**Please use the following instructions as a checklist in order to ensure all required items are submitted. Adherence to these instructions and checking the provided boxes will help produce a quicker review time and reduce the amount of additional information requested. Failure to submit all of the required items will lead to additional processing and review time for the permit application. Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation**

##### For more information, visit the Water Quality Permitting Section’s [Non-Discharge Permitting Unit website](http://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/non-discharge-permitting)

#### **General –** This application is for treatment, storage, transport, distribution, land application, and/or marketing of **Class A** (or Equivalent) residuals under [15A NCAC 02T .1100](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/subchapter%20t%20rules.pdf).

Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation listed below.

1. **Distribution of Class A Residuals (FORM: DCAR 06-16):**

Submit the completed and appropriately executed Distribution of Class A Residuals (FORM: DCAR 06-16) form. Please do not make any unauthorized content changes to this form. If necessary for clarity or due to space restrictions, attachments to the application may be made, as long as the attachments are numbered to correspond to the section and item to which they refer.

The project name should be consistent on the plans, specifications, etc.

The Applicant’s Certification on Page 3 of this form shall be signed in accordance with [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1106.pdf). An alternate person may be designated as the signing official if a delegation letter is provided from a person who meets the criteria in [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1106.pdf).

If this project is for a modification of an existing permit, submit one copy of the existing permit.

Please submit this application form at least 180 days prior to the expiration date on the existing permit, or 90 days prior to operation of proposed facility(ies) for application packages involving new or changes to treatment and storage units.

1. **Application Fee** (New and Major Modification Application Packages)

Submit a check, money order or electronic funds transfer made payable to: North Carolina Department of Environmental Quality (NCDEQ).

| **Facility Classification** | **New Permit** | **Major Modification 1** |
| --- | --- | --- |
| Major (residuals permitted for distribution ≥ 3,000 dry tons/year) | $1,310 | $395 |
| Minor (residuals permitted for distribution < 3,000 dry tons/year) | $810 | $245 |

1 - A major modification shall be defined as any permit modification that: increases the generating facility’s residuals dry tonnage; adds additional residuals sources; or includes the addition of new treatment or storage units/processes not previously permitted. There is no fee for minor permit modifications.

1. **Cover Letter** (All Application Packages)

List all items included in the application package, as well as a brief description of the requested permitting action.

1. **Program Information** (All Application Packages)

Provide a narrative explaining the following:

How the materials will be handled and transported from where the residuals were produced to where it will be treated.

How the residuals will be processed/treated (attach process flow diagram).

How leachate collection will be handled.

Where the residuals will be stored until processed.

How the final product will be distributed (packaging, bulk, etc.)

What nutrients or other constituents (i.e. nitrogen, phosphorous, aluminum, calcium, etc.) are used or recommended as the limiting parameter for determination of residuals loading rate to ensure that it does not overload the soil and cause contravention of surface water or groundwater standards, limit crop growth, or adversely impact soil quality.

Attach a marketability statement detailing destinations and approximate amounts of the final product to be distributed.

Provide either a label that shall be affixed to the bagged processed residual or an information sheet that shall be provided to the person who receives the processed residual. The label or information sheet shall contain, at a minimum, the following information:

Name and address of the person who prepared the residual that is sold or given away.

A statement that application of the residuals to the land shall be in accordance with the instructions on the label or information sheet.

A statement that the residuals shall not be applied to any site that is flooded, frozen or snow-covered.

A statement that adequate procedures shall be provided to prevent surface runoff from carrying any disposed or stored residuals into any surface waters.

Information on all applicable setbacks in accordance with [15A NCAC 02T .1108(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1108.pdf).

A statement that the residuals shall be applied at agronomic or recommended rates for intended uses.

