

# C&DD Facility License Application Tabs—2023

## Tab 1 - Facility License Application: Submitted electronically or by completing paper form

Pursuant to OAC Rule 3745-501-05(A), no person shall establish, operate, maintain, or modify a construction and demolition debris facility without a C&DD facility license.

- Each person proposing to open a new C&DD facility or modify an existing C&DD facility shall submit a license application to the licensing authority at least ninety (90) days before proposed operation of the facility.
- Each person proposing to continue operation of an existing C&DD facility beyond December 31, shall, in accordance with OAC Rule 3745-501-10(B)(4)(a)(ii), submit a license application to the licensing authority by September 30.

Upon issuance of a license, a copy of the application and the issued license certificate will be provided to the applicant.

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For every license renewal application and modification application, Facility License Application must be signed, dated, and resubmitted under Tab 1. Other parts of the license application that are not changing need not be resubmitted; simply indicate on the appropriate tab. All tabs should be filled out and submitted.

Major Components	Applicant Use Only		HD/OEPA Use Only	
	Mark Yes if submitted in this application	Mark Yes if submitted through <a href="#">Ohio EPA eBiz Center</a>	Applicant signature present?	Application complete?
Facility License Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cetrified Operator ID #:	<input type="checkbox"/>			<input type="checkbox"/>

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### Tab 2 - Ground Water and Leachate Monitoring Reports (If Applicable)

Pursuant to OAC Rule 3745-400-09(B), facilities not meeting all of the specified conditions must monitor the quality of the ground water. In accordance with OAC Rule 3745-400-11(R)(3), new facilities shall implement the ground water monitoring program in accordance with OAC Rule 3745-400-10 prior to accepting debris for disposal. “Implement” means to install the ground water monitoring system and begin sampling.

The Ground Water Monitoring Report with ground water monitoring information [OAC Rules 3745-400-10(B) and (C)] is **NOT** required to be submitted with the annual license application. However, it **IS** required to be submitted annually to the licensing authority by September 30<sup>th</sup> of each year. Although it is not required to be submitted with the application, **COMPLIANCE WITH THESE ITEMS IS CONSIDERED BY THE LICENSING AUTHORITY PRIOR TO ISSUANCE OF A LICENSE RENEWAL.**

If the applicant chooses to include a Ground Water Monitoring Report with this application, the report and related information should be placed behind this tab. The Ground Water Monitoring Report must be certified by a qualified ground water scientist (QGWS).

Report submitted annually to the licensing authority. <i>OAC Rule 3745-400-10(B)</i>	Applicant Only	HD/OEPA Use Only
	Mark Yes if submitted within this application or note date when submitted during the past year	QGWS certification present?
Report shall include the following major components:		
Ground water monitoring data <i>OAC Rule 3745-400-10(B)(1)</i>		
Map of ground water elevations <i>OAC Rule 3745-400-10(B)(3)</i>		
Documentation of well system capability <i>OAC Rule 3745-400-10(B)(4)</i>		
Documentation of changes to well system <i>OAC Rule 3745-400-10(B)(5)</i>		
Qualifications of certifying QGWS <i>OAC Rule 3745-400-10(B)(6)</i>		
Special Major Component	Mark Yes if submitted within this application or note license year last submitted	QGWS certification present?
* Sampling and analysis procedures used <i>OAC Rule 3745-400-10(B)(2)</i>		

\* A narrative of sampling and analysis procedures used shall be submitted with the initial report, however; only amendments to the submitted plan need to be submitted with each subsequent report. This component shall be referenced back to the previous year’s license application or ground water report. Major Components (1-5) shall all be submitted within each annual ground water report.

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

Tab 2 - Ground Water and Leachate Monitoring Reports (Continued)

Pursuant to OAC Rule 3745-400-20, C&DD facilities may be required to conduct C&DD leachate sampling and analysis. This rule has been in effect since January 1, 2013. C&DD facilities that are required to sample and test leachate should submit a leachate sampling report to the director and approved health department at least annually, OR, if the facility recirculates leachate, the owner or operator shall submit a leachate sampling report at least quarterly. Submittal of the leachate sampling and analysis plan is not required, but shall be available to Ohio EPA and the approved health department upon request.

