



Construction and Demolition Debris Landfills

Original Effective Date: August 4, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.040
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Maintenance Steward: Sanitarian working in the Solid & Infectious Waste Programs 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:

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


Requisite Signatures




 Health Commissioner



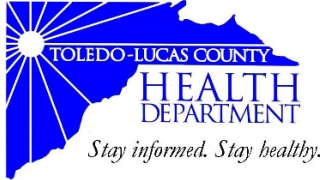
 Director of Environmental Health & Community Services



 Date



 Date



Construction and Demolition Debris Landfill Procedure

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 construction and demolition debris landfill program with an understanding of the expectations and processes that are required to properly administer the program.

III. Background

The construction and demotion debris landfill program, which is outlined in the Ohio Revised Code Chapter 3714 and the Ohio Administrative Code Chapter 3745-400, is to ensure that construction and demolition debris landfills are located, designed, operated, and monitored to ensure compliance with state and federal regulations. Construction and Demolition Landfills are licensed annually through the licensing authority (Toledo Lucas County Health Department). In addition, the Toledo Municipal Code Chapter 1713.04 requires the distribution of the license application to multiple City of Toledo Agencies.

IV. Provisions/Procedures

The Ohio Revised Code Chapter 3714 and Ohio Administrative Code 3745-37 and 3745-400 outlines the requirements for licensing of construction and demolition debris landfills.

The Ohio Administrative Code Chapter 3745-37-08(C)(5) states that the health district inspects construction and demolition debris facilities subject to Chapter 3745-400 or 3745-37 of the Administrative Code, with sufficient frequency to insure substantial compliance therewith, and in any event inspects each such construction and demolition debris facility at least quarterly, and inspects each such new construction and demolition debris facility at least bi-weekly during the first three months of operation; and

The Ohio Administrative Code Chapter 3745-400-11 outlines the standards for the operation of construction and demolition debris landfills.

A. Annual Licensing

1. Facility submits a license application on the Ohio EPA's EBiz Website. In addition, four (4) copies of the license application with tabs must be submitted to the Toledo Lucas County Health Department by September 30th of each year. No license fee is required.
 - a. If the construction and demolition debris landfill is in the City of Toledo.
 - i. Six (6) additional copies of the license application with tabs must be submitted by the facilities to the Toledo Lucas County Health Department. The six copies must be distributed to the following City of Toledo Agencies according to Toledo Municipal Code Chapter 1717.04(c):
 - 1) Fire Department
 - 2) Transportation Division
 - 3) Solid Waste Division
 - 4) Inspection (Building) Division
 - 5) Environmental Services Division
 - 6) Plan Commission
 - ii. Write a cover letter to each division for each separate facility, as soon as the application is received.
 - iii. Deliver the applications with tabs and cover letters to each of the City of Toledo divisions.
 - iv. The City of Toledo must review the application and provide comments to the Toledo Lucas County Health Department within 45 days of receipt.
 - 1) Any recommendation from the City of Toledo should be forwarded to the facility.
2. The license application including tabs with plan sheets are reviewed by the sanitarian within 30 days of receipt.
 - a. The tabs and plan sheets must be stamped, dated and signed upon review. This must be done for all 4 copies.

- b. If there are no deficiencies in the application, a note is placed on the license until December, when the license can be approved.
 - c. If there are deficiencies, a Notice of Deficiency is written to the facility.
 - i. Once the deficiency is corrected, a note is placed 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) even though there is no fee for the application or licensing of a construction and demolition debris facility.
 - c. The license is signed by the commissioner and dated.
 - d. A letter is written to the facility stating that 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, original license and a binder with tabs are sent to the facility.
 - g. A copy of the letter, the invoice, the license and the application is placed in the file. In addition, a binder with tabs is kept at the health department by the solid waste sanitarian.
 - h. A copy of the letter, license and a binder with tabs are given to the Ohio EPA and the consultant that generated the binders.

B. Exemption – According to Ohio Administrative Code 3745-400-15(D), the licensing authority may by order exempt any person disposing of construction and demolition debris that are unlikely to adversely affect the public health or safety or the environment or create a fire hazard from any provision of Chapter 3745-400 or 3745-37 of the Administrative Code or Chapter 3714 of the Revised Code.

- 1. A request in writing must be submitted to the health department.
 - a. Identifying the party making the request
 - b. Identifying the activity for which the exemption is requested

- c. Containing information regarding the reason and justification for the exemption
 - d. Containing any pertinent data or evidence regarding the request
- 2. The sanitarian reviews the request for deficiencies, and to determine if the request is unlikely to adversely affect the public health or safety or environment or create a fire hazard.
- 3. The exemption is presented to the Board of Health, Environmental Committee.
 - a. If the Environmental Committee recommends approval, the exemption is presented to the Board of Health.
 - b. If the Environmental Committee recommends disapproval, a letter from the health department must be sent to the facility outlining basis for refusal. The letter must contain a statement stating that the facility has a right to appeal the action to the Environmental Review Appeals Commission pursuant to ORC 3745.04.
- 4. A letter stating that the health department intends on approving an exemption request is sent to the Ohio EPA – Central Office Division, which is then forwarded to the Ohio EPA Northwest Division.
- 5. Once a letter is received by the health department from Ohio EPA stating that the agency has no objections to the exemption, the findings and orders are written and the resolution for the approval of the exemption is drafted.
- 6. Upon approval of the exemption by the board of health, the findings and orders are signed by the health commissioner, and the resolution is signed by the health commissioner and the board of health president.
- 7. Make a copy of the report in pdf form, the findings and orders and the resolution.
- 8. The original findings and orders are sent to the facility.
- 9. The exemption request, a copy of the findings and orders and a copy of the resolution are placed in a separate file per Ohio Administrative Code 3745-37-08(D)(12).

C. Inspection – According to Chapter 3745-37-08(D)(5) of the Administrative Code, the health district inspects construction and demolition debris facilities with sufficient frequency at least quarterly and inspects each new construction and demolition debris facility at least bi-weekly during the first three months of operation; and to ensure substantial compliance. Construction and demolition debris landfills are inspected monthly to ensure compliance.

1. Upon arrival, sign in at the scale house (if applicable).
2. Review the paperwork. Note any violations, and discuss any issues with the landfill personnel.
3. Tour the facility. Note any issues with the landfill personnel.
4. Review any notes with the manager. Discuss any follow up.

D. Report

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

V. Maintenance

A. Review

1. The Construction and Demolition Debris 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 Construction and Demolition Debris Landfills standard operating procedure is to be reviewed if there are any changes to 3745-400 of the Administrative Code or 3714 of the Ohio Revised Code which pertains to construction and demolition debris 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)

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