



Table of Contents

Forward 1

I. Priorities in Waste Identification, Segregation and Management 2

I.A. Hazardous Materials and Hazardous Waste 2

I.B. Putrescible Waste 2

I.C. Livestock and Large Animals 3

I.D. Agricultural Commodities 3

I.E. Inert Waste 4

II. Inert Waste Management 4

II.A. Segregation 4

II.B. Collection and Storage 4

II.C. Recycling and Reuse 5

II.D. Open Burning 5

III. Inert Waste Disposal 6

III.A. Prohibited Waste Disposal 6

III.B. Disposal Site Selection 7

III.C. Disposal Site Operation 8

III.D. Disposal Site Closure 10

III.E. Notification of Disposal Activity 10

IV. Attachments 10

1. SW Lists: Municipal Solid Waste Landfills; Waste Haulers; District Health Units; Permitted Inert Waste Landfills; and Index of Permit-By-Rule Inert Waste Landfills.

2. SW Guideline 15: Recycling Large Metal Appliances and Other Scrap Metal.

3. SW Handout: Example of Waste Disposal Notification Form and List of Grease Renderers.

4. SW Handouts: *Division of Air Quality Forms* SFN-8509 Application for Open Burning Variance; Inspection and Handling Requirements for Asbestos During the Demolition and Renovation of Facilities; and SFN-17987 Notification of Demolition and Renovation (includes instructions).

5. HW Management Outlines (MO) for: Used Antifreeze; Used Oil Filters; Agricultural Spills, Reporting and Remediation; and Polychlorinated Biphenyls (PCB) Wastes.

Forward

The collection, management, and disposal of large amounts of waste resulting from emergencies, such as natural disasters and large-scale accidents, may overwhelm local waste management programs. Local officials, emergency management professionals, and solid waste managers are advised to evaluate and plan for emergency waste cleanup procedures. Planning for emergency waste cleanup will help protect public health and safety, control cost and stress of the situation, and minimize impact on local communities and the environment. This memorandum, and the attached information packet, address emergency waste management and provide information for efficient and cost-effective waste collection, recycling, and disposal. Attachment 1 provides a list of documents included in the information packet.

Local officials are familiar with neighborhoods, businesses, and industries in their community which may generate large amounts of waste during emergency situations. These officials should apply knowledge of their community to effectively use equipment, contractors, and solid waste disposal

facilities during the emergency. Local officials and emergency personnel should have plans to reach the public with waste management information through newspapers, electronic media announcements, or through pamphlets.

I. Priorities in Waste Identification, Segregation and Management

Wastes generated in an emergency may pose health and environmental risks, depending on their nature, and if the emergency has created a waste exposure pathway (such as damage to containers, spills, etc.). Advance removal of waste or materials from potential natural disaster areas is an effective preventive measure. For example, the public should be encouraged to remove paints, household chemicals, pesticides, oil, lead-acid batteries, and appliances from a basement or a structure if a flood is forecast. Once a disaster has struck, prioritizing the early cleanup of waste materials which pose the most risk will protect the public and help avoid contamination of high-volume, low-toxicity inert (demolition) waste materials. Following is a prioritized description of potential emergency waste, from highest to lowest priority.

I.A. Hazardous Materials and Hazardous Waste

Hazardous materials and hazardous waste pose environmental and health risks if their containers are disrupted and the material is exposed. Waste materials of concern include solvents, paints, pesticides (insecticides, herbicides, fungicides, etc.), fertilizers, oil, lead-acid batteries, acids and bases (such as drain cleaners), and even explosive materials (such as ammunition). If these types of materials have not been removed from property prior to the emergency, an evaluation should be made to look for any leaking or damaged containers. If the property owner or the emergency coordinators know that materials within the property pose the danger of exposure, they should ensure that the area is cordoned off until emergency personnel can remediate the site. Emergency coordinators can use their discretion for what types of leaks or spills require cleanup assistance. For example, in most cases, property owners should be able to clean up paint spills or leaks on their property.

