



**SOLID WASTE MANAGEMENT FACILITY CERTIFICATION – RESIDUALS MANAGEMENT
APPLICATION CHECKLIST**

SECTION	YES	NO	N/A	PAGE
STATUTORY REQUIREMENTS:				
10 V.S.A. §6605 (c) - Planning				
1) Evidence that the facility is included in the applicable solid waste implementation plan(s) and conforms with all applicable municipal plans (s), except as exempted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 V.S.A. §6605 (f) - Notification				
2) Applicant provides notice to adjoining property owners using template (provided at the end of this checklist and with application instructions) and includes certification of this with the application. Applications for minor amendments are exempt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 V.S.A. §6605 (f) - Disclosure statements				
3) Personal history and business disclosures, except as exempted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
REQUIREMENTS OF SOLID WASTE MANAGEMENT RULES:				
SUBCHAPTER 3 - APPLICABILITY AND ADMINISTRATION				
§ 6-304 - Application for Certification				
4) Application form fully completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Appropriate fee enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Evidence of fee simple title or unencumbered right to possession of the property to be used for the facility, except for land application sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Signed landowner agreements for land application sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) The location of the facility (latitude & longitude)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9) Plan for notification no longer required. Notification is now managed via the Environmental Notification Bulletin			<input checked="" type="checkbox"/>	
SUBCHAPTER 5 - SITING				
§ 6-502 - Prohibited Areas				
Evidence that the facility is not sited in:				
10) Class I or Class II Groundwater Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11) Class I or Class II wetland (or submit Conditional Use Determination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION		YES	NO	N/A	PAGE
12)	Class III wetland (or submit Water Quality Certification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13)	National Wildlife Refuge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14)	Wildlife management area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15)	Threatened or endangered species habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16)	Watershed for a Class A waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17)	A floodway (land application sites only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18)	Within 500 ft of an Outstanding Natural Resource Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19)	Within an approved Public Water Supply Source Protection Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-503 - Siting Standards					
Discussion of General Performance Standard as related to protection of the environment afforded by:					
20)	Isolation distances to seasonal high groundwater, bedrock, and surface water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21)	Isolation distance to drinking water supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22)	Isolation distances to property lines, homes, public buildings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of isolation distance to:					
23)	Drinking water supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24)	Property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25)	Bedrock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26)	Surface waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27)	Seasonal high groundwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28)	Documentation that the facility is not located in areas with serious developmental limitations or the physical capability to support the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29)	Documentation of accessibility from a state or federal highway or a Class III or better town highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
SUBCHAPTER 6 - DESIGN STANDARDS				
§ 6-601 - Basis of Design				
30) Description of facility goals and how the facility is designed to achieve those goals (basis of design)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31) Schematic drawing of wastewater treatment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32) Up-to-date annual residual waste generation rate and projections for duration of certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-602 - Submittals				
33) The management plan was prepared and approved by a Professional Engineer registered to practice in Vermont, or a copy of the Secretary's waiver of this requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-603 - Site Characterization				
The management plan documents the site's:				
34) Soils and surficial geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35) Bedrock geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36) Integrated groundwater geology and geochemistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37) Topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38) Groundwater location and flow direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39) Surface waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40) Air quality and airshed characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-604 - Treatment Facilities				
41) Description of treatment process design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42) Description of operator control over the treatment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43) Description of means to control vectors, emissions, and discharges (including dust and odors) from the treatment facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44) Description of how design protects surface water, groundwater, and the air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
45) Description of proposed surface water, groundwater, and air monitoring of the treatment facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46) Contingency Plan for managing side stream waste and and/or waste during both foreseen and unforeseen events which preclude use of the treatment facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47) Treatment facility Operator Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48) Distribution and marketing plan for facilities producing a product intended for distribution and marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49) Description of pathogen reduction process and efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50) Description of vector attraction reduction process and efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51) Demonstration of adequate storage capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52) Evidence of ability to pass pre-qualification test per §6-702 (a)(10)(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53) Assurance that the final product is homogeneous and non-deleterious in nature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-605 - Sludge and Septage Storage Facilities (a) General Performance Standards				
54) Description of storage facility design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55) Documentation of storage facility capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56) Description of means to control vectors, emissions, and discharges (including odors and dust) from storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57) Description of how storage facility prevents degradation of the stored waste's quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58) Description of operator control over the storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59) Description of proposed surface water, groundwater, and air monitoring of the storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60) Contingency Plan for managing wastes during both foreseen and unforeseen events which preclude use of the storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
61) Storage facility Operator Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62) Estimate of the amount of waste to be stored and a proposed use schedule for the storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63) Description of equipment used to operate the storage facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Standards for Specific Facilities				
(1) Waste Piles				
64) Demonstration of adequate volume to contain proposed volume of waste storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65) Description of means of controlling leachate generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Lagoons				
66) Description of lagoon liner and documentation of compatibility with stored waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-606 - Disposal Facilities				
(a) General Performance Standards				
67) Description of how the disposal facility is designed to minimize the possibility of an emission or discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68) Description of the means to control vectors, odor, and dust from the disposal facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69) Description of how the facility is designed to prevent emissions and the proposed surface water, groundwater, soil, plant tissue, and air quality monitoring of the disposal facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70) Contingency Plan for managing wastes during both foreseen and unforeseen events which preclude use of the disposal facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71) Disposal facility Operator Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Standards for Specific Facilities				
(1) Diffuse Disposal Facilities				
72) Demonstration of adequate capacity to store or otherwise manage a minimum of five months aggregate volume of waste generated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
Documentation of each site's:				
73) Soil characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74) Cropping practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75) Usable acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76) FEMA Floodplain status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77) Seasonal restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78) Prior disposal activities at the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79) Remaining site life calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80) General site location and detailed site maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81) Characterization and discussion of the waste's nutrient concentrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82) Application rate calculations based upon the anticipated crop's nutrient requirements, other sources of nutrients applied to the site, and prior nutrient applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83) Documentation of points of public access and the means of site access control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUBCHAPTER 7 - OPERATION STANDARDS				
§ 6-701 - General Standards				
84) Description of facility personnel qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85) Attach copies of drawings for any proposed construction (note: final design plans must be submitted for review and approved before a draft certification can be issued)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86) Name, address, and telephone numbers of primary and secondary contact persons for the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87) Description of personnel who will conduct all sampling and monitoring, and their qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88) A proposed plan for monitoring soil, groundwater, surface water, waste, plant tissue, and air quality. The proposed plan must address the frequency of testing and the parameters to be tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
89) A description of steps taken to prevent the inclusion of hazardous wastes in the waste stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90) A description of how access to the facility is controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-702 - Standards for Disposal Facilities				
(a) Diffuse Disposal Facilities				
91) Cadmium loading calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92) A plan for maintenance of the site's soil pH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93) Description of site waste management practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94) Description of site waste management equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95) Description of site and crop use restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96) Chemical analysis results for, and discussion of, waste characterization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97) Pathogen reduction documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98) Vector attraction reduction documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99) Discussion of the site used restrictions and documentation of how they will be met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-703 - Reporting				
100) Plan for reporting information on the operation of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
101) Plan for reporting information indicating non-compliance with the certification or the Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102) Plan for reporting any discharge or emission from the facility posing a threat to public health & safety or the environment or resulting in the creation of a public nuisance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
103) Plan for reporting any complaints received about facility operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104) If a "commercial hauler" (per 10 V.S.A. § 6607a), documentation of registration for a DMV Waste Hauler Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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SECTION	YES	NO	N/A	PAGE
§ 6-704 - Record Keeping				
105) Plan for retention of facility records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUBCHAPTER 9 - FINANCIAL CAPABILITY AND RESPONSIBILITY				
§ 6-901 - Private Facilities				
106) Evidence of financial responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107) Financial responsibility instrument prepared on an approved form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
§ 6-902 - Public Facilities				
108) Evidence of financial capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUBCHAPTER 10 - CLOSURE AND POST-CLOSURE				
§ 6-1002 - Closure Plan				
109) Closure Plan (for treatment and/or storage facilities not located at WWTFs only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Closure Plan includes:				
110) Description of the steps necessary to close the facility(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
111) Listing of labor, materials, and testing necessary to close the facility(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112) Estimate of the year of closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
113) Schedule for closure activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
114) Cost estimate for closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
115) Plan for revision of the Closure Plan cost estimates every two years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OFFICIAL NOTICE

