Yard Waste Compost Facility PBR Notification

Completing the e-Services Notification

Minnesota rules allow certain types of solid waste facilities to get to a solid waste management facility permit without applying for it. A subpart of this rule states that an owner or operator of a yard waste compost facility that receives yard waste only and meets certain requirements can submit a notification form to the commissioner instead of applying for a permit. Successfully submitting an application through this e-Service fulfills that requirement.

You can learn more about these rules of the Office of the Revisor’s website https://www.revisor.mn.gov/rules/?id=7001.3050.

Creating a Yard Waste Permit by Rule

1. Log in to your e-Services account.

2. From the My Workspace tab, click Yard Waste Permit By Rule.

Note: you do not need to select a facility.

Location Screen:

Figure 1. Location screen
1. You will need to complete the following fields:
   A. Facility Name
   B. Address (including street, city, county, and zip code)
   C. Latitude and Longitude
      i. Use the Map tool to find your facility on a map. By clicking on the location, the tool will populate the longitude and latitude fields.
      ii. You will need to select the Reference Point. For yard waste site, please select the center of your yard waste composting activity area.

2. Click **Continue**.

**USPS Address Validation Screen:**
1. The e-Services will search for possible USPS address match for the facility address you entered. You can select to use the possible match or continue with the exact address as you entered it.

2. Click **Continue**.

**Other Site Information Screen:**

![Other site information screen]

1. You will need to complete the following fields:
   A. Facility Size (in acres)
      i. This is the size of the compost activity area only
   B. Current Land Use
      i. This is a dropdown list with the following options:
         1. Agricultural
         2. Commercial
         3. Educational
         4. Industrial
         5. Other
         6. Recreational
         7. Residential
C. Is the proposed facility located: (these are yes or no questions)
   i. Within wetland areas as defined in Minn. R. 7035.033, subp. 119?
   ii. Within a shoreland or wild and scenic river land-use district governed by Minn. R. chs. 6105 and 6120?
   iii. Within a location where emissions of air pollutants would violate the ambient air quality standards in Minn. R. chs. 7005, 7007, 7009, 7011, 7017, 7019, 7028, and parts 7023.0100 to 7023.0120?

D. Does, or will, the facility include any other type of waste management?
   i. This is a dropdown list with the following options:
      1. Composting
      2. Incineration
      3. Land Disposal
      4. Processing
      5. Recycling
      6. Storage
      7. Transfer
   ii. You can select more than one waste management type by holding the Control key while you click all of the waste management types that apply.

E. Is the facility adjacent to any other types of solid or hazardous waste management facility?
   i. This is a dropdown list with the following options:
      1. Composting
      2. Incineration
      3. Land Disposal
      4. Processing
      5. Recycling
      6. Storage
      7. Transfer
   ii. You can select more than one waste management type by holding the Control key while you click all of the waste management types that apply.
   ii. If you selected, yes, you must provide the name of the adjacent facility.

2. Click Continue.

Operational Information Screen:

![Figure 3. Operational information screen](image-url)
1. You will need to complete the following fields:
   A. Operational Start Date (dd/mm/yyyy)
   B. Annual Facility Capacity (in cubic yards)
   C. Daily Facility Capacity (in cubic yards)
   D. Waste Type and Management Method table
      i. You must complete at least one row, but can complete as many as you need based on all of the waste types received and how they are managed. You can have multiple management methods for one waste type. For example: Wood can be chipped on site, burned on site, and composted. This would be three rows with 'Wood' as the waste type and the three different management methods.
      ii. Waste Type is a dropdown list with several waste types. Many will not apply to yard waste compost sites. You should only select the following for yard waste composting:
          1. Brush
          2. Wood
          3. Wood Chips
          4. Yard Waste
      iii. Management Method is a dropdown list specific to composting. You can select from:
          1. Burned on site
          2. Chipped on site
          3. Compost
          4. Rejected
          5. Transferred
          6. Unprocessed
   E. Finished Product Type and Finished Product End Use table
      i. You must complete at least one row, but can complete as many as you need based on all of the finished products and how they are distributed. You can have multiple end uses for one finished product type.
      ii. Finished Product Type is a dropdown list with the following options:
          1. Class I Compost (does not apply to yard waste)
          2. Class II Compost (does not apply to yard waste)
          3. Fuel
          4. Mulch
          5. Yard Waste Compost
      iii. Finished Product End Use is a dropdown list with the following options:
          1. Bagged for Resale
          2. Bulk Resale
          3. Community Projects
          4. Free to Residents
          5. Fuel
          6. Land Applied
      iv. Method to Evaluate Inert Materials Content is a dropdown list with the following options:
          1. Lab Analysis
          2. On-Site Analysis
          3. On-Site Inspection
          4. Other (You must provide additional explanation if this is selected.)

