

April 2026

Online Services – Solid Waste Permit-by-rule (PBR) notification guidance

Step-by-step instructions for submitting a PBR notification.

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This report is available in alternative formats upon request, and online at www.pca.state.mn.us.

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Contents

- Introduction 1
- Setting up an Account: 1
- Profile 3
 - Set Up My Challenge Questions..... 4
- My Online Services..... 5
- Adding “Solid Waste Permitting & Approvals” Online Service..... 5
- Add a facility..... 7
 - Roles/Access Level 9
 - Create a Facility 10
 - Signatory Registration 13
- Submittal 15
 - Entering the Online Service..... 15
 - Permit Application Selection 16
 - Submittal Readiness 18
 - Facility Name and Address 20
 - Location..... 21
 - Contacts 24
 - Prevention Opportunities 26
 - Environmental Review 27
 - Waste Activity Screens 27
 - Attachments 44
 - Summary 45
 - Certification..... 45
- Appendix A: Waste Type(s) Accepted 50
- Appendix B: FAQ..... 53

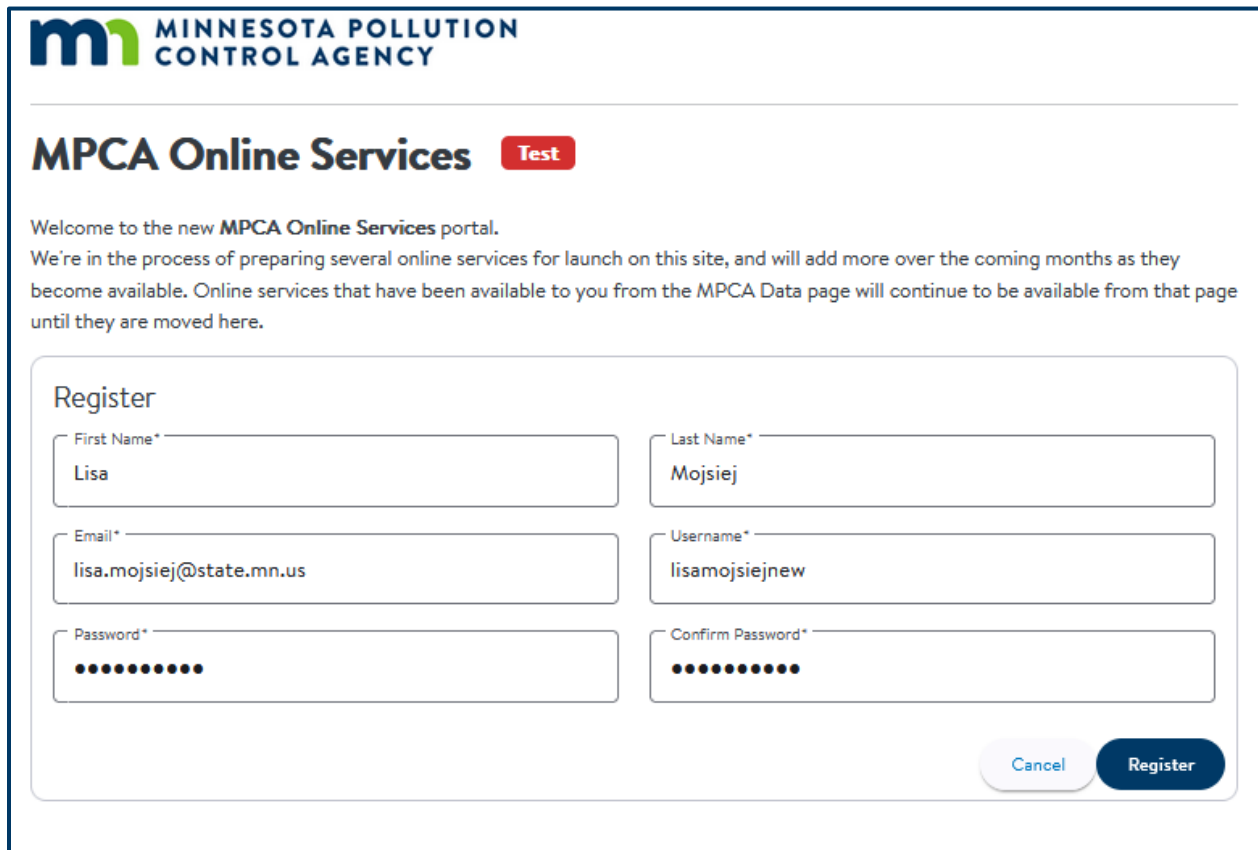
Introduction

This service is designed to replace the current paper application forms for solid waste permits and approvals. This includes individual permits, permit-by-rules, notices of coverage under the general permit, case-specific beneficial use determinations, and demonstration/research projects. This is the first of several releases. Future releases will enhance these services and add more services, such as reporting, planning, and notifications.

This document is specific to the Permit-by-rule (PBR) services.

Setting up an Account:


1. Login to the MPCA Online Services portal.
 - <https://webapp.pca.state.mn.us/services/login>.
2. Create an account if it's the first time using the online service portal for MPCA services (e.g., feedlot permitting, environmental data submittal, etc.). An electronic signature will also be created, which is needed for signing and certifying a submittal.
 - Instructions for setting up an account and navigating the portal can be found in [MPCA online services general portal guide \(p-gen1-23\)](#).
 - **If New Account:** Once successfully logged in, add information to the profile and add contacts using the "Profile" and "My Contacts" tabs. More details for these tabs are provided in this guide.



The screenshot shows the MPCA Online Services registration page. At the top left is the MPCA logo with the text "MINNESOTA POLLUTION CONTROL AGENCY". Below the logo is the heading "MPCA Online Services" with a red "Test" button next to it. A welcome message states: "Welcome to the new MPCA Online Services portal. We're in the process of preparing several online services for launch on this site, and will add more over the coming months as they become available. Online services that have been available to you from the MPCA Data page will continue to be available from that page until they are moved here." Below the message is a "Register" form with the following fields: "First Name*" (containing "Lisa"), "Last Name*" (containing "Mojsiej"), "Email*" (containing "lisa.mojsiej@state.mn.us"), "Username*" (containing "lisamojsiejnew"), "Password*" (masked with dots), and "Confirm Password*" (masked with dots). At the bottom right of the form are "Cancel" and "Register" buttons.

Once registered, the MPCA will send an email to the email address provided. The email will contain a link to finish creating the account.

TEST: MPCA Online Services - Account Creation

 MPCA.OnlineServices@state.mn.us
To ● Mojsiej, Lisa (MPCA)

☺ Reply Reply All Forward 📧 ⋮

Thu 9/18/2025 9:02 AM

In the test database:

Hello,

Thanks for creating an account with MPCA Online Services.

Username: lisamojsiejnew
Email address: lisa.mojsiej@state.mn.us

Please click this link to finish creating your account: <https://webapp-test.pca.state.mn.us/services/verify/3F14635561C23985E063853A600A92A6SMAF4MRJRW2X7CUCYME83>

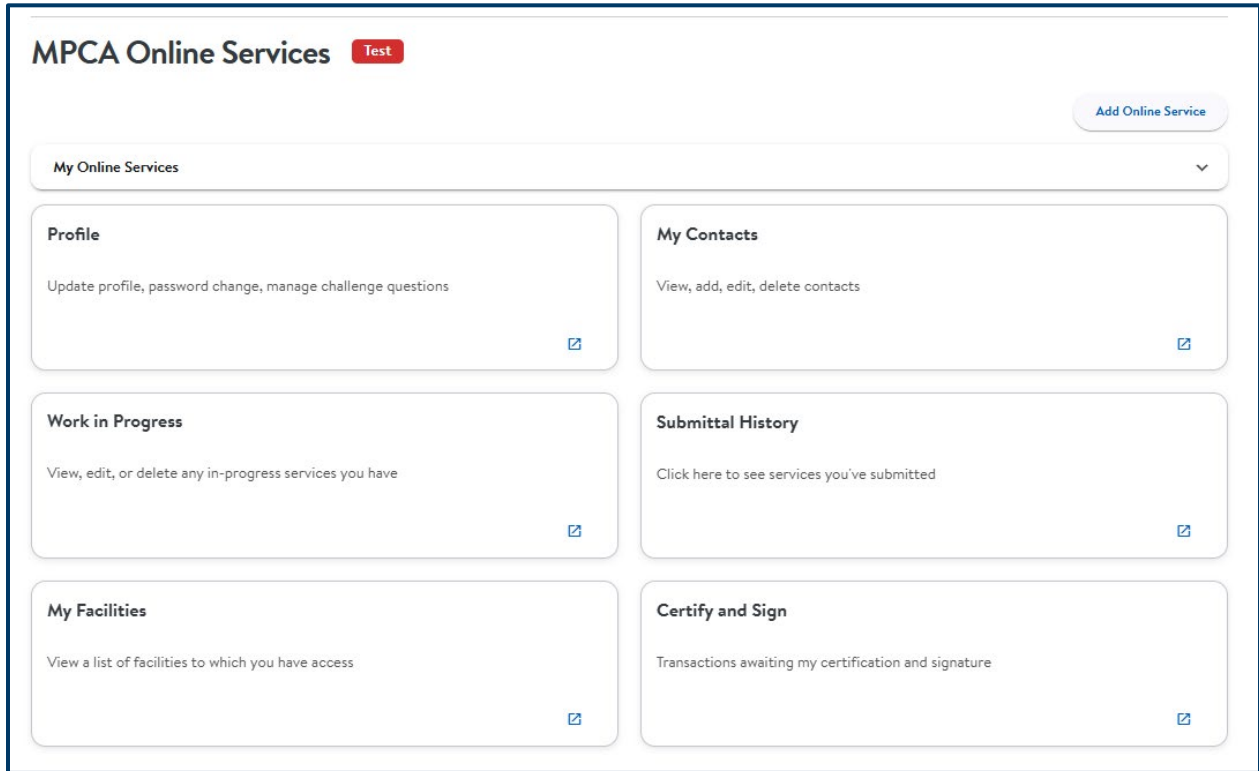
This link will expire in 24 hours. If you did not make this request, do not click the above link.

If you have questions, please contact us at 651-757-2728, 844-828-0942, or onlineservices.pca@state.mn.us

Thank you,
MPCA Online Services administrators

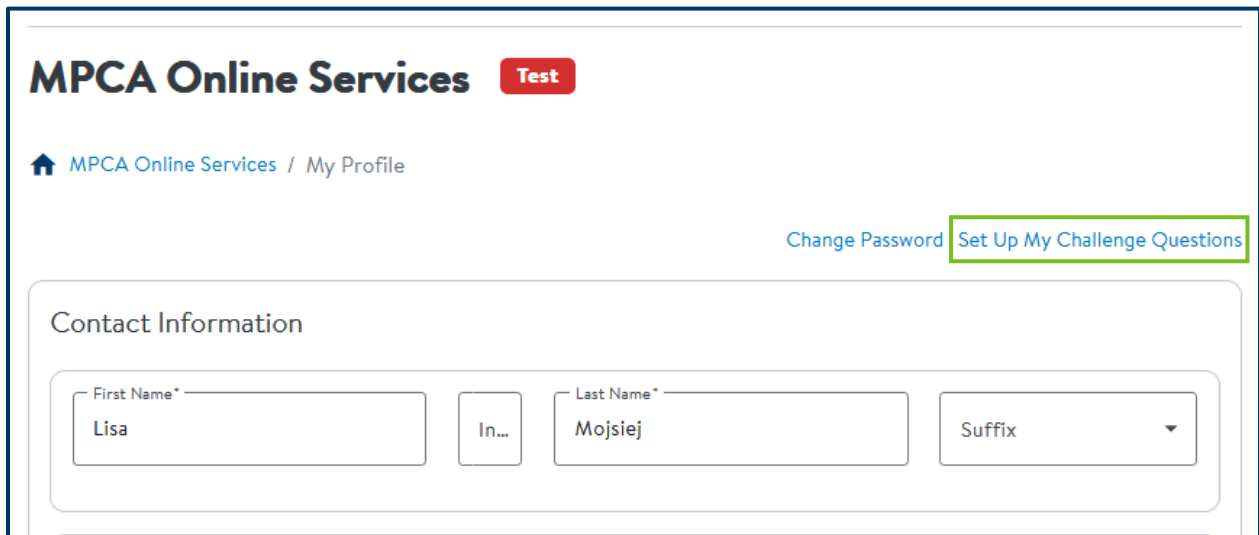
Clicking the link will open the login screen for the Online Services webpage. Enter the username and password that were recently created to enter the Online Services. Once logged in, the Home Screen will appear.

The Home Screen has many tools and features to help manage solid waste facilities.



Profile

In order to complete any solid waste permitting or approval submittal, an electronic signature is required. For PBR activities, one **Landowner, Activity Owner, or Operator** needs to set up challenge questions to authenticate the electronic signature. This is done on the Profile Page. Click the link to “**Set Up My Challenge Questions**”.



Set Up My Challenge Questions

Select a question from the available list of challenge questions and enter the answers. These will be used for authentication when using an electronic signature on submittals.

MPCA Online Services Test

[MPCA Online Services](#) / [My profile](#) / [Set Up My Challenge Questions](#)

Set Up My Challenge Questions

From this screen you can select new challenge questions or change the answer to one or more of your existing challenge questions.

