



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 four-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. You may be requested to submit this information with the registration package.

Step 2. Submit two (2) copies of the registration package, for review. Please submit one (1) completed original and one (1) completed copy of the following:

- 1) The Registration Form to Operate a (Noncommercial) Class D Solid Waste Facility
- 2) The Groundwater Protection Plan (GPP)

Both these forms may be found on the West Virginia Department of Environmental Protection's website. Include a non-refundable \$250.00 registration fee with the information above.

Please submit the information and the registration fee to:

WVDEP
Solid Waste Management
601 57th Street SE
Charleston, WV 25304

Step 3: 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 4: If the registration package is correct and complete and the site is acceptable, a registration will be issued and a copy of the complete registration package will be sent to you and the regional Environmental Enforcement office.

Also attached is a copy of the Class D General Permit and Attachment "A". 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, Attachment "A", the registration form, and the GPP carefully, as you must abide by the standards stated in all documents along with any information you submit with the registration form and the GPP, 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) 926-0495, ext. 43858, or by email at Carol.J.Daub@wv.gov.

Sincerely,

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

Enclosures