



# SOLID WASTE PROCESSING FACILITIES NEW FACILITY AND MAJOR MODIFICATION PERMIT APPLICATION CHECKLIST

State Form 53315 (R3 / 6-22)

Indiana Department of Environmental Management

- INSTRUCTIONS:**
1. This checklist is used for all solid waste processing facilities, including transfer stations and incinerators (329 IAC 11-2-43).
  2. The application **must** contain the information detailed below.
  3. Please enter **Y**, **N** or **N/A** in the **Present** column.
  4. In the **Location in the Application** column, specify the location of an item, including the **State Form Number, Volume, Section, and Appendix** in which the item is located, in addition to the **Page or Drawing Number**.

Required Information	R*	Present? (Y,N or N/A)	Location in Application Submittal
<b>Section 1. 329 IAC 11-9-2(a)-(e) Permit Application</b>			
I. The following information provided on forms provided by the commissioner:	P		
A. The name and address of the applicant(s).	P		
B. The name and address of the property owner(s).	P		
C. The name, address, and location of the facility.	P		
D. The legal description (329 IAC 11-2-20) of the real property, including the following information from the recorded deed: county; township, range, and section numbers; total acreage; and if applicable, the metes and bounds description, together with the acreage thereof) for the following:	P		
1. The area for which ownership will be established.	E/P		
2. The area upon which the facility is located.	E		
3. A map of the legal description for the area certified by a registered land surveyor.	E		
E. Facility information, including the following:			
1. A description of the type of operation.	E/P		
2. The planned life of the facility (in years).	E/P		
3. The expected volume of waste to be received in cubic yards/day and tons/day. If liquid waste is accepted, please specify volume in gallons/day.	E/P		
4. The maximum volume of waste the facility is designed to process.	E/P		
5. The type(s) of waste to be received, including the expected volume of each waste type.	E/P		
F. Signatures and certification statements required by 329 IAC 11-9-3. See Section 3 for details.	P		
G. Detailed plans and design specifications for preoperation as required by the following:	E		
1. 329 IAC 11-9-2	E		
2. 329 IAC 11-12	E		
3. 329 IAC 11-17	E		
4. 329 IAC 11-18	E		
H. Closure and post-closure plans as required by 329 IAC 11-16.	E		
I. A description of the financial instrument which will be used to comply with 329 IAC 11-16 and the financial responsibility provisions and mechanisms as prescribed for solid waste land disposal facilities at 329 IAC 10-39. These documents need not be executed and delivered to the commissioner until after the review of the technical application and the applicant receives notice of the requirement from the commissioner.	P		
J. Sufficient documentation necessary to establish ownership or other tenancy (i.e., possession and occupancy) of the real estate, including a lease or an option to purchase, upon which the facility is to be located. This includes a certified copy of the deed showing ownership in the person identified as the owner in the application, or the deed and evidence that ownership will be transferred to the owner prior to operation of the facility. See 329 IAC 11-9-2(a)(10).	E		
K. The name and addresses of all owners or taxpayers of record of property located within half (½) mile of the proposed solid waste processing facility boundary.	P		
L. Documentation from the zoning authority that proper zoning approvals have been obtained, and one (1) or more of the following documents, as applicable:	E		

\* The "R" column denotes the following reviewers: P=Permit Manager E=Engineer G=Geologist C=Chemist GC=Good Character Reviewer N=Needs Reviewer F=Financial Assurance Reviewer

