

Application for Coverage under the Statewide General Permit for Biosolids Management

Baseline Facilities

Solid Waste Management Program
Washington State Department of Ecology
Olympia, WA

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DEPARTMENT OF
ECOLOGY
State of Washington

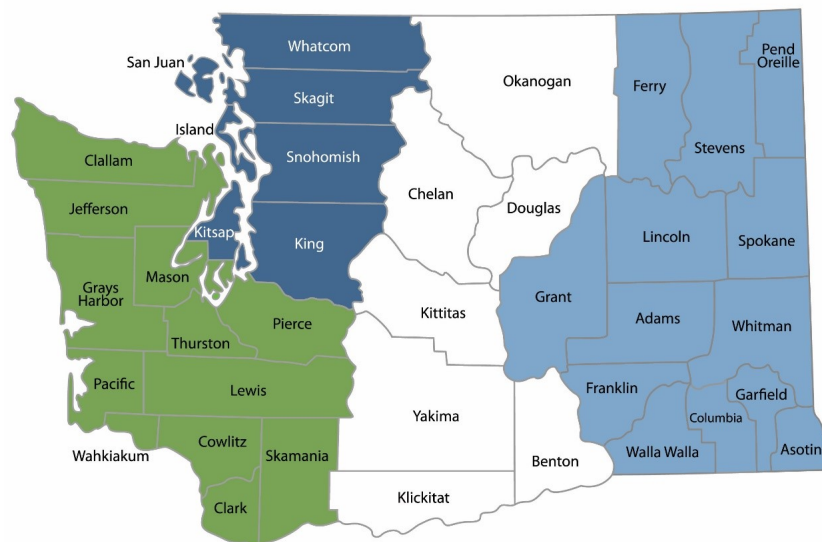
Form Information

This document is available on the [Department of Ecology's website](#).¹

Department of Ecology's Regional Offices

Map of Counties Served

Department of Ecology Regional Offices



Southwest Region 360-407-6300	Northwest Region 206-594-0000	Central Region 509-575-2490	Eastern Region 509-329-3400
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Contact Information

Contact information for Biosolids staff is located on [Ecology's Biosolids webpage](#)².

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at swmpublications@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

¹ <https://apps.ecology.wa.gov/publications/summarypages/070654.html>

² <https://ecology.wa.gov/Waste-Toxics/Reducing-recycling-waste/Biosolids/Program-contacts>

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Instructions for Completing Application for Coverage under the General Permit for Biosolids Management

Who is subject to the general permit?

Public and private facilities within the jurisdiction of the State of Washington that meet the definition of Treatment Works Treating Domestic Sewage (TWTDS) are subject to the Statewide General Permit for Biosolids Management. This includes:

- All publicly owned treatment works,
- Privately owned treatment works that treat only domestic sewage,
- Beneficial Use Facilities (provide land application services to biosolids generators),
- Septage management facilities (treat and/or land apply septage), and
- Other facilities that treat biosolids and septage like Compost facilities.

Covered activities include treating, storing, land applying, selling, giving away, transferring from one facility to another, and disposing of biosolids in a municipal solid waste landfill or incinerator.

Important Note

Existing facilities without Active Biosolids or Septage Management programs, operating under the previous permit as of **September 4, 2020**, are not required to submit a permit application unless directed to do so by Ecology.

Who must submit a permit application

All facilities with active management programs, and all new facilities, regardless of their practices, that begin operations after September 4, 2020, are required to submit a permit application, and are subject to additional public notice and SEPA review.

General instructions

When completing the general permit application, read all questions carefully, do not leave any applicable sections blank and be sure to submit all necessary supporting documents.

Facilities applying for coverage under the general permit should start by reviewing the required content for a complete application. Ecology provides some templates and guidance materials, and regional Biosolids Coordinators can help with questions.

Common application errors that will delay permit issuance

Incomplete or poorly prepared applications are the most common cause of delays in permit processing. We encourage responsible officials to take time to prepare an accurate, thorough, and professional permit application. Applications must be suitable for review by both Ecology staff and interested parties. To ensure a smooth review process, facilities must:

