

CLASS V - UNDERGROUND INJECTION CONTROL PERMIT APPLICATION

I. FACILITY NAME

_____ Phone _____

Type of Business _____

Status (circle one): Federal, State, Private, Public, other.

II. FACILITY ADDRESS

Street Address _____

P.O. Box _____

City or Town _____

State _____ Zip Code _____

Attach clear directions to the facility

III. OWNERSHIP INFORMATION

Owner name _____ Phone _____

Street or P.O.Box _____

City or Town _____

State _____ Zip Code _____

E-Mail address: _____

IV. OPERATOR INFORMATION

Operator name _____ Phone _____

V. APPLICANT REQUEST

A. Reissue existing Class V UIC Permit ___ Yes ___ No

If yes provide permit number _____

B. Modify existing Class V UIC Permit ___ Yes ___ No

If yes provide permit number _____

C. Apply for Class V UIC Permit ___ Yes ___ No

VI. PRIOR PERMITS: Is the facility currently permitted under any of the following programs?

PERMIT NUMBER

- A. Hazardous Waste Management Code _____
- B. NPDES program _____
- C. Prevention of Significant Deterioration (PSD) _____
- D. Nonattainment program (Clean Air act) _____
- E. National Emission Standards for Hazardous Pollutants (NESHAPS) _____
- F. Dredge of Fill permits (section 404 of CWH) _____
- G. Other relevant permits: _____

VII. TYPE OF PERMIT REQUESTED

- A. Area Permit (More than one disposal well per site) _____
- B. Site Permit (Only one disposal well) _____
- C. Total number of injection well(s) _____

VIII. WELL LOCATION(S)

Datum: NAD 27 _____ NAD 83 _____ Other _____

- A.1 Latitude _____ Longitude _____ Method _____
- A.2 Latitude _____ Longitude _____ Method _____
- A.3 Latitude _____ Longitude _____ Method _____
- A.4 Latitude _____ Longitude _____ Method _____

Give locations of each injection point in degrees, minutes, and seconds, and method used – (GPS, topo map pick, survey).

B. Name(s) of field(s) or project(s).

IX. WELL TYPE (See Section XIV Table C)

A. Well Type(s) - enter code(s) _____

B. Number of wells per type.

C. What is the current method of disposal for the fluids?

X. COMMENTS (Provide any additional pertinent information in the space below.)

XI. CERTIFICATION

(All permit applications must be signed by a responsible corporate officer for a corporation, by a general partner for a partnership, by the proprietor of a sole proprietorship, or by a principal executive or ranking elected official for a public agency.)

A. Name and title of person applying for permit:

B. Signature and Date.

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

XII. FINANCIAL RESPONSIBILITY

A. Name and title of person(s) who will:

- 1) assume financial responsibility in the event of contamination.
- 2) maintain resources necessary for proper closure of the well.

B. Signature(s) and date.

E-Mail address: _____

NOTE:

The UIC program requires a financial statement, surety bond, or other documents that state the financial status of the permittee. This statement is necessary to insure that the permittee has the financial assets required to properly close the injection system, and is a requirement of all Underground Injection Control industrial permits EXCEPT 5D3 permits (improved sinkholes and SRC injections by direct push methods). This requirement may be satisfied by filling out and returning page 11 with the completed application.

XIII. AREA OF REVIEW, OPERATING DATA, CONSTRUCTION DETAILS, & MONITORING PLAN

Section XIII must be addressed in detail and submitted with the application for a Class V Injection Well.

A. Map of Well\Area of Review - Submit a topographic map, extending at least one mile beyond the property boundary, showing the Class V injection well(s) (i.e. septic system, dry well, injection well, underground mine) for which a permit is being sought. The map must identify all ground water supply sources, including all public and private drinking water wells, springs, and surface water bodies within at least one-quarter mile of the property boundary. The map must be between 1 inch = 1000' scale and 1 inch = 500' scale. The application must provide a list of all groundwater users within the 1/4 mile boundary. The applicant must provide well details where available. A 1 inch = 2000' (1:24,000) map may be used as a general site map.

B. Operating Data - Submit a comprehensive narrative describing, in detail, the process(es) and/or activities which generate the waste stream disposed of in the Class V injection well.

1. Volumetric data - Indicate average and maximum daily rate of disposal, injection pressure, and an estimate of the total volume of fluids entering the well(s) daily.

2. Characterization of the waste stream - Provide an analysis of the chemical and biological characteristics of the fluid being discharged and an evaluation of any effects that the system\well has on these characteristics (i.e. dilution, adsorption, neutralization, settling). No fluids shall be discharged into the system other than those described in this section.

