



**OPERATIONAL PLAN –  
SOLID WASTE COMPOST PERMIT EXEMPTION  
Non-Commercial Small-Scale Composting Facility Receiving Off-Site  
Composting Material (Feedstock)**

Please complete and submit to the Oklahoma Department of Environmental Quality (“DEQ”) the following plan to request a solid waste permit exemption in accordance with Oklahoma Administrative Code (“OAC”) 252:515-43-31(b). Operators requesting this exemption must be non-commercial composting facilities that receive up to one hundred (100) tons or two hundred (200) cubic yards of Type 1 and/or Type 2 feedstock per year, any amount of which is generated off-site.

<b>1. Owner/operator name</b>	<b>2. Site name, if different than Box 1</b>
<b>3. Mailing address</b>	<b>4. Site mailing address, if different than Box 3</b>
<b>5. Contact person</b>	<b>6. Phone number and email address</b>
<b>7. Site’s physical address and/or driving directions</b>	
<b>8. Latitude and longitude</b>	
<b>9. Nearest town or city</b>	

**10. Check one appropriate option**

<b>Right to property</b>	
<input type="checkbox"/>	<b>I (Owner/Operator) own the property that this the subject of this plan.</b>
<input type="checkbox"/>	<b>I (Owner/Operator) have a current lease or easement which is given to accomplish the purpose of this plan.</b>
<input type="checkbox"/>	<b>I (Owner/Operator) do not own the property but have permission from the owner.</b>

**11. Describe all processing, storage, and disposal operations and units.**

**12. Describe the anticipated feedstocks and anticipated amount received per day.**

**13. Check all feedstocks proposed to be received at the site**

<b>Feedstock types</b>		
<input type="checkbox"/>	<b>Yard Waste</b>	<b>Yard trimmings, grass, leaves, and branches.</b>
<input type="checkbox"/>	<b>Type 1</b>	<b>Yard waste, wood chips, woody materials, crop residues, hay, cotton gin waste, additives, and biofilters.</b>
<input type="checkbox"/>	<b>Type 2</b>	<b>Source separated organics, shredded paper, cardboard, computer paper, white paper newspapers, napkins, other paper products, and bulking agents.</b>
<input type="checkbox"/>	<b>Other</b>	<b>List any other feedstocks not included above:</b>

<b>14. Describe the procedures for feedstock receiving and storage.</b>
<b>15. Describe the procedures for maintaining a daily log for all incoming feedstock and outgoing compost.</b>
<b>16. Describe the method(s) of composting to be utilized at the site. Examples include, but are not limited to, the following: in-vessel tumbler, aerated static pile(s), static piles(s), vermicomposting, and windrow(s).</b>
<b>17. Describe how the site determines when the compost is considered finished.</b>
<b>18. Describe what will be done with the finished compost including method and duration of storage.</b>
<b>19. Describe how non-compostable waste will be stored before proper disposal.</b>

**20. List all equipment that will be utilized at the site.**

**21. Describe how stormwater will be managed at the site.**

**22. Describe how odors will be controlled and minimized.**

**23. Describe how vectors (rodents, birds, insects, and other animals) will be controlled.**

**24. Describe how fires will be prevented and extinguished.**

**25. Describe how unauthorized waste will be prevented from entering the site (gates, fences, locks, etc., and/or natural barriers).**

**26. Please check that each required attachment is included with this plan.**

<b>Required attachments</b>		
	<b>Site map</b>	<b>General site map showing the following: receiving, processing, and storage areas, buildings, access roads, and any artificial and/or natural barriers.</b>
	<b>Right to property</b>	<b>Certified copy of a document verifying property ownership, lease, or easement, or documentation of property owner permission.</b>

I, the owner/operator, hereby certify that all information provided is accurate to the best of my knowledge and that operational procedures comply with the provisions of OAC 252:515-43 and all relevant local rules, regulations, and ordinances.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_