



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

Operations Plan Template: Processing and Transfer Facilities

Applicable Authority: Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; specifically, sections 324.11513 and 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)

Size and Design of Facility [MCL 324.11568(2)]

Activities Conducted: Waste Transfer Recovering Recyclables
 Solidification Other

Maximum amount of waste handled or processed per year: _____ tons cubic yards

Maximum amount of waste on-site: _____ cubic yards

Is the facility designed to receive waste from mechanical compaction vehicles?

Yes* No

*If yes, facility must obtain an operating license from EGLE.

Responsible Individuals [R 299.4507(1)]

Access to the facility must be limited to times when a responsible individual is on duty. This person must be familiar with operating requirements and have the capability and the authority to make decisions regarding the daily operation and maintenance of the facility.

Name(s):

Facility Access [R 299.4507(1)] (Check all that apply)

Access to a Processing & Transfer Facility must be limited to hours when a responsible individual is on duty. Method of limiting access:

- Fence Gate Signage Material Confined to Locked Building Other

If other, please describe:

Notice of Hours of Operation [R 299.4507(2)]

The hours and days designated to receive solid waste must be conspicuously posted at the entrance to the property. Location of signage:

Frequency of Waste Removal [R 299.4507(3)]

Are containers removed at least once per week? Yes No

If No, EGLE may approve a variance, if justified. In this case, state frequency of removal and management method:

Frequency of Cleaning [R 299.4507(5)]

A facility must be cleaned on a frequency so as not to cause a nuisance or public health hazard, but no less than weekly.

Describe cleaning frequency:

Solid Waste Storage Areas [R 299.4507(6)]

Solid waste shall be confined to the unloading, loading, and handling area. These areas are shown on the attached site map:

Yes No

If no, describe where unloading, loading, and handling will occur:

Method of Litter Control [R 299.4507(7)]

A facility must be kept clean and free of litter. Check all methods used to control litter:

Fence Building Pickers Mechanical Sweepers

Bulky Items [R 299.4507(8)]

Are bulky items accepted? Yes No

If yes, describe special handling provisions:

Salvaging [R 299.4507(9)]

Is salvaging permitted? Yes No

If yes, salvaged items must be removed before the end of the day or stored in an approved location. Any such location must be shown on the site map.

On Site Equipment [R 299.4507(10)] (Check all that apply)

Bailer Compactor Loader Forklift Other

If other, please describe:

Maintenance Schedule [R 299.4507(12)]

Is there a schedule for performing routine maintenance on equipment? Yes No

If yes, is the schedule on-site and available for inspection? Yes No

Vector Control [R 299.4507(13)]

Are routine measures taken to prevent harborage and production of insects and rodents?

Yes No

If yes, please describe:

Dust and Odor Control [R 299.4507(14)]

Are routine measures taken to prevent dust and odors? Yes No

If yes, please describe:

All Weather Access [R 299.4507(15)]

Is the facility entrance paved? Yes No

If no, describe methods to prevent nuisances from mud and dust:

Fire Control [R 299.4507 (18-20)]

Fire Suppression: Water Suppression Foam Suppression Extinguishers

Local Fire Department: _____

Phone: _____

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

Daily Log for Waste Processing [R 299.4509(8)]

Facilities that conduct processing must maintain a daily log of the quantity, composition, and origin of solid waste that is processed. Is such a log maintained on-site?

Yes No

If this operations plan is amended, a copy must be kept at the facility and made available for inspection.