<b>Leachate sampling and analysis OAC Rule 3745-400-20</b>	<b>Applicant Only</b>	<b>HD/OEPA Use Only</b>
	Mark Yes if submitted within this application or note license year last submitted	Application complete?
Leachate monitoring has been performed as follows:		
Leachate sampled either annually or quarterly, as appropriate <i>OAC Rule 3745-400-20(A)(1)(a)</i>		
Leachate sampling locations as required by rule <i>OAC Rule 3745-400-20(A)(1)(b)</i>		
Field analysis performed <i>OAC Rule 3745-400-20(A)(1)(c)</i>		
Laboratory analysis performed <i>OAC Rule 3745-400-20(A)(1)(d)</i>		
Leachate sampling results submitted to director and board of health no more than 75 days after sampling event <i>OAC Rule 3745-400-20(A)(1)(e)</i>		
Monitoring ground water for leachate parameters detected in leachate in accordance with OAC Rule 3745-400-10 <i>OAC Rules 3745-400-20(B)(1)&amp;(4)</i>		
Monitoring ground water for parameters detected in leachate-OEPA or HD sampling <i>OAC Rule 3745-400-20(B)(2)</i>		
Monitoring ground water for leachate parameters if no leachate monitoring system is present <i>OAC Rule 3745-400-20(B)(3)</i>		

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 3 – Facility Design Plan - Site Characterization Report

OAC Rule 3745-501-12(A) sets forth the requirement that a C&DD license application shall include the facility design plan which is comprised of the site characterization report required by OAC Rule 3745-400-07(A)(1). The content of the site characterization report is outlined in OAC Rule 3745-400-09(C). The purpose of the site characterization report is to have a qualified ground water scientist (QGWS) provide documentation that the standards established in OAC Rule 3745-400-06\* (prohibited locations), OAC Rule 3745-400-09(A) (liner), and OAC Rule 3745-400-09(B) (ground water monitoring) are met and that the ground water monitoring system is capable of determining the quality of the ground water under the facility. The report shall be submitted one time, unless the hydrogeologic investigation is conducted in phases or new licensed disposal area is added. If new licensed disposal area (active and/or inactive areas) is added, then a revised site characterization report describing the proposed new disposal area must be submitted ninety (90) days prior to use of the area. **Please see footnote below.**

Major Components	Applicant Use Only		HD/OEPA Use Only	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	QGWS signature present?	Application complete?

#### Site Characterization Report - OAC Rule 3745-400-09(C)

Will the hydrogeologic investigation be conducted in phases? <input type="checkbox"/> yes <input type="checkbox"/> no (Note: only facilities that meet the standards in OAC Rule 3745-400-09(A) can conduct the hydrogeologic investigation in phases)  If yes, each phase must be described <i>OAC Rule 3745-400-09(C)(1)</i>			Not Required	
Ground Water Scientist Qualification/Documentation <i>OAC Rule 3745-400-09(C)(2)</i>			Not Required	

#### Final Summary - OAC Rule 3745-400-09(C)(3)

Are standards established by OAC Rule 3745-400-06* and Section 3, paragraph C of Amended Substitute HB 397 (126 <sup>th</sup> General Assembly) met?				
Are standards established by OAC Rule 3745-400-09(A) (liner) met?				
Are standards established by OAC Rule 3745-400-09(B) (ground water monitoring) met?				
Publicly available information to support the final summary <i>OAC Rule 3745-400-09(C)(4)</i>			Not Required	
Site specific hydrogeologic information to support the final summary <i>OAC Rule 3745-400-09(C)(5)</i>			Not Required	

*\*The location prohibitions described in OAC Rule 3745-400-06 do not apply to a facility operating or under construction on July 24, 1990, or to the expansion of such a facility onto contiguous land owned by the facility owner or operator when the initial license application was submitted.*

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 4 - Facility Design Plan - Facility Construction Design Plan

OAC Rule 3745-501-12(A) sets forth the requirement that a C&DD license application must include the facility design plan outlined in OAC Rule 3745-400-07(A). The facility construction design portion of the facility design plan is outlined in OAC Rule 3745-400-07(F). The facility construction design plan shall be signed and sealed by a professional engineer (P.E.), registered in Ohio.

