



## Solid Waste Management Facility

### Application Guide

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## General Instructions

Per the Southern Nevada Health District (SNHD) Solid Waste Management Authority Regulations (SWMA Regulations), which were adopted by the Board of Health on August 27, 2015, the SNHD permits any solid waste management facility in Clark County, which includes:

- Class I disposal site (LF1),
- Class II disposal site (LF2),
- Class III disposal site (LF3)
- Compost plant (CP),
- Materials recovery facility (MRF),
- Medical waste management facility (MW),
- Recycling center (RC),
- Solid waste storage bin facility (SB),
- Transfer station (TS),
- Waste grease facility (WG),
- Waste tire management facility (WT), and
- Waste to Energy/Fuel Facility (WE).

This Application Guide is SNHD's application guide for applying for new permanent permits and modifications to existing permanent permits for the facility types listed above. For these facility types, Chapters 3 and 4 are the primary portions of the SWMA Regulations to refer to.

*It is the applicant's responsibility to verify that their application submittal addresses all of SWMA Regulations, applicable to their facility type, regardless of whether it is included in this guideline.*

*The [internet links](#) in this Application Guide are provided for convenience, but they may be obsolete. It is the applicant's responsibility to verify the link.*

When preparing an application, the applicant should follow the Sections (Tabs) listed in the table of contents for this application guide. Not all of the Tabs apply to every facility type permit application [Tabs 12-15 are only to be included with Landfills applications]. The application must be submitted electronically via the [Solid Waste File Manager Portal](#). Color submittals are required for photographs and other documentation where use of color is intended as a distinguisher.

The Tabs of the electronic copy of the application should follow the Table of Contents of this Application Guide. The electronic copy of the application must be submitted as either an Adobe Acrobat \*.pdf or a Microsoft Office Word \*.doc compatible file. Each page of the submittal should include the facility name, the document name, the document revision date, and the file name. For each document submitted, each page must include the page number and the total number of pages in the document.

An application for a permit modification should include only new or revised documents, placed in their corresponding Tabs.

Pursuant to [NRS 239 – Public Records](#), an application submitted to SNHD is available via a [public records request](#) when it's made available for public review or when the application has been approved, whichever occurs first. If an applicant wants a document or a portion thereof to be declared confidential, a written request must be submitted with the document. The request must include the legal argument for the request. Confidential information may include private or proprietary information. If SNHD's legal counsel concurs with the applicant request, then that document or portion thereof that has been specified to be confidential will not become public records and therefore, will not be available to the public.

This application guide is intended solely as guidance. It is not intended, nor can it be relied upon, to create any rights enforceable by any party in litigation with SNHD. SNHD officials may decide to vary from the guidance provided in this document, based on analysis of specific site circumstances. SNHD also reserves the right to change this guidance at any time.

The following Sections (Tabs) are instructions for the information required in the application. As stated previously, not all Tabs are required for each facility type application. Chapters 1, 2 and 3 are the primary portions of the SWMA Regulations to refer to when preparing the application.

## **Instructions for Tab 1 (General)**

Tab 1 should contain the following documents in the following order:

1. The most current application form (*provided by SNHD Plan Review, at time of request for application package*):
  - a. Is completed with information that is consistent with the rest of the application, including any required posted signage.
  - b. Is signed and dated by the authorized agent of the applicant (facility operator or facility owner).
  - c. Is stamped, signed, and dated (per NAC 625.610 and 625.612) by a professional engineer licensed in the state of Nevada ([Nevada Board of Professional Engineers](#)) to certify that the Design Report contains provisions that are adequate to comply with the applicable requirements, and that, to the best of his/her knowledge, the information contained in the application is complete and accurate.
2. The *Solid Waste Types Proposed for Acceptance* Sheet.
3. Copy of most current Memorandum to Southern Nevada District Board of Health, if applicable.
4. Copy of most current Southern Nevada District Board of Health Variance/Waiver Order, if applicable.
5. Copy of most current Southern Nevada District Board of Health Permit to Operate a Solid Waste Management Facility, if applicable.

## **Instructions for Tab 2 (Ownership and Lease Agreement)**

Tab 2 should contain the following documents in the following order:

1. Property ownership (available on the Internet at [Clark County Assessor](#)) for each parcel on which the facility will be located.
2. If the property owner or one of its officers is a business entity (firm/partnership, corporation, or limited-liability company) Tab 2 must also contain the applicable business entity information from the Nevada Secretary of State or equivalent document which lists the names and mailing addresses of the officers (available on the Internet at <http://nvsos.gov>).
3. If the facility owner is not the property owner, a copy of the active lease agreement between the property owner and the applicant; or an equivalent approval from the property owner for each parcel on which the facility will be located.

## **Instructions for Tab 3 (Approvals)**

As applicable, Tab 3 should contain documentation of the following approvals, exemptions, or statement of non-applicability, in the following order:

1. Either an active or pending business license approval **or** a business license exemption from the local jurisdiction ([Clark County](#), [City of Henderson](#), [City of Las Vegas](#), [City of North Las Vegas](#), [City of Boulder City](#), and [Mesquite](#)) for the waste management activities conducted at the facility.
2. Fictitious firm name approval or exemption from the Clark County Clerk ([Fictitious Firm Names](#)), if the name of the facility will not be exactly the same as the name of the facility owner [fictitious firm name

(DBA)], unless the name of the facility is the name of the facility owner minus an abbreviation such as “Inc” or “LLC” listed in [NAC 78.020](#).