1. **Detailed Plans and Specifications** (Application Involving New or Changes to Treatment or Storage Units)

Submit detailed plans and specifications that have been signed, sealed, and dated by a NC Professional Engineer per [15A NCAC 02T .1104(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf). Specifications for standard equipment may only be omitted for municipalities with approved standard specifications, but use of the standard specifications must be noted on each sheet of the plans.

Plans must include the following minimum items: a general location map, a topographic map, plan and profile view of the residuals treatment and storage units as well as the proximity of the residuals treatment and storage units to other utilities and natural features within 500 feet of all treatment and storage facilities, and detail drawings of all items pertinent to the residuals treatment and storage units. Depict minimum separations required in [15A NCAC 02T .1108(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1108.pdf) on the plans.

Specifications must include, at a minimum, the following for all items pertinent to residuals treatment and storage units: description of materials to be used, methods of construction, quality of construction testing procedures to ensure the integrity of the final product in accordance with [15A NCAC 02T .1104(a)(2)(B)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf), including leakage and pressure testing as appropriate.

Plans and specifications must not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate that they are anything other than final plans and specifications. However, the plans and specifications may be labeled with the phrase: FINAL DESIGN – NOT RELEASED FOR CONSTRUCTION.

1. **Engineering Calculations** (Application Involving New or Changes to Treatment or Storage Units)

Submit all design calculations that have been signed, sealed, and dated by a NC Professional Engineer per [15A NCAC 02T .1104(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1104.pdf).

1. **Environmental Assessments** (May be Required – See [15A NCAC 1C .0300](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2001%20-%20departmental%20rules/subchapter%20c/subchapter%20c%20rules.pdf))

Submit a copy of the Findings of No Significant Impact (FONSI) or Environmental Impact Statement (EIS). Also, include information on any mitigating factor(s) from the Environmental Assessment (EA) that impact the construction of the residuals treatment and storage facilities. An EA may also be required for private systems if any public funds and/or lands are used for the construction of the subject facilities.

1. **Operation and Maintenance Plan** (New and Renewal Application Packages)

For Modification Application, if there are any changes to the existing plan, submit an updated O&M plan.

Submit the O&M Plan in accordance with [15A NCAC 02T .1110](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.1110.pdf) and include at a minimum:

Operational functions; describe the operation of the program to show what operations are necessary for the program to function and by whom the functions are to be conducted.

Maintenance schedules; may include equipments calibration, maintenance of signs, etc.

Safety measures; may include safety training program, manuals, signs, etc.

Spill response plan; including control, containment, remediation, emergency contact information, etc.

Inspection plan including the following information;

Names and titles of personnel responsible for conducting the inspections.

Frequency and location of inspections, including those to be conducted by the ORC, and procedures to assure that the selected location(s) and inspection frequency are representative of the residuals management program.

Detailed description of inspection procedures including record keeping and actions to be taken by the inspector in the event that noncompliance is observed.

Sampling and monitoring plan including the following information;

Names and titles of personnel responsible for conducting the sampling and monitoring.

Detailed description of monitoring procedures including parameters to be monitored.

Sampling frequency and procedures to assure that representative samples are being collected. Fluctuation in temperature, flow, and other operating conditions can affect the quality of the residuals gathered during a particular sampling event. The sampling plan shall account for any foreseen fluctuations in residuals quality and indicate the most limiting times for residuals to meet pathogen and vector attraction reduction requirements (e.g. facilities that land apply multiple times per year but have an annual sampling frequency, may need to sample during winter months when pathogen reduction is most likely to be negatively affected by cold temperatures.

