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If you require assistance in obtaining access to the presentations, call the Public Affairs Office at (916) 341-6300 or Dennis Corcoran at (916) 341-6395.

PERMIT WRITING 101

The who, the what, and the how
of writing a successful permit.

CIWMB

Permitting and LEA Support Division

Patrick Snider

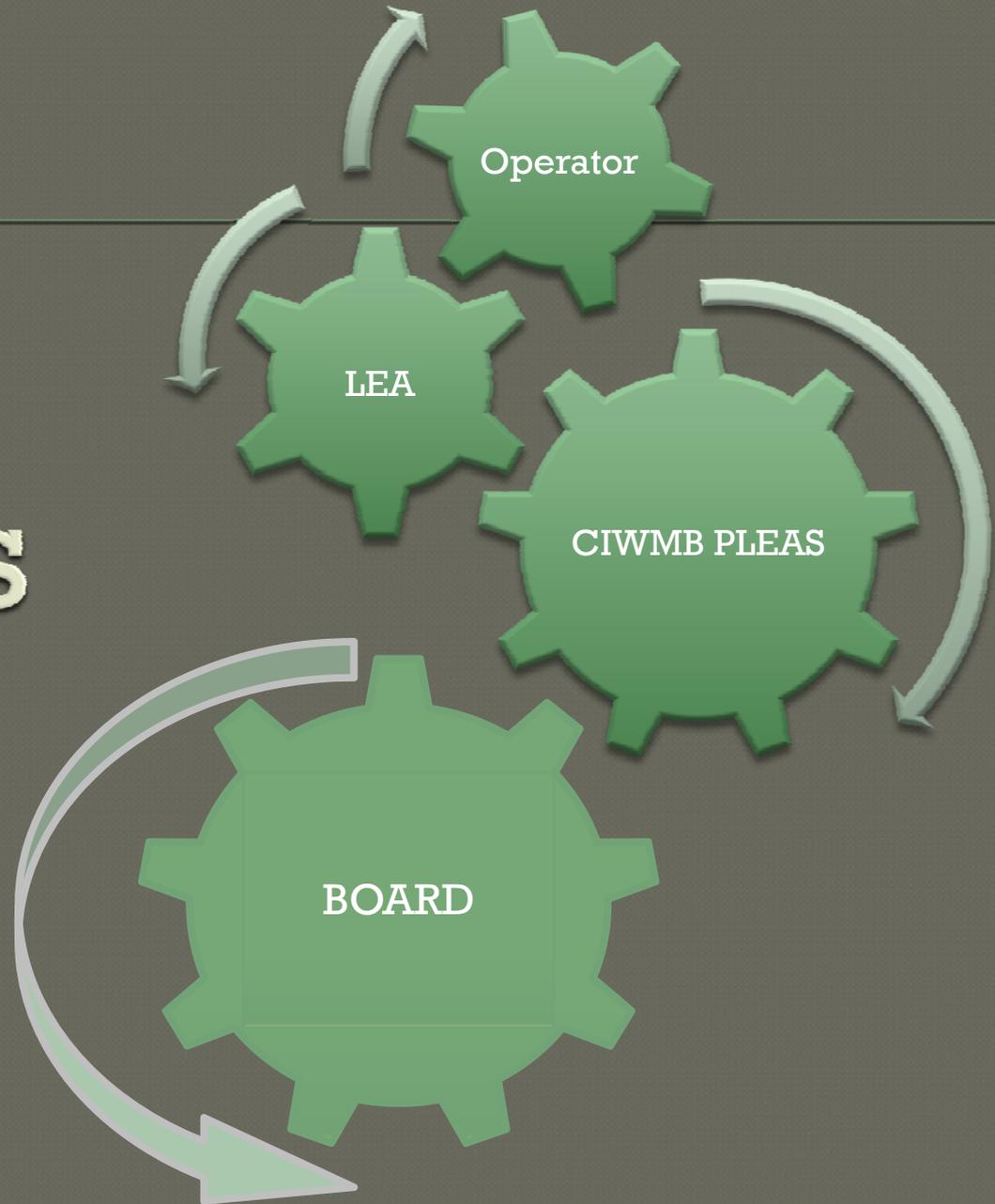
Objectives

- The goal of this session is to provide hands on training to LEAs who have little or no experience with permits and to act as a refresher to those who have not submitted a permit in awhile.

Where to begin?