3. Business entity approval from the Nevada Secretary of State or equivalent approval which indicates that the business entity and the State Business License are active and lists the names and mailing addresses of the officers (available on the Internet at <http://nvsos.gov>), if the facility owner is a business entity (firm/partnership, corporation, or limited-liability company).
4. Certificate of occupancy or equivalent approval from the local jurisdiction ([Clark County](#), [City of Henderson](#), [City of Las Vegas](#), [City of North Las Vegas](#), [City of Boulder City](#), and [Mesquite](#)) to document approval of the plans and specifications for any existing permanent or mobile building or structure.
5. **Land use approval** and supporting documents, **or** land use exemption from the local jurisdiction for the waste management activities conducted on the parcel(s) on which the facility will be located ([Clark County Planning](#), [City of Henderson](#), [City of Las Vegas](#), [City of North Las Vegas](#), [City of Boulder City](#), and [Mesquite](#)).
6. Air pollution control approval or exemption ([Clark County Department of Air Quality](#)).
7. Fire control approval or exemption, issued by the local fire prevention jurisdiction ([Boulder City](#), [Clark County Fire Prevention Bureau](#), [City of Henderson Building and Fire Safety](#), [City of North Las Vegas Fire Department](#) and [Mesquite](#)).
8. Pollution control approval, from the appropriate jurisdictions.
9. Flood control approval or exemption ([Clark County Regional Flood Control District](#)).
10. Water rights approval ([Nevada Division of Water Resources](#)).
11. ISDS approval ([SNHD ISDS Program](#)).
12. Industrial waste discharge permit or exemption, from the appropriate jurisdiction(s) ([NDEP Bureau of Water Pollution Control](#), [City of Henderson](#), [City of North Las Vegas](#)).
13. Stormwater discharge permit or exemption, from the appropriate jurisdiction(s) ([NDEP Bureau of Water Pollution Control](#)).
14. A Stormwater Pollution Prevention Plan ([USEPA](#))

The above documents 1, 2, 3, and 5 must be submitted with the initial application. The other documents (4 and 6-14) may be submitted later as they become available, but they must be submitted before a permit can be issued.

## **Instructions for Tab 4 (Design Report)**

*Section 2-4 Report of Design for a Solid Waste Management Facility, of the SWMA Regulations contains the Report of Design document requirements. The Design Report must include the proposed provisions (i.e., what will be provided and where it will be provided).*

Pursuant to Section 2-4.01 (A), “*The Report of Design shall be prepared under the direction of, and signed and stamped by, a professional engineer licensed in the state of Nevada.*” This must be included on the Report of Design document. The current list of professional engineers licensed in the state of Nevada can be searched at ([Nevada State Board of Professional Engineers & Land Surveyors](#)).

Section 2-4.02 (Standards for design) list the minimum standards required by SNHD. The applicant must meet all applicable requirements of the appropriate agency or agencies of jurisdiction. Section 2-4.03 (Report of design) lists the information that must be included in the Design Report. The following instructions contain the elements required by Section 2-4.02 and Section 2-4.03, but not necessarily in

the order listed in SWMA Chapter 2-4. Additional facility specific requirements are included as Tab 4, Section 17.

It is the applicant's responsibility to verify that all their application submittal addresses all of SWMA Chapter 2-4 Standards, regardless of whether it is included in this guideline.

### **Tab 4, Section 1: Miscellaneous**

#### **Tab 4, Section 1.1: Service Area**

This section defines the population and area to be served by the facility, including a general location map that shows the land use and zoning within a one mile radius of the facility. This information must be consistent with the information presented in the Operation Plan.

#### **Tab 4, Section 1.2: Signage**

This section includes the following information.

1. The Owner and Operator of the site, including the name of a responsible person(s) and their emergency contact phone number(s).
2. Speed limit and directional signs, when applicable
3. The hours of operation.
4. The Materials accepted and excluded
5. Fees charged, when applicable.
6. Whether or not the facility is open to the public; and if so, the hours the facility is open to the public (if different from the hours of operation).

#### **Tab 4, Section 1.3: Waste Management Areas**

This section provides detailed descriptions of each waste management area within the facility and the location(s) of the areas, including the waste types, the quantities and the source(s).

### **Tab 4, Section 2: Air Pollution Control**

This section describes the provisions to be utilized for preventing and controlling air pollutants, including fugitive dust, to prevent a public nuisance.

### **Tab 4, Section 3: Emergency Control**

#### **Tab 4, Section 3.1: Fire Control**

This section describes the provisions to be utilized for preventing and controlling fires. Plans showing locations of fire extinguishers, fire lanes, and any specific requirements of the local fire agency should be included in a facility plan, provided in Tab 8.

#### **Tab 4, Section 3.2: Pollution Control**

This section describes the provisions to be utilized for preventing and controlling pollution. As applicable, this section should reference permits or exemption documentation provided in Tab 3.

