



SEPTAGE DISCHARGE PERMIT APPLICATION

INSTRUCTION SHEET

The Virgin Islands Waste Management Authority's (VIWMA) Wastewater Rules and Regulations provided pursuant to Title 29 V.I.R.R. § 496 chapter 1.3, require septage haulers who wish to discharge into the Authority's waste water treatment plants (WWTPs) to complete and file a Septage Discharge Permit Application and receive a VIWMA Septage Discharge Permit before discharging. This is also the form to complete if the hauler must reapply because of an expired permit or one which will expire.

Please read the following instructions before completing the form. If you have questions about the application, or about the Authority's solid waste permit requirements, please contact the office of Compliance Management at (340) 712-4956 or 4955.

1. Answer all questions carefully. If more space is needed, please attach additional pages; number the responses to correspond with the specific question asked.
2. Attach any plans, drawings, and detailed explanation which you feel may be relevant to your application.
3. If you have previously submitted information required by this application and that information is unchanged, you must resubmit the information so that the VIWMA can confirm that the information in our file is current and complete.
4. The application must be signed and dated by an authorized representative of the applicant to be accepted. An authorized representative includes:
 - a. A responsible corporate officer, if the applicant is a corporation. For the purpose of this application, a responsible corporate officer means a president, secretary, treasurer, or vice president of the corporation, or some other person duly authorized by the corporation to bind the entity.
 - b. A general partner or proprietor if the applicant is a partnership or sole proprietorship, respectively;
 - c. Duly authorized representatives of the individual designated in (a) or (b) of this section if:
 - i. The authorization is made in writing by the individual set forth in (a) or (b).
 - ii. The authorization specifies either an individual or a position having responsibility for the overall operation of the hauling business, or having overall responsibility for environmental matters for the company; and
 - iii. The written authorization is duly executed and submitted to the VIWMA.

If on reapplication an authorization previously submitted is no longer accurate because a different individual or position has responsibility for the overall operation of the hauling business, or overall responsibility for environmental matters for the applicant, a new authorization document satisfying the requirements of this Section must be submitted to the VIWMA prior to, or together with, the next report required of the permittee.

5. The completed application, supporting documents, and a *non-refundable* application processing fee of \$100.00 and vehicle processing fee (please call number listed above for fee schedule) must be submitted to the Virgin Islands Waste Management Authority as follows (the applicant should retain a copy for their records):

**Virgin Islands Waste Management Authority
Office of Compliance Management
P.O. Box 5089
Christiansted, VI 00851-5089**

SECTION A: GENERAL INFORMATION

1. **BUSINESS NAME OF APPLICANT** _____

1a. Corporate Name, if different _____

2. **BUSINESS PHYSICAL ADDRESS** *(If different from mailing address)* _____

3. **MAILING ADDRESS** _____ **ZIP** _____

4. **NAME OF PERSON TO RECEIVE PERMIT:**

Name	Title
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5. **BILLING ADDRESS** _____ **ZIP** _____

6. **NAME OF PERSON TO RECEIVE BILL:**

Name	Title
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7. **AUTHORIZED REPRESENTATIVE:**

Name: _____ Title: _____

Telephone No.: _____ Facsimile No.: _____

E-Mail Address: _____

8. **FACILITY REPRESENTATIVE** (Contact person concerning information contained herein):

Name: _____ Title: _____

Telephone No.: _____ Facsimile No.: _____

E-Mail Address: _____

SECTION B: WASTE WATER DISPOSAL FACILITY TO BE USED BY APPLICANT

- | <u>Facility</u> | <u>District</u> |
|--|-----------------|
| <input type="checkbox"/> Anguilla | St. Croix |
| <input type="checkbox"/> Mangrove Lagoon | St. Thomas |
| <input type="checkbox"/> Cruz Bay | St. John |

SECTION C: VEHICLES AND STORAGE TANKS

1. Number of vehicles to be used to haul septage: _____
2. Provide the information in the following table for each vehicle to be used to haul septage:

License Plate No.	Vehicle Identification No.	Make/Model	Year	Cab Color	Tank Color	Capacity (Gallons)

(If more than six (6) vehicles are to be used to haul septage, please attach a separate sheet of paper with the above information for the additional vehicles).

3. From the list of the vehicles to be used by the hauler, specify the vehicle(s) that will be used to pump or discharge septage into the VIWMA’s waste water treatment plants.

License Plate No.

- | | |
|------------|------------|
| (1.) _____ | (4.) _____ |
| (2.) _____ | (5.) _____ |
| (3.) _____ | (6.) _____ |

(The company will not be permitted to use any vehicle to pump or discharge septage into the WWTPs that is not listed above).

4. Do you use tanks to store septage YES NO

4a. List the type (permanent structure or mobile), capacity (gallons), and location of each tank used to store septage, and indicate if the septage is then discharged at the Authority’s waste water facility:

Tank	Permanent (yes/no)	Mobile (yes/no)	Capacity (Gallons)	Location of Tank (physical address)	How Long Septage Retained In Storage Tanks
(1)					
(2)					
(3)					

(If more than three (3) tanks are used, please attach a separate sheet of paper with the above information for the additional tanks).

SECTION D: ACCURACY OF INFORMATION & ACCEPTANCE OF LIABILITY

I _____, duly authorized representative of _____ hereby certify under penalty of perjury under Virgin Islands or Federal Laws, rules and regulations, that to the best of my knowledge and belief, the appended document and all attachments were prepared under my direct or delegated supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or the 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 in our application or reports to the VIWMA, including the possibility of fine and imprisonment or the denial of or revocation of its septage hauling privileges for knowing violations.

All waste scheduled for disposal at the VIWMA Waste Water Treatment Plants is properly classified and identified and is not a RCRA or USVI hazardous waste as defined by the Virgin Islands Waste Management Authority, the Department of Planning and Natural Resources/Division of Environmental Protection (DPNR/DEP) or the US Environmental Protection Agency (USEPA) criteria (Ref: Title 19, Chapter 56 VIC, and 40CFR Subparts B-D, Part 261).

I further certify that I have read the instructions on this application form and understand my responsibilities and has authorized the preparation and filing of this application.

Signature _____ Title _____ Date _____

-DO NOT WRITE BELOW THIS LINE-

Receipt Number: _____ Cashier: _____ Date: _____

WASTE MANAGEMENT AUTHORITY ACTION: Disposal of Application: APPROVED DISAPPROVED

Signature _____ Date _____