Leaking containers of hazardous materials or chemicals can be placed in more secure labeled containers; however, mixing chemicals or products should be avoided. Leaking containers of oil-based paints can be consolidated into labeled five-gallon containers or larger drums for later reuse. Spilled materials can be absorbed with cat litter and then placed in a plastic bag or durable container. Damaged or saturated bags of yard chemicals, pesticides, fertilizers, etc., should be placed in plastic bags or other containers, labeled, and placed in a secure location. Avoid mixing incompatible materials such as acids and bases or chlorine and ammonia-based compounds, as injurious reactions may result. Labels placed on the new containers should contain the following information: (a) container contents, (b) container owner, and (c) condition of the contents.

If at all possible, usable materials should be segregated and conserved for eventual reuse. Exposing usable contents of containers during demolition of a structure may result in managing the material as a hazardous waste. Usable materials that are properly labeled, placed in a secure location, and segregated by waste type can be evaluated later for proper reuse. If materials are stored outside, they should be placed in segregated locations, surrounded with a small earthen dike or berm to control surface water run-off and run-on, and covered to keep out moisture.

I.B. Putrescible Waste

Putrescible waste includes food waste, household garbage, small pet carcasses, and other waste which may undergo microbiological decomposition. Physical damage to food stocks and disruption of power to refrigeration equipment could result in large amounts of

putrescible waste which should be promptly removed for burial at a Municipal Solid Waste (MSW) landfill. The information packet includes a list of MSW landfills. The community could probably contract with its municipal waste hauler to remove the putrescible waste. If the hauler does not have adequate equipment or is otherwise unable to handle the waste, however, the emergency coordinators could refer to the list of waste haulers (included in information packet) to find a company with adequate resources to handle the putrescible waste. Waste haulers permitted to haul putrescible waste are listed under "PW" type on the waste hauler list.

Collection efficiency of putrescible waste is maximized by keeping putrescible waste separate from other waste. The public should be advised to avoid mixing hazardous waste and hazardous materials with putrescible waste. Similarly, if faced with a large amount of putrescible waste for cleanup, the public could be directed not to mix demolition materials, clothing, furniture, and other bulky materials with the putrescible waste, as these materials could be later disposed with inert waste. Putrescible waste should be contained in plastic bags and/or secure garbage cans for ease of handling. Containment prevents release of putrescible waste to the environment and exposure to vectors (insects, rodents, etc.).

Putrescible waste should be hauled to an approved MSW landfill. In cases of emergency, putrescible waste may be hauled, with Departmental coordination, to a secured emergency waste disposal site **if the waste does not contain hazardous materials**. Putrescible waste should be promptly covered with soil at the site. An existing inert waste landfill may function as an emergency putrescible waste site. It is usually easier to expand existing inert waste landfill sites for emergency purposes than to develop a new disposal site. If a site does not exist, however, an emergency site may be developed with Departmental coordination. Emergency coordinators should refer to Part **IV.B.** of this memorandum for guidance on selecting an emergency disposal site. The Department's Emergency Response Coordinator will forward technical assistance requests for site selection to the Division of Waste Management. An emergency putrescible waste site should be operated and closed in accordance with procedures described in Part IV.C, D, and E.

If streets or roads are blocked in the emergency area, or if adequate collection equipment is not available, community drop-off points may be developed for handling putrescible waste. Roll-off containers placed in strategic locations can accept putrescible waste if they are covered and promptly serviced to avoid nuisances of flies and odors. Emergency coordinators should contact municipal waste landfills in the emergency area for names of waste hauling companies that may provide roll-off containers.

I.C. Livestock and Large Animals

Dead or diseased livestock and large animals should be managed with direction from the North Dakota Board of Animal Health. If possible, accumulations of livestock can be rendered by a rendering company, or they can be stockpiled at an emergency disposal area to be burned or buried. The information packet includes a list of rendering companies.

I.D. Agricultural Commodities

Damaged and potentially-rotting grain, potatoes, and other agricultural commodities or food stuffs should be managed to minimize extreme odors, airborne spores, gasses, and harborage of vectors. Vector harborage may lead to secondary health concerns such as spread of the Hantavirus. Damaged grain, if handled promptly, can often be salvaged by various salvage companies. If beyond salvage, however, the grain can be disposed at a MSW landfill, or if necessary, at an approved emergency waste disposal site. Molding grain can generate nitrogen dioxide which can have adverse health effects in closed environments. Molding grain can also release spores which may result in an allergic

reaction (coughing, mucous secretions, fever, chills, heavy breathing, etc.) to persons in the area.