#### **Tab 4, Section 3.3: Other Provisions**

This section includes provisions (e.g., communication device such as telephone or radio) not specified in Tab 4 sections 3.1 and 3.2 for preventing and controlling emergencies (e.g., fires, floods, pollution).

This section should discuss the facility emergency evacuation procedures and reference the emergency escape plan that should be included in Tab 8.

#### **Tab 4, Section 4: Employees**

This section should discuss employee facilities, including, but not limited to, shelter, drinking water, and restrooms. Restrooms should include a hand washing sink sanitary. It should reference facility layout plan(s) provided in Tab 8.

This section must indicate if there is (or will be) a well on the property. If so, this section must refer to documentation of water rights approval (e.g., Certificate of Appropriation of Water) from the Nevada Division of Water Resources (NDWR) in Tab 3.

This section must indicate if there is (or will be) a septic system on the property. If so, this section must refer to documentation of SNHD ISDS approval (e.g., Individual Sewage Disposal System Report and Notice of Inspection indicating final approval) from SNHD in Tab 3.

#### **Tab 4, Section 5: Equipment**

This section should discuss the equipment to be used, how the equipment will be maintained and the method(s) that will be used to prevent track-out.

#### **Tab 4, Section 6: Facility Access**

##### **Tab 4, Section 6.1: Access Control**

This section describes the provisions (e.g., walls, fencing, manned guard stations, access gates) for controlling access to the facility as to time of use and as to those authorized to use the site in order to prevent unauthorized vehicular traffic and illegal dumping.

##### **Tab 4, Section 6.2: Access Roads**

This section should describe access to/from the facility. It should reference plans in Tab 8.

#### **Tab 4, Section 7: Facility Capacities**

This section presents the calculation of the storage capacities of the facility for unprocessed wastes and for processed wastes, including wastes which have storage quantity limits and wastes for which limits are specified in the Closure Plan. The storage and processing capacities must be adequate for the anticipated daily quantities of managed wastes listed in Tab 5, and they must be consistent with the application form.

The storage capacity (storage quantity limit) is the maximum quantity of waste that the facility would store. The unit of storage capacity must be (a) passenger tire equivalent (PTE) for waste tires and (b) cubic yard (yd<sup>3</sup>) for other wastes. Each storage capacity must be calculated using the storage capacity of the applicable storage areas and pieces of equipment. Each equipment description must be consistent with the equipment list in Tab 10.

The storage capacities listed in this section must be consistent with the maximum quantities of waste specified in the Closure Plan in Tab 6, and therefore may affect the amount of cost estimates in Tab 7.

The storage capacities will be specified on any Southern Nevada District Board of Health Permit to Operate a Solid Waste Management Facility that is issued to the facility.

#### **Tab 4, Section 8: Litter Control**

This section describes the provisions (e.g., indoor waste storage or processing areas; perimeter fences; containment fences around storage or unloading areas; portable litter fences; waste storage containers

constructed of durable, watertight materials with closed lids/covers/screens on tops; landfill cover; water faucets with hoses) for preventing and controlling litter (collecting scattered lightweight debris and cleaning the facility).

#### **Tab 4, Section 9: Odor Control**

This section should include provisions (e.g., indoor waste storage or processing areas; doors oriented with respect to prevailing wind direction; waste storage containers constructed of durable, watertight materials with closed lids or covers; misting system; exhaust/ventilation system; biofilters; biological/chemical additives; berms or landscaping that reduce visibility; buffer zone; cooler temperatures; landfill cover; windrow turner) for preventing and controlling odor that causes a public nuisance.

#### **Tab 4, Section 10: Public Areas**

##### **Tab 4, Section 10.1: Buffer Zones**

This section should describe and reference all buffer zones required by the appropriate jurisdictions, including airport, if applicable.

##### **Tab 4, Section 10.2: Esthetics**

As appropriate, this section should include provisions for screening the facility from the view of members of the public e.g., perimeter fence with mesh screening, landscaping); for making facility esthetically compatible with its environs; or for beautification of the facility.

This requirement may be satisfied by referring to approval documentation/drawing(s) that have been approved by the appropriate agency or agencies of jurisdiction and submitted as part of Tab 8.

##### **Tab 4, Section 10.3: Zoning**

This section should specify the facility's zoning classification code (e.g., M-1), description (e.g., Light Manufacturing) and jurisdiction (City, Unincorporated County and township). A one-mile radius zoning map(s) showing the zoning within 1 mile of the facility must be included with this Section or included with Tab 10 and referenced.

The zoning classification must be consistent with the application form.

#### **Tab 4, Section 11: Traffic Control**

This section should include provisions (e.g., directional signs, speed limit signs) for controlling vehicular traffic. This information must be consistent with any required posted sign.

This section should also reference the plans in Tab 8 that show traffic routing inside and around the facility.

#### **Tab 4, Section 12: Vector Control**

This section should describe the best management practices that will be utilized for preventing and controlling vectors (e.g., rodents, flies, mosquitoes). This must include provisions for preventing and controlling standing water.

