

## **INSTRUCTIONS FOR COMPLETING SEWAGE SLUDGE and SEPTAGE USE & DISPOSAL PERMIT APPLICATION**

**Type of Application:** Check the appropriate box for either permit renewal, modification, or application for a new permit. Fill in the current permit number. Applications for a new permit should leave the permit number blank. Also mark whether you are applying for an individual permit or coverage under a general permit. General Permits are available for septic haulers only.

**Name of Facility:** Fill in the name of the person or entity applying for the permit. (For example City of Elkins, Joe's Septic Service, or Summer Hollow Farms.)

**Contact:** Fill in the name and job title of 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.

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

**Owner Information:** Fill in appropriately. This will often be the same as the permit applicant.

**Description:** Mark the appropriate category. If you do not fall into one of the listed categories, mark "Other" and specify the type of facility. (For example, composting.)

**Other Permits and Licenses:** List contractor's license, health department permit, current NPDES permit, solid waste facility permit, etc. Copies of the any or all of the permits may be requested during review of the application.

**Description of Storage Units:** List permanent storage units for sewage sludge (such as pads, sheds, underground and above tanks), size, and location.

**Method of Disposal or Reuse:** Check all that apply. Think ahead and consider disposal options during inclement weather. If you choose "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, check "other" and 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.

**NOTE:** If you are not land applying sewage sludge or processing sewage sludge for land application, write **NOT APPLICABLE** in the next two sections (Vector Attraction Reduction and Pathogen Reduction.)

**Description of Vector Attraction Reduction Methods:** List the primary method of meeting vector attraction reduction standards for land application. If you wish to have back methods of meeting the vector attraction reduction standards, list these in the "secondary methods" section. Be complete in your description of how the requirements are met. (Example: Don't just write "Lime Stabilization" – write "Approximately 300 pounds of hydrated lime is mixed with each dry ton of sludge using a pug mill at the end of the belt press. The pH of the sludge is maintained above 12.0 for two hours and above 11.5 for 24 hours.")

**Description of Pathogen Reduction Methods:** List the primary method of meeting pathogen reduction standards for land application. If you wish to have back methods of meeting the pathogen reduction standards, list these in the “secondary methods” section. Be complete in your description of how the requirements are met. (Example: Don’t just write “Lime Stabilization” – write “Approximately 300 pounds of hydrated lime is mixed with each dry ton of sludge using a pug mill at the end of the belt press. The pH of the sludge is maintained above 12.0 for two hours and above 11.5 for 24 hours.” *Septic Haulers* should provide a description of their lime addition procedures and method of monitoring the pH in this section.

**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 (mayor, manager, owner, company president, etc.) This person may be different from the “contact person” listed one page one of the permit application.

## SOURCE of SEWAGE SLUDGE

Complete one page for the permitted facility’s final sludge product and one page for each facility contributing sewage sludge to the permitted facility. Instructions are given below separately for septic haulers, sewage treatment plants, processing facilities, and land appliers.

### Instructions for Septic Haulers

**Facility Information:** Simply write “Domestic Septage” in this space.

**Quantity:** Fill in the estimated average gallons of domestic septage hauled in one year. Do not include sludge pumped from sewage plants or grease traps. Leave “design flow of treatment plant” blank.

**Quality:** At least one sample must be included in the permit application form. The sample may be from a randomly chosen home septic tank or from a storage tank containing sludge from several septic tanks.

**Industrial Users:** Leave this Section Blank

*Provide as an attachment a separate page listing package plants, commercial and industrial facilities from which you pump sludge or other waste.*

### Instructions for Sewage Treatment Plants

**Facility Information:** Fill in the appropriate information for your facility. Complete one page for each sewage treatment plant that hauls sludge to your plant for processing. Do not include package plants hauled by septic haulers to your plant.

*If you receive domestic septage from haulers. Provide as an attachment a list of haulers that you accept and the estimated quantity (gallons) received annually.*

**Quantity:** Fill in the DRY TONS of sewage sludge generated annually and the design flow for the plant specifying either gpd or MGD.

## LAND APPLICATION SITE INFORMATION

If you did not list "Land Application" as a method of disposal or reuse, do not complete this page.

Complete one "Land Application Site Information" page for each land application site that you wish to have listed in your permit. Remember the permit will be issued for five years, so think ahead. If any new sites are added after your permit is issued, you will have to go through the permit modification process.

