

# Appendix C

## Petition to Add a Processing/Disposal Facility Procedures and Instructions to Petitioner

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## **Cumberland County Municipal Solid Waste Management Plan Processing/Disposal Facility Petition for Designation**

Cumberland County has secured Disposal Capacity Agreements for a sufficient amount of disposal capacity for all municipal waste generated within the County. The process to obtain the guaranteed capacity included a formal Request for Proposals. Qualified respondents were designated in the plan to receive waste from Cumberland County. A process by which additional facilities can be added to the Plan has been provided to County registered haulers, municipalities or processing/disposal facilities other than those designated in the County's Municipal Waste Management Plan. This form must be used to notify the County of a party's interest in using another facility. Information provided in this form will be used by the County to contact a facility representative and send the requirements necessary to qualify the facility as a participant in the Plan. Any and all costs associated with the Plan revision to add a facility shall be the responsibility of either the Petitioner or the Facility as indicated and authorized by a signature on this form.

**Please complete and submit the form to:**  
Cumberland County Recycling & Waste Authority,  
310 Allen Road, Suite 201, Carlisle, PA 17013  
**PHONE:**717.240.6489

### **Petitioner**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Facility**

Name of Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Explain the need to have this facility included in the Plan:** (Attach Additional Sheets if Necessary)

**Party responsible for total costs of Plan Revision to add facility:**

Name _____	Title _____
Signature _____	Date _____

## Procedures and Instructions to Petitioner

- A disposal/processing facility, a County registered hauler, a municipality or a business must complete and submit the petition form to the Cumberland County Recycling & Waste Authority. A fee, equivalent to the total prevailing costs associated with a non-substantial Plan revision to add a facility, will be charged to the designated party indicated on the petition form.
- Within 15 working days of the receipt of a petition, the Cumberland County Recycling & Waste Authority will send to the petitioner, a request for proposal for disposal capacity outlining the same requirements and format for submission as the original document utilized in the selection of those facilities currently designated in the Plan.
- Upon receipt of the completed proposal from the petitioning facility, the Cumberland County Recycling & Waste Authority will notify the Pennsylvania Department of Environmental Protection of its intentions to submit a non-substantial plan revision to add a facility.
- The Cumberland County Recycling & Waste Authority will review and respond to the information in the proposal within 45 working days.
- If information in the submitted proposal is complete, accurate and meets the accepted criteria, the Cumberland County Recycling & Waste Authority will notify by letter all municipalities within the County of the intent to add a facility to the Plan as a non-substantial plan revision. The County will accept comments for a period of thirty days.
- After the thirty day comment period, the Cumberland County Recycling & Waste Authority will formally submit the non-substantial plan revision indicating the addition of the facility to the Pennsylvania Department of Environmental Protection for approval.
- Upon approval by the Pennsylvania Department of Environmental Protection, the Cumberland County Recycling & Waste Authority will notify by letter all County municipalities that a facility has been added to the Plan as a non-substantial plan revision. At that time the requesting facility, hauler, municipality or business will also be notified that the facility is formally designated in the Plan for disposal of Cumberland County generated municipal waste.