#### **Tab 4, Section 13: Waste Measurement**

This section should describe the method(s) that will be utilized for determining the reportable quantities, required to be completed and submitted to SNHD by February 15 of each year to report the previous calendar year's reportable quantities. SNHD will supply the reporting form(s).

Waste exported from Clark County means waste hauled from the facility directly to destinations outside Clark County and excludes waste transported to another waste management facility in Clark County; this must be consistent with the destinations specified in section 1.5 of Tab 5.

Waste imported into Clark County means waste received by the facility directly from origins outside Clark County and excludes waste transported from another waste management facility in Clark County; this must be consistent with the origins specified in section 1.2 of Tab 5.

#### **Tab 4, Section 14: Waste Processing**

##### **Tab 4, Section 14.1: Process Flow**

This section describes the facility's process flow and refers to the process flow diagrams, to be included in Tab 8. The narrative and/or diagram(s) must indicate the location and flow through the facility of managed wastes, waste management equipment, and waste management activities from the point of acceptance or recovery at the facility of managed wastes to the point of removal from the facility or disposal at the facility, depending on the facility type.

To provide flexibility, the narrative and diagram(s) may indicate alternate locations and flow of managed wastes, waste management equipment, and waste management activities. Managed wastes and waste management equipment must be consistent with the Operations Plan.

#### **Tab 4, Section 15: Water Protection**

##### **Tab 4, Section 15.1: Industrial Waste Drainage Control**

This section should indicate if the facility will drain industrial waste through a sanitary sewer system to a municipal wastewater treatment plant. The appropriate discharge permit(s) from the applicable agency, to be included as part of the Tab 3 submittals, must be referenced in this section.

##### **Tab 4, Section 15.2: Run-On and Run-Off Control**

This section should include the best management practices and controls to be utilized for controlling storm water run-on and run-off. As appropriate, the plans, submitted as part of Tab 8 should be referenced.

This section should also reference, if appropriate, the National Pollutant Discharge Elimination System (NPDES) (stormwater discharge) permit or exemption under the Clean Water Act (CWA), issued by the Nevada Division of Environmental Protection (NDEP) Bureau of Water Pollution Control for point source discharges of industrial wastewater and provided as part of Tab 3.

#### **Tab 4, Section 16: Engineered Plans and Specifications**

This section should include, **or** reference the plans submitted as part of Tab 8 (Plans), the engineered plans and specifications of the facility. All engineered plans must be of sufficient detail to demonstrate compliance with the design standards. The engineered plans must contain the following information.

1. Be prepared under the direction of, and signed and stamped by, a professional engineer licensed in the state of Nevada;
2. Be drawn to a scale of not more than 200 feet per inch and must include contour intervals of not more than five (5) feet;
3. Show existing and proposed contours;
4. Show access roads and traffic routing inside and around the facility;
5. Include provisions for the control of surface water Run-on and Run-off and show grades, berms, dikes, swales, and other devices used for drainage and control of surface water, when applicable;
6. Show fencing, equipment, shelter, employee facilities, Solid Waste Processing and storage areas, and any other appurtenance;



7. Show the location of other activities such as equipment storage, vehicle maintenance, and wash-down areas; and
8. Include provisions for dust and odor control necessary to prevent a public Nuisance.

#### **Tab 4, Section 17: Facility Specific Design Requirements**

##### **Tab 4, Section 17.1: Landfills**

This section is reserved to address the specific **Landfills** design criteria [SWMA Chapter 3-1.10 (Class I Landfills), Chapter 3-2.05 (Class II Landfills) or Chapter 3-3.05 (Class III Landfills)], for the appropriate **Landfill** Class being applied for.

##### **Tab 4, Section 17.2: Compost Plants**

This section is reserved to address the **Compost Plants** specific design criteria specified in SWMA Chapter 3-4.01(B).

##### **Tab 4, Section 17.3: Materials Recovery Facilities**

This section is reserved to address the **Materials Recovery Facilities** specific design criteria specified in SWMA Chapter 3-5.01(B).

##### **Tab 4, Section 17.4: Medical Waste Management Facilities**

This section is reserved to address the **Medical Waste Management Facilities** specific design criteria specified in SWMA Chapter 3-6.01(C) and Chapter 4-2.01.

##### **Tab 4, Section 17.5: Recycling Centers**

**Recycling Centers** have no specific design criteria that are in addition to the Chapter 2 Standards (SWMA Chapter 3-7.01).

##### **Tab 4, Section 17.6: Solid Waste Storage Bin Facilities**

This section is reserved to address the **Solid Waste Storage Bin Facilities** specific design criteria specified in SWMA Chapter 3-8.01(B).

##### **Tab 4, Section 17.7: Transfer Stations**

This section is reserved to address the **Transfer Stations** specific design criteria specified in SWMA Chapter 3-9.01(B).

##### **Tab 4, Section 17.8: Waste Grease Facilities**

This section is reserved to address the **Waste Grease Facilities** specific design criteria specified in SWMA Chapter 3-10.01(B).

##### **Tab 4, Section 17.9: Waste Tire Management Facilities**

**Waste Tire Management Facilities** have no specific design criteria that are in addition to the Chapter 2 Standards (SWMA Chapter 3-11.01).