C. Construction Details - Submit schematic or other appropriate drawings of the surface and subsurface construction details of the well(s) and surrounding facilities including waste water system layout. Indicate the depth and other dimensions, including diameter, of the well(s) or injection system.

D. Monitoring Program - Submit the details of a monitoring program which must be implemented and which will ensure that the waste disposal system is not compromising the quality of underground sources of drinking water. This monitoring program should include a discussion of the monitoring devices, sampling frequency, and monitoring parameters which will routinely characterize the chemical constituents of the waste stream. Also, a plan must be developed and submitted which describes the measures which will be taken to prevent spills or additions of unintentional wastes to the permitted waste stream.

E. Plugging and Abandonment - Submit a plan detailing how the well(s) will be abandoned using procedures described in 'Closure Plans for Class V Injection Wells' when the useful life is complete.

F. Groundwater Protection Plan (GPP) Note: Please contact Jeff Knepper at 304.926.0499 ext. 1052 to determine if a GPP is required for your application. **A GPP must be obtained for all Stormwater injection permits. Contact Jeff Knepper at 304.926.0499 ext. 1052 for details.** If required, the GPP is to be submitted and reviewed as part of the facility's or activity's permit application and shall contain the following from Title 47 Series 58 of the Legislative Rules:

4.11.a. An inventory of all operations that may reasonably be expected to contaminate the groundwater resources with an indication of the potential for soil and groundwater contamination from those operations;

4.11.b. A description of procedures designed to protect groundwater from the identified contamination sources, with specific attention given to:

- 4.11.b.1. Manufacturing facilities;
- 4.11.b.2. Materials handling;
- 4.11.b.3. Equipment cleaning;
- 4.11.b.4. Construction activities;
- 4.11.b.4. Maintenance activities;
- 4.11.b.5. Pipelines carrying contaminants; and
- 4.11.b.6. Sumps and tanks containing contaminants.

4.11.c. A list of procedures to be employed in the design of any new equipment/operations;

4.11.d. A summary of all activities carried out under other regulatory programs that have relevance to groundwater protection; and

4.11.e. A discussion of all available information reasonably available to the facility/activity regarding existing groundwater quality at, or which may be affected by the site.

4.11.f. A clarification that no wastes be used for deicing, fills, etc., unless provided for in existing rule.

4.11.g. Provisions for all employees to be instructed and trained on their responsibility to ensure groundwater protection. Job procedures shall provide direction on how to prevent groundwater contamination.

4.11.h. The GPP shall include provisions for quarterly inspections to ensure that all elements and equipment of the site's groundwater protection program are in place, properly functioning and appropriately managed.

A copy of Title 47, Series 58 - Groundwater Protection Regulations or Title 47, Series 13 - Underground Injection Control Regulations can be obtained by contacting the Secretary of State's office at (304) 558-6000.

Applicant: Provide information for parts B and C, and complete the groundwater users survey (form attached) from part A; The UIC program will detail the monitoring program to be followed and plugging and abandonment procedures in the permit.

XIV. PERMIT and APPLICATION FEES

No permit application will be processed until the appropriate fee has been received, therefore you must calculate the appropriate application fee and submit with the application. Complete the following permit application fee worksheet and return it with the permit application. The minimum permit application fee is \$25.00 and the maximum permit application fee is \$1,500.00. The minimum annual permit fee is \$25.00 and the maximum annual permit fee is \$500.00. Permits are issued for a period of five years and the annual permit fee is due on the anniversary of the date the permit was issued. In addition, an annual Groundwater Fee of \$15.00 is due on the anniversary of the date the permit was issued.

A. FEE CALCULATION:

Use Tables A (Volume Fees), B (Treatment Factors), and C (Well Type Codes & Factors) to calculate your application fee using the following formula:

$$\text{Permit Application Fee} = (\text{Volume Fee}) \times (\text{Treatment Factor}) \times (\text{Well Type Factor})$$

CALCULATE THE PERMIT APPLICATION FEE FOR YOUR FACILITY IN THE SPACE BELOW.

$$\text{Fee} = (\text{Volume Fee}) \times (\text{Treatment Factor}) \times (\text{Well Type Factor})$$

$$\text{Fee} = \frac{\text{_____}}{\text{(Table A)}} \times \frac{\text{_____}}{\text{(Table B)}} \times \frac{\text{_____}}{\text{(Table C)}}$$

$$\text{Calculated Permit Application Fee} = \text{_____}$$

$$\text{ACTUAL PERMIT APPLICATION FEE} = \text{_____}$$

(Minimum \$25.00; Maximum \$1500.00)

B. ANNUAL PERMIT FEE

The Annual Permit Fee is calculated using the following formula:

$$\text{Annual Permit Fee} = (\text{Volume Fee}) \times (\text{Treatment Factor}) \times (\text{Well Type Factor}) \times 0.333$$

