



# Yard Waste Notification Form Reference

North Carolina Division of Waste Management, Solid Waste Section

## About this form

- The yard waste notification form is now in a condensed interactive PDF format. You can now submit the form electronically through e-mail (a preferred and easy to process method), or by mailing in via hard copy format. This notification form must be submitted annually by June 1st of each year. Facilities larger than two acres in size must submit a permit application as required in 15A North Carolina Administrative Code 13B .1405
- **This document is a basic guidance. It does not replace, change, or substitute any requirements contained in the N.C. General Statutes or local government requirements.**

## This notification form should be filled out by facilities that meet the following criteria:

- ✓ Are less than two (2) acres in size.
- ✓ Do not process or store more than 6,000 yds<sup>3</sup> of waste and finished material per three month period.
- ✓ Only accept what is considered “Type I” waste (generally what is defined as “yard waste”). Yard waste is defined in G.S. 130A-290 as yard trash and land clearing debris which includes stumps, limbs, leaves, grass, and untreated wood. **NOTE:** leaves are considered to be “yard trash”. Up to 30 cubic yards of separated leaves can be received on an annual basis without obtaining a yard waste notification.

## Yard Waste Facilities must also follow these practices:

### Buffer Requirements

- ✓ **50 feet** from compost areas to all property lines and all compost areas, perennial streams, and rivers
- ✓ **100 feet** from all compost areas and all wells, except monitoring wells
- ✓ **200 feet** from all compost areas to residences or dwellings not owned and occupied by the permittee
- ✓ **25 feet** minimum clearance between compost areas and swales and berms to allow access for firefighting equipment

**Note:** yard waste notified sites are not approved for permanent storage and cannot store more than 6,000 cubic yards of material on site per quarter.

### Operational Requirements as per Rule .1406

- ✓ Adequate erosion control measures to prevent on-site erosion and to prevent the movement of soil or contaminants off-site
- ✓ Surface water must be diverted from the operational compost curing, and storage areas
- ✓ Leachate shall be contained on site or properly treated prior to off-site disposal
- ✓ Facilities located in a floodplain must not restrict the flow of the 100-year flood
- ✓ Facilities or practices shall not cause point or non-point source pollution of water of the state to an extent that violates assigned water quality standards

## For facilities seeking disaster debris funds:

- If you are planning to accept waste that is generated by a disaster, and you wish to apply for a FEMA reimbursement for the management and disposal of the waste, the facility must first be pre-approved. Please contact your area Environmental Senior Specialist (ESS) as soon as possible to begin the approval process, and be aware *the process can take up to several months*. In addition your area ESS can answer any questions you might have. Contact information for your ESS can be found at <http://portal.ncdenr.org/web/wm/sw/> under the staff maps heading (Field Operations Branch).

## YWN Form Guidance on Specific Questions

- **Question #1:** include the *name of your facility* and your *notification number*.

Question #2	Question #3
<ul style="list-style-type: none"> <li>➤ Include the <i>physical address</i> for the facility site.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Include the <i>Primary Facility Contact's</i> information. The <i>Primary Facility Contact</i> is the person who will meet an inspector at the site. This can be the site manager or owner but is not limited to those positions. <b>NOTE:</b> You may write "<i>Property Owner</i>" or "<i>Site manager</i>" in lieu of the name only if the contact information will be copied from another section.</li> </ul>
Question #4	Question #5
<ul style="list-style-type: none"> <li>➤ Include all of the contact information requested for the <i>Property Owner</i>.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Include all of the contact information requested for the <i>Site Manager</i> as it pertains to the facility.</li> </ul>

- **Question #6:** include the deed information requested.
- **Question #7:** you must first select the broad category for the type of yard waste that is accepted:

*Land clearing debris and/or yard trash*

Next, you must select the **specific items** accepted at your facility:

- ✓ Exclusive types of *yard waste* are: *grass, leaves, and vegetative yard trimmings*.
- ✓ Exclusive types of *land clearing debris* are *stumps, whole trees, and untreated wood*.
- ✓ Whether or not tree limbs or branches are considered yard waste or land clearing debris depends on the product end use. Waste that is composted is yard waste, and waste mulched or used for boiler fuel is land clearing debris. **Note:** If you select an item without selecting a broad category, the form will prompt you to select yard trash or land clearing debris.

Question #8		
<ul style="list-style-type: none"> <li>➤ <b>Column one:</b> supply the cubic yards of <i>waste received</i> at the facility during each defined quarter.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Column two:</b> include the cubic yards of <i>waste removed</i> from the facility during each defined quarter.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Column three:</b> describe as concisely as possible without sacrificing important details, the <i>end use of the product and how it was distributed</i></li> </ul>

- **Question #9:** Required of facilities that accept *yard trash* items. Composting is the controlled decomposition of organic waste by naturally occurring bacteria, yielding a stable, humus-like, pathogen-free final product resulting in volume reduction of 30-75%. The compost process must include the formation of windrows and the annual turning of the compost materials. Open burning of solid waste is prohibited, and fire equipment shall be provided to control accidental fires. **Note:** if you are composting pursuant to 15A NCAC 13B .1406 (10) temperature records must be maintained that show at least 131°F was maintained for three consecutive days per week so as to meet minimum pathogen reduction requirements before final compost is distributed. These records must be maintained for the field inspector upon request.
- **Question #10:** describe the mulching process. Only *woody yard trash* (tree limbs, untreated wood, and non-engineered wood/wood products) can be mulched at a facility that has a yard waste notification. Also, explain if the mulching process will include "yard trash" other than "high carbon nitrogen" material as described in NC G.S. 130A-290(45). Any *yard trash* that is mulched must be used for boiler fuel **ONLY**.

### Submittal Instructions and Contact Information:

- This form may be signed with an electronic signature. Save the completed form to your computer, and e-mail as an attachment. Questions and submitted forms should be directed to:

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N.C. Department of Environment and Natural Resources  
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