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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Request to compost petroleum-contaminated soil  Petroleum Remediation Program  Guidance document 3-19  Doc Type: Environmental Development/Guidance |

This form is to be submitted to the Minnesota Pollution Control Agency (MPCA) after specific soil contamination information is known and a compost site has been selected. This form may be submitted at the same time as the [Application for the construction and operation of a petroleum-contaminated soil compost site](https://www.pca.state.mn.us/sites/default/files/c-prp3-18.docx).

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| Compost site ID: | CS | 000 | Leak site or other site ID: | LS00 |  |

1. Background

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| **Compost site owner** | | | | | | | | |
| Individual or corporate name: | | | |  | | | | |
| Mailing address: | | |  | | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email address: | |  | | | | | Phone number: |  |

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| **Compost site operator** | | | | | | | | |
| Individual or corporate name: | | | |  | | | | |
| Mailing address: | | |  | | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email address: | |  | | | | | Phone number: |  |

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| **Responsible party information for soil batch** | | | | | | | | |
| Individual or corporate name: | | | |  | | | | |
| Mailing address: | | |  | | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email address: | |  | | | | | Phone number: |  |

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| **Person completing application** | | | | | | | | |
| Individual or corporate name: | | | |  | | | | |
| Mailing address: | | |  | | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email address: | |  | | | | | Phone number: |  |

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| **Location of compost site** | | | | | | | | | | | | | | | | | |
| Site address (if available): | | |  | | | | | | | | | | | | | | |
| City: |  | | | | State: | |  | | Zip code: | | | |  | | | | |
| Legal description: | |  | ¼ of |  | | ¼ of Section: | |  | | | Township: |  | | N | Range: |  | W |
| Township name: | |  | | | | | | | | County: | |  | | | | | |

1. Soil batch description(s) and storage information

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| **Double click checkboxes to select *Checked* and then select *OK*.** | |
| A. | List all the PCS that has been composted or has already been approved for composting at this site. The location of each compost pile must be represented on [Section VI: Figure 1](#VI). |

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| **Leak site number(s)** | **Cubic yards (c/y)** | | **Date piled (mm/dd/yyyy)** |
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| Total volume: |  | c/y | |

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| B. | Soil volume of proposed batch to be composted: |  | c/y |

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| C. | Leak site property | Compost site | Not yet excavated | Other (specify): |  |

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| D. | Utilize an impervious cover over a stockpile to prevent erosion and contaminated runoff while the compost pile is being completed. Describe the stockpile run-off controls implemented, and include them on [Section VI: Figure 1](#VI): |
|  |  |

1. **Petroleum-contaminated soil sampling results**

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| **Double click checkboxes to select *Checked* and then select *OK*.** | | | |
| PCS must be collected and analyzed in accordance with MPCA guidance document [Soil sample collection and analysis procedures](https://www.pca.state.mn.us/sites/default/files/c-prp4-04.pdf). | | | |
| Type(s) of petroleum product released: | | | | |
| Gasoline, unleaded | | Diesel | Unused mineral oil or spirits | Jet fuel |
| Gasoline, leaded | | Fuel oil | Used oil (motor oil, hydraulic fluid, mineral oil) | Aviation gas |
| Ethanol-blended fuel | | Kerosene | Unused hydraulic fluid & motor oil | Unknown/other |

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| Parameters sampled for: | | | | | | |
| Volatile organic compounds (VOCs) | | Gasoline range organics (GRO) | | Lead | Polychlorinated biphenyls (PCBs) | |
| Petroleum VOCs (PVOCs) | Diesel range organics (DRO) | | Resource Conservation and Recovery Act (RCRA) metals | | | Polycyclic aromatic hydrocarbons (PAHs) |

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| Provide analytical results for the PCS that is to be composted. Attach laboratory reports as [Section VIII: Appendix A:](#VIII) |

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| **Sample ID** | **Sample date** | **GRO** | **DRO** | **Benzene** | **Toluene** | **Ethyl-benzene** | **Xylenes** | **Lead** |
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| Report results in milligrams per kilogram (mg/kg). Use less than symbols to show the report level.  If additional compounds are detected, modify this table and/or attach an additional table as [Section VII: Appendix B](#VII). |

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| Average GRO: |  | mg/kg | Average DRO: |  | mg/kg |

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| Do average GRO or DRO results from the excavated soil exceed 20,000 mg/kg?  Yes  No | |
| If no, bulking agents or fertilizer are not needed. | |
| If yes, add additional bulking agents and nitrogen rich fertilizer to the compost pile as necessary to decrease the petroleum concentration. | |
| Estimated ratio of soil to bulking agent and/or nutrients: |  |
| Explain the procedure that will be used for the mixing bulking agent and/or nutrients: | |
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1. Acknowledgement of operational requirements

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| **Double click checkboxes to select *Checked* and then select *OK*.** | |
| Confirm that you understand the following: | |
|  | Notify the MPCA compost coordinator via email (see [Section IX](#IX)) within 10 days of the compost pile being completed. Include a schematic cross section of the compost pile with this request form, as [Section VI: Figure 3](#VI). |
|  | If after receiving approval from the MPCA to accept a batch of soil for composting, the Permittee discovers that the amount of soil received is greater than 110% of the amount approved, contact the MPCA and submit a revised application to the MPCA compost coordinator. |
|  | During the construction of the compost pile, remove rocks larger than four inches in diameter, and also debris, including pieces of plastic, bricks, metal, and wood from the PCS. Dispose of waste material (i.e., material other than natural rock or untreated/unpainted wood) removed from the PCS in a permitted landfill or by processing or recycling or another approved method allowed by state or local rules. |
|  | Do not combine PCS originating from different leak sites or other petroleum release sites. Individual compost piles must be separated by at least five feet to prevent mixing of different batches of PCS. |
|  | Monitoring, reporting, and record keeping for each compost pile is a requirement of the site permit. |

1. Notification of county and local governments

Prior to or concurrent to submittal of this form to the MPCA, submit a copy to the appropriate county and local officials and be able to attach a copy of certified mail receipts to the MPCA as [Section VII: Appendix C](#VII). Please provide the names and addresses of the officials notified with this application below.

The applicant is responsible for obtaining all the necessary county and local approvals. Approval to compost a batch of PCS does not release the applicant from the duty to comply with applicable county and local regulations.

County official

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual name: | | | |  | | | | |
| Title: | |  | | | | | | |
| Mailing address: | | | |  | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email: | | |  | | | | Phone: |  |

City, Township or Tribal government official

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual name: | | | |  | | | | |
| Title: | |  | | | | | | |
| Mailing address: | | | |  | | | | |
| City: |  | | | | State: |  | Zip code: |  |
| Email: | | |  | | | | Phone: |  |

1. Figures

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| All figures must include a north arrow, scale, and legend. Approximate scales are not acceptable. Attach all required figures in the following order. Indicate figures included in this report by marking the check box.  **Double click checkboxes to select *Checked* and then select *OK*.** | |
|  | Figure 1: Site map (scale: 1 inch = 50 feet), including: |
|  | 1. Borders compost site; 2. Proposed plot for this batch of soil (label dimensions in feet If there is any slope greater than two percent within 500 feet, provide a cross sectional map of the area within 500 feet); 3. All other plots previously used for composting (indicate leak number). |
|  | Figure 2: If applicable, figure of the leak site with the soil boring locations, depths, and soil analytical data if the soil batch analytical data obtained from leak site soil boring data rather than stockpile sampling. |
|  | Figure 3: A schematic drawing, including cross section of the compost system, which includes: |
|  | * Perforated pipe spacing, if used. * Compost pile dimensions * Poly thickness (at least 40 mil) |

1. Appendices

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| Attach all required or applicable appendices in the following order. Indicate appendices included in this report by marking the check box. All reproduced data must be legible.  **Double click checkboxes to select *Checked* and then select *OK*.** | | |
|  | *Appendix A* | Copies of laboratory reports and chain of custody forms |
|  | *Appendix B* | PCS results table |
|  | *Appendix C* | Certified mail receipts |

1. Certification

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| Under [Minn. R. 7000.0300](https://www.revisor.mn.gov/rules/7000.0300/), I certify under penalty of law that I am familiar with this document and all attachments submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information I believe the submitted information is true, accurate and complete, or I may be subject to civil penalties. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature: | |  | |  | Signature: | |  | |
|  | | *(This document has been electronically signed.)* | |  |  | | *(This document has been electronically signed.)* | |
| Title: | Compost site owner | | |  | Title: | Compost site operator | | |
| Date (mm/dd/yyyy): | | |  |  | Date (mm/dd/yyyy): | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature: | |  | |  |  | |  | |
|  | | *(This document has been electronically signed.)* | |  |  | |  | |
| Title: | Individual completing application. | | |  |  |  | | |
| Date (mm/dd/yyyy): | | |  |  |  | | |  |

1. Submission of form

Submit the completed form and all attachments to the Petroleum Remediation Program via [MN.SoilTreatment.MPCA@state.mn.us](mailto:MN.SoilTreatment.MPCA@state.mn.us).