

**RULES AND REGULATIONS FOR LANDFILLS,
LIQUID WASTE HANDLING FACILITIES
AND TRANSFER STATIONS
OPERATED WITHIN THE CITY OF CHICAGO**

Whereas, pursuant to Chapters 11-4 and 2-30 of the Municipal Code of Chicago, the Department of Environment is charged with the enforcement of environmental regulations, including waste management, within the city of Chicago and the protection of public health and safety; and

Whereas, the activities associated with waste handling facilities, including landfills, liquid waste handling facilities and transfer stations, impact surrounding communities and their environmentally sound operation is crucial to protecting public health and safety; and

Whereas, such facilities should be located in areas where the surrounding uses are consistent with the industrial nature of waste handling facilities and should be operated so that the environmental impacts can be minimized; and

Whereas, the annual operating permits and permit applications required of these waste handling and disposal facilities are an important part of assuring environmentally sound operations; and

Whereas, the furtherance of these goals and principals can be advanced by a more detailed recitation of operational standards, permit application submittal requirements, location standards, and design standards for waste handling facilities; and

Whereas, pursuant to the authority granted by Section 2-30-030 of the Municipal Code of Chicago, the Commissioner of Environment of the City of Chicago is authorized to issue rules and regulations necessary or proper to accomplish the purposes of Chapter 11-4 of the Municipal Code of Chicago, and is further authorized to make reasonable administrative and procedural regulations or rules interpreting or clarifying the requirements which are specifically prescribed in Chapter 11-4 of the Municipal Code of Chicago; now therefore,

I, Henry L. Henderson, Commissioner of Environment of the City of Chicago issue the following regulations pursuant to Section 2-30-030 and Chapter 11-4 of the Municipal Code of Chicago.

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1.0 Scope and Purpose

The purpose of these regulations is to provide explanatory details, guidelines and requirements regarding the operations, location, design, and permitting of landfills, liquid waste handling facilities, and transfer stations. These regulations address existing, expanding, and new facilities that are required to receive operating permits from the Department of Environment.

An application to the Department of Environment for a permit to operate a waste handling and/or disposal facility must provide sufficient information to demonstrate that the facility will be designed and operated in a manner that protects the public health, safety, and welfare. The documentation required to provide such a demonstration and the standards that must be met are contained in Chapter 11-4 of the Municipal Code of the City of Chicago, the Chicago Environmental Protection and Control Ordinance, and these regulations.

These regulations provide a minimum standard for the information required in a permit application. Pursuant to the Municipal Code, the Commissioner may request additional information, if necessary, due to the complexity of the facility or to ensure that public health, safety, and welfare are protected. The information requested in Sections 4.0, 8.0 and 12.0. of these regulations is a detailing of information required pursuant to Section 11-4-1520 of the Municipal Code. Information that is required for new or expanding facilities only is indicated as such.

In addition to the permit application standards, these regulations contain location, operational, and design standards which are applicable to all new and existing facilities unless specifically exempted.

The Commissioner may issue policy statements to define the interpretation of these regulations. Such policy statements shall be delivered to permit holders and shall be available for review at Department offices.

2.0 Definitions

"Act" means the Illinois Environmental Protection Act, 415 ILCS 5/1 et seq.

"Agency" is the Illinois Environmental Protection Agency, also "IEPA" herein, established by the Illinois Environmental Protection Act.

"Applicant" means the person, submitting an application for a permit to the City of Chicago Department of Environment to handle, treat, dispose or otherwise manage waste.

"Aquifer" means saturated (with groundwater) soils and geologic materials which are sufficiently permeable to readily yield economically useful quantities of water to wells, springs, or streams under ordinary hydraulic gradients and whose boundaries can be identified and mapped from hydrogeologic data.

"Backup Capacity" means the quantity of waste or recyclable material a facility can process, dispose of, or store during an emergency situation, equipment failure, or maintenance downtime.