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1. A copy of the zoning requirements, if any, for solid waste facilities where the new facility or facility modification will be located.	E		
2. The status of any appeals of any zoning determination, and if none pending, the date by which such appeal must be initiated.	E/P		
M. The names and addresses of members of the board of county commissioners of a county affected by the permit application.	P		
N. The names and addresses of the mayors of any cities affected by the permit application.	P		
O. The names and addresses of the presidents of town councils of any towns affected by the permit application	P		
II. Electronic copy of application in a type and format as prescribed by the commissioner.	P		
III. If applicable, a request of confidentiality for information submitted in accordance with IC 13-14-11-1 and IC 13-14-11-6.	P		
IV. If applicant is a corporation, articles of existence signed by the Indiana Secretary of State.	P		
V. An application fee submitted in accordance with 329 IAC 10-11-8 or 329 IAC 11-9-4.1, using the Fee Transmittal Form supplied by IDEM.	P		
<b>Section 2. 329 IAC 11-9-2(f)-(j) Additional Permit Application Requirements</b>			
329 IAC 11-9-2(f) requires the following plans or documents be submitted as specified in 329 IAC 11-9:			
I. All design drawings must be:	E		
A. Certified by a registered professional engineer.	E		
B. Properly (uniquely) titled.	E		
II. The following general documentation is required:	E		
A. A USGS topographical map (7 ½ minute) or equivalent, including all areas within two (2) miles of the facility with the property and proposed processing facility boundaries clearly delineated.	E		
B. Documentation of the base flood elevation within 1/4 mile of the proposed facility, which must consist of either a letter from the Indiana Department of Natural Resources, or a national flood insurance program map.	E		
III. Plot plans drawn to scale (including a bar scale to indicate the scale if size changes occur) that must show the following:	E		
A. Access control measures (including fences, gates or natural barriers).	E		
B. Any building where waste will be stored or processed.	E		
C. General layout of equipment, including waste processing and handling equipment and outdoor storage areas.	E		
D. Traffic pattern.	E		
E. Road access.	E		
F. Surface water drainage. The facility must be in compliance with the storm water requirements in 327 IAC 15-5 and 6.	E		
G. Culverts, drainage tiles, and legal drains.	E		
H. Gas and electric easements, power lines, and sewers.	E		
I. Floodplains, floodways, wetlands, water courses, surface water features, and potable drinking water wells.	E		
J. Roads and buildings on and within half (½) mile of the facility.	E		
IV. Drawings including the following:			
A. All buildings and all structures used for loading and unloading, storage, and processing of solid waste and showing:	E		
1. Type of construction. The waste processing and storage area must be constructed of impermeable materials, free of cracks to prevent groundwater contamination and be capable of containing all waste water liquids generated by the waste during processing.	E		

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2. Construction materials. The construction materials of the waste processing and storage areas, waste water collection system must be chemically resistant to the waste managed and processed at the facility.	E		
B. Layout and dimensions for:	E		
1. Storage areas. Indoors and outdoors. If waste will be stored outside, it must be stored in covered, leak proof containers. Liquid waste must be stored in tanks or containers equipped with a secondary containment system. The secondary containment system shall be capable of collecting accumulated waste and liquids from the stored units. The storage areas must have appropriate waste water control system to collect all liquids generated at the storage areas. Include cross sectional drawings of the design details.	E		
2. Processing areas. In areas where waste is being processed, containment and collection of waste liquid generated from waste must be provided. The area must be sufficiently durable and free of cracks to withstand the movement of personnel, waste, and handling equipment. Include cross sectional drawings of the design details.	E		
3. Loading areas.	E		
4. Unloading areas.	E		
C. Sanitary facilities.	E		
D. Plumbing connections.	E		
E. Sewer connections.	E		
F. Utilities.	E		
G. All liquid waste streams generated or accepted by the facility. Show sumps and the waste water removal system including any collection tanks or direct connection to the sewer. Include cross sectional drawings of the design details.	E		
V. Descriptive narrative describing the proposed operation (operating plan) including the following:	E		
A. Information on the solid waste to be processed, including the following:	E		
1. Type(s) of solid waste to be processed, along with the following information.	E		
a. Any analysis already done on the wastes, and a description of the sampling and analysis methods and equipment used.	E,C		
b. Any proposed sampling and analysis of the wastes, including sampling procedures and analytical methods.	E,C		
c. Procedures to ensure that only wastes approved by the commissioner under 329 IAC 11-8 are accepted and processed at the facility.	E		
d. If different waste streams are going to be processed together, provide discussion on how incompatible waste will be stored, managed and processed at the facility to avoid incompatible waste being stored, mixed or processed together.	E		
2. Maximum quantity of solid waste the facility can process within a specific time period (per hour, per eight (8) hour operational day, etc.)	E		
3. Sources of the solid waste to be processed, including population and area to be served.	E		
B. Detailed description of all processes used in handling, sorting, processing, and transportation of wastes. If you will handle liquid wastes or sludges at the facility, describe additional handling and storing procedures to minimize spills. Double containment may be needed for storage and processing areas outside the facility building. For units where liquid waste is stored, handled, or processed, provide procedures for overflow control and spill cleaning procedures.	E		
1. A waste flow diagram for all waste streams and residues detailing the flow rates for each of these waste streams.	E		
2. Waste screening procedure including the procedure for handling of unacceptable or unauthorized loads.	E		
3. Procedures for handling liquid waste and for waste that may generate fugitive dust, odors or harmful fumes.	E		

