# Guidance for the AST NPDES Coal Exception Application

A guide to assist in claiming the NPDES coal exception for tanks located at coal mine facilities.

Rev. 1

Creating an application to claim the coal exception for tanks containing water treatment chemicals that are located at coal mining facilities. This exception is applicable to tanks associated with either groundwater protection rules for coal mining operation (38 CSR 2F) or a coal mining NPDES permit issued pursuant to 47 CSR 30.
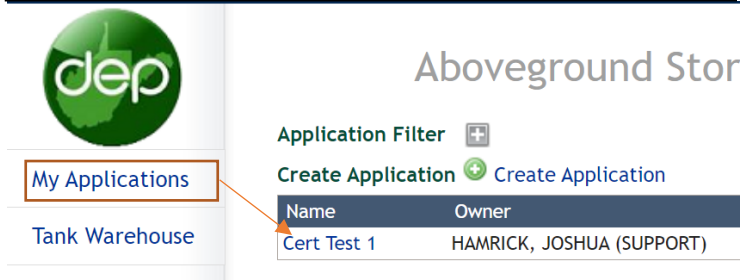

Click the "Create Application" button
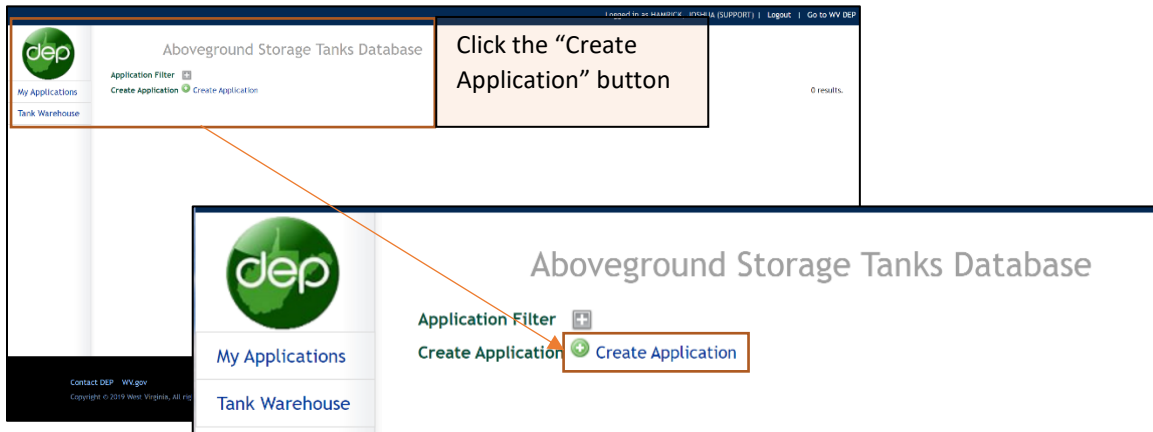
The New Application creation window will appear.

a. Application Type –
   Select NPDES Coal Permit Exception as the application type.

b. Application Name –
   Fill in an application name. The name is created by the tank owner and can later be used to search for the application on the "My Applications" screen.

c. Owner –
   Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.

