

# Yard Waste Compost facility PBR notification

## Completing the e-Services notification

Minnesota rules allow certain types of solid waste facilities to get to a solid waste management facility permit without applying for it. A subpart of this rule states that an owner or operator of a yard waste compost facility that receives yard waste only and meets certain requirements can submit a notification form to the commissioner instead of applying for a permit. Successfully submitting an application through this e-Service fulfills that requirement.

You can learn more about these rules of the Office of the Revisor’s website <https://www.revisor.mn.gov/rules/?id=7001.3050>.

## Creating a Yard Waste Permit by rule

1. Log in to your e-Services account. <https://www.pca.state.mn.us/about-mpca/online-services>
2. From the My Workspace tab, click **Yard Waste Permit by rule**.

**Note:** you do not need to select a facility.

Figure 1. Location screen

Version: 1.4  
Currently logged in: Lisa Mojsiej (LISAMOJSIEJ22) Help | Logout

**PROPERTY INFORMATION**

Welcome to the Yard Waste Permit-by-Rule e-Service. Visit the Solid Waste Permit Application Forms webpage <http://www.pca.state.mn.us/enzo8a9> to find out what you need to know prior to beginning. To enter the latitude and longitude for a location, either type the coordinate values or click Map to find the coordinates on a map. After clicking Map, click the approximate center of the site and the latitude and longitude will transfer to this page. You can also verify typed coordinates by clicking Map.

\*Facility Name:

\*Address Line 1:

Address Line 2:

Address Line 3:

\*County:

\*City:

\*State/Country: Minnesota

\*Foreign State:

\*ZIP/Postal Code:

Coordinate System:

\*Latitude:

\*Longitude:

Collection Method:

Reference Point:

**Map**

Legal Description:

Township	Range	Section	Quarter 160	Quarter 40	Quarter 10	Quarter 2.5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Legal Description**

1. You will need to complete the following fields:
  - A. Facility Name
  - B. Address (including street, city, county, and zip code)
  - C. Latitude and Longitude
    - i. Use the Map tool to find your facility on a map. By clicking on the location, the tool will populate the longitude and latitude fields.
    - ii. You will need to select the Reference Point. For yard waste site, please select the center of your yard waste composting activity area.
2. Click **Continue**.

## USPS address validation screen:

1. The e-Services will search for possible USPS address match for the facility address you entered. You can select to use the possible match or continue with the exact address as you entered it.
2. Click **Continue**.

**Figure 2. Other site information screen**

1. You will need to complete the following fields:
  - A. Facility Size (in acres)
    - i. This is the size of the compost activity area only.
  - B. Current Land Use
    - i. This is a dropdown list with the following options:
      1. Agricultural
      2. Commercial
      3. Educational
      4. Industrial
      5. Other
      6. Recreational
      7. Residential
  - C. Is the proposed facility located: (these are yes or no questions).
    - i. Within wetland areas as defined in Minn. R. 7035.033, subp. 119?

- ii. Within a shoreland or wild and scenic river land-use district governed by Minn. R. chs. 6105 and 6120?
  - iii. Within a location where emissions of air pollutants would violate the ambient air quality standards in Minn. R. chs. 7005, 7007, 7009, 7011, 7017, 7019, 7028, and parts 7023.0100 to 7023.0120?
- D. Does, or will, the facility include any other type of waste management?
- i. This is a dropdown list with the following options:
    1. Composting
    2. Incineration
    3. Land Disposal
    4. Processing
    5. Recycling
    6. Storage
    7. Transfer
  - ii. You can select more than one waste management type by holding the Control key while you click all of the waste management types that apply.
- E. Is the facility adjacent to any other types of solid or hazardous waste management facility?
- i. This is a dropdown list with the following options:
    1. Composting
    2. Incineration
    3. Land Disposal
    4. Processing
    5. Recycling
    6. Storage
    7. Transfer
  - ii. You can select more than one waste management type by holding the Control key while you click all of the waste management types that apply.
  - iii. If you selected, yes, you must provide the name of the adjacent facility.

**Figure 3. Operational information screen**

The screenshot shows a web-based form titled "OPERATIONAL INFORMATION". On the left is a navigation menu with items 1-7. The main content area includes:
 

- Instructions: "Use the Add Row button to add unique combinations of waste type/management methods and finished product types/uses. For Waste Type, select from these choices: Brush, Wood Chips or Yard Waste"
- Fields for: \*Operational Start Date, \*Annual Facility Capacity (cubic yards), and Daily Facility Capacity (cubic yards).
- A table with columns: \*Waste Type and \*Management Method, with an "Add Row" button below it.
- A table with columns: \*Finished Product Type, \*Finished Product End Use, \*Method to Evaluate Inert Material Content, and If other, please explain, with an "Add Row" button below it.
- A "Continue" button at the bottom right.

