

## Municipal Solid Waste Landfill Program

<b>Original Effective Date:</b> August 4, 2017	<b>Review / Revision Date:</b>	<b>Environmental Health Procedure:</b> 2017.08.042
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**Maintenance Steward:** Sanitarian in the Solid and Infectious Waste Program      History:  New    Revised    Archived

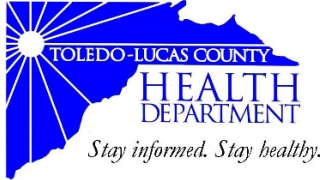
**Organizational Scope:**  
 Full Agency    Administration    Community Services    Environmental Health    Health Services

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

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

### Requisite Signatures

<input checked="" type="checkbox"/>  Health Commissioner	 Date
<input checked="" type="checkbox"/>  Director of Environmental Health & Community Services	 Date



## Municipal Solid Waste Landfill 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 municipal solid waste landfill program with an understanding of the expectations and processes that are required to properly administer the program.

### III. Background

The municipal solid waste landfill program, which is outlined in the Ohio Revised Code Chapter 3734 and the Ohio Administrative Code Chapter 3745-27, is to ensure that municipal solid waste landfills are located, designed, operated, and monitored to ensure compliance with state and federal regulations. Municipal Solid Waste Landfills have a permit to install approved by the Ohio EPA, and are licensed yearly by either the Ohio EPA or the approved health district.

### IV. Provisions/Procedures

The Ohio Revised Code Chapter 3734.05 and Ohio Administrative Code 3745-37 outlines the requirements for licensing of municipal solid waste facilities.

The Ohio Administrative Code Chapter 3745-37-08(C)(6) states that the health district inspects solid waste facilities subject to 3745-37 of the Administrative Code, with sufficient frequency to insure substantial compliance therewith, and in any event inspects each solid waste facility at least quarterly, and inspects each such new facility at least biweekly during the first three months of operation.

The Ohio Administrative Code Chapter 3745-37-27 outlines the standards for the operation of municipal solid waste facilities.

#### A. Licensing

1. Facility submits a license application on the Ohio EPA's EBiz Website. In addition, a \$100 application fee must be received by the Toledo Lucas Count Health Department by September 30<sup>th</sup> of each year.

- a. The application fee is deposited into the solid waste fund.
2. The license application is reviewed by the sanitarian within 30 days of receipt.
  - a. If there are no deficiencies in the application, a note is placed on the license until December, when the license can be approved.
  - b. If there are deficiencies, a Notice of Deficiency is written to the facility.
    - i. Once the deficiencies are corrected, a note is placed in on the license until December when the license can be approved.
3. In the month of December of each year, the license can be approved.
  - a. The application must be approved on Ebiz, which will generate a license.
  - b. An invoice is generated (on Ebiz) for the remainder of the license fee of (\$59,900).
  - c. The license is signed by the commissioner and dated.
  - d. A letter is written to the facility stating the license has been approved.
  - e. Copies and a portable document format (pdf) are made of the license and approval letter.
  - f. The letter, invoice and original license are sent to the facility.
    - i. The remainder of the license fee is due within 30 days of receipt of the letter.
  - g. The application, copy of the letter and license are placed in the file.
  - h. A copy of the license and approval letter are sent to Ohio EPA-Northwest Ohio District Office.
4. Within 30 days, the remainder of the license free is due to the health department.
  - a. The health department deposits \$2,400 into the solid waste fund.
  - b. The remainder amount of \$57,500 is submitted to the Ohio EPA within 45 days of receipt.

**B. Inspection** – According to Chapter 3745-37-08(C)(6) of the Administrative Code the health district inspects solid waste facilities with sufficient frequency at least quarterly and inspects each new solid waste facility at least bi-weekly during the first three months of operation; and

to ensure substantial compliance. Municipal Solid Waste Landfills in Lucas County are inspected monthly to ensure compliance.

1. Upon arrival, sign in at the scale house. The scale house attendant will contact the landfill personnel for the inspection.
2. Review the paperwork. Note any violations, and discuss any issues with the landfill personnel.
3. Tour the facility. Note any violations and discuss any issues with the landfill personnel.
4. Review any notes with the manager. Discuss any follow up, if required.

### **C. Report**

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

## **V. Maintenance**

### **A. Review**

1. The Municipal Solid Waste Landfills 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 Municipal Solid Waste Landfills standard operating procedure is to be reviewed if there are any changes to 3745-27 of the Ohio Administrative Code or 3734 of the Ohio Revised Code which pertains to municipal solid waste landfills.

### **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)

<b>Date of Change</b>	<b>Changes Made By</b>	<b>Changes Made/Notes</b>	<b>Approved By</b>