

TITLE 20 ENVIRONMENTAL PROTECTION
CHAPTER 9 SOLID WASTE
PART 3 SOLID WASTE FACILITY PERMITS AND REGISTRATIONS

20.9.3.1 ISSUING AGENCY. New Mexico Environmental Improvement Board.
[20.9.3.1 NMAC - Rp, 20 NMAC 9.1.I.001, 08/02/07]

20.9.3.2 SCOPE. This part applies to the transportation, storage, transfer, processing, transformation, recycling, composting, nuisance abatement and disposal of solid waste.
[20.9.3.2 NMAC - Rp, 20 NMAC 9.1.I.002, 08/02/07]

20.9.3.3 STATUTORY AUTHORITY. NMSA 1978, Sections 74-1-1 to 74-1-15, NMSA 1978, Sections 74-9-1 to 74-9-43, and NMSA 1978 Sections 74-13-1 to 74-13-20.
[20.9.3.3 NMAC - Rp, 20 NMAC 9.1.I.003, 08/02/07]

20.9.3.4 DURATION. Permanent.
[20.9.3.4 NMAC - Rp, 20 NMAC 9.1.I.004, 08/02/07]

20.9.3.5 EFFECTIVE DATE. August 2, 2007, unless a later date is cited at the end of a section.
[20.9.3.5 NMAC - Rp, 20 NMAC 9.1.I.005, 08/02/07]

20.9.3.6 OBJECTIVE. The objective of Part 3 of Chapter 9 is to establish regulations in the following areas of solid waste management:

- A. solid waste facility permits;
- B. permitting procedures, application review, issuance, denial and revocation;
- C. permit modification, transfer, renewal and expiration;
- D. registration of composting and recycling facilities, collection centers and air curtain incinerators;
- E. nuisance abatement plans;
- F. commercial hauler registrations;
- G. registration of haulers of special waste; and
- H. fee schedules.

[20.9.3.6 NMAC - Rp, 20 NMAC 9.1.I.0016, 08/02/07]

20.9.3.7 DEFINITIONS. [RESERVED]
[See 20.9.2.7 NMAC for Definitions.]

20.9.3.8 PERMIT APPLICATION REQUIREMENTS.

A. Any person seeking to construct, operate, modify or close a solid waste facility shall first obtain a permit.

B. Any person who owns or operates an existing solid waste facility for which a permit application has not been submitted shall submit a permit application within one year of the effective date of this part. If the facility is a landfill that seeks to close rather than continue to operate, the owner or operator shall submit a plan for closure and post closure care for approval within one year of the effective date of this part. The closure and post closure care plan shall meet the requirements of 20.9.6 NMAC.

C. Any person seeking a permit to construct, operate or modify a solid waste facility shall file an application, which shall:

- (1) contain all information required by the Solid Waste Act and 20.9.2 - 20.9.10 NMAC;
- (2) comply with Permit Procedures - Environment Department, 20.1.4 NMAC;
- (3) contain information required by Section 74-9-21 of the Solid Waste Act, and if applicable,

disclosure statements shall be on forms provided by the department;

- (4) provide site information including:

(a) the name and address of the applicant, property owner, and solid waste facility owner and operator;

(b) total acreage, legal description and maps of the proposed facility site, including land use and zoning of the site and adjacent properties;

(c) a description of the facility's water source and its location;

- (d) a description of the prevailing winds, including a wind rose diagram;
- (e) a demonstration of compliance with the siting criteria in 20.9.4.9-12 NMAC;
- (f) facility plans and drawings of the existing or proposed facility, with corresponding elevations and contours, signed and sealed by a professional engineer registered in New Mexico; and
- (g) the latitude and longitude of the geographical center of the existing or proposed facility (as approved by the department) in NAD-83 or equivalent;
- (5) contain a plan for compliance with 20.9.4.17 NMAC, if appropriate;
- (6) contain an operating plan for compliance with operational criteria, including
 - (a) the means for controlling access to the facility and controlling and mitigating odors and litter;
 - (b) a listing and description of the number, type and size of equipment to be used at the proposed solid waste facility for processing, recovering, diversion of recyclables, transforming or disposing of solid wastes;
 - (c) a description of the proposed solid waste facility, including:
 - (i) the anticipated origin, composition and weight or volume of solid waste and other materials that are projected to be received at the facility;
 - (ii) the processes to be used at the facility;
 - (iii) the daily operational methodology of the proposed process;
 - (iv) the loading rate, the expected life of the facility; and
 - (v) the design capacity through the expected life of the facility and through the permit life of the facility;
 - (d) a plan for an alternative waste handling or disposal system during periods when the proposed solid waste facility is not in operation, including procedures to be followed in case of equipment breakdown; procedures may include the use of standby equipment, extension of operating hours and contractual agreements for diversion of waste to other facilities;
 - (e) the anticipated start-up date of the facility;
 - (f) the planned operating hours of the proposed facility;
 - (g) the plans for transportation to and from the facility including:
 - (i) the size and approximate number of vehicles that will deliver waste to the facility daily;
 - (ii) the anticipated routes that will be used by waste vehicles and the suitability of roads and bridges involved;
 - (iii) measures for controlling litter, dust and noise caused by traffic;
 - (iv) other predicted impacts of traffic to and from the facility; and
 - (v) plans, if any, for diverting solid waste from the waste stream; and
 - (h) a plan for complying with record keeping requirements in 20.9.5.16 NMAC as applicable;
- (7) contain an emergency contingency plan that meets the requirements of 20.9.5.15 NMAC;
- (8) contain a closure and post-closure care plan in compliance with 20.9.6 NMAC;
- (9) demonstrate the ability to comply with any applicable special waste requirements in 20.9.8 NMAC;
- (10) contain a proposed ground water monitoring system plan in compliance with 20.9.9 NMAC, including, if site assessment bore holes are drilled to obtain data, a certification that the holes were plugged or sealed in accordance with the New Mexico office of state engineer's requirements for plugging or sealing of test holes, or will be converted to monitoring wells as part of the ground water monitoring system;
- (11) include a cost estimate in accordance with the requirements of 20.9.10 NMAC, in a format as specified by the department; and
- (12) contain any other information required by the secretary.

D. Any person seeking an initial permit for a landfill or a transformation facility, or for a permit modification of a landfill resulting in a lateral or vertical expansion, excluding an on-site scrap tire monofill, shall first submit to the secretary the information that is necessary for the secretary to determine if the proposed site is in a vulnerable area. If the secretary determines that the site or the proposed site is in a vulnerable area, and the applicant is proposing to site the facility, or expand the facility, in an area that has not been designated for the proposed use as the result of a land-use zoning process conducted by the local government that requires a quasi-judicial public hearing, with the opportunity for public participation, the applicant shall follow the following procedures.

(1) Prior to filing the application, the applicant shall give notice to the public of its proposed plans, and of the procedures allowing residents to file comments on the proposal with the department. This notice shall contain the following.

(a) For a proposed new facility, the name and location of the proposed facility, a description of the proposed facility, a description of any transportation routes to be used to and from the proposed facility and expected hours of operation, contact information stating where a person may obtain further information from the applicant, contact information for the environment department solid waste bureau, and procedures for filing comments on the proposal with the department. The notice shall be approved by the department prior to publication. The notice shall also give notice of a community meeting for the purpose of informing the surrounding community of the plans for the proposed facility, and for taking comments and questions. The meeting shall not be held less than 30 days following publication of the notice.

(b) For a proposed permit modification of a landfill resulting in a lateral or vertical expansion, the name and location of the facility, a description of the proposed modification, a description in any changes in operation resulting from the modification, contact information stating where a person may obtain further information from the applicant, contact information for the environment department solid waste bureau, and procedures for filing comments with the department. The notice shall be approved by the department prior to publication. The notice shall also give notice of a community meeting for the purpose of informing the surrounding community of the plans for the proposed facility. The community meeting shall not be held less than 30 days following publication of the notice.

(2) Community residents shall have 60 days following the community meeting to submit comments to the department. If the secretary determines that there is significant community opposition to the proposed landfill; transformation facility; or permit modification resulting in a lateral or vertical expansion, excluding on-site scrap tire monofill, then the secretary shall require that the applicant prepare a community impact assessment. If a community impact assessment is required, the applicant shall give notice of a scoping meeting, pre-assessment meeting and opportunity for comment on the resulting community impact assessment. The applicant can either provide combined notice or separate notices of each event. At the scoping meeting, the public shall be given the opportunity to identify specific concerns regarding the proposed facility or modification, and the applicant will advise the public that the issues listed below will be addressed in a community impact assessment. The public will be asked if additional issues should be included in the scope of the assessment, if existing issues need additional consideration, and if the community impact assessment should be produced in a language in addition to English. The secretary may order that the assessment be produced in a language in addition to English based on, but not limited to expressions of interest at the scoping meeting. After the applicant incorporates public input from the scoping meeting, the applicant shall hold a pre-assessment meeting to describe the final scope of the study to the public. The public shall be given opportunities to make comments and raise questions at this meeting. Before completion of the community impact assessment, a draft assessment shall be issued and made available to the public for comment. The public shall be allowed to submit comments on the assessment to the applicant for a period of 30 days following the issuance of the draft assessment. The applicant shall consider the comments and modify the community impact assessment as appropriate. The applicant shall file the community impact assessment, all written comments, and the applicant's resolution of the comments with its application. The community impact assessment shall contain an executive summary that is in English and, if appropriate, in any other predominant language of the community, and in plain language so it can be understood by the residents of the community. At a minimum the community impact assessment will address, to the extent New Mexico residents are affected, the following issues in the four mile radius around the proposed facility or existing facility that is proposing a horizontal or vertical expansion:

- (a) description of:
 - (i) purpose and need for the project;
 - (ii) site location and description;
 - (iii) land use;
 - (iv) known existing and documented proposed regulated facilities within the vulnerable area;
 - (v) other existing development and documented planned development in the vulnerable area;
 - (vi) historic and cultural resources;
 - (vii) visual and scenic resources; and
 - (viii) climatology, meteorology, and air quality, including odors and dust;
- (b) socioeconomic profile and environmental justice:

- (i) population, demographic profile, education, age and language; and
- (ii) occupational profile and household income;
- (c) noise;
- (d) litter;
- (e) transportation;
 - (i) local roads and highways;
 - (ii) railroads;
 - (iii) other transportation issues;
 - (iv) access to facility;
 - (v) air quality, including odors and dust;
 - (vi) noise; and
 - (viii) traffic;
- (f) public and occupational health and safety issues;
- (g) positive and negative socioeconomic impacts:
 - (i) local employment;
 - (ii) community services;
 - (iii) revenue to local funds;
 - (iv) property values;
 - (v) property taxes;
 - (vi) cost effective disposal of community solid waste; and
 - (vii) other quality of life concerns raised at public meetings;
- (h) cumulative and individual impacts of the proposed facility, other existing development and other planned development submitted to a local government within the vulnerable area, to:
 - (i) land use in the area;
 - (ii) historical and cultural resources;
 - (iii) visual and scenic resources;
 - (iv) air quality, including odors and dust;
 - (v) socioeconomic and environmental justice, including population, demographic profile, education, age, language, occupational profile and household income;
 - (vi) transportation;
 - (vii) unavoidable adverse environmental impacts; and
 - (viii) analysis of short-term, intermediate term and long term effects of the proposed facility;
- (i) summary of reasonable mitigation measures proposed to address the facility's contribution to any expected adverse impacts; these measures may include but are not limited to:
 - (i) historical and cultural resources impact mitigation measures;
 - (ii) visual and scenic resource impact mitigation measures;
 - (iii) air quality impact mitigation measures, including for odors and dust;
 - (iv) socioeconomic and environmental justice impacts mitigation measures;
 - (v) noise impact mitigation measures;
 - (vi) transportation impact mitigation measures; and
 - (vii) public and occupational health impacts mitigation measures; and
- (j) consultation, coordination and public involvement:
 - (i) agencies and local governments consulted;
 - (ii) public involvement;
 - (iii) responsive summary; and
 - (iv) comments.

E. If the proposed landfill, transformation facility or landfill modification resulting in a lateral or vertical expansion is proposed in a vulnerable area, or is not sited in an area that has been designated for the proposed use as the result of a land-use zoning process conducted by the local government that requires a quasi-judicial public hearing, with the opportunity of public participation, the applicant shall demonstrate that, within the state of New Mexico, granting the permit or permit modification will not result in a disproportionate effect on the health and environment of a particular socioeconomic group in the vulnerable area.

F. If the proposed initial landfill or transformation facility permit, or landfill modification resulting in a lateral or vertical expansion is not in a vulnerable area, or is sited in an area that has been designated for the proposed use as the result of a land-use zoning process conducted by the local government that requires a quasi-

judicial public hearing, with the opportunity for public participation, the applicant is not required to prepare a community impact assessment.

G. Each permit application filed with the secretary shall include proof that the applicant has provided notice of the filing of the application and any community impact assessment scoping meetings, pre-assessment meetings or other notifications required by 20.9.2 - 20.9.10 NMAC, and unless otherwise specified by 20.9.2 - 20.9.10 NMAC, to the public and other affected individuals and entities. The notice shall:

(1) be provided by certified mail to the owners of record, as shown by the most recent property tax schedule, and tax exempt entities of record, of all properties;

(a) within one hundred feet of the property on which the facility is located or proposed to be located if the facility is or will be in a class A or class H county or a municipality with a population of more than two thousand five hundred (2,500) persons; or

(b) within one-half mile of the property on which the facility is located or proposed to be located if the facility is or will be in a class B county or municipality with a population of 2,500 or less;

(2) be provided by certified mail to all municipalities and counties in which the facility is or will be located and to the governing body of any county, municipality, Indian tribe or pueblo when the boundary of the territory of the county, municipality, Indian tribe or pueblo is within ten miles of the property on which the facility is proposed to be constructed, operated or closed;

(3) be provided to all parties and interested participants of record for a permit modification or renewal;

(4) be published once in a newspaper of general circulation in each county where the facility is proposed to be constructed, operated or closed; this notice shall appear in either the classified or legal advertisements section of the newspaper and at one other place in the newspaper calculated to give the general public the most effective notice; notice also shall be provided to residents of each community that is or will be affected significantly by the existing or proposed solid waste facility at least once in one or more other media in a manner that effectively reaches a substantial number of members of each community, and where printed shall be printed in both English and Spanish;

(5) be posted in at least eight publicly accessible and conspicuous places, including the proposed or existing entrance to the property on which the facility is or is proposed to be located; and

(6) include the following:

(a) name, address, and telephone number of the applicant and contact person;

(b) the anticipated start-up date of the facility or modification, and planned hours of operation;

(c) a description of the facility, including the general process, location, size, quantity, rate, and type of waste to be handled and a description of any proposed modification;

(d) the anticipated origin of the waste; and

(e) a statement that comments regarding the application should be provided to the applicant and the department.

H. Notices shall be submitted to the department for approval prior to publication, service and posting. The applicant shall submit a certificate from an American translators association certified translator showing that English versions have been accurately translated into Spanish.

[20.9.3.8 NMAC - Rp, 20 NMAC.9.1.II.201, 08/02/07]

20.9.3.9 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR MUNICIPAL, MONOFILL OR SPECIAL WASTE LANDFILL FACILITIES.

A. Prior to the submission of a permit application or an application for a modification resulting in a lateral or vertical expansion for a municipal, monofill or special waste landfill, the applicant shall:

(1) meet with department representatives to discuss the proposed facility or modification; and

(2) submit a site assessment boring plan for departmental approval, including a demonstration that the installation of any monitoring well will comply with 20.9.9.9 NMAC:

(a) an applicant for approval of a site assessment boring plan shall submit a notice of intent to the secretary at least 14 days prior to the installation or decommissioning of any borings; and

(b) borings may be converted into piezometers or ground water monitoring wells provided they are constructed in accordance with 20.9.9.9 NMAC, and the conversion is consistent with the ground water monitoring plan and system plan approved by the department.

