



Traditional Municipal Solid Waste Disposal: A Guide for Local Governments

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Who Should Use This Guide?

This guidance document, produced by the Texas Commission on Environmental Quality (TCEQ), is intended for local officials and local governments, to help you know and comply with the rules regarding municipal solid waste management and landfills, and the associated authorizations, reports, and fees. This publication is not a substitute for the actual rules.

Authorities and Regulations

Texas has been authorized by the Environmental Protection Agency (EPA) to manage its municipal solid waste program. Texas statutes recognize and are consistent with the federal municipal solid waste rules, but municipal solid waste in Texas is managed specifically in accordance with Chapter 330 of Title 30 of the Texas Administrative Code (30 TAC 330) and Title 5 of the Texas Health and Safety Code. Municipal solid waste (MSW) is defined in 30 TAC 330.3(88) as:

Solid waste resulting from or incidental to municipal, community, commercial, institutional, and recreational activities, including garbage, rubbish, ashes, street cleanings, dead animals, abandoned automobiles, and all other solid waste other than industrial solid waste.

Other rules for MSW in Texas are 30 TAC 332, governing mulching and composting, and 30 TAC 328, governing recycling. You can obtain the most current, official copy of state rules by contacting the Secretary of State's office, at 512-305-9623, or visiting our Web site, at <www.tceq.state.tx.us/goto/rules>.

Your local city and county may also have regulations that affect your facility's waste management operations. Contact your local government to determine if your operations are authorized.

The federal rules for MSW are contained in parts 257 and 258 of Title 40 of the Code of Federal Regulations. These rules can be obtained by contacting the U.S. Government Printing Office at 866-512-1800, or by visiting the GPO Web site, at <www.gpoaccess.gov/cfr/index.html>.

Traditional Waste Management: Landfill

The traditional waste management solution is the landfill. A local government must determine which kinds of landfill and which

procedures for the collection, transportation, consolidation, and disposal of waste are appropriate for its community. From collection to disposal in the landfill, each phase has a number of rules that apply.

Standard Landfills

Type I and IV Landfills

(30 TAC 330.5)

Type I landfills are the standard and most common landfills for the disposal of routine MSW in Texas. They can accept most types of domestic waste. Type IV landfills are limited to brush, construction or demolition waste, or rubbish—which does not include putrescible wastes.

Arid Exempt Landfills

(30 TAC 330.5)

In the case of small municipal governments in arid areas of the state, the TCEQ may authorize arid exempt landfills. These landfills are generally exempt from the liner-design and groundwater-monitoring regulations found in 30 TAC 330, Subchapter H (“Liner System Design and Operation”) and Subchapter J (“Groundwater Monitoring and Corrective Action”). To operate as an arid exempt landfill, the facility must be authorized by the TCEQ in accordance with 30 TAC 330.5(b). To qualify as such, an arid exempt (AE) landfill must:

- Accept less than 20 tons per day, based on an annual average of authorized waste in either a Type I-AE landfill unit or a Type IV-AE landfill unit.
- Document the absence of groundwater contamination, using groundwater monitoring wells.
- Serve a community that has no other feasible waste management alternative.
- Be located in an area that receives no more than 25 inches of annual average precipitation, based on data from the nearest official precipitation recording station for the most recent 30-year reporting period.

Initial Collection

(30 TAC 330, Subchapter C)

Collection of municipal solid waste is regulated by 30 TAC 330, Subchapter C. To minimize odors and nuisance conditions, waste

that contains putrescible material must be collected at least weekly. Putrescible waste is defined as:

Organic wastes, such as garbage, wastewater treatment plant sludge, and grease trap waste, that are capable of being decomposed by microorganisms with sufficient rapidity as to cause odors or gases or are capable of providing food for or attracting birds, animals, and disease vectors. (*MSW Annual Report: Instructions and Guidance*, TCEQ 2011-Inst., 8/25/2008)

Also, all collection vehicles must be constructed, operated, and maintained so as to prevent loss of liquid or solid waste material, minimize health and safety hazards, and preclude odors and fly breeding.

Waste collection is usually the largest portion of an MSW budget. To help local governments increase the efficiency of waste collection and thereby lower its costs, the EPA prepared the document *Getting More for Less: Improving Collection Efficiency* (EPA 530-R-99-038). EPA publications on waste can be found at <www.epa.gov/epawaste/inforesources/pubs.htm>. Some of the principal methods for cutting costs are changing collection frequency, improving routing, and using automated equipment.