Agricultural commodity waste should be handled in a manner that prevents its introduction into the environment. Avoid spillage when loading trucks, and contain the load to prevent wind dispersal. If the material is to be buried at a landfill or emergency waste disposal site, it should be placed in a trench and covered with soil as soon as possible.

I.E. Inert Waste

Emergencies may result in widespread damage to a community's physical structure, including buildings, utilities, and trees. The waste, or debris, resulting from damaged structures or utilities is usually considered inert waste. By definition, inert waste does not form contaminated leachate, which can pollute surface or groundwater, or serve as food for vectors. Inert waste examples include: metal, wood (from structures, utilities, or trees), bricks, asphalt or cement concrete, plaster, drywall, siding, asphalt or wood shingles, insulation, ceramics, plastic, and glass. A natural disaster, however, may also result in generation of large quantities of household inert waste, including: carpet, draperies, upholstered and wooden furniture, mattresses, clothing, bedding, paper, plastic, and cardboard. Demolition waste refers to waste generated from building or structure demolition. Demolition waste includes materials used in building or structure construction described as inert waste.

Inert waste is usually the most visible waste resulting from an emergency. It is also usually the largest volume of waste that public officials and private property owners will have to manage. Buildings, structures, or trees damaged in a severe storm or accident may present a personal safety concern. Inert waste from buildings, structures, or trees, however, is the lowest priority waste in an emergency in terms of public health or environmental concerns. Nevertheless, inert waste must be quickly removed from an impacted area to make streets and roads negotiable and to restore utility service. Emergency coordinators, therefore, should instruct community residents in techniques that will allow them to quickly clean up their property, yet also simplify inert waste management.

II. Inert Waste Management

Although inert waste can be landfilled, communities can control emergency waste disposal costs by recycling, reusing, or possibly burning some of the inert waste. Emergency coordinators should therefore manage inert waste with one goal in mind: *volume reduction*. Reducing inert waste volume by recycling, reusing, shredding, compacting, or burning will likely reduce inert waste disposal cost for the affected community.

II.A. Segregation

The first and most important step in an inert waste cleanup involves waste segregation. Owners of damaged property should segregate their inert waste into three piles placed near the street for collection: wood, metal (including major appliances), and nonburnables. Nonburnables include plastic, vinyl, and rubber waste; asphalt shingles; carpet; draperies; upholstered furniture; mattresses; clothing and bedding; paper and cardboard; and other nonburnable construction material.

II.B. Collection and Storage

As time permits, inert waste can be collected and transported to storage or disposal facilities. Although inert waste piles are unsightly, the inert waste usually poses little threat to public health or the environment. Provided the inert waste is not impeding traffic flow or

hindering utility restoration, inert waste collection is usually a lower priority during the emergency.

Woodpiles should be transported to the community landfill or other location suitable for shredding or burning wood. No approval from the Department is required for a wood storage location. The wood storage location, however, should be carefully selected so that shredding or burning the wood will not create a nuisance for residential areas.

Metal piles should be transported to the community landfill or other location suitable for stockpiling and recycling metal. No approval from the Department is required for a metal storage location. The metal storage location, however, should be carefully selected so that noise from crushing and baling the metal will not create a nuisance for residential areas. Major appliances (refrigerators, freezers, washers, dryers, etc.) should be stockpiled separately from other scrap metal. In addition, refrigerant-containing appliances should be stockpiled separately from other appliances so Freon may be captured.

Nonburnable inert waste should be transported to the community landfill or other approved emergency disposal site. Refer to Part IV. for inert waste disposal information.

II.C. Recycling and Reuse

Scrap metal, including major appliances and automobiles, are routinely recycled in North Dakota by scrap metal recyclers. Metal and appliances generated as a result of the emergency should therefore be recycled. A list of scrap iron processors who may recycle the metal is available from the Department.

Buildings or structures sustaining severe damage in a storm or accident may be condemned for demolition. A portion of the materials in these structures or buildings, however, may be recoverable and recyclable. For example, road construction contractors may be interested in crushing a large concrete or brick structure into road base material. Metal recyclers may be interested in recovering steel structural members or special metals such as copper from structures. Dimension lumber may be reused as construction material. Hardwood flooring or woodwork in some structures may be of use to commercial or hobby woodworkers.