B. Any person seeking a permit for a municipal or special waste landfill shall submit the following information in addition to that required under 20.9.3.8 NMAC:

(1) a schedule of filling and methods of compaction of solid waste;

- (2) a soil balance calculation and types and sources of daily, intermediate and final cover;
- (3) site plans and cross-sections of the facility, drawn to scale, indicating the location of any:
 - (a) ground water monitoring wells and landfill gas monitoring points;
 - (b) materials recovery operation(s);
 - (c) borrow and fill areas;
 - (d) fire protection equipment;
 - (e) barriers for concealing the site from public view and noise abatement;
 - (f) surface drainage;
 - (g) water supply, including lines, tanks and wells;
 - (h) buildings, roads, utilities, storage ponds, fences and other site improvements;
 - (i) electric power transmission and distribution lines, pipelines, railroads, water, gas, oil wells, and public and private roads within 300 feet of the facility; and
 - (j) access roads to and within the landfill, including description, slopes, grades, length, load limits and points of entrance and exit;
- (4) a topographic map of the site at a scale of 1"=200 feet, with a contour interval of two feet or less where relief is less than 50 feet; and five feet or less where relief exceeds 50 feet, with property boundaries of the landfill indicated;
- (5) the most recent full size United States geological survey topographic map of the area, showing the waste facility boundary and existing utilities and structures within 500 feet of the boundary of the facility site;
- (6) if available, the most recent federal emergency management agency 100-year frequency floodplain map, and if not available, the applicant shall otherwise demonstrate the site is not located in a 100-year frequency floodplain;
- (7) a description of site geology and hydrology including:
 - (a) characterization of the uppermost aquifer including depth, estimated thickness, estimated sustainable yield, water quality (including all constituents referenced in Subsection A of 20.9.9.20 NMAC, flow direction, gradient and velocity unless the application includes a petition for suspension of ground water monitoring requirements in accordance with Subsection C of 20.9.9.8 NMAC;
 - (b) characterization of the geology, including:
 - (i) the results of the site assessment borings conducted in accordance with the approved boring plan;
 - (ii) a site plan showing the location, surface elevation and total depth of each boring;
 - (iii) lithologic log results of each boring, drawn to a scale of 1"=10' (except that borings of greater than 200 feet may be drawn to a scale of 1"=20'), graphically depicting the soil and/or rock strata penetrated and describing each layer; a) if soil: color, degree of compaction, moisture content, and any additional information necessary for an adequate description and visual classification of each stratum based on the unified soils classification system; and b) if rock: a detailed lithologic description, including rock type, degree of induration, presence of fractures, fissility, porosity (including vugs), and any other information necessary for an adequate description; the descriptions shall be certified by a qualified ground water scientist who shall be on-site at all times during drilling operations (all field notes of the ground water scientist shall be made available upon request of the department); and
 - (iv) if ground water was encountered, the initial depth it was encountered shall be indicated on the lithologic log;
- (8) a demonstration that run-off from the landfill will not discharge contaminants in violation of the New Mexico Water Quality Act, commission regulations or standards, or the Federal Clean Water Act, including an analysis of proposed run-on and run-off flow and control systems;
- (9) a groundwater monitoring plan in conformance with 20.9.9.10 NMAC;
- (10) plans and specifications for ground water monitoring systems in accordance with 20.9.9.9 NMAC;
- (11) plans and specifications for liner and leachate collection systems in accordance with 20.9.4.13 NMAC and 20.9.4.15 NMAC;
- (12) plans and specifications for landfill gas monitoring and management programs in accordance with 20.9.4.16 NMAC; and
- (13) provide proof the applicant has notified the federal aviation administration and the affected airport if the facility is to be located within six miles of an airport used by the public and that the federal aviation administration does not object to the site being operated as a solid waste facility.

- C. Applicants shall include disposal management plans for all types of special waste proposed to be disposed at the landfill. Such disposal management plans shall include, at a minimum:
- (1) a description of methods to identify the various special wastes, including the use of test parameters in 20.9.8.11 NMAC;
 - (2) disposition procedures for incoming special wastes;
 - (3) procedures for notifying the department in the event wastes either fail the tests listed in 20.9.8.11 NMAC or prove not to be one of the listed special wastes;
 - (4) the tracking system to be used to:
 - (a) compile and record the amounts and types of wastes received;
 - (b) identify the area or disposal coordinates where the waste was placed in the disposal cell;
- and
- (c) complete the manifest requirements of 20.9.8.19 NMAC;
 - (5) emergency and mitigation measures in case of a spill or leak; and
 - (6) a description of procedures to meet applicable requirements in 20.9.8.12-17 NMAC.
- D. Applicants shall identify any types of material not within the definition of solid waste that the owner or operator seeks to dispose.
 [20.9.3.9 NMAC - Rp, 20 NMAC 9.1.II.202, 08/02/07]

20.9.3.10 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR CONSTRUCTION AND DEMOLITION LANDFILLS. Any person seeking a permit for a construction and demolition landfill shall submit the following information in addition to that required under 20.9.3.8 NMAC:

- A. site plans and cross-sections of the proposed facility, drawn to scale, indicating the location of:
 - (1) the tipping areas;
 - (2) fencing and gates;
 - (3) entrances, exits and access roads;
 - (4) locations of buildings within 500 feet of the facility;
 - (5) public water supply wells and private wells within 1000 feet of the facility; and,
 - (6) borrow and fill areas;
- B. frequency of construction and demolition debris disposal; and
- C. if recycling operations are conducted, the method of diversion and storage of the recyclable materials, the frequency of collection for reuse from the facility, method of transport, and destination; the recycling operation shall comply with 20.9.3.29 NMAC.
 [20.9.3.10 NMAC - Rp, 20 NMAC 9.1.II.203, 08/02/07]

20.9.3.11 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR PROCESSING FACILITIES AND FOR RECYCLING FACILITIES THAT ACCEPT SOLID WASTE THAT ACCOMPANIES THE RECYCLABLE MATERIAL.

- A. Any person seeking a permit for a processing facility or for a recycling facility that accepts solid waste shall submit the following information in addition to that required under 20.9.3.8 NMAC:
 - (1) a description of the survey and analysis process used to determine the characteristics of all solid waste expected to be accepted or processed;
 - (2) plans and elevations, drawn to scale, of all structures used for processing, storage, alternate storage, and disposal of waste materials;
 - (3) a process description of the sampling capability and locations designed into the facility so the process stream can be safely sampled and analyzed;
 - (4) a description of the methods to be employed for the containment or removal of residues and spills in a manner that protects the public health, welfare, safety and the environment; and
 - (5) an operation and maintenance manual that addresses all of the operating requirements.
- B. Any person seeking a permit for a processing facility that will process special waste shall, in addition to the requirements of this section, submit the following additional information:
 - (1) the proposed location and method for storage or processing of liquid or solid residues and end products produced by operation of the facility;
 - (2) the process for separation, storage and disposal of waste generated by the process, including the temporary storage of wastes;
 - (3) the minimum and maximum volumes of the types of material or solid waste to be stored prior to processing or disposal, and the minimum and maximum time that material or waste will be stored;

- (4) facility plans and elevations, drawn to scale, and specifications including:
 - (a) equipment layout;
 - (b) the most recent full size United States geological survey topographic map of the area, showing the waste facility boundary, the property boundary, and existing utilities and structures within 500 feet of the property boundary;
 - (c) the location of electric power transmission and distribution lines, pipelines, railroads and public and private roads within 300 feet of the proposed facility;
 - (d) the processing unit, with loading area and residue removal;
 - (e) all conveyors, ramps and other devices used to move material through the facility;
 - (f) control room and equipment; and
 - (g) pollution control equipment;
 - (5) an operations and maintenance manual that includes:
 - (a) current policies and procedures;
 - (b) the operating requirements for the various stages of processing; and
 - (c) all information that would enable supervisory and operating personnel, and persons evaluating the operation of the facility, to determine the sequence of operation, plans, diagrams, policies, procedures and legal requirements which must be followed for orderly and successful operations;
 - (6) a description of the facility operation which includes:
 - (a) a sequential description of the major components used for the processing of the solid waste starting from its delivery at the facility and continuing through the treatment and loading operations;
 - (b) procedures for facility start-up, and scheduled and unscheduled shut downs;
 - (c) a description of potential safety hazards and methods of control, including, but not limited to, arrangements to detect explosion potential and equipment installed to minimize the impact of explosion; and
 - (d) a description of personnel safety equipment and protective gear, including, but not limited to, showers, eye wash, fire extinguishers, hoses, hard hats, safety goggles, hearing protection, and proposed personnel hygiene facilities;
 - (7) an operations plan that includes all plant systems complete with process flow and instrumentation diagrams and heat and material balances; and
 - (8) residue testing methods and procedures.
- [20.9.3.11 NMAC - Rp, 20 NMAC 9.1.II.204 NMAC, 08/02/07]

20.9.3.12 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR TRANSFORMATION FACILITIES.

A. Any person seeking a permit for a transformation facility shall submit the following information in addition to that required under 20.9.3.8 NMAC:

- (1) the composition of the waste to be received at the facility;
- (2) the method to be used to convert the waste into a feedstock for the transformation process, including material separation and recovery systems;
- (3) if the transformation process is other than biological, a characterization of the feedstock used as the design basis of the facility that shows:
 - (a) composition by material type; and
 - (b) physical and chemical properties, including moisture content, ash content, and higher heating value;
- (4) if the transformation is by means of a biological process, a characterization of the feedstock used as the design basis of the facility that shows:
 - (a) composition by material type;
 - (b) physical and chemical properties, including moisture content and percent organic and inorganic matter;
 - (c) process efficiency, as measured by conversion of volatile solids; and
 - (d) end products or residue;
- (5) the proposed location and method for disposal, storage or processing of liquid or solid residues and end products produced by operation of the facility;
- (6) the process for separation, storage and disposal of waste generated by the process, including the temporary storage of bulky wastes;
- (7) the minimum and maximum volumes of the types of material or solid waste to be stored prior to sale, reuse or disposal, and the minimum and maximum time that material or waste will be stored;

- (8) facility plans and elevations, drawn to scale, and specifications including:
 - (a) equipment layout;
 - (b) the most recent full size United States geological survey topographic map of the area, showing the waste facility boundary, the property boundary, and existing utilities and structures within 500 feet of the property boundary;
 - (c) the location of electric power transmission and distribution lines, pipelines, railroads and public and private roads within 300 feet of the proposed facility;
 - (d) the transformation unit, with feed area and residue removal;
 - (e) all conveyors, ramps and other devices used to move material the facility;
 - (f) control room and equipment; and
 - (g) pollution control equipment;
- (9) an operations and maintenance manual that includes:
 - (a) current policies and procedures;
 - (b) the operating requirements for the various stages of transformation; and
 - (c) all information that would enable supervisory and operating personnel, and persons evaluating the operation of the facility, to determine the sequence of operation, plans, diagrams, policies, procedures and legal requirements which must be followed for orderly and successful operations;
- (10) a description of the facility operation which includes:
 - (a) a sequential description of the major components used for the treatment of the solid waste starting from its delivery at the facility and continuing through the residue and ash treatment and loading operations;
 - (b) procedures for facility start-up, and scheduled and unscheduled shut downs;
 - (c) a description of potential safety hazards and methods of control, including, but not limited to, arrangements to detect explosion potential and equipment installed to minimize the impact of explosion; and
 - (d) a description of personnel safety equipment and protective gear, including, but not limited to, showers, eye wash, fire extinguishers, hoses, hard hats, safety goggles, hearing protection, and proposed personnel hygiene facilities;
- (11) an operations plan that includes all plant systems complete with process flow and instrumentation diagrams and heat and material balances; and
- (12) residue testing methods and procedures.

B. The design and operation of the transformation facility shall conform to all applicable codes and standards including, but not limited to, the American society of testing materials, the American national standards institute, the American society of mechanical engineers, the American concrete institute, and the uniform building code, most recent edition, as well as the building code requirements in the city, county, or municipality in which the facility is to be located.

C. Within 30 days of permit issuance, the permittee shall submit to the department a comprehensive project schedule that indicates each major design, procurement, construction, and start-up activity in a properly sequenced and coordinated fashion. Progress reports shall be submitted at least once a month indicating major activities accomplished and percentage of work completed.

[20.9.3.12 NMAC - Rp, 20 NMAC 9.1.II.205 NMAC, 08/02/07]

20.9.3.13 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR SOLID WASTE FACILITIES THAT ACCEPT SPECIAL WASTE. Any person seeking a permit to accept special waste at a solid waste facility shall submit the following information in addition to that required under 20.9.3.8 NMAC:

- A. a list of the types of wastes to be accepted and the anticipated sources of such wastes;
- B. the anticipated amount and frequency of receipt of the wastes, including the anticipated amount of each type of special waste expected to be accepted over the life of the permit;
- C. a description of the method of handling, including, but not limited to, disposal, processing, or transformation;
- D. a general disposal management plan, in accordance with 20.9.8 NMAC, for each type of special wastes proposed to be accepted at the facility; and
- E. emergency and mitigation measures in case of a spill or leak.

[20.9.3.13 NMAC - Rp, 20 NMAC 9.1.II.206 NMAC, 08/02/07]

20.9.3.14 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR COMPOSTING FACILITIES THAT ACCEPT SOLID WASTE. Any person seeking a permit for a composting facility that

accepts solid waste shall submit the following information in addition to the information required by 20.9.3.8 NMAC.

- A. Operating plans for the facility, including, but not limited to, the origin, expected composition and weight or volume of materials to be composted, the process, the loading rate, the proposed capacity of the facility, proposed size and operational rate, and the expected disposition rate of the compost from the facility.
- B. The composition and weight or volume of the non-compostable solid waste to be received at the facility.
- C. The process or method used to separate the non-compostable solid waste from the compostable material.
- D. The disposal path for the non-compostable solid waste.
- E. A characterization of the feedstock used as the design basis of the composting facility shall be included showing:
 - (1) composition by material type;
 - (2) physical and chemical properties including moisture content and percent organic and inorganic matter; and
 - (3) process efficiency as measured by conversion of volatile solids.
- F. A description of methods used to assure that rodents and other animals will be kept from the facility.
- G. For composting facilities that accept sewage sludge, a plan showing testing methods and procedures for compliance with 40 CFR 503 and 20.6.2 NMAC.
- H. A demonstration that a groundwater discharge permit has been applied for, if applicable.
[20.9.3.14 NMAC - Rp, 20 NMAC 9.1.II.207 NMAC, 08/02/07]

20.9.3.15 ADDITIONAL PERMIT APPLICATION REQUIREMENTS FOR TRANSFER STATIONS.

- A. Any person seeking a permit for a transfer station shall submit the following information in addition to that required by 20.9.3.8 NMAC:
- B. plans and elevations, drawn to scale, of all structures proposed to be used for handling and storage of solid waste and diversion of recyclables;
- C. a site plan of the proposed facility, drawn to scale, indicating the location of:
 - (1) storage, loading and unloading areas;
 - (2) fencing and gates;
 - (3) entrances, exits, and access roads; and
 - (4) area map showing locations of structures within 100 feet of the facility boundary;
- D. methods of collection, treatment, or disposal of waste water from the facility;
- E. the frequency of solid waste and recyclables deposit and pick-up from the facility, method of transport, and destination;
- F. specific operational procedures, including traffic patterns and procedures for handling recyclables, household hazardous waste, white goods, bulky items, tires, yard refuse, and used oil; and
- G. a demonstration that the facility will be capable of handling the predicted waste stream.
[20.9.3.15 NMAC - Rp, 20 NMAC 9.1.II.208 NMAC, 08/02/07]

20.9.3.16 PERMITTING PROCEDURES.

- A. The permitting procedures in 20.9.3.8 - 20.9.3.25 NMAC supplement the permitting requirements in the Solid Waste Act and Permitting Procedures - Environment Department, 20.1.4 NMAC.
- B. A permit shall be issued only after a public hearing as required by NMSA 1978 Section 74-9-24 A of the Solid Waste Act. If a public hearing is held for a permit application, modification, renewal, or petition, the applicant shall pay one-half the actual cost of:
 - (1) court reporting services, including the cost to provide a copy of the transcript to the department;
 - (2) any translation or interpretation services; and
 - (3) providing the facility where the public hearing is held, including any security and ancillary costs.
- C. The department shall submit an invoice to the applicant for payment. Payment shall be made before action on a permit will be finalized. A public entity may seek a waiver of payment for its share of hearing costs if it demonstrates to the secretary that payment would impose a financial hardship to the entity.
[20.9.3.16 NMAC - Rp, 20 NMAC 9.1.II.212 NMAC, 08/02/07]

20.9.3.17 PERMIT APPLICATION REVIEW.

A. The applicant shall submit three copies of the initial permit application for approval. Upon receipt of an application for a permit, the department shall review the application to determine if additional information is necessary or shall determine the application administratively complete. The department shall issue a notice of administrative completeness or a notice that additional information is necessary within 120 days after receipt of the application and within 90 days of any subsequent responses to requests for further information. The secretary may extend the time for good cause.

