**GUIDANCE**

**for Louisiana Solid Waste Permit Application Composting Addendum**

**Introduction**

This *Guidance* document has been prepared by the Louisiana Department of Environmental Quality (LDEQ) to assist the permit applicant in completing the Louisiana Solid Waste Permit Application Composting Addendum. It should be consulted and utilized prior to providing responses to the information required to be contained in the application.

The Louisiana Solid Waste Permit Application Composting Addendum provides information to the LDEQ Waste Permits Division to be used along with other information in making a decision on the permit application. Additionally, the information provided in the application is used by the DEQ to assess potential pollution from a proposed facility or modification and the measures that will be used to control the pollution. The measures used for pollution control must meet all applicable laws and regulations.

Authority to request this information is contained in the Louisiana Administrative Code, Title 33. Copies of this regulation are available from the LDEQ Regulation Development and Remediation Section of the **Legal Division** or on the LDEQ website at: <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1674>.

**Scope**

The Louisiana Solid Waste Permit Application Composting Addendum form is intended to apply to a single geographical location of a facility. Facilities in geographically dispersed locations should be treated separately for the purpose of determining when to submit an application. Submit a separate application for each facility whenever an application is necessary.

**General**

Do not write information in the top or left side margin of the application form as file folder bindings may cover the information.

Do not alter the permit application form in any way, except as directed by this *Guidance* and instructions included in the Louisiana Solid Waste Permit Application Composting Addendum.

**Basis for Estimations**

All estimates used in responses to the application must be supported by calculations and/or any supporting information and shall be submitted with the application.

**Acceptable Answers**

If certain questions or fields in the application are not applicable, indicate "none" or "not applicable" (N/A). Terms such as "not significant," "nil," "trace," etc. are not appropriate.

The applicant must submit a completed application containing all relevant required information at the time the permit application is submitted. Submission of insufficient or undefined responses and/or information will result in the inability of the LDEQ to issue a permit based on an incomplete permit application. Failure to accurately complete the permit application may subject the application to suspension, notice of deficiency(ies) (NODs), and/or potential enforcement action.

If there are any questions about the required information to be submitted in the permit application, contact the Waste Permits Division at (225) 219-3181.

**Common Definitions**

Terms used in the application and/or in this *Guidance* document shall have the same meanings as defined in the solid waste regulations in LAC 33:VII.115. Relevant terms from LAC 33:VII.115 are included below. Additional terms shall have the following meanings:

Agency Interest (AI) Number – A unique identifier assigned to each facility by LDEQ. Existing facilities in the state have AI numbers assigned to them. New facilities will be assigned an AI Number after LDEQ receives the application.

Compost – A solid waste that has undergone biological decomposition of organic matter and has been stabilized using composting or similar technologies, to a degree that is beneficial to plant growth, and that is used, or sold for use, as a soil amendment, artificial topsoil, growing-medium amendment, or other similar uses.

Composting – A controlled process of degrading organic matter with microorganisms.

Composting Facility – A facility where organic matter is processed by natural or mechanical means to aid the microbial decomposition of the organic matter.

Facility – Any land and appurtenances thereto used for storage, processing, recycling, and/or disposal of solid waste or tire material, but possibly consisting of one or more units. (Any earthen ditches leading to or from a facility that receive waste are considered part of the facility to which they connect; except ditches which are lined with materials which are capable of preventing groundwater contamination.)

TEMPO – An acronym standing for Tools for Environmental Management and Protection Organizations. This is the main computer database program used by LDEQ to store data and generate permits on all facilities and units.

**Guidance for Completing the Composting Addendum**

The following instructions should be used in completing the composting addendum form. The numbers, letters, and headings provided in this *Guidance* correspond to the numbers, letters, and headings contained in the form.

This addendum should be attached to a **completed** Type IA/Type IIA Processing Permit Application **or** a Type III Woodwaste Separation and Processing Permit Application. If a required section in this addendum is already answered in the Type IA/Type IIA Processing Permit Application **or** a Type III Woodwaste Separation and Processing Permit Application, fill in the blank for “Question X.X” in the last statement in each box, otherwise provide the requested information.

