



Transfer Stations and Drop Box Facilities
Solid Waste Permit Application per WAC 173-350-310

Name of Applicant:	Name of Facility:
Business Address: City: State: Zip Code: Phone: Email:	Facility Address: City: State: Zip Code: Phone: Email:
Signature:	Date:

*Please reference the appropriate section of WAC 173-350 for full requirements.

Location Requirements WAC 173-350-310(3)	Location of documents in application	Complete (SCHD ONLY)
There are no specific location standards for transfer stations and drop boxes subject to this chapter; however transfer stations and drop box facilities must meet the requirements provided under WAC 173-350-040		

Design Standards WAC 173-350-310(4) Describe how the facility meets the regulatory requirements in the supporting documents. Indicate the location of all documents.	Location of documents in application	Complete (SCHD ONLY)
Transfer stations must: (4)(a)	NA	
Control public access, and prevent unauthorized vehicular traffic and illegal dumping of waste		
Be sturdy and constructed of easily cleanable materials;		
Provide effective means to control rodents, insects, birds and other vectors		
Provide effective means to control all litter		
Provide a tip floor made of impervious material. The surface must be durable enough to withstand damage from operating equipment		
Cover the tipping floor to protect it from precipitation		
Convey leachate from the tipping floor and any ancillary areas likely to collect leachate, such as wash down areas, to a surface impoundment, tank, or sanitary sewer		
Provide for stormwater runoff collection and discharge from a twenty-five year storm		
Provide pollution control measures to protect air quality		

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Provide all-weather surfaces for vehicles		
Drop box facilities must: (4)(b)	NA	
Control public access, and prevent unauthorized vehicular traffic and illegal dumping of waste		
Provide detachable containers constructed of durable, watertight materials with a lid or screen on top that prevents litter, the loss of materials during transport, and access by rodents and other vectors. When reliably watertight detachable containers cannot be assured, the containers may alternatively be placed on an impervious surface with run-on and runoff controls		
Be designed so that customers may easily place waste directly into drop boxes		
Provide all-weather surfaces for vehicles		

Documentation WAC 173-350-310(5) Describe how the facility meets the regulatory requirements in the supporting documents. Indicate the location of all documents.	Location of documents in application	Complete (SCHD ONLY)
Changes in plan of operations must be approved by SCHD. Construction documents must be prepared by a professional engineer licensed in the state of Washington and must include: (5)(a)		
<ul style="list-style-type: none"> An engineering report that presents the design basis and calculations for the engineered features of the facility 		
<ul style="list-style-type: none"> Scale drawings of the facility 		
<ul style="list-style-type: none"> Design specification for the engineered features of the facility 		
<ul style="list-style-type: none"> A construction quality assurance plan 		
Structural changes to the facility need to be approved by SCHD. Construction documents need to be provided to SCHD upon completion (5)(b) NA	Acknowledged	

Operating Requirements WAC 173-350-310(6)	Location of documents in application	Complete (SCHD ONLY)
A description of the types of waste materials to be handled at the facility (6)(a)(i)		
A description of the procedures used to ensure that dangerous waste and other unacceptable waste are not accepted at the facility (6)(a)(ii)		
A description of how waste materials are to be handled on-site including maximum site capacity, methods of adding or removing waste from the facility and equipment used, and how operators will ensure adequate dumping capacity at all times (6)(a)(iii)		
A description of how the owner or operator will ensure the facility is operated in a way to: (6)(a)(iv)		
<ul style="list-style-type: none"> Control litter, dust, and nuisance odors; 		

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<ul style="list-style-type: none"> Control rodents, insects and other vectors; 		
<ul style="list-style-type: none"> Prohibit scavenging; 		
<ul style="list-style-type: none"> Provide a sign at the site entrance that identifies the facility and shows at a minimum the name of the site; and 		
<ul style="list-style-type: none"> Ensure that handling of waste capable of attracting birds does not pose an aircraft safety hazard. 		
A description of how operators will inspect and maintain the facility, including the inspection form operators will use. (6)(a)(v)		
Provide a template log to track the weight or volume of wastes received and wastes leaving the facility (6)(a)(vi)		
Safety and emergency plans (6)(a)(vii)		
Other such details to demonstrate that the facility will be operated in accordance with this subsection and as required by the jurisdictional health department (6)(a)(viii) NA		
For transfer stations, the plan of operations must also address how the operators will:	NA	
Provide attendant(s) on-site during hours of operation (6)(b)(i)		
Immediately summon fire, police, or emergency service personnel in the event of an emergency (6)(b)(ii)		
Remove or otherwise manage leachate from containment structure(s) to prevent soil and/or groundwater contamination (6)(b)(iii)		
Remove waste from the tipping floor at a frequency approved by SCHD (6)(b)(iv)		
For drop box facilities, the plan of operations must also address how the operators will service the facility as often as necessary to ensure adequate dumping capacity at all times (6)(c) NA		

Groundwater Monitoring Requirements WAC 173-350-310(7)	Location of documents in application	Complete (SCHD ONLY)
There are no specific ground water monitoring requirements for transfer stations and drop box facilities subject to this chapter; however, transfer station and drop box facilities must meet the requirements provided under WAC 173-350-040		

Closure Plan WAC 173-350-310(8) Describe how the facility meets the regulatory requirements in the supporting documents. Indicate the location of all documents.	Location of documents in application	Complete (SCHD ONLY)
Methods of removing solid waste materials from the facility		

Financial Assurance Requirements WAC 173-350-310(9)	Location of documents in application	Complete (SCHD ONLY)
There are no specific financial assurance requirements for transfer stations and drop box facilities subject to this chapter; however, transfer stations and drop box facilities must meet the requirements provided under WAC 173-350-040		

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