



COMPOST FACILITY INSPECTION FORM - LESS THAN 5,000 CY SOURCE-SEPARATED COMPOSTABLE MATERIALS

This inspection form, used for NR 502.12(7), Wis. Adm. Code composting facilities, evaluates compliance with facility operating, design and record keeping requirements

Revision: 10/04/2012
WASTE & MATERIALS
MANAGEMENT PROGRAM

Section 1: Minimum Facility Requirements

A. Facility accepts source separated compostable materials (raw materials) in quantities that do not exceed 5,000 cubic yards at any time.	<input type="checkbox"/>	502.12(7)
Note: This quantity includes materials stored as raw materials and within the composting processes but does not include stockpiled finished compost.		
B. Facility complies with NR 502.04(1) performance standards and (3)(a) and (b) closure requirements.	<input type="checkbox"/>	502.12(7)(a)
C. Expanded facilities comply with NR 502.12 (8) locational criteria and NR 502.04(2) initial site inspection requirements.	<input type="checkbox"/>	502.12(7)(b)
D. Facility has received a plan of operation approval and obtained an operating license from the department.	<input type="checkbox"/>	502.12(7)(d)
E. Processed compost is applied using accepted horticultural, landscaping or erosion control practices.	<input type="checkbox"/>	502.12(7)(f)

Section 2: Composting Facility Operation Requirements

A. Raw materials are received source separated so that they have not been contaminated with non-approved waste types, particularly materials that are not readily biodegradable.	<input type="checkbox"/>	502.12(10)(a)
B. Raw materials are sorted prior to adding to the composting process, to ensure non-biodegradable materials are removed unless equipment is used in the composting process to produce a clean compost product.	<input type="checkbox"/>	502.12(10)(a)
C. Raw materials received in non-compostable bags are debagged within 24 hours of receipt at the facility.	<input type="checkbox"/>	502.12(10)(b)
Note: materials in compostable bags need to be exposed to air within 24 hours.		
D. Grass clippings and food residuals from fruit or vegetable processing are incorporated within 72 hours of receipt.	<input type="checkbox"/>	502.12(10)(b)1
Note: If odor becomes a problem these raw materials shall be incorporated within 24 hours.		
E. Animal carcasses, manure and non-fruit or vegetable food residuals are incorporated on the same day received and covered with a minimum 6 inch layer of suitable material to control odor and vectors.	<input type="checkbox"/>	502.12(10)(b)2
F. Animal carcasses and food residuals are managed to prevent access by dogs and wild animals.	<input type="checkbox"/>	502.12(10)(b)3
G. Compost raw materials are size reduced if necessary for effective composting.	<input type="checkbox"/>	502.12(10)(c)
H. Windrow height, structure and porosity is maintained to ensure adequate oxygen levels at all times.	<input type="checkbox"/>	502.12(10)(d)
Note: To maintain aerobic conditions and prevent odors, aeration is needed if temperatures rise over 150° F		
I. The composting process has an initial carbon to nitrogen ratio of at least 20:1.	<input type="checkbox"/>	502.12(10)(e)
Note: For aerobic composting, the optimum C:N range is 20:1 to 40:1.		
J. Windrow size and spacing are compatible with the equipment used at the facility.	<input type="checkbox"/>	502.12(10)(f)



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K. Compost is wetted to maintain a moisture content conducive to efficient composting. Note: Moisture content ranges of 50-60% by weight are recommended. Field "squeeze" tests within this range typically will feel damp but expel only a few drops of water.	<input type="checkbox"/>	502.12(10)(g)
L. Processed materials are stabilized to reduce pathogenic organisms and to ensure that the materials do not reheat upon standing.	<input type="checkbox"/>	502.12(10)(h)1
M. Processed materials are free of sharp particles that could cause personal injury to persons handling the material.	<input type="checkbox"/>	502.12(10)(h)2
N. Processed materials are free of toxins which could cause detrimental impacts to public health or the environment.	<input type="checkbox"/>	502.12(10)(h)3
O. Processed materials are stored to maintain the quality and prevent excessive stockpiling.	<input type="checkbox"/>	502.12(10)(i)
P. The facility is operated in a nuisance-free and environmentally sound manner.	<input type="checkbox"/>	502.12(10)(j)

Section 3: Composting Facility Minimum Design Requirements

A. Compost area run-off is discharged to a gently sloping vegetated area to prevent erosion or discernible discharge of liquids or suspended solids to surface waters or wetlands.	<input type="checkbox"/>	502.12(11)(a)
B. Slope, vegetation and surface water containment ditches, retention basins, compost berms or socks or other best management practices are used at the facility as needed to minimize erosion, prevent pollutant discharges and maintain diffused surface drainage.	<input type="checkbox"/>	502.12(11)(b)
C. Composting is performed to prevent ponding water. Berms or ditches are used to prevent water run-on.	<input type="checkbox"/>	502.12(11)(c)
D. Appropriate storm water control improvements are implemented as soon as possible if deficiencies have been identified during discharge inspections.	<input type="checkbox"/>	502.12(11)(d)
E. The overall facility has sufficient room for; all the material stockpiles, windrows of manageable size and the equipment to maintain aerobic compost and avoid nuisance conditions.	<input type="checkbox"/>	502.12(11)(e)

Section 4: Composting Facility Minimum Monitoring and Reporting Requirements

A. Facilities that use animal manure as a raw material document and maintain records on frequency of testing and test results of finished compost for parameters listed in NR 502.12(15) Table 1 and 2.	<input type="checkbox"/>	502.12(15)(a)1
B. The facility documents and maintains records on turning frequency and temperature measurements to demonstrate pathogen reduction and odor control activities.	<input type="checkbox"/>	502.12(15)(a)3
C. The facility surface water discharge control features are inspected quarterly for storm water discharge quality and twice per year for non-storm runoff related discharges.	<input type="checkbox"/>	502.12(15)(a)4
D. The facility submits the annual quantities and types of materials received and compost produced on the department provided annual license renewal form.	<input type="checkbox"/>	502.12(15)(b)



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Section 5: Class-A Finished Compost Minimum Monitoring Requirements

A. Does the facility produce a "Class A" finished compost for distribution? (If No, Respond "NA" to 5B-E).		
B. The compost is composed entirely of raw materials meeting the NR 500.03(219m) definition of "source- separated compostable materials".		502.12(16)(a)
C. Pathogen reduction records show daily temperature monitoring to document retention of a minimum 131° F for the time criteria established for the compost method. Note: In-Vessel compost; maintain continuous minimum temperature for at least 72 hours. Turned -Windrow compost; attain minimum temperature for a period of at least 15 days (days do not need to be consecutive) and turn the windrow at least 5 times within that period. Mechanically Aerated-Static Pile compost; maintain continuous minimum temperature for at least 3 consecutive days.		502.12(16)(b)
D. Records are maintained on frequency of testing and test results of finished compost for parameters listed in NR 502.12(15) Table 1 and 2. *		502.12(16)(c)
E. Records show the finished compost does not exceed established NR 502.12(15) Table 1 and 2 limits.		502.12(16)(d)