B. In the event the department requests additional information, the applicant shall submit any information requested within 120 days of receipt of the first request, and 90 days of receipt of subsequent requests, or the application may be denied without prejudice. The secretary may extend the response time for good cause, and set up an alternative permit review schedule. When submitting the information in response to a request for additional information, the applicant shall submit three copies. If the permit application is not administratively complete after two requests for additional information, the secretary may deny the permit application without prejudice. This subsection is not intended to limit informal informational exchanges during the permit review period or prior to submission of an application. Denial of a renewal application under this subsection does not automatically terminate the existing permit of a facility.

C. Within 14 days after the application is deemed administratively complete, the applicant shall submit to the department:

- (1) six complete new copies of the application; and
- (2) an updated list of all property owners as specified in Subsection G of 20.9.3.8 NMAC; the list must be date stamped and signed by the appropriate county agent, or certified as accurate by the applicant as of the date the application is deemed complete.

D. Acceptance of the application as administratively complete allows the permit application to be processed according to the permitting procedures. Acceptance of the application as administratively complete is not an indication that the department supports the permit without conditions or that it will be approved.
[20.9.3.17 NMAC - Rp, 20 NMAC 9.1.II.212 NMAC, 08/02/07]

20.9.3.18 PERMIT ISSUANCE.

A. The secretary shall issue a permit if the applicant demonstrates that the requirements of 20.9.2 - 20.9.10 NMAC and the Solid Waste Act are met and that neither a hazard to public health, welfare or the environment nor undue risk to property will result.

B. The secretary shall consider the information in the community impact assessment and any demonstrations made pursuant to Subsection E of 20.9.3.8 NMAC, together with other information in the record, in any decisions to issue, issue with conditions or deny the permit.

C. The terms and conditions of the permit or permit modification shall be specifically identified by the secretary.

D. Multiple contiguous facilities may be permitted under one solid waste facility permit provided each facility meets the applicable requirements of 20.9.2 - 20.9.10 NMAC and the Solid Waste Act.
[20.9.3.18 NMAC - Rp, 20 NMAC 9.1.II.212 NMAC, 08/02/07]

20.9.3.19 PERMIT DENIAL OR REVOCATION.

A. In addition to the causes for denial or revocation listed in Subsections A and B of 74-9-24 of the Solid Waste Act and 20.9.3.18 NMAC, the secretary may deny or revoke a permit during its term for:

- (1) a material violation of any term or condition of the permit, any requirement of 20.9.2 - 20.9.10 NMAC, or any requirement of the Solid Waste Act by the owner or operator, after taking into consideration the seriousness of the violation, any good faith efforts to comply with the applicable requirements and other relevant factors;
- (2) failure of the applicant in the application or during the permit issuance process to disclose fully all material facts;
- (3) misrepresentation by the owner or operator of any material facts at any time;
- (4) a determination that the permitted activity endangers public health, welfare or the environment;
- (5) failure of the owner or operator to demonstrate the knowledge and ability to operate a facility in accordance with 20.9.2 - 20.9.10 NMAC; and
- (6) a history of non-compliance by the owner or operator with environmental regulations or statutes at another facility.

B. A permit shall be revoked in accordance with the procedures set forth in Adjudicatory Procedures - Environment Department, 20.1.5 NMAC. Construction, modification and operation, if any, shall cease upon the effective date of the revocation.

[20.9.3.19 NMAC - Rp, 20 NMAC 9.1.II.212 NMAC, 08/02/07]

20.9.3.20 EFFECT OF PERMIT.

A. Any terms or conditions of the permit shall be enforceable to the same extent as a regulation of the board.

B. The existence of a permit issued under 20.9.2 - 20.9.10 NMAC shall not constitute a defense to a violation of 20.9.2 - 20.9.10 NMAC or the Solid Waste Act.

[20.9.3.20 NMAC - Rp, 20 NMAC 9.1.II.212 NMAC, 08/02/07]

20.9.3.21 PERMITTED FACILITIES - DUTIES PRIOR TO OPERATION.

A. At least 14 days prior to the start of solid waste facility construction, the owner or operator shall provide the department with a major milestone schedule.

B. After a permit is granted for a solid waste facility or for the expansion of a solid waste facility, and at least 14 days prior to disposal, processing, or transforming of any solid waste at the solid waste facility or expansion, the owner or operator shall:

(1) provide to the department a written notice of construction completion with "as built" construction drawings signed and sealed by a registered professional engineer; and

(2) for landfills, provide the department a quality assurance/quality control report, certified by a registered professional engineer licensed in New Mexico and experienced in liner installation, for construction of the liner and leachate collection system.

C. The owner and operator shall prohibit the disposal, processing, or transformation of solid waste at a new or modified portion of a solid waste facility until the department has either inspected the solid waste facility or modified portion and determined that the site has been developed in accordance with the permit or permit modification, 20.9.2 - 20.9.10 NMAC and the Solid Waste Act, or the department fails to inspect the solid waste facility within 30 calendar days of receipt of written notice of construction completion and any quality assurance/quality control report or engineer's certification that the facility or modification has been constructed in accordance with the permit or permit modification, 20.9.2 - 20.9.10 NMAC and the Solid Waste Act, and that a quality assurance/quality control report is being prepared.

D. The owner and operator shall prohibit the disposal, processing, or transformation of solid waste at a new or modified portion of a solid waste facility until the owner or operator has secured financial assurance and has submitted appropriate documentation to the department prior to the initial receipt of waste at a new or modified portion of a solid waste facility.

[20.9.3.21 NMAC - N, 08/02/07]

20.9.3.22 PERMIT OR FACILITY MODIFICATION.

A. Any owner or operator of a solid waste facility who seeks to modify such facility or permit conditions shall obtain a permit modification prior to making any modifications. A permit modification shall not extend the initial term of any permit.

B. An application for a modification shall demonstrate compliance with the portions of 20.9.2 - 20.9.10 NMAC that pertain to such a modification.

C. The secretary may initiate the modification of permit conditions or require modification of the facility if:

(1) changes occur after permit issuance which justify permit conditions that are different from or are not included in the existing permit;

(2) the secretary has received information that was not in the record at the time of permit issuance and would have justified the application of different permit conditions at the time of issuance;

(3) the standards or regulations on which the permit was based have changed by statute, through promulgation of new or amended standards or regulations, or by judicial decision after the permit was issued;

(4) the secretary determines good cause exists for modification, such as an act of God, strike, flood, or materials shortage, or other events over which the permittee has little or no control and for which there is no reasonable remedy.

D. All permit modifications, whether initiated by the owner or operator or by the secretary, shall be subject to Permit Procedures - Environment Department, 20.1.4 NMAC and permitting procedures in this part.

[20.9.3.22 NMAC - Rp, 20 NMAC 9.1.II.210 NMAC, 08/02/07]

20.9.3.23 TRANSFER OF PERMITS AND CHANGE IN PERMIT APPLICANT.

A. A change in ownership of a permitted entity requires a permit transfer and shall be allowed according to the following procedure.

- (1) Where a permitted entity undergoes a change in ownership, but the permitted entity remains the same, the new owner shall, within 30 days after the change submit the following:
 - (a) a description of the change in ownership;
 - (b) the date of the change in ownership;
 - (c) a statement that the current financial assurance will remain in effect, or a new proposed financial assurance to meet the requirements of 20.9.10 NMAC;
 - (d) information required by Section 74-9-21 of the Solid Waste Act, and if applicable, disclosure statements shall be submitted for the new owner on forms provided by the department;
 - (e) a statement whether the new owner has been convicted of a felony or other crime within 10 years immediately preceding the date of the transfer, and if so details of the crime and conviction;
 - (f) a statement whether the new owner has been fined within the past 5 years for alleged violations of any environmental laws of this state, any other state or the United States, and if so, details of any allegations, settlements or compliance orders;
 - (g) proof of public notice of the change in ownership; and
 - (h) any other information required by the secretary.
- (2) The permittee shall provide public notice of the ownership change by publishing once in a newspaper of general circulation in the county where the facility is located, and shall indicate in the public notice that the department will accept public comment on the ownership change for a period of 30 days after the date of publication.
- (3) The existing financial assurance required by 20.9.10 NMAC shall remain in effect until the secretary has approved any new proposed financial assurance submitted by the new owner.

B. A change in the permittee requires a permit transfer and shall be allowed according to the following procedure.

- (1) Where the person owning the permit seeks to transfer the permit to a new person to be named as permittee, the existing owner and the proposed new owner shall file an application with the department requesting transfer of the permit. The application shall contain the following information:
 - (a) a description of the proposed change of permittee;
 - (b) an explanation of whether the change in permittee will have any effect on the operations;
 - (c) a new proposed financial assurance to meet the requirements of 20.9.10 NMAC;
 - (d) information required by Section 74-9-21 of the Solid Waste Act, and if applicable, disclosure statements shall be submitted for the new proposed permittee on forms provided by the department;
 - (e) a statement whether the new owner has been convicted of a felony or other crime within 10 years immediately preceding the date of the transfer, and if so, details of the crime and conviction;
 - (f) a statement whether the new owner has been fined within the past five years for alleged violations of any environmental laws of this state, any other state or the United States, and if so, details of any allegations, settlements or compliance orders;
 - (g) proof of public notice of the proposed change in permittee; and
 - (h) any other information required by the secretary;
- (2) The permittee shall provide public notice of a proposed permit transfer by publishing once in a newspaper of general circulation in the county where the facility is located, and shall indicate in the public notice that the department will accept public comment on the permit transfer for a period of 30 days after the date of publication.
- (3) The existing financial assurance required by 20.9.10 NMAC shall remain in effect until the secretary has approved any new proposed financial assurance submitted by the proposed new permittee.

C. If a permit applicant changes ownership or seeks to transfer the application to a new proposed permittee, the applicant and transferee shall follow the procedures in this section. If the application has already been deemed complete, the application shall be re-noticed and re-submitted.

[20.9.3.23 NMAC - Rp, 20 NMAC 9.1.II.211 NMAC, 08/02/07]

20.9.3.24 PERMIT REVIEW. No later than 60 days before a permit review is required by Section 74-9-24 of the Solid Waste Act, the owner or operator shall submit to the department a complete description of the following:

- A. facility operations;
 - B. compliance history;
 - C. environmental monitoring results, releases, and any remediation;
 - D. changes in information from the disclosure forms;
 - E. any other technical requirements requested by the secretary;
 - F. financial assurance;
 - G. any behavior or incidents of the nature described in Subsection B of 74-9-24 of the Solid Waste Act; and
 - H. proof of public notice of the review provided in accordance with Section 74-9-22 of the Solid Waste Act and 20.9.2 - 20.9.19 NMAC.
- [20.9.3.24 NMAC - Rp, 20 NMAC 9.1.II.212, 08/02/07]

20.9.3.25 PERMIT RENEWAL.

A. To renew a permit, the owner or operator of a solid waste facility shall file a permit renewal application no later than 12 months prior to the expiration date of the facility permit. A permit renewal application shall include a complete description of the following:

- (1) facility operations;
 - (2) compliance history;
 - (3) environmental monitoring results, releases, and any remediation;
 - (4) changes in information from the most recent disclosure forms filed with the department;
 - (5) any other technical requirements requested by the secretary;
 - (6) financial assurance;
 - (7) any behavior or incidents of the nature described in Subsection B of 74-9-24 of the Solid Waste Act;
 - (8) compliance demonstrations under Subsection A of 20.9.4.9 NMAC; and
 - (9) proof of public notice of the renewal application provided in accordance with Section 74-9-22 of the Solid Waste Act.
- B. A solid waste facility may continue to operate under the terms and conditions of the existing permit until the renewal permit is issued or denied provided that:
- (1) the owner and operator are in compliance with the existing permit, 20.9.2 - 20.9.10 NMAC, the Solid Waste Act, and any federal regulations which apply;
 - (2) a permit renewal application was submitted in a timely fashion in accordance with this section; and
 - (3) the owner or operator submits any requested additional information by the deadline(s) specified by the secretary.

C. The secretary may establish new deadlines for the permit renewal application if the application is denied under 20.9.3.17 NMAC. The secretary may issue an order for the revocation of the existing permit if the provisions in Subsection B of 20.9.3.17 NMAC are not met.

[20.9.3.25 NMAC - Rp, 20 NMAC 9.1.II.212, 08/02/07]

20.9.3.26 PERMIT EXPIRATION; AUTOMATIC CLOSURE.

A. A permit shall automatically expire when the secretary verifies that the closure and any post-closure care plan, including corrective action, have been completed.

B. If a permitted facility begins operation, and thereafter suspends operation in full for at least five years, authorization to accept waste is suspended and closure activities shall begin.

[20.9.3.26 NMAC - Rp, 20 NMAC 9.1.II.212, 08/02/07]

20.9.3.27 REGISTRATION OF RECYCLING AND COMPOSTING FACILITIES THAT ACCEPT ONLY SOURCE SEPARATED RECYCLABLE OR COMPOSTABLE MATERIALS, COLLECTION CENTERS AND AIR CURTAIN INCINERATORS.

A. The owner or operator of the following facilities shall file an application for a registration at least 30 days prior to any operations and every five years thereafter. Existing facilities of the type listed below shall apply for a registration at least 30 days prior to the expiration of their existing permit or registration, or within two

years after the effective date of these regulations, whichever occurs first. Facilities covered by this section that do not timely file a complete application for registration are hereby deemed unpermitted solid waste facilities, and the owner or operator may be subject to penalties, permit requirements and nuisance abatement orders. Facilities required to register are:

- (1) recycling facilities that accept only source separated recyclable materials;
- (2) composting facilities that accept only source separated compostable materials;
- (3) collection centers;
- (4) small animal crematoria; and
- (5) air curtain incinerators.

B. Registration is not required for a recycling facility that accepts only source separated recyclable materials and accepts the recyclables for less than seven days in any calendar year.

C. Registration is not required for collection facilities that are part of a commercial hauler operation, that have an operational rate of less than 240 cubic yards per day monthly average, and that do not serve the general public, but such facilities shall be included in the registration of the commercial hauler under Paragraph (10) of Subsection A of 20.9.3.31 NMAC.

D. Any person who is required to register under this section with the department shall provide the following information:

- (1) the name, address, and telephone number of the business, owner, operator and contact person;
- (2) the anticipated start up date (unless it is an existing operation);
- (3) a legal description, and map of the proposed facility site, including land use and zoning of the site and surrounding area, including setbacks;
- (4) a description of means that will be used to prevent the facility from becoming a public nuisance, including:

- (a) signs to indicate the location of the site, the hours of operation, emergency telephone numbers, delivery instructions, and that fires and scavenging are prohibited;
- (b) storage containers that are leak-proof and manufactured of non-biodegradable material;
- (c) means to control litter and prevent and extinguish fires;
- (d) conducting any recycling operations in a safe and sanitary manner;
- (e) storing any recyclable materials in a manner that does not create a nuisance, harbor vectors, or create a public health hazard;
- (f) providing sufficient unloading areas to meet peak demands;
- (g) for collection centers, providing separate storage areas for bulky wastes, such as brush, white goods, appliances and scrap tires, and removing the bulky wastes at a frequency approved in the registration;
- (h) for collection centers, confining unloading of solid waste to as small an area as possible;
- (i) for collection centers, removal of solid waste from the center at the end of the operating day unless otherwise approved in the registration;
- (j) a means of controlling access to the facility;
- (k) a means of controlling and mitigating noise and odors;
- (l) operating plans for the facility, including, but not limited to, the origin, expected composition and weight or volume of materials to be composted or recycled or incinerated, the process, loading rate, proposed capacity, size and operational rate, and the expected disposition rate of the recyclables, compost, ash or waste from the facility;
- (m) for composting facilities that accept sewage sludge, a plan showing testing methods and procedures for compliance with 40 CFR 503 and 20.6.2 NMAC;
- (n) for composting facilities, a demonstration that a groundwater discharge permit has been applied for, if applicable;
- (o) for air curtain incinerators, a copy of the air quality permit, registration or notice of intent filed with the air quality bureau;
- (p) for air curtain incinerators, a designation of the intended recipient of ash waste; and
- (q) any additional information requested by the secretary.

E. The owner or operator shall comply with the terms of its approved registration.

F. A violation of the terms of an approved registration may be deemed to be a public nuisance or the facility may be deemed to be an unpermitted solid waste facility subject to enforcement orders under the Solid Waste Act.

