



## CHECKLIST – MAJOR MODIFICATION TO A MUNICIPAL WASTE LANDFILL PERMIT OR A RESIDUAL WASTE LANDFILL OR IMPOUNDMENT PERMIT

This checklist is to assist the Department and the Applicant in assuring that all the forms, notices, documentation and fees required for an application for a major modification to a municipal waste landfill or residual waste landfill have been addressed. This checklist should be signed by the Applicant and submitted to the Department as part of the application package. Failure to do so may cause the application to be administratively incomplete and ineligible for Permit Decision Guarantee (PDG).<sup>1</sup>

This checklist will be utilized by the Department and Applicant during the pre-application meeting to indicate the forms and other information which must be included in the application and public notifications that are needed. The Department will check the appropriate box in the first two columns to indicate the forms and information required ("Req") or not applicable ("N/A"). The Applicant will then ensure the required forms and information are included in the application by checking the corresponding box in the third column.

In cases where no pre-application meeting is held, the Applicant will indicate what forms are included in the application by checking the appropriate boxes in the third column.

The most current version of the forms found on the Department’s online eLibrary should be utilized.

Name of Applicant or Permittee \_\_\_\_\_ Permit No. (if applicable) \_\_\_\_\_

**Links to the Department Website for All Permit Application Forms:**

<b>Municipal Waste</b>	<a href="http://www.portal.state.pa.us/portal/server.pt?open=514&amp;objID=589662&amp;mode=2">http://www.portal.state.pa.us/portal/server.pt?open=514&amp;objID=589662&amp;mode=2</a>
<b>Residual Waste</b>	<a href="http://www.portal.state.pa.us/portal/server.pt?open=514&amp;objID=589687&amp;mode=2">http://www.portal.state.pa.us/portal/server.pt?open=514&amp;objID=589687&amp;mode=2</a>

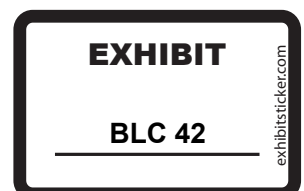
**Standard Permit Forms**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GIF - General Information Form	1300-PM-BIT0001	1300-PM-BIT0001
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form A - Application	2540-PM-BWM0357	2540-PM-BWM0357
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form B - Professional Certification	2540-PM-BWM0358	2540-PM-BWM0358
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form B1 - Application for Certification	2540-PM-BWM0359	2540-PM-BWM0359

<sup>1</sup>DISCLAIMER: The process and procedures outlined in this Checklist are intended to supplement existing requirements. Nothing in the Checklist shall affect regulatory requirements.

The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this Checklist that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

DEP reserves the right to supplement the list of forms and information included on this Checklist at any time during the permit review process. This Checklist should not be construed as an exhaustive list of forms and information to be submitted by the Applicant.



**Standard Permit Forms (cont.)**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form C1 - Compliance History Certification <sup>2</sup>	2540-PM-BWM0351	2540-PM-BWM0351
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form HW-C - Compliance History <sup>2</sup>	2540-FM-BWM0058	2540-FM-BWM0058

<sup>2</sup>Either Form C1 OR Form HW-C should be submitted depending on the modification requested.

**Additional Forms Required Based on the Modification Requested**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form D - Environmental Assessment	2540-PM-BWM0172	2540-PM-BWM0172
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form E – Contractual Consent of Landowner	2540-PM-BWM0353	2540-PM-BWM0353
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form F – Soils Information – Phase I	2540-PM-BWM0371	2540-PM-BWM0371
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form FC-1 - Disposal of Virgin Fuel Contaminated Soil	2540-PM-BWM0244	2540-PM-BWM0244
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form G (A) - Air Resource Protection	2540-FM-BWM0391a	2540-FM-BWM0391a
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form G(B) - Non Methane Organic Compounds (NMOC) Emissions Estimate	2540-FM-BWM0391b	2540-FM-BWM0391b
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form H - Revegetation Plan	2540-PM-BWM0375	2540-PM-BWM0375
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form I - Soil Erosion and Sedimentation Control	2540-PM-BWM0390	2540-PM-BWM0390
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form J - Soils Phase II	2540-PM-BWM0376	2540-PM-BWM0376
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form K - Gas Management	2540-PM-BWM0379	2540-PM-BWM0379
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form L - Contingency Plan	2540-PM-BWM0384	2540-PM-BWM0384
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form Q - Equivalency Review Request	2540-PM-BWM0386	2540-PM-BWM0386
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form R - Waste Analyses/Classification	2540-PM-BWM0396	2540-PM-BWM0396
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form R1 - Waste Analysis and Classification	2540-PM-BWM0001	2540-PM-BWM0001
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form X - Radiation Protection Action Plan	2500-FM-BWM0430	2500-FM-BWM0430
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 1 - Facility Plan	2540-PM-BWM0170	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 1R - Facility Plan		2540-PM-BWM0355