1. You will need to complete the following fields:
  - A. Operational Start Date (dd/mm/yyyy).
  - B. Annual Facility Capacity (in cubic yards).
  - C. Daily Facility Capacity (in cubic yards).
  - D. Waste Type and Management Method table.

- i. You must complete at least one row, but can complete as many as you need based on all of the waste types received and how they are managed. You can have multiple management methods for one waste type. For example: Wood can be chipped on site, burned on site, and composted. This would be three rows with 'Wood' as the waste type and the three different management methods.
- ii. Waste Type is a dropdown list with several waste types. Many will **not** apply to yard waste compost sites. You should only select the following for yard waste composting:
  - 1. Brush
  - 2. Wood
  - 3. Wood Chips
  - 4. Yard Waste
- iii. Management Method is a dropdown list specific to composting. You can select from:
  - 1. Burned on site
  - 2. Chipped on site
  - 3. Compost
  - 4. Rejected
  - 5. Transferred
  - 6. Unprocessed

E. Finished Product Type and Finished Product End Use table

- i. You must complete at least on row, but can complete as many as you need based on all of the finished products and how they are distributed. You can have multiple end uses for one finished product type.
- ii. Finished Product Type is a dropdown list with the following options:
  - 1. Class I Compost (does not apply to yard waste)
  - 2. Class II Compost (does not apply to yard waste)
  - 3. Fuel
  - 4. Mulch
  - 5. Yard Waste Compost
- iii. Finished Product End Use is a dropdown list with the following options:
  - 1. Bagged for Resale
  - 2. Bulk Resale
  - 3. Community Projects
  - 4. Free to Residents
  - 5. Fuel
  - 6. Land Applied
- iv. Method to Evaluate Inert Materials Content is a dropdown list with the following options:
  - 1. Lab Analysis
  - 2. On-Site Analysis
  - 3. On-Site Inspection

5. Click **Continue**.

Figure 4. Contacts screen

CONTACTS

Enter information for the contact types listed below:

1. Land Owner 2. Owner 3. Operator 4. Solid Waste Annual Report Contact

1. Land Owner

Note: Selecting an option below will replace all information for this contact.  Save to My Favorite Contacts

Insert From Existing Contact(s):

\*First Name:   
\*Address Line 1:   
Middle Initial:   
Address Line 2:   
\*Last Name:   
Address Line 3:   
Title:   
\*County:   
\*E-Mail Address:   
\*City:   
\*Confirm E-Mail:   
\*State/Country: Minnesota  
Organization:   
\*Foreign State:   
Organization Type:   
\*Zip Code:

\* At least 1 phone number is required.

Type	Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

<< Previous Next >> Save Continue

### Prevention opportunities screen:

This screen is optional but MPCA staff would appreciate the information provided.

1. Have you implemented any prevention activities in the past year? This is a yes or no question. If you select yes, you will be asked, "How did you do it?" You can select from the following:
  - A. Changes in Inventory Control
  - B. Energy Conservation/Renewable Energy
  - C. Equipment Modifications
  - D. Green Building Practices
  - E. Green Infrastructure and Sus Development
  - F. Improved Operating Practices
  - G. Other
2. Would you like to be contacted to discuss prevention opportunities? This is a yes or no question.
3. Click **Continue**.

### Attachments screen:

Yard waste composting facilities must include two separate attachments with this e-Services Notification. The e-Services can accommodate the following file formats: .pdf, .doc, .docx, .bmp, .jpg, and .jpeg

1. County Acknowledgement. This is a separate form that must be completed by the facility and signed by the county solid waste administrator. This form can be found on the MPCA's solid waste permits and forms webpage at <http://www.pca.state.mn.us/business-with-us/waste-and-recycling>
2. Site Map. A detailed site map must be included. An aerial image specifying each separate yard waste compost activities and storage areas is recommended.
3. Click **Continue**.

## **Certification screen:**

1. The e-Services notification must be certified by an authorized representative.
  - A. If you have reached this screen and you are not authorized to certify and submit the notification, you can **share** this service with other users.
    - B. **To Share:**
      - i. Click on the My Workspace tab.
      - ii. In the My Services – In Progress, you should see the notification you started.
      - iii. Click the Share button for that service.
      - iv. Enter the User ID for the person you wish to share with
        1. The other person will have set up an e-Services account prior to you sharing.

Search the system for that User ID.

Grant Access to the person you wish to share with.

- v. In the My Services – In Progress, you will see it is pending their acceptance.
      - vi. The person you shared with will now see your notification in their My Services – In Progress section when they log in.
2. To submit the notification to the MPCA, simply click Continue after you have completed the certification.