Iowa Department of Natural Resources

Regional Collection Center License Modification Request

Request for modification of a Regional Collection Center Facility License must be accompanied by all information required by the applicable rules under Iowa Administrative Code 567 Chapter 103.

Send completed application and supporting documents via email to Julie.Ritter@dnr.iowa.gov or mail to:

Iowa DNR
Attn: Julie Ritter
6200 Park Ave Ste 200
Des Moines IA 50321

For questions concerning this application please contact the Department at (515) 669-8474.

Facility Contact Information

Facility Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____ Fax: _____

Responsible Official Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____ Fax: _____

Design Engineer Name (if any): _____ Phone: _____

Address: _____ City, State, Zip: _____

Email: _____ License #: _____ Fax: _____

Days and hours of operation of the facility: _____

Open to the public? ☐ Yes ☐ No

Service area of the facility: _____

Satellite service changes: _____

_____

_____

Building or site changes:

_____

_____

_____

_____

Modification documents

Please enclose any documents that will illustrate the modifications requested.
One (1) copy of each document shall be submitted via email attachment or USPS.

Attached	Modification Documents that may be needed
☐	Site Map or Photograph showing modified footprint of RCC proposed location*
☐	Proof of Ownership/Local Zoning Requirements
☐	Organizational Chart with Staff training certifications or date training will take place.
☐	Site Specific Layout for RCC and Haz Store
☐	Facility Operation Plan Site Specific
☐	Emergency Response Plan- Site Specific
☐	Site Closure Plan and cost estimate
☐	Description and Photographs of Mobile Unit (if applicable)

*You may hand draw with ruler, use an aerial photo from Google earth that is labeled, or use an existing photo with new RCC footprint noted.

RCC Facility Certification

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I further certify that the construction and operation of the above described facility will be in accordance with the plans, specifications, reports and related communications accepted by the Iowa Department of Natural Resources and filed onsite at the RCC; and in accordance with conditions imposed in the license issued by the Iowa Department of Natural Resources.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

567-103.3(7) License modification. A regional collection center shall request to modify its license by notifying the department of changes to any provision of its license. A regional collection center shall notify the department within 30 calendar days of a planned change to the provisions of its license and within 7 calendar days of an unplanned change to the provisions of its license. Upon request to modify a regional collection center license, the facility must be in compliance with Iowa Code chapters 455B, 455D and 455F and the conditions of its current license.