Permit Process



Permit Toolbox

Permit Toolbox

The Permit Toolbox provides online tools and resources to provide guidance to [Local Enforcement Agencies](#) (LEA), operators, applicants, and CIWMB staff in obtaining, processing, and maintaining new and revised solid waste facility permits and completing other permit-related tasks and responsibilities.

How to Use the Toolbox

To navigate this resource, use the links on the menu to your left, or try the "[quick menu](#)." These drop-down lists provide available permit information for each of the five major permit categories. Or, if you're not familiar with the Board's permit process, start with one of these general resources:

- [Permit Fact Sheet](#)
- [Basic Permit Process Flow Chart](#)
- [Permitting a Solid Waste Facility](#)
- [Permitting Section of the CIWMB Annual Report](#)

Toolbox Maintenance

This resource is continuously changing and improving based on new information and your feedback. Please see [What's New](#) for the latest changes and additions. Also visit the [Suggestion Box](#) and the [Maintenance Kit](#) to find out how you can help improve and maintain this resource.

Permit Bill of Rights

The California Environmental Protection Agency (Cal/EPA) has initiated reforms and intends to continue the effort to make environmental permitting more efficient, less costly, and to ensure that those seeking permits receive timely responses from the Boards and Departments of the Cal/EPA. To further this goal, Cal/EPA has developed and endorses the [Environmental Permit Applicant's Bill of Rights](#) (from the [Cal/EPA Website](#)).

Program News...

- The [final environmental impact report for the Redwood Landfill permit revision](#) is available for review.
- Guidance is now available for [additional storage of recycled materials at solid waste facilities](#).
- A [Conversion Technology Guidance document](#) is available to provide a basic outline of how current Board statutes and regulations apply to various types of conversion technologies.

<http://www.ciwmb.ca.gov/PermitToolbox>

LEA Advisory #57

- **Guidance on Writing
a Solid Waste
Facilities Permit**

Operator + LEA + CIWMB =
Teamwork



Filling out the permit - Step 1

● Name and Address of Facility

1. Name and Street Address of Facility:

Prima Deshecha Materials Recovery
Facility
32250 La Pata Avenue
San Juan Capistrano, CA 92675

Filling out the permit - Step 2

● Name and Mailing Address of Operator

2. Name and Mailing Address of Operator:

CR&R, Incorporated
11292 Western Avenue
P.O. Box 125
Stanton, CA 90680

Filling out the permit - Step 3

● Name and Mailing Address of Land Owner

3. Name and Mailing Address of Owner:

OC Waste & Recycling
300 North Flower Street, Suite 400
Santa Ana, CA 92703

Filling out the permit - Step 5

● Approval

5. Approval:

A handwritten signature in black ink, appearing to read "Richard Sanchez". The signature is fluid and cursive, with a long horizontal stroke at the end.

Approving Officer Signature
Richard Sanchez, REHS, MPH
Director, Environmental Health

Filling out the permit - Step 6

Local Enforcement Agency Name and Address

6. Enforcement Agency Name and Address:

County of Orange Health Care Agency
Environmental Health
Solid Waste Local Enforcement Agency
1241 E. Dyer Road, Suite 120
Santa Ana, CA 92705

Filling out the permit - Step 7

● Date Received by the CIWMB

7. Date Received by CIWMB:

April 29, 2009

Filling out the permit - Step 8

● CIWMB Concurrence Date

8. CIWMB Concurrence Date:

June 16, 2009

Filling out the permit - Step 9

● Permit Issued Date

9. Permit Issued Date:

July 1, 2009

Filling out the permit - Step 10

● Permit Review Due Date

10. Permit Review Due Date:

July 1, 2014

Filling out the permit - Step 11

● Operator/Owner Transfer Date

11. Owner/Operator Transfer Date:

N/A

Filling out the permit - Step 12

Legal Description of Facility

12. Legal Description of Facility:

The description and location of this facility is contained in the Prima Deshecha MRF Transfer Processing Report dated March 2009 and Mitigated Negative Declaration dated October 2008 (SCH#2008101055). The site is located entirely within the boundaries of the Prima Deshecha Landfill, which is owned and operated by the County of Orange. The facility is located at Latitude 33.4934, Longitude -117.6141.

