

**COMMONWEALTH OF VIRGINIA**  
**Department of Environmental Quality**

---

**To:** Regional Waste Program Managers and staff

**From:** Sanjay V. Thirunagari *ST*  
Director, Office of Waste Technical Support

**Date:** May 13, 2009

**Copies:** James Golden, Debbie Miller, Dan Gwinner

**Subject:** **Guidance Memo # 04-2009**  
**Solid Waste Management Plan 5-year Update Guidance**

---

**Summary:**

Under Section 9 VAC 20-130-175.F of the Solid Waste Planning and Recycling Regulations, Amendment 2 the solid waste management planning units are required to maintain current solid waste management plans. Section 175.F further requires that each planning unit shall submit a plan update certification letter on or before the five-year anniversary of the Department's plan-approval date. This document is intended to provide guidance as to the content and format for the 5-year update.

**Electronic Copy:**

An electronic copy of these instructions is available on DEQ's website at:

**Contact Information:**

Please contact Daniel S. Gwinner at (804) 698-4218 or [Daniel.Gwinner@deq.virginia.gov](mailto:Daniel.Gwinner@deq.virginia.gov) with any questions regarding the application of this Guidance.

**Disclaimer:** This Guidance sets forth standard operating procedures for the agency. These instructions are intended for the use of DEQ staff.

## **Solid Waste Management Plan 5-Year Update Guidance Guidance 04-2009**

### **I. Introduction**

The purpose of this document is to provide guidance for the five-year anniversary update of their solid waste management plans (SWMPs) by the solid waste planning units.

### **II. Authority**

Under Section 9 VAC 20-130-175.F of the Solid Waste Planning and Recycling Regulations, Amendment 2 the solid waste management planning units are required to maintain current solid waste management plans.

Section 175.F further requires that each planning unit shall submit a plan update certification letter on or before the five-year anniversary of the Department's plan-approval date. The letter of certification will be used in the department's assessment of whether any plan amendments are necessary and to ensure compliance with 9 VAC 20-130-110.E.

### **III. Reporting Requirements**

The items to be considered for the plan update are found in Section 9 VAC 20-130-120.C of the regulations. Listed below are the items to report for the update:

- A. Waste generation estimate are current, both in quantities generated and composition.
- B. The scheduled 20-year planning increments have been met
- C. The projected 20-year waste management capacity remains available or the projects designed to meet the required capacity are on schedule.

Other items from Section 9 VAC 20-130-120.C that should be taken in consideration in determining the status of the above items are:

- Population information and projections for 20 years of population growth and development patterns;
- Estimates of solid waste generation from residential, commercial institutional, industrial, construction, demolition, debris and other types of sources, including the amounts reused, recycled, recovered as a resource, incinerated and landfilled.
- Existing and planned solid waste collection, storage, treatment, transportation, disposal and other management facilities, their projected capacities, expected life and systems for their use;
- All milestones in the implementation of the solid waste management plan over the 20-year projection and the parties responsible for each milestone;
- The assessment of all current and predicted needs for solid waste management for a period of 20 years and a description of the action to be taken to meet those needs.

## **Solid Waste Management Plan 5-Year Update Guidance**

**Guidance 04-2009**

**Page 2**

### IV. Update Reporting Content

The five-year anniversary update report should consist of a letter from the solid waste planning unit certifying that the items in Section III. A through C above have been maintained and updated. Each item should be specifically named and accompanied by a statement that the item has been maintained and updated.

It is not required that the planning unit submits data to corroborate the updated items. However, the planning units are encouraged to supply any information necessary to keep the Department's copy of the plan in current condition, or submit an updated plan for the record. Any updated information should be kept on file by the solid waste planning unit as part of the Solid Waste Management Plan.

---

Submit the five-year anniversary update to:

Daniel S. Gwinner  
The Virginia Department of Environmental Quality  
Office of Waste Technical Support  
PO Box 1105  
Richmond, VA 23218