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C. Description of the proposed testing, treatment, and/or disposal of all waste resulting from the facility. Proposed testing shall be adequate to provide for proper treatment and/or disposal of the wastes.	E,C		
D. Specifications for the base of all areas where wastes will be stored and handled, including the following:	E		
1. Type and thickness of material used.	E		
2. Dimensions of storage and processing areas.	E		
3. Details establishing processing and storage areas are on a hard surface, constructed of an impermeable material, such as concrete or asphalt, free of cracks to control and contain waste water and liquid waste processed on the base.	E		
4. Storage areas must be equipped with spill prevention mechanisms such as curbs and aprons, or the waste must be kept in a leak proof container. Liquid waste storage facilities must be equipped with secondary containment.	E		
E. Specifications establishing that facility operations will be conducted in an enclosed building, with solid walls and a door or doors, that the door(s) will be closed when the facility is not in operation.	E		
F. Names and locations of all solid waste land disposal facilities anticipated to receive waste and/or residue from the facility.	E		
G. A contingency action plan as defined in 329 IAC 11-2-8.3 that includes the following:	E		
1. Design capacity of waste storage areas.	E		
2. Typical percent capacity used during routine operations.	E		
3. Maximum inventory of wastes in storage or treatment that will occur at any time during the life of the facility.	E		
H. Procedures for:			
1. Controlling:			
a. Dust.	E		
b. Noise.	E		
c. Odors.	E		
d. Vectors.	E		
e. Litter.	E		
2. Waste screening.	E		
3. Handling of bulky wastes and other material unsuitable for the proposed process.	E		
4. Spills, including specifications that a spill prevention kit must be available on site.	E		
5. Proposed equipment to abate or control fires	E		
I. Daily cleanup procedures to keep the facility clean and litter free, including solid waste storage, processing, and loading/unloading areas, as well as the facility grounds and adjacent areas. The facility must be cleaned to prevent a nuisance or public hazard. Include procedure to minimize tracking waste off-site.	E		
J. Sanitary toilet facilities for employees.	E		
K. Proposed operating hours for the facility.	E		
L. Emergency response plan setting out an organized, planned, and coordinated course of action to be followed in case of an emergency, such as fire, spills, contaminant release, or release of solid waste by products, such as gases or chemical contaminants, or leachate that could imminently threaten human health or the environment.	E		
M. Proposed protective equipment and clothing for the facility employees.	E		
N. Proposed decontamination procedure for equipment and employees.	E		

