

West Virginia
Department of Environmental Protection
Division of Water and Waste Management

INSTRUCTIONS TO COMPLETE A
FACILITY REGISTRATION APPLICATION FORM

WV/NPDES WATER TREATMENT PLANT GENERAL PERMIT IN WEST VIRGINIA

I. GENERAL INFORMATION

The Division of Water and Waste Management (DWWM) has developed and issued a General WV/NPDES Water Pollution Control Permit for water treatment plants. The purpose of this permit is to regulate the wastewater discharges from water treatment plants into the waters of the State. Establishments falling under Standard Industrial Classification (SIC) Code 4941 must file a completed Facility Registration Application Form with the Division of Water and Waste Management to obtain the coverage under this permit. All facilities previously covered under an individual permit must also submit a Facility Registration Application Form to obtain coverage.

After development of a Draft General Permit, the DWWM advertised its intent to issue this General Permit and has fulfilled its public notice requirements. Applicants having existing facilities need not perform any public notice activities. Applicants for a proposed discharge, however, must complete and submit the enclosed "Statement for Billing" form to meet their public notice requirements.

Upon receipt of the completed Facility Registration Application Form, permit application fee and required Statement for Billing, the DWWM will review the contents to determine if the information provided is complete and if the treatment provided (listed in the application and drawings) meets the minimum requirements. Dischargers will be notified in writing when their facility is covered under the General Permit. This written notification will also include the following:

1. The Limitation Category of the permit that applies to permittee.
2. Discharge monitoring report forms.
3. Any other requirements applicable to permittee.

For a Facility Registration Application Form to be considered complete, it must have the following attachments:

- 1. A Topographic map, an approved Groundwater Protection Plan (GPP), Statement for Billing form and the application fee.**
- 2. Facility sketch, plan view and detail drawings of the treatment system.**
- 3. Analytical data for some basic parameters (for existing facilities only).**

II. WHO MUST APPLY

Any water treatment plant which is or may discharge wastewater into the waters of the State must apply pursuant to Chapter 22, Article 11. 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 Facility Registration Application Form is to be submitted for each facility.

III. WHERE TO FILE

The applicant should utilize the DEP e-Permitting system to submit applications for permit coverage. Permittees were notified in March 2011 that e-Permitting/e-DMR would become mandatory on July 1, 2011. Therefore, if you have not already signed up for a login id and are not submitting your sampling results electronically, you need to immediately visit our website at www.dep.wv.gov and under E-DEP select e-permitting and sign up for user login identification in order to submit your application electronically and any future sampling data.

IV. WHEN TO FILE

Any person proposing a new discharge should submit a Facility Registration Application Form at least 75 days prior to commencing construction. Any person with an existing permit for a water treatment plant may continue to operate under that permit until its expiration date. The permittee will be required to submit a complete General Permit Facility Registration Application Form within 30 days of notification of the reissuance of the General Permit.

V. FEES

Prior to filing this application, you may wish to obtain a copy of the Legislative Rules of the Division of Environmental Protection, Division of Water and 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.

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

AVERAGE DISCHARGE VOLUME (GPD)	EXISTING FACILITY	NEW FACILITY
Less than 1,001	\$ 180.00	\$720.00
1,001 to 5,000	\$360.00	\$1080.00
5,001 to 50,000	\$540.00	\$1800.00
50,000 to 100,000	\$720.00	\$2160.00
Greater than 100,000	\$900.00	\$2700.00

In accordance with Title 47, Legislative Rules of the Department of Environmental Protection, Division of Water and Waste Management, Series 26, Water Pollution Control Permit Fee Schedules, an existing facility means a facility for which a State water pollution control permit or a NPDES permit has previously been issued. Any other facility is a new facility.

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

1. Enter the facility's official or legal name.
2. Enter the address or location of the facility identified on line 1. If the facility does not have an applicable street name or route number, give the most accurate alternative information available (e.g. distance from nearest city, town, or community and distance from nearest intersection of county or state routes).
3. Enter the name and title of owner, who is thoroughly familiar with the operation of the facility and with the facts reported in this application and who can be contacted by this agency, if necessary.
4. Enter the complete mailing address of the owner where correspondence should be sent.
5. Enter the telephone number of owner including area code.
6. Enter the same information for operator, if applicable, as requested in 3. If the operator is not the owner of the facility, the operator shall submit documentation with the Facility Registration Application 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 operator's email address if they have one.
8. Enter the telephone number of operator, if different than owner.
9. Enter the Facility Contact and their Title. This person should be thoroughly knowledgeable of the site and its operation.