**Additional Forms Required Based on the Modification Requested (cont.)**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 2 - Map Requirement - Phase I	2540-PM-BWM0173	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 2R - Map Requirements, Phase I		2540-PM-BWM0360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 3 - Map Requirement - Phase II	2540-PM-BWM0007	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 3R - Map Requirement – Phase II		2540-PM-BWM0361
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 4R - Map Requirements		2540-PM-BWM0362
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 5 - Map Requirements	2540-PM-BWM0154	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 5R - Map Requirements		2540-PM-BWM0363
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 6 - Geological Information	2540-PM-BWM0176	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 6R - Geological Information		2540-PM-BWM0365
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 7 - Hydrogeological Information	2540-PM-BWM0177	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 7R - Hydrogeological Information		2540-PM-BWM0366
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 8 - Baseline Groundwater Analysis, Phase I	2540-PM-BWM0178	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 8R - Baseline Groundwater Analysis		2540-PM-BWM0367
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 10 - Baseline Groundwater Analysis C/D Landfill	2540-PM-BWM0180	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 10R - Mineral Deposits Information, Phase I		2540-PM-BWM0368
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 11 - Mineral Deposits Information, Phase I	2540-PM-BWM0181	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 11R - Alternative Water Supply		2540-PM-BWM0369
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 12 - Alternative Water Supply, Phase I	2540-PM-BWM0182	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 12R - Operation Plan		2540-PM-BWM0081
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 13R - Water Quality Monitoring System, Phase II		2540-PM-BWM0372
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 14 - Operation Plan	2540-PM-BWM0011	

**Additional Forms Required Based on the Modification Requested (cont.)**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 16R - Liner System		2540-PM-BWM0393
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 17R - Leachate Management		2540-PM-BWM0378
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 18 - Water Quality Monitoring System, Phase II	2540-PM-BWM0040	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 18R - Closure-Post Closure Land Use Plan		2540-PM-BWM0385
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 21R - Groundwater Assessment Plan		2540-PM-BWM0388
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 22R - Abatement Plan		2540-FM-BWM0389
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 23R - Control Plans		2540-PM-BWM0392
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 24 - Liner System, Phase II	2540-PM-BWM0150	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 24R - Residual Waste Disposal Impoundments		2540-PM-BWM0500
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 25 - Leachate Management, Phase II	2540-PM-BWM0152	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 25R - Source Reduction Strategy		2540-PM-BWM0349
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 28 - Closure-Post Closure Land Use Plan	2540-PM-BWM0153	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 35 - Approval to Process or Dispose of Processed Infectious/Chemotherapeutic Waste	2540-PM-BWM0157	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 36 - Approval Request to Dispose Incinerator Ash Residue	2540-PM-BWM0155	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 37 - Certification of Facility Construction Activity	2540-PM-BWM0012	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 43 - Request for Approval to Dispose or Process Sewage Sludge	2540-PM-BWM0199	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 45 - Protection of Capacity	2540-PM-BWM0209	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 51 - Municipal Waste Landfill Groundwater Assessment Plan	2540-PM-BWM0005	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 53 - MW Landfill - C/D Waste Landfill Abatement Plan	2540-PM-BWM0207	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form 54 - Background Meteorological Monitoring	2540-PM-BWM0503	

**Bonding Worksheets**

Req.	N/A	√	Name	Form No. (Municipal)	Form No. (Residual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bonding Worksheet Instructions	2540-FM-BWM0580	2540-FM-BWM0580
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landfills and Disposal Impoundments	2540-FM-BWM0581	2540-FM-BWM0581

**Public Notification Under 25 Pa. Code Chapters 271.141 and 287.151**

Req.	N/A	√	Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Newspaper of general circulation 3 consecutive weeks beginning _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contiguous land owners (list) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Host Municipality or Municipalities: _____

**Confidential Information Under 25 Pa. Code Chapters 271.5 and 287.5, and the Bureau of Waste Management's "Procedures for Handling Confidential Information Requests" document.**

Req.	N/A	√	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If proposed by the applicant, a demonstration that application information satisfies the regulatory requirements for confidentiality.

**Registration with Pennsylvania Department of State**

Req.	√	Name	Form No.
<input type="checkbox"/>	<input type="checkbox"/>	Pennsylvania Enterprise Registration	PA-100

**Application Fee**

Req.	N/A	√	Authorization Type	Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Types of Waste Not Approved in the Permit (Municipal)	\$300
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Types of Waste Not Approved in the Permit (Residual)	\$600
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residual Waste Disposal Impoundment	\$4,600
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landfill (Municipal, Construction/Demolition or Residual)	\$7,800

**Additional Application Copies**

Req.	N/A	√	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One original and _____ additional copies of the application

**Public Notification and Comment Under 25 Pa. Code Chapters 271.142-144, 271.202, and 287.152-154, and the Department's "Local Municipality Involvement Process" Policy, Document Number 254-2100-100.**

√	Type
<input type="checkbox"/>	Publication in the <i>Pennsylvania Bulletin</i>
<input type="checkbox"/>	30-day Public Comment Period
<input type="checkbox"/>	Public Hearing(s) may be required
<input type="checkbox"/>	Local Municipality Involvement Process

**Notes/Additional Comments**

Signature of Applicant or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_