NEW YORK STATE OF OPPORTUNITY | Department of Environmental Conservation

NYSDEC DIVISION OF MATERIALS MANAGEMENT

6 NYCRR Part 362-3
REGISTERED TRANSFER FACILITY INSPECTION REPORT

FACILITY NAME:	LOCATION:	ACTIVITY #:	DATE:	TIME:
INSPECTOR'S NAME:	INSPECTOR CODE:	PERSONS INTERVIEWED & TITLES		
REGION / WEATHER CONDITIONS:		DEC REGISTRATION NUMBER		
SHEET 1 OF	CONTINUATION SHEET ☐ YES ☐ NO	REGISTRATION EXPIRATION DATE		

Violations of Part 360 & Part 362 are Subject to Applicable Civil, Administrative, and Criminal Sanctions Set Forth in ECL Article 71 and as Appropriate, the Clean Water and Air Acts. Additional and/or Multiple Violations May Be Described on the Attached Continuation Sheet. This form is a record of conditions which are observed in the field at the time of inspection. Items marked NI indicate 'No Inspection' and do not mean no violation has occurred.

☐ PART 360 REGISTRATION ☐ ORDER ON CONSENT ☐ COMPLAINT

C	NI	V	
			FACILITY MANAGEMENT
☐	☐	☐	1. Solid waste management facility is authorized and management occurs within approved area. 360.9(a); 360.9(b)(1); 360.19(c)(9)
☐	☐	☐	2. Validated copy of registration is available or posted at the facility. 360.15(e)
☐	☐	☐	3. Posted signs indicating operating hours and types of waste accepted and not accepted. 360.19(c)(1)(i); 360.19(c)(1)(v)(*a*)(*3*); 360.19(c)(1)(v)(*b*)
			4. Operator maintains and operates facility components and equipment in accordance with their intended use.
☐	☐	☐	a. Maintenance and operating activities are performed in accordance with the registration notification. 360.15(e)
☐	☐	☐	b. Sufficient equipment, storage containers and storage areas. 360.19(d)(4)
☐	☐	☐	c. Adequate drainage to enclosed tanks. 360.19(d)(5);
☐	☐	☐	d. Proper site grading. 360.19(d)(6)
☐	☐	☐	e. Maintenance, operation and calibration of facility components 360.19(d)(7);
☐	☐	☐	f. Waste storage tanks meet the required standards. 360.19(n)
			5. Operational records are available where required:
☐	☐	☐	a. Written information on proper methods for the management of e-waste is maintained. 360.19(c)(1)(v)(*a*)(*2*)
☐	☐	☐	b. Unauthorized solid waste records. 360.19(c)(4)(i)
☐	☐	☐	c. Registration application records. 360.19(k)(1)
☐	☐	☐	d. Daily log of solid wastes. 360.19(k)(2)(i);
☐	☐	☐	e. Self-inspection records. 360.19(k)(2)(ii); 360.19(n)(3)
☐	☐	☐	f. Monitoring records. 360.19(k)(2)(iii)
☐	☐	☐	g. Personnel training records. 360.19(k)(2)(iv);
☐	☐	☐	h. Annual report. 360.19(k)(3); 362-3.6(b)
			OPERATION CONTROL
☐	☐	☐	6. Storage volumes and throughput limits are not exceeded. 360.19(c)(11)
☐	☐	☐	7. Attendant is on duty as required. 360.19(c)(12); 362-3.3(a)(3); 362-3.3(c)(1)
☐	☐	☐	8. Tracking of soil, waste, leachate and other materials from the facility onto offsite roadways is prevented. 360.19(d)(3)
☐	☐	☐	9. Solid waste, including blowing litter, is sufficiently confined and controlled.360.19(c)(5); 360.19(f)
☐	☐	☐	10. Dust is effectively controlled and does not constitute a nuisance. 360.19(g)
☐	☐	☐	11. On-Site vector populations are prevented or controlled, and vector breeding areas are prevented. 360.19(h)
☐	☐	☐	12. Odors are effectively controlled so that they do not constitute a nuisance. 360.19(i)
☐	☐	☐	13. Noise is controlled. 360.19(j)
			14. Sufficient and appropriately trained staff are available. 360.19(l)
			WATER
☐	☐	☐	15. Solid waste is prevented from entering surface waters and/or groundwater. 360.19(b)(1)
☐	☐	☐	16. Leachate generation is minimized and is prevented from entering surface waters and/or groundwater except under SPDES permit. 360.19(b)(2)
			ACCESS
☐	☐	☐	17. Access to the facility is strictly and continuously controlled by fencing, gates signs, natural barriers, or other suitable means. 360.19(c)(10)
☐	☐	☐	18. On-site roads are passable. 360.19(d)(2)
☐	☐	☐	19. Facility traffic is managed in a safe and efficient manner. 360.19(d)(2)