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O. Inspection procedure of waste storage and processing areas for spills, leaks, structural failure of storage and containment structures, clogging or failure of the waste water removal system and sumps. Include inspection of monitoring, safety and emergency equipment, security devices, and operating equipment that are vital to prevent, detect, or respond to environmental and human health hazards. Provide a schedule for various inspections, which may be daily, weekly, monthly or annually. Inspections records should be kept onsite.	E		
P. Record keeping procedures in compliance with 329 IAC 11-13.5-9, and 329 IAC 11-14 and -15.	E		
Q. Proposed on-site all weather roads passable by all vehicles using the proposed facility as required by 329 IAC 11-13.5-3.	E		
R. Proposed facility signs complying with 329 IAC 11-13.5-4.	E		
S. Description of salvaging operation, if part of new facility or expansion	E		
1. All salvage material must be stored in buildings or transportable containers, unless other storage is approved by the commissioner (please include plans for alternative storage, if proposed).	E		
2. Salvaging conducted without:	E		
a. Interfering with facility operation.	E		
b. Creating the following:	E		
1) Pollution hazard.	E		
2) Nuisance.	E		
3) Health hazard.	E		
T. Proposed on-site communication equipment such as a telephone or radio.	E		
U. Proposed on-site safety equipment and first aid kit.	E		
V. Proposed access control as required by 329 IAC 11-13.5-2	E		
<b>Section 3. 329 IAC 11-9-3 Signatories to Permit Application and Reports</b>			
I. All permit applications must be signed as follows:	P		
A. For a corporation, by a responsible corporate officer.	P		
B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively.	P		
C. For a municipality or state, by the executive of the unit.	P		
D. For a federal or public agency, by either a principal executive officer or ranking elected official or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency that covers the facility to be permitted.	P		
II. All reports required by the permits and other information requested by or on behalf of the commissioner must be signed by the permittee, or by a duly authorized representative of that person. A person is presumed to be an authorized representative if the conditions in any of the following are met:	P		
A. The information is submitted on behalf of a person described in subsection I. above.	P		
B. The information is submitted in response to a requirement of the permit or in response to a request for information directed to a person described in subsection I. above.	P		
C. Written authorization is submitted to the commissioner, by an individual identified in subsection I. above that identifies a specific individual or position as authorized to submit information.	P		
III. If an authorization under subsection is no longer accurate, a new authorization satisfying the requirements of subsection II.C. must be submitted to the commissioner prior to or together with any reports of information to be signed by the authorized representative.	P		
IV. Any person signing a document under subsections I. or II. must make the certification, "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that I am authorized to submit this information."	P		

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<p><b>Section 4. IC 13-19-4 Good Character Disclosure Statement</b>  <b>Please note:</b> the following are <b>excluded</b> from this requirement: 1) renewals 2) when an applicant's solid waste facility does not process or dispose, for commercial purposes, solid waste generated offsite 3) government facilities 4) when an applicant has a permit for and has continuously operated a transfer station, solid waste disposal facility, or hazardous waste facility in Indiana after December 31, 2004, and is applying for either a permit for a new transfer station or the transfer of a transfer station permit, or 5) when an applicant has a permit for and has continuously operated a solid waste disposal facility or hazardous waste facility in Indiana after December 31, 2004, and is applying for the transfer of a permit for a solid waste disposal facility. However, in the case of 4) and 5), a disclosure statement is still required when ownership control at least fifty percent (50%) ownership control of the entity that holds a permit.</p>			
I. Good character disclosure statement present.	GC		
II. Statement includes the following:	GC		
A. Facility information (Section A).	GC		
1. Facility name and mailing address.	GC		
2. Reason for statement checked.	GC		
B. Applicant information (Section B).	GC		
1. Applicant name and business address.	GC		
C. Responsible party(s) information (Section C).	GC		
1. Responsible party(s) name and business address.	GC		
2. Relationship of responsible party(s) to applicant.	GC		
D. Disclosure statement (Section D).	GC		
1. Each applicant and responsible party has provided own separate disclosure statement.	GC		
2. Disclosure information, including the following:	GC		
a. Name of applicant or responsible party.	GC		
b. Checked off whether statement is for applicant or responsible party.	GC		
c. Initialed each condition under section D1 and D2 as to whether "not applicable" or "provided." Information must be provided for all the conditions of only D1 or D2 to complete this section; both sections do not need to be filled in. <b>Please note:</b> if you initialed any condition "not applicable," you must provide a brief explanation why it does not apply.	GC		
1) For the conditions under D1 (which <b>cannot</b> be used by an individual), applicant/responsible party has provided the following:	GC		
a) Information concerning legal proceedings required by Section 13 or 15(d) of Securities Exchange Act of 1934 for applicant/responsible party, and that this information was reported on form 10-K to the Securities & Exchange Comm.	GC		
b) Description of all judgments entered against applicant/responsible party in civil or administrative complaint for violation of state or federal environmental laws and that have imposed upon the applicant/responsible party a fine or penalty of more than \$10,000 within 5 years of application submittal date.	GC		
c) Description of all judgments of conviction entered against the applicant/responsible party for the violation of any state or federal environmental law within five (5) years of application submittal date.	GC		
2) For the conditions under D2, applicant/responsible party has provided the following:	GC		
a) Description of experience of applicant/responsible party in managing type of waste to be managed under permit, including the following:	GC		
i. Name and business address for previous solid waste employer(s).	GC		
ii. State permit number for solid waste facility(s) previously associated with.	GC		
iii. Type of work experience.	GC		
iv. Length of time employed.	GC		

