequency: _____

If any of these is not kept, explain below:

Isolation Distances For Compost Areas In Existence Before March 29, 2023 [MCL 324.11557]

Does the site currently meet the following isolation distances from compostable material, finished compost, and residuals, as shown on the site map?

- | | | |
|---|------------------------------|-----------------------------|
| 50 feet from the property line: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 200 feet from a residence: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 100 feet from a surface water: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2,000 feet from a type I or type IIa water supply well: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 800 feet from a type IIb or type III water supply well: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 500 feet from a church, hospital, nursing home, day care or school: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the local unit of government established greater distances? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Is compostable material 4 feet above groundwater?

Yes

No

Basis for determination*:

*Provide documentation.

Accumulation Time [MCL 324.11555(4)(a)]

For large Class 1 facilities, Part 115 requires 75% of material to be moved off site by October 1. Describe procedure to do so:

Prevention of Ponding [MCL 324.11555(4)(a)]

Is the site sloped or graded to prevent ponding:

Yes

No

If no, explain alternate method to prevent ponding:

Testing of Finished Compost [MCL 324.11564 and 324.11565]

Part 115 requires that finished compost at sites generating over 2,000 cubic yards per year or sites with Class 2 compost be tested in accordance with the frequency specified by USCC's Seal of Testing Assurance located at <https://www.compostingcouncil.org/page/STARrequirements>.

Sites below 2,000 cubic yards per year shall be tested every 4,000 cubic yards:

Table 1. Test Frequencies

Test	Frequency of Facility
pH	
Carbon-to-Nitrogen ratio	
Soluble salts	
Total available nitrogen.	
Phosphorus reported as P2O5.	

Test	Frequency of Facility
Potassium reported as K2O	
Calcium	
Magnesium	
Chloride	
Sulfate	
Arsenic	
Cadmium	
Copper	
Lead	
Mercury	
Molybdenum	
Nickel	
Selenium	
Zinc	
Pathogens	
Fecal Coliforms	
Salmonella	
Percent Organic Matter	
Percent Foreign Matter	

Date completed:

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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