Hello Neighbor,

This letter is an official notice that _____ intends to apply for one or more permits from the Agency of Natural Resources, Department of Environmental Conservation (DEC). Because your property borders the location of the activity as described below, Vermont law requires the applicant to provide you with notice of the application(s).

Once each application has been submitted and deemed complete by DEC to begin the review, it will be posted to the DEC Environmental Notice Bulletin (ENB) at ENB.VERMONT.GOV, where you may register to receive notifications to stay informed as each application moves through the review process. Although the application(s) may not yet be received or processed by the DEC upon receipt of this letter from the applicant below, you may register now to receive notifications using a specified mile/distance radius from your address location (*see next page for detailed instructions on how to register*).

In the meantime, you may also contact the property owner/applicant with questions about the activity using the contact information provided below. For background, the permit process includes a public comment period and an opportunity to request a public meeting, all which can be done through the ENB link above once permit applications are posted. Note that to appeal a final permit decision you must submit comments during the public comment period.

For additional information please visit the following website: DEC.VERMONT.GOV/PERMITS/ENB/GENERAL. For general questions or assistance with registering on the ENB please call DEC's main line at (802) 828-1535 and plan to provide the permit types that are being applied for as listed below.

PROPERTY OWNER(S)/APPLICANT(S) NAME

PROPERTY OWNER(S)/APPLICANT(S) CONTACT INFORMATION (MUST PROVIDE TELEPHONE NUMBER AND/OR EMAIL)

PROPOSED ACTIVITY STREET ADDRESS/ROUTE

PROPOSED TOWN(S)

PERMIT TYPE(S) (INDICATE FOR EACH PERMIT TYPE NEW OR RENEWAL)

To register on the ENB and set up your subscription: please go through the following steps. There are illustrated instructions on Page 12 of [the ENB User Guide](#):

1. Go to ENB.VERMONT.GOV
2. Click **Register** on the upper right-hand side of the home page
3. Enter the required information (name, email address and create password) and click Register
4. You will receive an email confirmation for your email address. Once confirmed you will be able to log-in and set up your subscription.
5. Log into ENB and then click **My Subscription** at the top left-hand side of the home page
6. Click **Modify Alerts** on the My Subscription page
7. Click **Edit** for Alert #1
8. Choose the permits being applied for from the **Activity Types of Interest** list by checking the check boxes.
9. Next, choose the location using **Distance from a Point** and click the map icon to set your location.
10. Enter your own address, including Town in the **Search Address** field and set the distance large enough to capture the project activity (1 mile, 5 miles, etc.)
11. Click **OK** once the radius has been set
12. Click **SAVE** on the next page, then Click **OK** to return the main subscription page.
13. Once you receive an alert for an activity, you can choose to **Follow** the activity from your subscription page.
14. For additional instructions see the **User Guide** on ENB.VERMONT.GOV.
15. For help with registration please contact the ENB Administrator: ANR.ENBAdministrator@vermont.gov.