Transportation

(30 TAC 330, Subchapter C)

MSW transporters are regulated by 30 TAC 330, Subchapter C. It is the transporter's responsibility to ensure that waste is disposed of at a facility that is approved to receive that type of waste. The transporter must maintain records for at least three years to document that waste was taken to an authorized MSW facility. In addition, if a discharge of waste occurs during transportation, the transporter must take immediate action to contain the waste and dispose of it at an approved facility. For additional guidance on transporting waste, see *Transporting Waste in Texas: A Guide to Regulations* (RG-086).

Consolidation

(30 TAC 330, Subchapters A and E)

Consolidation of waste is an interim waste management solution for lowering operational costs. Money is saved by storing waste at a facility prior to transporting it to its final disposal destination. A few large-volume trucks then take the waste to the final disposal facility, rather than

numerous small trucks traveling the distance; this saves on both fuel and manpower expenses.

There are various consolidation options, including transfer and citizen collection stations. Depending on the type of consolidation operation that it carries out, your facility may require authorization from the TCEQ, ranging from notification to registration. Authorization requirements for each consolidation option are covered later in this document.

In areas of the state that are underserved by waste collection service or do not have access to proper disposal facilities, funds may be available to study the feasibility of a waste consolidation facility. Contact your local council of governments (COG) to determine whether there are grants available for this kind of study.

Transfer Stations

A transfer station is defined in 30 TAC 330.3(157) as:

A facility used for transferring solid waste from collection vehicles to long-haul vehicles (one transportation unit to another transportation unit). It is not a storage facility such as one where individual residents can dispose of their wastes in bulk storage containers that are serviced by collection vehicles.

Transfer facilities are a great option when the landfill is so far away that it is not economical for each waste collection vehicle to make the trip there. Transfer stations allow local waste haulers to temporarily store waste and then have large-volume trucks haul the waste to the distant landfill.

Although transfer stations are used to save money, they have their own operating expenses. It is important to conduct a cost analysis to determine whether a transfer facility would be cost effective. The EPA's *Waste Transfer Station: A Manual for Decision Making* (EPA 530-R-02-002) can help local governments determine whether a transfer facility would be an economical solution.

Typically a permit is required to operate a transfer station. However, small communities may be able to establish low-volume transfer stations under a notification. To qualify for one, the community must control the facility, comply with local ordinances, notify adjacent landowners, and haul collected waste to a final disposal facility at least weekly. A low-volume transfer station is defined in 330.3(83) as:

A transfer station used for the storage of collected household waste limited to a total storage capacity of 40 cubic yards located in an unincorporated area

that is not within the extraterritorial jurisdiction of a city.

To start a low-volume transfer station, a local government must submit a Notice of Intent to Operate a Low-Volume Transfer Station (Form TCEQ-20370).

Transfer stations that cannot meet the 40-cubic-yard limit, will have to obtain either a registration or a permit. To be eligible for registration as a transfer station, the facility must meet one of the following criteria:

- Serve a municipality with a population of less than 50,000.
- Serve a county with a population of less than 85,000.
- Transfer or propose to transfer no more than 125 tons per day of MSW.
- Be located within the permitted boundaries of an MSW Type I or Type IV facility.

If none of these criteria can be met, a permit is required.

All transfer stations must follow the operating procedures outlined in 30 TAC 330, Subchapter E, which include, but are not limited to, recordkeeping, safety procedures, and maintaining sanitary conditions. Guidelines for the preparation of site operating plans can be found on the TCEQ's Web site, at <www.tceq.state.tx.us/goto/msw_sop>. Transfer facilities are also required to submit annual reports on the volume of waste accepted. See the "Reports" section of this document, under "Additional Requirements."

Citizen Collection Stations

A second waste consolidation option—used in areas where door-to-door waste pickup service is not cost effective—is a citizen collection station. CCSs are temporary holding facilities where citizens can take their household waste and store it until it can be hauled to a final MSW disposal facility. The collection facility should be located in an area that is convenient and easily accessible. It gives a community the ability to conveniently and legally dispose of its domestic waste.

