

# Additional Instructions

## Active Biosolids Permit Applications

### General Permit for Biosolids Management

#### Application Sections

Treatment, pathogen reduction (PR) and vector attraction reduction (VAR)

Select only the boxes for technologies and operations your facility is utilizing to achieve PR and VAR requirements.

#### Application attachments

Facilities that actively manage biosolids must apply for coverage every time a 5-year general permit is issued by submitting an application including all appropriate documents/plans, anew. Application packets are considered complete only if they contain all required documents.

It is acceptable to re-use attachments from previous permit cycles if there have been no changes and the date and all points of contact are updated. In addition, all plans must be thoroughly reviewed and revised to ensure they accurately describe your current operations. A current date must be added to the front page to indicate when this review was done.

#### Vicinity map

This map must provide enough detail so that your regional coordinator can locate your facility. Clearly mark the facility entrance point and include nearest cities or towns as well as road names.

#### Facility schematic

The facility schematic should clearly show your biosolids process and management. This is typically the engineer's drawings. It should have major points of treatment as well as flow paths labeled.

#### Contingency plan

The contingency plan must address how you will manage biosolids should your usual end use be unavailable. For instance, if you fail to meet required standards, or the facility that typically receives your materials notifies you they can no longer accept materials. If you are a facility that receives sewage sludge or biosolids from other facilities for further treatment, you must also address how you will notify the sending facilities if you are unable to receive their material.

#### Spill Prevention and Response Plan

This plan should address how a spill will be cleaned up should one occur. Consider the possibility of a spill occurring on public land, private land, waterways and heavily traveled roadways. Include all contacts and the order in which they will be contacted. If you contract for hauling, please provide a copy of the spill prevention plan used by the contracted hauler.

*\*\*Make sure the contact info for your regional coordinator is updated, many phone numbers have changed in the last couple years. You can locate information this on [Ecology's webpage](#)<sup>1\*\*</sup>*

### Biosolids and soil Sampling and Analysis Plan (SAP)

This plan should be detailed, including where in the process the biosolids samples will be taken, and how the samples will be handled, stored and transported. This plan needs to include how you will collect, handle, store and transport samples. **The SAP must have enough detail that anyone could walk into your facility and follow the sampling procedures.**

*\*Soil sampling only needed for BUFs and facilities that do their own land application*

### Analytical data

Analytical Data for the previous 2 years is required per [WAC 173-308-900001](#). If you already provided data in your annual reports, please only submit data for the current calendar year.

*\*Soil data only required for BUFs and facilities that do their own land application.*

### Site Specific Land Application Plan (SSLAP)

Each SSLAP must provide information necessary to determine if the site is appropriate for land application of biosolids, and a description of how the site will be managed. The minimum content can be found in [WAC 173-308-90003 Appendix 3](#).

Ecology has drafted a SSLAP template and encourages use of it for this permit cycle. Ask your region coordinator for a copy.

### General Land Application Plan (GLAP)

Provide a GLAP if you intend to apply non-exceptional quality biosolids to sites for which a site specific land application plan has not been submitted. The minimum content can be found in [WAC 173-308-90003 Appendix 4](#).

Ecology has drafted a GLAP template and encourages use of it for this permit cycle. Ask your region coordinator for a copy.

### State Environmental Policy Act (SEPA)

**Please note: we have made changes to our SEPA review process.**

Applying for coverage under the general permit triggers SEPA review. The SEPA lead agency must review the SEPA checklist and issue a SEPA Threshold Determination.

**Existing facilities** must submit a copy of the SEPA Checklist and SEPA Threshold Determination as part of their permit application. If you can't supply copies, and Ecology doesn't have it on file, the facility in question must redo SEPA.

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<sup>1</sup> <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Biosolids/Program-contacts>

**New facilities** that have not yet conducted SEPA must check with the local planning department to see what permits or approvals are required. If there are no local approvals required, Ecology will likely be the SEPA Lead Agency, and you will need to complete and submit a SEPA Checklist with your permit application.

**We are no longer accepting a “note to file” from the lead agency in lieu of the original SEPA documents as confirmation that SEPA was conducted appropriately.**

### Public notice

**BUFs, facilities that do their own land application, and all new facilities:**

Applying or reapplying for coverage requires facilities that land apply biosolids to conduct public notice in all counties where they produce, and land apply biosolids. Please work with your region coordinator prior to posting to confirm all necessary application materials are available and appropriate for public review per [WAC 173-308-310\(13\)](#). You will need to work with your region coordinator to confirm timing of public notice. Following public notice, you will need to provide Ecology with the affidavit of publication.

**Existing facilities that send to a BUF or for further treatment:**

Reapplying for coverage does not require additional public notice. You may be required to provide a copy of your previous affidavit of publication with your application.

### Temporary Disposal Plan

If your facility is *currently* taking sewage sludge or biosolids to a landfill for temporary disposal (between 1-5 years), you must submit a temporary disposal plan that meets the requirements of [WAC 173-308-300](#). The plan must address the steps that will be taken to correct the conditions that made disposal necessary and a timetable for implementing the steps of correction. Also include the name of the solid waste facility the sludge will go to, written approval from that facility and how long you intend to dispose at the landfill.

### Lagoon Cleanout Plan

Facilities removing solids from a lagoon within the 5-year permit cycle must submit a lagoon cleanout plan. The purpose of this plan is to inform Ecology and identify the timeline and process to cleanout. Contact your coordinator for additional details for what to include.

### Second-Generation Products Plan

Facilities generating a second-generation EQ product as defined in Appendix C of the General Permit must submit a second-generation product plan. The purpose of this plan is to clearly outline where first-generation product is stored and that there is no change for comingling with the second-generation product.

## ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6900 or email at [SWMpublications@ecy.wa.gov](mailto:SWMpublications@ecy.wa.gov). or visit <https://ecology.wa.gov/accessibility>.

For Relay Service or TTY call 711 or 877-833-6341