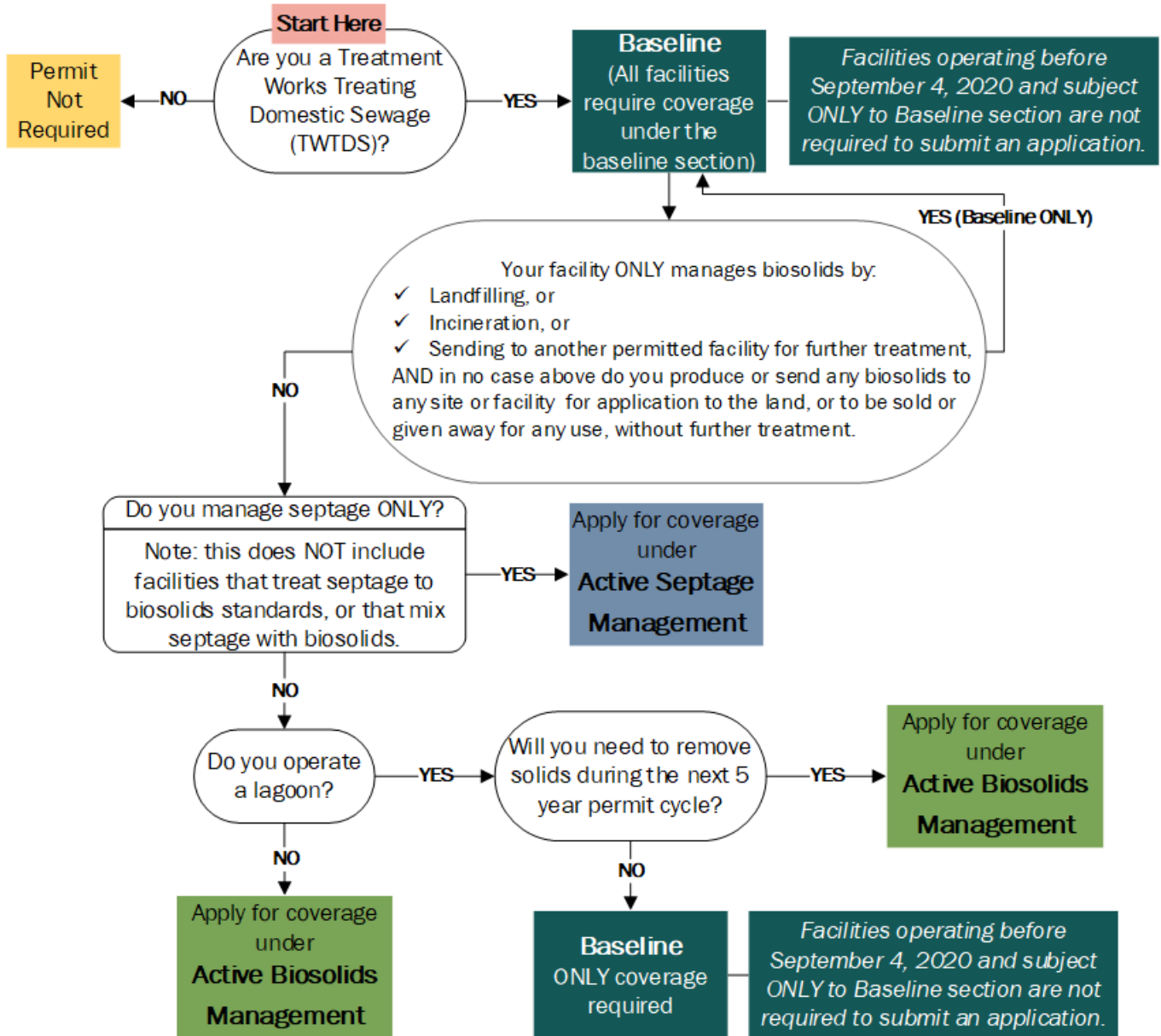
- Prepare and write their application in a way that a reasonably knowledgeable person can understand.
- Use the application form provided by Ecology for their facility type.
- Adhere to proper format and organization.

Ecology will advise each facility when their application is ready for public notice. Ecology may post the applications to our web site, and/or release it directly to interested parties on request.

Confirming what sections of the permit your facility is subject to

Use the flowchart below provided by Ecology to confirm what sections of the permit your facility is subject to. Consult your Biosolids Coordinator with any questions.

Figure 1 – Permit Sections Flow Chart



Submitting the application

Electronic copies are preferred. Hard copies can be submitted via mail, in person, or by parcel delivery service. Facilities must submit their permit application as follows:

- One copy to the **Regional Biosolids Coordinator** (regional contact and address information provided above and online),

Please note deadlines vary depending on submission format as outlined below:

- By **Email**: Received no later than **11:59 PM, 90 days after permit issuance.**
- By **Mail**: Postmarked no later than **11:59 PM, 90 days after permit issuance.**
- In **Person or Parcel Delivery Service**: Delivered to office no later than **5:00 PM, 90 days after permit issuance.**

Application for Coverage under the Statewide General Permit for Biosolids Management

Baseline

Permit Sections Applicable to your Facility

This application is for facilities that require coverage under the Statewide General Permit for Biosolids Management and do NOT have an Active Biosolids or Septage Management program. Use the flowchart provided by Ecology on the previous page to confirm that your facility is subject ONLY to the **Baseline** section of the permit.