USE THE SPACE BELOW TO CALCULATE THE ANNUAL PERMIT FEE FOR THIS FACILITY.

$$\text{Fee} = \frac{\text{_____}}{\text{(Table A)}} \times \frac{\text{_____}}{\text{(Table B)}} \times \frac{\text{_____}}{\text{(Table C)}} \times 0.333$$

$$\text{Calculated Annual Permit Fee} = \text{_____}$$

$$\text{ACTUAL ANNUAL PERMIT FEE} = \text{_____}$$

(Minimum \$25.00; Maximum \$500.00)

TABLE A - VOLUME FEES	
If the daily discharge (in gallons) is:	The Volume Fee is:
<250	\$ 50.00
250 - 500	\$ 75.00
501 - 1000	\$ 150.00
1001 - 5000	\$ 200.00
5001 - 50,000	\$ 400.00
50,001 - 100,000	\$ 600.00
>100,000	\$ 850.00

TABLE B - TREATMENT FACTORS	
LEVEL OF TREATMENT	TREATMENT FACTOR
NO TREATMENT	3
PRIMARY TREATMENT	2.5
SECONDARY TREATMENT	2
TERTIARY TREATMENT	1.5
>TERTIARY TREATMENT	1

TABLE C -- CLASS 5 WELL TYPE CODES & FACTORS	
WELL TYPE CODES	FACTOR
DRAINAGE WELLS	
5F1	1
5D2 drilled stormwater well	1
5D3 improved sinkhole	2
5D4 industrial drainage	3
5G30	1
GEOHERMAL REINJECTION WELLS	
5A5	3
5A6	3
5A7	1
5A8	3

DOMESTIC WASTEWATER DISPOSAL WELLS	
5W9	3
5W10	1
5W11	2
5W31	2
5W32	1
5W12	1
MINERAL AND FOSSIL FUEL RECOVERY RELATED WELLS	
5X13	3
5X14	2
5X15	2
5X16	2
OIL FIELD PRODUCTION WASTE DISPOSAL WELLS	
5X17	3
5X18	2
INDUSTRIAL/COMMERCIAL/UTILITY DISPOSAL WELLS	
5A19	2
5W20	3
RECHARGE WELLS	
5R21	1
5B22	1
5S23	1
MISCELLANEOUS WELLS	
5N24	4
5X25	3
5X26 (Groundwater Remediation wells)	1
5X29	3
5X27	3

Underground Injection Control Permit applicants must identify all drinking water sources within one-quarter mile radius of their subsurface distribution system or submit this notarized affidavit certifying that all drinking water sources within one-quarter (1/4) mile radius of their subsurface distribution system has been connected to a public water source via the local public service district.

"I certify under penalty of law that (state name of business)

has verified with the public service district (state name of PSD)

that all residents within a one-quarter (1/4) mile radius of this establishment's subsurface distribution system has been connected to the local Public Service District. I have personally verified and am familiar with the information requested based on personal knowledge and/or inquiry of those individuals immediately responsible for obtaining the information. I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(Signature of Authorized Representative)

Sworn and subscribed to before me this _____ day of _____, 20____.

_____, my commission expires _____

(Notary Signature)

UNDERGROUND INJECTION CONTROL
CLASS 5 PERMIT APPLICATION STATEMENT FOR BILLING

The _____, (name of company, facility, or proprietor) of which I am an authorized representative, has applied for a West Virginia Underground Injection Control Permit from the West Virginia Department of Environmental Protection, Division of Water and Waste Management, Groundwater/UIC Program. Under State Legislative Rules, Title 47, Series 13, section 13.24, the costs of publishing a Class 1 legal advertisement are to be paid by the applicant who must also send the certificate of publication to the Division of Water Resources upon publication.

The _____, (name of company, facility, or proprietor) hereby agrees to pay the cost of such legal advertisement. The publishing newspaper should send the certificate of publication and bill to:

(company, facility, or proprietor name and address)

(Signature of Authorized Representative)

Sworn and subscribed to before me this _____ day of _____, 20____.

(Notary Public)

(Commission Expires)

Requirement for Financial Responsibility to Close Injection System

TO: WV Dept. Of Environmental Protection
Division of Water & Waste Management
601 57 St. Street
Charleston, West Virginia 25304-2345
ATTN: Underground Injection Control Program

FROM: _____

DATE: _____

SUBJECT: Underground Injection Control (UIC) Permit Application

Requirement for Financial Responsibility

I, _____, verify that I will maintain financial responsibility and resources to close, plug, and abandon underground injection well(s) in a manner prescribed by the Director of the Division of Water and Waste Management in accordance with 47CSR13, Section 13.7.g.