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	P.E. signature and seal present?	Application complete?
Cover Sheet <i>OAC Rule 3745-400-07(F)(1)</i>				
Facility Environs (Plans) <i>OAC Rule 3745-400-07(F)(2)</i>				
Facility Plan Drawings <i>OAC Rule 3745-400-07(F)(3)</i>				
Cross Sections <i>OAC Rule 3745-400-07(F)(4)</i>				

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 5 – Facility Design Plan - Facility Construction Design Plan (Continued)

OAC Rule 3745-501-12(A) sets forth the requirement that a C&DD license application must include the facility design plan outlined in OAC Rule 3745-400-07(A). The facility construction design portion of the facility design plan is outlined in OAC Rule 3745-400-07(F). The facility construction design plan shall be signed and sealed by a professional engineer (P.E.), registered in Ohio.

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	P.E. signature and seal present?	Application complete?

*Detail Drawings OAC Rule 3745-400-07(F)(5)*

(a) Recompacted Soil Liner				
(b) Added Geologic Material				
(c) Leachate Collection System Elements				
(d) Soil Barrier Layer				
(e) Permanent Ground Water Control Structures				

Design Calculations <i>OAC Rule 3745-400-07(F)(6)</i>				
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**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 6 - Facility Design Plan - Final Cap System Design Plan

OAC Rule 3745-501-12(A) sets forth the requirement that a C&DD license application must include the final cap system design plan portion of the facility design plan meeting the criteria of OAC Rule 3745-400-07(A)(3). The content of the final cap system design plan is outlined in OAC Rule 3745-400-07(G). The information under this tab must be signed and sealed by a professional engineer (P.E.), registered in Ohio.

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	P.E. signature and seal present?	Application complete?

The Facility *OAC Rule 3745-400-07(G)(1)*

(a) Final grade of limits of debris placement				
(b) Final grade including cap system and surface drainage structures				
(c) Designation of the required cap system types within the limits of debris placement				
(d) Planned end use - for informational purposes only				

Detail Drawings *OAC Rule 3745-400-07(G)(2)*

(a) Standard cap system				
(b) Vegetative cap system (if used)				

Soil Erosion Calculations *OAC Rule 3745-400-07(G)(3)*

Soil erosion calculation				
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**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 7 - Facility Design Plan - Ground Water Monitoring Well System Plan

OAC Rule 3745-501-12(A) sets forth the requirement that a C&DD license application must include the ground water monitoring well system plan portion of the facility design plan, as stated in OAC Rule 3745-400-07(A)(4), meeting the criteria of OAC Rule 3745-400-10. A ground water monitoring well system, as described in OAC Rule 3745-400-10(A) is **required** for a facility disposing of debris on or after September 30, 1996, **unless all of the conditions under OAC Rule 3745-400-09(B) are met**. Information under this tab must be certified by a qualified ground water scientist (QGWS).

Major Components	Applicant Only		HD/OEPA Use Only	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	QGWS certification present?	Application complete?

#### Ground Water Monitoring Well System *OAC Rule 3745-400-10(A)*

Well system monitors first continuous significant zone of saturation underlying the facility <i>OAC Rule 3745-400-10(A)(1)</i>				
Wells collect ground water samples representative of ground water quality in the unit being monitored <i>OAC Rule 3745-400-10(A)(2)</i>				
Construction certification report for installed monitoring wells <i>OAC Rule 3745-400-10(A)(3)</i>				

The Ground Water Monitoring Report with ground water monitoring information [OAC Rules 3745-400-10(B) and (C)] is **NOT** required to be submitted with the annual license application. However, it **IS** required to be submitted annually to the licensing authority by September 30 of each year. Although it is not required to be submitted with the application, **COMPLIANCE WITH THIS RULE MAY BE CONSIDERED BY THE LICENSING AUTHORITY PRIOR TO ISSUANCE OF A LICENSE RENEWAL**. If the applicant chooses to include a Ground Water Monitoring Report with this application, the report and related information should be placed behind **Tab 2**.

