Online Submittal for Special Waste Permits
“Special Wastes” are solid wastes that are either difficult or dangerous to manage and may include:

- sludges
- bulky wastes
- pesticide wastes
- medical wastes
- industrial wastes
- hazardous wastes (that are not subject to regulations under Rules 0400-12-01-.03 through 0400-12-01-.07)
- liquid wastes
- friable asbestos wastes
- combustion wastes
What is a Special Waste Approval

• Except as may be specifically allowed in the permit, an operator may not accept for processing or disposal at a facility any special waste unless and until specifically approved to do so in writing by TDEC

• Special Waste Approval required for all permitted Class I, Class II, Class III, and Class IV disposal facilities, and all permitted solid waste processing facilities
Current Process

- Completed forms are emailed or mailed to Environmental Field Offices (EFOs) and/or Central Office

- Physical checks are required for payment (credit cards can be used, but require phone calls, and extra steps)

- Current policies require approvals within thirty days of receipt
Solid Waste - Special Waste Evaluation Process
TCA §§ 68-211-102(b); 68-211-111(d)(1)
Rule 0400-11-01-.01(4)

Applicant SUBMITS Special Waste Application to Division of Solid Waste Management Central Office (14th Floor)

Central Office Checks for Fee Payment

Central Office Scans all Documents, Assigns a Permit ID, Populates WasteBin, and Distributes to EFO

EFO Contacts Applicant for Completeness

Is the Application Complete?

Yes

Special Waste does not need Approval and can go to landfill

Does application meet Special Waste Guidance?

Yes

EFO Staff evaluates Special Waste application using Standard Operating Procedures

Is this application deficient?

No

Yes

SWM Approves Special Waste Application?

No

Yes

EFO Contacts Applicant for Additional Information

EFO sends applicant Special Waste Approval Letter, copies are sent to Disposal Facility, and SWM Central Office

Applicant does not receive Approval for disposal of Special Waste
TDEC’s Information Services Division is in partnership with the DSWM to develop and deploy a solution that would allow solid waste customers to:

- Apply for
- Pay for
- Receive approval for special waste requests
New Process

1. Applicant Fills out Application, Attaches Files, and Pays Online
2. EFO and Central Office Staff are auto-notified via email of a complete submittal
3. EFO reviews application and contacts applicant for any additional information
4. EFO Staff edits letter for any specific conditions and distributes.
5. Application generates an approval or denial letter.
6. EFO approves or denies application.
February 1, 2017 – Programming Begins

April 5, 2017 – Launch Pilot Program

May 18, 2017 – Demonstration at Show of the South
(A.M. Session-TBD, Solid Waste Technical Room)

May 31, 2017 – Project Completion

June 1, 2017 – Deployment of Online Program
and transition away from standard paper formats
Measures for Success

• 95% of Special Waste Applications entered Online by August 1, 2017

• 80% of payments submitted Online by August 1, 2017

• 50%+ increase Special Waste Approval turn-around
  – Eliminate postal time and State mail room delay
  – Eliminate internal distribution time
  – Reduce time to draft approval letters through automation
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