Date

Sworn and subscribed to before me this _____ day of _____, 20____.

(Notary Public)

(Commission Expires)

If you need assistance in completing this application, you may call 304-926-0499 for help. If you need help in obtaining a topo map as described and required in your permit application, you may contact the West Virginia Geological and Economic Survey at 1-800-984-3656, the local health department, local library, or call this office and make arrangements to come in and make copy of our map(s).

A groundwater user's survey is also required as part of your application - this is also associated with the map on which you must mark the ground water supply sources at least one quarter mile of the property boundary with an identifier (such as a number or letter) and supply a corresponding list of the names and addresses of the owners (see Section XIII, Part A). -- You may be able to get this information from your local health department or you may get a statement from your local public service district stating that all water users within a quarter mile radius of your facility is connected to the public water source.

We will process your personal information in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. Specific information collected in this permit application that has been determined to be "personally identifiable information" (PII), which is information about a person or entity that is readily identifiable to that specific person or entity, [i.e., Social Security Number or Federal Employer Identification Number (FEIN)], will be redacted from the application once its purpose has been met. The information will not be made available to the public. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at depprivacyofficer@wv.gov.

WVDEP – Division of Water and Waste Management GROUNDWATER PROTECTION PLAN FOR SMALL BUSINESSES

A Groundwater Protection Plan (GPP) is required for your business. The Groundwater Protection Plan (GPP) must be forwarded to and approved.

Contact:

**GROUNDWATER PROGRAM
WVDEP DWWM
601 57th Street, West
Charleston WV 25304
304.926.0495**

A Groundwater Protection Plan (GPP) for your business is required by WVDEP. The primary purpose of the GPP is to make the business operator aware that groundwater, by law, must be protected. Other important parts are the inventory of all operations (processes, materials, and other activities) that “may reasonably be expected to” contaminate groundwater, and a description of procedures to prevent potential contamination from occurring.

FACILITY NAME:

FACILITY LOCATION:

The form below will be your GPP after you:

- 1. Read and understand each GPP section.**
- 2. Fill in the information required box below each GPP section. Add extra sheets if necessary.**
- 3. Attach a location map and a site diagram or plan showing the location of GPP elements.**
- 4. Sign and date the GPP.**

**THE COMPLETED GPP MUST BE AVAILABLE ON SITE AT ALL TIMES
(47CSR58, Section 4.12.c.)**

GPP Section

Information Required

<p>4.11.a. A list of all operations that may reasonably be expected to contaminate groundwater.</p>	<p>A list of all processes, materials, and other activities that could contaminate groundwater. Examples are unlined ponds, underground storage tanks, aboveground storage tanks (especially those with underground piping), waste piles, or raw material piles.</p>
<p>4.11.b. A description of procedures and facilities used to protect groundwater quality from the list of potential contaminant sources above.</p>	<p>Examples are secondary containment for aboveground tanks, underground piping, and drum storage areas. 4.11.b.1. – Manufacturing 4.11.b.2. – Materials Handling 4.11.b.3. – Equipment Cleaning 4.11.b.4. – Construction and Maintenance 4.11.b.5. – Pipelines 4.11.b.6. – Sumps and Tanks</p>
<p>4.11.c. List procedures to be used when designing and adding new equipment or operations.</p>	<p>Examples may be the addition of loading docks for salt storage or fuel storage tanks at a facility. What structures and operating practices will be used to prevent groundwater contamination from these?</p>

<p>4.11.d. Summarize all activities at your facility that are already regulated for groundwater protection.</p>	<p>Examples would be the registration of underground storage tanks and the required groundwater monitoring, or the construction and use of a landfill and required groundwater monitoring.</p>
<p>4.11.e. Discuss any existing groundwater quality data for your facility or an adjacent property.</p>	<p>Include the most recent year of sampling data if available or data for an adjacent facility. Many facilities will have no information for this section.</p>
<p>Attach data summary sheets if necessary.</p>	
<p>4.11.f. A statement that no waste material will be used for deicing or fill material on the property unless allowed by another rule.</p>	<p>Write an appropriate statement that this practice will not be used at your facility.</p>

<p>4.11.g. Provisions for all employees to be instructed and trained on their responsibility to ensure groundwater protection. Job procedures shall provide direction on how to prevent groundwater contamination.</p>	<p>Summarize training for all employees to ensure familiarity with the GPP. Specific inspection, maintenance, and cleanup procedures should be included.</p>
<p>4.11.h. Include provisions for inspections of all GPP elements and equipment. Inspections must be made quarterly at a minimum.</p>	<p>State inspection frequency and personnel. Include inspection form if one is used. Inspection records should be saved to verify GPP inspections.</p>
Signature	
Date	