Citizen collection stations are regulated by 30 TAC 330.213. If your local government would like to establish a citizen collection facility, it must submit a Notice of Intent to Operate a Citizen Collection Station (Form TCEQ-20429). The containers provided at the facility should be compatible with the type and quantity of waste being accepted. To prevent illegal dumping, you should post rules governing the use of the facility (including who may use it and what may or may not be deposited), collect waste on a scheduled basis, and, if possible, have an operator supervising the facility. Collection centers must follow the same

standards as landfills for safety, prevention of scavenging, and control of litter and odor.

Disposal

(30 TAC 330, Subchapter D)

All registered or permitted MSW facilities must follow the Site Operating Plan (SOP) designed and approved specifically for that site. The SOP describes the day-to-day procedures used in facility operations. The TCEQ Waste Permits Division has an in-depth guide for the preparation of SOPs: *Guide for Preparing Site Operating Plans for Municipal Solid Waste Facilities* (RG-420). However, because of the importance of SOPs, a few of the key elements are highlighted here.

Unloading

It is the generator's responsibility not to send unauthorized material to a landfill for disposal, and it is the landfill operator's responsibility to prevent the disposal of unauthorized waste or disposal in the wrong location. Visual screening of all collected and unloaded waste by a trained operator is imperative to prevent disposal of unauthorized material. Unloading should be confined to as small an area as practical and the facility's SOP should define the maximum size and number of unloading areas.

The operator has the responsibility and authority to reject unauthorized waste and have the material removed by the generator or transporter. The operator must maintain documentation in the facility's operating records of visual load inspections and rejected materials. The operator should also list unauthorized materials on signs posted at the entrance, on bills, and on fliers handed out to haulers at the gate.

Daily Cover

To control disease and nuisance conditions, it is critical to control odors with daily cover. Waste must be covered at least daily in Type I and Type I-AE facilities, and weekly in Type IV and Type IV-AE facilities. If the facility would like to use an alternative daily cover (ADC), approval must be received from the TCEQ, in accordance with 30 TAC 330.165. For more information about ADCs, contact the Waste Permits Division, at 512-239-2334.

Preventing Nuisance Conditions

Ponding water, windblown litter or waste, and scavenging must be managed in order to prevent nuisance conditions. Ponded water must be removed, and the land filled in and re-graded, within seven days of the occurrence. When the facility is operating, windblown solid waste must be removed daily from around the site, along fences and access roads, at the gate, and along any public roads connected to the facility's entrances (at a minimum, two miles in either direction from the entrances). To help prevent scavenging, the perimeter of the site must be controlled by means of artificial barriers, natural barriers, or a combination of the two.

Special Waste

Facilities operating in compliance with Chapter 330 may obtain authorization to accept some special wastes not specifically identified in 330.171(c). Waste approvals will be waste-specific and/or site-specific. To receive authorization for a waste that your permit does not currently allow, contact the TCEQ, in accordance with 30 TAC 330.171(b). Additional information is available in *Special Waste Regulations in Texas* (RG-029).

Certain waste streams are prohibited from MSW facilities. See 30 TAC 330.15, "General Prohibitions," for a comprehensive listing of these waste streams.

Cleaning Up Your Community

Every community deals with waste beyond everyday household waste. These other waste streams can be offensive to the senses, as well as take up limited landfill space. Local governments can take a proactive approach to managing these wastes, saving both manpower and landfill capacity.

It is important to plan how you are going to manage the materials you collect. As you develop your recycling or disposal strategy, you can determine whether your cleanup will generate revenue or cost money. If your cleanup is not properly budgeted, your local government may be stuck with materials that it cannot properly dispose of or recycle. Stockpiling materials without the prospect of recycling them could be considered abandonment; in addition it increases your risk of creating nuisance conditions.

Citizen Collection Days

If your community would like to hold a citizen collection day to deter illegal dumping and beautify the community, preparation is key. To have a successful event, each component of the cleanup—from acceptance to final disposal—must be planned well in advance.

A permit, registration, notification, or other authorization is not required for a collection point for wastes collected and received in sealed plastic bags from such activities as periodic citywide cleanup campaigns and cleanup of rights-of-way or roadside parks.