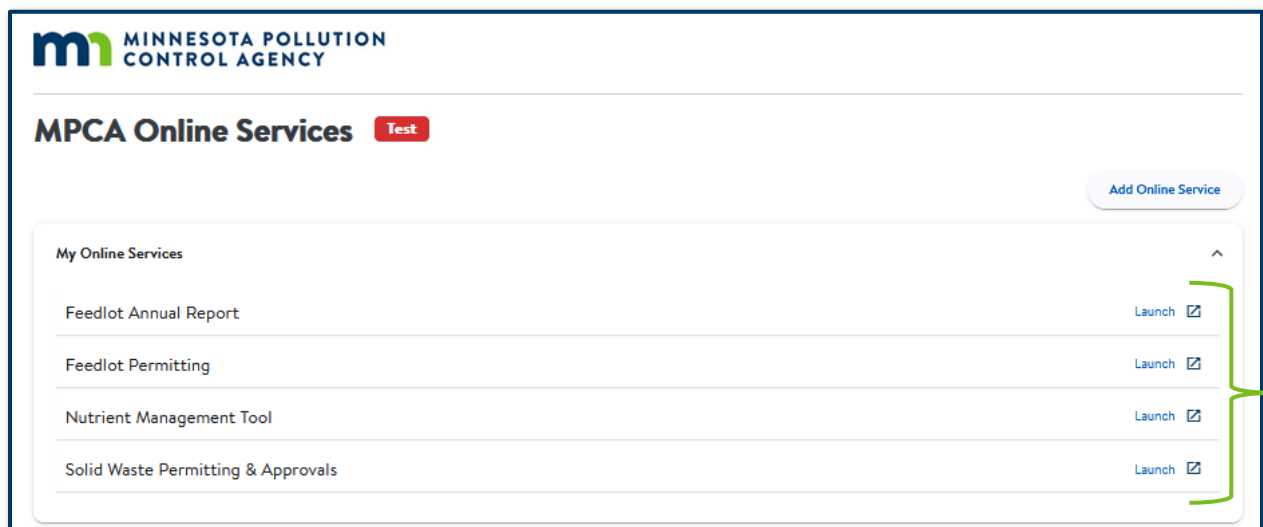
Question 1*	Enter your answer here
Question 2*	Enter your answer here
Question 3*	Enter your answer here
Question 4*	Enter your answer here
Question 5*	Enter your answer here

[Cancel](#) [Set Up my challenge questions](#)

Once complete, the “Set Up my challenge questions” button on the bottom will be activated. Click this button to save the questions and answers. Once saved, the service reopens the “My Profile” page and will display “Challenge questions update successful” at the top of the page. Additional changes to the “My Profile” page may be made if necessary. Click on the “Save Changes” button in the lower right section of the page to save any updates. Click on the “MPCA Online Services” link in the upper left section of the page to navigate back to the Home Page.

My Online Services

If an online services account exists with access established for certain services, those services will appear under “My Online Services”. These services may be opened by clicking the “Launch” button.

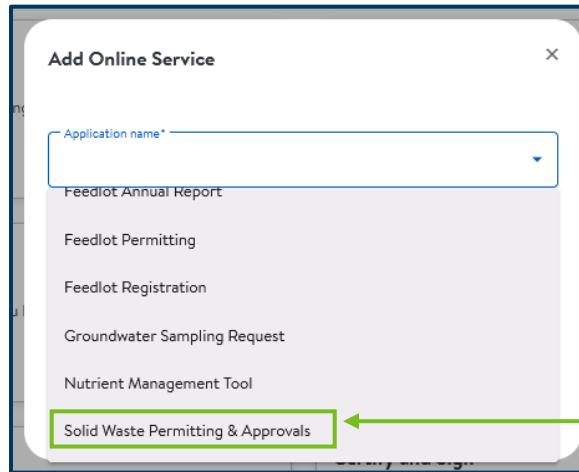


Adding “Solid Waste Permitting & Approvals” Online Service

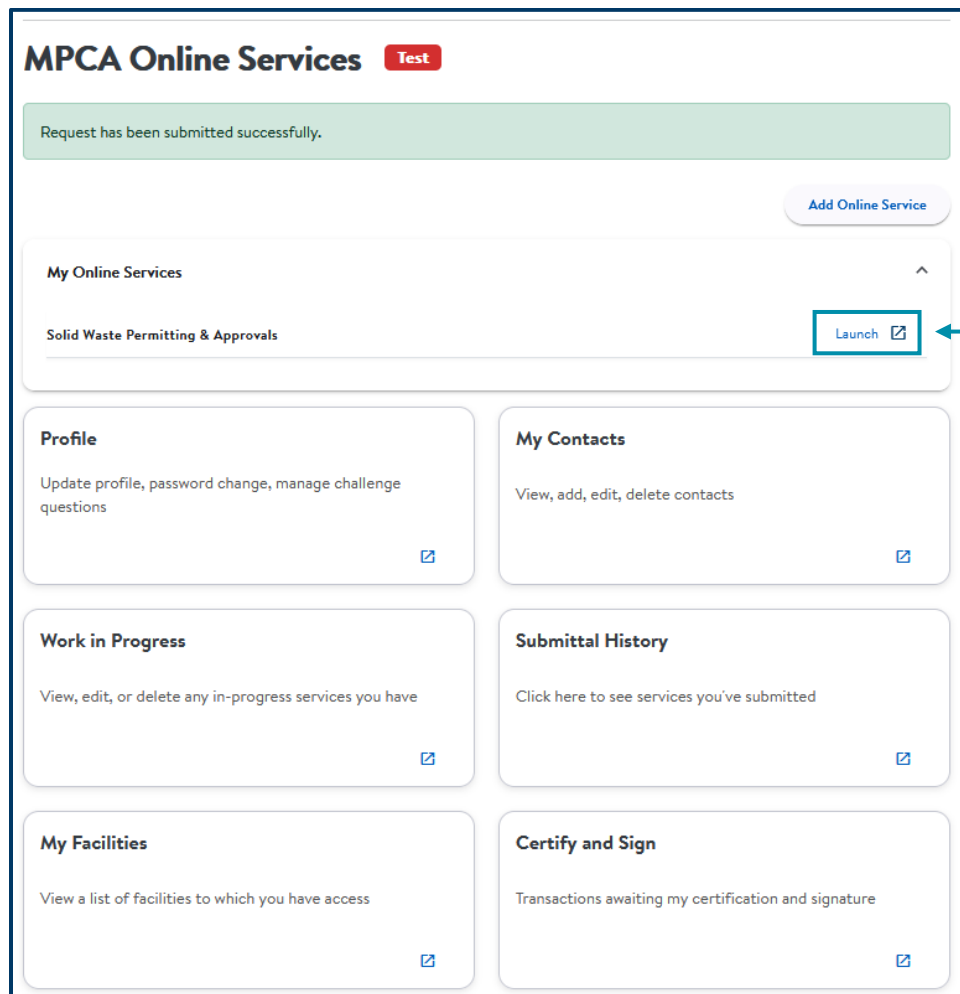
If Solid Waste Permitting & Approvals does not appear in the “My Online Services” list, or this is the first time entering the service, add the Solid Waste Permitting & Approvals service using the “Add Online Services” button in the upper right corner of the page. Other online services, such as Environmental Data Submittal, may also be added this way. **This step must be completed before creating a new facility or requesting access to an existing facility.**



For PBR activities, select “**Solid Waste Permitting & Approvals**” services from the drop-down list. Then, click submit.



Now back on the Home Page, the “Solid Waste Permitting & Approvals” should appear in the “My Online Services” section. Click on the “**Launch**” link to enter the Solid Waste Permitting & Approvals service.



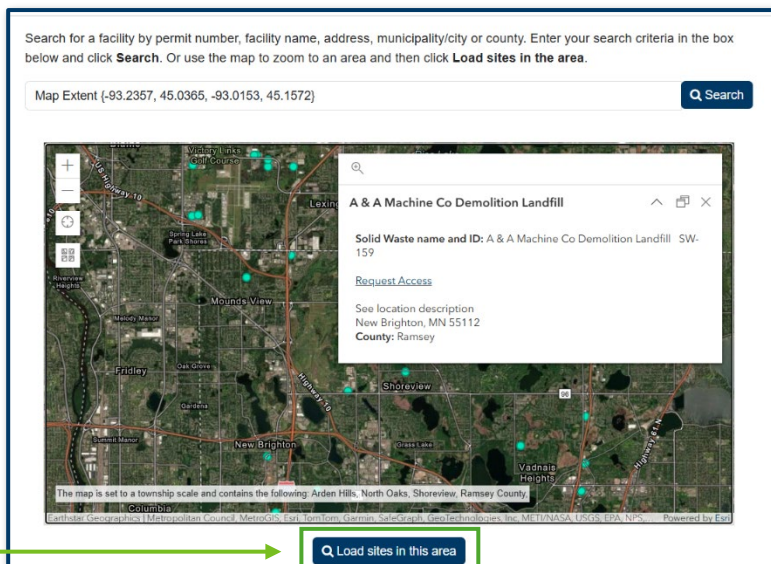
Add a facility

Once in the Solid Waste Permitting & Approvals service, the first step is to find the desired facility. The search tool allows searching via text or the maptool. **Before a new facility can be created** in the service, a search must first be done to ensure the facility doesn't already exist.

If searching by text, enter any portion of the facility's name or PBR number, and the search will show the results based on what has been entered. Text searches can also be done by using the city or county, and the search will return all the solid waste facilities located within that city or county.



If searching using the maptool feature, zoom into the area where the facility is located and click the **“load sites in this area”** button below the map. The search tool will then display all the solid waste facilities located in that area. The results will appear as both dots on the map and a list below the map.



Name	ID
A & A Machine Co Demolition Landfill	1792
Arden Hills Yard Waste Site PBR	103061
BFI of MN North Transfer Station	1799
Dem-Con Blaine	59526
Gondek Demolition Landfill	1552
Lisa's Transfer Station	261903
Minnesota Mulch & Soil - White Bear Lake Site	135297
Pioneer Industries International	259917
Ramsey County Highways	228294
Ramsey County Mounds View Yard Waste Site OM-PBR	125025
Ramsey Cty White Bear Twp Yard Waste Site OM-PBR	103057

If the desired facility is not appearing, a new facility may be created. Below the search results, click on the “New Facility” button.

The map is set to a township scale and contains the following: Chanhassen, Chaska, Jackson Township, Carver County, Scott County.
Earthstar Geographics | Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom, Garmin, SafeGraph, G... Powered by Esri

[Q Load sites in this area](#)

Search results:

Count **7** [Q New Search](#)

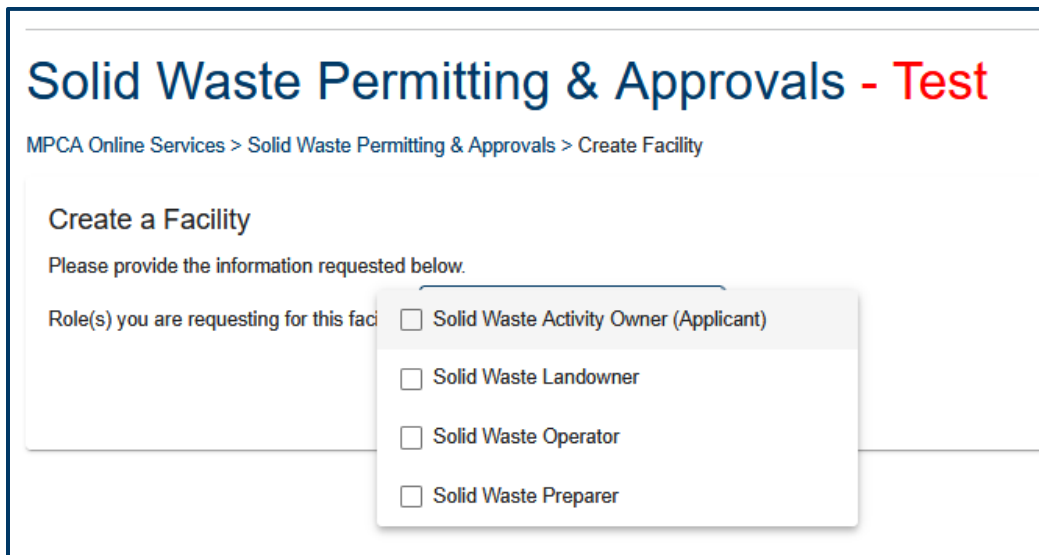
Name	ID
Carver County Environmental Center PBR	96051
Carver County/SET SSOM Compost Facility - UMN Arboretum	37893
Dem-Con Companies	121041
Dem-Con Landfill LLC	128616
Dem-Con Recovery & Recycling LLC	3337
Ferrellgas - Chaska	30265
OTI Inc Yard Waste and SSOM Facility	140496

Items per page: 25 1 – 7 of 7 |< < > >|

Can't find your facility? [New Facility](#) [Q New Search](#)

Roles/Access Level

Select the appropriate role for the facility. For solid waste permitting, there are four options.



Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

Please provide the information requested below.

Role(s) you are requesting for this facility

- Solid Waste Activity Owner (Applicant)
- Solid Waste Landowner
- Solid Waste Operator
- Solid Waste Preparer

The four different roles for solid waste PBRs are:

- Activity Owner – Permittee – MPCA review prior to approval (usually by next business day).
- Landowner – Permittee – MPCA review prior to approval (usually by next business day).
- Operator – Permittee – MPCA review prior to approval (usually by next business day).
- Preparer – Non-Permittee – Access granted by a permittee.

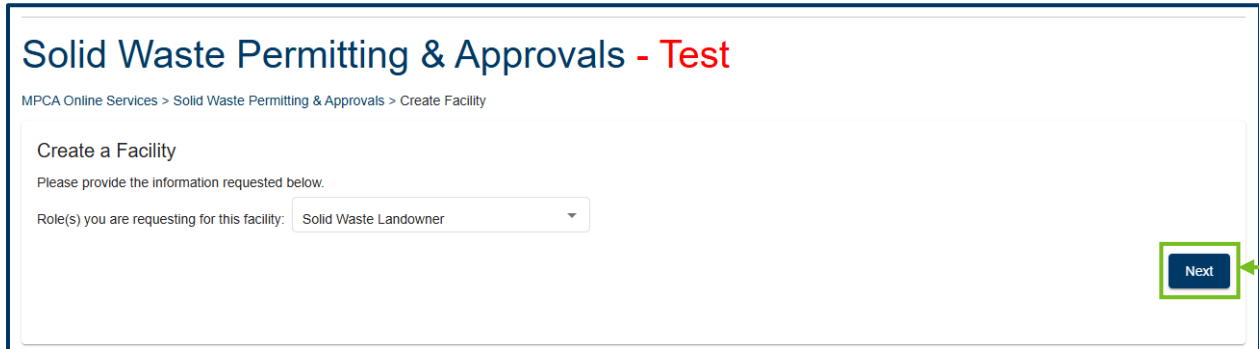
One person may have all three permittee types, but a preparer cannot also be a permittee.

