

**Tab 1**

**OAC Chapter 3745-520 Construction and Demolition Debris  
License Application**

Pursuant to OAC Rule 3745-501-05, no person shall establish, operate, maintain, or modify a construction and demolition debris facility without a C&DD facility license.

- Each person proposing to open a new C&DD facility or modify an existing C&DD facility shall, at least ninety (90) days before the proposed operation, submit two copies of an application for a license to the licensing authority.
- Each person proposing to continue operation of an existing C&DD facility beyond December 31, shall, in accordance with OAC Rule 3745-501-10, submit two copies of a license application to the licensing authority by September 30.

When the license is issued, one of the two copies will be returned to the applicant. A health department, issuing the license, will complete the Certification Transmittal Form and send it with photocopies of the issued license and Form CDDL-001 to the Ohio Environmental Protection Agency (Ohio EPA).

**Contents of Application Package**

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**License Application Form CDDL-002**

**(with CERTIFICATION TRANSMITTAL FORM for licensing authority)**

For every license renewal application and modification application, Form CDDL-001 must be signed, dated, and resubmitted under Tab 1. Other parts of the license application that are not changing need not be resubmitted; simply indicate on the appropriate tab. All tabs should be filled out and submitted.

<b>Major Components</b>	<b>Applicant Use Only</b>	<b>HD/OEPA Use Only</b>	
	Check <input checked="" type="checkbox"/> if submitted in this application	Applicant signature present?	Application complete?
License Application Form CDDL-001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments (for licensing authority use):**

**Tab 2**

**General Plan of Facility Operations**

Pursuant to OAC Rule 3745-520-402, facilities are required to submit a general plan of facility operations with the license application.

<b>General Plan of Facility Operations submitted annually to the licensing authority. OAC Rule 3745-520-402</b>	<b>Applicant Only</b>	<b>HD/OEPA Use Only</b>
	Check <input checked="" type="checkbox"/> if submitted within this application or note date when submitted during the past year	
Report shall include the following major components:		
Phasing plan that conforms to rule 3745-520-420		
Material acceptance and handling plan that conforms to rule 3745-520-440		
Leachate sampling and analysis plan that conforms to rule 3745-520-460		
Fire and explosion contingency plan that conforms to 3745-520-470		
Hydrogen sulfide and other gases contingency plan that conforms to rule 3745-520-480		
Contingency plan for the storage, treatment, and disposal of leachate.		
Contingency plan for equipment failure.		

**Comments (for licensing authority use):**

**Tab 3**

**GENERAL PLAN OF FACILITY OPERATIONS  
Phasing Plan**

Major Components	Applicant Use Only		HD/OEPA Use Only	
	Check ✓ if submitted in this application	If not within, note for license year last submitted		Application complete?
Cover Sheet OAC Rule 3745-520-420(B)(1)				
General Phasing Diagram OAC Rule 3745-520-420(B)(2)(a)				
One Plan Drawing for each phase OAC Rule 3745-520-420(B)(2)(b)				
One Plan drawing that clearly identifies the phases of the facility where the owner or operator will be disposing material during the year for which the license application applies. OAC Rule 3745-520-420(B)(2)(c)				
One plan drawing that clearly identifies the phases of the facility where the owner or operator anticipates disposal will occur during the license year subsequent to the applicable license year. OAC Rule 3745-520-420(B)(2)(d)				
One plan drawing that clearly identifies the phases of the facility where the owner or operator anticipates disposal will occur during the 2 <sup>nd</sup> license year subsequent to the applicable license year. OAC Rule 3745-520-420(B)(2)(e)				
Plan drawings that show when cap will be constructed. OAC Rule 3745-520-420(B)(2)(f)				
If leachate recirculation is being proposed, at least one plan drawing that clearly identifies the phases of the facility where the owner or operator proposes to recirculate leachate. OAC Rule 3745-520-420(B)(2)(g)				
Cross sections. OAC Rule 3745-520-420(B)(3)				
Design calculations. OAC Rule 3745-520-420(B)(4)				

**Comments (for licensing authority use):**

**Tab 4**

**GENERAL PLAN OF FACILITY OPERATIONS  
Material Acceptance and Handling Plan**

Major Components	Applicant Only		HD/OEPA Use Only	
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted		Application complete?
Plan drawing showing the location of the inspection zone, material log-in area, and each fixed storage area. OAC Rule 3745-520-440(A)				
If the facility will have an inspection zone, an indication of whether storage will occur within the inspection zone, and if so, a description of when and what types of material will be stored there. OAC Rule 3745-520-440(B)				
An indication of whether storage will occur in other areas of the facility, and if so, a description of where and when material will be stored and the type of material that will be stored. OAC Rule 3745-520-440(C)				
If portable containers will be used at the facility, a description of where and how the portable containers will be used. OAC Rule 3745-520-440(D)				
An indication of whether more than one working face will be used, and if so, a description of the circumstances when multiple working faces will be used. OAC Rule 3745-520-440(E)				
If the facility will operate during inclement weather, a description of how the facility will operate during inclement weather. OAC Rule 3745-520-440(F)				
A description of how each main hauling road will be marked. OAC Rule 3745-520-440(G)				
A description of the process to be used for recording material in the log of operations and tracking fees including but not limited to the process for assessing and calculating the fees to be remitted. OAC Rule 3745-520-440(H)				