One of the major priorities of a citizen collection event is to arrange for final disposal for every waste stream prior to the collection date. If waste remains at the collection area for an extended period of time, it creates an “out-of-sight, out-of-mind” mentality and promotes illegal dumping. Options for final disposal include recycling, composting, and landfilling. With each option, you should consider several basic questions:

- **Recycling**
 - What materials do we want to recycle?
 - Who accepts these materials for recycling?
 - Is more than one recycling company required to meet the needs of our cleanup?
 - Are these companies reputable and reliable?
- **Composting and mulching**
 - Is there a demand for compost or mulch?
 - Where will we store the processed and unprocessed material?
 - Should we hire a company to compost or mulch the materials that are collected?
 - Will we use our own equipment and manpower to process materials? (If so, see the TCEQ’s *Requirements for Nonhazardous Recycling and Composting Facilities* [RG-410].)
 - Should we promote household composting at the event? (If so, see the TCEQ’s *Mulching and Composting* [GI-036].)
- **Landfilling**
 - What waste does the landfill accept?
 - Does the landfill have the available capacity?
- **General**
 - What wastes will not be accepted during the collection?
 - How will we prevent dumping of unaccepted waste?

- If unacceptable waste is found, how will we dispose of it?
- What is our plan to prevent and, if necessary, contain spills?
- Is TCEQ authorization required for the collection?

Household Hazardous Waste Collection Days

(30 TAC 335, Subchapter N)

Often, citizens store household hazardous waste (HHW) because they are unsure of how to properly dispose of it. Although HHW can usually be legally disposed of in the normal trash stream, there are better disposal options that local governments can provide. Several types of HHW collections can be arranged to provide citizens the opportunity to better dispose of their waste. For more information, contact the TCEQ's Pollution Prevention and Education Section, at 512-239-3100.

Operational Plan

An HHW collection requires more time to plan than other types of collection events. The TCEQ requires notification and development of an operational plan in accordance with 30 TAC 335, Subchapter N.

- Notification must be completed no later than 45 days prior to the collection date.
- An operational plan must be developed and address all the components identified in 30 TAC 335, Subchapter N.
- The operational plan must be readily available upon request by the TCEQ.
- The key components of the operational plan include, but are limited to:
 - safety measures
 - training of those who will work or volunteer at the collection event
 - a determination of the types and amounts of waste expected
 - arranging for the proper disposal of all the wastes collected

Contact the TCEQ's Pollution Prevention and Education Section, at 512-239-3100, for a list of companies that conduct HHW collections and that package, transport, and dispose of hazardous waste. Arrangements can also be made with other HHW programs in the area to take the wastes from your collection. The contact information for these programs are available from the Pollution Prevention and Education Section or on the internet, at <www.tceq.state.tx.us/goto/hhw_contacts>.

Agricultural Waste Pesticides

Improper disposal of waste pesticide can have serious adverse effects on the environment, such as groundwater contamination. It is important that special care be taken to recycle or properly dispose of all pesticides.

Empty Plastic Pesticide Containers

Plastic pesticide containers that have been triple rinsed or pressure washed and rendered unusable are not considered hazardous waste, and can be disposed of in a municipal solid waste facility that is permitted to accept this special waste. Not all landfills can accept pesticide containers, however, even if the containers have been properly rinsed, and the landfills that do accept them usually charge a fee. Instead of disposing of these containers, consider recycling them. For recycling options, see Recycle Texas Online, at <www.recycletexasonline.org>, or USAg Recycling, at <www.usagrecycling.com>.

Agricultural Waste Pesticide Collection Program

To support Texas' agricultural community, the TCEQ—in conjunction with the Texas AgriLife Extension Service and the Texas Department of Agriculture—organizes up to 12 Agricultural Waste Pesticide Collection (AWPC) events a year. These AWPC events collect banned, unwanted or unused pesticides and other items used in agricultural production. Some examples of these items are oil, oil filters, paint, grease, fluorescent bulbs, brake fluid, gas, diesel, lead-acid batteries, and pesticides used on livestock.

This program provides agricultural producers and the rural citizens of Texas the opportunity to dispose of their banned or unwanted pesticides and other agriculture-related items for free. Pesticides, farm-related waste, and empty pesticide containers are collected and recycled or properly disposed of. For dates and locations of upcoming collection events, contact the TCEQ's Pollution Prevention and Education Section, at 512-239-3100, or go to <www.tceq.state.tx.us/goto/agcollection>.

Storm Debris

History shows that at one time or another, every local government will be faced with managing debris caused by tornados, hurricanes, hail, or straight-line winds. If improperly managed, the cleanup and removal of storm debris can unnecessarily cost thousands of dollars in transportation charges and disposal fees alone. Below, Table 1 lists various options for recycling different materials.

