



Instructions for Completing Rule 1133 Registration / Annual Update Form

The following instructions are provided to assist you in completing the Rule 1133 Registration/Annual Update Form. Data collected from this registration process will be utilized to refine the AQMD's emissions inventory for composting and related operations; therefore, it is imperative that you complete all applicable sections of the form and provide the best available data that are supported by your recordkeeping.

This form is designed for both new registration and annual update; therefore, please make sure to mark the appropriate box and indicate the reporting calendar year. The reporting calendar year covers January 1 through December 31 of the preceding year.

For Annual Updates, please note that no fees are due. Per Rule 306(i)(1) fees are one time only and apply to New Registrations.

The current registration fee for Fiscal Year 2012-2013 is \$119.06.

If you have any questions regarding how to complete this form, please contact Helen Quintana at hquintana@aqmd.gov or at (909) 396-3737.

Step I – Facility Operator Information

Please provide the following:

- Facility name
- Facility status, such as new, existing, inactive. An existing facility is a facility that has begun operation on or before the adoption date of Rule 1133, which is January 10, 2003. A new facility is a facility that has not started operation as of January 10, 2003. For existing and new facilities, please complete Step I – Facility Operator Information and Step II – Facility Owner Information, as appropriate, and follow the specific instructions on how to complete Step III – Process/Facility Information. An inactive facility is a facility that was not in operation for the twelve consecutive months of the preceding reporting calendar year, but is expected to continue operation in the future. For inactive facilities, please skip Step III, sign, and return the form to the address shown on page 3.
- Identification (ID) and/or permit numbers that are issued to you by either the California Integrated Waste Management Board (CIWMB) or the Local Enforcement Agency (LEA), such as your county's or city's Health Services.
- Classification (composting, transfer/processing station, etc.) that is issued to you by either the CIWMB or the LEA.
- Facility ID issued to you by the AQMD for operating any equipment that requires a Permit to Operate.

- Location address including street, city, zip code, and county.
- Mailing address including street, city, state, and zip code.
- Name, title, phone and fax numbers, as well as e-mail address of the contact person. This person should be knowledgeable of your facility's daily operation and available for questions during AQMD's inspections. Usually, the contact person is your facility's manager or supervisor.
- Number of employees at your facility. Please mark "confidential" if you prefer this number to be kept confidential.

Step II – Facility Owner Information

If your facility is owned and operated by the same company or individual, please indicate "same as above". Otherwise, please provide the following:

- Name of the company or individual who owns the facility.
- Mailing address including city, state, and zip code.
- Name, title, phone and fax numbers, as well as e-mail address of the contact person.

Step III – Process/Facility Information

- Mark confidential if you prefer that the information provided in this section to be kept confidential.
- Attach a diagram and detailed description of your process/operation.
- **Facility Design Capacity:** Provide the design capacity of your facility (or the maximum total throughput that your facility can handle) in term of annual tonnage of waste, including additives and/or amendments.
- **Process Description:** Describe your process by marking all that are applicable to the nature of your business and the type(s) of waste that you mainly process (i.e, greenwaste and/or foodwaste chipping/grinding, greenwaste composting, foodwaste composting, biosolids composting, and/or manure composting, etc.) Please note that a facility that composts biosolids should be considered as biosolids composting facility although greenwaste and/or manure might be used as amendments or additives.
- **Chipping & Grinding Activities:**
 - ✓ Provide the type(s) of feedstock (waste) and the actual monthly amount(s) that you received from January 1 through December 31 of the preceding calendar year.
 - ✓ Provide the type(s) of product(s) and the monthly amount(s) that you produced from January 1 through December 31 of the preceding calendar year.
 - ✓ If your feedstocks and/or products are not listed in the form, please use "other" category and attach a detailed explanation.
 - ✓ If your facility was in operation for less than twelve months in the preceding year, please provide feedstock and product information for those months of operation.
 - ✓ For new facilities, please provide the type(s) of feedstock and the monthly projected amount(s) that your facility is expected to receive, as well as the type(s) of product(s) and the monthly projected amount(s) that your facility is expected to produce.

- **Composting Activities:**
 - ✓ Mark all that are applicable to your method(s) of composting (i.e., windrow, aerated static pile, in-vessel, etc.) Aerated static pile is a composting technology where forced aeration is applied. In-vessel is a composting technology where feedstock is confined within a building, a container, or a vessel. In-vessel methods rely on forced aeration and mechanical turning to speed up the composting.
 - ✓ Provide the type(s) of feedstock (waste, including additives and/or amendments) and the actual monthly amount(s) that you received from January 1 through December 31 of the preceding calendar year.
 - ✓ Provide the type(s) of product(s) and the monthly amount(s) that you produced from January 1 through December 31 of the preceding calendar year.
 - ✓ If your feedstocks and/or products are not listed in the form, please use “other” category and attach a detailed explanation.
 - ✓ If your facility was in operation for less than twelve months in the preceding year, please provide feedstock and product information for those months of operation.
 - ✓ For new facilities, please provide the type(s) of feedstock and the monthly projected amount(s) that your facility is expected to receive, as well as the type(s) of product(s) and the monthly projected amount(s) that your facility is expected to produce.

- **Published Tipping Fee:** Provide the type(s) of waste and the tipping fee(s) that you published (accordingly to the types of waste). For new facilities, please provide the projected tipping fee that your facility is expected to charge accordingly to the type(s) of waste.

- **Enforcement Actions:** Provide the number of air quality or odor-related enforcement actions issued to your facility, in writing, if any, by any enforcing agency (i.e., AQMD, CIWMB, LEA) for the preceding calendar year. For new facilities, please skip this section.

Please sign the form and return it, along with the filing fee of \$119.06 ~~new registration~~, to:

South Coast Air Quality Management District
 21865 E. Copley Drive
 Diamond Bar, CA 91765
 Attn: David Jones