**Comments (for licensing authority use):**



## C&DD Facility License Application Tabs—2023

### Tab 8 – Fire Department Letter

OAC Rule 3745-501-12(B) sets forth the requirement that a C&DD license application must include a letter from the local fire department. This letter is only required to be submitted as part of the initial license application.

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>
	Mark Yes if submitted in this application	If not within, note for license year last submitted	Application complete?
<p><i>OAC Rule 3745-501-12(B)</i></p> <p>A letter from the local fire department stating that the department will respond to fires at the facility</p>			

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 9 – Debris Placement Plan

OAC Rule 3745-501-12(G) sets forth the requirement that a C&DD license application must include a debris placement plan, prepared by a professional engineer (P.E.), registered in Ohio.

<b>Major Components</b>	<b>Applicant Only</b>		<b>HD/OEPA Use Only</b>	
	Mark Yes if submitted in this application	If not within, note for license year last submitted	P.E. signature and seal present?	Application complete?
Facility operation plan drawing(s) <i>OAC Rule 3745-501-12(G)(1)</i>				
Surface water run-on & run-off control structures <i>OAC Rule 3745-501-12(G)(2)</i>				
<p>Is the facility using unloading zone pursuant to OAC Rule 3745-400-11(F)(5)?  <input type="checkbox"/> <b>yes</b>   <input type="checkbox"/> <b>no</b></p> <p>If no, a pre-acceptance debris screening program in place of an unloading zone is <b>required</b>. [Refer to OAC Rule 3745-501-12(G)(3) and OAC Rule 3745-400-11(F)(5)]</p> <p><b>NOTE: PLACE ALL INFORMATION REGARDING THE FACILITY'S PRE-ACCEPTANCE DEBRIS SCREENING PROGRAM BEHIND TAB # 10.</b></p>				
Plan drawings showing the horizontal limits of any soil barrier layer for construction over placed debris (for facilities operating or under construction as of September 30, 1996). <i>OAC Rule 3745-501-12(G)(4)</i>				

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 10 – Pre-acceptance Debris Screening Program Narrative (Optional)

OAC Rule 3745-400-11(F)(4) states that the owner or operator shall deposit incoming loads of debris at a designated unloading zone, unless the owner or operator has received approval of and has implemented a pre-acceptance debris screening program at the facility. If the owner or operator is implementing a pre-acceptance debris screening program that has been approved by the licensing authority through the license application, the owner or operator is not required to establish an unloading zone. The content of the pre-acceptance debris screening program is outlined in OAC Rule 3745-501-12(G)(3).

Major Components	Applicant Only		HD/OEPA Use Only
	Mark Yes if submitted in this application	If not within, note for license year last submitted	Application Complete?

*OAC Rule 3745-501-12(G)(3)(a)* Procedures for recording and maintaining records of the following:

Generator identification			
Source of the debris			
Types of debris in the load including affirmation that the load does not contain prohibited materials			
Whether the debris arrives at the facility unprocessed or processed			
Written verification by the generator of each load of debris stating answers to all of the information required above			

*OAC Rule 3745-501-12(G)(3)(b)* Description of procedures and personnel responsible for determining waste acceptance and for documenting decisions concerning waste acceptance:

(a) Procedures for conducting random inspections of incoming loads with visual observation of the load to identify prohibited materials			
(b) Procedures to be utilized upon discovery of prohibited materials			
(c) Procedures for recording the incidence of discovery of prohibited materials and measures taken in response to each incident			
(d) Procedures for training personnel conducting waste review and inspection activities			

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

**Tab 11 - Delineation of ALDA, ILDA, Unfilled Areas, Acreage and Remaining Life - OAC Rules 3745-501-12(C)(1), (C)(2), (D) and (E)**

OAC Rules 3745-501-12(C)(1) and (C)(2) set forth the requirements that a C&DD license application must include the delineation and acreage of the proposed active licensed disposal area (ALDA), the proposed inactive licensed disposal area (ILDA), and for facilities operating or under construction as of September 30, 1996, the unfilled areas as of September 30, 1996, where debris has been placed after that date and where liner or leachate collection system installation has been delayed. OAC Rule 3745-501-12(E) sets forth the requirement that a C&DD license application must include the remaining life of the facility, in years.

