



**WASTE MANAGEMENT  
& RADIATION CONTROL**

# Utah Division of Waste Management and Radiation Control

## Solid Waste Management Program

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## **INSTRUCTIONS FOR APPLICATION FOR A PERMIT TO OPERATE A SOLID WASTE INCINERATOR**

Utah Code Annotated 19-6-105(1) allows the Waste Management and Radiation Control Board to make rules establishing requirements for solid waste disposal facilities and to allow the Director to review the information and issue permits prior to disposal of any solid waste. Utah Administrative Code (UAC) R315-310 was adopted by the Board and sets the requirements for a permit application that must be submitted to the Director. The Director has determined that any solid waste incinerator required to complete a permit application, renewal or modification must be accompanied by the form titled "*Application for a Permit to Operate A Solid Waste Incinerator.*"

The following instructions are included to assist the applicant in completing the form. If additional help is needed, please contact a member of the solid waste section staff at (801) 536-0200.

The form consists of two parts. Part I "General Information" requires specific information on the facility and the owner and operator. Part I must be completed and submitted with the permit application.

Part II "Application Checklist" shows the areas that a permit application should cover. Please note that the "Application Checklist" is provided to help the permit applicant in the preparation of an application. In the event that questions arise regarding the permit requirements for a solid waste incinerator, the text of the rules, UAC R315-301 through 320, will govern. Completion of Part II, although not required as part of the permit application, will in aid application preparation and permit review.

## **Part I Instructions**

### **Section I - Incinerator Type**

This application can be used to apply for a permit for a small or large incinerator. Incineration is defined as follows (UAC R315-301-2(34)):

"Incineration" means a controlled thermal process by which solid wastes are physically or chemically altered to gas, liquid, or solid residues which are also regulated solid wastes. Incineration does not include smelting operations where metals are reprocessed or the refining, processing, or the burning of used oil for energy recovery as described in Rule R315-15.

UAC R315-306 sets standards for the operation of incinerators in Utah. The rule separates incinerators into two categories. Large incinerators are those that have a design capacity of over 10 tons per day. Small incinerators have a design capacity of 10 tons or less per day. Small incinerators have been further divided by separating out those incinerators that dispose of 250 pounds or less of waste per week. An incinerator that disposes of less than 250 pounds per week may have a design capacity of up to 10 tons per day but fit into the category of the smallest incinerators by the amount disposed. Incinerators that dispose of less than 250 pounds per week are not required to get a permit from the Director unless the incinerator is a commercial operation. Commercial incinerators of any size are required to obtain a permit from the Director.

Incinerators that are operated for energy recovery are not treated differently from other incinerators by the rules.

### **Section II Application**

- Type of Incinerator: Check the appropriate box.
- All applications for incinerators not operating under a current permit are considered new applications.
- Currently permitted incinerators, for which a permit renewal is being requested, should check the RENEWAL APPLICATION box.
- Permit applications in which the permittee is seeking to expand the facility beyond the design capacity shown in the existing permit should check the FACILITY EXPANSION box. Facility expansion beyond a 50% increase in the capacity shown on the application filed when the facility was granted the original permit will require a complete application and must meet all of the requirements for a new facility.
- All permit modification requests, whether major or minor, must be accompanied by a completed APPLICATION FOR A PERMIT TO OPERATE A SOLID WASTE INCINERATOR. Modifications are either major or minor as defined in UAC R315-311-2. Replacement of equipment with equivalent equipment is not a permit modification. Construction of new units according to the design shown in

the existing permit is a major permit modification. Construction of approved units should follow the requirements of the rules and the permit.

- All applications that are for permit renewal, modification, or expansion must show the permit number of the current landfill permit.

### **Section III - Facility Name and Location**

A solid waste incinerator includes waste destruction units, processing areas, solid waste transfer areas, loading areas, waste piles, waste storage areas, and surface impoundments.

The NAME OF FACILITY is the legal name of the solid waste incinerator as recorded by the applicant. This name shall be used as the name of the facility in all subsequent applications and correspondence with the Division. The name of the facility can be changed by submitting a written request to the Director of the Division of Waste Management and Radiation Control. The SITE ADDRESS (including the CITY, STATE, ZIP CODE, and COUNTY) is the street address of the facility or a description of the location where no address is available. The SITE ADDRESS is not the legal description, or mailing address. The legal description will be included as one of the attachments in the permit application. If a TELEPHONE number is not established for the facility, indicate by recording "N/A" in the check box.

Township range and section describe the Land on which the incinerator is located. The property boundaries of an incinerator may cover more than one section or occasionally be in more than one township or range. If multiple townships, ranges or sections are included in the site, include them all. The QUARTER SECTION and QUARTER/QUARTER SECTION (for example SW, quarter/quarter of the NW, quarter) describe the location of the incinerator within the section. LATITUDE and LONGITUDE refer to a point and should be given as the coordinates of the facility main entrance.

### **Section IV - Facility Owner(s) Information**

In the space titled FACILITY OWNER(S) INFORMATION, record the name of the individual, partnership, corporation, association, governmental entity, or other legal entity that owns or will own the facility. (NOTE: The Facility Owner will be the principal permittee and will be held responsible for all activities at the facility.) The applicant's address is the business mailing address. Contact information will be provided in Section VII.

### **Section V - Operator(s) Information**

In the space titled FACILITY OPERATOR(S) INFORMATION, record the name of the individual (other than an employee of the owner), partnership, corporation, association, governmental entity, or other legal entity that will provide daily operations at the facility. (NOTE: A federal court ruling has interpreted the Solid and Hazardous Waste Act as requiring the operator and land owner be joint permittees with the facility owner.) If the operator is the same as the facility owner, enter SAME in the space labeled LEGAL

NAME OF FACILITY OPERATOR. The applicant's address is the business mailing address. Contact information will be provided in Section VII.

### **Section VI - Property Owner(s) Information**

In the space titled PROPERTY OWNER(S) INFORMATION, record the name of the individual, partnership, corporation, association, governmental entity, or other legal entity that owns the property. The TELEPHONE, ADDRESS, CITY, STATE, and ZIP CODE are those of the property owner. If the property owner has a contact person, they will be entered in Section VII. If there is more than one owner, please indicate so in the first line for SECTION VI by typing "See attached Owners List". Identify all property owners and what they own. The property owner means any person with an ownership interest in the property on which the incinerator is constructed.

### **Section VII - Contact Information**

The person listed as OWNER CONTACT, OPERATOR CONTACT, and LAND OWNER CONTACT should be the person that the owner, operator, or landowner wants the Division to communicate through for general information. This person is not necessarily the person that is authorized to act for the owner, operator, or landowner. In many cases the contact will be the facility manager while the authorized representative will be an executive director or elected official. All official communication will be through the authorized representative. Where the owner, operator, and landowner are the same enter the contact information for the owner contact only.

### **Section VIII - Waste Type**

The applicant should indicate the waste types to be disposed of in the incinerator. Many incinerators will dispose of only a small subset of the wastes on the list. UAC R315-315-7(2) defines PCB wastes that may be disposed of at all permitted incinerators in Utah thus the PCB box need not be checked if these are the only PCB wastes that will be accepted. If PCB's regulated by UAC R315-315-7(3) are to be disposed of at the incinerator the PCB box should be checked and the permit application must contain sufficient information to meet the requirements of UAC R315-315-7(3)(b) and (c).

### **Section IX - Facility Design Capacity**

DESIGN CAPACITY is the total capacity of the equipment, in tons per day or pounds per hour, as designated in the application. As previously indicated, the design capacity indicated on the permit application for the first permit issued for the facility will be the base capacity. Any capacity increase will be calculated from the base design capacity.

### **Section X - Fee and Application Documents**

Current permit application fees are available at <https://deq.utah.gov/general/fee-schedules> are currently as follows:

New Commercial Incinerator	\$5,000
New Non-Commercial Incinerator:	\$1,000
Plan Renewals and Plan Modifications	\$100
Variance Requests	\$500

The fees apply to all applications except those from municipalities, counties, or special service districts seeking Division of Waste Management and Radiation Control reviews. These facilities should put NA in the APPLICATION FEE area. In addition to the application fee, the Division review time rates are also available at the DEQ web link above. This fee applies to all sites that must pay an application fee. In addition to the application fee and the review fee, the applicant is required to pay all costs for public notices published.

All of the documents listed should be attached (see the attached “Application Check List”). If a specific document is not included in the application a note of explanation should be attached explaining the reasons for the missing document.

In addition to the documents required for all incinerators, a Commercial incinerator should contain the information required by UCA 19-6-108(9) and (10).

### **Authorized Signature**

The owner, operator, and landowner will be listed as co-permittees on the final permit. Each of the co-permittees must have a person meeting the requirements of UAC R315-310-2(4) sign the permit application. If the permittee wishes to authorize a person other than the representative listed in the rule, an authorization as outlined in UAC R315-310-2(4)(d) must be submitted with the application.

### **Traffic Study**

In accordance with Utah Solid and Hazardous Waste Act 19-6-108(9)(g),

*for a proposed operation plan submitted on or after July 1, 2013, for a new solid or hazardous waste facility other than a water treatment facility that treats, stores, or disposes site-generated solid or hazardous waste onsite, a traffic impact study that:*

*(i) takes into consideration the safety, operation, and condition of roadways serving the proposed facility; and*

*(ii) is reviewed and approved by the Department of Transportation or a local highway authority, whichever has jurisdiction over each road serving the proposed facility, with the cost of the review paid by the person who submits the proposed operation plan*

## Part II Application Checklist

Permit applicants should review each section of the checklist and provide information in the application that addresses each of the requirements of the rules regarding solid waste incinerators. Showing the area or areas in the permit application where the information can be found will expedite the review process.

### **APPLICATION FOR A PERMIT TO OPERATE A SOLID WASTE INCINERATOR**

Please read the instructions that are found in the document, INSTRUCTIONS FOR APPLICATION FOR A PERMIT TO OPERATE A SOLID WASTE INCINERATOR. This application form shall be used for all incineration facility permits and modifications. Part I, GENERAL INFORMATION, must accompany a permit application. Part II, APPLICATION CHECKLIST, is provided to assist applicants and, if included with the application, will assist review. Part II is provided to assist in preparation and review of a permit application; it is not required by rule. The text of the rule governs all permit application contents and should be consulted when questions arise.

**Please note** the version date of this form found on the lower right of the page; if you have received this form more than six months after this date it is recommended you contact our office at (801) 536-0200 to determine if this form is still current. When completed, please return this form and support documents, forms, drawings, and maps to:

Douglas J. Hansen, Director  
Division of Waste Management and Radiation Control  
Utah Department of Environmental Quality  
PO Box 144880  
Salt Lake City, Utah 84114-4880

# Utah Solid Waste Conversion Facility Permit Application Form

**Part I General Information**      APPLICANT: PLEASE COMPLETE ALL SECTIONS.

<b>I. Facility Type</b>	<input type="checkbox"/> Large <sup>1</sup>	<input type="checkbox"/> Small	Energy Recovery	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>II. Application Type</b>	<input type="checkbox"/> New Application	<input type="checkbox"/> Facility Expansion
						<input type="checkbox"/> Renewal Application	<input type="checkbox"/> Modification

For Renewal Applications, Facility Expansion Applications and Modifications Enter Current Permit Number \_\_\_\_\_

**III. Facility Name and Location**

Legal Name of Facility							
Site Address (street or directions to site)						County	
City				Zip Code		Telephone	
Township	Range	Section(s)		Quarter/Quarter Section		Quarter Section	
Main Gate Latitude	degrees	minutes	seconds	Longitude	degrees	minutes	seconds

**IV. Facility Owner(s) Information**

Legal Name of Facility Owner			
Address (mailing)			
City		State	Zip Code
			Telephone

**V. Facility Operator(s) Information**

Legal Name of Facility Operator			
Address (mailing)			
City		State	Zip Code
			Telephone

**VI. Property Owner(s) Information**

Legal Name of Property Owner			
Address (mailing)			
City		State	Zip Code
			Telephone

**VII. Contact Information**

Owner Contact			Title		
Address (mailing)					
City		State	Zip Code	Telephone	
Email Address			Alternative Telephone (cell or other)		
Operator Contact			Title		
Address (mailing)					
City		State	Zip Code	Telephone	
Email Address			Alternative Telephone (cell or other)		
Property Owner Contact			Title		
Address (mailing)					
City		State	Zip Code	Telephone	
Email Address			Alternative Telephone (cell or other)		

<sup>1</sup>Large means design capacity of over 10 tons per day and Small means design capacity of 10 tons or less per day

# Utah Solid Waste Conversion Facility Permit Application Form

<b>Part I General Information (Continued)</b>		
<b>VIII. Waste Types</b> (check all that apply)	<b>IX. Facility Design Capacity</b>	
<input type="checkbox"/> All non-hazardous solid waste (see R315-315-7(3) for PCB requirements) <b>OR</b> specific waste to be accepted by facility  <input type="checkbox"/> Municipal Waste <input type="checkbox"/> Asbestos <input type="checkbox"/> Construction & Demolition <input type="checkbox"/> PCB's (R315-315-7(3) only) <input type="checkbox"/> Industrial <input type="checkbox"/> Animals <input type="checkbox"/> Other _____	Tons per Day <u>                    </u>  Pound per Hour <u>                    </u>	
<b>X. Fee and Application Documents</b>		
Indicate Documents Attached To This Application	<input type="checkbox"/> Application Fee: Amount \$	Commercial Facility Special Requirements
<input type="checkbox"/> Facility Map or Maps <input type="checkbox"/> Facility Legal Description <input type="checkbox"/> Plan of Operation <input type="checkbox"/> Waste Description <input type="checkbox"/> Ash Sampling Plan <input type="checkbox"/> Closure Design <input type="checkbox"/> Cost Estimates <input type="checkbox"/> Financial Assurance	<input type="checkbox"/> Documents required by UCA 19-6-108(9) and (10)	
<b>I HEREBY CERTIFY THAT THIS INFORMATION AND ALL ATTACHED PAGES ARE CORRECT AND COMPLETE.</b>		
Signature of Authorized Owner Representative  _____  Name typed or printed	Title  _____  Address  _____	Date  _____
Signature of Authorized Land Owner Representative (if applicable)  _____  Name typed or printed	Title  _____  Address  _____	Date  _____
Signature of Authorized Operator Representative (if applicable)  _____  Name typed or printed	Title  _____  Address  _____	Date  _____



## Utah Solid Waste Conversion Facility Permit Application Checklist

**Important Note:** The following checklist is for the permit application and addresses only the requirements of the Division of Waste Management and Radiation Control. Other federal, state, or local agencies may have requirements that the facility must meet. The applicant is responsible to be informed of, and meet, any applicable requirements. Examples of these requirements may include obtaining a conditional use permit, a business license, or a storm water permit. The applicant is reminded that obtaining a permit under the *Solid Waste Permitting and Management Rules* does not exempt the facility from these other requirements.

An application for a permit to construct and operate a solid waste conversion facility is the documentation that the facility will be located, designed, constructed, and operated to meet the applicable requirements of Rules R315-302, R315-306, R315-309, and R315-315 of the *Utah Solid Waste Permitting and Management Rules* and the *Utah Waste Management and Radiation Control Act* (UCA 19-6-101 through 126). The application should be written to be understandable by regulatory agencies, facility operators, and the general public. The application should also be written so that the facility operator, after reading it, will be able to operate the facility according to the requirements with a minimum of additional training.

Copies of the *Solid Waste Permitting and Management Rules*, the *Utah Waste Management and Radiation Control Act*, along with many other useful guidance documents can be obtained by contacting the Division of Waste Management and Radiation Control at 801-536-0200. Most of these documents are available on the Division's web page at [www.hazardouswaste.utah.gov](http://www.hazardouswaste.utah.gov). Guidance documents can be found at the solid waste section portion of the web page.

When the Director has determined that the application is complete, submit two copies of the application as determined complete by the Director, and an electronic copy of the application.

### **Part II      Application Checklist**

<b>I. Facility General Information</b>	
Description of Item	Location In Document
<b>1a. Information Required – All Facilities</b>	
Completed Part I General information	
General description of the facility (R315-310-3(1)(b))	
Legal description of property (R315-310-3(1)(c))	
Proof of ownership, lease agreement, or other mechanism (R315-310-3(1)(c))	
Area served by the facility including population (R315-310-3(1)(d))	
Facilities claiming non-commercial status, a demonstration that the facility is not commercial (see Utah Code Annotated 19-6-102(3) for definition of Commercial)	
Waste type and anticipated daily volume (R315-310-3(1)(d))	
<b>1b. Information Required - All New Or Laterally Expanding Facilities</b>	
Intended schedule of construction (R315-302-2(2)(a))	
Name and address of all property owners within 1000 feet of the facility boundary (R315-310-3(2)(i))	
Documentation that a notice of intent to apply for a permit has been sent to all property owners listed above (R315-310-3(2)(ii))	
Name of the local government with jurisdiction over the facility site (R315-310-3(2)(iii))	