##### **Tab 4, Section 17.10: Waste to Energy/Fuel Facilities**

This section is reserved to address the **Waste to Energy/Fuel Facilities** specific design criteria specified in SWMA Chapter 3-12.01(B).

## **Instructions for Tab 5 (Operation Plan)**

*Section 2-5 Operation Plan, of the SWMA Regulations contains the Operation Plan requirements. The Operation Plan must describe the proposed operating procedures (i.e., what will be done, where it will be done, and when it will be done) for complying with the specified requirements.*

Section 2-5.01 (Operation plan requirements), Section 2-5.02 (Operating standards) and Section 2-5.03 (Operating records) lists the information that must be included in the Operations Plan. The following instructions contain all the elements required by Section 2-5, but not necessarily in the order listed in Section 2-5 of the SWMA Regulations.

Additional facility specific requirements are included as Tab 5, Section 16. It is the applicant's responsibility to verify that all their application submittal addresses all of SWMA Chapter 2-5 Standards, regardless of whether it is included in this guideline.

### **Tab 5, Section 1: Miscellaneous**

#### **Tab 5, Section 1.1: Facility Information**

This section includes the following facility information, consistent with the application and design report (as applicable).

1. The complete name, physical address, parcel number(s), or portions of (ptn), the primary facility phone number, the emergency phone number, and the SNHD control (if one has been issued by SNHD).
2. The provisions for controlling access to the facility. The proposed hours and days of operation and whether or not the facility will be open to the public. If the operation hours and the hours the facility is open to the public differ, that also needs to be specified.

Photographs (aerials, street-view) and drawings showing the facility location, and access controls should be included or referenced (Tab 10).

#### **Tab 5, Section 1.2: Managed Wastes**

This section describes the types of Solid Waste the facility will receive and manage, including the quantities and sources.

Information regarding wastes accepted/recovered by the facility, including, the items (as needed), anticipated daily quantities (as needed to determine facility capacities), sources, and conditions (if any) of acceptance for each category and type of solid waste accepted by the facility. This information must be consistent with any required posted sign. Anticipated daily quantity should be the quantity for the average operating day in units that are consistent with the corresponding storage and processing capacities of the facility.

#### **Tab 5, Section 1.3: Prohibited Wastes**

This section includes procedures for detecting and rejecting prohibited wastes and for handling any prohibited waste that was inadvertently accepted. This should include training of employees, random inspections of incoming loads, an alphabetical list of wastes that the facility will not accept, a list of the names and addresses of all facilities where prohibited wastes will be directed, and a list of the names and registration numbers, if applicable, of all companies that will transport any prohibited waste that was inadvertently accepted. The list of prohibited wastes must be consistent with any required posted sign.

An accurate record of any rejection or inadvertent receipt of prohibited wastes must be maintained by the operator at the facility or business office. SNHD shall be notified by the next working day, in writing and in a format specified by SNHD, of all rejected loads.

#### **Tab 5, Section 1.4: Waste Characterization**

This section must describe the facility's daily procedures to characterize incoming solid waste sufficient to document the following:

1. Determine that the waste is not a hazardous waste or a prohibited solid waste.
2. Record any inadvertent receipt or rejection of prohibited solid wastes.
3. Provide for the periodic characterization of the waste stream as needed.

#### **Tab 5, Section 1.5: Waste Transportation**

This section includes the procedures for implementing and documenting the following.

- Transporting solid waste accepted by the facility to another facility that has been issued a permit by the Health Authority for any other Solid Waste Management Authority and/or applicable agency of jurisdiction over the location of the facility, or used in a manner that does not constitute disposal.
- The removal of putrescible residual solid waste within 24 hours of acceptance.
- The removal of non-putrescible residual solid waste within one week of acceptance.
- Or another length of time as approved by the Health Authority. *Documentation of approval must be referenced and included.*

#### **Tab 5, Section 2: Air Pollution Control**

This section must include procedures for preventing and controlling air pollutants, including fugitive dust, to prevent a public nuisance.

#### **Tab 5, Section 3: Emergency Control**

##### **Tab 5, Section 3.1: Fire Control**

This section includes a contingency plan that describes the procedures for preventing and controlling fires. Personnel are not expected to fight a fire.

##### **Tab 5, Section 3.2: Pollution Control**

This section includes a contingency plan that describes the procedures for preventing and controlling pollution (i.e., spill or release of pollutants). If applicable, this must include a description of how pollutants, including, without limitation, the following types of pollutant, will be removed, contained, stored, and/or processed:

##### **Tab 5, Section 3.3: Other Procedures**

This section includes a contingency plan that describes the procedures not specified in sections 3.1 and 3.2 for preventing and controlling emergencies (e.g., fires, floods, pollution). The plan includes training of employees, notification procedure to the local fire department and emergency services, the information of the facility's emergency contact and any alternate solid waste handling systems.

SNHD must be notified at the time of implementation of such contingency plans. An accurate record of employee training and any emergencies or unusual events must be maintained by the operator at the facility or business office, preferably for at least three years.

