



**Minnesota Pollution  
Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Solid Waste Compost Facility Application Checklist

**Solid Waste Permit Program**  
Mixed Municipal Solid Waste (MSW)

*Doc Type: Permit Application*

**Purpose:** This checklist has been developed as a guide for permit application preparers and reviewers in order to assist with the submittal of a substantially complete permit application. Thoroughly review all applicable rules, statutes and guidance documents for further details and requirements. Minnesota Rules can be found at: <https://www.revisor.mn.gov/rules/>. All guidance documents can be found on the Minnesota Pollution Control Agency (MPCA) Solid Waste Publications webpage at: <http://www.pca.state.mn.us/lupg880>.

Many items listed below must be discussed in depth within the permit application submittal package. Be sure to include the most recently updated information, drawings and plans. Previously submitted documents **cannot** be referenced; all necessary documents must be included in this package. The permit application submittals should discuss all applicable MPCA Guidance Documents; include justification if the facility does not follow the guidance provided.

**Instructions for permit application preparers:** The following checklist must be completed and included with a permit application for all solid waste compost facilities. In the table below, indicate in the far left column the name and page number(s) of the document where the specified rule requirement is addressed. If the rule requirement does not apply, please indicate with "n/a" for not applicable. **The permit application will be determined to be incomplete if there are any blank spaces in this column.**

Document and page number	Minn. R. citation	MPCA use only		
		Completeness review		Comments
		Admin	Technical	
	7001.3375, item A Description of area for each stage of the composting process			
	7001.3375, item B Description of design and features of the facility, including run-off, run-on, and leachate control systems			
	7001.3375, item C Description of material(s) to be composted			
	7001.3375, item D Description of the residue's composition			
	7001.3375, item E Description of residue disposal method			
	7001.3375, item F Design of odor control system			
	7001.3375, item G Design and performance specifications			
	7001.3375, item H Description of composting method, including retention time, temperature, number of turns and air flow design			
	7001.3375, item I Operating plan and waste analysis plan			
	7001.3375, item J Description of the proposed uses for the compost			
	7035.2836, subp. 4(A) Site preparations specifications			

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		Completeness review		Comments
		Admin	Technical	
	7035.2836, subp. 4(B) Facility access plan			
	7035.2836, subp. 4(C) Surface water management			
	7035.2836, subp. 4(D) The composting, curing, and storage area liners			
	7035.2836, subp. 4(E) Leachate collection and treatment system			
	7035.2836, subp. 4(F) Residual management			
	7035.2836, subp. 4(G) Odor control design			
	7035.2836, subp. 5(A) Secured access			
	7035.2836, subp. 5(B) Personnel training program			
	7035.2836, subp. 5(C) Designated delivery area			
	7035.2836, subp. 5(D) Recyclable materials management			
	7035.2836, subp. 5(E) Residuals management			
	7035.2836, subp. 5(F) Leachate management			
	7035.2836, subp. 5(G) Odor control			
	7035.2836, subp. 5(H) Wind control			
	7035.2836, subp. 5(I) PFRP method			
	7035.2836, subp. 5(J)(1) Testing plan for compost maturity			
	7035.2836, subp. 5(J)(2) Metals analysis			
	7035.2836, subp. 5(J)(3) Percent inert material analysis			
	7035.2836, subp. 5(J)(4) Testing plan for pH, moisture content, particle size, NPK ratio, and soluble salt content			
	7035.2836, subp. 5(J)(5)(a) Training and experience of person collecting samples			
	7035.2836, subp. 5(J)(5)(b) Equipment used to collect, process and store samples			
	7035.2836, subp. 5(J)(5)(c) Equipment cleaning procedures			

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		Completeness review		Comments
		Admin	Technical	
	7035.2836, subp. 5(J)(5)(d) Sample collection locations			
	7035.2836, subp. 5(J)(5)(e) Grab sample procedures			
	7035.2836, subp. 5(J)(5)(f) Composite sample procedures			
	7035.2836, subp. 5(J)(5)(g) Chain-of-custody and storage procedures			
	7035.2836, subp. 5(J)(5)(h) Sampling QA/QC			
	7035.2836, subp. 6 Compost classification and description of how results will determine distribution			
	7035.2836, subp. 7(A) Registration with MN Department of Agriculture			
	7035.2836, subp. 7(B) Allowable end uses			
	7035.2836, subp. 7(C) Compost distribution			