

Texas Commission on Environmental Quality

CHECKLIST WORKSHEET

MSW RECYCLING

Regulating Entity Name

Date:

Additional I D:

Investigator Name:

Item Number	Description	SECTION A: BACKGROUND	
		Answer	Citations
Item Number 1	Description		Notes
		Answer	Citations
Item Number 2	Description		Notes
		Answer	Citations
Item Number 3	Description		Notes
		Answer	Citations
Item Number 4	Description		Notes
		Answer	Citations
Item Number	Description		Notes
		Answer	Citations
Item Number 5	Description		Notes
		Answer	Citations
Item Number 5A	Description		Notes
		Answer	Citations
Item Number 5B	Description		Notes
		Answer	Citations
Item Number 5C	Description		Notes
		Answer	Citations
Item Number 5D	Description		Notes
		Answer	Citations
Item Number 6	Description		Notes
		Answer	Citations
Item Number	Description		Notes
		Answer	Citations
Item Number 7	Description		Notes
		Answer	Citations

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Item Number 8	Description	If the answer to question 7 is yes, has the facility submitted a notice of intent to recycle on a form provided by the executive director?		
	Answer	Citations	328.5(b)	Notes
Item Number 9	Description	If the answer to question 7 is no and the facility is not subject to registration as a used scrap tire site or a used oil filter storage or processing facility, has a permit or registration application been submitted for storage and processing activities under 330.7 or 330.9?		
	Answer	Citations		Notes
Item Number 10	Description	Has the owner or operator of the facility that collects/processing non-putrescible source-separated material reported on a form provided by the agency:		
	Answer	Citations		Notes
Item Number 10A	Description	prior to the commencement of new operations		
	Answer	Citations	328.5(b)	Notes
Item Number 10B	Description	the types of materials accepted for recycling		
	Answer	Citations	328.5(b)(1)	Notes
Item Number 10C	Description	any storage of materials prior to recycling		
	Answer	Citations	328.5(b)(2)	Notes
Item Number 10D	Description	how the material will be recycled		
	Answer	Citations	328.5(b)(3)	Notes
Item Number 10E	Description	any updates or changes to information contained in the report within 90 days for the change		
	Answer	Citations	328.5(b)(4)	Notes
Item Number	Description	SECTION D: RECORDKEEPING		
	Answer	Citations		Notes
Item Number 11	Description	Does the facility maintain all records necessary to show:		
	Answer	Citations		Notes
Item Number 11A	Description	Compliance with the requirements of 328.4 (demonstration that the material is recyclable and economically feasible to recycle, recyclable material turnover rate, percentage of non-recyclable material received, etc.)?		
	Answer	Citations	328.5(f)	Notes
Item Number 11B	Description	Reasonable efforts to maintain source separation of materials received?		
	Answer	Citations	328.5(f)(2)	Notes
Item Number 11C	Description	Records documenting notice to customers of source-separation requirements?		
	Answer	Citations	328.5(f)(2)(A)	Notes
Item Number 11D	Description	Records documenting training of staff in the inspection of incoming loads to ensure that they contain no more than 10% incidental non-recyclable waste?		
	Answer	Citations	328.5(f)(2)(B)	Notes
Item Number 11E	Description	Documentation of loads rejected for exceeding 10% incidental non-recyclable waste?		
	Answer	Citations	328.5(f)(2)(C)	Notes
Item Number 11F	Description	Documentation that incidental non-recyclable waste constitutes no more than 5% of the average total scale weight or volume of all materials received in the last six months?		
	Answer	Citations	328.5(f)(2)(D)	Notes
Item Number 11G	Description	Proof of financial assurance sufficient to cover all closure costs?		
	Answer	Citations	328.5(f)(3)	Notes

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Item Number 12	Description	Provide an estimation of the volume of unprocessed material and processed material stored at the site. Indicate the methods used to make this estimation (facility records verified to be accurate and/or direct measurement, estimation of volume, use of aerial photos or legal property descriptions, etc.)		
		Answer	Citations	Notes
Item Number 13	Description	Does the owner or operator make records available upon request to agents or employees of the executive director or of local governments with jurisdiction over the property?		
		Answer	Citations	Notes
Item Number 14	Description	Does the owner or operator of a facility that manages combustible materials have a fire prevention and suppression plan that is made available to local fire prevention authorities for review and coordination?		
		Answer	Citations	Notes
Item Number 15	Description	Did you contact the local fire authorities to determine if they are aware of the plan and if they have reviewed it?		
		Answer	Citations	Notes
Item Number 16	Description	If the facility stores combustible materials outdoors or poses a significant risk to public health and safety as determined by the executive director, did the owner or operator provide a written cost estimate for the disposition of all processed and unprocessed material by a third party?		
		Answer	Citations	Notes
Item Number 17	Description	Was the closure cost estimate submitted at least 90 days prior to receipt of materials for new facilities or by January 3, 2005 for existing facilities?		
		Answer	Citations	Notes
Item Number	Description	SECTION E: LIMITATIONS ON STORAGE		
		Answer	Citations	Notes
Item Number 18	Description	Has the facility demonstrated that the material it is accumulating is potentially recyclable and has an economically feasible means of being recycled?		
		Answer	Citations	Notes
Item Number 19	Description	Does the facility maintain all records necessary to demonstrate that within 270 days after the commencement of a new facility, the amount of each material recycled or transferred to a different site for recycling, equals 25% by weight or volume of the materials accumulated 90 days from the date of commencement of a new facility's operation?		
		Answer	Citations	Notes
Item Number 20	Description	Within 270 days after commencement of operations at a new facility, has the facility either recycled or transferred to a different site for recycling (as defined in 328.2(3)), at least 25% by weight or volume of the material accumulated 90 days from the commencement of operations?		
		Answer	Citations	Notes
Item Number 21	Description	Does the facility maintain all records necessary to demonstrate that during each 6-month period, the facility either recycles or transfers to a different site for recycling, at least 50% by weight or volume of material accumulated at the beginning of the period?		
		Answer	Citations	Notes
Item Number 22	Description	During each 6-month period, does the facility either recycle or transfer to a different site for recycling, at least 50% by weight or volume of material accumulated at the beginning of the period?		
		Answer	Citations	Notes
Item Number 23	Description	In calculating the percentage of turnover each 6-month period, are the percentage limits applied to each material of the same type?		
		Answer	Citations	Notes

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		Answer	Citations		Notes
Item Number 24	Description	Are materials not included in the percentage turnover calculations contained, covered or otherwise managed to protect them from degradation, contamination or loss of value as recyclable material?			
		Answer	Citations	328.4(b)(3)(A)	Notes
Item Number 25	Description	Have materials from mulching and composting facilities that are not included in the percentage turnover calculations been ground for use as mulch, or compost, or prepared and placed in a windrow, static pile or vessel for composting?			
		Answer	Citations	328.4(b)(3)(B)	Notes
Item Number 26	Description	Have materials for other recycling facilities that are not included in the percentage turnover calculations been processed for recycling as defined in §328.2(4)?			
		Answer	Citations	328.4(b)(3)(B)	Notes
Item Number 27	Description	Has the facility been granted approval of an application for alternative compliance with the standards in the definition of "incidental amount(s) of non-recyclable waste as defined in §328.2(3) or with the storage limitations in §328.4(b)?			
		Answer	Citations		Notes
Item Number 28	Description	Has the executive director requested in writing that the recycling facility obtain a permit or registration as a municipal solid waste facility under Chapter 330 due to failure to comply with the requirements of §328.4?			
		Answer	Citations		Notes
Item Number 29	Description	If the facility processes recyclable material that contains more than incidental amounts of non-recyclable wastes and is not approved for alternative compliance, has it obtained a permit or registration under Chapter 330?			
		Answer	Citations		Notes
Item Number 30	Description	If the answer to question 28 or 29 is yes, is the facility operating without a required permit or registration?			
		Answer	Citations	330.7(a)	Notes