For PBR activities, only one Solid Waste Permittee is required.

Create a Facility

Prior to creating a facility, verify that the Solid Waste Permitting & Approvals service has been launched. See the Adding “Solid Waste Permitting & Approvals” Online Service section for additional guidance.

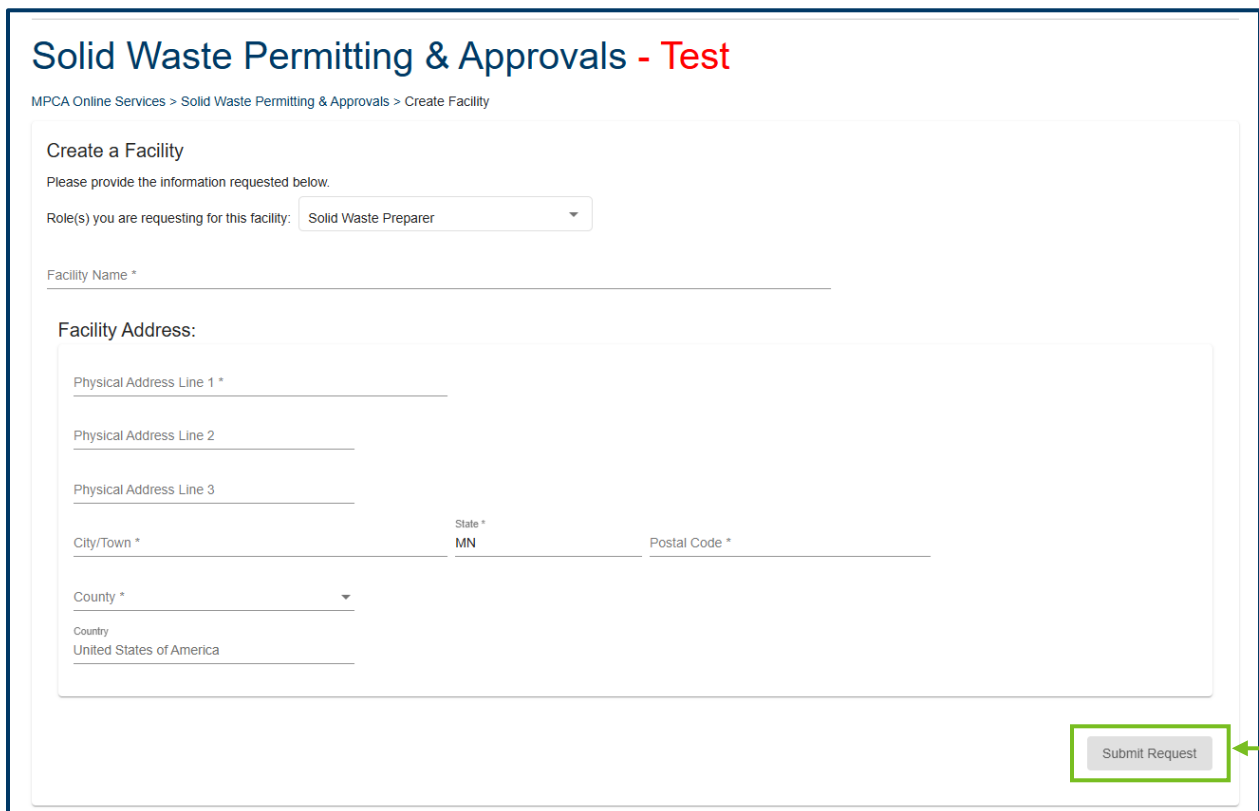
After selecting a role and clicking “Next”, the service will ask for the following information about the facility.



The screenshot shows the 'Create a Facility' form for a Solid Waste Landowner. The title is 'Solid Waste Permitting & Approvals - Test'. Below the title is the breadcrumb 'MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility'. The form has a heading 'Create a Facility' and a sub-heading 'Please provide the information requested below.'. There is a dropdown menu for 'Role(s) you are requesting for this facility:' with 'Solid Waste Landowner' selected. A blue 'Next' button is located in the bottom right corner of the form area.

For a Solid Waste Preparer

Once the required fields are completed, click the “Submit Request” button in the bottom right corner of the screen.



The screenshot shows the 'Create a Facility' form for a Solid Waste Preparer. The title is 'Solid Waste Permitting & Approvals - Test'. Below the title is the breadcrumb 'MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility'. The form has a heading 'Create a Facility' and a sub-heading 'Please provide the information requested below.'. There is a dropdown menu for 'Role(s) you are requesting for this facility:' with 'Solid Waste Preparer' selected. Below this is a text input field for 'Facility Name *'. Under the heading 'Facility Address:', there are three text input fields for 'Physical Address Line 1 *', 'Physical Address Line 2', and 'Physical Address Line 3'. Below these are three text input fields for 'City/Town *', 'State *' (with 'MN' selected), and 'Postal Code *'. Below these are two dropdown menus for 'County *' and 'Country' (with 'United States of America' selected). A grey 'Submit Request' button is located in the bottom right corner of the form area.

A pop-up window titled “Address verification” will appear. The address verification uses the address provided and compares it to the United States Postal Service (USPS) database. If there are potential matches, it will offer the option to use a more specific address or the address that was originally

entered. Click the **“Use this address”** button next to the desired address to finish submitting the request.

Address verification ✕

Potential address matches. Please select one:

520 Lafayette Rd Saint Paul, MN 55155	Use this address
520 Lafayette Rd N Saint Paul, MN 55155-4102	Use this address

Once the request has been submitted, the following verification message will appear. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days.** An email notification will be sent once the facility has been created.

Solid Waste Permitting & Approvals - Test

Your request has been received and will be reviewed promptly. You will be notified by email.

MPCA Online Services

Start a new transaction

Sign Off

For a Permittee

Once the required fields are completed, click the **“Next”** button in the bottom right corner of the screen.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

Please provide the information requested below.

Role(s) you are requesting for this facility: Solid Waste Landowner

Facility Name *

Facility Address:

Physical Address Line 1 *

Physical Address Line 2

Physical Address Line 3

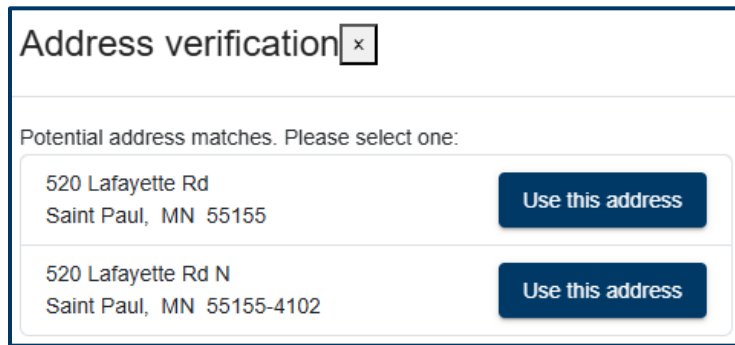
City/Town * State * MN Postal Code *

County *

Country
United States of America

Next

A pop-up window titled “Address verification” will appear. The address verification uses the address provided and compares it to the USPS database. If there are potential matches, it will offer the option to use a more specific address or the address that was originally entered. Click the “Use this address” button next to the desired address to finish submitting the request.



The screenshot shows a pop-up window titled "Address verification" with a close button (x) in the top right corner. Below the title, it says "Potential address matches. Please select one:". There are two rows of address suggestions, each with a corresponding "Use this address" button. The first row shows "520 Lafayette Rd" and "Saint Paul, MN 55155". The second row shows "520 Lafayette Rd N" and "Saint Paul, MN 55155-4102". A green line with an arrow points from the text above to the "Use this address" button in the second row.

Address verification	
Potential address matches. Please select one:	
520 Lafayette Rd Saint Paul, MN 55155	Use this address
520 Lafayette Rd N Saint Paul, MN 55155-4102	Use this address

Once the request has been submitted, the signatory registration page will appear.

Signatory Registration

This form must be completed to register as a signatory, or legally responsible party, for a solid waste permit or approval submittal. Please read the agreement information and complete the form.

For PBR activities, select the corresponding permittee type for the “Title” in the dropdown list below: **Land Owner, Owner, or Operator.**

Signatory Registration and Electronic Signature Submittal Agreement Form

Fill out this form to complete your request for Signatory access to the facility shown below.

Facility: Lisa's New GCB
Facility ID: New
Access level requested: Solid Waste Landowner

A. Purposes of this form

- 1 - Identification and authorization of a Signatory or submitter for the above-named facility. This person has the authority to electronically sign and submit documents on behalf of a permit applicant, permittee, or facility.
- 2 - Identification and/or updating of the Responsible Official in the Minnesota Pollution Control Agency (MPCA) databases per [Minn. R. 7001.0060](#), [Minn. R. 7007.0100](#), [subp. 21](#) (air emission permits only), where applicable.
- 3 - Delegation of authority from a Responsible Official to other qualified staff per [Minn. R. 7007.0100](#), [subp. 21](#), where applicable.

B. Agreements

By signature on this agreement, the identified Signatory (account holder/user) and the Responsible Official agree to:

1. Protect the account password and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, or answers to challenge questions.
4. Change the account password if there is reason to suspect or believe that it has become known to another person.
5. Notify the MPCA if the account holder or Responsible Official named on this form no longer represents the named facility in the capacity indicated on, or authorized by, this form as soon as the change becomes known.
6. Review in a timely manner the email, onscreen acknowledgements, and copies of record submitted and certified through my account to MPCA Online Services.
7. Report any evidence of discrepancy between the document(s) submitted and what the MPCA Online Services received.

C. MPCA Online Services account holder acknowledgements and signature

By signing below as an account holder, I acknowledge that:

1. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
2. I have read, understand, and accept the terms and conditions of this submittal agreement.
3. I have read the certification requirements of [Minn. R. 7001.0070](#) and [Minn. R. 7001.0540](#), where applicable, and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
4. I have a current User ID with MPCA Online Services.

First name: Lisa
Middle initial: _____
Last name: Mojsiej
Suffix: _____

Title * [Dropdown menu]

Email address *: lisa.mojsiej@state.mn.us

Organization name: _____

Organization type: [Dropdown menu]

Address line 1 *: _____ Address line 2: _____ Address line 3: _____

City / Town *: _____ State / Province *: MN Postal code *: _____

Country *: United States of America

Type *: Office Phone Number *: 651-757-2373 Extension: _____
Non-US phone number start with +

Date *: 9/24/2025

User name *: lisamojsiejnew

Signature *: _____

Are you the responsible official authorized to submit and sign per [Minn. R. 7001.0060](#), and/or for air emission permits [Minn. R. 7007.0100](#), [subp. 21](#) ? * Yes No

Note: The individual who is identified as the responsible official will be updated in the MPCA database and become a legal and binding responsible official for the above named facility.



Once all required fields have been completed, the “Submit” button will be activated. If the “Submit” button is not activated, it means there may be a required field that was missed. Carefully review the form to ensure all fields have been completed.


After the request has been submitted, the following verification message will appear. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days**, and an email notification will be sent once the facility has been created.

Your form has been submitted and your request will be reviewed by the MPCA. You will be notified by email when your access is granted or denied.

The MPCA will send an email when the review is complete and access has been granted.

MPCA Online Services – Facility access request granted

 MPCA.OnlineServices@state.mn.us
To  Mojsiej, Lisa (MPCA) Wed 9/24/2025 3:16 PM

 CopyOfRecord.pdf
121 KB

In the test database:

Facility Name: Lisa's New GCB

Facility Address: 1234 Main, Shovel Lake, MN 55111

Hello Lisa Mojsiej,

Your request for Solid Waste Landowner access in MPCA Online Services has been GRANTED.

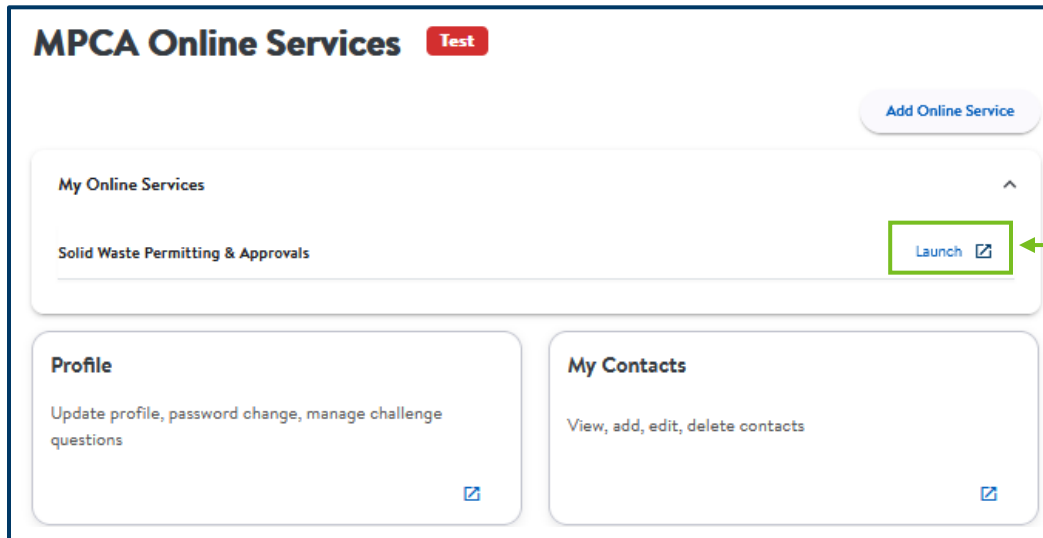
You can log in to MPCA Online Services at <https://webapp-test.pca.state.mn.us/services/login>. On the MPCA Online Services homepage under My Facilities, the access status will indicate Granted.