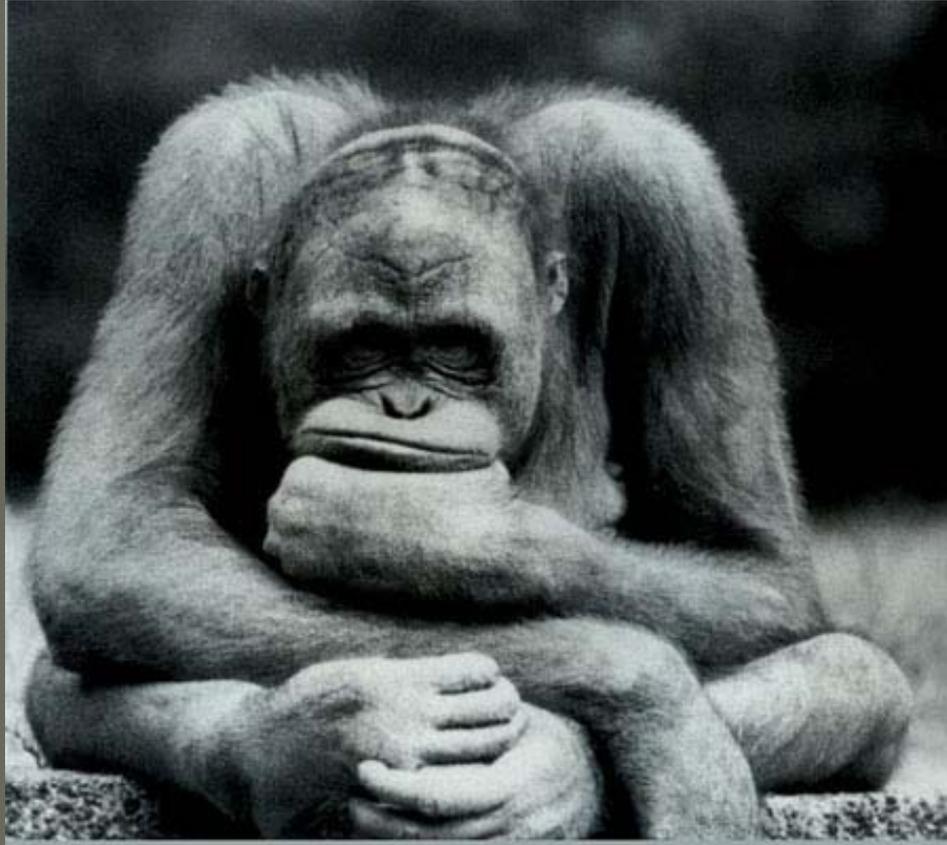
Filling out the permit - Step 13

Findings

13. Findings:

- a. This permit is consistent with the Orange County Integrated Waste Management Plan, which was last approved by the CIWMB on September 16, 2003. The location of the Prima Deshecha MRF is identified and described in the County of Orange Nondisposal Facility Element, pursuant to Public Resources Code (PRC), Section 50001(a). An amendment to the County of Orange Nondisposal Facility Element, to include the facility was approved by the CIWMB on March 24, 2009 (CIWMB Resolution No. 2009-39).
- b. This permit is consistent with the standards adopted by the CIWMB, pursuant to PRC 44010.
- c. The design and operation of the Prima Deshecha MRF is consistent with the State Minimum Standards for Solid Waste Handling and Disposal as determined by the enforcement agency, pursuant to PRC 44009.
- d. On November 12, 2008, OC Waste & Recycling approved a Mitigated Negative Declaration/Initial Study for the facility. The Mitigated Negative Declaration was filed with the State Clearinghouse October 2008 (SCH #2008101055). The Mitigated Negative Declaration describes and supports the design and operation of the facility, which will be authorized by the issuance of this permit. A Notice of Determination was filed with the Orange County Clerk-Recorders Office on November 5, 2008, and with the Office of Planning and Research on November 6, 2008.

Are you confused yet?



Oh what to do, what to dooo?

All who wander are not lost, they are just enjoying their own journey.

Filling out the permit - Step 14

Prohibitions

14. Prohibitions:

1. Prima Deshecha MRF is strictly prohibited from accepting the following types of waste: food waste, agricultural solid wastes, non-consumable animal flesh or parts, ashes, biohazardous wastes, biosolids, friable asbestos, grease trap pumpings, hazardous waste which has not been classified as universal waste, incinerator residue, liquid waste, manure, medical waste, oil field operating waste, radioactive waste, semi-solid waste, septic tank pumpings, sewage sludge, and street refuse. At least one trained load checker shall be onsite to verify that each load does not contain prohibited waste. If the prohibited waste is determined to be hazardous waste, the hazardous waste shall be immediately stored in the hazardous waste storage area.
2. No scavenging permitted.