Wood chipping is another effective waste volume reduction technique. Wood waste from trees and branches may be processed into wood chips usable for mulching material in community tree replanting programs. Emergency coordinators should contact local tree service firms, rental companies, or implement dealers for information on tree chipping services or chipping equipment rental. Chipping wood during cleanup greatly reduces the volume of materials and thus, the hauling requirements.

II.D. Open Burning

Open burning, as opposed to recycling, reuse, or burial, may be a management option for trees or nonsalvageable wood resulting from the emergency. Open burning trees and wood is an option under the following conditions:

1. The wood must be clean burning, for example, it must be free of materials that will produce unreasonable smoke (asphalt shingles, rubber, etc.) or will smolder for extended periods; and
2. A *burn variance* form must be received from the Division of Air Quality. A burn variance application is included in the information packet. All portions of the application must be completed, including the local fire department coordination

approval, and district health unit coordination approval if the county belongs to a district health unit (district health unit list included in information packet). Upon receipt of a burn variance, open burning may proceed after notifying the local fire department. Please contact the Division of Air Quality at 701-328-5188 with questions about open burning.

III. Inert Waste Disposal

Regardless of waste volume reduction efforts, some inert waste generated during the emergency will require landfill disposal. Some inert waste can be managed in no other manner, especially if waste normally considered recyclable (paper and cardboard) has been damaged by water. Inert waste requiring landfill disposal usually involves waste from buildings or households that is not recyclable, reusable, or burnable, including: plastic, vinyl, and rubber waste; asphalt shingles; carpet; draperies; upholstered furniture; mattresses; clothing and bedding; paper and cardboard; and other non-burnable construction materials. See Part **IV.** for details on inert waste disposal.

Existing inert waste disposal sites in the emergency area are acceptable for inert waste disposal (see list of permitted inert waste landfills and permit-by-rule inert waste landfills in the information packet). These sites, however, may require expansion of the disposal area to accommodate large amounts of waste. Access roads and entrance gates of existing sites may require widening or improvement to accommodate increased vehicular traffic.

It is generally easier to expand existing inert waste disposal sites than to develop a new disposal site. Some communities impacted by an emergency, however, may not have an existing inert waste landfill. In response to an emergency, a community may need to develop an inert waste disposal area. See Part **IV.B.** of this memorandum for information on selecting an inert waste disposal site.

III.A. Prohibited Waste Disposal

Inert waste to be disposed should be carefully inspected to ensure it contains no wastes which may form contaminated leachate, pollute surface water or groundwater, or attract vectors. Buildings or structures condemned and scheduled for demolition should be inspected if the structure is safe for entry. Prohibited waste identified during the inspection should be removed from the structure prior to demolition.

The following wastes are prohibited from disposal at inert waste disposal sites:

1. Household garbage, food, animal carcasses, and other putrescible wastes, unless the site has been designated an emergency putrescible waste disposal site;
2. Liquids, solvents, paint;
3. Maintenance and cleaning chemicals or products;
4. Pesticides, fertilizers, and other yard, garden, or agricultural chemicals;
5. Oil and oil containers, lead-acid batteries, and all appliances;
6. Fluorescent light fixtures and bulbs, mercury-containing electrical switches and thermostats, and electrical transformers;
7. Regulated asbestos-containing materials in buildings; and

8. Other waste which may form contaminated leachate, pollute surface water or groundwater, pollute the air, or attract vectors, unless specific approval has been granted.

Liquids, used motor oil, lead-acid batteries, and major appliances (white goods) are prohibited from landfill disposal. Established recycling markets exist for used motor oil, lead-acid batteries, and major appliances. Department management outlines, pamphlets and guidelines on used oil and major appliances are included in the information packet.

Solvents, paints, chemicals, or pesticides should be removed from structures scheduled for demolition (if safe for entry), or segregated from inert waste. If not usable, very small quantities (household quantities) of these wastes may be disposed with municipal waste. Large quantities of these wastes may require handling by a hazardous waste management firm. The Department's management outlines on disposal of pesticides and their containers, and paint wastes are included in the information packet.

Mercury-containing fluorescent light bulbs, thermostats, and electrical switches and fluorescent light bulb fixtures and electrical transformers which may contain Polychlorinated Biphenyls (PCBs) should be removed from structures scheduled for demolition (if safe for entry). Depending on the quantities of these items, and the concentration of mercury or PCBs, disposal may be allowed in permitted municipal waste landfills. The Department's management outlines on universal waste or PCB-containing waste is included in the information packet.