10. Enter contact person's email address if they have one.
11. Enter the telephone number of the contact person.
12. Enter the average volume of Backwash water to be discharged (gpd - gallons per day) and the frequency of backwashes (i.e. every 3rd day, etc).
13. List the receiving stream(s) and facility outlet(s). 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 and the river mile point, if known. If you have more outlets than the space on the form provides, you may put that information on an attached sheet of paper.
14. List all existing Department of Environmental Protection, Division of Water and Waste Management permits by number, type (NPDES, Solid Waste, Sewage, UIC, etc.) dates of issuance and expiration. If you have previously filed an application but have not yet received a permit, provide the number of the application.
15. Provide an original topographic map or maps of a reasonable scale of the area extending to at least one mile beyond the property boundaries of the facility which clearly show the outline of the facility including the legal boundaries and the remaining information required by the form.
16. The following information must be provided in addition to locating each outlet and any treatment system on the facility site sketch where appropriate:

- * Location, layout and dimensions of each treatment unit. Detail drawings of the inlet and outlet structures must be submitted.

- * All areas, treatment units and buildings should be described with lengths, widths, direction, etc.

- * A narrative description of the treatment process and any chemicals used in treatment, for both the raw water and wastewaters.

17. This item requires you to report data for each outlet.. Each part of this item addresses a different set of pollutants and must be completed in accordance with the specific instructions for that part. The following instructions apply to the entire item.

PART A requires all facilities to report at least one analysis for each pollutant listed. For existing facilities, you should summarize your DMR data for the last three to five years. If DMR data has not been generated, representative samples shall be collected and analyzed by a certified laboratory. PLEASE NOTE: If you are applying for coverage of a swimming pool filter backwash, you only need to provide analysis for Flow, pH, total suspended solids, and total recoverable chlorine.

PART B requires sampling and analysis for any parameter listed that you know or have reason to believe may be present in your effluent. Base your determination that a pollutant is present in or absent from your discharge on your knowledge of your

treatment chemicals used, material management practices, history of spills and releases and any previous analyses known to you of your effluent or similar effluent.

PART C requires all facilities to report any upstream receiving stream data that the permittee may have for the parameters listed in PART A.

Sampling: The collection of the samples for the reported analyses should be supervised by a person experienced in performing sampling of industrial wastewater discharges. You may contact the Environmental Protection Agency (EPA) or the State permitting authority for detailed guidance on sampling techniques and for answers to specific questions. Any specific requirements contained in the applicable analytical methods should be followed for sample containers, sample preservation, holding times, the collection of duplicate samples, etc. The time when you sample should be representative, to the extent feasible, of any treatment system operating properly with no system upsets. A sample should provide at least 100 milliliters for each parameter to be analyzed.

Reporting: All levels must be reported as concentration. You may report the required data by attaching separate sheets of paper to the Facility Registration Application Form or you may attach a copy of the required data furnished to you by a commercial testing laboratory. Use the following abbreviations for "Units".

ppm parts per million	mg/l milligrams per liter	mgd million gallons per day
ppb parts per billion	ug/l micrograms per liter	gpd gallons per day

All reporting of values for metals must be in terms of "total recoverable metal."
Analysis: You must use test methods promulgated in 40 CFR Part 136.

18. Select whether this facility wishes to Land Apply the Filtrate from the treatment system. If YES, complete and attach both the Application for Beneficial Use of Filtrate form and the approved and signed Location Standards and Restrictions Checklist for Beneficial Use of Filtrate.
19. If you are a new facility (one that did not initiate any operations prior to the issuance of this general permit) you must develop and complete a Groundwater Protection Plan (GPP) and to submit it with this Facility Registration Application Form to obtain permit coverage. The plan must provide for compliance upon initiation of operation of the facility. The plan must be signed. The approved GPP is to be retained on site and be made available, upon request, to the Director, or authorized representative.
20. Please sign and date the application form on the line provided. Also, please PRINT the name and title of the signatory on the line provided. Signatory must be in accordance with 47 CSR10 of the WVLR-4.6.a.