

GUIDANCE DOCUMENT:
COUNTY SOLID WASTE MANAGEMENT PLAN AMENDMENTS

Attachment A

This document is intended to provide guidance on the process of amending your County Solid Waste Management Plan (Plan). For requirements and guidance on content, please see the Guide to Preparing the Solid Waste Management Plan Update Format (Guide).

Pursuant to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, Section 11533(2) "...an amendment to a solid waste management plan shall be prepared and approved as provided in this section and sections 11534, 11535, 11536, 11537, and 11537a."

A Plan amendment vs. a Plan update:

A Plan can be amended by the county at any time. An amendment can be used to change a portion of the Plan, or the entire Plan. However, an amendment cannot take the place of a full Plan update, even if the amendment is approved near the same time the Director calls for a Plan update. A Plan update may only be initiated by the Department of Environmental Quality (DEQ) Director and may not be initiated by the county.

Writing the Plan amendment:

The most useful way to present an amendment is to include all proposed changes in a single document or cover letter, and include any revised forms, tables, or maps. It is not necessary to make each change to the original approved Plan pages and send the entire Plan to us for approval.

If an amendment will add additional pages such as a new facility description, please note the page numbers by adding "a, b, c..." after the next sequential page number. For example, if you would like to add a facility description after page II-10, number the new facility description page as II-10a. *It is not necessary to change all subsequent page numbers in the Plan.*

Please see the table below for common amendments, and the best way to write and present the amendment for approval:

Part of the Plan you would like to change (or amend):	What should be included in amendment package in addition to the list on page 3:
Add a solid waste facility located in your county.	<ul style="list-style-type: none">• The cover letter should include the facility that will be added and include all page numbers where the facility will be referenced and page numbers where the new facility description will be included (pages II-#a and III-#b).• A complete facility description.• An updated facility map including any proposed expansions envisioned under the Plan.• If the facility will be importing waste from other counties you must include an updated version of the import authorization table*.

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<p>Add a solid waste facility located outside the county to demonstrate 10-year capacity requirements.</p>	<ul style="list-style-type: none"> • The cover letter should include the facility that will be added including all page numbers where the facility will be referenced and page numbers where the new facility description will be included. • A complete facility description. • A facility map. • An updated copy of the export authorization table.* • A letter from the facility stating they have available capacity to fulfill the 10-year capacity requirement.
<p>Change an existing facility description to allow expansion, or change the type of disposal area when no siting procedure exists in the Plan (i.e. you would like to change a Type B transfer station to a Type A transfer station).</p>	<ul style="list-style-type: none"> • The cover letter should include changes made to the “Authorized Disposal Area” section of the Plan’s Siting Review Procedure and, either state the specific site expansion by acreage and/or capacity OR change the Plan to add an approvable siting process and criteria. • A completed revised facility description that includes the expansion or changes. • A facility map that includes the expansion area.
<p>Authorize another county to import waste to your county, or authorize your waste to be exported to another county.</p>	<ul style="list-style-type: none"> • The cover letter should include a general statement indicating the new county that will be authorized to import or export waste, including “all references to importing or exporting counties will include ‘x’ county.” • An updated copy of the import or export authorization table.*
<p>Authorize automatic consistency with the Plan for a specific disposal area.</p>	<ul style="list-style-type: none"> • The cover letter should include changes made to the “Solid Waste Disposal Areas” to include the facility and to the “Authorized Disposal Area” of the Plan’s siting review procedure. • A completed revised facility description that includes the expansion or changes. • A facility map that includes the expansion area.
<p>Change the name of a facility.</p> <p><i>It is not necessary to amend the Plan if a facility name has changed through sale or other means. You may wish to include this change if you are amending the Plan for other reasons.</i></p>	<ul style="list-style-type: none"> • The cover letter should include a general statement such as “all references to ‘X Landfill’ in the Plan will be changed to ‘Z Landfill’.”

* The import or export of waste is not authorized until the reciprocal county also authorizes the import/export. If the county is listed in future import/export area of the table and a facility becomes operational, an amendment is not needed to include it as a “current” authorized import or export county.

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Plan Amendment Requirements and Approval Process:

The amendment approval process is the same and requires the same steps be taken as that for a Plan update (see attached flow chart).

The following documents must be included when submitting the amendment to the DEQ for final approval:

- A cover letter explaining major concepts or changes included in the amendment, the exact language to be changed by the amendment, and all revised tables, forms, and maps.
- Signed and approved minutes and/or resolution indicating approval of the amendment by the Solid Waste Management Planning Committee. (1 – approval prior to the 90-day public comment period and 2 – approval before the Board of Commissioners formal action)
- Signed and approved minutes and/or resolution indicating approval of the amendment by the County Board of Commissioners.
- A copy of the notice of public hearing that includes the date of publication. (*Notice must be a minimum of 30 days prior to the public hearing date.*)
- Notes taken at the public hearing, including all written and oral comments on the Plan.
- Signed resolution or approval of the amendment from at least 67 percent of all municipalities. (*Please include a list of all municipalities within the County.*)
- List of the Solid Waste Management Planning Committee members and their areas or representation.

If you have any additional questions, please contact Christina Miller, DEQ Solid Waste Planning contact at (517) 284-6587 or millerc1@michigan.gov.

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Amendment Approval Process