G. The owner or operator of a facility required to be registered under this section shall update its registration to reflect any material change in its operations.

H. The owner or operator of a recycling facility, composting facility, collection center, small animal crematorium or an air curtain incinerator shall not create a public nuisance. Failure to comply with the terms of the registration may be deemed a public nuisance. If the secretary determines, based on the information submitted with the registration or based upon any other information that the facility will be or has become a public nuisance, or that a facility covered by this section is in violation of the Solid Waste Act or 20.9.2 - 20.9.10 NMAC, the secretary may deny the registration, issue an order requiring the owner or operator to abate the public nuisance, or may issue any other order pursuant to the Solid Waste Act or 20.9.2 - 20.9.10 NMAC, or any combination thereof. The owner or operator or other affected person may appeal the secretary's order by filing a request for hearing within 30 days of the date of the secretary's order. The appeal shall be conducted in accordance with the procedures in 20.1.5 NMAC, Adjudicatory Procedures- Environment Department.

I. The owner or operator of every recycling facility and composting facility shall have a certified operator or representative present at all times while the facility is being operated.

J. The owner or operator of a recycling facility or composting facility that accepts only source separated recyclable or compostable material shall submit an annual report to the department within 45 days from the end of each calendar year, describing the operations of the past year. The reports must be certified as true and accurate by the owner or operator and shall include:

- (1) the type and weight or volume of recyclable material received during the year;
- (2) the type and weight or volume of recyclable material sold or otherwise disposed off site during the year;
- (3) final disposition of material sold or otherwise disposed off-site; and
- (4) any other information requested by the secretary.

K. The owner or operator of a recycling facility, composting facility or collection center that conducts a tire recycling operation shall comply with the applicable operating procedures required by 20.9.20 NMAC. [20.9.3.27 NMAC - Rp, 20 NMAC 9.1.II.213, 08/02/07]

20.9.3.28 ADDITIONAL REGISTRATION REQUIREMENTS FOR COMPOSTING FACILITIES THAT ACCEPT GREATER THAN 25 TONS PER DAY COMPOSTABLE MATERIAL OR GREATER THAN 5 TONS PER DAY OF MATERIAL THAT WOULD OTHERWISE BECOME SPECIAL WASTE.

A. Any person operating or proposing to operate a composting facility that accepts greater than 25 tons per day annual average compostable material or greater than 5 tons per day annual average of material that would otherwise become special waste (e.g. sludge, offal, petroleum contaminated soils), shall submit the following information in addition to that contained in 20.9.3.27 NMAC:

- (1) site plans and cross-sections of the proposed facility, drawn to scale, indicating the location of buildings, access roads, entrances and exits, drainage, material storage and treatment areas, utilities, fences and other site improvements;
- (2) the composition of the waste to be received at the facility;
- (3) the method to be used to convert the waste into a feedstock for the composting process, including material separation and recovery systems;
- (4) a characterization of the feedstock used as the design basis of the facility which describes:
 - (a) composition by material type;
 - (b) physical and chemical properties including:
 - (i) moisture content; and
 - (ii) percent organic and inorganic matter; and
 - (iii) process efficiency as measured by conversion of volatile solids;
- (5) a description of the composting process to be used, including:
 - (a) the method of measuring, shredding, and mixing materials;
 - (b) temperature monitoring equipment and the location of all temperature and any other type of monitoring points, and the frequency of monitoring;
 - (c) the method of moisture control, including moisture quantity, source, monitoring and frequency of monitoring;
 - (d) a description of any proposed additive material, including its quantity, quality, and frequency of use;
 - (e) special precautions or procedures for operation during high wind, heavy rain, snow and freezing conditions;
 - (f) estimated composting time duration;
 - (g) for windrow systems, the windrow construction, including width, length, and height;

- (h) the method and frequency of aeration; and
 - (i) for in-vessel composting systems, a process flow diagram of the entire process, including all major equipment and flow streams;
 - (6) a general description of the ultimate use for the finished compost and method for removal from the site;
 - (7) for composting facilities accepting sewage sludge, a plan for compliance with 40 CFR Part 503, including, but not limited to, reporting, composting methods and times, and testing methods and frequencies; and
 - (8) a demonstration that the ground water will be protected and will comply with all applicable ground water protection standards, including those specified in 20.6.2 NMAC.
- B. The owner operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of material that would otherwise be special waste or more than 25 tons annual average of total compostable material per day shall submit a nuisance abatement plan detailing how it will comply with 20.9.3.30 NMAC if so ordered.
- C. The owner operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of material that would otherwise be special waste or more than 25 tons annual average of total compostable material per day shall submit a financial assurance mechanism in compliance with 20.9.10.1-20.9.10.13 NMAC, in order to assure sufficient funds in the event that the secretary requires abatement of a nuisance at the facility. The financial assurance mechanism must be approved by the secretary prior to the operation of the facility.
- D. The owner or operator of a composting facility that is designed to or does accept more than 5 tons per day annual average of sludge or more than 25 tons of total compostable material per day annual average shall keep records sufficient to demonstrate that its inventory of compostable material or end product does not exceed the inventory used for purposes of estimating the cost of abatement of a nuisance pursuant to Paragraph (2) of Subsection A of 20.9.10.9 NMAC. If the records are insufficient to make this demonstration, or the records are not produced at the request of the department, storage of the materials are hereby deemed illegal disposal of solid waste and the facility is hereby deemed to be an unpermitted solid waste facility and the owner or operator may be subject to penalties, permitting requirements and nuisance abatement orders.
[20.9.3.28 NMAC - N, 08/02/07]

20.9.3.29 ADDITIONAL REQUIREMENTS FOR RECYCLING FACILITIES THAT DO NOT ACCEPT SOLID WASTE.

- A. A recycling facility that does not accept solid waste shall include, in its registration application filed pursuant to 20.9.3.27 NMAC, a plan for disposal of solid wastes that are unavoidably collected.
- B. A recycling facility that does not accept solid waste shall keep records sufficient to demonstrate the following:
- (1) that it takes reasonable measures to assure that it accepts only source separated recyclable materials and solid wastes are not accepted;
 - (2) that after an initial accumulation period, the quantity of recyclable materials that were recycled during each successive calendar year was at least 75 percent of the quantity of recyclable materials in inventory; the accumulation period is to be based on a three year rolling average of the facility's stock of the recyclable material at the end of the previous calendar year; and
 - (3) that the inventory of recyclable materials or end product does not exceed the inventory used for purposes of estimating the cost of abatement of a nuisance pursuant to Paragraph (2) of Subsection A of 20.9.10.9 NMAC.
- C. If the operating procedures and records are insufficient to make the demonstrations in Subsection B of this section, or the records are not produced at the request of the department, storage of the materials are hereby deemed illegal disposal of solid waste and the facility is hereby deemed an unpermitted solid waste facility and the owner or operator may be subject to penalties, permitting requirements and nuisance abatement orders.
- D. The owner operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average per calendar year of recyclable material shall submit a nuisance abatement plan detailing how it will comply with 20.9.3.30 NMAC if so ordered.
- E. The owner operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average per calendar year of recyclable material shall submit a financial assurance mechanism in compliance with 20.9.10.9-13 NMAC, in order to assure sufficient funds in the event that the secretary requires abatement of a nuisance at the facility. The financial assurance mechanism must be approved by the secretary prior to the operation of the facility.

F. The owner or operator of a recycling facility that is designed to or does accept more than 25 tons per day annual average of recyclable material shall have a certified operator or representative present at all times while the facility is operational.
[20.9.3.29 NMAC - N, 08/02/07]

20.9.3.30 REQUIREMENTS FOR FACILITIES REQUIRED TO SUBMIT NUISANCE

ABATEMENT PLANS. Owners or operators of composting facilities that accept greater than 25 tons per day annual average of compostable material or greater than 5 tons per day of what would otherwise be special waste, and recycling facilities that accept greater than 25 tons per day annual average of recyclable materials shall comply with the following requirements when ordered by the secretary for the purpose of abating a nuisance:

- A. cleanup and disposal of all recyclable or compostable material;
- B. cleanup and disposal of all end product from the composting or recycling facility; and
- C. cleanup and disposal of all fugitive trash, solid waste, or other materials creating a nuisance at the facility.

[20.9.3.30 NMAC - N, 08/02/07]

20.9.3.31 REGISTRATION OF COMMERCIAL HAULERS AND HAULERS OF SPECIAL WASTE.

A. Commercial haulers of solid waste and any haulers that transport special waste shall register with the department 30 days prior to beginning operations and every five years thereafter, and shall submit the following information:

(1) the name, address, and telephone number of the operation for which registration is sought, and the name, address, telephone number, date of birth, driver's license number, and social security number of the owner and operator, unless the owner and operator are public entities or are a publicly held corporation that has on file and in effect with the federal securities and exchange commission a registration statement required under 15 U.S.C. Section 77e (c);

(2) the anticipated start up date, hours of operation, and days of collection;

(3) a list of types of storage containers required for residences, commercial, institutional and industrial establishments to be served;

(4) location of vehicle maintenance yard;

(5) certification that drivers, trailers and vehicles are, and will continue to be, properly licensed or registered;

(6) means of controlling and mitigating odors;

(7) the transport distance from the nearest and farthest points of collection to the solid waste facility where the waste will be disposed;

(8) any transfer requirements;

(9) location of transfer station(s) to be used, if any;

(10) the name and location of any storage or collection or solid waste disposal facility to be used, and including;

(a) the size and type of all storage and collection facilities to be used; and

(b) methods use to mitigate odor and litter from any storage and collection facilities to be used;

(11) an outline of proposed training for drivers and crew to be able to differentiate between hazardous waste, special waste and other solid waste;

(12) certification that the waste identification training program will be implemented;

(13) a statement whether any of the owners or operators have been fined for violation of any environmental laws of any state or the United States (for owners or operators that are public entities or publicly held corporations, this statement may be limited to fines for violations within the last 5 years and within the state of New Mexico);

(14) a statement whether any of the owners or operators have had any permit or registration revoked or permanently suspended for cause under the environmental laws of any state or the United States (for owners or operators that are public entities or publicly held corporations, this statement may be limited to revocations or suspensions within the last 5 years and within the state of New Mexico); and

(15) if applicable, proof that a current valid warrant has been issued by the New Mexico public regulation commission, or in the case of a public entity hauling special waste, proof of financial responsibility.

B. All haulers that transport special waste, in addition to the requirements of Subsection A of this section, shall:

- (1) register with the department on a form provided by the department;
- (2) submit the exact locations and permit number(s) of solid waste facilities to be used;
- (3) submit a contingency plan to address potential emergency situations to the department for approval; and

- (4) submit a list of contents of clean-up kits to be carried in each vehicle used for hauling.

C. Commercial waste haulers registered prior to the effective date of these regulations shall register pursuant to this section within two years after the effective date of these regulations.

[20.9.3.31 NMAC - Rp, 20 NMAC 9.1.II.214, 08/02/07]

20.9.3.32 COMMERCIAL HAULER REGISTRATION PROCEDURES.

A. The registration procedures in 20.9.3.31-36 NMAC apply to commercial haulers of solid waste.

B. Upon receipt of an application for registration, the department shall review the application to determine if additional information is necessary or shall deem the application complete. If the department determines that additional information is necessary, it shall notify the applicant in writing;

C. Within 60 days of receipt of a request for additional information regarding any commercial hauler registration application, the owner or operator shall submit the information requested by the department, or the secretary may deny the registration application without prejudice.

[20.9.3.32 NMAC - N, 08/02/07]

20.9.3.33 COMMERCIAL HAULER REGISTRATION ISSUANCE.

A. Within 30 days after an application for a commercial hauler registration is deemed complete, the secretary shall issue the registration, issue the registration with terms and conditions, or deny the registration.

B. The secretary shall issue a registration if the owner or operator demonstrates that the requirements of 20.9.2 - 20.9.10 NMAC and the Solid Waste Act are met and that neither a hazard to public health, welfare or the environment nor undue risk to property will result.

C. The terms and conditions of a registration shall be specifically identified by the secretary.

[20.9.3.33 NMAC - N, 08/02/07]

20.9.3.34 REGISTRATION DENIAL, REVOCATION, OR SUSPENSION.

A. The secretary may deny, revoke, or suspend a commercial hauler registration on the basis of information in the application or evidence in the administrative record, or both, after taking into consideration the seriousness of the violation, any good faith efforts to comply with the applicable requirements and other relevant factors.

B. Causes for denying, revoking, or suspending a registration include a finding that the applicant or owner or operator has:

- (1) knowingly misrepresented a material fact in the application, or at any time after issuance of the registration;

- (2) refused to disclose or failed to disclose the information required under the provisions of 20.9.2 - 20.9.10 NMAC or the Solid Waste Act;

- (3) exhibited a history of willful disregard for the environmental laws of any state or the United States;

- (4) had any permit revoked or permanently suspended for cause under the environmental laws of any state or the United States; or

- (5) violated a term or condition of the registration, any requirement of 20.9.2 - 20.9.10 NMAC, or any requirement of the Solid Waste Act.

C. If the department recommends denial of a commercial hauler registration, notice shall be provided to the applicant by registered mail. The applicant may request a hearing on the registration denial by filing a written request for hearing with the hearing clerk within 30 days of receipt of the notice. A request for hearing shall be treated as a hearing determination and the hearing conducted pursuant to 20.1.4 NMAC. If no request for hearing is filed within 30 days of receipt of the notice, the recommended denial shall become a final action of the secretary.

D. A commercial hauler registration may be revoked or suspended in accordance with the procedures set forth in 20.1.5 NMAC, Adjudicatory Procedures - Environment Department. Construction, modification and interim operation, if any, shall cease upon the effective date of the revocation or suspension.

[20.9.3.34 NMAC - N, 08/02/07]

20.9.3.35 EFFECT OF REGISTRATION.

A. Any terms or conditions of the registration shall be enforceable to the same extent as a regulation of the board.

B. The existence of a registration issued under 20.9.2 - 20.9.10 NMAC shall not constitute a defense to a violation of 20.9.2 - 20.9.10 NMAC or the Solid Waste Act.
[20.9.3.35 NMAC - N, 08/02/07]

20.9.3.36 REGISTRATION RENEWAL.

A. A commercial hauler shall renew its registration every five years. To renew a registration, the commercial hauler shall file a complete renewal application no later than 30 days prior to the expiration date of the registration. A registration renewal application shall include the same information required in 20.9.3.31 NMAC, and in addition provide a complete description of its compliance history and any other information requested by the secretary.

B. A registered commercial hauler may continue to operate under the terms and conditions of the existing registration until the registration renewal is issued or denied provided that:

(1) the owner and operator are in compliance with the existing registration, 20.9.2 - 20.9.10 NMAC, and any applicable federal regulations;

(2) a complete renewal application was submitted in a timely fashion in accordance with this section; and

(3) the owner or operator adequately submits any requested additional information by the deadline specified by the secretary.

[20.9.3.36 NMAC - N, 08/02/07]

20.9.3.37 REGISTRATION EXPIRATION.

A. A commercial hauler registration shall expire five years from the date of issuance of the registration.

B. A commercial hauler registration shall terminate upon any change of owners or operators of the registered commercial hauler, and the new owner or operator shall obtain a new registration prior to operation.

[20.9.3.37 NMAC - N, 08/02/07]

20.9.3.38 CONFIDENTIALITY OF INFORMATION.

A. Permit applicants, owners or operators, or commercial haulers who submit information to the department may claim such information as confidential. Any claim of confidentiality must be asserted at the time of submittal.

B. To claim confidentiality of information in a submittal, the submitter must clearly mark each page in the document on which the submitter claims there is confidential information, and submit to the department a written description of the basis for the claim of confidentiality at the time of submission. The department shall review the claim of confidentiality based on the written submittal and determine whether the information may be maintained as confidential pursuant to the Inspection of Public Records Act, NMSA 1978, Sections 14-2-1, et seq. If the department determines that information in a submittal is confidential, the department may require submission of redacted copies of the submittal for the public record.

C. If no claim of confidentiality is made at the time of submission, any such claims are deemed waived and the department may make the information available to the public without further notice.

D. Information that is determined by the department to be confidential may be disclosed to officers, employees, or authorized representatives of the United States concerned with implementing RCRA, or when relevant in any proceedings under the Solid Waste Act or this chapter.

[20.9.3.38 NMAC - N, 08/02/07]

20.9.3.39 FEE SCHEDULE.

A. Fees are required from applicants for all permit applications, modifications, and applications for permit renewals. Fees shall be paid by the applicant at the time of application and are non-refundable. Fees for individual facility types shall be cumulative if more than one type is included in the permit application.

B. For a municipal or special waste landfill which receives, based on the projected operational rate:

(1) 20 tons or less of waste per day, annual average, the permit application fee shall be \$6,000;

(2) more than 20 tons of waste per day, annual average, the permit application fee shall be \$10,000;

(3) special waste, in addition to the facility permit application fee, an additional \$1000 per type of special waste, up to \$10,000 shall be paid.

- C. For a construction and demolition landfill, the permit application fee shall be \$5,000.
- D. For a processing facility, the permit application fee shall be \$5,000.
- E. For a transformation facility, the permit application fee shall be \$10,000.
- F. For a transfer station, the permit application fee shall be \$5,000.
- G. For a recycling facility or composting facility that accepts solid waste, the permit application fee shall be \$2,000.
- H. For a commercial hauler registration, the registration fee shall be \$100 if the hauler registers two trucks or fewer and hauls no special waste, and shall be \$300 if the hauler registers three trucks or more or hauls any special waste.
- I. Fees for permit modifications shall be half of the stated permit application fee for that type facility.
- J. Fees for permit renewals shall be the same as for new facilities.
- K. The fee for resubmittal of an application that has been denied without prejudice shall be half of the stated permit application fee for that type of facility.
- L. Fees shall be paid by check or money order, payable to "New Mexico Environment Department."
[20.9.3.39 NMAC - Rp, 20 NMAC 9.1.XI.1108, 08/02/07]

HISTORY OF 20.9.3 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the commission of public records - state records center.

EIB 74-1, Solid Waste Management Regulations, filed 5/3/74.

EIB/SWMR-2, Solid Waste Management Regulations, filed 4/14/89.

EIB/SWMR-3, Solid Waste Management Regulations, filed 12/31/91.

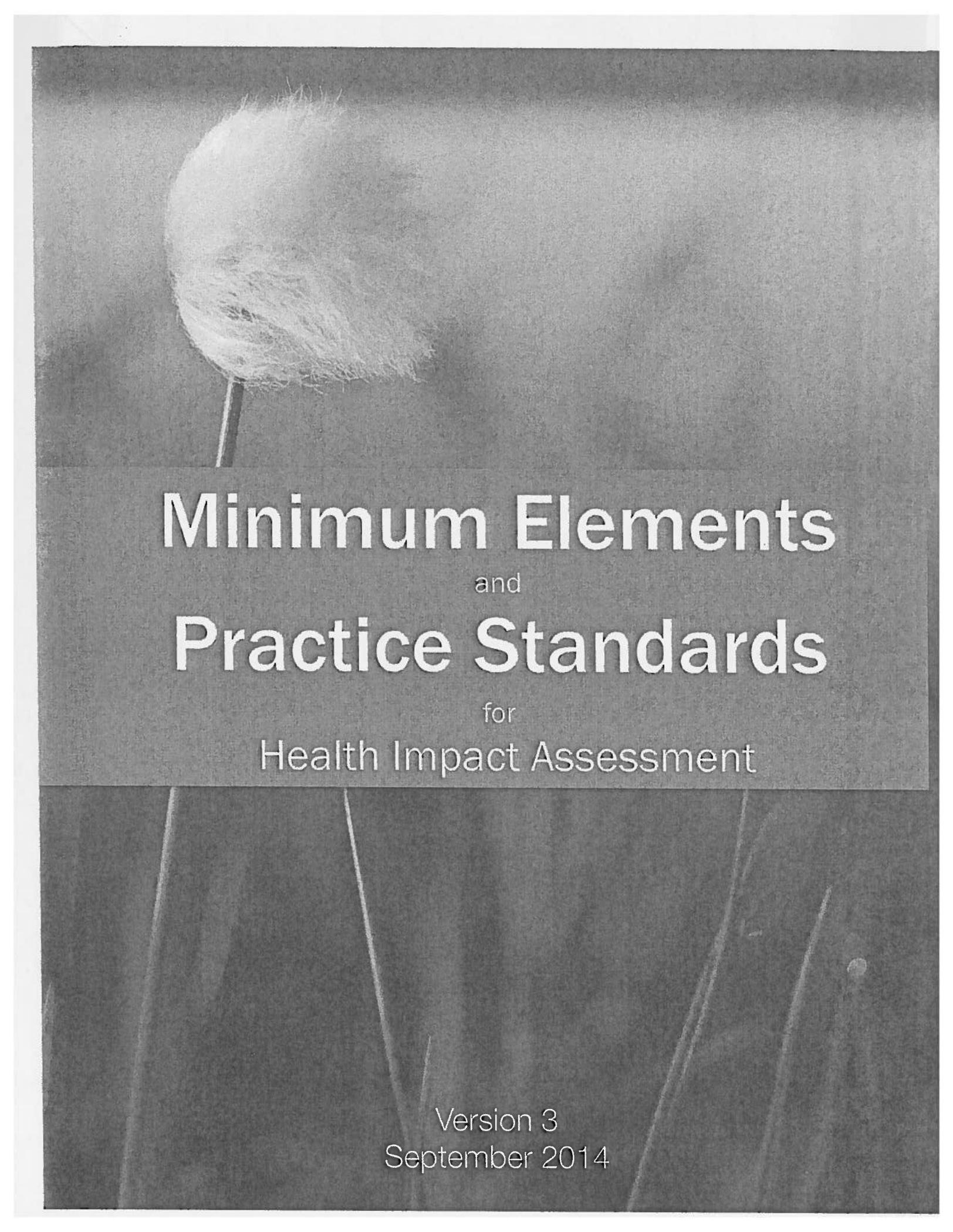
EIB/SWMR-4, Solid Waste Management Regulations, filed 7/18/94.

History of Repealed Material: 20 NMAC 9.1, Solid Waste Management Regulations (filed 10/27/95) repealed 08/02/07.

Other History:

EIB/SWMR-4, Solid Waste Management Regulations (filed 7/18/94) was **renumbered** into first version of the New Mexico Administrative Code as 20 NMAC 9.1, Solid Waste Management Regulations, effective 11/30/95.

That pertinent portion of 20 NMAC 9.1, Subpart II, Solid Waste Management Regulations, Solid Waste Facility Permits, (filed 10/27/95), was **renumbered, reformatted and replaced** by 20.9.3 NMAC, Solid Waste Facility Permits and Registrations, effective 08/02/07.



Minimum Elements
and
Practice Standards
for
Health Impact Assessment

Version 3
September 2014

Authorship

This document represents a revision of the *Minimum Elements and Practice Standards for Health Impact Assessment*, originally published by the North American HIA Practice Standards Working Group in April 2009 and revised in November, 2010.

This review and revision was conducted by a working group comprised of the following individuals: Rajiv Bhatia,¹ Lili Farhang,² Jonathan Heller,² Murray Lee,³ Maria Orenstein,³ Maxwell Richardson,⁴ and Aaron Wernham.⁵ In producing this document, the working group solicited review and comment from both HIA practitioners and any other parties who were interested in providing feedback.

¹ *The Civic Engine - San Francisco, California, USA*

² *Human Impact Partners - Oakland, California, USA*

³ *Habitat Health Impact Consulting - Calgary, Alberta, Canada*

⁴ *Public Health Institute - Oakland, California, USA (affiliation for identification purposes only)*

⁵ *Health Impact Project - Washington, DC, USA*

Suggested Citation

Bhatia R, Farhang L, Heller J, Lee M, Orenstein M, Richardson M and Wernham A. Minimum Elements and Practice Standards for Health Impact Assessment, Version 3. September, 2014.

Purpose and Scope

of this document

What is Health Impact Assessment?

Health Impact Assessment (HIA) is a practice that aims to protect and promote health and to reduce inequities in health during a decision-making process. The International Association of Impact Assessment defines HIA as: ***a combination of procedures, methods and tools that systematically judges the potential, and sometimes unintended, effects of a policy, plan, program, or project on the health of a population and the distribution of those effects within the population. HIA identifies appropriate actions to manage those effects.*** With roots in the practice of Environmental Impact Assessment (EIA), HIA aims to inform the public and decision-makers when decisions about policies, plans, programs, and projects have the potential to significantly impact human health.

There exists considerable diversity in the practice and products of HIA due to the variety of policies, plans, programs, and projects assessed; the diverse settings in which decisions take place; and the evolution of the field. A number of available guidance documents for HIA describe the procedural steps and outputs of the HIA process. This document, in contrast, is intended to provide guidance on what is required for a study to be considered an HIA (Minimum Elements) and some benchmarks for effective practice (Practice Standards).

These standards are aligned with the central concepts and suggested approaches described in the World Health Organization's 1999 *Gothenburg Consensus Paper on HIA*, which first laid out the values that underpin HIA: democracy, equity, sustainable development, the ethical use of evidence, and a comprehensive approach to health.

Overall, we hope that these standards, now in their third iteration, will be viewed as relevant, instructive, and motivating for advancing HIA quality.

What are *Minimum Elements*?

In this document, Minimum Elements answer the question of "what essential elements constitute an HIA?". Minimum Elements distinguish HIA from other practices and methods that also aim to ensure the consideration of and action on health interests in public policy.

These Minimum Elements apply to HIA whether conducted independently or integrated within an environmental, social or strategic impact assessment.

What are *Practice Standards*?

Practice Standards answer the question “how should an HIA best be conducted?”. A practitioner may use the Practice Standards as benchmarks for their own HIA practice and to stimulate discussion about HIA content and quality.

How Should the *Minimum Elements and Practice Standards* Be Used?

The *Minimum Elements and Practice Standards* can serve HIA practitioners as well as those who request, fund, and evaluate HIA practice, for example:

- a practitioner may use the *Minimum Elements and Practice Standards* as a benchmark to plan, implement, or evaluate an individual HIA;
- educators may use the *Minimum Elements and Practice Standards* to organize trainings and stimulate dialogue regarding the practice of HIA;
- funders or regulators may use or adapt the *Minimum Elements and Practice Standards* to create standards for HIA practice or to screen HIA proposals;
- evaluators of the field of HIA may use the *Minimum Elements and Practice Standards* to identify HIAs (*i.e.*, to distinguish them from other practices) and to examine how various practice benchmarks relate to the effectiveness of the HIA process;
- policy-makers may use the *Minimum Elements and Practice Standards* in designing institutional or regulatory requirements, supports, or incentives for HIA.

Caveats and Cautions

The *Practice Standards* are not rigid criteria for acceptability but represent the authors’ perspective on best practices. Each HIA will vary along a continuum to meet the requirements of the scope, timeline, decision context, available resources, and expertise. Real-world constraints and varying levels of capacity and experience will result in appropriate and ongoing diversity of HIA practice. Every practice standard in this document may not be achievable in every HIA.

Many of the *Practice Standards* describe aspects of HIA process that are not always apparent in the final HIA product (e.g., an HIA report). Evaluation of an individual HIA or the field of practice using the *Minimum Elements and Practice Standards* should recognize that published HIA reports might not include documentation sufficient to gauge the performance of HIAs against these standards. Any evaluation of HIAs against these standards should therefore incorporate discussion with HIA authors in order to fully understand the extent to which the standards have been achieved.

Minimum Elements of HIA

Comprehensive Health Impact Assessments (HIA) should include the following minimum elements, which together distinguish HIA from other processes used to assess and inform decisions:

1. HIA is conducted to assess the potential health consequences of a proposed program, policy, project, or plan under consideration by decision-makers, and is conducted in advance of the decision in question.
2. HIA involves and engages stakeholders affected by the proposal, particularly vulnerable populations.
3. HIA systematically considers the full range of potential impacts of the proposal on health determinants, health status, and health equity.
4. HIA provides a profile of existing conditions for the populations affected by the proposal, including their health outcomes, health determinants, and vulnerable sub-groups within the population, relevant to the health issues examined in the HIA.
5. HIA characterizes the proposal's impacts on health, health determinants, and health equity, while documenting data sources and analytic methods, quality of evidence used, methodological assumptions, and limitations.
6. HIA provides recommendations, as needed, on feasible and effective actions to promote the positive health impacts and mitigate the negative health impacts of the decision, identifying, where appropriate, alternatives or modifications to the proposal.
7. HIA produces a publicly accessible report that includes, at minimum, documentation of the HIA's purpose, findings, and recommendations, and either documentation of the processes and methods involved, or reference to an external source of documentation for these processes and methods. The report should be shared with decision-makers and other stakeholders.
8. HIA proposes indicators, actions, and responsible parties, where indicated, for a plan to monitor the implementation of recommendations, as well as health effects and outcomes of the proposal.

HIA

Practice Standards

Adherence to the following standards is recommended to advance effective HIA practice:

1. GENERAL STANDARDS FOR THE HIA PROCESS

- 1.1 HIA is a forward-looking activity intended to inform a proposed program, policy, project, or plan under consideration by decision-makers; however, an HIA may evaluate an existing program, policy, project, or plan in order to inform a prospective decision or discussion.
- 1.2 An HIA should include the steps of screening, scoping, assessment, recommendations, reporting, and evaluation.
- 1.3 Each HIA process should begin with explicit written goals that can be used to evaluate the success and impacts of an HIA process.
- 1.4 The HIA should be responsive to the needs and timing of the decision-making process.
- 1.5 HIA requires integration of knowledge from many disciplines as well as from affected communities. The practitioner or practitioner team must take reasonable steps to identify, solicit, and utilize this expertise to both identify and answer questions about potentially significant health impacts.
- 1.6 Meaningful and inclusive stakeholder (e.g., affected community, public agency, decision-maker) participation in each step of the HIA supports HIA quality and effectiveness. Each HIA should have a specific engagement and participation approach that utilizes participatory or deliberative methods suitable to the needs of stakeholders and context.
- 1.7 Monitoring is an important follow-up activity in the HIA process. The HIA should propose a monitoring plan to track the health-related outcomes of a decision and its implementation.
- 1.8 HIA integrated within another impact assessment process should adhere to these practice standards to the greatest extent possible.

2. STANDARDS FOR THE SCREENING STEP

While screening may be part of a linear HIA process, it may also occur apart from and prior to an HIA, without negative effects on practice quality. The impetus or decision to conduct an HIA may result from forces including political decisions or regulatory requirements and may be conducted by individuals or organizations other than HIA practitioners. Because of these alternative drivers for HIA, a process for screening is not considered an essential element.

- 2.1** Screening should clearly identify all the decision alternatives under consideration by decision-makers at the time the HIA is considered.
- 2.2** Screening should determine whether an HIA would add value to the decision-making process. The following factors may be among those weighed in the screening process:
 - a) the potential for the decision to result in substantial effects on public health, particularly those effects which are avoidable, involuntary, adverse, irreversible, or catastrophic;
 - b) the potential for unequally distributed impacts;
 - c) the potential for impacts on populations with poor health;
 - d) stakeholder concerns about a decision's health effects;
 - e) the potential for the HIA to add new information that would be useful to decision-makers;
 - f) the potential for the HIA to result in timely changes to a policy, plan, program, or project;
 - g) the availability of data, methods, resources, and technical capacity to conduct analyses;
 - h) the availability, application, and effectiveness of alternative opportunities or approaches to evaluate and communicate the decision's potential health impacts.
- 2.3** Sponsors of the HIA should notify, to the extent feasible, decision-makers, stakeholders, affected individuals and organizations, and responsible public agencies on their decision to conduct an HIA.

3. STANDARDS FOR THE SCOPING STEP

- 3.1** The scoping process should establish the individual or team responsible for conducting the HIA and should define roles for the HIA team, funders, technical advisors, stakeholders, and other partners.
- 3.2** During scoping, the goals and anticipated outcomes of the HIA should be clearly established and documented.
- 3.3** A plan for conducting the HIA should be established that includes identification of:
 - a) the decision and decision alternatives that will be studied;
 - b) potential significant health and health equity impacts that will be studied;
 - c) demographic, geographical, and temporal boundaries for impact analysis;

- d) research questions for impact analysis;
- e) evidence sources and research methods expected for each research question in impact analysis;
- f) an approach to the evaluation and characterization of impacts and their distribution;
- g) roles for experts and key informants;
- h) the standards or process, if any, that will be used for determining the significance of health impacts;
- i) a plan for external and public review; and
- j) a plan for disseminating findings and recommendations.

3.4 A stakeholder engagement plan should be developed that establishes not only which stakeholders should be invited to participate in the process, but also the level of engagement to be solicited, and the methods that will be utilized to promote stakeholder participation throughout the HIA process.

3.5 During scoping, the range of health issues to be examined in the HIA should be clearly defined.

3.5.1 Scoping should include a systematic consideration of potential pathways that could reasonably link the decision and/or proposed activity to health, whether direct, indirect, or cumulative.

3.5.2 Scoping should consider both individual health outcomes and contextual health determinants.

3.5.3 The final scope should focus on those impacts with the greatest potential significance, with regards to factors including but not limited to magnitude, severity, certainty, stakeholder priorities, and equity.

3.5.4 In identifying and evaluating priority health issues, practitioners should consider the expertise of health professionals, the experience of the affected communities, and the information needs of decision-makers.

3.6 The scope should include an approach to evaluate any potential inequities in impacts based on population characteristics, including but not limited to age, gender, income, place (disadvantaged locations), and race or ethnicity.

4. STANDARDS FOR THE ASSESSMENT STEP

4.1 Assessment should include, at a minimum, a summary of existing (baseline) conditions and a assessment of health impacts.

4.2 Existing conditions should present a profile of relevant health status and health determinants among the affected communities. The existing conditions should also document known

population health vulnerabilities including evidence of poor health status among affected communities.

4.3 Assessment of health impacts should be based on a synthesis of the best available evidence. This means:

4.3.1 Evidence considered may include existing data, empirical research, professional expertise and local knowledge, and the products of original investigations.

4.3.2 When available, practitioners should utilize evidence from well-designed and peer-reviewed systematic reviews.

4.3.3 HIA practitioners should consider evidence both supporting and refuting particular health impacts.

4.3.4 The expertise and experience of affected members of the public (local knowledge), whether obtained via the use of participatory methods, collected via formal qualitative research methods, or reflected in public testimony, comprise a legitimate source of evidence.

4.3.5 In summarizing the quality of evidence for each pathway, the HIA should rate the strength of evidence based on best practices for the relevant field (i.e., standards for meta-analysis, epidemiologic studies, qualitative methods, or others as appropriate).

4.3.6 Practitioners should acknowledge where evidence is insufficient to evaluate or judge health effects identified as priority issues in the screening and scoping stage of HIA.

4.4 To support determinations of impact significance, the HIA should characterize health impacts using parameters such as (but not limited to) direction, severity, magnitude, likelihood, and distribution within the population. These can be understood as follows:

Direction: Whether the potential change would be beneficial or adverse

Severity: More severe effects include those that are disabling, life-threatening, and permanent

Magnitude: How widely the effects would be spread within a population or across a geographical area

Likelihood: How likely it is that a given exposure or effect will occur.

4.5 Assessment of health impacts should explicitly acknowledge methodological assumptions as well as the strengths and limitations of all data and methods used.

4.5.1 The HIA should identify data gaps that prevent an adequate or complete assessment of potential impacts.

4.5.2 Assessors should describe the uncertainty in predictions.

- 4.5.3 Assumptions or inferences made in the context of modeling or predictions should be made explicit.
- 4.5.4 Justification for the selection or exclusion of particular methodologies and data sources should be made explicit (e.g., resource constraints).
- 4.5.5 The HIA should acknowledge when available methods were not utilized and why (e.g., resource constraints).
- 4.6 The lack of formal, scientific, quantitative, or published evidence should not preclude reasoned evaluation of health impacts.

5. STANDARDS FOR THE RECOMMENDATIONS STEP

- 5.1 The HIA should include specific recommendations to manage the health and equity impacts identified, including recommendations supporting a specific decision alternative; modifications to the proposed policy, program, plan, or project; or mitigation/enhancement measures.
- 5.2 Recommendations should consider not only the mitigation of adverse effects, but also the potential to enhance health benefits.
- 5.3 Recommendations may not be indicated in all cases: for example, if there are no identified adverse impacts or if an HIA practitioner is not legally able to take a policy position.
- 5.4 The following criteria may be considered in developing recommendations and mitigation measures: responsiveness to predicted impacts, specificity, technical feasibility, enforceability, and authority of decision-makers.
- 5.5 Input from the affected population(s) should be solicited and considered during development of recommendations to ensure that the recommendations are responsive to community needs and address community concerns in an acceptable manner.
- 5.6 The criteria used for any prioritization of recommendations should be explicitly documented.
- 5.7 Recommendations are effective only if they are adopted and implemented; therefore, input should be solicited from decision-makers on the developed recommendations and considered to ensure that the recommendations can be translated into actionable measures.
- 5.8 Where needed, expert guidance should be utilized to ensure recommendations reflect current effective practices.
- 5.9 Where possible, recommended mitigations should be further developed and integrated into a Health Management Plan that clearly outlines how each mitigation measure will be implemented. Management plans commonly include information on: deadlines, responsibilities, management

structure, potential partnerships, engagement activities, and monitoring related to the implementation of the HIA mitigations.

- 5.10 An HIA may include recommendations that go beyond the purview of the proposal decision-maker and that target different audiences such as project investors or financiers, implementing agencies, regulating agencies, health care agencies, or researchers.

6. STANDARDS FOR THE REPORTING STEP

- 6.1 The parties conducting the HIA should provide a publicly accessible final report that includes, at minimum, the HIA's purpose, findings, and recommendations. The report should also document the process involved in arriving at findings and recommendations (e.g., assessment methodology and recommendation setting approach) or alternatively provide separate documentation of these processes.
- 6.2 To support effective, inclusive communication of the principal HIA findings and recommendations, a succinct summary should be created that communicates findings in a way that allows all stakeholders to understand, evaluate, and respond to the findings.
- 6.3 The full HIA report should document the screening and scoping processes and identify the sponsor of the HIA and the funding source, the team conducting the HIA, and all other participants in the HIA and their roles and contributions. Any potential conflicts of interest should be acknowledged.
- 6.4 The full HIA report should, for each specific health issue analyzed:
- a) discuss the available scientific evidence;
 - b) describe the data sources and analytic methods used for the HIA including their rationale;
 - c) profile existing conditions;
 - d) detail the analytic results;
 - e) characterize the health impacts and their significance;
 - f) list corresponding recommendations for policy, program, plan, or project alternatives, design, or mitigations; and
 - g) describe the limitations of the HIA.
- 6.5 The HIA reporting process should offer stakeholders and decision-makers a meaningful opportunity to critically review evidence, methods, findings, conclusions, and recommendations. The HIA practitioners should address substantive criticisms.
- 6.6 The HIA report should be made available and readily accessible in a format that is accessible to all stakeholders, taking into consideration factors such as education, language, and digital access.

7. STANDARDS FOR EVALUATION

Evaluation of the HIA process, impacts, and outcomes is necessary for field development and practice improvement. While evaluation thus plays an important role, it is not an essential element of HIA and in practice is often not conducted. When evaluation is conducted, the following should be considered:

- 7.1 The HIA may be evaluated in terms of process. *Process evaluation* attempts to determine the effectiveness of how the HIA was designed and undertaken, including preparation, research, reporting, participation, and follow-up. Process evaluation may be conducted either after the completion of the HIA, or during the course of the HIA to facilitate adaptations that will improve HIA process.
- 7.2 The HIA may also be evaluated in terms of its impact. *Impact evaluation* seeks to understand the impact of the HIA itself on the decision and the decision-making process. Impact evaluation assesses the extent to which the HIA influenced various stakeholders and the extent to which the HIA recommendations were accepted and implemented.

8. STANDARDS FOR MONITORING

Monitoring (sometimes termed *outcome evaluation*) tracks the effect of the proposed policy, project, or program on health outcomes and/or determinants of concern.

Monitoring the implementation and outcomes of a decision is properly the responsibility of the project proponent or an authorizing, funding, or implementing public agency. Comprehensive monitoring is not the responsibility of, and usually not within the capacity of, HIA practitioners. Nonetheless, the HIA should, where possible, propose a monitoring plan.

- 8.1 The monitoring plan should include:
 - a) goals for short- and long-term monitoring;
 - b) indicators for monitoring;
 - c) triggers or thresholds that may lead to review and adaptation in decision implementation;
 - d) the identification of resources required to conduct, complete, and report the monitoring;
and
 - e) a mechanism to report monitoring outcomes to decision-makers and stakeholders.
- 8.2 When monitoring is conducted, methods and results from monitoring should be made available to the public, including the affected community, in a timely fashion.

Key References

This document is not intended to comprise a guidebook on how to conduct HIA, but rather a guidance document on what elements are essential or desirable to include. Many useful guides and toolkits exist that can help practitioners with operationalizing HIA and with following best practices in doing so. Some key references that will help HIA practitioners and those wishing to better understand HIA are listed below.

Ross C, Orenstein M, Botchwey N. **Health Impact Assessment in the United States** (textbook) (2014). New York: Springer Publishers. Available through Amazon.com.

National Research Council. **Improving Health in the United States: the Role of Health Impact Assessment** (2011). Washington, DC: The National Academies Press. Available at: http://www.nap.edu/catalog.php?record_id=13229.

Guidance and Best Practices for Stakeholder Participation in Health Impact Assessments - Version 1.0 (2012). Prepared by the Stakeholder Participation Working Group of the 2010 HIA of the Americas Workshop. Available at: <http://www.hiasociety.org/documents/guide-for-stakeholder-participation.pdf>.

Equity Metrics for Health Impact Assessment Practice, Version 1 (2014). Prepared by Benkhalti Jandu M, Bourcier E, Choi T, Gould S, Given M, Heller J, Yuen T. Available at: http://www.hiasociety.org/documents/EquityMetrics_FINAL.pdf.

Society for Practitioners of HIA (SOPHIA) website. <http://hiasociety.org/>

NOTIFICATION &
NEIGHBORHOOD INFORMATION

CITY OF ALBUQUERQUE LAND USE FACILITATION PROGRAM NO MEETING REPORT

Project #: 1010582
Date Submitted: September 23, 2015
Facilitator: Diane Grover
City Planner Vincente Quevedo
924-3357
vquevedo@cabq.gov

Parties: COA Dept. of Municipal Development,
Jerry Francis, Applicant
Wilson and Company Inc., Savina Garcia, Agent
Greater Gardner N.A.
Near North Valley N.A.
Stronghurst Improvement Assoc., Inc.
North Edith Commercial Corridor Assoc.
North Valley Coalition

Summary:

Jerry Francis of the City of Albuquerque Department of Municipal Development requests a Zone Map Amendment and Site Development for Building Permit for all or a portion of Tracts 107B1A1, 107B1A2 and Tracts 108A3A1A, 108A3A1B, together with all of Tracts 108A3B, 108A1A2B2, 108A1A2B1B, 108A1A2B1A, 107B2A1, MRGCD Map 33 Subdivision, zoned M-1 to SU-1 for M-1 uses Solid Waste Transfer Station, Convenience Center, located on EDITH BOULEVARD NE AND COMANCHE ROAD NE (4600 EDITH BOULEVARD NE) containing approximately 21.97 acre(s).

Savina Garcia of Wilson and Company stated that the applicant was ready and willing to meet in an additional facilitated meeting with all interested parties, however the groups identified as interested parties did not feel the need for an additional meeting and replied as follows:

- David Wood of Greater Gardner N.A. declined meeting stating "We believe our membership is aware of the issues, through 3 City facilitated meetings.
- Joe Sabatini of Near North Valley N.A., stated "It has been the policy of the Near North Valley Neighborhood Association not to participate in mediated discussions of this kind. In this particular case, our board had and extended discussion of the issues related to this proposal, and voted unanimously to oppose the proposed site plan as presented. The issues are larger than could be resolved in

such a forum. We therefore decline to participate.”

- Hope McIntosh of Stronghurst Improvement Association, Inc. stated “After speaking with our Neighborhood Association Board whom represent the interests of our community, we decline to accept a 3rd party mediation with the agent of CABQ, Wilson and Company, to resolve our differences in the Transfer Station Plan - on the basis we participated in all public hearings and offered our suggestions and concerns regarding CABQ plans in that record and the final proposal shared little if any feedback from the community and those numerous public hearings. We believe the city did not come to those public hearings in good faith and didn't adopt the suggestions and concerns of the community. We don't believe that this request for mediation is in good faith as well.”
- Bob Warrick of North Edith Commercial Corridor Association stated that there was no need for another facilitated meeting. He said that the association has gone on record with the City as to their stance on this project.
- The North Valley Coalition also saw no need for an additional facilitated meeting.

No meeting was held in connection with this project.

**CITY OF ALBUQUERQUE LAND USE FACILITATION PROGRAM
CORRECTED AMENDMENT TO FACILITATOR'S REPORT**

Project #: 1010582

Date Submitted: September 24, 2015

Facilitator: Diane Grover

Planner: Vicente Quevedo
924-3357
vquevedo@cabq.gov

Parties: COA Dept. of Municipal Development, Applicant
Wilson and Company, Inc., Savina Garcia, Agent
Greater Gardner N.A.
Stronghurst Improvement Assoc., Inc.
North Edith Commercial Corridor Association
North Valley Coalition

The No Meeting Report is hereby amended as follows:

Planner:
Change: Name of planner
From: "Vicente Quevedo"
To: "Vicente Quevedo"

Parties:
Change: Name of Applicant
From: "COA Department of Municipal Development,
Applicant"
To: "City of Albuquerque"

Summary:
Change: First paragraph

From: "Jerry Francis of the City of Albuquerque Department of
Municipal Development requests a Zone Map Amendment and Site
Development for Building Permit for all or a portion of Tracts 107B1A1,
107B1A2 and Tracts 108A3A1A, 108A3A1B, together with all of Tracts

108A3B, 108A1A2B2, 108A1A2B1B, 108A1A2B1A, 107B2A1, MRGCD Map 33 Subdivision, zoned M-1 to SU-1 for M-1 uses Solid Waste Transfer Station, Convenience Center, located on EDITH BOULEVARD NE AND COMANCHE ROAD NE (4600 EDITH BOULEVARD NE) containing approximately 21.97 acre(s).”

To: “Wilson & Company, agent for City of Albuquerque, Department of Municipal Development, requests the above actions for all or a portion of a northerly portion of Tract 107B1A1, Tract 107B1A1 excluding portion to right-of-way & excluding a northerly portion, Tract 107B1A2 excluding portion to right-of-way, Tract in the SW corner-Tract 107B1B, Tract 108A3A1A, Tract 108A3A1B, and Tract 108A3B, Tracts 108A1A2B1B & 108A1A2B2, Tract 108A1A2B1A, Tract 107B2A2 excluding portion to the right-of-way, Tract 107B2A1 excluding portion to the right-of-way, MRGCD MAP #33, zoned M-1 to SU-1 for M-1, Solid Waste Transfer Station and Convenience Center, located on Edith and Comanche (4600 Edith NE), containing approximately 22 acres. (G-15)”



City of Albuquerque
P.O. Box 1293, Albuquerque, NM 87103

August 18, 2015

Savina Garcia
Wilson & Company, Inc.
4900 Lang Ave. NE/87109
Phone: 505-348-4018/ Fax: 505-348-4055
E-mail: savina.garcia@wilsonco.com

PLEASE NOTE: The Neighborhood Association information listed in this letter is valid for one (1) month. If you haven't filed your application within one (1) month of the date of this letter - you will need to get an updated letter from our office. It is your responsibility to provide current information - outdated information may result in a deferral of your case.

Dear Savina:

Thank you for your inquiry of August 18, 2015 requesting the names of ALL Neighborhood and/or Homeowners Associations who would be affected under the provisions of O-92 by your proposed project at (EPC SUBMITTAL FOR COA PROJECT - EDITH TRANSFER STATION 7006.92) MRGCD TRACTS 107B1A1, 107B1A2, 107B2A1, 108A3A1A, 108A3A1B, 108A1A2B1A, 108A1A2B1B, 108A1A2B2 AND 108A3B OF THE MRGCD MAP 33 SUBDIVISION LOCATED ON COMANCHE ROAD NE BETWEEN EDITH BOULEVARD NE AND RANKIN LANE NE zone map G-15.

Our records indicate that the ALL Neighborhood and/or Homeowners Associations affected by this proposal and the contact names are as follows:

SEE ATTACHMENT "A" FOR THE NAMES OF THE NA/HOA'S THAT NEED TO BE CONTACTED IN REGARDS TO THIS PLANNING SUBMITTAL - please attach this letter and "Attachment A" to your Application Packet ALONG with copies of the letters and certified mail receipts to the NA/HOA's.

Please note that according to O-92 you are required to notify each of these contact persons by **certified mail, return receipt requested, before** the Planning Department will accept your application filing. **IMPORTANT! Failure of adequate notification may result in your Application Hearing being deferred for 30 days.** If you have any questions about the information provided, please contact me at (505) 924-3906 or via an e-mail message at dcarmona@cabq.gov or by fax at (505) 924-3913.

Sincerely,

Dalaina Carmona

Senior Administrative Assistant
OFFICE OF NEIGHBORHOOD COORDINATION
Planning Department

LETTERS MUST BE SENT TO BOTH CONTACTS OF EACH NEIGHBORHOOD ASSOCIATION.

!!!Notice to Applicants!!!

SUGGESTED INFORMATION FOR NEIGHBORHOOD NOTIFICATION LETTERS

Applicants for Zone Change, Site Plan, Sector Development Plan approval or an amendment to a Sector Development Plan by the EPC, DRB, etc. are required under Council Bill O-92 to notify all affected recognized neighborhood associations **PRIOR TO FILING THE APPLICATION TO THE PLANNING DEPARTMENT**. Because the purpose of the notification is to ensure communication as a means of identifying and resolving problems early, it is essential that the notification be fully informative.

WE RECOMMEND THAT THE NOTIFICATION LETTER INCLUDE THE FOLLOWING INFORMATION:

1. The street address of the subject property.
2. The legal description of the property, including lot or tract number (if any), block number (if any), and name of the subdivision.
3. A physical description of the location, referenced to streets and existing land uses.
4. A complete description of the actions requested of the EPC:
 - a) If a **ZONE CHANGE OR ANNEXATION**, the name of the existing zone category and primary uses and the name of the proposed category and primary uses (i.e., "from the R-T Townhouse zone, to the C-2 Community Commercial zone").
 - b) If a **SITE DEVELOPMENT OR MASTER DEVELOPMENT PLAN** approval or amendment describe the physical nature of the proposal (i.e., "an amendment to the approved plan to allow a drive-through restaurant to be located just east of the main shopping center entrance off Montgomery Blvd.").
 - c) If a **SECTOR DEVELOPMENT PLAN OR PLAN AMENDMENT** a general description of the plan area, plan concept, the mix of zoning and land use categories proposed and description of major features such as location of significant shopping centers, employment centers, parks and other public facilities.
 - d) The name, address and telephone number of the applicant and of the agent (if any). In particular the name of an individual contact person will be helpful so that neighborhood associations may contact someone with questions or comments.

Information from the Office of Neighborhood Coordination

The following information should always be in each application packet that you submit for an EPC or DRB application. Listed below is a "Checklist" of the items needed.

- ONC's "Official" Letter to the applicant (if there are associations). A copy must be submitted with application packet -OR-**
- The ONC "Official" Letter (if there are no associations). A copy must be submitted with application packet.
- Copies of Letters to Neighborhood Associations (if there are associations). A copy must be submitted with application packet.**
- Copies of the certified receipts to Neighborhood Associations (if there are associations). A copy must be submitted with application packet.**

Just a reminder - Our ONC "Official" Letter is only valid for a one (1) month period and if you haven't submitted your application by this date, you will need to get an updated letter from our office.

Any questions, please feel free to contact Dalaina at 924-3906 or via an e-mail message at dcarmona@cabq.gov.

Thank you for your cooperation on this matter.

(below this line for ONC use only)

Date of Inquiry: 8/18/15 Time Entered: 4:20 p.m. ONC Rep. Initials: DC

ATTACHMENT "A"

August 18, 2015

Savina Garcia
Wilson & Company, Inc.
4900 Lang Ave. NE/87109
Phone: 505-348-4018/ Fax: 505-348-4055
E-mail: savina.garcia@wilsonco.com

GREATER GARDNER N.A. (GRG) "R"

***David Wood**

158 Pleasant NW/87107 221-2626 (c)

Antoinette Vigil

215 San Andres NW/87107 249-9599 (c)

NEAR NORTH VALLEY N.A. (NNV) "R"

Joe Sabatini

3514 6th St. NW/87107 344-9212 (h)

Susan Lester

435 Phoenix NW/87107 266-8129 (h)

NORTH EDITH COMMERCIAL CORRIDOR ASSOC.

***Bob Warrick**

444 Niagara NE/87113 345-1773 (h)

Christine Benavidez

10417 Edith NE/87113 897-3340 (h)

STRONGHURST IMPROVEMENT ASSOC., INC. (SIA) "R"

***Hope McIntosh**

3022 Arno NE/87107 508-8819 (c)

Mark Lines

3010 Arno NE/87107

NEIGHBORHOOD COALITIONS

NORTH VALLEY COALITION

Kyle Silfer, P.O. Box 70232/87197 918-0978 (c)

Doyle Kimbrough, 2327 Campbell Rd. NW/87104 249-0938 (h)

**WILSON
& COMPANY**

4900 Lang Ave NE

Albuquerque, NM 87109

505-348-4000 phone

August 26, 2015

Typical

Alaska
Arizona
California
Colorado
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Texas
Utah

Mr. David Wood
Greater Gardner N.A.
158 Pleasant NW
Albuquerque, NM 87107
505.221.2626 (c)

RE: ZONE MAP AMENDMENT; SITE DEVELOPMENT PLAN FOR BUILDING PERMIT
Proposed Edith Transfer Station, COA Project No. 7006.92
at 4600 Edith Boulevard NE (SE corner of Edith and Comanche)
Tracts 107B1A1, 107B1A2; and tracts 108A3A1A, 108A3A1B, 108A3B; together with all of tracts
108A1A2B2, 108A1A2B1B, and 108A1A2B1A and tract 107B2A1;
MRGCD MAP 33 Subdivision
ZONE ATLAS PAGE: G-15-Z

Dear Mr. David Wood:

Please find enclosed the proposed Site Plan for the above referenced project. This is submitted as part of our request to the Environmental Planning Commission (EPC) dated August 27th, 2015. The request is for approval of a Site Development Plan for Building Permit and a Zone Map Amendment requesting a zone change of the property at 4600 Edith Boulevard NE. The zone change would change the existing zone from M-1 Light Manufacturing to SU-1 for M-1 Uses, Solid Waste Transfer Station and Convenience Center. The transmittal to EPC has a more complete description of the proposed request and includes the proposed plans for development.

Should you have any questions please contact Savina Garcia, Wilson & Company at 505.348.4018.

Sincerely,



Savina Garcia, PE
Wilson & Company, Inc.

Enclosure

Cc: Bob Warrick, North Edith Commercial Corridor Association
Christine Benavidez, North Edith Commercial Corridor Association
Kyle Silfer, North Valley Coalition
Doyle Kimbrough, North Valley Coalition
Mark Lines, Stronghurst Improvement Association, Inc.
Hope McIntosh, Stronghurst Improvement Association, Inc.
Susan Lester, Near North Valley N.A.
Joe Sabatini, Near North Valley N.A.
Antoinette Vigil, Greater Gardner N.A.

**HIGHER**
Relationships

Edith Transfer Station

City of Albuquerque
Solid Waste Management Department



NOTES

- Public self-haul users, visitors and administrative staff enter/exit from Comanche Road NE.
- Collection trucks enter at Comanche Road NE and/or Edith Blvd NE; exit at Edith Blvd NE.
- Transfer trucks enter/exit at Edith Blvd NE.
- Employees (driver/maintenance) enter/exit from Franklin Road and/or Edith Blvd.
- The recycle drop-off and HHW are located east of the transfer station and are directly accessible from the scale entry lanes.

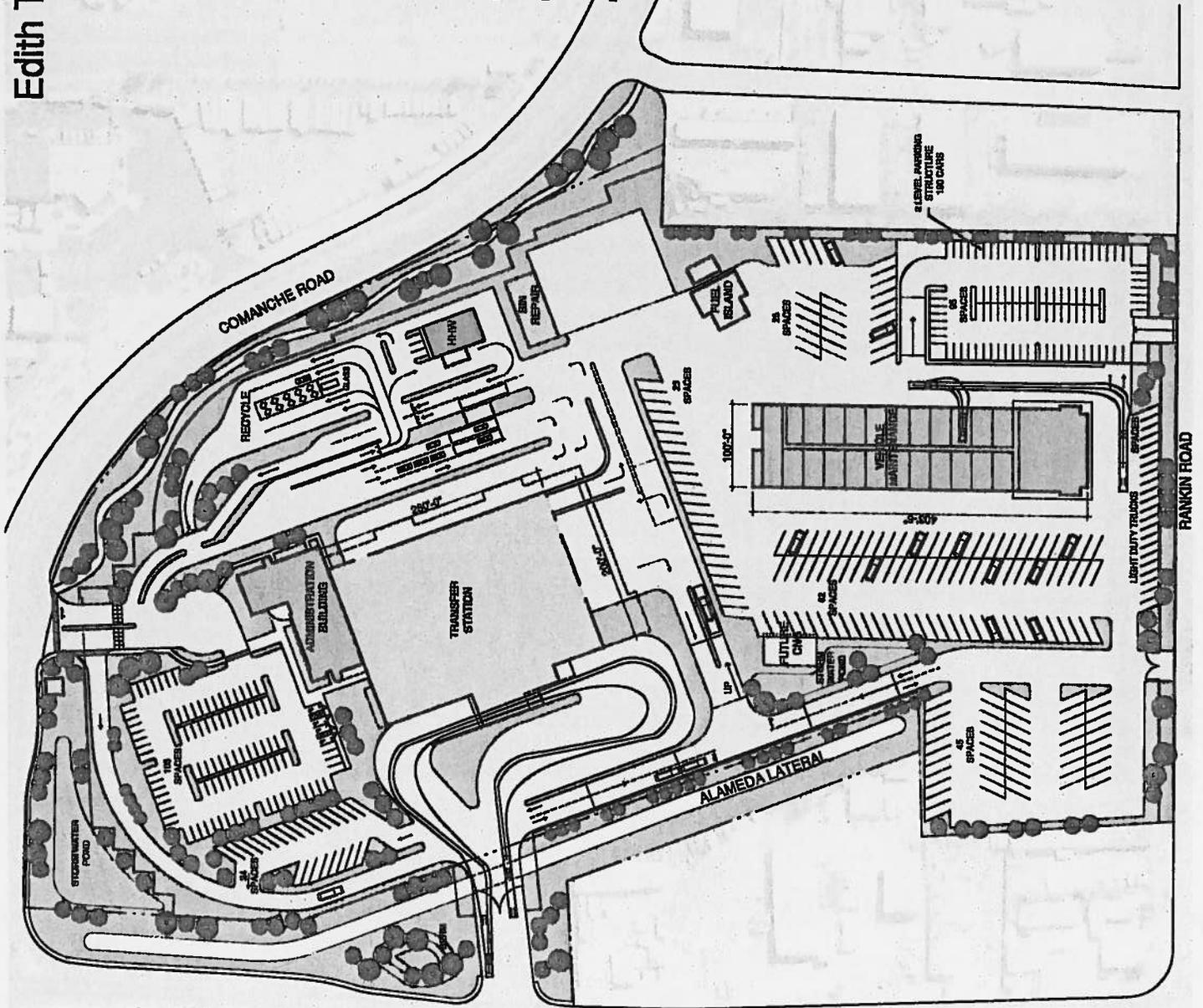
enclosure

Project Data

Site Area	approx. 22 acres
Total Site Area	82,000 SF
Transfer Station	11,600 SF
Administration	40,100 SF
Vehicle Maintenance	3,900 SF
HHW	177,800 SF
Total SF (Footprint)	285 Spaces
Parking	44 Spaces
Standard Parking	176 Spaces
Light Duty Truck Parking	514 Spaces
Collection Truck Parking	
Total Parking	

Site Plan C Alt
August 27, 2015

SWMD No. 7005.02 JSHA No. 407



7007 2680 0001 3612 0296

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 City, State, ZIP+4[®] **444, Niagara NE ABQ, NM 87113**

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 City, State, ZIP+4[®] **Albuquerque, NM 87113**

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Sent To: Kyle Silber
 Street, Apt. No., or PO Box No.: PO Box 70232
 City, State, ZIP+4: ABQ nm 87197

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Sent To: Mark Lines
 Street, Apt. No., or PO Box No.: 3010 Arno NE
 City, State, ZIP+4: ABQ nm 87107

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Sent To: Hope McIntosh
 Street, Apt. No., or PO Box No.: 3022 Arno NE
 City, State, ZIP+4: ABQ nm 87107

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.95

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Sent To: David Wood Greater Gardner WA
 Street, Apt. No., or PO Box No.: 158 Pleasant NW
 City, State, ZIP+4: Albuquerque NM 87107

PS Form 3800, August 2006 See Reverse for Instructions

SITE PLAN REDUCTIONS

Edith Transfer Station

City of Albuquerque
Department of Municipal Development
Solid Waste Management Department



VICINITY MAP
ZONE: PD-10 (PARKING LOT)

SITE DATA CONTINUED
 SITE LIGHTING SHALL COMPLY WITH THE LIGHTING REGULATIONS OF THE CITY ZONING CODE 14-16-5-9. AREA LIGHTING REGULATIONS. THE MAXIMUM HEIGHT FOR PARKING LOT LIGHTS SHALL BE A MAXIMUM OF 30 FT. LIGHT FIXTURES WITHIN 100 FT OF A RESIDENTIAL AREA SHALL NOT EXCEED 16 FT. WALLS, FENCES & SCREENING
 WALLS AND STEEL FENCES WILL BE PLACED IN HIGH VISIBILITY AREAS TO SCREEN VIEWS.
 WALLS: 8' MINIMUM HEIGHT, CONCRETE MASONRY, SPAT FACE INTEGRAL BROWN COLOR, STOCK BOND.
 FENCES: 8' MINIMUM HEIGHT, STEEL VERTICAL PICKETS, POSTS 4' O.C., DARK GRAY BULOONE POLYESTER COATING.
 EAST PROPERTY LINE FENCING: 8' MINIMUM HEIGHT CHAIN LINK.
 REFUSE CONTAINERS & ENCLOSURE
 ADMINISTRATION BUILDING: (1 - 2) 5' CY AT CORNER OF BUILDING
 VEHICLE MAINTENANCE: (1) 5' CY BIN AT NORTH END OF BUILDING

PARKING
 ANALYSIS OF THE CITY ZONING CODE § 14-16-5-9 INDICATES A REQUIRED NUMBER OF SPACES FOR THE PROPOSED DEVELOPMENT. THE REQUIRED NUMBER OF SPACES FROM THE COLLECTION TRACK SPACE, PARKING TOTAL ARE SEPARATE FROM SPACES REQUIRED FOR FUTURE VEHICLES. TOTAL PARKING SPACES PROVIDED IS 519 SPACES. OTHER PARKING AREAS AND FUTURE PARKING SPACES INCLUDE:
 ACCESSIBLE PARKING: 9 SPACES (4 ADMIN BLDG, 2 VEHICLE MAINT) (SEE ACCESSIBLE PARKING PLAN)
 BICYCLE PARKING: 35 (16 ADMIN BLDG, 9 VEHICLE MAINT) (SEE BICYCLE PARKING PLAN)
 COLLECTION TRACKS: 178 SPACES (SEE LANDSCAPING PLAN)
 LIGHT DUTY TRUCKS: 44 SPACES
 KEYED NOTES

- 1 CONCRETE CURB & GUTTER
- 2 CONCRETE SIDEWALK
- 3 PEDESTRIAN CROSSING PCC PAVEMENT
- 4 WHITE STRIPING
- 5 RETAINING WALL
- 6 WALLS, FENCING, & SCREENS
- 7 REFUSE CONTAINER & ENCLOSURE

