SITE NAME AND ADDRESS:  

FACILITY SWIS NUMBER:  

FACILITY OWNER/OPERATOR:  

SITE MANAGER:  

PURPOSE OF ASSESSMENT (Describe):

1. GENERAL OPERATION DESCRIPTION

<table>
<thead>
<tr>
<th>Materials on Site: Feedstocks/ Additives/ Amends. (list or attach)</th>
<th>Amounts Processed</th>
<th>Source of Feedstocks/Materials Received (ex. curbside)</th>
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<td></td>
<td>each day:</td>
<td>each year:</td>
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</table>

Total Amounts: 

Facility Size: _______ acres  Operation Type: (windrow, static pile, etc.) __________________
Which direction are the closest neighbors and distance from the site? N  S  E  W ___ ft/miles
Has the site experienced encroachment?  Yes  No  Wind Direction? N  S  E  W ___
Are there other nearby sources of odors?  Yes  No  What are they? __________________
Weather Monitoring: __________________  Odor Controls: __________________
Site Supervision:  Manager on Site  Yes  No  Trained Personnel:  Yes  No

2. OPERATION AREA

Is there sufficient area for unloading and stockpiling?  Yes  No
Is there sufficient area between and around existing piles?  Yes  No
If there were a fire would there be sufficient space to spread out piles?  Yes  No
Is there access to all parts of the facility?  Yes  No
Please explain any “no” response: ____________________________________________

3. OPERATIONAL CAPACITY (THRU-PUT):

Does material appear to be stockpiled for excessive amounts of time?  Yes  No
Does the facility appear to have insufficient equipment?  Yes  No
Please explain any “yes” response: ____________________________________________

4. MATERIAL HANDLING PROCESS (BY PROCESSING STEP)

4A. FEEDSTOCK RECEIPT, STORAGE, PROCESSING AND EQUIPMENT

Does the Facility have a scale?  Yes  No  Are all loads weighed?  Yes  No
Obvious odors from incoming material?  Yes  No
Level of contamination in incoming material? (approximate) __________________
Types of Contaminants? ____________________________________________
How are contaminants identified and removed? ____________________________________________
Condition of material?
Is material below temperature threshold (122 F) when received? Yes ☐ No ☐ Don’t Know ☐
Are some or all feedstocks stockpiled? Yes ☐ No ☐ Approx. Storage time? ________
Are there obvious odors from the material processing area? Yes ☐ No ☐
Is the working surface in good condition? Yes ☐ No ☐
Does all material get processed in one day? Yes ☐ No ☐ If not, average time before processing ______
Is the equipment is good working condition? Yes ☐ No ☐
Are there adequate staffing and equipment? Yes ☐ No ☐
Is there redundant equipment? Yes ☐ No ☐
List of Equipment: (or attach the list) ____________________________________________________

4B. ADDITIVES AND/OR AMENDMENTS RECEIPT AND STORAGE
Is material below temperature threshold (122 F) when received? Yes ☐ No ☐ Don’t Know ☐
Are there bulking agents? Yes ☐ No ☐ Adequate bulking agent storage? Yes ☐ No ☐
Types of bulking materials (or attach list) ________________________________________________

4C. COMPOSTING PROCESS DESCRIPTION (Pile formation and agitation)
How are piles formed? ________________________________________________________________
What are the pile dimensions (height & geometry)? _______________________________________
How much material is on site? ________ Approx. time for the compost process? ________
Are there obvious odors from the windrows/piles? Yes ☐ No ☐
Is there visible standing water? Yes ☐ No ☐
Are there visible ruts or damage due to over-watering? Yes ☐ No ☐
Is there evidence of inefficient watering? Yes ☐ No ☐
What is the approx. % moisture in the piles? _____%
How and when is moisture added?
Where is the water source? ___________________________________________________________
Are piles consistently mixed? Yes ☐ No ☐ What is the mixing schedule? _________________
What are the temperatures in the piles? ________ Any evidence of fires? Yes ☐ No ☐
Do the temperature records show any problems? Yes ☐ No ☐
Is the porosity (airflow) & oxygen adequate? Yes ☐ No ☐ Enough porosity (airflow)? Yes ☐ No ☐
Do the piles have adequate agitation/turning/aeration? Yes ☐ No ☐
What is the sampling method and frequency?
Do the sampling records show excessive pathogens? Yes ☐ No ☐ Metals? Yes ☐ No ☐

4D CURING AND FINISHING and PRODUCT STORAGE AND TRANSPORT
Are the piles screened? Yes No How is product screened?
Are there obvious odors from screening operations? Yes ☐ No ☐
What is the pile size and geometry? ________ Is it adequate? Yes ☐ No ☐
What is the retention time? ________ How is maturity determined? _______________________
How are contaminants handled? _______________________________________________________
Is finished compost stored separately from new incoming feedstocks? Yes ☐ No ☐
Is the finished compost stockpiled? Yes ☐ No ☐ Approx. ______
Total time from feedstock receipt to product ________
Is the final product sampled? Yes ☐ No ☐ Do the sampling results show any problems? Yes ☐ No ☐
When loading out the final product, is there off-site dust? Yes ☐ No ☐ Material Spillage? Yes ☐ No ☐

LIST SITE OBSERVATIONS & RECOMMENDATIONS ON SIDE TWO OF THE PRE-ASSESSMENT FORM