Iowa Department of Natural Resources

Permitted Solid Waste Transfer Station (XFR) Permit Inspection Form

Permit No: _____ -SDP- _____ - _____ P-XFR

Facility Name: _____ Phone Number: _____

Address: _____

City/State/Zip: _____ County: _____

Responsible Official: _____ Phone Number: _____

Address: _____

City/State/Zip: _____ County: _____

Person(s) Present: 1. _____

2. _____

3. _____

Date of This Inspection: _____ Date of Last Inspection: _____

*Be advised your facility may require, due to either SIC code or onsite management practices, an NPDES General Permit #1 (Stormwater permit).

Solid Waste Transfer Station Siting & Location Requirements - IAC 567 Chapter 101.403(455B)

	Yes	No	NA
Is the transfer station building located within the 100-year floodplain? (101.403(1))	☐	☐	☐
If yes, are there structures to prevent floodwater inundation from a 100-year flood of any area that comes into contact with solid waste or washwater? (101.403(1))	☐	☐	☐
Is the transfer station building within 500 feet of an educational facility, healthcare facility, or permanent residence? (101.403(2))	☐	☐	☐
If yes, did construction of the educational facility, or healthcare facility, or permanent residence begin before the permit application was received by the Department? (101.403(2))	☐	☐	☐
If yes, does the transfer station utilize screening to minimize noise and visibility of operations? (Note: Screening shall utilize natural components to the maximum extent possible) (101.403(2))	☐	☐	☐
Is the transfer station building or solid waste receptacle(s) at least 50 feet from an adjacent property line? (101.403(3))	☐	☐	☐
If no, did the DNR approve of the lesser property line setback distance in writing? (101.403(3))	☐	☐	☐

Comments

Solid Waste Transfer Station Design Standards - IAC 567 Chapter 101.406(455B)

	Yes	No	NA
Is the transfer station building sufficient to allow all solid waste to be unloaded from collection vehicles and loaded into transport vehicles indoors? (Note: Rear-loading solid waste transport vehicles that have no other opening and that securely abut the building so that minimal	☐	☐	☐

	Yes	No	NA
amounts of solid waste escape qualify as being inside the building) (101.406(1))			
Is the building sufficient to minimize dust and litter exiting the building? (101.406(1)"a"(1) and (2))	☐	☐	☐
Is the building sufficient to keep out precipitation? (101.406(1)"a"(3))	☐	☐	☐
Is the building sufficient to prevent the attraction or harboring of vectors? (101.406(1)"a"(4))	☐	☐	☐
Are all surfaces that come into contact with solid waste or washwater impervious to liquids? (101.406(1)"b")	☐	☐	☐
Does the transfer station building have a drainage system that maintains a separation between stormwater and washwater? (101.406(1)"c")	☐	☐	☐
Does the transfer station building have a washwater collection system that directs washwater to a storage tank for later disposal, a sanitary sewer system, or equivalent as approved by the Department? (101.406(1)"d")	☐	☐	☐
If a storage tank(s) is used, does it have a high-level indicator or gauge? (101.406(1)"d")	☐	☐	☐
Does the transfer station store solid waste during non-operating hours? (101.406(1)"e")	☐	☐	☐
If yes, is the solid waste storage area clearly marked? (101.406(1)"e")	☐	☐	☐
If yes, does the solid waste storage area have a fire detection system? (101.406(1)"e")	☐	☐	☐
Does the transfer station building have a surge pit to handle large volumes of incoming waste? (Note: Surge pits are typically found in large transfer stations where a large number of trucks can overload the tipping floor. Surge pits provide more space for temporary storage during peak operating hours and may also allow for additional compaction of the solid waste before it is loaded into transport vehicles) (101.406(1)"f")	☐	☐	☐
If yes, does the transfer station building have an effective odor control mechanism? (i.e. mist systems and air filters) (101.406(1)"f")	☐	☐	☐
If yes, does the transfer station building have a sprinkler system installed over the area where solid waste is stored? (101.406(1)"f")	☐	☐	☐
Is their sufficient indoor and outdoor lighting to minimize the difference in lighting when entering or exiting the building? (101.406(1)"g")	☐	☐	☐
Does the transfer station building have doors at each entrance and exit? (101.406(1)"h")	☐	☐	☐

Comments

Other Permitted Solid Waste Transfer Station Design Standards - IAC 567 Chapter 101.406(2) & 100.9(455B, 455D)

	Yes	No	NA
Does the transfer station have a secure perimeter fence w/lockable gate(s)? (101.406(2)"a")	☐	☐	☐
Does the transfer station use an IDALS certified scale? (Note: The scale does not have to be onsite) (101.406(2)"b")	☐	☐	☐
Does the transfer station have adequate queuing distance for vehicles entering and exiting such that lines do not extend onto public streets? (101.406(2)"c")	☐	☐	☐
If no, does the transfer station have approval from the local or state government authority for lines to back-up onto public streets? (101.406(2)"c")	☐	☐	☐
Does the transfer station have signs or pavement markings indicating safe and proper on-site traffic patterns? (101.406(2)"d")	☐	☐	☐
If open to the public, is there a sign at the primary entrance specifying: (100.9(7)) 1. Name of the operations,	☐	☐	☐

	Yes	No	NA
2. Site permit number,	☐	☐	☐
3. Hours and days the site is open,	☐	☐	☐
4. Telephone number?	☐	☐	☐

Comments

Solid Waste Transfer Station Operating Requirements - IAC 567 Chapter 101.407(455B) & 100.9(455B,455D

	Yes	No	NA
Is site access controlled and limited to a time when a transfer station operator is on duty. (101.407(8))	☐	☐	☐
If yes, is the site operator on duty able to read, understand and implement the Site Operation Plan? (101.407(8)"a")	☐	☐	☐
If yes, is the site operator on duty able to read, understand and implement the Emergency Response and Remedial Action Plan (ERRAP)? (101.407(8)"b")	☐	☐	☐
If yes, is the site operator on duty able to visually recognize universal symbols, markings, and indications of unacceptable materials? (e.g. hot loads, hazardous, infectious and radioactive wastes) (101.407(8)"c")	☐	☐	☐
Are all handling, processing, screening, open storage, loading, and similar activities or processes involving solid waste being performed inside the transfer station building? (Note: Truck-to-truck transfer of solid waste that is not incidental solid waste transfer is not allowed outside a transfer station building. A rear-loading solid waste transport vehicle that does not have any other open access and securely abuts the transfer station building so that minimal amounts of solid waste escape during loading shall qualify as being inside the building. Salvaged materials that do not attract or harbor vectors may be stored outside of the building in clearly marked, designated areas.) (101.407(1) and (2))	☐	☐	☐
Is the solid waste being at least visually screened by personnel capable of identifying hot loads and hazardous, infectious, radioactive, and other wastes not suitable for disposal in a sanitary landfill? (101.407(9))	☐	☐	☐
Are transfer station operators segregating and managing unacceptable wastes and hot loads in accordance with applicable laws and in a manner as safe and responsible as practical? (101.407(3))	☐	☐	☐
Are solid waste receptacles not being allowed to overflow, and is waste being removed as often as necessary to prevent a nuisance or public health hazard? (101.407(4))	☐	☐	☐
Is the washwater management system being inspected monthly and maintained in proper operating condition to prevent overflowing? (101.407(6))	☐	☐	☐
Are all surfaces that prevent washwater from entering the ground and groundwater impervious? (101.407(7))	☐	☐	☐
If no, was the breach noted above fixed within 24 hours, or has the facility prevented any solid waste or washwater from coming into contact with the breached area until repaired? (101.407(7))	☐	☐	☐

Comments

Solid Waste Transfer Station Storage Requirements - IAC 567 Chapter 101.408(455B)

	Yes	No	NA
If solid waste is stored at the transfer station, is it stored: (101.408(1)) 1. Inside the transfer station in a clearly marked, designated area; or 2. Inside the transfer station building in a surge pit; 3. Inside a secure solid waste transport vehicle, protected from precipitation and vectors; 4. Inside dumpsters, compactors, roll-off boxes, and other solid waste receptacles to prevent the accidental discharge of its contents and the attraction or harborage of vectors?	☐	☐	☐
If solid waste is being stored inside the transfer station in a designated area that is not a surge pit or similar operational structure, is it being stored for not more than four days, excluding Sundays and national holidays? (101.408(2)"a")	☐	☐	☐
If solid waste is being stored inside the transfer station building in a surge pit, is it being stored for not more than seven days, including Sundays and national holidays? (101.408(2)"b")	☐	☐	☐
If solid waste is being stored in a transport vehicle designated to travel only via roadway, is it being stored for not more than four days, excluding Sundays and national holidays? (101.408(2)"c")	☐	☐	☐
If solid waste is being stored in a transport vehicle designated to travel via rail or navigable waterway, including intermodal container systems, is it being stored for not more than seven days, including Sundays and national holidays? (101.408(2)"d")	☐	☐	☐

Comments

Solid Waste Transfer Station Record-Keeping Requirements - IAC 567 Chapter 101.409(1)