Consult your Biosolids Coordinator with any questions. Next, follow the instructions to complete the application.

Basic Facility Information

This application is for new facilities that that began operation after September 4, 2020, and require coverage only under the Baseline section of the General Permit for Biosolids Management, and for facilities under permit as of September 4, 2020 that wish to modify their permit, but will not have an Active Biosolids or Septage Management program.

Please provide complete and accurate information.

Name of facility

List all business names associated with your facility.

Owner(s)

Ownership status

State

Private

WA Tribe

Local

Federal

Other:

Physical address of facility

Address used to locate facility for visits/inspections

Mailing address

Where notifications should be delivered

Permit number:

Biosolids permit numbers begin with BA or BT. Consult your regional biosolids coordinator if you don't know yours.

Facility contacts

Consult section 2.1.3 of the general permit for an explanation of Responsible Official vs. Primary Contact.

Primary Contact

Typically an individual who works at the facility and is first point of contact for Ecology.

Name	Mailing Address
Title	Phone
Email	

Responsible Official

See link below. Responsible official depends on facility ownership and size.

Name	Mailing Address
Title	Phone
Email	

Billing Contact

Name

Mailing Address

Title

Phone

Email

Other Contact (If Applicable)

Specify Contact Type

Mailing Address

Name

Phone

Title

Email

Facility type

Check **all boxes** that apply to your facility.

- Major sewage treatment facility (design flow of ≥ 1 mgd or serving a population of $\geq 10,000$)
- Minor sewage treatment facility (design flow of < 1 mgd and serving a population of $< 10,000$)
- Have a pretreatment program or designated as a Class I facility as defined in [WAC 173-308-080](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-308-080)³
- WWTP with a Lagoon (WWTP only)
- Other – Describe

³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-308-080>

Other permits

Check all boxes that apply to your facility and provide associated permit number(s)

National Pollutant Discharge Elimination System (NPDES)

Permit number

State Waste Discharge

Permit number

Solid Waste

Permit number

Air

Permit number

Local special or conditional use

Permit number

Issuing Authority

Process, production and storage

Describe your facility's operations, touching on each phase of solids production and management. For example, "Our facility is a small package plant serving a community of 500 homes. We have a state waste discharge permit that allows land application of our effluent. Our biosolids are stored in a tank on site and periodically removed to the regional wastewater treatment facility."

Do you plan to make any changes to your operations during this 5-year permit cycle? Yes No

If yes, explain:

Do you have a lagoon? Yes No

If yes, do you plan to remove biosolids from the lagoon during this 5-year permit cycle? Yes No

If yes or if you are unsure, please contact your regional biosolids coordinator to discuss whether you are completing the correct permit application.

Biosolids End Use

Check all boxes that apply to your facility and answer associated questions as directed. Check ONLY the boxes associated with an end use for which your facility is designed and intends to produce.

Send biosolids to another facility for further treatment

Where do you send your solids?

Please provide the name of the facility and their biosolids permit number if applicable

Who is responsible for completing the spill prevention and response plan for transportation of your biosolids?

On average, about how many dry tons do you send for further treatment annually?

Dry tons

Leave solids in your lagoon for the entire 5-year permit cycle

When do you estimate you will remove solids from the lagoon next? (Please provide a year)

Send to an incinerator

State law emphasizes the maximum beneficial use of biosolids. Please provide justification for disposing of your solids.

On average, how many dry tons do you dispose of via incineration annually?

Dry tons

Provide the name of the incinerator to which you send solids.

Who is responsible for completing the spill prevention and response plan for transportation of your biosolids?

Send solids to a municipal solid waste landfill

State law emphasizes the maximum beneficial use of biosolids. Please provide justification for disposing of your solids.

On average, how many dry tons do you dispose of in a municipal solid waste landfill annually?

Dry tons

Provide the name of the landfill to which you send your solids:

Who is responsible for completing the spill prevention and response plan for transportation of your biosolids?

Attachments

Check all applicable boxes and include all attachments with your application. Consult the biosolids coordinator for your region if you are unsure which attachments are required.

- Vicinity Map
- Facility Schematic
- Spill Prevention and Response Plan (if applicable)
- State Environmental Policy Act (SEPA)
- Public Notice
- Temporary Disposal Plan

Certification Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Signature of Responsible Official

Title

Date

Must be signed by the **Responsible Official**; see [WAC 173-308-310\(10\)\(a\)](#).