<b>Major Components</b>	<b>Applicant Only</b>			<b>HD/OEPA Use Only</b>
	Delineation on Plan Drawing		Total Acreage Designated pursuant to OAC Rule 3745-501-12(D)	Application Complete?
	yes	no		

Proposed Active Licensed Disposal Area (ALDA)  
*OAC Rule 3745-501-12(C)(1)*

Delineation of ALDA on a plan drawing meeting the specifications of OAC Rule 3745-400-07(F)(2)			_____ ACRES	
In accordance with OAC Rule 3745-400-13(A)(2), if there will be a delay in funding a portion of the final closure cost estimate due to the addition of ALDA for which a construction certification report has not been submitted, delineate the ALDA on a plan drawing meeting the specifications of OAC Rule 3745-400-07(F)(2)			_____ ACRES	

Proposed Inactive Licensed Disposal Area (ILDA)  
*OAC Rule 3745-501-12(C)(2)*

Delineation of ILDA on a plan drawing meeting the specifications of OAC Rule 3745-400-07(F)(2)			_____ ACRES	
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Remaining Life  
*OAC Rule 3745-501-12(E)*

For informational purposes only, provide in years, the remaining life of the facility	<b><i>ESTIMATED REMAINING LIFE</i></b>	
	_____ YEARS	

**Comments (for licensing authority use):**

## C&DD Facility License Application Tabs—2023

### Tab 12 –Closure and Post-Closure Care Cost Estimates and Financial Assurance Documents

OAC Rule 3745-501-12(F) sets forth the requirement that a C&DD license application must include all financial assurance documents required by OAC Rule 3745-400-13. Financial assurance must be funded within thirty (30) days of the issuance of the license in accordance with OAC Rule 3745-400-13(A)(2). The closure and post-closure care cost estimates can be calculated using Ohio EPA’s C&DD Financial Assurance Cost Estimating (“FACE”) Tool which can be found online at <http://epa.ohio.gov/dmwm/Home/NonHWFfinancialAssurance.aspx>. Complete the worksheet below.

Major Components	Applicant Only		HD/OEPA Use Only
	Mark Yes if submitted in this application	If not within, note for license year last submitted	Application complete?
All financial assurance documentation required by OAC Rules 3745-400-13 and 3745-400-18			

### FINANCIAL ASSURANCE CALCULATION WORKSHEET

**Table A: Required financial assurance for final closure**

Parameter	Area (to nearest 1/10 acre)	Enter 2022 cost	2023 Cost Estimate Cells C38 or E38 in FACE tool If no change, multiply 2022 cost by 1.041
Total ALDA			<b>Box 1</b>
Constructed ALDA			<b>Box 2</b>
Unconstructed ALDA			

- Check here if you choose to fund the total ALDA. Fund the amount in Box 1 and use in Table C.
- Check here if you choose to delay funding of unconstructed ALDA until submittal of the construction certification report. Fund the amount in Box 2 and use in Table C.

**Table B: Required financial assurance for post-closure care**

Parameter	Area (to nearest 1/10 acre)	Enter 2022 cost	2023 Cost Estimate Cell G38 in FACE tool If no change, multiply 2022 cost by 1.012
All areas with debris (filled and capped ILDA, ALDA containing debris, and construction certified ALDA)			<b>Box 3</b>

**Table C: Total required financial assurance for facility**

Financial assurance instruments must cover at least this amount	(Box 1 or Box 2) + Box 3	
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**All facilities** must fund at 100% of cost estimates within thirty (30) days of license issuance pursuant to OAC Rule 3745-400-13(A)(1)(b).

- Check here if an Environmental Covenant has been established to reduce financial assurance for your facility.

## C&DD Facility License Application Tabs—2023

Note: Compliance Reporting is required by your Environmental Covenant. By the first of August of each year, written documentation verifying that the activity and use limitations remain in place and are being complied with must be submitted to both Ohio EPA (DMWM Central Office) and the Health Department (if applicable).

If this documentation has not yet been submitted for your facility, please include it in this application and check this box.