Please do not reply to this message, it was sent from a notification-only address. If you have questions, you can email us at onlineservices.pca@state.mn.us or call the MPCA e-Service administrator at 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

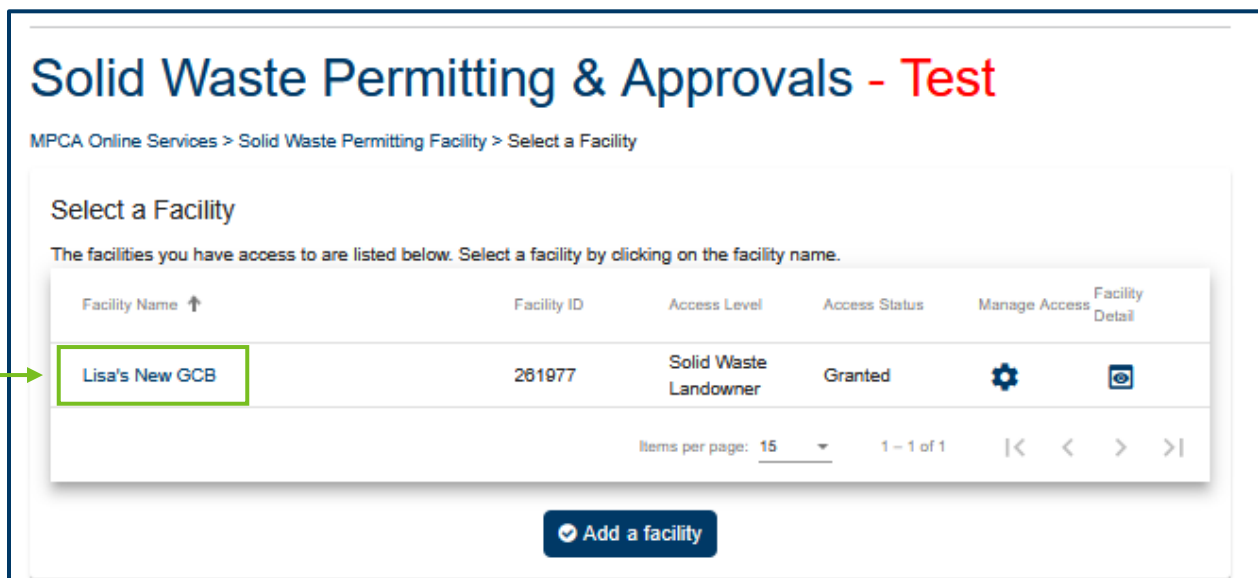
Submittal

Entering the Online Service

With access granted, the submittal can now be created. To start the submittal, click the “Launch” link for the Solid Waste Permitting & Approvals services.



Once in the service, the “Select a Facility” page will appear. The facility that was created during the last step should appear here. Select a facility to work on by clicking on the **Facility Name**.



If the desired facility is not appearing, it may be due to one of the following reasons:

- The “Create a Facility” steps were skipped. Please follow the guidance for [Create a Facility](#).
- The MPCA is still reviewing the “Create a Facility” request. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days**, and an email notification will be sent once the facility has been created.
 - If a notification has been received that the facility has been created, and it is still not appearing in the “Select a Facility” page, please reach out to the MPCA.

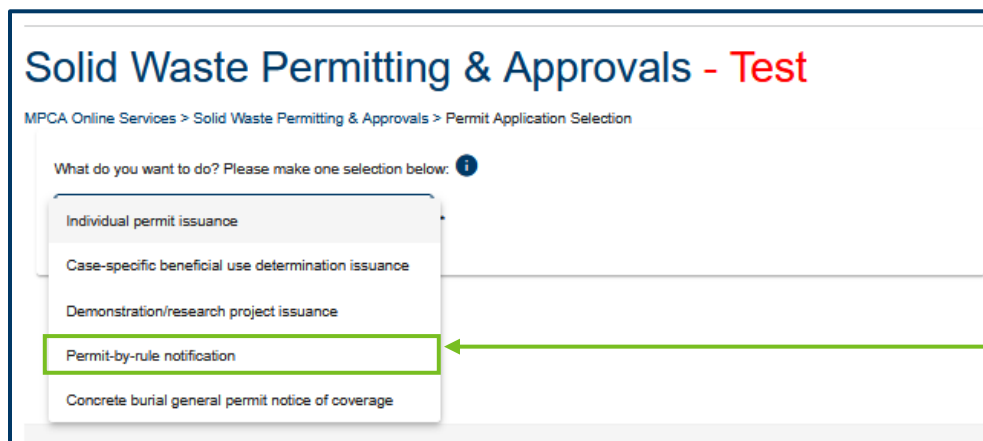
Permit Application Selection

The “Permit Application Selection” page provides a list of the permits and approvals that the selected facility can submit. The list is based on the existing permits and approvals the selected facility has already obtained.

For example, if the facility already has an Individual Permit for a Transfer Station, the “Permit-by-rule notification” would not be available. For additional information on the available types of PBR’s, refer to the [MPCA’s PBR webpage](#). For additional guidance on which type of application may be needed, refer to the solid waste permit selection assistance guidance document (w-sw7-62) on the [MPCA’s Solid Waste Permits webpage](#).

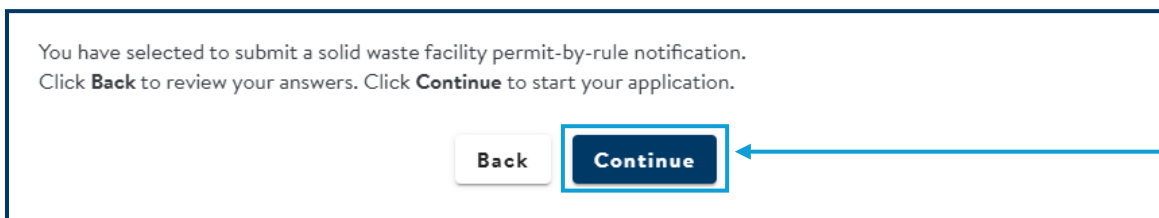
New Facility

For a new facility, the following selections will appear. Select “**Permit-by-rule notification**”.



The screenshot shows a web interface titled "Solid Waste Permitting & Approvals - Test". Below the title is a breadcrumb trail: "MPCA Online Services > Solid Waste Permitting & Approvals > Permit Application Selection". A prompt asks, "What do you want to do? Please make one selection below:" followed by an information icon. A dropdown menu is open, listing five options: "Individual permit issuance", "Case-specific beneficial use determination issuance", "Demonstration/research project issuance", "Permit-by-rule notification" (which is highlighted with a green border and a green arrow points to it from the right), and "Concrete burial general permit notice of coverage".

A pop-up window will confirm that the correct submittal has been selected. Click the “**Continue**” button to proceed with the PBR Notification.

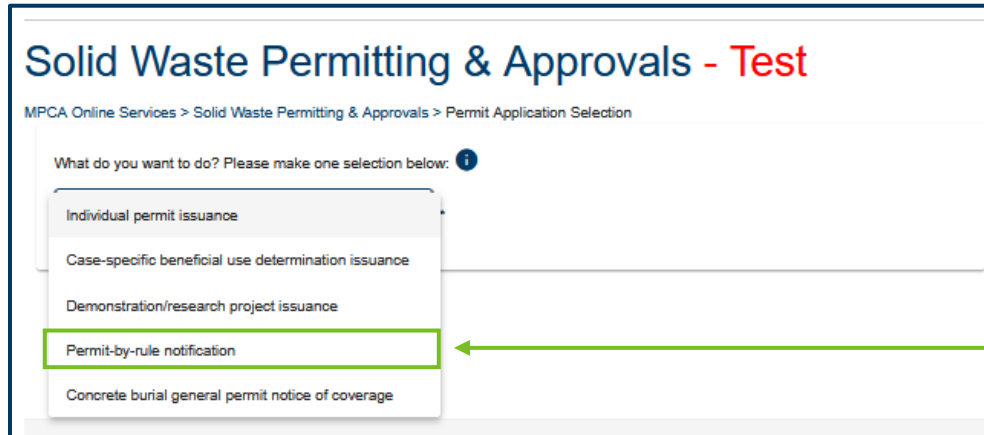


The screenshot shows a confirmation message: "You have selected to submit a solid waste facility permit-by-rule notification. Click **Back** to review your answers. Click **Continue** to start your application." Below the text are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a blue border and a blue arrow points to it from the right.

Existing Facility

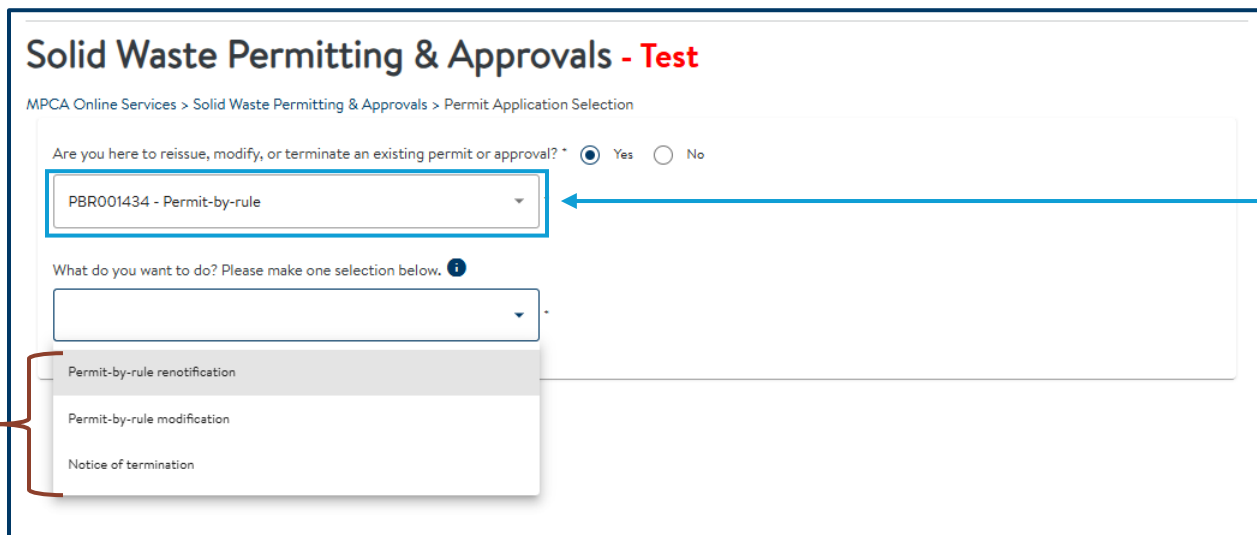
For an existing facility, the selections will vary depending on the facility's existing permits and approvals. There are two scenarios for existing facilities: a facility without an existing PBR and a facility with an existing PBR.

1. For a facility without a PBR, select **“Permit-by-rule notification”**.



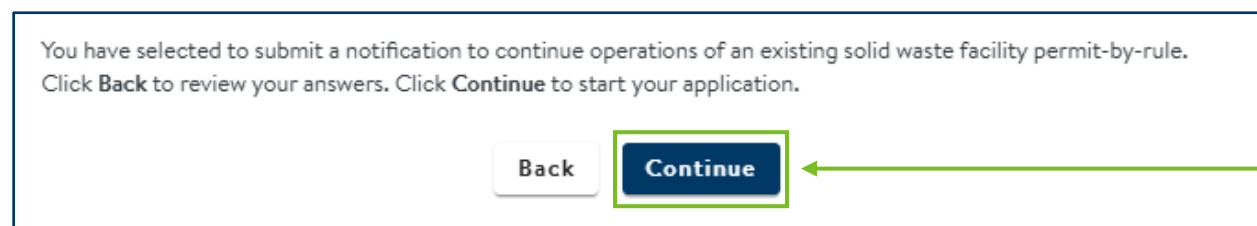
The screenshot shows the 'Solid Waste Permitting & Approvals - Test' web page. The breadcrumb trail is 'MPCA Online Services > Solid Waste Permitting & Approvals > Permit Application Selection'. The main heading is 'Solid Waste Permitting & Approvals - Test'. Below the heading, there is a question: 'What do you want to do? Please make one selection below:'. A dropdown menu is open, showing five options: 'Individual permit issuance', 'Case-specific beneficial use determination issuance', 'Demonstration/research project issuance', 'Permit-by-rule notification' (highlighted with a green box), and 'Concrete burial general permit notice of coverage'. A green arrow points from the text above to the 'Permit-by-rule notification' option.

2. For a facility with a PBR, the online service will ask if there's an existing permit or approval that needs to be reissued, modified or terminated. Select **“Yes”** and then **select the PBR needing a renotification, modification, or termination**. A follow-up question will ask the **type of action being taken on the PBR**. Select the desired activity.



The screenshot shows the 'Solid Waste Permitting & Approvals - Test' web page. The breadcrumb trail is 'MPCA Online Services > Solid Waste Permitting & Approvals > Permit Application Selection'. The main heading is 'Solid Waste Permitting & Approvals - Test'. Below the heading, there is a question: 'Are you here to reissue, modify, or terminate an existing permit or approval?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this, there is a dropdown menu showing 'PBR001434 - Permit-by-rule'. Below that, there is another question: 'What do you want to do? Please make one selection below:'. A dropdown menu is open, showing three options: 'Permit-by-rule renotification' (highlighted with a blue box), 'Permit-by-rule modification', and 'Notice of termination'. A blue arrow points from the text above to the 'Permit-by-rule renotification' option.

A pop-up window will confirm the correct submittal has been selected. Click the **“Continue”** button to proceed with the selected PBR activity.