**Composting Requirements**

* 1. *Topography –* Include on the master plan from Section 11 of the permit application the topography of the facility. The topography shall provide for drainage to prevent standing water and shall allow for drainage away from the facility.
	2. *Leachate management –* Provide a description of how leachate will be managed.
	3. *Facility operators* – List the numbers and levels of **certified facility operators for composting**. The number is determined by the Louisiana Solid Waste Operator Certification and Training Program Board (La. R.S. 37:3151 et seq. and LAC 46:Part XXIII).
	4. *Operational Plan* – Attach as **Attachment A-1** an operation plan that describes the methods to maintain the aerobic, biochemical decomposition of organic matter; to control vectors, odors, dust and litter; and of construction and turning frequency. The plan shall also include a description of the parameters to be monitored and recorded including, at a minimum, daily temperature, daily process odors, and daily blower operation.
	5. *In-vessel composting* – Check the box indicating if the composting will be conducted as in-vessel composting.
	6. *Residential or commercial waste acceptance* – Check the box that indicates if the facility will accept residential or commercial waste. If ‘no,’ proceed to Part G. If ‘yes,’ attach as **Attachment A-2** a description of the receiving area, mixing, area, curing area, compost storage area, drying and screening areas, truck wash area, runoff collection system, leachate collection system, and on-site/off-site treatment system.
	7. *Finished compost classification* – Check the box(es) that list the classification of finished compost that the facility will produce. Attach as **Attachment A-3** a plan of how testing the finished compost will occur.

Classes of finished compost:

* Class M1 – compost that is made only from manure or manure with yard trash and/or woodwaste, which is mature or semimature, is fine or medium, and meets the metals concentrations of Category 1 of Clause D.3.g.iv of LAC 33:VII.723.D.3. This compost shall have unrestricted distribution except as provided in Clause D.3.e.i of LAC 33:VII.723.D.3.
* Class M2 – compost that is made only from manure or manure with yard trash and/or woodwaste, which is mature or semimature, is fine or medium, and meets the metals concentrations of Category 2 (but not of Category 1) of Clause D.3.g.iv of LAC 33:VII.723.D.3. This compost shall be restricted to use with non-food-chain crops.
* Class S1 – compost that is made from solid waste other than only manure or manure with yard trash and/or woodwaste, which is mature, is fine, and meets the metals concentrations in Category 1 of Clause D.3.g.iv of LAC 33:VII.723.D.3. This compost shall have unrestricted distribution except as provided in Clause D.3.e.i of LAC 33:VII.723.D.3.
* Class S2 – compost that is made from solid waste other than only manure or manure with yard trash and/or woodwaste, which is mature or semimature, is fine or medium, and meets the metals concentrations in Category 1 or Category 2 of Clause D.3.g.iv of LAC 33:VII.723.D.3, but does not meet the requirements of Class S1 compost. This compost shall be restricted to use with non-food-chain crops and shall not be used in areas where public contact is likely, such as parks or recreation areas.
* Class YW – compost that is made only from yard trash and/or woodwaste, which is mature or semimature, and is fine or medium. This compost shall have unrestricted distribution except as provided in Clause D.3.e.i of LAC 33:VII.723.D.3.
	1. *Waste-segregation and recyclables separation plan* – Attach as **Attachment A-4** a plan to segregate wastes and separate recyclables.
	2. *Additional Information –* Attach and additional information that is needed to support the application. This may include maps, drawings, and other supplemental information. Some examples include areas for isolating waste tire materials. Include these attachments after the required attachments. Fill in the checklist provided with the application with the attachment title(s)

**Attachment List and Checklist**

This list includes all attachments needed for the permit application. Check the box after the attachment title indicating if it is included or not. Do **NOT** renumber the attachments. If an attachment is not applicable, check the box for ‘N/A,’ leave that attachment empty and move on to the next one. If more attachments are needed, fill in the blanks provided on the last page of the checklist.