Outdoor burning in general is prohibited in Texas. If your local government would like an exception, you will need to meet specific requirements and receive approval from the appropriate regional office *before* doing any burning. You will also need to check local ordinances or other regulations about outdoor burning. If there is a burn ban in your county, the TCEQ will not approve any exception to the rule. For additional information concerning outdoor burning in Texas, including a copy of the rule, consult the TCEQ's *Outdoor Burning in Texas* (RG-049).

It is strictly prohibited to burn any electrical insulation, treated lumber, plastics, non-wooden construction or demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, or items that contain natural or synthetic rubber (such as tires).

Planning for the Inevitable

Initiate and design a plan that fits your specific area. Texas is a big state; some options may not be practical for all areas. You should develop a plan for the transport, storage, processing, and disposal of various forms of storm debris. This should include identification of suitable sites to temporarily store, segregate, or process large amounts of debris following a disaster. You should consider requesting that residents set appliances, household hazardous waste, brush, construction debris, and putrescible wastes in separate piles for pickup after a storm. Contract haulers should be instructed to maintain separation of materials during the collection, transport, and storage of storm debris, to maximize your options for recycling waste and minimize waste disposal costs. Before designing your plan, you should consider the following questions:

- **Available landfill space**
 - Where is the closest landfill?
 - What is the disposal capacity of the landfill?
 - What types of waste are accepted at the landfill?
- **Recycling options**
 - What recycling options are available in or near the area?
 - What do we need to do to make certain that materials are adaptable for recycling?
 - Which specific materials are not recyclable in this area?
- **Labor resources** (available manpower)
 - Are there labor sources within the city or county?

- Are there optional labor sources in the area?
- Is it possible to recruit volunteers from the community?
- **Available equipment** (haul trucks, loaders, chippers, grinders, storage trailers)
 - What equipment is available for cleaning up storm debris?
 - Is there access to chippers and grinders?
 - What equipment could be borrowed from surrounding communities?
 - Could a Memorandum of Understanding for mutual aid be established with neighboring communities?
- **Available storage locations**
 - Where could “source separated” materials be temporarily stored?
 - Does the storage area(s) provide adequate space for processing source-separated materials if required?

In an emergency situation, recycling is not always the most time-efficient way to manage storm debris, but if you prepare in advance, you will most likely make the “after the storm” cleanup a more cost-effective, manageable experience.

Preventing Illegal Dumping

Illegal dumping is a problem faced by communities across the state. Not only is it offensive to the senses, it can be a drain on local government resources. Usually, local government employees must collect and dispose of dumped waste. However, local governments can address the problem. For additional information, see the TCEQ’s *Prevent Illegal Dumping: A Guide for Local Governments* (RG-455).

Options for Material Diversion

Once waste is collected, source separation of waste is critical to the success of any cleanup activity. Depending on your area and the options available, separating materials at the time of the cleanup can save you hundreds or even thousands of dollars. For recycling services in your area, visit Earth 911’s recycling Web site, at <earth911.org/recycling>. Below are some ideas for managing recyclable waste.

Table 1. Options for Material Diversion

<i>Material(s)</i>	<i>Option</i>	<i>Benefits</i>
Chipped wood: Clean, untreated lumber, wooden shingles, tree limbs, brush	Mulch	Prevents soil erosion, controls weeds, retains soil moisture, protects plants, adds nutrients to the soil

Wood shavings, cardboard, paper	Use in compost	Adds nutrients to the soil, prevents runoff, protects plants from diseases and pests, retains soil moisture
Appliances (white goods)	Recycle	Conserves landfill space and natural resources
Metal: Signs, poles, sheet metal, mobile home frames, bicycles, swing sets, trampolines	Recycle	Conserves landfill space and natural resources
Cinder block, concrete, brick, glass	Recycle	Conserves landfill space and natural resources
Electronic equipment	Recycle	Best management practice to prevent groundwater contamination
Glass	Recycle	Conserves landfill space and natural resources
Plastics	Recycle	Conserves landfill space and natural resources

Additional Requirements

Supervisor or Manager

According to 30 TAC 30, subchapters A and F, all municipal solid waste facilities that require a permit or registration must employ at least one licensed person to supervise or manage the facility. Unless the facility’s permit specifies differently, the license requirements for the various types of facilities are as outlined in Table 2.