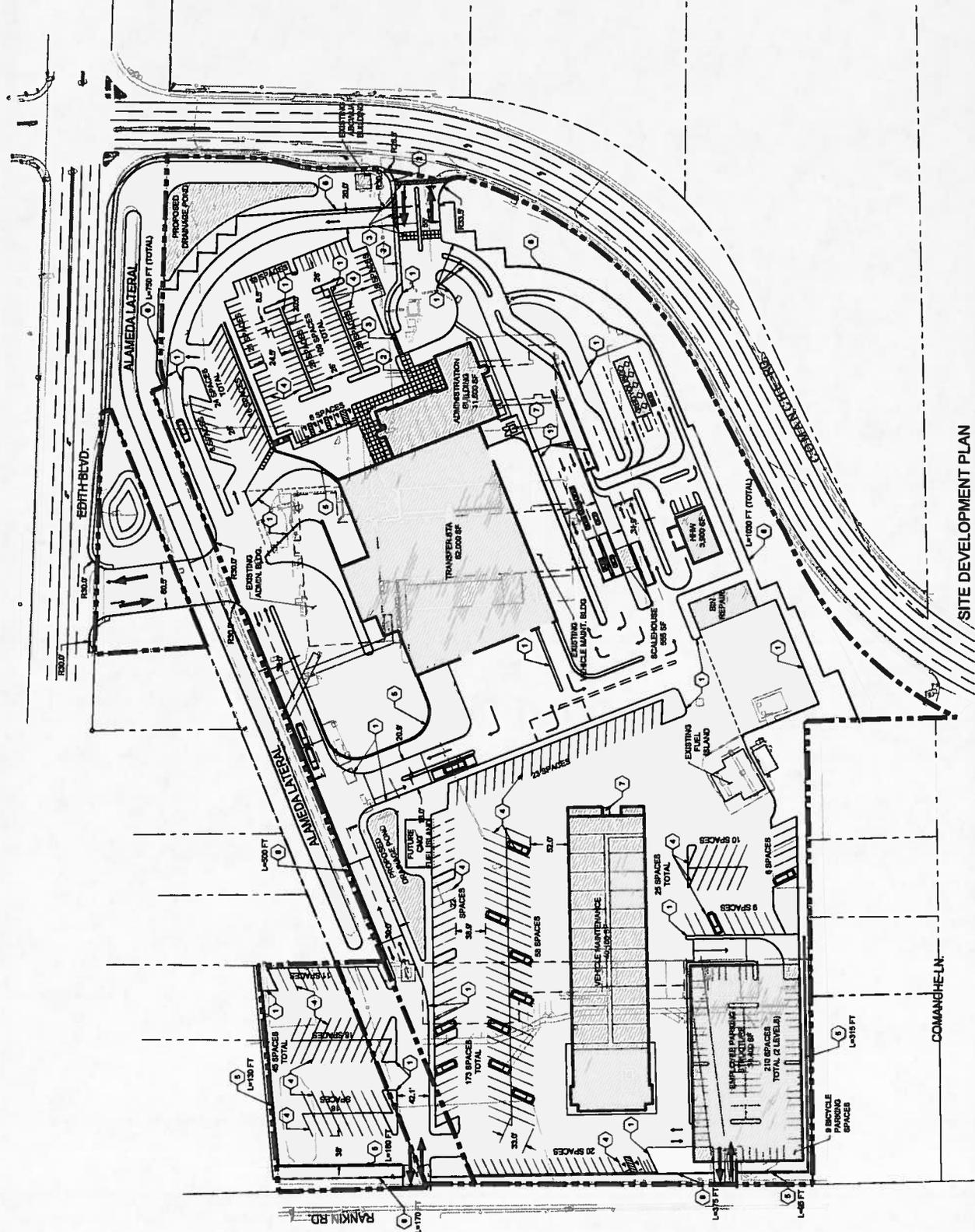
SITE DEVELOPMENT PLAN FOR BUILDING PERMIT



WILSON & COMPANY
 ENGINEERS
 400 LAND AVENUE
 ALBUQUERQUE, NM 87102
 TEL: 505-263-1100
 FAX: 505-263-1101

August 27, 2015
 SHEET No. SP-2

COA PROJECT No. 700032 JEMA No. 607



SITE DEVELOPMENT PLAN



Edith Transfer Station

City of Albuquerque
Department of Municipal Development
Solid Waste Management Department



DESCRIPTION

The project site is located in northeast Albuquerque at 4500 Edith Boulevard. The site is bounded by the Alameda Lateral/Edith Boulevard to the west, Comanche Road to the north, Rankin Road to the south, and commercial businesses to the east of the site. The site is not located within a designated FEMA flood plain map, see firm maps 30001001196 and 300100000000.

EXISTING CONDITIONS:

The existing site topography generally slopes from east to west. The existing drainage infrastructure diverts all the site flows through a series of weirs/risers and leads into two ponds located on the north and east sides of the site. A 30" corrugated metal pipe (CMP) runs through the drainage system in Comanche Road. The pond has a maximum allowable discharge of 47.6 cfs (feet per second) (cfs). The northern three quarters of the site drains into this pond. The remainder of the site drains into the smaller retention pond to the southwest corner of the site.

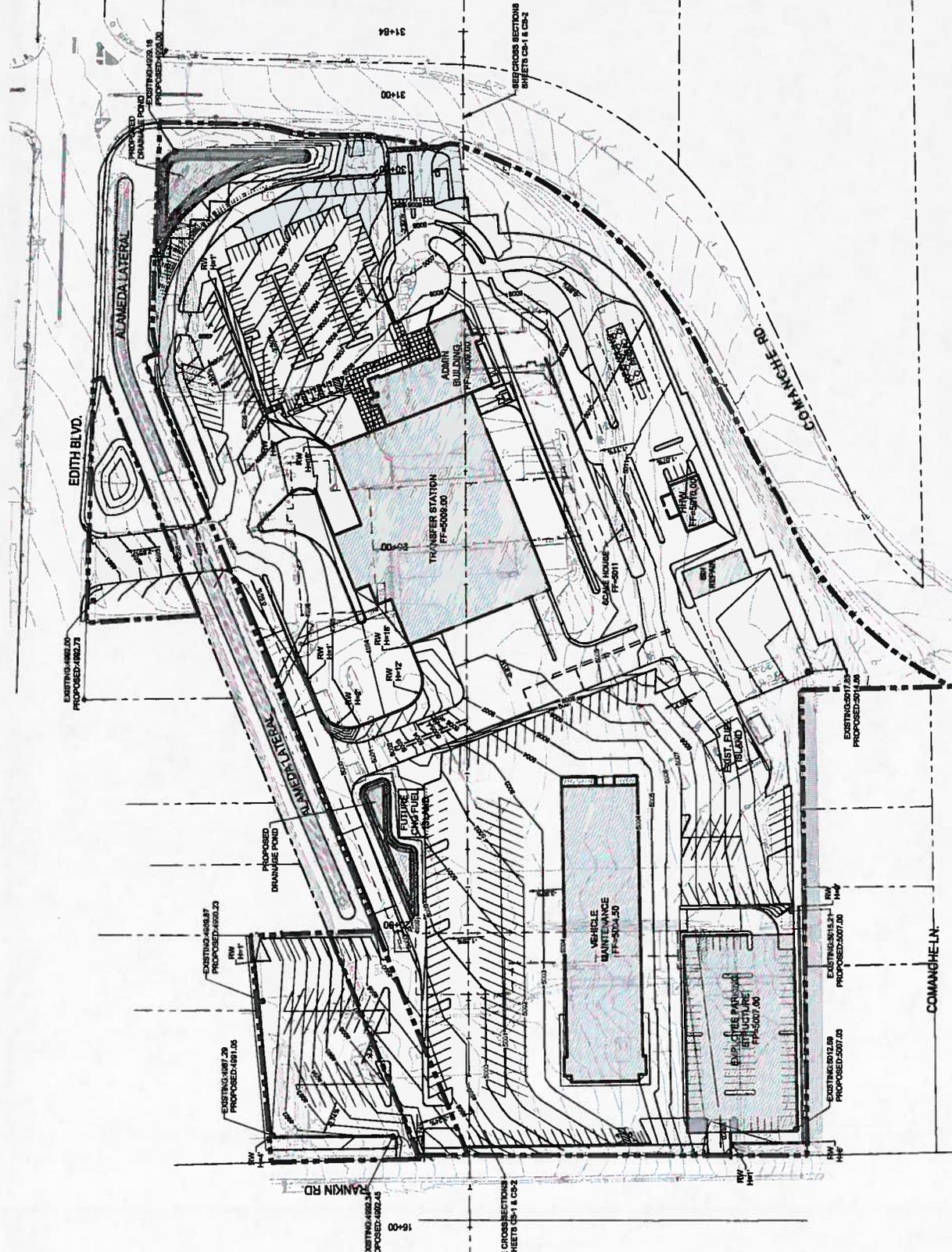
The commercial businesses to the east of the site also drain from the east to west. The buildings on these commercial sites are approximately 10' to 15' higher than the site existing grade. The office flows will flow directly to the west. The northern half of the office flows eventually drain into the north pond. The southern half of the office flows drain into the south retention pond. The drainage infrastructure in place to prevent flows from being discharged to the project site. Rankin Road to the south drains east to west and the flows do not enter the property. The area to the west of the site drains east to west and these flows will enter Edith Boulevard and the existing drainage infrastructure.

PROPOSED CONDITIONS:

The proposed site will maintain the general flow direction of east to west. The existing drainage system will be replaced and new water/fuel separation and filters will be installed. The retention pond located on the southwest corner will be removed. The pond will be replaced with a detention pond connected to the reconfigured north pond and will maintain the maximum allowable discharge of 77.6 cfs.

LEGEND

- X--- EXISTING CONTOURS
- XX--- PROPOSED CONTOURS
- FF FINISHED FLOOR
- X% SLOPE ARROW
- PROPOSED RETAINING WALL



CONCEPTUAL GRADING & DRAINAGE PLAN

1" = 60'-0"

CONCEPTUAL GRADING & DRAINAGE PLAN

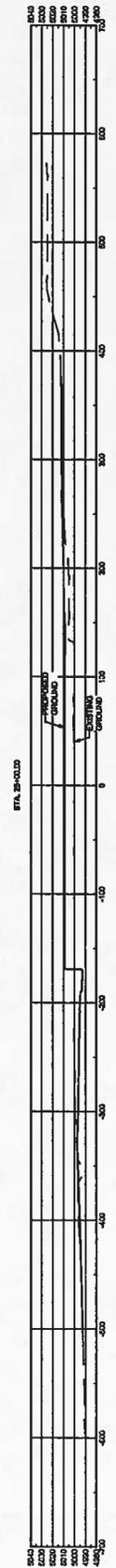
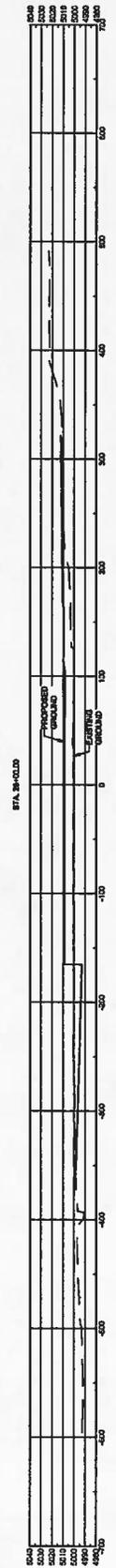
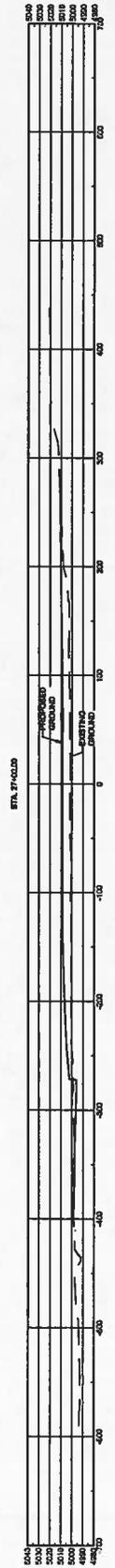
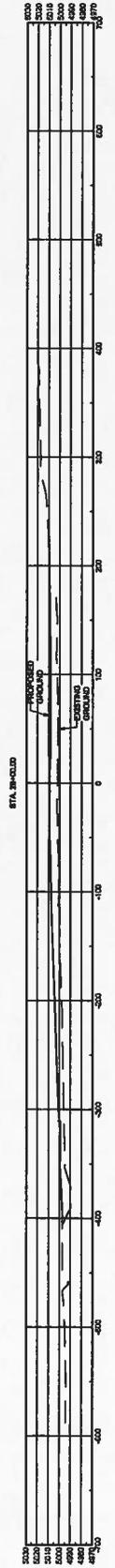
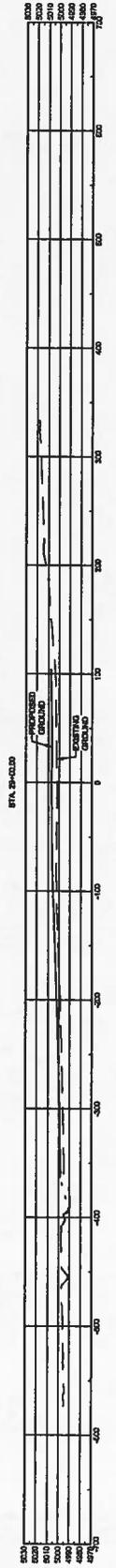
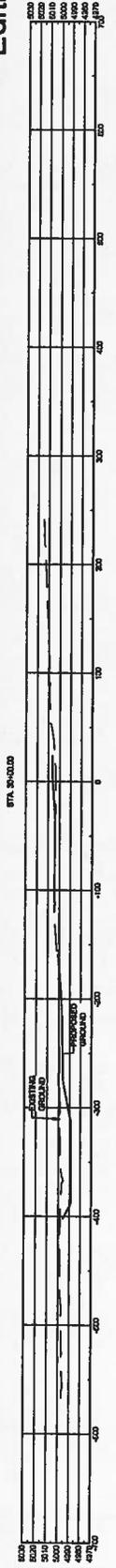
WILSON
& COMPANY
INCORPORATED
1000 LINDA AVE. NE
ALBUQUERQUE, NM 87105
TEL: 505.243.1100
FAX: 505.243.1101
WWW.WILSON-AND-COMPANY.COM

August 27, 2015
SHEET No. GR-1

COA PROJECT No. 790602 JUMA No. 4897

Edith Transfer Station

City of Albuquerque
 Department of Municipal Development
 Solid Waste Management Department



CROSS SECTIONS
 1" = 50'-0"

CONCEPTUAL GRADING &
 DRAINAGE CROSS SECTIONS



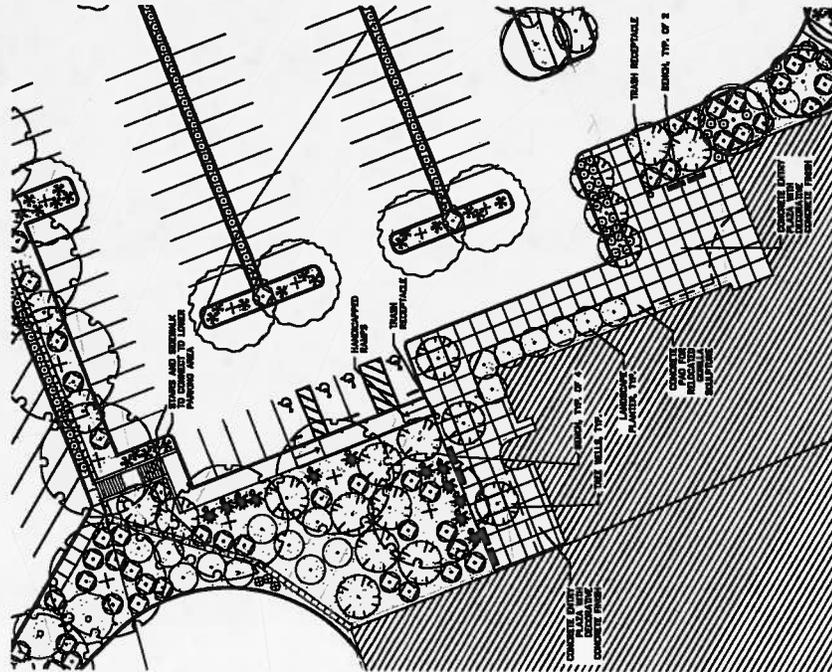
WILSON & COMPANY
 8700 BALBUENA STREET
 ALBUQUERQUE, NM 87149
 TEL: 505-263-1100
 FAX: 505-263-1101

August 27, 2015
 SHEET No. CS-2
 JRM/A No. 4887

CCA PROJECT No. 700438

Edith Transfer Station

City of Albuquerque
 Department of Municipal Development
 Solid Waste Management Department



ENTRY COURTYARD ENLARGEMENT



ENTRY COURTYARD ENLARGEMENT



LANDSCAPE ARCHITECTS
 Harvey Reedman Withbourn Miller, L.L.C.

2015-2016
 2015-2016



WILLIAM MILLER & COMPANY
 LANDSCAPE ARCHITECTS
 1000 UNIVERSITY AVENUE, N.W.
 ALBUQUERQUE, NEW MEXICO
 87102-1487

August 27, 2015

SHEET No. L-2

DDA PROJECT No. 700LSP - JRMA No. 4977