**Comments (for licensing authority use):**

**Tab 5**

**GENERAL PLAN OF FACILITY OPERATIONS  
Leachate Sampling and Analysis Plan**

Major Components	Applicant Only		HD/OEPA Use Only	
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted		Application complete?
A description of the equipment, procedures, and techniques to be used to sample and analyze leachate. OAC Rule 3745-520-460(A)				
Blank forms to be used to record the information obtained during leachate sampling and analysis OAC Rule 3745-520-460(B)				

**Comments (for licensing authority use):**

**Tab 6**

**GENERAL PLAN OF FACILITY OPERATIONS  
Fire and Explosion Contingency Plan**

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>	
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted		Application complete?
General facility information. OAC Rule 3745-520-470(B)(1)				
Notification procedures. OAC Rule 3745-520-470(B)(2)				
Description of the fire response equipment, material, and services at or available to the facility. OAC Rule 3745-520-470(B)(3)				
Description of how facility personnel may respond to a fire or explosion OAC Rule 3745-520-470(B)(3)				

**Comments (for licensing authority use):**

**Tab 7**

**GENERAL PLAN OF FACILITY OPERATIONS  
Hydrogen Sulfide and Other Gases Contingency Plan**

Major Components	Applicant Only		HD/OEPA Use Only	
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted		Application complete?
General facility information. OAC Rule 3745-520-480(B)(1)				
Description of how and when the owner or operator will install and operate meteorological stations at the facility. OAC Rule 3745-520-480(B)(2)				
Description of how and when the owner or operator will install and operate continuous ambient air monitoring equipment at the facility. OAC Rule 3745-520-480(B)(3)				
Description of the procedures, equipment, and time frames that the owner or operator will utilize to place transitional cover or construct a cap system on areas of the facility necessary to control the release of hydrogen sulfide or other gases. OAC Rule 3745-520-480(B)(4)				
Description of the procedures, equipment, and time frames that the owner or operator will utilize to construct and operate a gas management system to control the release of hydrogen sulfide or other gases. OAC Rule 3745-520-480(B)(5)				

**Comments (for licensing authority use):**

**Tab 8**

**GENERAL PLAN OF FACILITY OPERATIONS  
Contingency Plan for the Storage, Treatment and Disposal of Leachate**

Major Components	Applicant Only		HD/OEPA Use Only
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted	Application complete?
Description of the immediate and long-term steps, including the location of an existing or proposed on-site treatment works, to be taken for leachate management in the event that collected leachate cannot be managed in accordance with the permit to install. OAC Rule 3745-520-402(F)			

**Comments (for licensing authority use):**

**Tab 9**

**GENERAL PLAN OF FACILITY OPERATIONS  
Contingency Plan for Equipment Failure**

Major Components	Applicant Only		HD/OEPA Use Only	
	Check <input checked="" type="checkbox"/> if submitted in this application	If not within, note for license year last submitted		Application complete?
Description of how the owner or operator intends to operate in compliance with this chapter in the event of equipment failure. This plan shall include a description of the site-specific conditions and circumstances when the failed equipment contingency plan will be implemented. OAC Rule 3745-520-402(F)				

**Comments (for licensing authority use):**

**Tab 10**

**FINANCIAL ASSURANCE DOCUMENTS**

OAC Rule 3745-520-400(A)(2) sets forth the requirement that a C&DD license application must include all financial assurance documents required by OAC Rules 3745-520-905 and 3745-520-910. A combination of financial assurance documents may be used in accordance with OAC Rules 3745-520-905(K) and 3745-520-910(K). Original financial assurance documents may be included unsigned, but must be signed and funded prior to the issuance of the license in accordance with OAC Chapter 3745-520. Complete the worksheet below and attach itemized cost estimates and original financial assurance documents.

**General Information**

Total financial assurance amount: \_\_\_\_\_

Itemized closure cost estimate attached:     Yes     No

Itemized post closure care estimate attached:     Yes     No

Financial assurance documents attached:     Yes     No

Financial instrument establishment (anniversary) date: \_\_\_\_\_

Financial Instrument(s) submitted

- Trust Fund
- Surety Bond (guaranteeing payment into a trust fund)
- Surety Bond (guaranteeing performance of closure/post-closure care)
- Letter of Credit
- Insurance

<u>Financial Institution</u>	<u>Financial Institution (if required)</u>
Organization:	Organization:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Contact Person:	Contact Person:
Instrument Type:	Instrument Type:
Reference No.:	Reference No.:

The applicant must attach the itemized closure and post-closure care cost estimate in accordance with OAC Rules 3745-520-905 and 3745-520-910. If the updated cost estimates are more than the amount currently established, the financial assurance instrument must be funded to the updated cost prior to the issuance of the license.

**All facilities** must fund cost estimates prior to license issuance pursuant to OAC Rule 3745-400-13(A)(2) and (A)(4).

**Comments (for licensing authority use):**