

FILE: All Solid Waste Facilities  
TO: Owner/Operators of Solid Waste Facilities  
FROM: Diana A. Trussell, Manager *DA-T*  
Solid Waste Program  
Division of Waste Management  
DATE: December 16, 2020  
SUBJECT: Solid Waste Facility Contact Information and Routine Correspondence

### Introduction

The North Dakota Department of Environmental Quality (Department) is in the process of updating the contact information for solid waste facilities (facility) in North Dakota. It is the Department's intent to confirm this information annually.

### Contacts:

The following contact information is needed for **each** Solid Waste permit, however, not all of the contact information will apply to all facilities:

1. **General Facility:** name, mailing address, physical (911) address, and main phone number
  - a. This is the actual location of the solid waste facility, and the main phone number should be the number of the onsite office/scale house. If there is no onsite office/scale house, then the number of the main office closest to the solid waste facility.
2. **Permit Contact:** name, mailing address, email address, and phone number
  - a. This individual is involved with all permitting activities for the facility. They are the Department's contact for scheduling announced inspections unless a "Responsible Person" is identified. They are also responsible for receiving and routing all routine correspondence for the facility unless a "Responsible Person" is identified for this task.
3. **Responsible Person:** name, mailing address, email address, and phone number (if different than the Permit Contact)
  - a. This individual is responsible for receiving and routing all routine correspondence for the facility. They are the Department's contact for scheduling announced inspections.
4. **Fee Contact (if applicable):** name, mailing address, email address, and phone number (if different than the Permit Contact and/or Responsible Person)

- a. This individual is responsible for receiving and processing all fee notifications (**if applicable**) for the facility.
- 5. Financial Assurance Contact (if applicable):** name, mailing address, email address, and phone number (if different than the Permit Contact and/or Responsible Person)
- a. This individual is the contact responsible to coordinate all financial assurance requirements (**if applicable**) for the facility.
- 6. Manager (optional):** name, mailing address, email address, and phone number (if different than the Permit Contact and/or Responsible Person)
- a. This individual is typically onsite and responsible for the day-to-day operations of the facility.

A **Facility Contact Information Form** is attached for your use. For facilities that have multiple permits with different contact needs for each permit, this must be clearly identified by permit number. If a facility's contact structure does not include a particular type (i.e. Manager), the facility should **indicate not applicable in the contact name on the form.**

**Routine Correspondence Recipient:**

The individual identified as "Permit Contact" shall receive all routine correspondence for the facility **unless** the facility has a "Responsible Party" listed. It will be the responsibility of this contact to distribute the correspondence to others at the facility as necessary.

To improve efficiency through the use of electronic documents, the Department will be providing routine correspondence such as inspection reports to facilities via email. No hardcopy will be provided unless specifically requested by the Permit Contact or Responsible Party for the facility. Please note, the email delivery option will not be used to send Solid Waste Permits or when certified delivery of a document is required.

A **Routine Correspondence Delivery Preference Form** is attached for you to fill out and return to the Department.

**Information Submittal:**

By **January 31, 2021**, please submit the following information to the Department at **solidwaste@nd.gov** or by mail to **NDDEQ – Solid Waste, 918 E. Divide Ave., 3<sup>rd</sup> Floor, Bismarck, ND 58501:**

1. Facility Contact Information Form
2. Routine Correspondence Delivery Preference Form

Please include the following in the subject line of the e-mail: **2021 Contact Information**

Should you have any questions or need more information, please contact Diana Trussell at 701-328-5164.

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- Attach:
1. Facility Contact Information Form
  2. Routine Correspondence Delivery Preference Form