Filling out the permit - Step 15

- The following documents describe and/or restrict the operation of this facility

15. The following documents describe and/or restrict the operation of this facility:

	Date		Date
Transfer/Processing Report	March 2009	Mitigated Negative Declaration (SCH#2008101055)	October 2008
Alternative Odor Management Plan	March 2009		

Filling out the permit - Step 16

Self-Monitoring

- The self-monitoring report shall be submitted in accordance with the following schedule:

<u>Reporting Period</u>	<u>Report Due</u>
• January through March	May 1
• April through June	August 1
• July through September	November 1
• October through December	February 1

16. Self Monitoring:

The owner/operator of Prima Deshecha MRF shall submit the results of all self monitoring programs to the Orange County Solid Waste Local Enforcement Agency by the due dates below. In addition, such records shall also be made available to the LEA during the inspections and shall be accurate and documented within 7 days of the activity date. Each self-monitoring report shall include:

Filling out the permit

Step 16 Continued

16. Self Monitoring:

The owner/operator of Prima Deshecha MRF shall submit the results of all self monitoring programs to the Orange County Solid Waste Local Enforcement Agency by the due dates below. In addition, such records shall also be made available to the LEA during the inspections and shall be accurate and documented within 7 days of the activity date. Each self-monitoring report shall include:

Program	Reporting Frequency
a. Daily and monthly quantities (in tons) and types of waste received as categorized in the following: 1. Construction and Demolition Waste 2. Wood Waste/Greenwaste 3. Universal Waste	Quarterly
b. Monthly totals of the types and quantities, in tons, of materials recovered and sent to CR&R South County MRF.	Quarterly
c. Daily and monthly tonnages of the quantity of residual waste loaded into transfer trailers and hauled for disposal.	Quarterly
d. Results of the prohibited waste (as specified in Section 14: Prohibitions) screening/load checking program (quantities and types) and the disposition of these wastes.	Quarterly

Filling out the permit

Step 16 Continued

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|---|-----------|
| e. A summary of the Log of Special/Unusual Occurrences (S/U O) documenting, but not limited to, accidents, employee injuries, fires, explosions, receipt or rejection of prohibited wastes, hazardous waste incidents, unscheduled shutdowns, vandalisms, etc. and the operator's actions in response to the complaint. | Quarterly |
| f. Logs of all verbal and copies of all written complaints (pertaining to LEA-regulated parameters and state minimum standards) regarding activities at Prima Deshecha MRF and the operator's actions in response. | Quarterly |
| g. All regulatory notices (e.g., Notice to Comply, Notice of Violation, Notice & Order, Cease & Desist Order, Clean-up & Abatement Order) received by Prima Deshecha MRF and the operator's actions in response. | Quarterly |

The self-monitoring report shall be submitted in accordance with the following schedule:

<u>Reporting Period</u>	<u>Report Due</u>
January through March	May 1
April through June	August 1
July through September	November 1
October through December	February 1

Filling out the permit - Step 17

LEA Conditions

17. Orange County Solid Waste Local Enforcement Agency Conditions:

(These conditions shall be in addition to conditions of other documents controlling the operations and/or design of the facility.)

- a. The operator shall comply with all state minimum standards for receiving, processing, storage, and transfer of solid waste as specified in Chapter 3, Division 7, Title 14 of the California Code of Regulations (CCR) for transfer/processing activities.
- b. Nothing in this Solid Waste Facility Permit shall prevent the operator from complying with all other federal, state, and local requirements. Nothing in these conditions shall be construed as relieving the operator of Prima Deshecha MRF, or designee from the obligation of obtaining all required permits, licenses, or other clearances and complying with all orders, laws, regulations, reports, or other requirements of other regulatory or enforcement agencies.
- c. The LEA reserves the right to prohibit, suspend, modify, or condition the handling of solid waste or operations at Prima Deshecha MRF in order to protect public health and safety; to prevent potential health hazards, and/or public nuisances; to protect the environment; or to mitigate adverse environmental impacts.
- d. This permit is subject to periodic review and may be modified, suspended, or revoked, at any time by the LEA for sufficient cause in accordance with PRC Section 44305.
- e. The operator shall notify the LEA in writing with proposed amendments to the Transfer/Processing Report at least one hundred eighty (180) calendar days in advance of the proposed changes (as determined by the LEA) to the facility's design or operation to allow for early consultation, completion of all required documents, due process review, filing and the completion of all related permitting processes. Such notification is required for the following changes, but not limited to: permitted tons per day limit, permitted areas of operation, changes in types of waste to be accepted, addition of facility equipment and structures, and changes in operation and procedures not fully described in the Transfer/Processing Report.