Regulated asbestos-containing material should be properly removed from structures scheduled for demolition (if safe for entry). Asbestos is a known carcinogen, and proper handling is critical to protect public health and safety. Depending on what type of structure is being demolished, an inspection for regulated asbestos-containing material may be required. The Division of Air Quality (DAQ) regulates asbestos inspection, removal, and transportation to a disposal facility. A "Notification of Demolition" form is often required for structure demolition projects and must be submitted to the DAQ at least ten (10) days before beginning demolition. Regulated asbestos-containing material must be disposed at permitted landfills approved for asbestos disposal. A "Notification of Demolition" form and DAQ guidelines for asbestos handling are included in the information packet. Depending on the extent of the emergency, however, the Department may waive established asbestos handling requirements. For example, wetting suspected asbestos material prior to structure demolition may be sufficient if the structure is unsafe for entry and poses a safety concern in its present condition. In addition, the ten (10) day advance notification period may be waived if notification is made by telephone and a ten (10) day delay would pose an undue hardship.

III.B. Disposal Site Selection

The inert waste disposal site must be carefully selected. Avoid environmentally sensitive or unstable areas that will not provide safe, long-term waste disposal. For example, wetlands, gravel pits, floodplains, and shallow water table areas are environmentally sensitive because of surface and groundwater pollution concerns. Ravines, woody draws, and steeply sloping terrains are unstable areas subject to accelerated erosion which may expose the waste.

To assure safe, long-term inert waste disposal, the site should be nearly level to moderately sloping, well drained, and meet the following criteria:

1. Maximum site slope of nine (9) percent;
2. Minimum distance of two hundred (200) feet to nearest surface water;
3. Minimum depth of three (3) feet to seasonal high water table (waste disposal in the water table is prohibited); and
4. Underlain by loamy, silty, or clayey soils (sandy or gravelly soils are unacceptable).

Soil survey maps, available through local Natural Resources Conservation Service (NRCS) offices (formerly the Soil Conservation Service), provide the necessary information for disposal site selection. Soil survey maps depict soil types on an aerial photobase. The maps are very useful because they show not only soil types, but also drainage and cultural features, such as streams, wetlands, roads, field boundaries, and building sites. Soil types depicted on published soil survey maps are described in the survey report. The survey report includes soil descriptions and tables which describe soil slope, texture, depth to seasonal high water table, and other soil properties.

Most North Dakota counties have a published soil survey. Contact the local NRCS office to ask if published soil survey information is available, and to receive assistance for soil map interpretation. Some North Dakota counties, however, do not have published soil survey information. In these counties, the survey may be completed but not published, or the survey is in progress. To obtain soil survey information in these counties, you must request a preliminary soil survey of a specific area from the county NRCS office. Preliminary soil survey maps usually produce poor quality photocopies. Request the NRCS staff to produce the best possible photocopy of the specific area. In very few cases, soil survey information may not be available for a specific area. If soil survey information is not available, the Department may have other information sources to assess site suitability, or an on-site Departmental inspection may be necessary.

The site proposed for inert waste disposal must be accurately depicted on a legible map. Legible photocopies of published soil survey maps are acceptable for this purpose; however, photocopies of unpublished soil survey maps are unacceptable because of poor reproduction. Where published soil survey information is unavailable, an aerial photograph photocopy from the Consolidated Farm Services Agency (CFSA) can be used to depict the proposed disposal area. These photocopies cover one section of land and are available for a nominal fee for all areas of the state. Contact the county CFSA to request a photocopy for a particular section of interest.

III.C. Disposal Site Operation

1. Disposal Site Control and Access

Disposal operations must be tightly controlled and completed as soon as possible to avoid potential problems. Access control through fencing, barriers, gates, or supervision as necessary will help avoid open dumping, prohibited waste disposal, scavenging, vandalism, and possible injury. Site access should be available through an improved two-lane access road. A narrow entrance gate and narrow or muddy access road will hinder disposal site access and slow the waste cleanup process. Discrete areas may be designated for stockpiling recyclables (metal, appliances, etc.), burnable wood materials, and compostable materials (grass and leaves).

2. Stormwater Control

Stormwater control measures should be implemented at the inert waste disposal site. Stormwater is simply precipitation or snowmelt. The concern with stormwater is not the water itself. Rather, the concern is the soil or other pollutants which may be carried in stormwater off the disposal site and deposited in drainage ways, stormwater sewers, or surface water.

