



Division of Water & Waste

Management

**INSTRUCTIONS TO COMPLETE A
FACILITY REGISTRATION APPLICATION FORM**

**WV/NPDES REMEDIATION OF PETROLEUM CONTAMINATED SITES
GENERAL PERMIT**

I. GENERAL INFORMATION

The Division of Water & 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 petroleum contaminated remediation sites into the waters of the State. All sites that are actively or passively performing groundwater remediation due to petroleum contamination must file a completed Facility Registration Application Form with the DWWM to obtain coverage under this permit. All facilities covered under the existing permit must also submit a Facility Registration Application Form to continue 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 need not perform any public notice activities.

Upon receipt of the completed Facility Registration Application Form and permit application fee, 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:

- A. A Topographic map and the application fee.
- B. Facility sketch, plan view and detail drawings of the treatment system.
- C. Analytical data for some basic parameters (for existing facilities only).
- D. If the wastewater is to be discharged to a city/state owned storm sewer or a POTW, then the appropriate release or authorization for the acceptance of waste must accompany this registration form.

II. WHO MUST APPLY

Any petroleum contaminated groundwater remediation site that 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 retain a copy of all application forms for their records. Three (3) copies of the Facility Registration Application Form and three (3) copies of all attachments should be mailed to:

Division of Water & Waste Management
Attn: Permitting Section
601 57th Street, SE
Charleston, WV 25304

IV. WHEN TO FILE

Any person proposing a new discharge should submit a Facility Registration Application Form at least 60 days prior to commencing operation. Any person with an existing permit for the remediation of petroleum contaminated sites 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 60 days prior to the expiration date of their existing permit. Any person operating a remediation of petroleum contaminated site without an existing permit must submit a Facility Registration Application Form within 30 days of the effective date of the General Permit in order to obtain coverage.

V. FEES

Prior to filing this application, you may wish to obtain a copy of the Legislative Rules of the Department of Environmental Protection, Division of Water & 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 & 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, the Standard Industrial Classification Code (SIC) and the Federal Employer Identification Number (FEIN).
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 telephone number of owner including area code.
5. 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.
6. Enter the telephone number of operator, if different than owner.
7. Enter the complete mailing address of the office where correspondence should be sent.
8. Enter the Facility Contact, their Title and an Email address (if available). This person should be thoroughly knowledgeable of the site and its operation.

9. 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.
10. List all existing Department of Environmental Protection, Division of Water & 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.
11. 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.
12. The following information must be provided in addition to locating each outlet and any treatment system on the facility site sketch where appropriate:
 - * Paved areas and buildings at the facility.
 - * Location, layout and dimensions of each treatment unit, groundwater monitoring or recovery well. 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 of the wastewaters.
13. 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, the permittee shall sample **all parameters and pollutants listed in Section A** of the existing permit. This sampling shall be conducted **once per week** for the next **four weeks**. Upon completion, this data shall be summarized and submitted to the Division of Water & Waste Management along with the pollutant analysis for the eight parameters required of all sites.

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.

PART D requires all facilities to report any groundwater monitoring or recovery well data that the permittee may have for the parameters listed in PART A.

Sampling: a person experienced in performing sampling of industrial wastewater discharges

should supervise the collection of the samples for the reported analyses. 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.

14. Provide the design capacity flow rate (gpd) of the treatment system.

15.A. Describe the length of time projected for the remediation project and discharge in days, weeks, months or years.

B. This item must be completed only if the applicant is eligible for or desires coverage under Sections A.3. or A.6. of the General Permit. A Public Water Supply is defined as waters that, after conventional treatment, are used for human consumption and include:

- a) All community domestic water supply systems;
- b) All non-community domestic water supply systems, (i.e. hospitals, schools, etc.);
- c) All private domestic water systems; and
- d) All other surface water intakes where the water is used for human consumption.

C. Provide confirmation that the discharge will or will not be directed to a sinkhole, discharged onto the ground surface causing infiltration into the soils/groundwater, or otherwise confirm that there is no receiving stream flow that will be influenced or impacted by the discharge.

D. Indicate whether the effluent will be discharged immediately to a city/state owned storm sewer. If "yes" is checked, the applicant must furnish a letter from the city/state of recognition and allowance of discharge through said system.

E. Indicate if the effluent will be discharged to a public-owned treatment works (POTW). This permit will only cover this activity if the POTW has granted authorization for acceptance of the wastewater. A copy of the document provided by the POTW outlining the terms and conditions of that acceptance must accompany this application.

16. Select all possible contaminants present at the site.
17. Check the appropriate box indicating whether the remediation process (resulting in a discharge of treated wastewater) is existing or proposed.
18. 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.