

Solid Waste Program Contact Information

The following contact information is needed for each Solid Waste permit, however, not all 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 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 should be 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 departments 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.

3. **Responsible Person:** Name, Mailing Address, Email Address, and Phone Number (If different than the permit contact)
 - a. This person is responsible for receiving and routing all routine correspondence for the facility. They are the departments 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 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.

Updated: January 2025

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.

When updating contact information online, be sure to **choose either email or USPS** correspondence, otherwise it will revert to USPS.

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.

Please Note: Email delivery option will not be used to send Solid Waste Permits or when certified delivery of a document is required.