

Instructions for Completing DEQ Form SW PTB

DEQ Form SW PTB is required for all applicants seeking a Part B solid waste permit or those wishing to modify an existing Part B permit by a major or minor permit modification. These instructions are designed to assist facilities with the completion of this form. The descriptions below are listed in the order as they appear on DEQ Form SW PTB.

New Facility vs. Modification of Existing Permit:

Check only one box. Check 'New Facility' box if this application is for a new facility, i.e. one that has not previously been issued a Part B Permit. Check 'Modification of Existing Permit' box if this application is for a major or minor permit modification, as defined in Table 5.2 under 9 VAC 20-81-600.

Facility Name:

Enter the name of the facility as it should appear or as it currently appears on the existing DEQ Part B Permit.

Type of Landfill:

If completing the MS Excel version of this form, use the drop down menu to select the type of landfill to be operated at this facility. Options include Sanitary Landfill, CDD Landfill, and Industrial Landfill. If the facility operates more than one type of landfill (i.e. has separate disposal units designated, fill out DEQ Form SW PTB for each landfill type.

Facility Location:

Provide the street address of the facility's physical location (may be Rural Route/Box No. if 911 address is not available)

Contact Name, Phone Number, and Email:

Provide contact information for the person responsible for preparing the permit application. This person should be associated with the facility named. DEQ will consider the person listed as the main contact for correspondence relating to the permit application.

Owner Name, Address, and Phone:

Provide name, address, and phone number of the legal owner of facility. Owner listed shall match SCC documentation provided with the NOI, if applicable.

Operator Name, Address, and Phone:

Provide name, address, and phone number of the operator of facility, if different from the owner. Operator listed shall match SCC documentation provided with the NOI, if applicable.

Total Property Acreage:

Provide the total property acreage owned by the Owner listed where the facility is located. The property acreage should be equal to or greater than the facility boundary acreage. The acreage provided should match the acreage provided in the Part A Permit, if applicable.

Facility Boundary Acreage:

Provide the total acreage designated as the facility boundary. The facility boundary shall encompass the waste management boundary and all ancillary activities including, but not limited to scales, groundwater monitoring wells, gas monitoring probes, and maintenance facilities. The acreage provided should match the acreage provided in the Part A Permit, if applicable.

Disposal Unit Boundary:

Provide the total acreage for all disposal units located within the facility boundary. The disposal unit acreage should be less than or equal to the waste management boundary acreage as defined in the facility's Part A Permit, if applicable. Otherwise, the acreage provided should equal the acreage defined in accordance with 9 VAC 20-81-35 for existing facilities permitted prior to March 15, 1993. For facilities requesting to expand (i.e. increase the disposal unit boundary), provide the proposed disposal unit boundary acreage in this box.

Total Capacity:

Specify, in cubic yards, the maximum permitted volume of solid waste, inclusive of daily and intermediate cover, that can be disposed within the total disposal unit boundary acreage. For facilities requesting to increase the capacity of an existing disposal unit(s), indicate the proposed capacity in this box.

Daily Disposal Limit:

Indicate the amount of solid waste that can be disposed at the facility during any operating day. This value shall correspond with information provided with the Part A Application, if applicable. For facilities seeking to increase the daily disposal limit, provide the proposed disposal limit in this box and provide VDOT approval in Attachment II as indicated on this form.

Estimated Site Life:

Indicate the estimated life of the landfill in years based on the total capacity and daily disposal limit.

Hours of Operation:

Specify the facility's hours of operation for all days of the week.

Types of Wastes to be Accepted:

Mark all wastes that the facility anticipates accepting for disposal or management on site. Definitions for each waste type can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-81-10 *et seq.*).

Does this facility use or propose to use alternate cover materials?

In accordance with 9 VAC 20-81-140.B.1.c., **sanitary landfills** may use alternate materials of an alternate thickness (also called alternate daily cover) if it has been demonstrated that the alternate daily cover "controls disease vectors, fires, odors, blowing litter, and scavenging without presenting a threat to human health and the environment" and the alternate daily cover has department approval. For

sanitary landfills using or proposing to use alternate daily cover, list all current materials being used and any proposed materials to be used on this form.

New materials proposed for use will be reviewed by the Department first, and if acceptable, the facility will be granted a demonstration period to prove the material's effectiveness. At the end of the demonstration period, the facility will need to submit a report detailing the effectiveness of the proposed alternate daily cover in order for the department to consider formal approval.

CDD landfills proposing to use alternate progressive cover in lieu of compacted soil cover as prescribed in 9 VAC 20-81-140.C.1.b. will need to submit a variance request as outlined in 9 VAC 20-81-720 and 9 VAC 20-81-760. For industrial landfills proposing to use alternate progressive cover with this application, indicate the requested variance in the appropriate box on DEQ Form SW PTB.

In accordance with 9 VAC 20-81-140.D.1.d., **industrial landfills** may use alternate cover material in lieu of compacted soil for intermediate cover if it has been demonstrated that the material will be protective of public health and the environment and has department approval. For industrial landfills using or proposing to use alternate intermediate cover, list all current materials being used and any proposed materials to be used on this form. Approval of proposed materials will follow the same procedures as those outlined in the second paragraph pertaining to sanitary landfills.

Solid Waste Management Activities

Indicate all solid waste management activities that are located within the facility boundary. Definitions for each of the solid waste management activities listed can be found in the Virginia Solid Waste Management Regulations (9 VAC 20-81-10 *et seq.*).

Liner Design

Check all applicable liner designs. Details on each liner specified can be found at the citations provided in the Virginia Solid Waste Management Regulations.

Final Cover Design

Check all applicable final cover designs. Details on each cover design specified can be found at the citations provided in the Virginia Solid Waste Management Regulations.

Leachate Management

Check all applicable leachate management options.

Does this application include a Research Development and Demonstration Plan?

Indicate whether an RDD Plan is included with the application. If so, indicate which activities are proposed in the RDD Plan.

Does this application include a variance request(s) to regulatory requirements?

Indicate whether any variance requests are included with the application. If so, indicate the regulatory citations for each variance requested.

Attachments

Permit applications shall include the attachments as indicated. Details on each of the attachments can be found in the DEQ Submission Instructions.

Responsible Official Signature:

The form must be signed by a responsible official. A responsible official is defined in the Virginia Solid Waste Management Regulations (9 VAC 20-81-10 *et seq.*) as:

- “1. For a business entity, such as a corporation, association, limited liability company, or cooperative: a duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more operating facilities applying for or subject to a permit. The authority to sign documents must be assigned or delegated to such representative in accordance with procedures of the business entity;
2. For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or
3. For a municipality, state, federal, or other public agency: a duly authorized representative of the locality if the representative is responsible for the overall operation of one or more operating facilities applying for or subject to a permit. The authority to sign documents must be assigned or delegated to such representative in accordance with procedures of the locality.”