Table 2. Licenses Required for Different Facilities

<i>Type of MSW Facility</i>	Level of License Required
Type I and Type I-AE landfills, Type IX landfill mining facilities	Class A
Type IV landfills, Type V storage or processing facilities not otherwise specified, Type IX energy or material recovery facilities, permitted and registered compost facilities	Class B
Type VI demonstration facilities, Type VII land application sites, Type VIII used- or scrap-tire	Class C

facilities

Unless otherwise specified in the facility's permit, beginning Sept. 1, 2009, all MSW facilities must have a supervisor that holds the license level indicated in Table 2. Provisional or solid waste facility supervisor-in-training letters that were issued shall remain in effect until their expiration date.

The following are exempt from the supervisor license requirement:

- Type IX beneficial landfill gas recovery facilities
- animal crematories, dual chamber incinerators, and air curtain incinerators operating in accordance with an MSW permit by rule
- MSW facilities exempt from permitting or registration

All MSW facilities must have a licensed operator in accordance with 30 TAC 30, subchapters A and F, or the facility permit. Field citations will be administered to facilities that do not have the required licensed operator(s).

Financial Assurance

(30 TAC 330, Subchapter L, and 30 TAC 37, Subchapter R)

Most MSW facilities are required to demonstrate financial assurance for closure, post-closure, and corrective-action. They must be able to show that they are capable of paying the projected costs of closing the facility, as well as the associated post-closure and corrective-action costs. The following mechanisms can be used to demonstrate financial assurance: a trust fund, a surety bond guaranteeing payment or performance, insurance, or a corporate financial test.

Water Regulations

Wastewater

To protect the waters of the state, all MSW facilities must comply with the Texas Pollutant Discharge Elimination System (TPDES). Any liquids that the facility produces must be disposed of in a manner that will not cause surface water or groundwater pollution. You should determine how to handle any wastewater that your operation creates, such as vehicle washwater or water that has come into contact with waste. If approved by the publicly owned treatment works (POTW), your wastewater may

be discharged to the local sanitary sewer. To discharge directly into the waters of Texas, your facility must have a TPDES permit.

Storm Water

To prevent storm water from being contaminated with solid waste, landfills are required to obtain a storm water permit. Coverage can be obtained through either the Multi-Sector General Permit (MSGP) No. TXR050000 or an individual permit. The application process for the general permit is much simpler, less expensive, and less time consuming than that for an individual permit.

To apply for the general permit, you must develop a Storm Water Pollution Prevention Plan (SWP3) and file a Notice of Intent (NOI) for Storm Water Discharges Associated with Industrial Activity under the TPDES Multi-Sector General Permit (TXR050000) (Form TCEQ-10382) with the TCEQ. Templates to create SWP3 are available on our Web site, at www.tceq.state.tx.us/goto/sw-construction.

For assistance on obtaining coverage and meeting the requirements of the permit, contact the TCEQ's Small Business and Local Government Assistance Section, at 800-447-2827.

Air Pollution Control

Landfill Air Authorizations

MSW facilities are required to have applicable air authorizations based on the activities at the site. There are three categories of air authorizations for MSW sites: permit by rule (PBR), standard permit, or a new source review (NSR) case-by-case permit.

The simplest, least expensive, and least time-consuming air authorization to obtain is the PBR 106.534, Municipal Solid Waste Landfills and Transfer Stations. This air authorization is for cell construction and waste disposal activities, and is not intended for other activities. See below to find out if there are additional activities at your facility that require other air authorizations. When claiming a PBR 106.534 air authorization, your facility must follow the requirements in 30 TAC 106.534 and 30 TAC 330, Subchapter U.

If a landfill operation cannot meet the requirements of PBR 106.534, then the MSW air standard permit will be required. Depending on the level of activity at the landfill, a general operating permit may be required. To determine what level of permit is required for your facility, see the guid-

ance document *Municipal Solid Waste Landfills (MSWLF) and Transfer Stations* (APDG 5788; PDF), at <www.tceq.state.tx.us/goto/mswlf>.

Additional Air Authorizations

MSW facilities utilizing PBR 106.534 may house other processes that require additional air authorizations. The most common PBRs and standard permits that MSW facilities obtain are:

- 106.181, Used-Oil Combustion Units
- 106.183, Boilers, Heaters, and Other Combustion Devices
- 106.261, Facilities (Emissions and Distance Limitations)
- 106.433, Surface Coat Facility
- 106.436, Auto Body Refinishing Facility
- 106.451, Wet Blast Cleaning
- 106.452, Dry Abrasive Cleaning
- 106.454, Degreasing Units
- 106.472, Organic and Inorganic Liquid Loading and Unloading
- 106.492, Flares
- 106.496, Air Curtain Incinerators
- 106.512, Stationary Engines and Turbines
- Standard Permit for Temporary Rock Crushers
- Standard Permit for Electric Generating Units

Reports

(30 TAC 330.675)

The TCEQ requires reports for registered and permitted facilities in order to track the amounts and types of waste they store, treat, process, recover, recycle, or dispose of in the state, thereby enabling the agency to equitably assess fees. In addition, the state tracks the available disposal capacity for future waste. It is important that the facility operator submit the required report by the due date. Late reports are sufficient cause for the agency to revoke your permit or registration.

Measuring Waste

To accurately report waste, a facility must measure and record waste when received at the gate, prior to disposal. Measurements can be made by weight, in tons, or by volume, in cubic yards of compacted and uncompacted waste. However, when submitting your quarterly and annual waste-stream reports, your total waste accepted must be reported

in tons. If your facility's records are in volumetric measurements, they can be converted to short tons.

Small Community Equivalent Factor

If your landfill or transfer station serves fewer than 5,000 people, you may use a population-equivalent factor instead of maintaining records of the actual amount of waste deposited. Under this system, the amount of waste is calculated as one ton per person per year. The report must document the population served by the facility and reflect any changes in population since the previous report.

Quarterly Report

A quarterly solid waste summary report shall be submitted to the TCEQ no later than 20 days following the end of each fiscal quarter.

Table 3. Due Dates for Quarterly Reports

<i>Quarterly Report</i>	Due Date
1st Quarter (Sept.–Nov.)	Dec. 20
2nd Quarter (Dec.–Feb.)	Mar. 20
3rd Quarter (Mar.–May)	June 20
4th Quarter (June–Aug.)	Sept. 20

Annual Report

The operator must submit an annual summary of the yearly totals and the year-end status of the facility. An operator must file a separate report for each facility that has a unique permit, permit application number, or registration number.

Facilities such as transfer stations, shredders, balers, and methane extractors—also known as facilities not for disposal—are required to submit annual reports 45 days following the calendar year.

Fees

(Texas Health and Safety Code 361.013)

A collection fee is required for all solid waste disposed of within the state and from transporters who are required to register with the state. The fee amount may be raised or lowered in accordance with spending levels authorized by the legislature. The fee is calculated by the TCEQ, using information obtained from the facility's quarterly solid waste summary

report. A billing statement will be generated quarterly and forwarded to the applicable permittee or registrant. For additional information, see *Municipal Solid Waste Reporting and Disposal Fee* (RG-289).

Statewide and Regional Planning

Every COG has developed a regional solid waste plan that the TCEQ has incorporated into a statewide MSW plan. In an effort to monitor MSW capacity throughout the state, the TCEQ permits and registers facilities, licenses operators, and obtains facility data under the authority of 30 TAC 330, Subchapter P (“Fees and Reporting”), which requires all registered or permitted facility operators to report the types and amounts of waste processed or disposed of at the facility or process location.

COG Permit Review

Each MSW permit, after administrative review, is forwarded to the affected COG for review. The COG’s permit review considers the compatibility of the proposed facility with the region’s MSW plan, along with the viability of the proposed facility and the need for it.

COG Solid Waste Grants

As part of its waste planning efforts, the TCEQ administers a Regional Solid Waste Grants Program. The grants program supports regional solid waste management planning by the state’s 24 regional COGs, as well as a pass-through grant program administered by the COGs to fund regional and local solid waste management projects. The COGs also use these funds to develop an Inventory of Closed Municipal Solid Waste Landfills.

Inspections: What to Expect

To ensure compliance with MSW rules, inspections by a TCEQ representative are required. Routine inspections are conducted on a standardized timeline using standardized checklists, and you can request a copy of the checklist prior to the inspection. However, if there are consumer complaints, operational problems, or requests for assistance, or if the facility is a poor performer, inspections may be conducted more frequently.

Immediately following the inspection, the TCEQ investigator will go over the findings with in an exit interview. Then one of three letters will be sent to you: a compliance letter, if there were no violations found; a notice of violation (NOV) with a compliance schedule to resolve the violations;

or a notice of enforcement, if violations are of a serious enough nature to warrant automatic enforcement.