5. Click **Continue**.
Contacts Screen:

1. Each facility must have contact information for the Land Owner, Owner, Operator, and Solid Waste Annual Report Contact. This may be four different people or one person could serve as all the contacts. The following information must be completed for all four contact types.
   
   A. First Name
   B. Last Name
   C. E-mail address, and confirmation
   D. Organization
   E. Address (including street, city, county, and zip code)
   F. At least one telephone number

2. You can use the Save to My Favorite Contacts for people you will use multiple times. You can also use the dropdown list to select a previously entered person and copy their information. For example if the Land Owner is also the Operator you only need to enter the information for the Land Owner. On the Operator tab, you can select the Land Owner from the dropdown list to auto populate the Operator information with what you entered for the Land Owner.

3. After completing each tab you can use the Previous or Next button to navigate between tabs or simply click on the tab you want to go to.

4. Click Continue.

Prevention Opportunities Screen:

This screen is optional but MPCA staff would appreciate the information provided.

1. Have you implemented any prevention activities in the past year? This is a yes or no question. If you select yes, you will be asked, "How did you do it?" You can select from the following:
   
   A. Changes in Inventory Control
B. Energy Conservation/Renewable Energy  
C. Equipment Modifications  
D. Green Building Practices  
E. Green Infrastructure and Sustainable Development  
F. Improved Operating Practices  
G. Other  

2. Would you like to be contacted to discuss prevention opportunities? This is a yes or no question.  
3. Click Continue.  

Attachments Screen:  
Yard waste composting facilities must include two separate attachments with this e-Services Notification. The e-Services can accommodate the following file formats: .pdf, .doc, .docx, .bmp, .jpg, and .jpeg  

1. County Acknowledgement. This is a separate from that must be completed by the facility and signed by the county solid waste administrator. This form can be found on the MPCA’s solid waste permits and forms webpage at http://www.pca.state.mn.us/wfhv8ab.  
2. Site Map. A detailed site map must be included. An aerial image specifying each separate yard waste compost activities and storage areas is recommended.  
3. Click Continue.  

Certification Screen:  
1. The e-Services notification must be certified by an authorized representative.  
   A. If you have reached this screen and you are not authorized to certify and submit the notification, you can share this service with other users.  
   B. To Share:  
      i. Click on the My Workspace tab  
      ii. In the My Services – In Progress, you should see the notification you started  
      iii. Click the Share button for that service  
      iv. Enter the User ID for the person you wish to share with  
         1. The other person will have set up an e-Services account prior to you sharing  
            Search the system for that User ID  
            Grant Access to the person you wish to share with  
            v. In the My Services – In Progress, you will see it is pending their acceptance  
            vi. The person you shared with will now see your notification in their My Services – In Progress section when they log in.  
   C. If you are authorized:  
      i. Select the icon in the Sign Electronically column  
      ii. Complete the Challenge/Response Question  
      iii. Enter your Electronic Signature PIN  
2. To submit the notification to the MPCA, simply click Continue after you have completed the certification.