A spill kit must be readily accessible wherever pollutants may be released. The spill kit(s) must be labeled and contain appropriate absorbents and/or containment devices to handle the type and amount of pollutant that could be released. Absorbent pads, pillows, and socks may consist of polypropylene, cellulose, corncobs, sawdust, peat moss, vermiculite, and similar absorbent materials. Spills and leaks must be promptly contained and cleaned up. A squeegee and dust pan must be used to clean up spills

when possible. If using dry absorbents, the least amount possible must be used. Used absorbents must be placed in a covered, properly labeled, leak-proof container.

#### **Tab 5, Section 4: Employees**

This section includes the position titles and their respective job and the number of employees who will be on duty at the facility during operating hours. Job duties, without limitation, must include all applicable tasks required by the Operating Plan. This section may be revised without any SNHD approval during operations. However, any revisions to the operating plan must be submitted to SNHD.

#### **Tab 5, Section 5: Equipment**

##### **Tab 5, Section 5.1: Equipment List**

This section must either list the equipment, or refer to the equipment list (provided as part of Tab 10) that the facility will utilize as part of their waste management activities. The list should include the type, brand/manufacturer, model, storage or processing capacity (if applicable), and serial number of each piece of waste management equipment and a photograph of each model of waste management equipment.

SNHD must be notified of any change in equipment within 30 days of the change. A generic list of equipment can be included in the initial application, but detailed information will need to be added at a later date when it becomes available.

##### **Tab 5, Section 5.2: Equipment Maintenance**

This section includes the best management practices, and procedures to be utilized for maintaining all waste management equipment (preventive maintenance, repair, and/or replacement); for obtaining substitute waste management equipment in the event of waste management equipment break down. Maintenance area(s) need to be identified on the facility diagram/plan submittals.

#### **Tab 5, Section 6: Facility Access**

This section includes the procedures for controlling access to the facility as to time of use and as to those authorized to use the site in order to prevent unauthorized vehicular traffic and illegal dumping.

#### **Tab 5, Section 7: Facility Capacities**

This section includes procedures for not exceeding the storage and processing capacities specified in the Design Report.

#### **Tab 5, Section 8: Litter Control**

This section includes the procedures for planned servicing and inspection for daily collection and disposal of all scattered debris at the facility and adjacent properties.

#### **Tab 5, Section 9: Odor Control**

This section includes the procedures for preventing and controlling public nuisance odors.

#### **Tab 5, Section 10: Public Areas**

This section includes the procedures for maintaining all public areas of the facility in a safe, clean, and sanitary state. The procedure must include provisions for an attendant at the public tip area during all hours the facility is open to the public.

#### **Tab 5, Section 11: Traffic Control**

This section includes the procedures for controlling vehicular traffic, into, within and out of the facility.

### **Tab 5, Section 12: Vector Control**

This section includes the procedures for preventing and controlling vectors. This must include procedures for preventing and controlling standing water.

### **Tab 5, Section 13: Waste Measurement**

This section includes the procedures for determining the reportable quantities. For each reportable quantity, the procedures must indicate which measurement method (weight measurement, volume measurement, or estimation) will be used, and where, when, and how the reportable quantity will be determined. Measurements may be performed at another facility as long as the facility name and location are included in this Section.

By February 15 of each year, the facility will provide the previous year's reportable quantities to the SNHD, on a recycling survey provided to the facility by SNHD.

### **Tab 5, Section 14: Waste Processing**

This section includes the procedures not specified in other sections for performing the waste management activities.

### **Tab 5, Section 15: Water Protection**

#### **Tab 5, Section 15.1: Industrial Waste Drainage Control**

This section includes the procedures for controlling drainage of industrial waste (e.g., regular pumping of a sand and oil interceptor or ISDS, maintenance of the drainage collection system, preventing the accumulation of standing water).

#### **Tab 5, Section 15.2: Run-On and Run-Off Control**

This section must describe the procedures that the facility will utilize to control run-on and run-off. It should reference the storm water pollution prevention plan (SWPPP) and associated plans.

### **Tab 5, Section 16: Facility Specific Operating Standards**

#### **Tab 4, Section 16.1: Landfills**

This section is reserved to address the specific **Landfills** operating requirements for the appropriate **Landfill** Class being applied for SWMA Chapter 3-1 (Class I Landfills), Chapter 3-2 (Class II Landfills) or Chapter 3-3 (Class III Landfills)].

#### **Tab 4, Section 16.2: Compost Plants**

This section is reserved to address the **Compost Plants** specific operating standards specified in SWMA Chapter 3-4.01(C).

#### **Tab 5, Section 16.3: Materials Recovery Facilities**

This section is reserved to address the **Materials Recovery Facilities** specific operating standards specified in SWMA Chapter 3-5.01(B).

#### **Tab 5, Section 16.4: Medical Waste Management Facilities**

This section is reserved to address the **Medical Waste Management Facilities** specific operating standards specified in SWMA Chapter 3-6.01(B) and Chapter 4-2.01.

### **Tab 5, Section 16.5: Recycling Centers**

**Recycling Centers** have no additional specific operating standards that are in addition to the Chapter 2 Standards (SWMA Chapter 3-7.01).

### **Tab 5, Section 16.6: Solid Waste Storage Bin Facilities**

**Solid Waste Storage Bin Facilities** have no additional specific operating standards that are in addition to the Chapter 2 Standards (SWMA Chapter 3-8.01).

