

Additional Information Required for Form 015

The following information should be submitted to the ADEM Materials Management Section as soon as possible in order to complete and issue your Recycling Facility Registration.

- Types of materials to be stored, processed, or transferred.
- "General Description" of the plans for end-market uses of materials to be collected, stored, and processed.
- A statement that the facility is in a location zoned appropriately for its use.
- Types of site access controls to be used to prevent drop-off of unacceptable items after hours.
- A site plan map with:
 - Location of equipment
 - Buildings
 - Storage areas labeled
 - Areas for receipt and other activities labeled
 - Processing area labeled
 - Transferring area labeled
- Statement that facility is in compliance with ADEM code 335-6 permitting and all BMP's including stormwater.
- Operation Plan including:
 - Hours of operation
 - When the facility is staffed
 - If it will have a drop-off point after hours
 - Description of any methods other than site access controls to prevent drop-off of non-acceptable material
 - Listing of material types and anticipated tonnages
 - Any size or weight restrictions placed on materials
 - Written narrative description of facility operation from receipt to the point of transfer
 - Maximum amount of material to be stored
 - Description of major equipment
 - Methods used to weigh or estimate weight of materials received
 - Description of storage areas; indoor, outdoor, storage surfaces, and methods to segregate materials
- Statement that facility meets fire codes.
- Description of methods used to control vectors of concern to public health.