**ONE ORIGINAL AND TWO COPIES OF THE COMPLETED APPLICATION PACKAGE, INCLUDING ALL SUPPORTING INFORMATION AND MATERIALS, SHALL BE SENT TO THE FOLLOWING ADDRESS:**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

###### DIVISION OF WATER RESOURCES

**WATER QUALITY PERMITTING SECTION**

**NON-DISCHARGE PERMITTING UNIT**

|  |  |
| --- | --- |
| By U.S. Postal Service: | By Courier/Special Delivery: |
| 1617 Mail Service Center | 512 N. salisbury street |
| RALEIGH, NORTH CAROLINA 27699-1617 | RALEIGH, NORTH CAROLINA 27604 |
|  |  |
| TELEPHONE NUMBER: (919) 807-6464 | FAX NUMBER: (919) 807-6496 |

**I**. **APPLICANT INFORMATION**:

1. Applicant's name:

Applicant type:  Individual  Corporation  General Partnership  Privately-Owned Public Utility

Federal  State  Municipal  County

Signature authority’s name per [15A NCAC 02T .0106](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf):       Title:

Applicant’s mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Consultant’s name:       License Number (for P.E.):

Affiliation:  On Staff  Retained (Firm:      )

Consultant’s mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Fee submitted:       (**See Instruction B**)

**II. PERMIT INFORMATION**:

1. Application is for (check all that apply):  new,  modified,  renewed permit
2. If this application is being submitted to renew or modify an existing permit, provide the following:

Permit number:

Date of most-recently issued permit:

Date of most-recently certified Attachment A (if different than the permit):

**III. FACILITY INFORMATION:**

1. Name of residuals processing facility:

City:       State:       Zip:      -

Coordinates: Latitude:   ○   ′   ″ Longitude:   ○   ′   ″

Datum:       Level of accuracy:

Method of measurement:

County where facility is located:

1. Facility contact (person familiar with residuals preparation):

Name:       Title:

Mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     E-mail address:

1. Is the residual process facility also the generator?  Yes;  No

If No, please specify delivery frequency and quantity of residual to be processed:

1. Length of residuals storage at facility:       days (Note: the Division requires minimum 30 days storage in units that are separate from treatment system, i.e. not in clarifiers, aeration basins, etc.)

**IV. RESIDUALS QUALITY INFORMATION:**

1. Specify how these residuals will be distributed:

sold or given away in bags or other containers;  lawn (bulk);  home garden (bulk);

other (explain);

Note: Bulk residuals shall mean residuals that are transported and not sold or giving away in a bag or other receptacles with a load capacity of one metric ton or less.

1. Complete the following if residuals are to be mixed with other materials:

|  |  |
| --- | --- |
| Type of Materials | Amounts to be added  per 1.0 dry ton of residuals (dry ton) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Approximate amounts of the residuals received and processed at the facility:       dry tons per year.
2. Approximate amounts of the final product (processed residuals) to be distributed:       dry tons per year.
3. Provide a description of the onsite storage management plan for the treated residuals (including estimated average and maximum storage times prior to distribution):
4. Does the facility have a stormwater management plan?  Yes;  No

Explain whether the treatment and storage areas are under roof or how stormwater runoff will be handled:

* + 1. **RESIDUALS SOURCE INFORMATION:** (Required for all new, renewed, or modified residuals source)

Complete and submit the attached *Residuals Source Certification* and all associated documentation.



**Professional Engineer's Certification:** (Application Involving New or Changes to Treatment or Storage Units)

I, , attest that this application for

has been reviewed by me and is accurate and complete to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with the applicable regulations. Although certain portions of this submittal package may have been developed by other professionals, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design.

North Carolina Professional Engineer's Seal, Signature, and Date:

**Applicant's Certification:**

The applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees under Rule [15A NCAC 02T .0105](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0105.pdf).

Yes  No, Explain;

I,

(Signature Authority’s Name – PLEASE PRINT) (Title)

attest that this application for

(Facility Name)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that the Division of Water Resources may not conduct a technical review of this program and approval does not constitute a variance to any rules or statutes unless specifically granted in the permit. Further, any discharge of residuals to surface waters or the land will result in an immediate enforcement action, which may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also understand that if all required parts of this application are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete.

**Note**: In accordance with North Carolina General Statutes §143-215.6A and §143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

Signature: Date: