



Requirements for Registration of a Transfer Station with a Materials Recovery Operation

Contents

Options for Registering a Transfer Station 1

Requirements for Registration of Transfer Stations Under 30 TAC 330.9(e) 2

 Materials Recovery 2

 Distance to a Landfill 2

 Other Requirements..... 2

 Operations 2

 Recordkeeping 2

 Reporting..... 3

How to Prepare an Application for Registration Under 30 TAC 330.9(e) 4

 Operations That Recover Materials at the Transfer Station 4

 Operations Where Incoming Waste is Already Reduced Through Recycling Programs 4

 Operations With Recycling Programs in the Same County..... 5

Contact Us 5

Options for Registering a Transfer Station

A municipal solid waste (MSW) transfer station may be authorized by a registration instead of a permit if it meets any of the criteria in [Title 30, Texas Administrative Code \(30 TAC\)](#)¹, Chapter 330, Subsections 330.9(b) or (e). This document addresses registering a transfer station under the provisions of 30 TAC 330.9(e), for a transfer station that includes a materials recovery operation. It offers guidance, but does not take the place of the rules and regulations.

¹ www.tceq.texas.gov/goto/view-30tac

Requirements for Registration of Transfer Stations Under 30 TAC 330.9(e)

Materials Recovery

To qualify for a registration under 30 TAC 330.9(e), the owner or operator of a MSW transfer station that includes a materials recovery operation must:

- Recover 10 percent or more by weight or weight equivalent of the incoming waste stream for reuse or recycling;
- Ensure that the incoming waste stream has already been reduced by at least 10 percent through a source-separation recycling program; or
- Operate one or more source-separation recycling programs in the county where the transfer station is located. The source-separation recycling programs must manage recyclable materials equal to 10 percent or more by weight or weight equivalent of the total incoming waste stream to all transfer facilities to which credit is being applied.

The owner or operator of the transfer station must demonstrate in the registration application the method for achieving 10 percent recovery for reuse or recycling and submit an annual recycling report summarizing the recycling activities and percent of solid waste that was recycled.

Distance to a Landfill

Any nonrecyclable waste remaining at the transfer station must be transferred to a landfill not more than 50 miles from the transfer station.

Other Requirements

Operations

A transfer station must comply with operational standards detailed in 30 TAC Chapter 330, Subchapter E for MSW storage and processing units.

Recordkeeping

The owner or operator must record and retain in the operating record the information required by 30 TAC 330.219, to justify on a quarterly basis that the recovery for reuse or recycling of at least 10 percent of material from the waste stream is achieved. Information from these records must be submitted in an annual recycling report to TCEQ, due by March 1st each year.

All information contained in the operating record must be made available at all reasonable times for inspection.

Examples of Records

The owner or operator of a facility must maintain records to justify on a quarterly basis that the recovery for reuse or recycling of at least 10% of material from the waste stream is achieved. Examples of records:

- Records showing the total amount of waste incoming to the transfer station
- Records showing the total amount of waste transferred from the transfer station to a disposal facility
- Records showing the amount of incoming waste that had previously been reduced by at least 10% through source-separation recycling programs operated within the service area of the transfer station
- Records from operators of source-separation recycling programs within the service area of the transfer station showing the amount of material recovered from that waste stream for reuse or recycling
- Records from operators of source-separation recycling programs within the service area of the transfer station showing the types and amounts of recovered materials transferred to recycling companies or end users of the material
- Records of business accounts, ledger entries, and similar records

Reporting

Annual Recycling Report for Calendar Year

The owner or operator is required by 30 TAC 330.219(b)(9) to submit an annual report to the executive director by March 1st, summarizing the recycling activities and percent of incoming solid waste that was recycled during the past calendar year.

Annual Waste Processing Report for Fiscal Year

All registered or permitted facility operators are required by 30 TAC 330.671(b)(3) to submit [annual waste processing reports](#)² to the executive director covering:

- The types and amounts of waste processed or disposed of at a facility or process location;
- The amount of processing or disposal capacity; and

² www.tceq.texas.gov/goto/mswreporting

- Other information necessary to track the amount of waste generated and disposed of, recovered, or recycled.

Waste processing and disposal reports are by fiscal year.

How to Prepare an Application for Registration Under 30 TAC 330.9(e)

Applicants seeking a registration must prepare and submit a registration application following the procedures in 30 TAC Chapter 330, Subchapter B.

In addition to the information required for all transfer facilities, an application for a transfer station registration under 30 TAC 330.9(e) must include the information described in the following sections. The information should be included in the facility Site Operating Plan (SOP) or placed in a recycling plan as an attachment to the SOP.

Operations That Recover Materials at the Transfer Station

Additional information to include in an application for an operation that recovers materials at the transfer station:

- Description of the materials the facility intends to recover from the incoming waste stream, and the estimated percentage of those materials in the incoming waste stream;
- Design features, equipment, and processes that will be employed to recover targeted materials;
- Procedures for measuring the types and amounts of materials recovered; and
- Records to be kept to document that at least 10 percent of the incoming waste was recovered and that the recovered materials were reused or recycled.

Operations Where Incoming Waste is Already Reduced Through Recycling Programs

Additional information to include in an application for an operation where incoming waste has already been reduced by at least 10 percent through recycling programs:

- Procedures for documenting the sources of waste that has already been reduced by at least 10 percent;
- Procedures for measuring the amount of incoming waste that has already been reduced by at least 10 percent through source-separation recycling programs within the service area of the facility;

- Procedures for measuring and documenting the types, sources, and amounts of material reused or recycled through the source-separation recycling programs within the service area of the facility; and
- Records to be kept to document that the recovered materials were reused or recycled.

Operations With Recycling Programs in the Same County

Additional information to include in an application for an operation applying recycling credit from recycling programs operated by the same owner or operator in the same county:

- Procedures for identifying and documenting the source-separation recycling programs operated by the transfer station owner or operator in the same county;
- Procedures for documenting the types and sources of materials managed for reuse or recycling by the source-separation recycling programs operated by the transfer station owner or operator in the same county;
- Procedures for measuring and documenting that the source-separation recycling programs manage a total weight or weight equivalent of recyclable materials equal to 10 percent or more of the total incoming waste stream to all transfer facilities to which the credit is being applied; and
- Records to be kept to document that the recovered materials were reused or recycled.

Contact Us

If you have questions, please contact the MSW Permits Section by telephone at 512-239-2335, by email to mswper@tceq.texas.gov.