



# K A N S A S

DEPARTMENT OF HEALTH AND ENVIRONMENT

## APPLICATION FOR A SOLID WASTE PROCESSING FACILITY PERMIT E-WASTE RECYCLING/RECLAMATION FACILITY

### SECTION I: APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-Mail (optional) \_\_\_\_\_  
Type of Applicant: \_\_\_ Private Individual/Firm \_\_\_ County \_\_\_ City \_\_\_ Township \_\_\_ Other  
If other, please explain. \_\_\_\_\_  
\_\_\_\_\_

### SECTION II: FACILITY INFORMATION

Facility Name \_\_\_\_\_  
Facility Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Facility Location: ¼ Section \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ County \_\_\_\_\_  
Lot size \_\_\_\_\_ (acres) Building size \_\_\_\_\_ (sq. ft.) Area to be used for storage \_\_\_\_\_ (sq. ft.)  
Is the site an existing processing facility? \_\_\_ Yes \_\_\_ No

Site owned by applicant \_\_\_\_\_ Site leased by applicant \_\_\_\_\_

If site is leased, please give the following information:

Owner of Record \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Lease negotiated in (year) \_\_\_\_\_ Number of years remaining on lease \_\_\_\_\_

Please include a copy of the lease.

Fire protection available (e.g. sprinklers, fire hydrants, firebreaks): \_\_\_\_\_

Local fire department name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **SECTION III: NOTICE OF REGULATORY RESTRICTIONS**

This application restricts the site by the following definitions:

“**Solid waste processing facility**” means incinerator, composting facility, household hazardous waste facility, waste-to-energy facility, transfer station, reclamation facility or any other location where solid wastes are consolidated, temporarily stored, salvaged or otherwise processed prior to being transported to a final disposal site. This term does not include a scrap material recycling and processing facility (K.S.A. 65-3402(c)).

“**Reclamation facility**” means any location at which material containing a component defined as a hazardous substance pursuant to K.S.A. 65-3452a and amendments thereto, or as an industrial waste pursuant to this section, is processed (K.S.A. 65-3402(o)).

“**Industrial waste**” means all solid waste resulting from manufacturing, commercial and industrial processes which is not suitable for discharge to a sanitary sewer or treatment in a community sewage treatment plant or is not beneficially used in a manner that meets the definition of recyclables (K.S.A. 65-3402(x)).

“**Hazardous substances**” shall have the meaning ascribed to such term by Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 of the United States as in effect on January 1, 1988 (K.S.A. 65-3452(a)).

### **SECTION IV: OPERATING PLAN**

The Operating Plan is a separate document to be attached to this application that demonstrates the applicant’s understanding of and ability to manage the facility. At a minimum, the Operating Plan should include the information requested below.

**Provide a general description of the facility characteristics.** This description should include the proposed capacity/volume of the facility for storage of material waiting for processing, throughput of equipment, and storage of processed material prior to shipping. Also include the number of employees on-site; the types of machinery or equipment to be used; the proposed operating hours; and the expected life of the facility. Describe the kinds of e-waste to be accepted at the facility, and supply pertinent details such as the origin, composition, and expected volume of all e-waste to be accepted. Include the maximum time any such waste will be stored, and where and how it will be disposed of or recycled. Please describe the types of customers anticipated and whether the facility will be open to the general public. Also indicate whether or not the facility will receive certificates of destruction from other companies, and whether the facility will provide certificates to customers.

**SECTION V: SITE PLAN**

The Site Plan is also a separate document to be attached to this application.

- a. **Site location map.** Provide a map showing the section, township, range, and site boundaries of the facility. Also include a description of adjacent properties including the land use and names and addresses of property owners. If the proposed site is adjacent to a public road or street, please include property across the road or street.
- b. **Site layout drawing.** Provide a drawing showing the size and location of all pertinent constructed and natural features of the site including roads, fire lanes, ditches, berms, culverts, structures, wetlands, floodways, and surface waters. Also show projected site utilization, including all site structures (such as buildings, fences, gates, entrances and exits, parking areas, on-site roadways, and signs) and the location of all water supplies.
- c. **Facilities layout drawing.** Provide a schematic that shows the arrangement of equipment on the site, the location of storage facilities and waste storage areas, and traffic flow.
- d. **FEMA floodplain map.** Draw the facility location on the FEMA map.

**SECTION VI: CLOSURE PLAN**

As required by KSA 65-3406, the closure plan shall include the following components:

- a. When or under what circumstances the site will be closed;
- b. How the site will be properly closed;
- c. A schedule for the applicable closure procedures, including the time period for completing the closure procedures; and
- d. Closure cost estimates, which must be third-party costs and must be submitted on the proper form found in the Closure Cost Estimating Handbook. Include the “*Closure Cost Estimate Worksheet for Solid Waste Processors*” provided by KDHE.

**SECTION VII: CONTINGENCY PLAN**

**The owner or operator must develop a contingency plan for the facility.** The contingency plan shall specify the procedures that will be initiated if the facility experiences unplanned events including equipment failure, power outages, receipt of hazardous material, release of a regulated quantity of any waste, natural disasters, or any other incident that may cause an emergency or suspend operations at the facility. The contingency plan will also include specific protocol in the event of a fire; this portion of the plan should specify both protective and control measures.

**SECTION VIII: INSURANCE AND FINANCIAL ASSURANCE**

Attach a copy of a **Certificate of Insurance** for proof of liability of insurance in accordance with K.A.R. 28-29-2201. The coverage shall include coverage of the premises and operations, including operations of independent contractors.

The “*Closure Cost Estimate Worksheet for Solid Waste Processors*” provided by KDHE and included in the Closure Plan will provide an estimate for financial assurance. Private entities are required to submit a financial assurance instrument for the amount calculated on the closure cost estimating worksheet. Allowable financial assurance methods are listed in K.A.R. 28-29-2101. **This financial assurance instrument must be received prior to the beginning of the public notice period.**

**SECTION IX: CHECKLIST**

- Completed Sections 1 and 2 of KDHE’s *Permit Application for an E-Waste Recycling/Reclamation Facility*
- Completed Section 4 of KDHE’S *Permit Application*, including the Site Information document; the Site Plan, with all required maps; the Closure Plan; and the Contingency Plan (Section 4), as a separate documents
- The “*Closure Cost Estimate Worksheet for Solid Waste Processors*” provided by KDHE
- A financial assurance instrument for the amount calculated on the closure cost estimating worksheet
- A copy of the "Certificate of Insurance" for proof of liability of insurance
- The completed "Disclosure Statement" provided by KDHE, required by K.S.A. 65-3407(c)
- The completed “*E-Waste Processing Facility Certification*” form
- An application fee of \$2,000 for all entities except state agencies, cities, counties, or other political subdivisions (per K.S.A. 65-3407(e)); a reduced fee may be requested in accordance with BWM Policy 97-01

**Three copies of the completed application and attachments are required; however, only one copy should be submitted for the department’s initial review.**

**SECTION X: SIGNATURES**

|                        |                      |
|------------------------|----------------------|
| Signature of Applicant | Name (Print or Type) |
| Title      Organiza    | tion                 |
| Date                   |                      |

# LOCAL GOVERNMENT CERTIFICATIONS

Applicant's Name \_\_\_\_\_  
Facility Name \_\_\_\_\_  
Facility Location \_\_\_\_\_  
Application Type (new permit, modification, or transfer) \_\_\_\_\_

As specified in K.S.A. 65-3407 "Permits to construct, alter or operate solid waste processing facilities and solid waste disposal areas", the secretary shall require the following information as part of this application:

## Solid Waste Management Plan Consistency

(m)(1) Certification by the board of county commissioners or the mayor of a designated city responsible for the development and adoption of the solid waste management plan for the location where the processing facility or disposal area is or will be located that the processing facility or disposal area is consistent with the plan. This certification shall not apply to a solid waste disposal area for disposal of only solid waste produced on site from manufacturing and industrial processes or from on-site construction or demolition activities.

**I certify that, to the best of my knowledge, the facility described in this application is consistent with the Solid Waste Management Plan.**

\_\_\_\_\_  
Name (Print or Type) Signature  
\_\_\_\_\_  
Title Date  
\_\_\_\_\_  
County or City Street Address State, Zip Code

## Zoning or Land Use Consistency

(m)(2) If the location is zoned, certification by the local planning and zoning authority that the processing facility or disposal area is consistent with local land use restrictions or, if the location is not zoned, certification from the board of county commissioners that the processing facility or disposal area is compatible with surrounding land use.

**I certify that, to the best of my knowledge, the facility described in this application is consistent with (check one):**  
 local land use restrictions/zoning or  surrounding land use.

\_\_\_\_\_  
Name (Print or Type) Signature  
\_\_\_\_\_  
Title Date  
\_\_\_\_\_  
County or City Street Address State, Zip Code

If a special/conditional use permit is required, please attach a copy to this application.