_____ _____

Inspector's Signature Date

C - Compliant
NI - No Inspection
V - Violation

Inspector Codes
S - NYSEC inspector
M - On-site Environmental Monitor for NYSDEC
C - Environmental Conservation Officer for NYSDEC

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REGISTERED TRANSFER FACILITY INSPECTION REPORT

FACILITY NAME:	ACTIVITY #:	DATE:	TIME:
SHEET 2 OF	CONTINUATION SHEET ☐ YES ☐ NO		

☐ PART 360 REGISTRATION ☐ ORDER ON CONSENT ☐ COMPLAINT

C	NI	V	
			WASTE HANDLING
☐	☐	☐	20. Incoming loads of waste are inspected for unauthorized waste and waste accepted is approved for management at the facility. 360.19(c)(1)(ii)
☐	☐	☐	21. Unauthorized waste is segregated, secured, contained, and removed within 7 days after receipt. 360.19(c)(4)
☐	☐	☐	22. Vehicles transporting waste to or from the facility are adequately covered or waste is containerized. 360.19(c)(5); 360.19(d)(8)
☐	☐	☐	23. Source-separated household hazardous waste is not accepted. 362-3.5(a)
☐	☐	☐	23. Source-separated items subject to NYS product stewardship programs are not accepted. 362-3.5(a)
☐	☐	☐	24. Source-separated electronic wastes are not accepted. 362-3.5(a)
☐	☐	☐	24. Source-separated mercury-containing products are not accepted. 362-3.5(a)
☐	☐	☐	25. Source-separated rechargeable batteries are not accepted. 362-3.5(a)
			MUNICIPAL TRANSFER FACILITY RECEIVING LESS THAN 50 TONS OF WASTE PER DAY
☐	☐	☐	26. Facility receives less than 50 tons of waste per day. 362-3.3(a)
☐	☐	☐	27. A maximum of 250 tons or 1000 CY of waste is located onsite at any time. 362-3.3(a)(1)
☐	☐	☐	28. Putrescible waste is removed from the facility earlier of: the end of the next business day once container is full or within 7 days of receipt. 362-3.3(a)(2)
☐	☐	☐	29. Non-putrescible waste is removed from the facility within 30 days of receipt. 362-3.3(a)(2)
☐	☐	☐	30. Collection of source-separated recyclables is provided unless alternative recyclables collection methods are available. 362-3.3(a)(4)
			SEPTAGE TRANSFER FACILITY
☐	☐	☐	31. Septage received from only one transporter who uses no more than two of the transporter's vehicles. 362-3.3(b)
☐	☐	☐	32. Only residuals from a composting toilet are accepted. 362-3.3(b)
☐	☐	☐	33. Septage waste is managed in accordance with the facility's waste control plan. 362-3.5(h)
☐	☐	☐	a. Storage, loading, and unloading are conducted on concrete or asphalt paving material and equipped with adequate drainage. 362-3.5(h)(1)
☐	☐	☐	b. Tank separation distances meet minimum requirements. 362-3.5(h)(2)
☐	☐	☐	c. Tank(s) completely emptied, cleaned, and inspected or leak detection test performed. 362-3.5(h)(2)
☐	☐	☐	d. Tank(s) constructed of concrete, steel, or other approved material. 362-3.5(h)(2)
☐	☐	☐	e. Minimum of two feet of freeboard maintained. 362-3.5(h)(2)
☐	☐	☐	f. All waste removed by the end of the fifth business day after the tank becomes full. 362-3.5(h)(2)
			SOURCE-SEPARATED RECYCLABLES TRANSFER FACILITY
☐	☐	☐	34. Source-separated recyclables are received for transfer to another facility or point of reuse. 362-3.3(c)
☐	☐	☐	35. Recyclables stored separately from other waste received. 362-3.3(c)(2)
☐	☐	☐	36. Putrescible source-separated recyclables are removed from the facility earlier of the end of the next business day once container is full or within 7 days of receipt. 362-3.3(c)(3)
☐	☐	☐	37. Nonputrescible recyclables stored no more than 180 days, unless approved. 362-3.3(c)(4)
☐	☐	☐	38. Recyclables stored in a manner to ensure marketability is not adversely impacted. 362-3.3(c)(5)
☐	☐	☐	39. Recyclables weighed and recorded if more than 5 tons per day is received. 362-3.3(c)(6)
☐	☐	☐	40. Ensure food scraps from a designated food scraps generator are taken to an organics recycling facility 362-3.3(c)(7).
☐	☐	☐	41. Take all reasonable precautions to not commingle the food scraps with any other solid waste unless such commingled waste is transferred to an organics recycling facility. 362-3.3(c)(7)

OTHER (e.g., diagrams; pictures; comments; additional consent order conditions that can be observed or measured)

Inspector's Signature _____ Date _____

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