

INSTRUCTIONS FOR COMPLETING PERMIT APPLICATION FOR POTW DISPOSAL OF DOMESTIC SEPTAGE and/or SEWAGE SLUDGE

Type of Application: Check the appropriate box for either permit renewal, modification, or application for a new permit. Fill in the current permit registration number. Applications for a new permit should leave the permit registration number blank.

Name of Facility: Fill in the name of the person or entity applying for the permit. (For example Joe's Septic Service.)

Contact: Fill in the requested information for the primary person who is handling the permit application or who has day-to-day knowledge of the operation.

Mailing Address: Fill in the address where the permit applicant receives their mail.

Office Location: Fill in the street address where the permit applicant is head-quartered. Also, fill in the city, county, state and zip code.

Owner Information: This will usually be the same as the permit applicant, but may be different in some cases. If different, fill in the requested information.

BPH Permits and Licenses: List contractor's license, health department permit, solid waste facility permit, etc. Include a copy of your Health Department Permit.

Method of Disposal: Check all that apply. Think ahead and consider disposal options during inclement weather. If you check "landfill" as an option, specify which landfill you are using or anticipate to be using. You may list more than one landfill. If you are going to a sewage treatment plant for disposal, specify which plant(s) you intend to use and provide a letter of permission or permit from the plant operator. Use a foot note or attach an additional sheet if necessary to list all disposal locations.

Description of Storage Methods: Septic Haulers should use this section to describe their storage and treatment facilities. For example, a hauler might list a 30,000 gallon above ground concrete tank with air diffusers, or a 10,000 gallon underground tank made of fiberglass with three monitoring wells installed in the backfill. If no bulk storage is used, then write "NO STORAGE FACILITY" in this section. You must notify the WV DEP Environmental Inspector to obtain written approval for authorization of storage.

Quantity: Amount and/or Estimate of Domestic Septage and/or Sewage Sludge pumped annually (Gallons).

Certification: After reviewing the completed permit application and reading the certification statement, the application should be signed by the permit applicant's principal executive officer (manager, owner, company president, etc.) This person may be different from the "contact person" listed on page one of the permit application.