**General Information:** Fill in the name of the farm or application site, owner's name, mailing address, and specific location (for example, Granny's Creek Rd., 2.4 miles from Rt. 36.)

**Category:** Check the appropriate category of land use (or specify another) for the application site.

**Site Information:** Field ID can be a number (Smith #2) or a name (Orchard Pasture). List the number of acres in each field of division of the farm/site. List the crop type (corn, grass, etc.) Soil types and permeability can be found by looking at soil maps and should be done as part of the initial site evaluation. List the amount of previously applied sewage sludge in dry tons per acre for each field. The amount of fertilizers used at the site should be addressed in the attached nutrient management plan.

**Background Metals:** A background metals sample must be taken for each farm/site. One composite sample for each farm is needed.

### **Management Practices:**

**Soil pH-** Annual monitoring of the soil will be required for pH and nutrients at each land application site. Lime will have to be added if the pH falls below 6.2. List who will be responsible for sampling and lime addition.

**Transportation method-** List dump truck, tank truck, railcar, etc. In some cases a route description may be required as part of the application review.

**Spreading Method-** Be specific. For example, sludge is tailgated off into the field and the farmer spreads with blade and then runs a drag over the sludge, or septage is spread by driving the truck over the field at about 5 mph while the tank is pressurized.

**Controlling Leachate and Runoff from Stockpile-** Refer to the USDA/EPA publication "guide to Field Storage of Biosolids" for appropriate methods of storage. Generally, hay bails or silt fence along with pile location are adequate measures to control storm runoff. Leachate control may be accomplished by pads, liners, covers, and pile location.

**Attachments:** These must include a topographical map of the general area (specify quad name and scale); a farm map with the fields clearly marked; soil nutrients, pH, and lime requirement for each field performed within the last 12 months; a copy of the laboratory report sheets for the background metals analyses; a copy of the site evaluation form completed by DEP, WVSCA, or WVU Extension agent; a copy of the signed landowner agreement; and the nutrient management plan for the farm.

**Quality:** Fill in the results of the last three sludge analyses and attach a copy of the results as reported by the laboratory. Note that BOD, COD, and Oil & Grease are not required for sewage treatment plants.

**Industrial Users:** Fill in the appropriate information for non-domestic sewage contributors, excluding car washes and laundry mats. For “pretreatment status” answer yes/no whether the facility is required to monitor the wastewater prior to discharging into the collection system.

#### **Instructions for Sewage Sludge Processing Facilities**

**Facility Information:** Fill in the appropriate information for your facility. Also, complete one page for the sludge from each sewage treatment plant that your facility processes.

*A copy of the NPDES permit for each source contributing sewage sludge to your facility should be included with the permit application.*

**Quantity:** Fill in the DRY TONS of sewage sludge processed annually at your facility (raw sludge received not final product produced.) For each contributing facility, fill in the estimated dry tons received from that facility and the design flow for the plant specifying either gpd or MGD.

**Quality:** Fill in the results of the last three sludge analyses and attach a copy of the results as reported by the laboratory. Note that BOD, COD, and Oil & Grease are not required.

**Industrial Users:** Fill in the appropriate information for non-domestic sewage contributors for each facility, excluding car washes and laundry mats. For “pretreatment status” answer yes/no whether the facility is required to monitor the wastewater prior to discharging into the collection system.

#### **Instructions for Private Land Appliers**

**Facility Information:** Fill in the appropriate information for your company or farm. Also, complete one page for each source of sewage sludge to be land applied under this permit.

*A copy of the NPDES permit for each source contributing sewage sludge for land application should be included with the permit application.*

**Quantity:** Fill in the DRY TONS of sewage sludge to be land applied annually under this permit. For each contributing facility, fill in the estimated dry tons received from that facility and the design flow for the plant specifying either gpd or MGD.

**Quality:** Fill in the results of the last three sludge analyses and attach a copy of the results as reported by the laboratory. Note that BOD, COD, and Oil & Grease are not required.

**Industrial Users:** Fill in the appropriate information for non-domestic sewage contributors for each facility, excluding car washes and laundry mats. For “pretreatment status” answer yes/no whether the facility is required to monitor the wastewater prior to discharging into the collection system.