The screenshot shows a confirmation pop-up window. The text reads: 'You have selected to submit a notification to continue operations of an existing solid waste facility permit-by-rule. Click **Back** to review your answers. Click **Continue** to start your application.' Below the text, there are two buttons: 'Back' and 'Continue' (highlighted with a green box). A green arrow points from the text above to the 'Continue' button.

Submittal Readiness

This screen is intended to assist in the preparation of the application by identifying what will be needed for the submittal, such as the attachments that may be required.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Application Type Selection **Submittal Readiness** Facility Name and Address Location Contacts Prevention Opportun >

You have selected to submit a solid waste facility permit-by-rule notification.

The following information is required in order to successfully complete this online submittal. Answer the questions and read each statement. If you are not ready to continue, click Save and you can continue your submittal later.

In order to certify this submittal the following signatory access type(s) still need to be granted for your facility. You may continue but cannot submit without setting this up.

- Solid Waste Operator
- Solid Waste Activity Owner (Applicant)
- Solid Waste Landowner

Is the facility located in a city or township with a local building or zoning official? * Yes No

Facilities that **only** perform the following waste management activities are eligible for a permit-by-rule:

- Collection, storage, transfer, or composting of yard waste
- Transfer of solid waste provided the following criteria are met:
 - All waste is stored in containers, roll-offs, or fully enclosed buildings
 - No more than 120 cubic yards of waste are stored on-site at any given time
 - Source-separated recyclables received at the facility and recyclables recovered from the waste are not included in the 120 cubic yards and do not count towards this volume limitation
 - No more than 120 cubic yards of waste are managed on-site per day
 - Source-separated recyclables received at the facility are not included in the 120 cubic yards and do not count towards this volume limitation
- Receiving 5 tons or less of municipal solid waste combustor ash for research
- Recycling facilities which collect and prepare recyclable materials for reuse where the recyclable materials have been separated from mixed municipal solid waste by the generator prior to collection.
- Waste-to-energy facilities governed by Minn. R. chs. 7007, 7009, and 7011 (except those with on-site refuse-derived fuel processing)

NOTE: If your facility land disposes any acceptable solid waste, processes waste (e.g. refuse-derive fuel), stores or transfers more than 120 cubic yards of waste per day, you are not eligible for a permit-by-rule and you must apply for an individual permit. Please refer to [\[link to guidance document\]](#) for more information.

Supporting documents and attachments
All documents must accurately represent the facility's current and proposed design and operations. You will be able to add/upload documents on the Attachments screen. Guidance on completing solid waste attachments is available on the [MPCA website](#).

REQUIRED: You are required to include these documents with this submittal.

- Sensitive Areas

OPTIONAL: These documents may be required in your submittal.

- Construction Quality Assurance/Quality Control Plan
- Contingency Action Plan, with Cost Estimates
- Design Plans
- Engineering Report
- Environmental Review Document
- Household Hazardous Waste Plan

Save Next

There is one question on this screen that must be answered to continue with the submittal. The question asks if there is a local (city or township) zoning official. If applicable, entering “yes” will ensure that the MPCA receives that person’s contact information so that they can be notified of the submittal.

Then, the screen details the eligibility requirements for all applicable PBR activities. This includes the volume limitations, timeframe, and waste types.

The final section of this screen identifies what attachments may be needed to complete the submittal. For this submittal, the Sensitive Areas form ([w-sw7-60](#)) is required and can be found on the [MPCA's webpage](#) under "Application supplemental forms". A construction quality assurance/quality control plan, contingency action plan with cost estimates, design plans, engineering report, environmental review document, or household hazardous waste plan may be required depending on how subsequent questions are answered during the submittal. The MPCA will also contact the facility if it is determined these are necessary and were not submitted.

Facility Name and Address

This screen captures the facility's physical and mailing address. The physical address will be prepopulated with the address entered during the "Create a Facility" process or from the MPCA's database if it is an existing facility. However, the address may be updated if necessary. If the mailing address is the same as the physical address, click the checkbox for "Same as facility physical address". Otherwise, enter the desired mailing address. Once the required fields are completed, click the "Next" button.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Application Type Selection Submittal Readiness **Facility Name and Address** Location Contacts Prevention Opportun >

Facility Name*
Joe's PBR
Original Name: Joe's PBR

Facility Physical Address:
Do you need to make a change to the physical address? Yes No

Address Line 1*
12345 Lane
Original Address Line: 12345 Lane

Address Line 2

Address Line 3

City / Town*
Saint Paul
Original City: Saint Paul

State*
MN
Original State: MN

Postal Code*
55155-0001
Original Zip Code: 55155-0001

Country
United States of America
Original Country: United States of America

Location Description
Describe the location

Facility Mailing Address:
 Same as facility physical address

Address Line 1*
12345 Lane

Address Line 2

Address Line 3

City / Town*
Saint Paul

State*
MN

Postal Code*
55155-0001

Country*
United States of America

Save Next

Location

This screen helps refine the actual location of the facility, especially when the physical address doesn't precisely pinpoint the correct location.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Application Type Selection Submittal Readiness Facility Name and Address **Location** Contacts Prevention Opportun >

Facility Coordinates:

Coordinate System*
Lat Long - decimal degrees

Original: Lat Long - decimal degrees

Latitude* 44.95213704 Longitude* -93.10234761

Original: 44.95213704 Original: -93.10234761


Collection Method*
Zip Code Centroid

Original: Zip Code Centroid

Reference Point*
General Location


Original: General Location

Reset Map



Vantor | Esri Community Maps Contributors, Metropolitan Council, MetroGIS, MN Dept...
Powered by Esri


Use the Map to Locate Your Facility

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your facility.
3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.


County*
Ramsley


Original County: Ramsley

Is the site located in Indian country? * Yes No

Parcel(s): 

+ Add

PLS Description(s): 

To... Rang... Secti... Qtr1... Qtr4... Qtr10... Qtr25... 

+ Add

Save Next

Facility Coordinates

This section will prepopulate based on the physical address information entered during the previous step. Corrections can be made by **entering new latitude and longitude coordinates** or **selecting a location on the map**.

Facility Coordinates:

Coordinate System *
Lat Long - decimal degrees

Original: Lat Long - decimal degrees

Latitude *	Longitude *
44.95685	-93.08417
Original: 47.5272215	Original: -92.48739227


Collection Method *
Digitized - MPCA online map

Original: Digitized - MPCA internal map


Reference Point *
General Location

Original: General Location

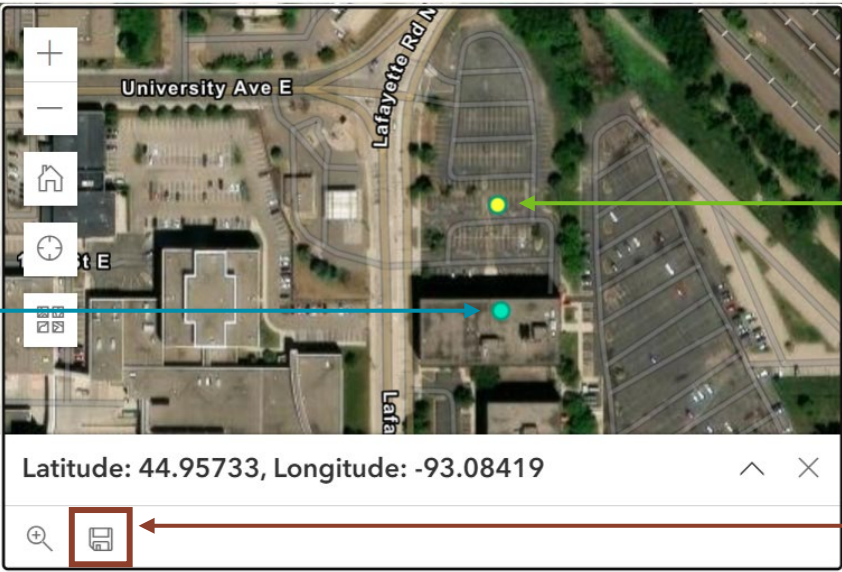
Reset Map



Use the Map to Locate Your Facility


1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your facility.
3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.

When selecting a new location on the map, the **new location will appear as a yellow dot** and the **existing location will appear as a cyan dot**. Click the **save icon** to update the location.



Latitude: 44.95733, Longitude: -93.08419

Use the Map to Locate Your Facility

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your facility.
3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.

Additional Location Detail

This section of the page records the county, parcel, and Public Land Survey (PLS) Quarter-Quarter Sections information.


1. Select the county where the facility is located. A county must be selected.
2. Select if the site is located within Indian Country. If unsure whether the site is located within Indian Country or not, use the [MPCA's map of environmental justice areas](#). "Yes" or "No" must be selected.
3. Identify the parcels where the facility is located. If the facility is located on more than one parcel, add a row for each parcel by clicking the "+ Add" button. Parcel information is optional.
4. Identify the PLS description for the facility. If the facility needs addition PLS descriptions, add additional rows by clicking the "+Add" button. At least one PLS description is required.

County *
Ramsey ▾
Original County: St. Louis

Is the site located in Indian country? * Yes No

Parcel(s): ⓘ

PLS Description(s): ⓘ

Township *	Range *	Section *	Qtr160 *	Qtr40 *		
29 ▾	20W ▾	2 ▾	NE ▾	NE ▾	Qtr10 ▾	Qtr2.5 ▾ 

Once all of the required information has been provided, click on the "Next" button to proceed with the submittal.

Contacts

The contacts screen details the contact information for all persons and organizations associated with the facility. This could include permittees, consultants, and local officials. This screen also prepopulates with information already entered in the service. Please verify all information here and make updates as needed. All required contact types must have at least one entry. Multiple entries are allowed for the landowner, activity owner, or operator if needed.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Application Type Selection Submittal Readiness Facility Name and Address Location **Contacts** Prevention Opportun >

All contacts will receive a confirmation email and copy of record.

Contacts

Solid Waste Landowner Optional + Add Solid Waste Landowner

Solid Waste Activity Owner (Applicant) Optional + Add Solid Waste Activity Owner (Applicant)

Solid Waste Operator Optional + Add Solid Waste Operator

Solid Waste Contact Required + Add Solid Waste Contact

Solid Waste Engineer (Consultant) Optional + Add Solid Waste Engineer (Consultant)

Solid Waste County Representative Required + Add Solid Waste County Representative


Solid Waste Municipality Representative Required + Add Solid Waste Municipality Representative

Next

Modify Contacts:

1. Add a new contact by clicking the “+ Add _____” button.
 - Note: not all contact types allow multiple contacts.
2. Edit an existing contact by clicking the **pencil icon**.
 - A screen will open with that contact’s information.
3. Remove an existing contact by clicking the **trash can icon**.

Solid Waste Activity Owner (Applicant) Optional + Add Solid Waste Activity Owner (Applicant)

Joseph Miller	Joseph.P.Miller@state.mn.us 651-757-2310 (Office Phone)	MPCA 520 Lafayette Rd N Saint Paul, MN 55155-4102	 
---------------	--	---	---

Contact information can be quickly added to contact cards using the “+ From favorites” and “From Current Submittal” drop down lists at the top of the screen. This helps reduce the amount of time it takes to provide the same contact or multiple contacts, as manual entry of a contact and their information should only be necessary once.

- The “+ From favorites” list is generated from the contacts saved in the “My Contacts” tab of the Online Services Account (see next page).
- The “From Current Submittal” list is generated from the contacts entered during this submittal. This would be useful if one person is the contact for multiple roles.

Contact Information
✕

+ From favorites -

From Current Submittal -

What type of owner?

Person Organization

First Name*

Middle Initial

Last Name*

Suffix ▼

Title ▼

Email Address*
✖

+ Add email

Organization Name*

Organization Type* ▼

Address Line 1*

Address Line 2

Address Line 3

City / Town*

State / Province*
MN

Postal Code*

Country*
United States of America

Note: One office phone type entry is required.

Type* ▼

Number*

Extension

✖

Non-US phone number start with +

+ Add phone

Save to favorites

Cancel

Save

Once all required contacts have been entered, click the “Next” button. If not all of the information is readily available, there is an option to save the submittal and come back later to continue.

Please Note: Although the contacts screen displays “optional” for **Solid Waste Landowner**, **Solid Waste Activity Owner (Applicant)**, and **Solid Waste Operator**, one of these contact types must be provided before proceeding. These are listed as optional to indicate only one of the permittee types is necessary for a submittal, not all three. If one of these contact types is not provided, the following error message will appear.

Validation errors:
One of these contact types is required, Solid Waste Landowner or Solid Waste Activity Owner (Applicant) or Solid Waste Operator

Prevention Opportunities

This screen is optional and is intended to help facilities determine if there are pollution prevention opportunities available.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Notification Type Selection Submittal Readiness Facility Name and Address Location Contacts Prevention Opportunities >

Although it is not required, we would appreciate that you answer the following questions.

Have you implemented any prevention activities in the past year? Yes No

Check out [MPCA's Pollution Prevention resources](#) website to learn more.

Would you like to be contacted to discuss prevention opportunities? Yes No

The first question is dynamic and will change the list of choices based on if “Yes” or “No” is selected. If prevention activities have been implemented in the past year, select “Yes” and the following prevention activity choices will appear:

Although it is not required, we would appreciate that you answer the following questions.

Have you implemented any prevention activities in the past year? Yes No

How did you do it?
Select all that apply:

- Changes in Inventory Control
- Energy Conservation/Renewable Energy
- Equipment Modifications
- Green Building Practices
- Green Infrastructure and Sus Development
- Improved Operating Practices
- Other
- Process Modifications
- Product Modifications
- Raw Mat Modification/Substitution
- Spill and Leak Prevention
- Stormwater Pollution Prevention BMP

If prevention activities have not been implemented in the past year, select “No” and the following reasons will appear:

Although it is not required, we would appreciate that you answer the following questions.

Have you implemented any prevention activities in the past year? Yes No

Why not?
Select all that apply.