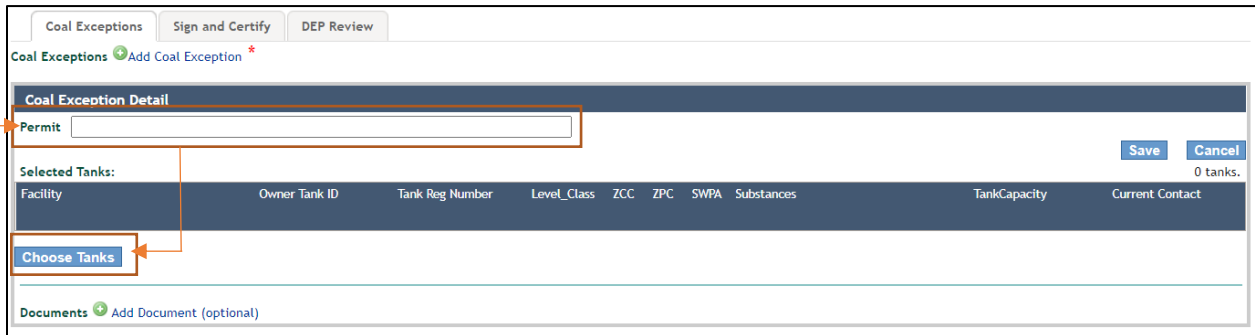d. Click "OK" to create the application.
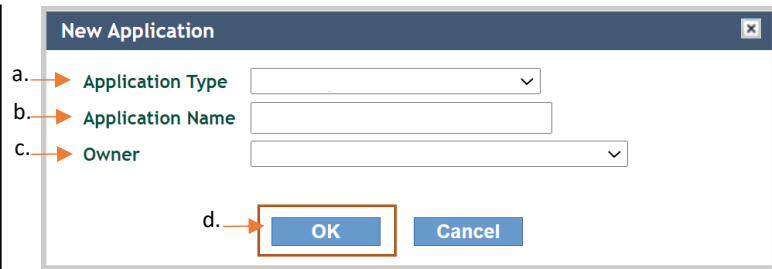
The "My Applications" button can later be used to locate for previously created applications by searching for the owner assigned application name.
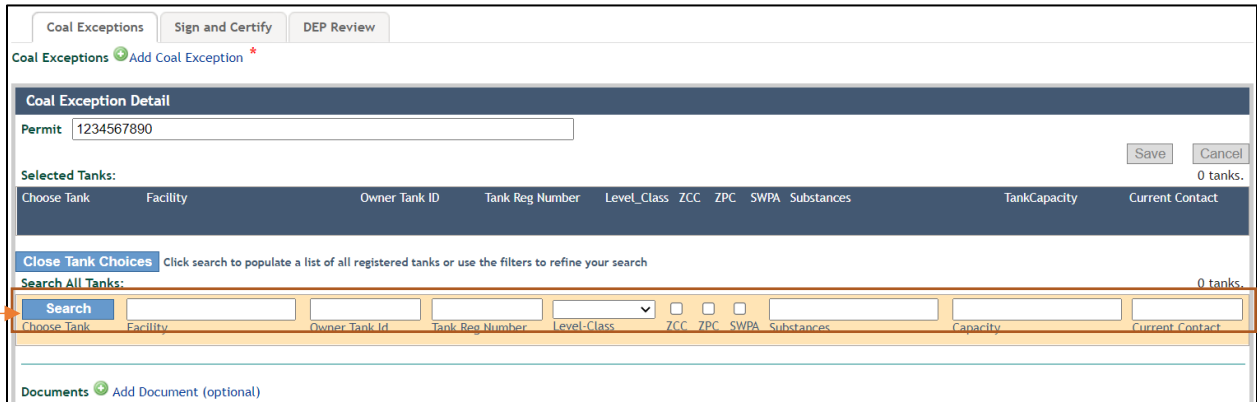
Once the application has been created, you will see the below tabs/section. Click the "Add Coal Exception" button located in the coal exception tab.

Coal Exceptions	Sign and Certify	DEP Review

Coal Exceptions ⊕ Add Coal Exception *
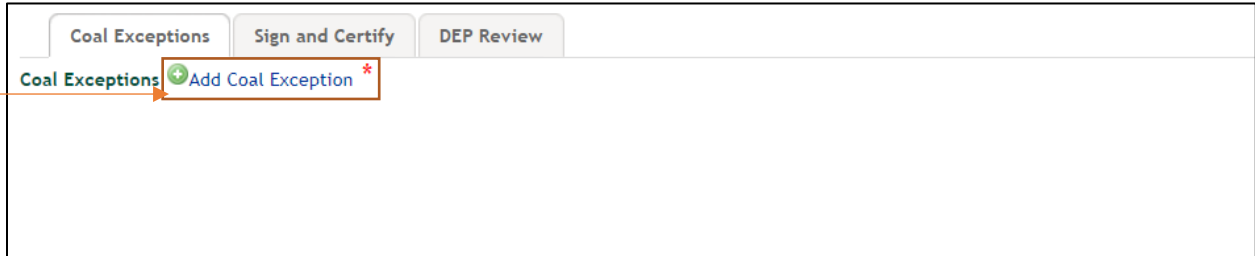
Enter the permit associated with 38 CSR 2F or NPDES permit pursuant to 47 CSR 30. Once a permit number has been entered, click the "Choose Tanks" button.

