

---

**MEMORANDUM**

FILE: Landfill Operator Training

TO: Owner/Operators of Industrial Waste Landfills, Inert Waste Landfills, Municipal Solid Waste Landfills, Special Waste Landfills, and Transfer Stations

FROM: Diana A. Trussell, Manager   
Solid Waste Program  
Division of Waste Management

SUBJECT: 2023 Landfill Operator Training Course

DATE: November 28, 2022

**Introduction:**

The North Dakota Solid Waste Management Rules require that **all** municipal solid waste landfills, municipal waste incinerators, municipal solid waste ash landfills, and special waste landfills which accept primarily oilfield special waste or TENORM waste in North Dakota **have a certified operator on-site at all times during facility operation**. Also, all industrial waste landfills and special waste landfills which accept primarily coal combustion residuals in North Dakota are required to have at least one certified operator whose primary work location is at the facility. To assist operators in meeting these demands, the North Dakota Department of Environmental Quality (Department) is offering a 2 1/2-day Landfill Operator Training Course and Certification Examination at the Department's office (Normandy Building) in Bismarck.

**Who Should Attend:**

Landfill and transfer station operators will gain valuable information on the concepts and practices that are needed to properly operate a solid waste management facility. To be eligible for certification, an operator must pass the exam **and** have at least **one year's experience** at an industrial waste landfill, an inert waste landfill, a municipal waste landfill, a special waste landfill or transfer station. Consultants, public works officials, and other interested parties are also invited to attend. The training session will explain the state's Solid Waste Management Rules in a way that is easy to understand by outlining requirements such as site selection, construction, operation, closure, groundwater monitoring, and financial assurance.

**When:**

There will be two courses offered. The draft agenda for each course is attached. Each course includes approximately 12 hours of classroom instruction.

The **1<sup>st</sup> course** is scheduled for **January 24 – January 26, 2023**, with the certification exam on January 26<sup>th</sup>. This course is for municipal solid waste landfill operators that are new or have not passed the course twice previously, and operators of inert waste landfills and transfer stations.

MSW landfill operators that have previously passed this course twice have the option to attend this course or the 2<sup>nd</sup> course (February 7 – February 9, 2023).

The **2<sup>nd</sup> course** is scheduled for **February 7 – February 9, 2023**, with the certification exam on February 9<sup>th</sup>. This course is for operators of industrial waste landfills and special waste landfill operators. MSW landfill operators that have previously passed the 1<sup>st</sup> course twice have the option to attend this course or the 1<sup>st</sup> course (January 24 – January 26, 2023).

**Where:**

**NDDEQ Office  
Normandy Building  
4201 Normandy Street  
Bismarck, ND 58503**

**Food and Lodging**

Those attending the course will be responsible for lodging and all meals. The Department has reserved a block of rooms at a special rate of \$85.00 plus tax per night. The rooms have been reserved at the Best Western Roosevelt Place Hotel (1405 Skyline Blvd). You must make your own reservation by calling 701-751-2550. Please mention “**Landfill Operator Training**” when making your reservation to receive the special room rates. You must make your reservation by **January 10, 2023 for the 1<sup>st</sup> course** or **January 24, 2023 for the 2<sup>nd</sup> course**.

**What to Have on Hand:**

- < **Calculator**
- < **Supply of pencils, erasers, pens, and highlighter marker.**
- < **Coffee drinkers should provide their own cup to minimize the use of disposable cups.**

**Cost:**

The total cost for the course is **\$75** per person for individuals taking the exam, and **\$50** for those attending and not taking the exam.

**Registration:**

The purpose of this memo is to determine the number of course attendees so the Department can plan accordingly. The course is offered on an annual basis. If you or other representatives from your solid waste management facility wish to attend the Landfill Operator Training Course, there is one registration option for both checks and credit card payments:

**1. Registration:**

Please register for the courses at Eventbrite using the following links and the password **NDDEQ**.

1<sup>st</sup> Course: <https://2023LOTCourse1.eventbrite.com> Password: **NDDEQ**

2<sup>nd</sup> Course: <https://2023LOTCourse2.eventbrite.com> Password: **NDDEQ**

- If paying by **credit card**, you will complete your card payment during this process.
- If you would like to pay by **check**, please use the Eventbrite link to register, and then select the pay by check option, print your invoice, and return the invoice and check to:

**North Dakota Department of Environmental Quality  
Solid Waste Program – Lexi Craig  
4201 Normandy Street  
Bismarck, ND 58503**

**Please make checks payable to:            NDWPCC**

**Registration must be completed by Friday, December 30, 2022.**

Should you have any questions concerning landfill operator certification, please contact Lexi Craig at 701-328-5171 or [acraig@nd.gov](mailto:acraig@nd.gov).

DAT:AAC  
Attach