- Concern for product quality
- Existing P2, further efforts infeasible
- Insufficient capital
- Lack of technical information
- New facility, site or project
- Not economically feasible
- Other
- Production process technical limitations
- Specific regulatory/permit burdens

Environmental Review

This screen is standard for all MPCA online services. There is a series of dynamic “Yes” or “No” questions designed to aid facilities in determining if an environmental review may be needed. If an environmental review is already underway, this screen will capture that information. There is also the option to attach any environmental review documents that have already been prepared.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< Submittal Readiness Facility Name and Address Location Contacts Prevention Opportunities Environmental Review >

Answer the following questions to ensure that you have completed any required environmental review. For additional information on environmental review, visit the [MPCA's website here](#).

Are you only applying for reissuance of an existing permit? (no construction projects , physical alteration, or operational changes to the facility or process) * Yes No

Has this project been petitioned for an environmental review? Yes No

Waste Activity Screens

The service has a series of tabs/screens for the different waste activities that could occur at a solid waste management facility, including transfer, storage, processing, composting, etc.

Waste activities eligible for a PBR are outlined below, as displayed on the **Submittal Readiness** screen.

1. [Collection](#), [storage](#), [transfer](#), or [composting](#) of [yard waste](#).
2. [Transfer](#) of [solid waste](#) provided the following criteria are met:
 - All waste is stored in containers, roll-offs, or fully enclosed buildings.
 - No more than 120 cubic yards of waste are stored on-site at any given time.
 - Source-separated recyclables received at the facility and recyclables recovered from the waste are not included in the 120 cubic yards and do not count towards this volume limitation.
 - No more than 120 cubic yards of waste are managed on-site per day.
 - Source-separated recyclables received at the facility are not included in the 120 cubic yards and do not count towards this volume limitation.
3. Receiving 5 tons or less of [municipal solid waste combustor ash](#) for research.
4. [Recycling facilities](#) which collect and prepare [recyclable materials](#) for reuse where the recyclable materials have been separated from mixed municipal solid waste by the generator prior to collection.
5. Waste-to-energy facilities (also referred to as [energy recovery facilities](#)) governed by Minn. R. chs. [7007](#), [7009](#), and [7011](#) (except those with on-site refuse-derived fuel processing).

The next few sections go into detail on each PBR waste activity. If the facility is proposing or currently does the **specified waste activity**, select “Yes”. Otherwise, if the facility does not perform the specified activity, select “No”. If unsure, **scroll over the info icon for additional information**. If still unsure, please reach out to MPCA staff by using the “Contacts for assistance” at the bottom of the [MPCA’s webpage](#).

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< ities Environmental Review **Transfer Station** Recycling Solid Waste Storage Waste Processing Compost Waste >

Do you transfer waste at this location? * Yes No ⓘ

Save Next

Transfer station means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Transfer Station

This screen captures the information specific to the transfer of solid waste. PBR facilities are limited to one transfer station activity with the following additional criteria:

- All waste is stored in containers, roll-offs, or fully enclosed buildings.
- No more than 120 cubic yards of waste are stored on-site at any given time.
- No more than 120 cubic yards of waste are managed on-site per day.

Please Note: Source-separated recyclables received at the facility and recyclables recovered from the waste do not count towards the volume limitation outlined above.

Transfer Station
✕

Please complete the fields below for your proposed solid waste transfer station activity.

Status*
New ▼

Description*

Size of transfer area*

Size of transfer area units*
▼

Permitted daily capacity*

Permitted daily capacity units*
▼

Design capacity

Design capacity units
▼

Operational Start Date*

MM/DD/YYYY

Transfer Station – Details

Status	<p>Select the appropriate status from the dropdown.</p> <ul style="list-style-type: none"> • New transfer areas will default as “New”. • Existing transfer areas will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Description	<p>A short description of the activity.</p> <ul style="list-style-type: none"> • For existing activities, this will prepopulate with what the current permit has. • Examples: <ul style="list-style-type: none"> • MSW Transfer Area; or • C&D Transfer Area.
Size of transfer area	<p>Size of the area dedicated to this activity, not the entire property size.</p>
Size of transfer area units	<p>Dropdown list of the available units for the size of this activity, not the entire property size.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Square Feet; or • Acres.

Transfer Station – Details	
Permitted daily capacity	<p>The regulatory capacity for this activity.</p> <ul style="list-style-type: none"> This activity is permitted based on a daily throughput. This is limited to a maximum of 120 cubic yards per day, in accordance with Minn. R. 7001.3050, subp. 3(A).
Permitted daily capacity units	<p>Dropdown list of the units available for the permitted capacity.</p> <ul style="list-style-type: none"> The only option is cubic yards per day.
Design capacity	<p>The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted daily capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.</p>
Design capacity units	<p>Dropdown list of the units available for the design capacity.</p> <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Tons per year; or Cubic yards per year.
Operational Start Date	<p>The date when the transfer station will start accepting waste.</p> <ul style="list-style-type: none"> For a new transfer station, this date must be ten working days following the date of the submittal or later, in accordance with Minn. R. 7001.3050, subp. 3(A)(4) For an existing transfer station, the operational start date will be “display only” if data exists. If no data exists, enter the date that waste was initially accepted.

Waste Type(s) Accepted

[+ Add Waste Type](#)

Must have at least 1 waste type

Boundary

Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at ☎651-757-2728 or ☎844-828-0942 or ✉ email onlineservices.pca@state.mn.us

Transfer Station – Waste Type(s) and Location	
Waste Type(s) Accepted	For the transfer of waste, select all waste types that the facility may manage (multiple waste types can be selected). Even if a waste type is not managed now, but the facility envisions managing it, it should be selected. <ul style="list-style-type: none"> Refer to Table A- 1 for a list of potential waste types.
Boundary	Use the polygon tool to draw a shape around the area where this transfer activity will occur. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.

Please Note: Once a transfer station activity has been added, the “add” button is grayed out because only one transfer station activity is allowed per PBR facility. As a result, please ensure that all relevant information is captured within the one activity.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule modification
Joe's PBR ID: PBR001434

<
Facility Name and Address
Location
Contacts
Prevention Opportunities
Environmental Review
Transfer Station
>

Please review and update transfer areas as necessary. i

Transfer Station Active

TR 001

C&D Transfer Station ✎

Add
←

Save
Next

Recycling

This screen captures the information specific to each storage area for a recyclable material. If a facility has multiple areas for the storage of different recyclable materials, there should be an individual entry here for each of the separate areas.

Recycling
✕

Please complete the fields below for your proposed collection and storage of recyclable materials. Each recyclable material storage area must have its own entry here.

Status*
New ▼

Description*

Size of recycling Area*

Size of recycling Area units* ▼

Permitted capacity*

Permitted capacity units* ▼

Design capacity

Design capacity units ▼

Recycling – Details	
Status	Select the appropriate status from the dropdown. <ul style="list-style-type: none"> New recyclable material storage areas will default as “New.” Existing recyclable material storage areas will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Description	A short description of the activity. <ul style="list-style-type: none"> For existing activities, this will prepopulate with what the current permit has. Examples: <ul style="list-style-type: none"> Cardboard Storage Area; Metal Storage Area; Single Sort Recyclables Storage Area; or Plastic Storage Area.
Size of recycling area	Size of the area dedicated to this activity, not the parcel size.
Size of recycling area units	Dropdown list of the available units for the size of this activity. <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Acres; or Square feet.
Permitted capacity	The regulatory capacity for this activity. <ul style="list-style-type: none"> This activity is permitted based on the largest volume that could be stored at the site at one time, not as an annual throughput.

Recycling – Details	
Permitted capacity units	<p>Dropdown list of the units available for the permitted capacity.</p> <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Cubic yards; or Items.
Design capacity	<p>The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.</p>
Design capacity units	<p>Dropdown list of the units available for the design capacity.</p> <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Cubic yards; or Items.

Waste Type Accepted i

Please select a waste type

Appliances ▼

Original answer: Appliances

Boundary


Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at ☎651-757-2728 or ☎844-828-0942 or ✉ email onlineservices.pca@state.mn.us

Draw or edit boundary
Enter numeric coordinates

»

🔍



Save
Cancel

Recycling – Waste Type and Location	
Waste Type Accepted	<p>For the storage of recyclable materials, a unique area should be dedicated for each separate recyclable material. Therefore, the service only allows one recyclable material to be selected. For facilities that manage multiple recyclable materials, add a record on the Recycling screen for each separate material.</p> <ul style="list-style-type: none"> Refer to Table A- 2 for a list of potential recyclable materials.
Boundary	<p>Use the polygon tool to draw a shape around the area where this recyclable material will be stored. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.</p>

Solid Waste Storage

This screen captures the information specific to each solid waste storage area. If a facility has multiple areas for the storage of different waste types, there should be an individual entry for each of the separate areas.

Solid Waste Storage
✕

Please complete the fields below for your proposed solid waste storage area. Each dedicated storage area must have its own entry here.

Status *
New ▼

Storage type *
Storage Prior to Beneficial Use ▼

Description *
Concrete Storage

Size of storage area * Size of storage area units *
1.0000 acres ▼

Permitted capacity * Permitted capacity units *
1,000 cubic yards ▼

Design capacity Design capacity units *
1,500 cubic yards ▼

Solid Waste Storage – Details	
Status	<p>Select the appropriate status from the dropdown.</p> <ul style="list-style-type: none"> • New solid waste storage areas will default as “New.” • Existing solid waste storage areas will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Storage type	<p>Dropdown list with the different types of waste storage that could occur.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Storage Prior to Beneficial Use; or • Tire Storage.
Description	<p>A short description of the activity.</p> <ul style="list-style-type: none"> • For existing activities, this will prepopulate with what the current permit has. • Examples: <ul style="list-style-type: none"> • Waste Tire Storage Area; or • Concrete Storage Area.
Size of storage area	Size of the area dedicated to this activity, not the parcel size.
Size of storage area units	<p>Dropdown list of the available units for the size of this activity.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Acres; or • Square feet.

Solid Waste Storage – Details	
Permitted capacity	<p>The regulatory capacity for this activity.</p> <ul style="list-style-type: none"> For beneficial use, this activity is permitted based on the largest volume that could be stored at the site at one time, not as an annual throughput. For waste tire storage, this activity is limited to 500 Passenger Tire Equivalent (PTEs).
Permitted capacity units	<p>Dropdown list of the units available for the permitted capacity.</p> <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Cubic yards; Items; or Passenger Tire Equivalent (for Tire Storage only).
Design capacity	<p>The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.</p>
Design capacity units	<p>Dropdown list of the units available for the design capacity.</p> <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Cubic yards; Items; or Passenger Tire Equivalent (for Tire Storage only).

Waste Type Accepted

Please select a waste type

Concrete/Asphalt/Brick ▼

Boundary

Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at ☎651-757-2728 or ☎844-828-0942 or ✉ email onlineservices.pca@state.mn.us

Draw or edit boundary

Enter numeric coordinates

Save

Cancel

Solid Waste Storage – Waste Type and Location

Waste Type Accepted	<p>For the storage of solid waste prior to beneficial use and tires, a unique area should be dedicated for each separate waste type. Therefore, the service only allows one waste type to be selected. For facilities that manage multiple waste storage areas, add a record on the Solid Waste Storage screen for each separate waste.</p> <ul style="list-style-type: none"> • Refer to Table A- 3 for a list of potential stored waste types.
Boundary	<p>Use the polygon tool to draw a shape around the area where this waste will be stored. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.</p>

Waste Processing

This screen captures the information specific to each waste processing area. If a facility has multiple processing areas, there should be an individual entry for each of the separate areas.

Waste Processing ✕

Please complete the fields below for your proposed solid waste processing activity.

Status *
New ▼

Waste processing type *
Sorting and Baling of Recyclables ▼

Description *
MRF Sorting


Size of processing area * 15,000.0000	Size of processing area units * square feet ▼
Permitted capacity * 1,500	Permitted capacity units * tons per year ▼
Design capacity 2,000	Design capacity units tons per year ▼

Waste Processing – Details

Status	<p>Select the appropriate status from the dropdown.</p> <ul style="list-style-type: none"> • New waste processing activities will default as “New.” • Existing waste processing activities will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Waste processing type	<p>Dropdown list with the different types of waste processing that could occur.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Sorting and Baling of Recyclables; or • Tire Processing.

Waste Processing – Details	
Description	<p>A short description of the activity.</p> <ul style="list-style-type: none"> • For existing activities, this will prepopulate with what the current permit has. • Examples: <ul style="list-style-type: none"> • Tire Processing; or • Recyclable Processing/Sorting.
Size of processing area	Size of the area dedicated to this activity, not the parcel size.
Size of processing area units	<p>Dropdown list of the available units for the size of this activity.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Acres; or • Square feet.
Permitted capacity	<p>The regulatory capacity for this activity.</p> <ul style="list-style-type: none"> • For sorting and bailing of recyclables, this activity is permitted based on an annual throughput. • For tire processing, this is limited to 500 PTEs.
Permitted capacity units	<p>Dropdown list of the units available for the permitted capacity.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Cubic yards per year; • Tons per year; or • Passenger Tire Equivalents (for Tire Processing only).
Design capacity	<p>The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.</p>
Design capacity units	<p>Dropdown list of the units available for the design capacity.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Cubic yards per year; • Tons per year; or • Passenger Tire Equivalents (for Tire Processing only).

Waste Type(s) Accepted

Please select a waste type
 Single Stream/Commingled Recyclables ▼ 


+ Add Waste Type

Boundary

Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at [651-757-2728](tel:651-757-2728) or [651-828-0942](tel:651-828-0942) or [✉ email onlineservices.pca@state.mn.us](mailto:onlineservices.pca@state.mn.us)

Draw or edit boundary
Enter numeric coordinates



Save
Cancel

Waste Processing – Waste Type(s) and Location	
Waste Type(s) Accepted	<p>For the processing of waste, select all waste types that the facility may manage (multiple waste types can be selected). Even if a waste type is not managed now, but the facility envisions managing it during the permit term, it should be selected.</p> <ul style="list-style-type: none"> Refer to Table A- 4 for a list of potential processed waste types.
Boundary	<p>Use the polygon tool to draw a shape around the area where this processing activity will occur. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.</p>

Compost

This screen captures the information specific to each composting area. If a facility has multiple areas for composting, there should be an individual entry for each of the separate areas.