Coal Exceptions	Sign and Certify	DEP Review

Coal Exceptions ⊕ Add Coal Exception *

Coal Exception Detail

Permit [   ]

Save   Cancel
0 tanks.

Selected Tanks:

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact

[Choose Tanks]

Documents ⊕ Add Document (optional)

You should now see that the tank selector screen has expanded. Click the "Search" button to list all owned tanks or use the filters to refine your search.

Coal Exceptions	Sign and Certify	DEP Review

Coal Exceptions ⊕ Add Coal Exception *

Coal Exception Detail

Permit [1234567890   ]

Save   Cancel
0 tanks.

Selected Tanks:

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact

[Close Tank Choices] Click search to populate a list of all registered tanks or use the filters to refine your search
Search All Tanks: 0 tanks.

Search										
Choose Tank	Facility	Owner Tank Id	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact

Documents ⊕ Add Document (optional)

When the search is complete, click the check box next to eligible tanks and then click the "Add to selected tanks" button.

	Coal Exceptions	Sign and Certify	DEP Review

Coal Exceptions ⊕ Add Coal Exception *

Coal Exception Detail										
Permit	1234567890									

Save Cancel

Selected Tanks: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact

Close Tank Choices

Search All Tanks: ∧ **Add to selected tanks**   0 tanks.

Search										
Choose Tank	Facility	Owner Tank Id	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact
☑	sdfgh	1234coal	003-00001262	Level 1	☐	☐	☐	Sodium hydroxide (Na(OH))	3000	
☑	sdfgh	1234coal2	023-00001380	Level 1	☐	☑	☐	Sodium hydroxide (Na(OH))	3000	
☐ Check All										

Documents ⊕ Add Document (optional)

You should now see that the eligible tanks have migrated to the selected tanks list. Once all tanks have been selected, click "Close Tank Choices" to collapse the tank selector screen and save your application. Note: if a tank was unintentionally select, check the box next to it and click the "Remove from selected tanks" button.

	Coal Exceptions	Sign and Certify	DEP Review

Coal Exceptions ⊕ Add Coal Exception *

Coal Exception Detail										
Permit	1234567890									

Save Cancel

Selected Tanks: 2 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
☐	sdfgh	1234coal	003-00001262	Level 1	☐	☐	☐	Sodium hydroxide (Na(OH))	3000	
☐	sdfgh	1234coal2	023-00001380	Level 1	☐	☑	☐	Sodium hydroxide (Na(OH))	3000	
■ Check All										

Close Tank Choices

Search All Tanks: ∨ **Remove from selected tanks**   0 tanks.
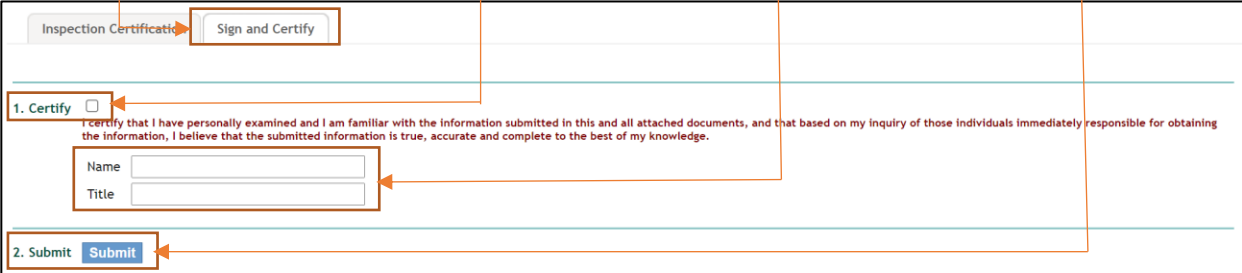
Search										
Choose Tank	Facility	Owner Tank Id	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact
	No tanks meet the criteria.									

Documents ⊕ Add Document (optional)

Application Certification and Submittal

Click the "Sign and Certify" tab.	Click the certify check box.	Fill in the name and title fields.	Click the "Submit" button.

Inspection Certification   Sign and Certify

1. Certify ☐
I certify that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete to the best of my knowledge.

Name
Title

2. Submit   Submit

At this point, the application is considered complete. An email notification will be sent to the email address we have on file if the application has been submitted successfully.