**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.**