



WEST VIRGINIA

Department of Environmental Protection

Division of Water & Waste Management

**INSTRUCTIONS TO COMPLETE A
SITE REGISTRATION APPLICATION FORM**

**WV/NPDES HYDROSTATIC TEST WATER (NEW PIPELINE)
GENERAL PERMIT**

I. GENERAL INFORMATION

The Division of Water & Waste Management (DWWM) has developed and issued a General WV/NPDES Water Pollution Control Permit to regulate the discharge of hydrostatic test water from new pipeline into the waters of the State. This General Permit was issued on September 1, 2003 became effective on October 1, 2003, and will expire on August 31, 2008. Certain projects that discharge hydrostatic test waters from new pipeline and elect to be regulated under the General Permit must file a site registration application form with the DWWM.

After development of a Draft General Permit, the DWWM advertised its intent to issue this General Permit and has fulfilled its public notice requirements.

Upon receipt of the completed Site Registration Application Form and permit application fee, the DWWM will review the contents to determine if the information provided meets the minimum requirements. All permittees will be required to comply with the monitoring requirements and effluent limitations contained in the General Permit as well as the requirements of the Sediment and Erosion Control Plan.

For a Site Registration Application Form to be considered complete, it must have a Topographic map and the application fee attached.

Individuals will be regulated under the General Permit only if they agree to do so, and if they satisfy the registration requirements. The DWWM reserves the right to require any individual to obtain a facility-specific WV/NPDES Permit. Individuals not wishing to be regulated by the General Permit are required to apply for and obtain an individual permit.

Persons with questions regarding the General Permit should contact the Permitting Section at (304) 558-8855.

II. WHO MUST APPLY

Any establishment, pursuant to Chapter 22, Article 11, that discharges hydrostatic test waters from new pipelines must apply. When the facility is owned by one person but operated by another, it is the responsibility of the operator to obtain the permit. In this case, the Director will require documentation of the permit responsibility and liability of the owner and operator and may propose and issue the permit to either one (1) or both the owner and operator, but only after notice to both the owner and operator or, the Director may deny the permit until the responsible party or parties apply for the permit.

A separate Site Registration Application Form is to be submitted for each pipeline project.

III. WHERE TO FILE

The applicant should retain a copy of all application forms for their records. Three (3) copies of the Site Registration Application Form and three (3) copies of all attachments should be mailed to:

Division of Water & Waste Management
 Permitting Section
 601 57th Street, SE
 Charleston, WV 25304-2345

IV. WHEN TO FILE

Any person proposing to discharge hydrostatic test water should submit a Site Registration Application Form at least 60 days prior to the projected date of discharge.

V. FEES

Prior to filing this application, you may wish to obtain a copy of the Legislative Rules of the Department of Environmental Protection, Division of Water & Waste Management, Title 47, Series 26, Water Pollution Control Permit Fee Schedules, effective May 4, 2000, in order to determine the appropriate permit application fee required to accompany your submission of this application. You can obtain a copy of the rules from the Secretary of State’s Office, State Capitol Building, Charleston, WV 25305.

The following Table has been derived from the Legislative Rules for facilities that are required to be covered under the General Permit. You may use the Table to determine your applicable permit application fee.

AVERAGE DISCHARGE VOLUME (GPD)	APPLICATION FEE
Less than 1,000	\$360.00
1,001 to 5,000	\$540.00
5,001 to 50,000	\$900.00
50,001 to 100,000	\$1080.00
Greater than 100,000	\$1350.00

The check or money order shall be made payable to the “West Virginia Department of Environmental Protection”.

VI. LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE SITE REGISTRATION FORM

1. Enter the company's official or legal name.
2. Give the name of the project or pipeline that the hydrostatic test will be performed on.
3. Give the location of the project identified in 2 of this form. If project is in a rural location, give other description (e.g. off of Route 10, near Littletown).
4. Give the name and title (if appropriate) of the owner.
5. Enter the telephone number of owner including area code.
6. Enter the same information for operator, if applicable, as requested in 4. If the operator is not the owner of the facility, the operator shall submit documentation with the Site Registration Form to clarify the liability of the owner and the operator relative to compliance with the regulations and any permit issued. In situations where the owner and operator are different entities, the responsible official for signing the application form is the one having responsibility for compliance with the permit. If the entity, which has responsibility for capital expenditures and operating expenses relative to wastewater handling and treatment, is different than the official having permit compliance responsibility, the permit will list both parties as co-permittee and hold both parties responsible.
7. Enter the telephone number of operator, if different than owner.
8. Enter the complete mailing address of the office where correspondence should be sent.
9. Enter the Facility Contact, their Title and an Email address (if available). This person should be thoroughly knowledgeable of the site and its operation.
10. Give the name(s) of the stream(s) used as source water for the hydrostatic test, if applicable. If a potable water supply is to be used as source water, identify the entity providing the water.
11. List the receiving stream(s) that will receive the discharge of the hydrostatic test water. You will need to supply the immediate receiving stream and all streams to a major river. If you have only one (1) outlet, it will be identified as Outlet 001. Any subsequent outlets will be numbered 002, 003, etc., as you go downstream. Provide the latitude and longitude for each outlet. Each segment of the pipeline tested, which results in a separate discharge, must be considered as an individual outlet. If you have more outlets than the space on the form provides, you may put that information on an attached sheet of paper.
12. SIC code numbers are descriptions, which may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President, Office of Management and Information Service in Springfield, Virginia. Use the current edition of the manual. If you have any questions, contact the Permitting Section, DWWM at (304) 926-0495. Also, give the Federal Employer Identification Number (FEIN) of the owner.
13. Briefly describe the nature of your business (e.g. products produced or services provided).
14. Provide an original (or legible copy) topographic map or maps of a reasonable scale of the area extending to at least one-half mile beyond the property boundaries of the project which clearly show the outline of the project area and the remaining information required by the form.

15. Give the total amount of water expected to be discharged during the testing of the entire project. If the discharge will last for more than one (1) day, provide the average discharge volume (ADV) by dividing the total discharge by the number of days of discharge.

16. Give the anticipated date of discharge.

17. Before coverage under the General Permit can be granted, an approved Sediment and Erosion Control Plan must be on file with DWWM. It is not necessary to submit this plan every time it is desired to obtain coverage for a particular project. If you have previously submitted a plan, which has been approved by DWWM, indicate so in the space provided, including the date of submittal. However, if a particular project will require the application of substantially different sedimentation control measures, an amended plan must be submitted and approval received before coverage under this general permit can be provided. If you have not submitted a plan and/or received approval, or need to amend a previously submitted plan, include a copy with the SRA Form.