Formal enforcement may begin if the violations have not been resolved after issuance of an NOV and no justifiable extension has been requested. If you receive an NOV, be certain to respond in writing within the time stated in the letter, explaining what actions are being taken to resolve any violations, and including pictures if possible. Send the response “return receipt requested” to the regional office of the TCEQ, and keep a copy for your files.

For additional information on the inspection and enforcement process, see *The TCEQ Has Inspected Your Business: What Does This Mean to You?* (RG-344), or contact the Enforcement Division, at 512-239-2545, or the Small Business and Local Government Assistance Section, at 800-447-2827.

Texas Councils of Governments

<i>Name</i>	<i>No.</i>	<i>Abbreviation</i>	<i>Web Site</i>
Alamo Area Council of Governments	18	AACOG	www.aacog.com
Ark-Tex Council of Governments	5	ARK-TEX	www.atcog.org
Brazos Valley Council of Governments	13	BVCOG	www.bvcog.org
Capital Area Council of Governments	12	CAPCOG	www.capcog.org
Central Texas Council of Governments	23	CTCOG	www.ctcog.org
Coastal Bend Council of Governments	20	CBCOG	cbcog98.org
Concho Valley Council of Governments	10	CVCOG	www.cvcog.org
Deep East Texas Council of Governments	14	DETCOG	www.detcog.org
East Texas Council of Governments	6	ETCOG	www.etcog.org
Golden Crescent Regional Planning Commission	17	GCRPC	www.gcrpc.org
Heart of Texas Council of Governments	11	HOTCOG	www.hotcog.org
Houston-Galveston Area Council	16	H-GAC	www.h-gac.com
Lower Rio Grande Valley Development Council	21	LRGVDC	www.lrgvdc.org
Middle Rio Grande Development Council	24	MRGDC	www.mrgdc.org
Nortex Regional Planning Commission	3	NORTEX	www.nortexrpc.org
North Central Texas Council of Government	4	NCTCOG	www.nctcog.dst.tx.us
Panhandle Regional Planning Commission	1	PRPC	www.prpc.cog.tx.us
Permian Basin Regional Planning Commission	9	PBRPC	www.pbrpc.org
Rio Grande Council of Governments	8	RGCOG	www.riocog.org
South East Texas Regional Planning Commission	15	SETRPC	www.setrpc.org
South Plains Association of Governments	2	SPAG	www.spag.org
South Texas Development Council	19	STDC	www.stdc.cog.tx.us
Texoma Council of Governments	22	TEXOMA	www.texoma.cog.tx.us
West Central Texas Council of Governments	7	WCTCOG	www.wctcog.org

[Layout:
Insert both sides of GI-002, “Area & Regional Offices,”
here on the last two-page spread (the last page
of the document & the inside of the back “cover”).]

For More Information

There are a variety of good sources available for further information. Here is a basic list, with contact information.

- **To find a publication or form** mentioned in this document:
TCEQ Web site,
www.tceq.state.tx.us/goto/publications
or www.tceq.state.tx.us/goto/forms
- **For confidential assistance** on environmental compliance for small businesses and local governments:
Small Business & Local Government Hotline, 800-447-2827
- **To report . . .**
 - A spill (24-hours a day):
Spill Reporting, 800-832-8224
 - An environmental complaint or violation:
Environmental Violations Hotline, 888-777-3186
- **For information regarding . . .**
 - Waste authorizations:
TCEQ Waste Permits Division, 512-239-2334
 - Air permits:
TCEQ Air Permits Division, 512-239-1250
 - Water quality issues:
TCEQ Water Quality Division, 512-239-4671
 - Financial assurance:
TCEQ Financial Assurance Office, 512-239-6242
 - The investigation process:
TCEQ Field Operations Support Division, 512-239-0400,
or your regional TCEQ office
 - The enforcement process:
TCEQ Enforcement Division, 512-239-2545
 - Household hazardous waste programs
or agricultural waste pesticide collections:
TCEQ Pollution Prevention and Education Section, 512-239-3100
Texas Cooperative Extension at Texas A&M University, 979-845-7800
 - Council of Governments:
Texas Association of Regional Councils,
512-478-4715 or www.txregionalcouncil.org
 - Federal MSW programs:
Environmental Protection Agency, Region 6,
800-887-6063 or www.epa.gov/garbage