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b) Description of all civil or administrative complaints against applicant/responsible party for violation of state or federal environmental law resulting in a fine or penalty of more than \$10,000 within five (5) years of application submittal date.	GC		
c) Description of all civil or administrative complaints against applicant/responsible party for violation of state or federal environmental law alleging act or omission that constitutes a material violation of state or federal environmental law & that presented a substantial endangerment to the public health or the environment.	GC		
d) Description of all pending criminal complaints alleging the violation of any state or federal environmental law filed against applicant/responsible party within five (5) years of application submittal date.	GC		
e) Description of all judgments of criminal conviction against the applicant or responsible party within five (5) years of application submittal date.	GC		
f) Description of all judgments of criminal conviction of a felony constituting a crime of moral turpitude under the laws of any state or the United States that are entered against the applicant or responsible party within five (5) years of application submittal date.	GC		
g) Location of all facilities at which the applicant/responsible party manages the type of waste that would be managed under the permit to which the application refers, including:	GC		
i. Name of facility.	GC		
ii. Address of business.	GC		
iii. Permit numbers.	GC		
iv. Type of facility.	GC		
h) The following information on the applicant/responsible party:	GC		
i. Date of birth. ( <i>month, day, year</i> )	GC		
ii. Sex.	GC		
iii. Race.	GC		
E. Signatories-Affirmation (Section E).	GC		
1. Each applicant/responsible party has completed for each disclosure statement an original notarized affirmation that all information in the disclosure statement and attachments is true.	GC		
<b>Section 5. 329 IAC 11-9-5 Demonstration and Determination of Need Requirements</b> <b>Please note: transfer stations are excluded from this requirement.</b>			
I. The following are included in the application:	N		
A. A description of the anticipated area that will be served by the facility as indicated by the following:	N		
1. Solid waste management districts, if established.	N		
2. County, counties or portions thereof.	N		
3. County, counties, and state if the area includes portions outside of Indiana.	N		
B. A description of the existing solid waste management facilities which serve the same described area.	N		
C. A description of the need that would be fulfilled by constructing the proposed facility, as follows:	N		
D. For facilities proposed in areas with approved district solid waste management plans, a description of the need identified in the district solid waste management plan required by IC 13-21-5.	N		
E. For facilities proposed in areas without approved district solid waste management plans, a description of need for the proposed area to be served.	N		
F. A description of recycling, composting, or other activities which the facility would operate within the proposed area of service.	N		
G. A description of the additional disposal capacity which the facility, if permitted, would provide for the proposed area of service.	N		