Filling out the permit

Step 17 Continued

- f. As outlined in Section 16, the operator shall maintain at the facility a daily log of special/unusual occurrences (S/U O). The log shall document, but not be limited to: public nuisance complaints pertaining to LEA-regulated parameters and state minimum standards (e.g., noise, dust, offsite migration of litter, etc.), fires, explosions, receipt or rejection of prohibited wastes, incidents of personal injury, vandalisms, accidents and/or property damage. In addition, an odor complaint log shall also be maintained documenting all verbal and written complaints received by the operator. Each log entry shall be accompanied by a summary of the responses/corrective actions taken by the operator to mitigate any negative impacts of each occurrence. Days without incidents of S/U O shall be noted with an appropriate negative entry for such days such as: "No S/U O today." The logs shall be readily accessible to the LEA upon request. Such records shall be accurate and documented within 7 days of the activity date.
- g. The operator of Prima Deshecha MRF shall comply with the request of landfill operator to close or stop receiving waste materials at their facility as necessary to ensure that the total combined daily permitted tonnage of the Prima Deshecha MRF and the Prima Deshecha landfill do not exceed 4,000 tons per day or any revised maximum permitted tonnage approved for the facilities. On days where the combined tonnage of the MRF and landfill approaches the permitted maximum of 4,000 tons, the occurrence and actions taken shall be recorded in the special occurrence log.
- h. The operator shall notify the LEA by phone or e-mail as soon as the maximum permitted daily tonnage has been exceeded. The operator shall provide the LEA in writing within 48 hours the reasons for the exceedance and the measures and procedures to prevent a recurrence.
- i. Additional information concerning the design/operation of this facility shall be furnished to the LEA within 10 business days upon request.
- j. All loads entering Prima Deshecha MRF shall undergo load checking in a manner meeting the approval of the LEA. At least one load checker shall be onsite to verify that each load does not contain prohibited waste. If a prohibited waste such as medical waste, biosolids, liquid waste, etc. (For a complete listing of prohibited waste, refer to Section 14 of this permit) is received, the waste shall not be processed at the facility but shall be transferred for disposal or processed at another waste processing facility. If a prohibited waste such as hazardous waste is inadvertently received, the prohibited waste shall be removed from processing for temporary storage in the hazardous waste storage area. The storage and reporting of all hazardous waste shall be in accordance with all applicable laws and regulations.

Filling out the permit

Step 17 Continued

- k. Universal waste is permitted to be accepted at Prima Deshecha MRF. However, Prima Deshecha MRF is prohibited from allowing any universal waste from becoming residual waste that would be disposed at a landfill.
- l. At all times, there shall be litter control personnel and/or other adequate measures to preclude litter from blowing and accumulating off-site. All litter shall be properly disposed in refuse receptacles and transported offsite within the timeframes as specified in LEA condition (n).
- m. The tarping/untarping of roll off bins, transfer trailers, and refuse trucks owned, operated, or contracted by CR&R, Inc. shall be conducted within the facility boundary of the Prima Deshecha MRF. The tarping/untarping of roll off bins, transfer trailers, and refuse trucks owned, operated, or contracted by CR&R, Inc. is prohibited on Ortega Highway, La Pata Road, or on any access road leading to the facility.
- n. All residual solid waste destined for disposal or sent to another waste processing facility shall be removed offsite within 48 hours following receipt (72 hour removal time is allowed if the incoming load is received prior to a holiday). Solid waste which has been determined to have economical value and can be returned to the market for recycling and reuse (such as California Redemption Value (CRV) recyclables, paper, cardboard, wood, dirt, concrete, etc.) are not subject to the 48 hour removal time provided that they have been separated from any unprocessed waste pile. At no time shall the storage of recyclables create a nuisance or violate the transfer/processing state minimum standards as determined by the LEA.
- o. During the days and hours Prima Deshecha MRF will be in operation, dust suppression (e.g., misting systems, periodic application of water) will be performed to limit the generation of particulate matter (PM 10).
- p. Personnel assigned to the facility shall be adequately trained in subjects pertinent to transfer/processing operations and maintenance, solid waste management, prohibited materials recognition and screening, use of mechanized equipment, odor management, personal protection equipment, safety training, and emergency procedures. A record of such training shall be maintained at the site and available for review by the LEA.
- q. Appropriate safety equipment including hard hats, hearing protection, safety goggles, gloves, safety boots, and respiratory protection shall be provided and available to all personnel assigned to the facility and must be worn as necessary to prevent injuries.

CIVIMB



May your permits sail safely
through the seas of CIWMB!!!



Questions???



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