



Compost Facility Program

Original Effective Date: August 4, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.041
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Maintenance Steward: Sanitarian responsible for inspecting compost facilities History: New Revised Archived

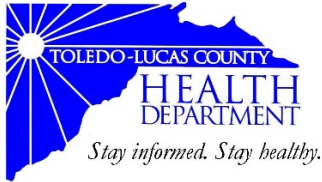
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/>  Health Commissioner	08-09-17 Date
<input checked="" type="checkbox"/>  Director of Environmental Health & Community Services	8-4-2017 Date



Compost Facility Program

I. Scope

This procedure applies to the sanitarian responsible for the solid and infectious waste program in the Environmental Health Division of the Toledo Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide the solid and infectious waste sanitarian responsible for the compost facility program with an understanding of the expectations and processes that are required to properly administer the compost facility program.

III. Background

The compost facility program, which is outlined in Ohio Revised Code Chapter 3734 and Ohio Administrative Code Chapter 3745-560, is to ensure that compost facilities are located, designed, operated, and monitored to ensure compliance with state and federal regulations.

IV. Provisions/Procedures

The Ohio Administrative Code 3745-560 outlines licensure/registration, operation and closure of compost facilities.

A. Licensing

1. License/Registration is submitted to the Ohio EPA. There is no fee for registration of a Class III or Class IV Compost Facility, and the registration does not need to be renewed.
2. Letters of Intent stating that the facility intends on establishing a compost facility must be mailed to the local health department, county commissioners, legislative authority of a municipal corporation or the board of township trustees, solid waste management district, the owner/lessee of any easement or right of way, local zoning authority, the fire department and the division of air pollution control, the division of surface water and the division of drinking and ground water of the Ohio EPA.
3. The Ohio EPA Northwest Division will contact the health department to assess the location of the compost facility to determine if the application can be approved.

4. Upon approval of the license/registration, the health department will be notified, and a copy of the registration certificate will be forwarded to the health department.

B. Inspection – The health department must inspect compost facilities at least annually.

1. Upon arrival, check in at the scale house (Unmanned compost facilities will need to have be scheduled in advance).
2. Review the paperwork. Note any violations, and discuss any issues with the onsite personnel.
3. Tour the facility. Not any issues with the landfill personnel.
4. Review any notes with the manager. Discuss any follow up.

C. Report

1. Write a report within 7 days of the inspection.
2. Make copies of the signed report and save the report as a portable document format (pdf) file.
3. Send the original report to the facility.
4. A copy of the report is placed in the appropriate file.

V. Maintenance

A. Review

1. The Compost Facility standard operating procedure is to be reviewed every five (5) years and as needed to ensure compliance with both agency and accreditation standards.
2. The Compost Facility standard operating procedure is to be reviewed if there are any changes to 3745-560 of the Administrative Code which pertains to compost facilities.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.

2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By