## Utah Solid Waste Conversion Facility Permit Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location In Document
<b><i>Ic</i></b> Location Standards – All New Or Expanding Large Facilities (design capacity of 10 or more tons per day) (R315-306-2(2))	
Documentation that the facility has met the historical survey requirement of R315-302-1(2)(f)	
Land use compatibility	
Maps showing the existing land use, topography, residences, parks, monuments, recreation areas or wilderness areas within 1000 feet of the site boundary	
Certifications that no ecologically or scientifically significant areas or endangered species are present in site area	
Geology	
Geologic maps showing significant geologic features, faults, and unstable areas	
Surface water	
Magnitude of 24 hour 25 year and 100 year storm events	
Maximum elevation of flood waters proximate to the facility	
Maximum elevation of flood water from 100 year flood for waters proximate to the facility	
Wetlands	
<b><i>Id</i></b> Plan of Operations Required of All Facilities (see R315-310-3(1)(e) and R315-302-2(2))	
Description of on-site waste handling procedures and an example of the form that will be used to record the weights or volumes of waste received (R315-302-2(2)(b) And R315-310-3(1)(f))	
Schedule for conducting inspections and monitoring, and examples of the forms that will be used to record the results of the inspections and monitoring (R315-302-2(2)(c), R315-302-2(5)(a), and R315-310-3(1)(g))	
Contingency plans in the event of a fire or explosion (R315-302-2(2)(d))	
Contingency plans for other releases, e.g. explosive gases or failure of run-off collection system (R315-302-2(2)(f))	
Plan to control fugitive dust generated from roads, construction, and general operations (R315-302-2(2)(g))	
Description of maintenance of installed equipment (R315-302-2(2)(i))	
Procedures for excluding the receipt of prohibited hazardous or PCB containing wastes – Waste inspection plan (R315-302-2(2)(j))	
Procedures for controlling disease vectors (R315-302-2(2)(k))	
A plan for alternative waste handling (R315-302-2(2)(l))	
A general training and safety plan for site operations (R315-302-2(2)(o))	

## Utah Solid Waste Conversion Facility Permit Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location In Document
Any recycling programs planned at the facility (R315-303-4(6))	
An operational plan that, in addition to the requirements of Section R315-302-2, addresses cleaning of storage areas (R315-306-2(6))	
A schedule for testing of any residues resulting from waste conversion process and a plan for the disposal of the residues (R315-306-2(7) and R315-310-7(2)(b)(iv))	
Approved traffic impact study from the agency with jurisdiction over the roads, including the safety, operation, and condition of roadways serving the proposed facility [Utah Solid and Hazardous Waste Act 19-6-108(9)(g)].	
For a facility owned or operated by a local government, disclosure of costs for establishing and operating the facility [Utah Solid and Hazardous Waste Act 19-6-108(9)(h)].	
Any other site-specific information pertaining to the plan of operation required by the Director (R315-302-2(2)(p))	
<b>Ie Special Requirements For A Commercial Facility (R315-310-3(2))</b>	
Submit information required by the <i>Utah Solid and Hazardous Waste Act</i> Subsections 19-6-108(9) and 19-6-108(10) (R315-310-3(2)(a))	
Approval from the local government within which the facility sits	

<b>II Facility Technical Information</b>	
Description of Item	Location In Document
<b>IIa Maps – All Facilities</b>	
Plot Plan map of the proposed facility drawn to a scale of 200 feet to the inch showing the boundaries of the facility; the locations of all existing and proposed structures; the location of all access routes; the location of the run-off collection, treatment, and disposal system (R315-310-3(1)(b))	
<b>IIb Engineering Report - Plans, Specifications, And Calculations</b>	
Engineering reports required to meet the location standards of R315-302-1	
A general discussion of the facility waste handling and conversion system with design capacity for the conversion facility, points of waste generation, and waste handling systems both for waste coming into the facility and wastes generated by the facility (R315-310-7(2)(a)(ii))	
A discussion of the design and operation of the air pollution control systems and documentation to show that an air quality permit has been granted or the application is being reviewed by the Division of Air Quality (R315-310-7(2)(c))	
A discussion of the design and operation of the run-off collection, treatment, and disposal system and documentation to show that any run-off treatment system or other water pollution control treatment system is being or has been reviewed by the Division of Water Quality (R315-310-7(2)(c))	

## Utah Solid Waste Conversion Facility Permit Application Checklist

<b>// Facility Technical Information</b>	
Description of Item	Location In Document
<b>//c Closure Plan – All Facilities (R315-310-3(1)(h))</b>	
Closure schedule (R315-310-7(2)(d)(i))	
Methods for removal of wastes, equipment, and location of final disposal (R315-310-7(2)(d)(ii))	
Final inspection by regulatory agencies (R315-310-7(2)(d)(iv))	
<b>//d Financial Assurance – All Facilities (R315-310-3(1)(j))</b>	
Identification of closure costs including cost calculations (R315-310-7(2)(d)(ii))	
Identification of the financial assurance mechanism that meets the requirements of Rule R315-309 and the date that the mechanism will become effective (R315-309-1(1))	