Effective stormwater control involves methods or materials to prevent pollutants, mainly soil, from leaving the disposal site. Methods and materials for stormwater control include:

- a. Careful site selection and development, and diversion of upslope surface water run-on;
- b. Minimizing the area disturbed for waste disposal, especially if the disposal area has existing vegetative cover;
- c. Maintaining a "buffer" of undisturbed vegetative cover around the disposal area to trap soil before it leaves the site; and
- d. Placing straw bales, silt fences, or similar material where concentrated surface water runs off the disposal site. Straw bales or silt fences must be anchored in the ground to be effective in trapping soil before it leaves the site.

If the inert waste disposal area exceeds five acres, a permit for stormwater discharge may be required by the Division of Water Quality (DWQ). Please contact the DWQ Wastewater Facility/Permits Program at 701-328-5210 with questions about stormwater discharge permits.

3. Stripping Topsoil

Topsoil is the dark colored surface layer of soil that is rich in organic matter and nutrients. Topsoil is critically important to establishing vegetation for reclamation of disturbed areas. It is important, therefore, to strip topsoil from the inert waste disposal area before excavating the disposal trench. Depending on the disposal site's geographic location and landscape position, topsoil may be as little as 3 inches, or more than 15 inches thick. Topsoil must be stripped from the excavation area and saved at the site for reclaiming the disposal area.

4. Trench Excavation and Debris Compaction

The disposal trench may be excavated after stripping and stockpiling disposal site topsoil. Depending on the site selected, disposal trench depth may be limited by soil conditions or by the seasonal high water table depth. Remember, inert waste disposal in the water table is prohibited. Depth of the seasonal high water table in glaciated portions of North Dakota is usually indicated by a change in subsoil color from brown or tan to gray with increasing depth.

Inert waste disposal should be restricted to as small an area as possible and waste should be compacted with heavy equipment as it is placed in the disposal trench. Waste compaction serves two purposes: (1) it reduces the size of excavation required for waste disposal by maximizing use of disposal trenches; and (2) it reduces potential problems of soil settling (subsidence) after the disposal area is

reclaimed. Other forms of waste volume reduction, besides compaction, may serve to reduce required size of the disposal excavation. For example, wood or trees can be shredded to reduce disposal volume.

III.D. Disposal Site Closure

Disposal trenches should not be filled to excavation capacity. Instead, maintain at least two (2) feet between the inert waste and original ground elevation (before stripping topsoil). The entire site should be cleaned and all waste, including burned debris ash, must be consolidated in the trench. Stockpiles of recyclable materials should be removed. The disposal area must receive at least two and one-half (2½) feet of soil cover, including reapplied topsoil. The soil cover should be carefully graded to form a slightly convex, or domed, surface that will promote surface water run-off. If the disposal area will be used for pastureland, hayland, or wildlife habitat, the disturbed area should be seeded to climatically adapted grasses or legumes. Erosion control measures, such as incorporating straw or planting a cover crop, may be necessary if permanent cover planting is delayed. Maintain stormwater control measures for at least one year after the site is closed.

III.E. Notification of Disposal Activity

The Department requires that a notice of disposal activity be filed with the County Register of Deeds office for permitted landfills or emergency disposal sites. The notice informs anyone conducting a title search of the disposal site property that a specific area of land was used for waste disposal. Maintaining an orderly operation and careful site closure will help minimize future landowner concerns on the site and may help ensure future saleability of the property.

An affidavit which may be used for filing the notice is included in the information packet. Blanks on the affidavit should be completed to describe the disposal location and type of waste. The affidavit must be signed by the property owner and notarized. Use the partial section notation, for example: NE ¼ of the NE ¼ of the NW ¼ of Section 14, to describe the disposal area as accurately as possible. In the example given, the disposal area is described as ten (10) acres. The partial section notation can describe very small disposal areas, provided they are in corners of quarter sections where landmarks (fence lines, tree rows) can be used to identify the area on a map.

The original of the Notice of Waste Disposal form should be filed with the County Register of Deeds office. A nominal fee is usually required for filing. When filing the notice, the property owner should ask the Register to forward a certified copy of the notice to the Department.

IV. Attachments (as listed in Table of Contents).