	Yes	No	NA
Is a copy of the current permit(s) on site? (101.409(1)"a"(1))	☐	☐	☐
Is a copy of the current Design Plan on site? (101.409(1)"a"(2))	☐	☐	☐
Is a copy of the current Operation Plan on site? (101.409(1)"a"(3))	☐	☐	☐
Is a copy of the current Emergency Response and Remedial Action Plan (ERRAP) on site? (101.409(1)"a"(4))	☐	☐	☐
Is proof of current financial assurance on site? (101.409(1)"a"(5))	☐	☐	☐
Are three years of records being maintained by the transfer station with regard to the tons of all solid waste disposed of quarterly? (101.409(1)"b"(1))	☐	☐	☐
Are three years of records being maintained by the transfer station with regard to the destination of all outgoing solid waste? (101.409(1)"b"(2))	☐	☐	☐
Are three years of records being maintained by the transfer station with regard to the washwater management system inspection log? (101.409(1)"b"(3))	☐	☐	☐
Are three years of records being maintained by the transfer station with regard to hot loads and hazardous, infectious, radioactive, or other unacceptable wastes found? (101.409(1)"b"(4))	☐	☐	☐

Comments

Solid Waste Transfer Station Reporting Requirements - IAC 567 Chapter 101.409(2)

	Yes	No	NA
Is the transfer station submitting quarterly tonnage reports to the Department that include: (101.409(2))			
1. Tons of solid waste disposed of;	☐	☐	☐
2. Comprehensive planning area from which the solid waste originated; and	☐	☐	☐
3. Destinations of all outgoing solid waste?	☐	☐	☐

Comments

Collection & Transport Vehicle Construction & Operation - IAC 567 Chapter 101.410(455B)

	Yes	No	NA
Is the portion of the solid waste transport vehicle(s) that contains solid waste sufficient to: (101.410(1) and (2))			
1. Prevent the accidental discharge of its contents;	☐	☐	☐
2. Prevent the attraction or harborage of vectors; and	☐	☐	☐
3. Prevent the infiltration of precipitation?	☐	☐	☐
(Note: Any solid waste transport vehicle that fails to meet the requirements of 567 IAC 101.410(455B) shall be repaired before it is utilized in the transport or storage of solid waste.)			
If the solid waste transport vehicle(s) has an open-top, does it have a suitable cover that is not easily torn, shredded, broken, or otherwise breached under normal use? (101.410(1))	☐	☐	☐
Is the transport vehicle(s) being cleaned at intervals frequent enough to prevent a nuisance or vector attraction? (101.410(5))	☐	☐	☐
Are liquids generated from any cleaning of the areas of the solid waste transport vehicle(s) that hold solid waste being managed as washwater? (101.410(6))	☐	☐	☐
Are the solid waste transport vehicle's openings securely closed before transport and during solid waste storage so as to prevent the loss of solid waste? (101.410(3))	☐	☐	☐
Is solid waste being loaded into the solid waste transport vehicle inside the transfer station building and in a manner that minimizes the spilling of materials? (Note: Truck-to-truck transfer of solid waste that is not incidental solid waste transfer is not allowed outside a transfer station building. A rear-loading solid waste transport vehicle that does not have any other open access and securely abuts the transfer station building so that minimal amounts of solid waste escape during loading shall qualify as being inside the building.) (101.410(4))	☐	☐	☐
If solid waste is spilled from a solid waste transport vehicle during loading, is it collected as often as necessary to minimize litter, dust, or other fugitive debris? (101.410(4))	☐	☐	☐
If solid waste was spilled from a solid waste transport vehicle not on transfer station property, was the solid waste collected as soon as possible and was the spill immediately reported to the Department and the Field Office with jurisdiction? (101.410(7))	☐	☐	☐

Comments

Check all other materials accepted/activities at the facility:

- ☐ Recyclables drop-off - glass, paper, plastic, metal
- ☐ Lead Acid Batteries
- ☐ Used Oil
- ☐ Antifreeze
- ☐ White Goods Collection
- ☐ Brown Goods Collection
- ☐ Tires
- ☐ Electronics Collection (including Cathode Ray Tubes)
- ☐ Scrap Metal Salvaging
- ☐ Appliance Demanufacturing
- ☐ Electronics Demanufacturing
- ☐ Yard Waste Composting
- ☐ Yard Waste Collection
- ☐ HHM/RCC
- ☐ Other _____

*Be advised your facility may require, due to either SIC code or onsite management practices, an NPDES General Permit #1 (Stormwater permit).

Summary of Requirements	Compliance Date
1.	
2.	
3.	
4.	
5.	

Summary of Reminders
1.
2.
3.
4.
5.

Summary of Recommendations
1.
2.
3.
4.
5.

Inspector: _____ Date: _____

Reviewer: _____ Date: _____

Facility Photographs (if applicable) - Attach separately