### **Tab 5, Section 16.7: Transfer Stations**

This section is reserved to address the **Transfer Stations** specific operating standards specified in SWMA Chapter 3-09.01(C).

### **Tab 5, Section 16.8: Waste Grease Facilities**

This section is reserved to address the **Waste Grease Facilities** specific operating standards specified in SWMA Chapter 3-10.01(C).

### **Tab 5, Section 16.9: Waste Tire Management Facilities**

**Waste Tire Management Facilities** have no additional specific operating standards that are in addition to the Chapter 2 Standards (SWMA Chapter 3-11.01)

### **Tab 5, Section 16.10: Waste to Energy/Fuel Facilities**

This section is reserved to address the **Waste to Energy/Fuel Facilities** specific operating standards specified in SWMA Chapter 3-12.01(C).

## **Instructions for Tab 6 (Closure)**

*Section 2-6 Closure Requirements, of the SWMA Regulations contains the requirements to close a solid waste management facility. Tab 6 (Closure) submittals must comply with Section 2-6.01 (Closure of a Solid Waste Management Facility).*

Except for landfills, the Tab 6 submittals must contain the following documents:

1. A plan for closure specifying the procedures required for the removal and disposal of the maximum amount of Solid Waste the facility is approved to have on site. Acknowledgement in the closure plan document that the SNHD will be notified in writing at least 90 days before beginning closure (the first date the facility would not accept solid waste). *[The Closure Plan Template to be included with the application is provided by SNHD Plan Review at time of request for application package].*
2. Pursuant to 2-6.01(A), submittal of a detailed written (and signed) cost estimate, in current dollars, to implement the Closure Plan. This cost estimate is to be submitted as part of Tab 7 (Financial Responsibility), but must be referenced in the Closure Plan submittal. Disposal costs shall be at a Class I, Class II, or Class III disposal site approved by the Health Authority.

For landfills, the Tab 6 submittals must include all additional relevant closure requirement documents to comply with SWMA Chapters 3-1 (Class I Landfill); 3-2 (Class II Landfill) and 3-3 (Class III Landfill), as applicable.

## **Instructions for Tab 7 (Financial Responsibility)**

Section 2-7 Financial Assurance, of the SWMA Regulations contains the facility Financial Assurance requirements. Tab 7 (Financial Responsibility) submittals must comply with Section 2-7.01 (Financial assurance compliance), 2-7.02 (Financial assurance compliance) and 2.7.03 (Financial assurance mechanisms). The cost estimate portion of Tab 7 (Financial Responsibility) is a requirement of the Closure Plan (submitted in Tab 6) and must be submitted pursuant to 2.6-01(A).

Tab 7 must contain the following documents, as applicable to the facility:

### **1. Cost Estimate [2-6.01(A)]**

A written, detailed cost estimate must be prepared by for the Health Authority to direct the closure of the facility including the hiring, by the Health Authority, of an unrelated person or party to remove and dispose of all Solid Waste, in a Class I, II, or III disposal site approved by the Health Authority. The cost estimate cannot consider the resale value of equipment or other materials at the facility. The cost estimate must be *the SNHD's cost of closure estimate form*, printed on the company's letterhead and must be dated and signed by an authorized agent of the company [*The SNHD cost of closure estimate form is provided by SNHD Plan Review at the time of request for an application package*].

### **2. Financial Assurance [2-7.01-.03]**

The application must contain satisfactory documentation of financial assurance equal to the submitted cost estimate. Pursuant to 2-7.01(B), entities of the State of Nevada or the Federal Government and whose debts and liabilities are the State of Nevada or the Federal Government are exempt from these requirements. Documentation of financial assurance may be submitted after SNHD approves the cost estimate.

The mechanism(s) used to demonstrate financial assurance must ensure that the money necessary to meet the cost of closure will be available to the Chief Health Officer whenever it is needed.

The financial assurance may be in any of the following forms:

1. A **surety bond** guaranteeing payment or performance, meeting the requirements of 2-7.03(A)(1). The surety bond must be worded exactly as indicated in the most current version of the SNHD's surety bond template. The surety company issuing the surety bond must be on the U.S. Department of the Treasury's current [Listing of Approved Sureties](#) (referred to as Department Circular 570).
2. A **letter of credit**, meeting the requirements of 2-7.03(A)(2). The issuing institution must be an entity which has the authority to issue letters of credit and whose operations are regulated and examined by a federal or state agency. The irrevocable standby letter of credit must be issued for a period of at least 1 year and must provide that the expiration date will be automatically extended for a period of at least 1 year unless the issuing institution has cancelled the letter of credit.
3. An **insurance policy**, meeting the requirements of 2-7.03(A)(3). The insurer must be licensed by the [Nevada Division of Insurance](#).
4. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Certificate of deposit (CD)**. The CD must meet the requirements of 2-7, inclusive.
5. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Corporate financial test**, meeting the requirements of 40 CFR §258.74(e).
6. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Local government financial test**, meeting the requirements of 40 CFR §258.74(f).
7. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Corporate guarantee**, meeting the requirements of 40 CFR §258.74(g).

8. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Local government guarantee**, meeting the requirements of 40 CFR §258.74(h).
9. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **State assumption of responsibility**, meeting the requirements of 40 CFR §258.74(j).
10. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Trust fund (For Landfills only)**. The trustee must be an entity which has the authority to act as a trustee and whose trust operations are regulated and examined by a federal or state agency. The trust agreement must indicate that the owner or operator shall annually make payments into the trust fund over the term of the period for payment into the fund. The amount of each payment must be determined by the formula  $(CE-CV)/Y$ , except that the amount of the first payment for corrective action must be determined by the formula  $((CE/2)-CV)/Y$ , where CE is the current cost estimate, CV is the current value of the trust fund, and Y is the number of years remaining in the period for payment into the fund. Period for payment into the fund means: (a) In the case of a trust fund for closure or post closure, the remaining life of the municipal solid waste landfill unit (b) In the case of a trust fund for corrective action, over one-half of the estimated length of the program for corrective action. If the owner or operator establishes a trust fund after having used one or more alternate mechanisms, the first payment into the trust fund must be at least equal to the amount which the fund would have contained if the trust fund were established initially and annual payments made.
11. An alternate SNHD-approved mechanism [2-7.03(A)(4)] – **Restrictive Covenant**, for facilities that own the parcel(s) the facility is located on. A restrictive covenant would be required for each parcel.

*For surety bond, letter of credit, certificate of deposit (CD) and restrictive covenant mechanisms, example templates are available from SNHD Plan Review. For corporate guarantees, SNHD's submittal requirements are available from SNHD Plan Review.*

## **Instructions for Tab 8 (Plans)**

For the facility type, Tab 8 should contain the appropriate plans and engineered drawings referenced in the Design Report (Tab 4). Plans and engineered drawings should be at a scale of not more than 200 feet per inch and be of sufficient detail to show the information being presented. These include, but may not be limited to:

1. Process flow diagrams.
2. Plans that show the location of signs.
3. Plans that show waste management areas, waste management equipment storage areas, and waste management equipment maintenance areas, including vehicle wash areas (to eliminate track-in and track-out of dirt and debris), as applicable.
4. Plans that show fire lanes and traffic routing.
5. Emergency escape plan that show the routes of ingress and egress for the facility, the evacuation route(s) in the event of an emergency, and the emergency gathering area(s).
6. Plans that show employee facilities, including restrooms. This should include wells and septic systems used by the facility.
7. Plans that show equipment storage areas, equipment maintenance areas, and vehicle wash areas.
8. Plans that show access roads. Show access roads inside and around the facility. The roads around the facility should be shown in a separate detail showing the roads from the major (numbered) highways around the facility.
9. Plans that show buffer zones.



10. Landscape drawings.
11. Plans that show sand and oil interceptors.
12. Plans that indicate the flow of storm water.

### **Instructions for Tab 9 (Photographs)**

Tab 9 is reserved for the following types of documents, referenced in the Design Report (Tab 4) and/or Operation Plan (Tab 5).

1. Aerial-view photographs of the facility.
2. Street-view photographs of the facility.
3. Other photographs of the facility (optional).

### **Instructions for Tab 10 (Miscellaneous)**

Tab 10 is reserved for the following types of documents, as applicable to the facility:

1. Equipment list.
2. Volume-to-weight conversion factors
3. Exemption from landfill location restrictions
4. Zoning maps
5. Other applicable documents not placed in other tabs.

### **Instructions for Tab 11 (Waste Characterization)**

Tab 11 is reserved for documents that contain the analytical characterization of incoming solid wastes, as required and applicable to the facility.

### **Instructions for Tab 12 (Landfill Volumetric Surveys)**

Tab 12 is reserved for landfill volumetric surveys. These include, as applicable, the initial survey for new permits, the most recent survey for expansions/permit modifications, and the final survey for closure of a landfill (cell or full closure) [SWMA Chapter 3-1 (Class I Landfills); Chapter 3-2 (Class II Landfills); and Chapter 3-3 (Class III Landfills)].

### **Instructions for Tab 13 (Plans for Landfill Covers)**

Tab 13 is reserved for the plans for landfill covers, pursuant to SWMA Chapter 3-1 (Class I Landfills); Chapter 3-2 (Class II Landfills); and Chapter 3-3 (Class III Landfills).

### **Instructions for Tab 14 (Plans for Landfill Gas Control)**

Tab 14 is reserved for landfill gas control plans or a waiver/variance application submittal, pursuant to SWMA Chapter 3-1.27 (NAC 444.667).

## **Instructions for Tab 15 (Plans for Composite Liner and Leachate Control)**

Tab 15 is reserved for leachate control plans [SWMA Chapter 3-1.10 (NAC 444.681)] or a waiver/variance petition submittal (SWMA Chapter 2-1).

## **Instructions for Tab 16 (Plans for Water Monitoring)**

Tab 16 is reserved for plans for monitoring water; suspension of monitoring requirements pursuant to SWMA Chapters 3-1.11 (NAC 444.683), 3.1-26 (NAC 444.7481 to 444.7499), 3-2.06 (NAC 444.711) and 3-3.06 (NAC 444.741).