

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

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

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

<input type="checkbox"/> Location Requirements WAC 173-350-310(3)	Location of documents in application	Complete (SHD 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		<input type="checkbox"/>

<input type="checkbox"/> Design Standards WAC 173-350-310(4)	Location of documents in application	Complete (SHD ONLY)
Describe how the facility meets the regulatory requirements in the supporting documents. Indicate the location of all documents.		
Transfer stations must: (4)(a)	NA <input type="checkbox"/>	
Control public access, and prevent unauthorized vehicular traffic and illegal dumping of waste		<input type="checkbox"/>
Be sturdy and constructed of easily cleanable materials;		<input type="checkbox"/>
Provide effective means to control rodents, insects, birds and other vectors		<input type="checkbox"/>
Provide effective means to control all litter		<input type="checkbox"/>
Provide a tip floor made of impervious material. The surface must be durable enough to withstand damage from operating equipment		<input type="checkbox"/>
Cover the tipping floor to protect it from precipitation		<input type="checkbox"/>
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		<input type="checkbox"/>
Provide for stormwater runoff collection and discharge from a twenty-five year storm		<input type="checkbox"/>
Provide pollution control measures to protect air quality		<input type="checkbox"/>

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Provide all-weather surfaces for vehicles		<input type="checkbox"/>
Drop box facilities must: (4)(b)	NA <input type="checkbox"/>	
Control public access, and prevent unauthorized vehicular traffic and illegal dumping of waste		<input type="checkbox"/>
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		<input type="checkbox"/>
Be designed so that customers may easily place waste directly into drop boxes		<input type="checkbox"/>
Provide all-weather surfaces for vehicles		<input type="checkbox"/>

<input type="checkbox"/> 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 (SHD ONLY)
Changes in plan of operations must be approved by SHD. Construction documents must be prepared by a professional engineer licensed in the state of Washington and must include: (5)(a)		<input type="checkbox"/>
<ul style="list-style-type: none"> An engineering report that presents the design basis and calculations for the engineered features of the facility 		<input type="checkbox"/>
<ul style="list-style-type: none"> Scale drawings of the facility 		<input type="checkbox"/>
<ul style="list-style-type: none"> Design specification for the engineered features of the facility 		<input type="checkbox"/>
<ul style="list-style-type: none"> A construction quality assurance plan 		<input type="checkbox"/>
Structural changes to the facility need to be approved by SHD. Construction documents need to be provided to SHD upon completion (5)(b) NA <input type="checkbox"/>	Acknowledged <input type="checkbox"/>	

<input type="checkbox"/> Operating Requirements WAC 173-350-310(6)	Location of documents in application	Complete (SHD ONLY)
A description of the types of waste materials to be handled at the facility (6)(a)(i)		<input type="checkbox"/>
A description of the procedures used to ensure that dangerous waste and other unacceptable waste are not accepted at the facility (6)(a)(ii)		<input type="checkbox"/>
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)		<input type="checkbox"/>
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; 		<input type="checkbox"/>

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<ul style="list-style-type: none"> Control rodents, insects and other vectors; 		<input type="checkbox"/>
<ul style="list-style-type: none"> Prohibit scavenging; 		<input type="checkbox"/>
<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 		<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure that handling of waste capable of attracting birds does not pose an aircraft safety hazard. 		<input type="checkbox"/>
A description of how operators will inspect and maintain the facility, including the inspection form operators will use. (6)(a)(v)		<input type="checkbox"/>
Provide a template log to track the weight or volume of wastes received and wastes leaving the facility (6)(a)(vi)		<input type="checkbox"/>
Safety and emergency plans (6)(a)(vii)		<input type="checkbox"/>
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 <input type="checkbox"/>		<input type="checkbox"/>
For transfer stations, the plan of operations must also address how the operators will:	NA <input type="checkbox"/>	
Provide attendant(s) on-site during hours of operation (6)(b)(i)		<input type="checkbox"/>
Immediately summon fire, police, or emergency service personnel in the event of an emergency (6)(b)(ii)		<input type="checkbox"/>
Remove or otherwise manage leachate from containment structure(s) to prevent soil and/or groundwater contamination (6)(b)(iii)		<input type="checkbox"/>
Remove waste from the tipping floor at a frequency approved by SHD (6)(b)(iv)		<input type="checkbox"/>
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 <input type="checkbox"/>		<input type="checkbox"/>

<input type="checkbox"/> Groundwater Monitoring Requirements WAC 173-350-310(7)	Location of documents in application	Complete (SHD 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		<input type="checkbox"/>

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<input type="checkbox"/> 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 (SHD ONLY)
Methods of removing solid waste materials from the facility		<input type="checkbox"/>

<input type="checkbox"/> Financial Assurance Requirements WAC 173-350-310(9)	Location of documents in application	Complete (SHD 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		<input type="checkbox"/>

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