Compost Site
✕

Please complete the fields below for your proposed composting activity.

Status *
New ▼

Composting type *
Yard Waste Composting ▼

Description *
Yard Waste Compost

Size of compost area *	Size of compost area units *
3.0000	acres ▼
Permitted capacity *	Permitted capacity units *
10,000	cubic yards per year ▼
Design capacity	Design capacity units
25,000	cubic yards per year ▼

Composting – Details	
Status	Select the appropriate status from the dropdown. <ul style="list-style-type: none"> New compost areas will default as “New.” Existing compost areas will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Composting type	Dropdown list with the different types of composting that could occur. <ul style="list-style-type: none"> The only option is “Yard Waste Composting”.
Description	A short description of the activity. <ul style="list-style-type: none"> For existing activities, this will prepopulate with what the current permit has. Example: <ul style="list-style-type: none"> Yard Waste Composting.
Size of compost area	Size of the area dedicated to this activity, not the parcel size.
Size of compost area units	Dropdown list of the available units for the size of this activity. <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Acres; or Square feet.
Permitted capacity	The regulatory capacity for this activity. <ul style="list-style-type: none"> This activity is permitted based on an annual throughput.
Permitted capacity units	Dropdown list of the units available for the permitted capacity. <ul style="list-style-type: none"> Options: <ul style="list-style-type: none"> Cubic yards per year; or Tons per year.

Composting – Details

Design capacity	The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.
Design capacity units	Dropdown list of the units available for the design capacity. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Cubic yards per year; or • Tons per year.

Waste Type(s) Accepted ?

Please select a waste type

Yard Waste
✖

+ Add Waste Type

Finished Product

Finished Product Type*

Yard waste compost

Finished Product End Use*

Free to residents

Method to Evaluate Inert Material Content*

On-site analysis

✖

+ Add Finished Product

Boundary

Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCOA Online Services Support at ☎ 651-757-2728 or ☎ 844-828-0942 or ✉ [email online.services.pca@state.mn.us](mailto:online.services.pca@state.mn.us)

Draw or edit boundary

Enter numeric coordinates

?
+
-
📍

Save
Cancel

Composting – Waste Type(s) and Location

Waste Type(s) Accepted	<p>For composting activities, select all waste types that the facility may manage (multiple waste types can be selected). Even if a waste type is not managed now, but the facility envisions managing it during the permit term, it should be selected.</p> <ul style="list-style-type: none"> • Refer to Table A- 5 for a list of potential compostable materials.
Finished Product	<p>Provide information for the proposed use and evaluation method for the finished product.</p> <ul style="list-style-type: none"> • Finished Product Type - select from the dropdown list. If multiple products are created from the compost activity, add a record for each separate finished product. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> ○ Fuel; ○ Mulch; or ○ Yard waste compost. • Finished Product End Use - select from the dropdown list. If there are multiple end uses for a product, add a record for each separate end use. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> ○ Bagged for resale; ○ Bulk resale; ○ Community projects; ○ Free to residents; ○ Fuel; or ○ Land applied. • Method to Evaluate Inert Material Content - select from the dropdown list. If there are evaluation methods for a product, add a record for each separate evaluation method. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> ○ Lab analysis; ○ On-site analysis; ○ On-site inspection; or ○ Other. If “Other” is selected, an additional required prompt will pop up where a text description may be added.
Boundary	<p>Use the polygon tool to draw a shape around the area where this composting activity will occur. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.</p>

Waste to energy

This screen captures the information specific to each waste to energy activity, such as incineration or anaerobic digestion. If a facility has multiple waste to energy activities, there should be an individual entry for each of the separate activities.

Please Note: The facility must also meet the following requirements to qualify for a PBR and not an individual permit:

- Be governed by Minn. R. chs. [7007](#), [7009](#), and [7011](#) (air quality permit); and
- Not conduct on-site refuse-derived fuel (RDF) processing.

Waste To Energy
✕

Please complete the fields below for your proposed waste to energy area.

Status*
New ▼

Waste to energy type*
Incineration ▼

Description*
Incinerator

Size of waste to energy area*
1.0000

Size of waste to energy area units*
acres ▼

Permitted capacity*
400

Permitted capacity units*
tons per year ▼

Design capacity
500

Design capacity units*
tons per year ▼

Waste To Energy – Details

Status	<p>Select the appropriate status from the dropdown.</p> <ul style="list-style-type: none"> • New waste to energy activities will default as “New.” • Existing waste to energy activities will default to “Active” and can be changed to “Inactive” if the activity no longer occurs.
Composting type	<p>Dropdown list with the different types of waste to energy activities that could occur.</p> <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Incineration; or • Anaerobic Digestion.
Description	<p>A short description of the activity.</p> <ul style="list-style-type: none"> • For existing activities, this will prepopulate with what the current permit has. • Example: <ul style="list-style-type: none"> • Incinerator; or • Anaerobic Digestor.
Size of compost area	Size of the area dedicated to this activity, not the parcel size.

Waste To Energy – Details

Size of compost area units	Dropdown list of the available units for the size of this activity. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Acres; or • Square feet.
Permitted capacity	The regulatory capacity for this activity. <ul style="list-style-type: none"> • This activity is permitted based on an annual throughput.
Permitted capacity units	Dropdown list of the units available for the permitted capacity. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Cubic yards per year; or • Tons per year.
Design capacity	The capacity the facility is designed to potentially manage for this specific area. It must be equal to or greater than the permitted capacity. This is not a regulated or authorized capacity; it is solely utilized for planning purposes.
Design capacity units	Dropdown list of the units available for the design capacity. <ul style="list-style-type: none"> • Options: <ul style="list-style-type: none"> • Cubic yards per year; or • Tons per year.

Waste Type(s) Accepted

Please select a waste type

MSW 🗑️

+ Add Waste Type

Boundary

Select the "Draw boundary" button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select "Enter numeric coordinates" to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at 📞 651-757-2728 or 📞 844-828-0942 or ✉ email onlineservices.pca@state.mn.us

Draw or edit boundary

Enter numeric coordinates

Save
Cancel

Waste To Energy – Waste Type(s) and Location	
Waste Type(s) Accepted	Select all waste types that may be processed using this waste to energy activity. <ul style="list-style-type: none"> Refer to Table A- 6 for a list of potential waste types.
Boundary	Use the polygon tool to draw a shape around the area where this waste to energy activity will occur. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.

Attachments

This screen allows the facility to attach/upload the required plans and documents. A completed Sensitive Areas form ([w-sw7-60](#)) is required for a PBR Notification and can be found on the [MPCA’s webpage](#) under “Application supplemental forms”. The service can accept different file types such as PDFs, Word documents, Excel files, or image files. Once a document has been uploaded, enter the date the document was prepared/finalized.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe’s PBR ID: New

[Transfer Station](#) [Recycling](#) [Solid Waste Storage](#) [Waste Processing](#) [Compost](#) [Waste To Energy](#) [Attachments](#)

Upload attachments and supporting documents here. The file name must be less than 65 characters, including the extension. Be sure to scroll through to the bottom of this page to ensure all required attachments are included. Please name the file using the facility’s permit or approval number (if available) and name along with the document title (example: SW-000 Minnesota Landfill Operations Plan).

Facility Plans

The operations plan must describe the operational and maintenance procedures to ensure proper management of the solid waste facility.

Operations Plan Optional Upload File

The design plans include all plan sheets detailing the construction of buildings or features at the facility.

Design Plans Optional Upload File

The engineering report is the textual information supporting the design plans. This must specify how and why the facility will be (or was) constructed.

Engineering Report Optional Upload File

The industrial solid waste management plan must include a description of the waste types to be handled at the facility and the quantities of each waste type including a procedure for determining the analyses necessary to treat, store, or dispose of the waste properly.

Industrial Solid Waste Management Plan Optional Upload File

The closure plan must specify how and when the facility will be closed and include an estimate of the maximum quantity of waste stored at the facility at any time. Cost estimates must be provided with this plan.

Engineering Report Optional

Uploaded File

Engineering Report.docx 📄 🗑️

Document Date*
1/8/2026 📅

Date the document was prepared/finalized

[Minn. R. 7001.3150](#) requires that all technical documents, such as design drawings and specifications, engineering reports, and hydrogeologic studies, be certified by an engineer registered in Minnesota. In addition, all hydrogeologic reports and all related ground water and surface water monitoring reports must be signed by a person knowledgeable in the field of hydrogeology. The certifications and signatures should be on each technical document submitted with the application.

Once all attachments are uploaded, click the “Next” button to move to the next screen.

Summary

This is a compilation of all the information contained in the submittal. Review the summary for accuracy and make edits as necessary.

Certification

This is the final step in the submittal process. For the PBR Notification, a certification is required from only one of the permittee types: a solid waste landowner, solid waste activity owner (applicant), or solid waste operator.

The service will display **the people that have signatory access and can certify** the application.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< ng Solid Waste Storage Waste Processing Compost Waste To Energy Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.

If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Operator	Not signed	
	Solid Waste Activity Owner (Applicant)	Not signed	
	Solid Waste Landowner <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Different steps are required for Application Preparers and Permittees. These steps are outlined below for each role.

Application Preparers

Application preparers are not able to certify and sign the application – the Permittee must complete this step. Use the “**Notify Signatory**” button to let the **Permittee(s) listed in the table** know that the submittal is ready for a signature and certification. The Permittee will receive an email requesting a signature and certification. The submittal will also appear in the “Certify and Sign” section of the Online Services Home Screen.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Permit-by-rule notification
Joe's PBR ID: New

< ng Solid Waste Storage Waste Processing Compost Waste To Energy Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Operator	Not signed	
	Solid Waste Activity Owner (Applicant)	Not signed	
	Solid Waste Landowner <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Notify Signatory

Once the “Notify Signatory” button is selected, the following pop-up window will appear.

Notify Signatory

All signatories for this facility are displayed below. Select all signatories you wish to notify. They'll receive an email notification that the service is ready for their certification.

Username	Name	Signature Type
<input checked="" type="checkbox"/> Joseph.P.Miller@state.mn.us	Joseph Miller	Solid Waste Landowner

Cancel **Notify**

Click the “Notify” button. The following message will appear, confirming an email has been sent to notify the necessary parties.

An email has been sent to the selected Signatory/Signatories for this service and facility, and you have been cc'd.

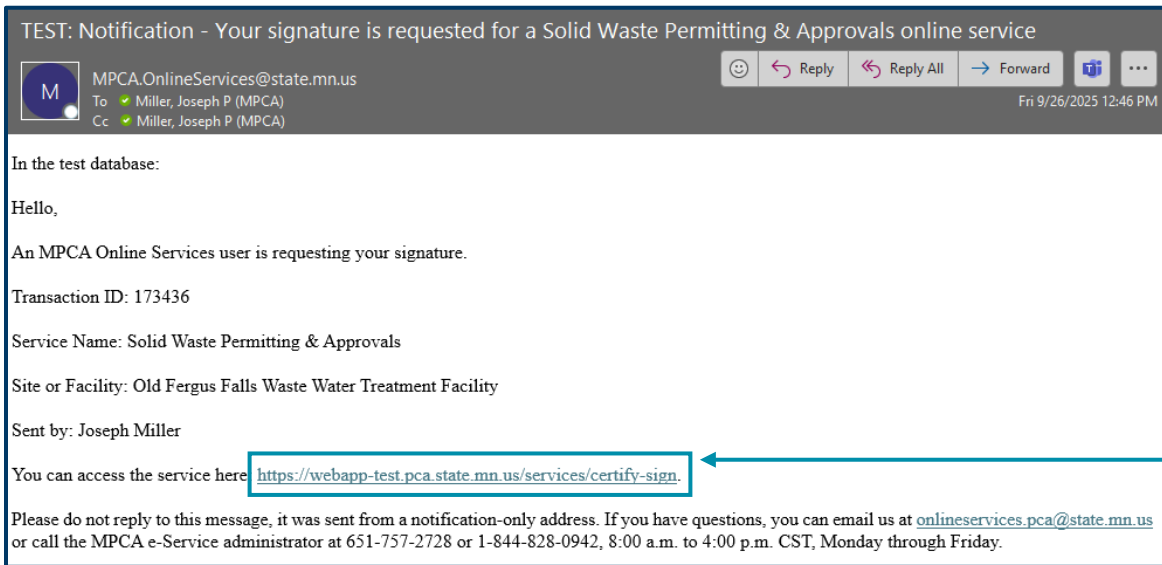
Okay

Permittee(s)

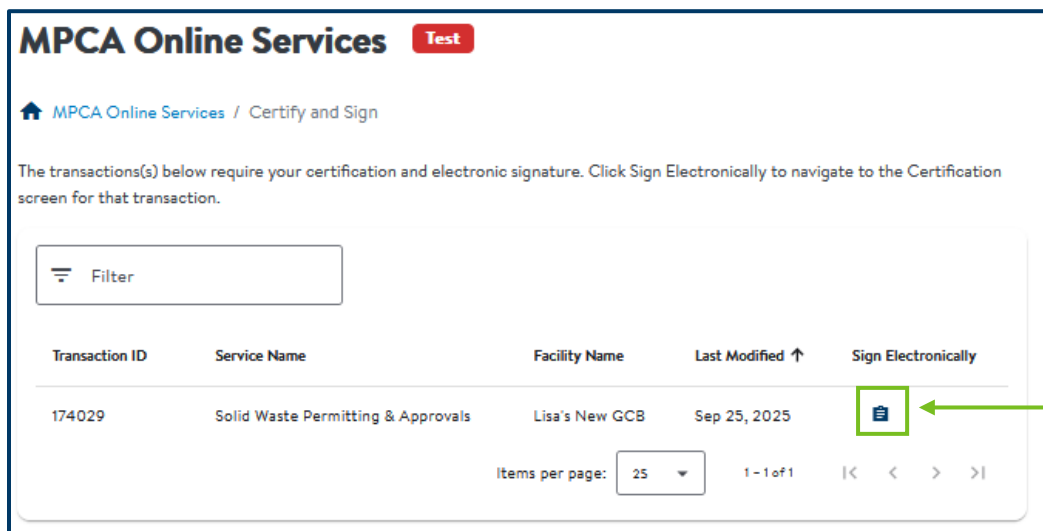
The Permittee must sign and certify the PBR Notification submittal before it can be completed. Steps 1 – 3 only apply if an Application Preparer has filled out and prepared the application.