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<b>Section 6. 329 IAC 11-16-1 (IC 13-22-9) Closure and Post-closure Plans</b>			
I. The closure plan must include the following information:			
A. Closure schedule, which must include notifying IDEM at least fifteen (15) days prior to the intended date of facility closure, and initiating closure within seventy-two (72) hours after receiving the final volume of waste.	E		
B. Description of the following closure and clean-up activities:	E		
1. Notification of all affected parties that the facility is closed or closing, including posting a sign at the facility with the name(s) and address(es) of the nearest permitted solid waste facilities.	E		
2. Removal of all solid waste, recyclable waste, and waste storage containers from the facility. Solid waste removed for disposal must be sent to a permitted solid waste facility. Solid waste that contains a significant putrescible component, or any other solid waste that may create pollution conditions, must be removed from the facility within two (2) days of initiation of closure. All other waste activities must be completed within ninety (90) days of initiation of closure activities.	E		
3. All waste storage, processing, receiving, and loading areas, including tipping floors, outdoor waste storage areas, and containers, must be cleaned and free of solid waste and contaminated liquids.	E		
4. Decontamination, removal, and/or decommissioning of all equipment used in waste processing activities.	E		
5. Removal of any wastewater holding tanks, along with clean-up of waste water collection system and secondary containment system (if applicable). The wastewater must be pumped out and properly disposed of in accordance with local, state, and federal laws before removing a wastewater tank and/or system.	E		
6. Other site specific closure activities (please list) such as clean-up of sedimentation ponds and storm water run-off structures.	E		
C. A cost estimate for each closure and clean-up activity listed above in B., where applicable.	E		
D. A copy of the closure certification statement the permittee will sign and submit to IDEM within thirty (30) days of completing closure (329 IAC 11-16-3(c)). The certification statement must:	E		
1. Certify that the facility has been closed in accordance with the closure plan.	E		
2. Include information on the facility contact person for the post-closure care period, including the contact person's name, address, and phone number.	E		
II. The post-closure plan must include the following information:			
A. Descriptions of the following post-closure care activities, which must be performed for one (1) year following the closure certification approval (please include cost estimate with each activity if applicable):	E		
1. Steps minimizing the need for further maintenance.	E		
2. Control of the escape of contaminants to:	E		
a. Ground surface.	E		
b. Surface waters.	E		
c. Ground waters.	E		
d. The atmosphere.	E		
3. How the facility will remain in compliance with the applicable conditions of its permit during post-closure.	E		
4. A semi-annual inspection of the facility, followed within thirty (30) days with submittal of a written report to IDEM on the status of the facility found during the inspection.	E		
5. Maintenance of the facility surface water run-off control as applicable.	E		
6. Maintenance of access control.	E		
7. Removal of any waste that may be illegally dumped at the closed facility.	E		
8. Any other post-closure care activity that may be necessary to maintain the facility.	E		

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<b>Section 7. 329 IAC 11-16-1 (IC 13-22-9)</b>			
<b>Financial Responsibility for Closure and Post-Closure</b>			
I. The following information must be provided regarding financial responsibility for closure and post-closure:			
A. Description of closure and post-closure costs for the closure and clean-up activities described in the closure/post-closure plans.	E		
B. Statement that a demonstration of financial responsibility in the form of one of the options under subsection (C) will be submitted prior to operation.	E		
C. Description of the instrument to be used for establishing financial responsibility for closure:	FA		
1. Trust fund.	FA		
2. Surety bond with standby trust fund agreement.	FA		
3. Letter of credit with standby trust fund agreement.	FA		
4. Insurance policy with standby trust fund agreement.	FA		
<b>FOR TRANSFER STATIONS ONLY</b>			
In addition to the other items required, applications for transfer stations must include the following:			
II. Description of the transfer station's monitoring program to prevent acceptance of prohibited solid wastes as specified in 329 IAC 11-13.5-13.	E		
III. Description of the training program for the transfer station employee responsible for conducting the transfer station's monitoring program described in I. above	E		

\_\_\_\_\_  
Name of Preparer (*Please print*)

\_\_\_\_\_  
Title of Preparer (*Please print*)

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date (*month, day, year*)

\_\_\_\_\_  
Telephone Number of Preparer

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