"Borrow Area" means an area from which earthen material is excavated for use as daily cover or final cover or for constructing landfill appurtenances such as liners, gas venting systems, roadways or berms.

"Buffer Zone" means any natural or undeveloped area or existing open space which separates the facility from surrounding uses.

"Chemical Waste" means a non-putrescible solid whose characteristics are such that any contaminated leachate is expected to be formed through chemical or physical processes, rather than biological processes, and no gas is expected to be formed as a result.

"Closure" means, with respect to sanitary landfills, the permanent cessation of waste acceptance at a facility or the unplanned cessation of waste acceptance for longer than 30 consecutive days unless an alternate time frame is approved in a closure plan or operating permit modification; or the process of terminating facility operations beginning upon permit expiration without filing for renewal. "Closure" means, with respect to liquid waste handling facilities or transfer stations, the process of terminating facility operations beginning upon permit expiration without filing for renewal; or cessation of waste acceptance for greater than 90 consecutive days, unless an alternate time frame is approved in a closure plan or operating permit modification.

"Closure Plan" means a written plan describing the proposed engineering and other technical measures to be undertaken to terminate operation of a site or facility and to render the site or facility stable and safe for the public health and welfare as well as a description of the proposed utilization of the site after terminating use of the facility as a waste handling facility.

"Code" means the Municipal Code of the City of Chicago.

"Commercial Waste" means waste generated by commerce as a subset of municipal waste; however, it does not include any potentially infectious medical waste, non-hazardous special waste, or hazardous waste.

"Commissioner" means the Commissioner of the City of Chicago Department of Environment.

"Construction and Demolition Debris" means solid waste generated from construction or demolition activities.

"Demonstrate" means to provide sufficient documentation to validate that the representations made in the application are accurate. A demonstration may include reports, analyses, calculations, modeling, studies, or other information necessary to validate the accuracy and truth of representations made in the application.

"Department" or "DOE" means the City of Chicago Department of Environment.

"Dispose" means to discard, discharge, deposit, inject, dump, spill, leak or place any waste into or on any land or water or into any well. If the waste is accumulated or there is no certain plan for its disposal elsewhere, such accumulation shall constitute disposal.

"Disturbed Areas" means those areas within a facility that have been physically altered during waste disposal operations or during the construction of any part of the facility.

"Documentation" means items, in any tangible form, whether directly legible or legible with the aid of any machine or device, that are used to support facts or hypotheses, including but not limited to affidavits, certificates, deeds, leases, contracts or other binding agreements, licenses, permits, photographs, audio or video recordings, maps, geographic surveys, chemical and mathematical formulas or equations, mathematical and statistical calculations and assumptions, research papers, technical reports, technical designs and design drawings, stocks, bonds and financial records.

"Earth Liner" means a structure constructed from soil material that has been compacted to achieve a low permeability.

"Existing Facility" means a facility that holds a current and valid operating permit issued by the Department of Environment.

"Expansion" means, with respect to liquid waste handling facilities and transfer stations, an increase in the horizontal boundary and/or vertical limits of a facility or an increase in the handling or treating capacity of a facility beyond the limits established in the facility's current,

written permit. "Expansion" means, with respect to any sanitary landfill, an increase in the horizontal boundary and/or vertical boundary of the area permitted for disposal by the Department of Environment which allows an increase of waste disposal capacity at the landfill. For sanitary landfills a change of the horizontal and/or vertical boundary that does not allow increased disposal capacity shall not be deemed an expansion.

"Facility" means a site and all structures, equipment, and ancillary fixtures on a site used to treat, store, dispose, or transfer wastes. All structures used in connection with or to facilitate the operations of the facility shall be considered a part of the facility. A facility may include, but is not limited to: structures, buildings, scales, roadways, parking areas, queuing areas, fences, tipping floors, treatment systems, processing areas, staging areas, disposal units or areas, and monitoring stations.

"Gas Collection System" means a system of wells, trenches, pipes and other related ancillary structures, such as manholes, compressor housings, and monitoring installations that collect and transport the gas produced in a putrescible waste disposal unit to one or more gas processing points. The flow of gas through such a system may be produced by naturally occurring gas pressure gradients or may be aided by an induced draft generated by mechanical means.

"Geomembranes" means manufactured membrane liners and barriers of low permeability used to control the migration of fluids or gases.

"Geotextiles" means permeable manufactured materials used for purposes which include, but are not limited to, strengthening soil, providing a filter to prevent clogging of drains, and collecting and draining liquids and gases beneath the ground surface.

"Groundwater" means naturally occurring underground water which occurs within the saturated zone and within geologic materials where the fluid pressure in the pore space is equal to or greater than atmospheric pressure.

"Hazardous Waste" means any waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of or otherwise managed, or which has been identified by characteristics or listing as hazardous pursuant to Federal and State law including, but not limited to Section 3001 of the Resource Conservation and Recovery Act of 1976, P.L. 94-580 as amended, the Illinois Environmental Protection Act, or pursuant to regulations promulgated by the Illinois Pollution Control Board.

"Hydraulic Barriers" means structures designed to prevent or control the seepage of liquid. Hydraulic barriers include, but are not limited to, cutoff walls, slurry walls, grout curtains and low-permeability liners.

"IEPA" is the Illinois Environmental Protection Agency, also "Agency" herein, established by the Illinois Environmental Protection Act.

"Industrial Process Waste" means any liquid, solid, semisolid or gaseous waste generated as a direct or indirect result of the manufacture of a product or the performance of a service. Any such waste which would pose a present or potential threat to human health or to the environment or with inherent properties which make the disposal of such waste in a landfill difficult to manage by normal means is an industrial process waste. "Industrial process waste" includes but is not limited to spent pickling liquors, cutting oils, chemical catalysis distillation bottoms, etching acids, equipment cleanings, paint sludges, incinerator ashes, core sands, metallic dust sweepings, asbestos dust, hospital pathological wastes and off-specification, contaminated or recalled wholesale or retail products. Specifically excluded are uncontaminated packaging materials, uncontaminated machinery components, general household waste, landscape waste and construction or demolition debris.

"Industrial Waste" means any waste generated by industry and manufacturing as a subset of municipal waste; however, it does not include non-hazardous special waste (such as industrial process waste), potentially infectious medical waste, or hazardous waste.

"Landfill" means a unit or part of a facility in or on which waste is placed and accumulated over time for disposal.

"Landfill Unit" means a discrete and contiguous area used for waste disposal having leachate collection and groundwater monitoring systems separate from other units.

"Landscape Waste" means grass or shrubbery cuttings, leaves, tree limbs, and other similar materials accumulated as the result of the care of lawns, shrubbery, vines, and trees.

"Leachate" means any liquid, including stormwater run-on, and any suspended components in the liquid, that comes in direct contact with, or percolates through, or drains from waste materials.

"Lift" means any accumulation of waste which is compacted into a unit and over which cover is placed.

"Liquid Waste" means any waste which maintains the physical state of continuous volume relatively independent of pressure and which takes the shape of its container at ambient temperature; or is determined to contain "free liquids" as defined by Method 9095 (Paint Filter Liquids Test), as described in "Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods" (EPA Pub. No. SW-846).

"Liquid Waste Handling Facility" means a facility or part of a facility which receives, treats, disposes of or otherwise manages liquid waste, liquid special waste or liquid hazardous waste. These activities include acceptance of materials for treatment, blending and/or consolidation, or for further transfer to a waste disposal, treatment or handling facility.

"Malodor" means a noxious odor caused by one or more contaminant emissions into the atmosphere that is in sufficient quantities and of such characteristics and duration as to be injurious to human, plant, or animal life, to health, or to property, or to unreasonably interfere with the enjoyment of life or property.

"MWRDGC" means the Metropolitan Water Reclamation District of Greater Chicago.

"Municipal Waste" means garbage, general household and commercial waste, landscape waste, and construction and demolition debris. Municipal waste includes industrial waste but does not include non-hazardous special waste, hazardous waste or potentially infectious medical waste.

"National Pollutant Discharge Elimination System" or "NPDES" means the program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits and imposing and enforcing pretreatment requirements under the Clean Water Act (33 U.S.C. 1251 et seq.), Section 12(f) of the Environmental Protection Act (415 ILCS 5/12(f)) and 35 Ill. Admin. Code 309., Subpart A and 35 Ill. Admin. Code 310.

"New Facility" means a liquid waste handling facility, a transfer station, or a landfill, or unit in a landfill that does not hold a current or valid operating permit issued by the Department of Environment.

"NPDES permit" means a permit issued under the NPDES program.

"Odor Nuisance" see Malodor.

"One hundred (100) year flood plain" means any land area which is subject to a one percent or greater chance of flooding in a given year from any source.

"One hundred (100) year, 24 hour precipitation event" means a precipitation event of 24 hour duration with a one percent or greater chance of occurring in a given year.

"Operator" means a person who has charge, care or control of the site; who is responsible for the operation and maintenance of the site; or who is entitled to control or direct the management of the site.

"Ordinance" means the City of Chicago Environmental Protection and Control Ordinance, Chapter 11-4 of the Municipal Code of Chicago.

"Owner" means a person who has an interest, directly or indirectly, in land, including a leasehold interest, on which a person operates and maintains a facility. The owner is the operator if there is no other person who is operating and maintaining a facility.

"Permit Area" means the entire horizontal and vertical region occupied by a permitted waste disposal, handling or treatment facility.

"Person" means any individual natural person, trustee, court-appointed representative, syndicate, association, partnership, co-partnership, joint stock company, limited liability company, trust, estate, firm, club, company, corporation, business trust, institution, agency, government corporation, municipal corporation, city, county, municipality, district or other political subdivision, department, bureau, agency or instrumentality of federal state or local government, contractor, supplier, vendor, installer, operator, user, or owner, or any officers, agents, employees, factors, or any kind of representative thereof, in any capacity, acting either for himself, or for any other person, under either personal appointment or pursuant to law, or any other entity recognized by law as the subject of rights and duties. The masculine, feminine, singular or plural is included in any circumstance.

"Pollution Control Waste" means any liquid, solid, semi-solid or gaseous waste generated as a direct or indirect result of the removal of contaminants from the air, water or land and which poses a threat or potential threat to human health or to the environment or with inherent properties which make the disposal of such waste in a landfill difficult to manage by normal means. "Pollution Control Waste" includes but is not limited to, water and wastewater treatment plant sludges, baghouse dusts, landfill waste, scrubber sludges and chemical spill cleanings.

"Potentially Infectious Medical Waste" means wastes generated in connection with: the diagnosis, treatment (i.e. provision of medical services), or immunization of human beings or animals; research pertaining to the provision of medical services; or the production or testing of biologicals as defined by the Illinois Environmental Protection Act and Illinois Pollution Control Board Regulations as amended.

"Processing Area" means any area contained within a facility that handles or processes any waste or recyclable material.

"Professional Engineer" means a person who holds a current and valid certificate of registration and a seal pursuant to the "Illinois Professional Engineering Practice Act" (225 ILCS 325/1 et seq.).

"Professional Surveyor" means a person who holds a current and valid certificate of registration and a seal pursuant to the "Illinois Professional Land Surveyors Act" (225 ILCS 330/1 et seq.).

"Property" means the land described by a legal description that may include a facility and all ancillary structures and/or features associated with that facility.

"Putrescible waste" means a waste that contains organic matter capable of being decomposed by microorganisms so as to cause a malodor, gases, or other offensive conditions, or which is capable of providing food for birds and vectors. Putrescible wastes may form a contaminated leachate from microbiological degradation, chemical processes, and physical processes. Putrescible waste includes, but is not limited to, garbage, offal, dead animals, general household waste, and commercial waste.

"Recyclable Material" means any metal scrap, bi-metal or tin cans, glass and paper products, rubber, textiles, landscape waste or plastic products such as polyethylene terephthalate, high density polyethylene, low density polyethylene, polystyrene, and polypropylene; and any other material designated by the Commissioner by rule or regulation.

"Recycle" or "Recycling" means any process by which materials that would otherwise become municipal waste are collected, separated, or processed and returned to commerce or the economic mainstream in the form of raw materials for new, or reconstituted products, but does not include the recovery of materials for fuel in combustion or energy production processes.

"Resource Conservation Recovery Act" or "RCRA" means the Resource Conservation and Recovery Act of 1976 as amended.

"Run-off" means water resulting from precipitation that flows overland before it enters a defined stormwater receptor (e.g. ditch, pond, sewer, stream channel), any portion of such overland flow that infiltrates into the ground before it reaches the stormwater receptor, and any portion that falls directly into a stormwater receptor.

"Run-on" means water resulting from precipitation that drains overland onto any part of the facility.

"Salvaging" means the return of waste materials to use, under the supervision of the landfill operator, so long as the activity is confined to an area remote from the operating face of the landfill, it does not interfere with or otherwise delay the operations of the landfill, and it results in the removal of all materials for salvaging from the landfill site daily or separates them by type

and stores them in a manner that does not create a nuisance, harbor vectors or cause an unsightly appearance.

“Scavenging” means the removal of waste materials from a solid waste management facility or unit in a manner that does not constitute salvaging.

“Secondary Containment” means a device or structure designed to contain a release of liquid from a tank, piping system, drum storage area, tanker truck loading/unloading area, liquid transfer point, pit, lagoon, impoundment, or similar liquid handling or storage system or device, thereby controlling the release of the liquid and preventing its escape into the environment.

“Seismic Slope Safety Factor” means the ratio between the resisting forces or moments in a slope and the driving forces or moments that may cause a massive slope failure during an earthquake or other seismic event such as an explosion.

“Settlement” means subsidence or compaction caused by gravity, waste loading, changes in groundwater level, chemical changes within the soil and/or adjacent operations involving excavation or other earth moving activities.

“Shredding” means the mechanical reduction in particle size of solid waste. Waste is considered shredded if 90 percent of the waste by dry weight passes a three-inch sieve.


“Site” means all areas of property that are available for use or are used in the operations of a facility.

“Solid Waste” means abandoned or discarded materials that are not defined as a liquid, special, or hazardous waste.

“Source-Separated Recycling” means any process that separates solid waste before the point of collection and keeps the recyclable materials separated from other solid waste until it can be returned to the economic mainstream as raw material for new, reused, or reconstituted products which meet the quality standards of the market place.

“Special Waste” means any industrial process waste, pollution control waste or hazardous waste, and other wastes as defined by the Illinois Environmental Protection Act as amended and in regulations promulgated by the Illinois Pollution Control Board. “Special Waste” includes potentially infectious medical waste.

“Static Safety Factor” means the ratio between resisting forces or moments in a slope and the driving forces or moments that may cause a massive slope failure.

 "Storage," whenever used in connection with any waste, means the containment of such waste on a temporary basis.

"Store," whenever used in connection with any waste, means to contain the wastes for future processing or removal from the site.

"Tipping Floor" means the area within a facility where waste handling activities, including waste unloading, waste loading, and/or limited waste sorting are permitted to occur.

"Transfer Station" means a site or facility that accepts waste for sorting and/or consolidation, and for further transfer to a waste disposal, treatment, or handling facility.

"Treatment" means any method, technique, or process designed to change the physical, chemical, or biological character or composition of any waste so as to neutralize such waste, or to render such waste non-hazardous, safer for transport, amenable for recovery, or reduced in volume.

"Twenty-five (25) year, 24 hour precipitation event" means a precipitation event of 24 hours duration with a probable recurrence interval of once in 25 years.

"Uppermost Aquifer" means the first geologic formation above or below the bottom elevation of a constructed liner or wastes - where no liner is present - which is an aquifer, and includes any lower aquifer that is hydraulically connected with this aquifer within the facility's permitted area.

"Unit" means any device, mechanism, equipment or area used for storage, treatment or disposal of waste.

"Utilities" means any service provided to the site that has a dedicated system of service. Utilities may include, but are not limited to: electricity, potable water, process water, telephone, and natural gas.

"Vector" means any living agent, other than human, capable of transmitting, directly or indirectly, an infectious disease.

"Waste" means any discarded or abandoned material in solid, semisolid, liquid, or contained gaseous form, including but not limited to, industrial process waste, hazardous waste, liquid waste, municipal waste, special waste, garbage, sludge from a waste water treatment plant, water supply treatment plant, or air pollution control facility, but excluding: (1) sewage collected and treated in a municipal or regional sewage system; or (2) recyclable materials managed in compliance with the provisions of the City of Chicago Municipal Code and applicable regulations.

"Wetland" means those areas defined in 40 CFR 232.2 (r).

"Working Face" means any part of a landfill where waste is currently being disposed.

"Zone of Attenuation" is the three dimensional region formed by excluding the volume occupied by the waste placement from the smaller of the volumes resulting from vertical planes drawn to the bottom of the uppermost aquifer at the property boundary or 100 feet from the edge of one or more adjacent units.

3.0 Application for a Permit.

Pursuant to Section 11-4-250 of the Municipal Code of the City of Chicago, all waste handling and disposal facilities within the city of Chicago are required to apply for and receive a permit from the Department of Environment as follows:

- New facilities must apply for and receive a permit prior to developing the facility;
- Existing facilities which seek to expand must apply for and receive a permit for the expansion prior to implementing the expansion;
- Existing facilities which seek to modify their operations must apply for and receive a modification to their current permit prior to implementing the modification; and
- Existing facilities must apply to renew their permit on an annual basis prior to the expiration of their current permit.

Permit applications for existing, expanding or new facilities must include the information in Section 11-4-1520 of the Municipal Code of the City of Chicago. These regulations detail the information required by the Municipal Code and provide a Short Form application process for certain facilities.

The permit application requirements for new or expanding facilities are described in Section 3.1 of these regulations. While Section 3.1 summarizes the application requirements, the specific submittal information is contained in Section 4.0 of these regulations for landfills, Section 8.0 of these regulations for liquid waste handling facilities, and Section 12.0 of these regulations for transfer stations.

Existing facilities are required to submit all the information required by Section 11-4-1520 of the Municipal Code and outlined in Section 3.1 of these regulations. However, a Short Form permit application may be used by "qualified existing facilities" (as defined below) to comply with the requirements of the Municipal Code when renewing their permit. This application reduces the quantity of submittal documents. The "qualified existing facilities" which may use the Short Form permit application and a description of the Short Form permit application, are outlined in Section 3.2 of these regulations. If a facility is not eligible for the Short Form application process, the application process outlined in Section 3.1 must be used.

Applications shall contain sufficient evidence to demonstrate that the facility is designed and will be operated in such a manner that the public health, safety, and welfare are protected. To the extent applicable, documentation submitted to other regulatory agencies may be used.

3.1. New, Expanding, or Modifying Facility Permit Application.

New, expanding, and modifying facilities must submit an application and receive a permit prior to beginning operations or, for existing facilities, prior to expanding or modifying their operations. Modifications which will require approval of DOE include, but are not limited to,

changes in capacity, changes in the nature of the facility's operations, changes in facility ownership, changes in facility configuration, and changes in the nature of the process. The application requirements and contents are described below.

- 3.1.1. Submittal Requirements. The Applicant shall submit one (1) bound original and one (1) unbound copy of all documents. The Applicant shall submit one (1) set of full-size scale drawings along with 11" by 17" or similar size reductions of all drawings in each set of application documents. It is City policy that recycled paper be used and that documents, including the permit application, shall be printed on both sides of each page whenever practicable. At a later time, the Department of Environment may give the applicant the option to file the application as computer files on magnetic and/or optical media.
- 3.1.2. Application Content. The application for a permit shall include:
- 3.1.2.1. The information required under Section 11-4-1520 of the Municipal Code which is specified in Section 4.0 of these regulations for landfills, Section 8.0 of these regulations for liquid waste handling facilities, and Section 12.0 of these regulations for transfer stations.
- 3.1.2.2. Applicant Summary. The application for a permit shall clearly identify the person, partnership, or corporation that is applying for the permit. In the case of a sole-proprietorship, the application for a permit shall include the name, address, and phone number of the owner of the proprietorship. In the case of a partnership or corporation, the application for a permit shall include the name, address, contact name, and phone number of the partnership or corporation.
- 3.1.2.3. Facility Summary. A facility summary shall be included with the application for a permit. This facility summary shall contain the following information:
- Name of the applicant, including address and phone number.
 - Street address and phone number of the facility for which a permit is requested.
 - A list of the types and sources of waste to be brought to the facility (e.g. residential waste, commercial waste, liquid waste, solid waste, and/or industrial waste) including a brief description of the composition of each waste stream.
 - The average and maximum daily quantities of each type of material anticipated to be brought to the facility during the term of the permit.

- The estimated daily volume of site generated truck traffic including the numbers of inbound and outbound trucks by vehicle type (e.g. packer truck, transfer trailer, tanker truck, roll-off, etc.) and the anticipated peak hour site traffic.
- The total number of full-time and part-time employees at the facility.
- The current zoning district of the facility.
- A brief description of the operations at the facility.
- The facility operating hours.

3.1.2.4. Facility Safety Overview. A facility safety overview shall be included with a permit application. The purpose of the facility safety overview is to provide Department personnel who may inspect the facility with a basic understanding of potential hazards and safety procedures. The facility safety overview shall include the following information:

- A description of the personal protective equipment to be worn by non-employees to the facility.
- A description of the potential hazards present at the facility.
- A summary of facility check-in and escort procedures.
- A summary of facility evacuation procedures.
- A summary of any other applicable facility safety procedures.

3.1.3. Fees. The application for a permit shall be accompanied by the appropriate fee as required by Section 11-4-130 of the Municipal Code of Chicago.

3.1.4. Professional Engineer. The application for a permit shall be prepared under the direction of a Professional Engineer and shall contain the name, address, registration number, seal, and signature of the Professional Engineer.

3.1.5. Demonstration of Financial Security. The application for a permit shall be accompanied by a demonstration of financial security in the amount required in Section 11-4-370 of the Municipal Code and shall be provided in a form acceptable to the City Comptroller and the Commissioner and as may be defined by rule and regulation.

3.2. Existing Facility Permit Application.

Pursuant to the Municipal Code each existing facility is required to apply for the renewal of its permit on an annual basis prior to the expiration of its current permit. If the renewal application is submitted prior to the current permit's expiration, the current permit will remain in effect until the Department acts upon the pending permit application.

The Municipal Code requires that existing facilities submit all the information in Section 11-4-1520 in order to renew their permit. However, the Department has developed a Short Form application which allows "qualified existing facilities" to meet the requirements of the Municipal Code while reducing the quantity of application documents.

A facility is a "qualified existing facility" provided that no changes from its existing permit are proposed, and the facility will be operating in full compliance with the most recent, approved permit application.

If an existing facility seeks modifications in any way to its previous permit, the facility must submit an application with a full description of all changes including all drawings, designs, narratives, and reports required by Section 3.1 and further detailed in Sections 4.0, 8.0, or 12.0 of these regulations, as appropriate. In this case, the Short Form permit application cannot be used.

The "qualified existing facility" Short Form permit application shall include the following:

- 3.2.1. Applicant Summary. The Short Form permit application shall clearly identify the person, partnership, or corporation that is applying for the permit. In the case of a sole proprietorship, the application for a permit shall include the name, address, and phone number of the owner of the proprietorship. In the case of a partnership or corporation, the application for a permit shall include the name, address, contact name, and phone number of the partnership or corporation.
- 3.2.2. Facility Summary. A facility summary shall be included with the Short Form permit application. This summary is intended to be brief in nature. This facility summary shall contain the following information:
 - Name of the applicant, including address and phone number.
 - Street address and phone number of the facility for which a permit is requested.
 - A list of the types and sources of waste to be brought to the facility (e.g. residential waste, commercial waste and/or industrial waste) including a brief description of the composition of each waste stream.
 - The average and maximum daily quantities of each type of material anticipated to be brought to the facility during the term of the permit.
 - The estimated daily volume of site generated truck traffic including the numbers of inbound and outbound trucks by vehicle type (e.g. packer truck, transfer trailer, tanker truck, roll-off, etc.) and the anticipated peak hour site traffic.
 - The total number of full-time and part-time employees at the facility.
 - The current zoning district of the facility.
 - A brief description of the operations at the facility.
 - The facility operating hours.

- 3.2.3. Facility Safety Overview. A facility safety overview shall be included with a Short Form permit application. The purpose of the facility safety overview is to provide Department personnel who may inspect the facility with a basic understanding of potential hazards and safety procedures. The facility safety overview shall include the following information:
- A description of the personal protective equipment to be worn by non-employees to the facility.
 - A description of the potential hazards present at the facility.
 - A summary of facility check-in and escort procedures.
 - A summary of facility evacuation procedures.
 - A summary of any other applicable facility safety procedures.
- 3.2.4. Fees. The Short Form permit application shall be accompanied by the appropriate fee as required by Section 11-4-130 of the Municipal Code of Chicago.
- 3.2.5. Demonstration of Financial Security. The Short Form permit application shall be accompanied by a demonstration of financial security in the amount required in Section 11-4-370 of the Municipal Code and shall be provided in a form acceptable to the City Comptroller and the Commissioner and as may be defined by rule and regulation.
- 3.2.6. Real Estate Taxes. The Short Form permit application shall be accompanied by proof of payment of real estate taxes, as required by Section 11-4-1520(A)(2) of the Chicago Municipal Code, in the form of copies of the most recent tax bill and canceled check; or the most recent tax bill stamped paid by the Cook County Assessor's Office.
- 3.2.7. Affidavit. The Short Form permit application shall be accompanied by a notarized affidavit from the applicant stating that the facility operations for the coming permit year shall be consistent with those represented in the most recent, approved permit application prepared in accordance with Sections 4.0, 8.0, or 12.0 of these regulations. Further, this affidavit shall state that no changes shall be made to facility operations without prior written approval from the Department.

At least once every five (5) years, without exception, each existing facility is required to submit an application which provides all of the information required by Section 11-4-1520 of the Municipal Code of the City of Chicago which is detailed in Section 3.1 and Sections 4.0, 8.0, or 12.0 of these regulations. The Commissioner may, at his or her discretion, require an application which provides all of the information at any time.

3.3. Completeness Review

Upon receipt of an application, the Department will provide an initial completeness review as follows:

- within 30 days for transfer stations and liquid waste handling facilities; and for landfills which are renewing their permits with no modifications.
- within 90 for new, expanding, or modifying landfills

The time frame for a complete review and approval/denial decision shall be as outlined in the Municipal Code.

Notwithstanding the above time frames, pursuant to Section 11-4-1520 of the Municipal Code, the Department of Environment may require additional information at any time during the application review process. The applicant's responsiveness in providing such additional information to the Department may impact the review time frames