



west virginia department of environmental protection

Division of Water and Waste Management
601 57th St. SE
Charleston, WV 25304
Phone: (304) 926-0499
Fax: (304) 926-0465

Harold D. Ward, Cabinet Secretary
dep.wv.gov

date

Registrant
Name of Company
Address
City, State Zip

Dear (Name of Registrant):

Please find enclosed the following information:

1. A Registration Form to Operate a (Noncommercial) Class D Solid Waste Facility
2. A Groundwater Protection Plan (GPP)
3. A copy of the Class D General Permit
4. A copy of Attachment "A", Materials Allowable and Prohibited for Disposal in a (Noncommercial) Class D Solid Waste Facility

PLEASE NOTE: The name of the Registrant/Generator must be the same on all forms.

The five-step procedure to obtain a Class D registration is as follows.

Step 1. Please obtain, if available, the pertinent portion of the zoning map for your site. The zoning map needs to include, at a minimum, the site area and the adjoining areas. Indicate the location of the site on the zoning map. Provide definitions of the zones with the zoning map. If the proposed site is within a zoned area that does not permit a landfill/ solid waste facility, the West Virginia Department of Environmental Protection (Department) will accept a written letter from the local zoning official granting a variance, or you may request from the local zoning official that the area be rezoned for landfill/ solid waste facility. Submit this information with the registration form; see Step 3.

Step 2. The Groundwater Protection Plan (GPP) for the site must be approved by the Division of Water and Waste Management (DWWM), Groundwater Section. Submit one (1) completed copy of the GPP to:

**WVDEP
Division of Water and Waste Management
Groundwater Section
601 57th Street SE
Charleston, WV 25304**

Promoting a healthy environment.

Registrant
date
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Step 3. After you receive a letter that approves your GPP from the Groundwater Section, you must submit one (1) original, completed form and one (1) completed copies of the enclosed Registration Form to Operate a (Noncommercial) Class D Solid Waste Facility to the Solid Waste Management Unit (SWMU), for review, along with a non-refundable \$250.00 registration fee to the address below. Each of the three (3) registration packages must also include a copy of your approved Groundwater Protection Plan. Submit the information to:

WVDEP
Division of Water and Waste Management
Solid Waste Management Unit
601 57th Street
Charleston, WV 25304

Step 4: If the registration package is correct and complete, it will be forwarded to the local environmental inspector who will review the site using the information in your registration package.

Step 5: If the GPP and the registration package are correct and complete and the site is acceptable, a registration will be issued and a copy of the complete registration package will be mailed to you and the regional Environmental Enforcement office.

Also attached is a copy of the Class D General Permit. Do not submit this permit with either the GPP or the registration. This permit is for your information only. It will apply only if your registration is issued. Please read the terms and conditions of the Class D General Permit, the GPP, and the registration form carefully, as you must abide by the standards stated in all three documents along with any information you submit with the registration form, provided that your registration is issued. Please note that you must also comply with all other applicable federal, state, county or local laws, rules, or ordinances.

Please be aware that the misuse of a noncommercial solid waste facility for the purpose of profit is strictly prohibited and may result in fines and imprisonment and the revocation of the registrant's eligibility to participate in the Class D permit program.

To aid you in your submittal please contact the Administrative Law Division of the Secretary of State's Office to obtain a copy of 33CSR1 "Solid Waste Management Rule". Contained in this rule are the requirements for Class D facilities. The telephone number of the Secretary of State's Office is (304) 558-6000.

Should you have any questions, please contact me at (304) 926-0499, ext. 43858, or by email at Carol.J.Daub@wv.gov.

Sincerely,

Carol J. Daub, P.E.
Solid Waste Management

Enclosures