Skip to Step 4 if this is not applicable.

1. An email should have been received that looks like the email below. Click the [link](#) to login and access the Online Services.



2. The link will open the “Certify and Sign” tab from the Online Services Home Page.
 - o **Note:** Signing in to the Online Service is required before this screen will appear.



3. Click the ‘Clipboard’ icon under the “Sign Electronically” column. This will open the Certification page of the PBR submittal.

- Once at the "Certification" page, click the "Sign Electronically" button.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > [Solid Waste Permitting & Approvals](#) > Permit-by-rule notification
Joe's PBR ID: New

< ng Solid Waste Storage Waste Processing Compost Waste To Energy Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Operator	Not signed	
	Solid Waste Activity Owner (Applicant)	Not signed	
	Solid Waste Landowner <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Sign Electronically Notify Signatory

- The "Electronic Signature" section will appear.
 - Note:** it is encouraged to review the submittal if it was prepared by an Application Preparer. This ensures all information has been reviewed for accuracy by the Permittee, who is legally responsible for this submittal. To review, click on the "Summary" tab or on the "View Summary" link in the "Electronic Signature" section.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > [Solid Waste Permitting & Approvals](#) > Permit-by-rule notification
Joe's PBR ID: New

< ng Solid Waste Storage Waste Processing Compost Waste To Energy Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Operator	Not signed	
	Solid Waste Activity Owner (Applicant)	Not signed	
	Solid Waste Landowner <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Electronic Signature - SolidWaste Permitting & Approvals Sign Electronically Notify Signatory

Read the certification statement below and answer the challenge question to sign electronically.

Transaction ID	Submittal Type	Creation Date	View
177448	Permit-by-rule notification	01/08/2026	View Summary

Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Name of signing party: Joseph Miller
Username of signing party: Joseph.P.Miller@state.mn.us

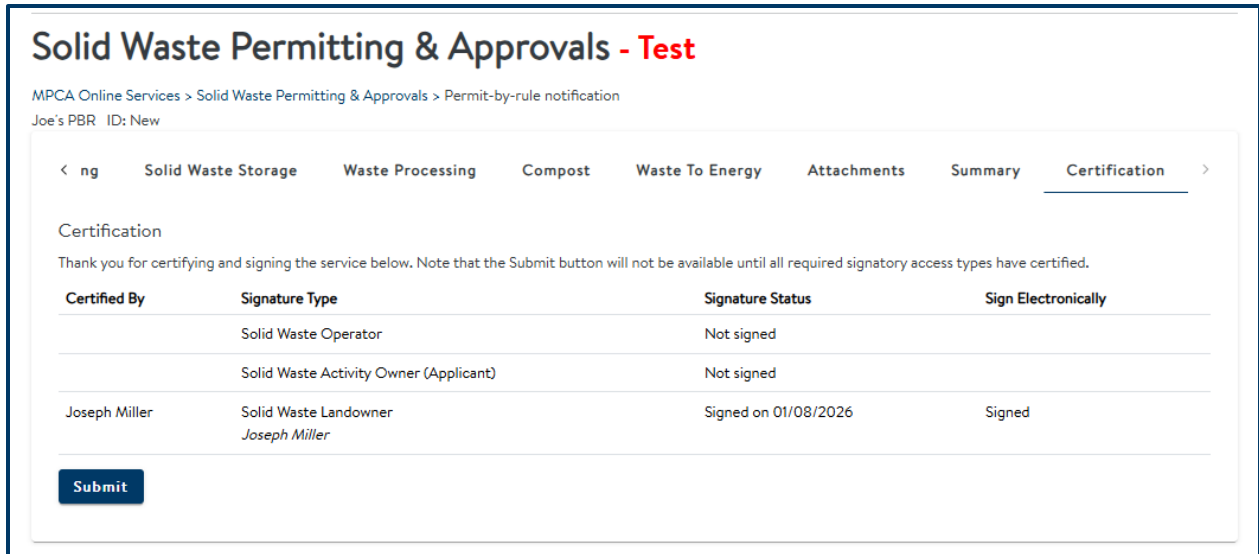
To electronically sign this service, you must correctly answer a challenge question.

Question*
What is your mother's maiden name?

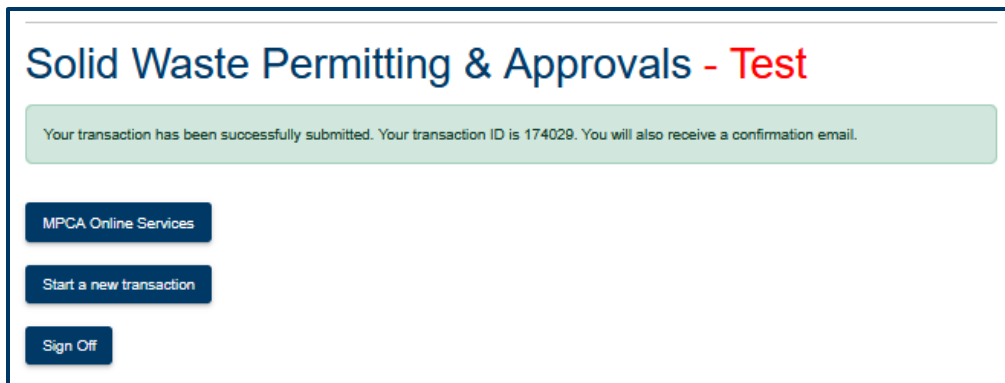
Answer*

Certify

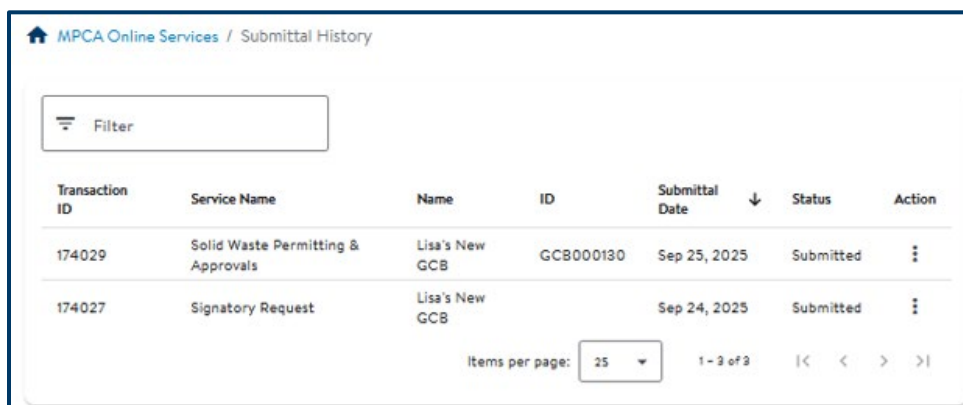
- Once the summary has been reviewed and the challenge question has been successfully answered, click the “Certify” button (see previous page).
- Once certified, the “Submit” button will be available on the Certification page.



- Once the “Submit” button is selected, the service will provide a notification that the submittal has been successfully submitted, and a confirmation email will be sent to all listed contacts.



- This submittal and the status of this submittal will appear in the “Submittal History” section of the Home Screen. MPCA staff will review the submittal and will reach out with any questions. A notice of coverage will be received once MPCA review is complete.



Appendix A: Waste Type(s) Accepted

Table A- 1: Transfer Station

Transfer Station Waste	
Absorbents and Erosion Control Materials	Grit and Bar Screening Waste
Adhesives, Coatings, and Sealants	Gypsum Drywall
Aluminum Oxide	Imprelis Contaminated Yard Waste
Animal Carcasses	Lime
Asbestos - Friable Class 1	Mattresses
Asbestos - Friable Class 2	Mining Waste
Asbestos - Non-Friable Class 1	MSW
Asbestos - Non-Friable Class 2	Naturally Occurring Radioactive Material
Ash - Coal Bottom Ash	Offspec Product
Ash - Coal Fly Ash	Packaging/Containers (Drums, Sacks, etc)
Ash - Coal Mixed Ash	Paint Residues, Filter, Dust
Ash - Mixed Ash	PCB Containing Waste
Ash - Wood Ash	Railroad Ties
Auto and Window Glass	Resins
Autoclave Waste	Sandblasting Media
Brush	Sawdust
C&D	Shingles (Asphalt)
Carpet	Shredder Fluff
Carpet Padding	Sludge - Biosolids
Ceiling Tiles	Sludge - Lime
Ceramics	Sludge - Other
Clean Wood/Lumber/Pallets	Sludge - Paper
Concrete/Asphalt/Brick	Spent Activated Carbon Filters
Contaminated Soils - Other	Spent Toner Cartridges & Printing Wastes
Contaminated Soils - Petroleum	Spilled Non-hazardous Wastes
Eggshells	Street Sweepings
Empty Pesticide Containers	Textiles
Finishing and Deburring Residue	Wood Chips
Food/Beverage Manufacturing Waste	Yard Waste
Foundry Sands	

Table A- 2: Recyclable Materials

Recycling
Aluminum
Appliances
Cardboard
Electronics
Ferrous Metals
Glass – if the Glass is collected for beneficial use (e.g. glass used as road base or sandblasting media), that information should be entered as a Solid Waste Storage activity.
Non-ferrous Metals
Paper
Plastic
Single Stream/Commingled Recyclables
Source Separated Organic Material

Table A- 3: Solid Waste Storage Materials

Storage Prior to Beneficial Use
Clean Wood/Lumber/Pallets
Concrete/Asphalt/Brick
Glass
Shingles (Asphalt)
Wood Chips
Tire Storage
Tires

Table A- 4: Waste Processing

Sorting and Baling of Recyclables
Single Stream/Commingled Recyclables
Tire Processing
Tires

Table A- 5: Compost

Yard Waste Composting
Brush
Wood Chips
Yard Waste

Table A- 6: Waste to Energy

Anaerobic Digestion	
Adhesives, Coatings, and Sealants	Spilled Non-hazardous Wastes
Appliances	Steel
Asbestos	Street Sweepings
Asbestos - Friable Class 1	Sugar Beet By-product - Mud Pond Solids

Anaerobic Digestion	
Asbestos - Friable Class 2	Sugar Beet By-product - Mud Press Solids
Auto and Window Glass	Sugar Beet By-product - Tare 1
Autoclave Waste	Sugar Beet By-product - Tare 2
Carpet Padding	Sugar Beet By-product - Type 3
Ceiling Tiles	Sugar Beet Juice
Chronic Wasting Disease Animal Waste	Sugar Beet Piling Site Clean-Up
Eggshells	Sugar Beet Sludge
Lime	Sugar Beet Tailings
Paint Residues, Filter, Dust	Sugar Beet Weeds
Railroad Ties	Textiles
Single Stream/Commingled Recyclables	Tires
Sludge - Biosolids	Treated Seed
Sludge - Lime	Wood Chips
Sludge - Other	Yard Waste
Incineration	
Adhesives, Coatings, and Sealants	Paint Residues, Filter, Dust
Aluminum Oxide	Railroad Ties
Asbestos - Friable Class 1	Resins
Asbestos - Friable Class 2	Rock and Sand Catcher Material
Carpet Padding	Sandblasting Media
Ceiling Tiles	Sanitary Products
Ceramics	Sawdust
Chronic Wasting Disease Animal Waste	Shingles (Asphalt)
Contaminated Soils - Other	Shredder Fluff
Contaminated Soils - Petroleum	Single Stream/Commingled Recyclables
Diapers	Sludge - Biosolids
Eggshells	Sludge - Lime
Foundry Sands	Sludge - Other
Grit and Bar Screening Waste	Sludge - Paper
Gypsum Drywall	Sludge - Stormwater Pond
Hazardous Waste	Source Separated Organic Material
Imprelis Contaminated Yard Waste	Source Separated Recyclable Material
Industrial Solid Waste	Spent Toner Cartridges & Printing Wastes
Leachate	Spilled Non-hazardous Wastes
Lime	Street Sweepings
Mattresses	Sugar Beet By-product - Mud Pond Solids
Offspec Product	Sugar Beet By-product - Mud Press Solids
Packaging/Containers (Drums, Sacks, etc)	Sugar Beet By-product - Tare 1

Appendix B: FAQ

- 1. Where did my recycling activity go?** Solid Waste Storage and Recycling have been used interchangeably, which is evident by some permits using Solid Waste Storage for the storage of appliances, while other permits have used Recycling. To improve the data and standardize the permitting process, all permits should detail appliances the same way – as a Recyclable.
- 2. What’s the difference between solid waste storage and recycling?** Solid Waste Storage and Recycling are the two waste activities with the most overlap. The [Recycling](#) and [Solid Waste Storage](#) sections contain more information as to what should be included in each activity. The rule of thumb is common recyclable materials such as paper, metal, plastic, electronics, and appliances use the Recycling activity. The storage of solid waste prior to disposal or beneficial use and waste tire storage are covered under the Solid Waste Storage Activity.
- 3. Why are there so many blank fields in my application?** Some of the fields are relatively new due to the online services’ capabilities to manage new data. These fields may be blank and will need information, which will be saved for future submittals.