

Outline for Applicants Seeking a DEP Septage Management Facility Permit

1. An applicant for a septage management facility (SMF) permit should begin by scheduling a pre-application meeting with the appropriate DEP district office to review the application requirements and process. This helps ensure a smoother and more efficient application experience.
2. Submit the application forms for a septage management facility along with required supporting information and material to the appropriate DEP district office.
 - a. Submit [DEP Form 62-620.910\(1\), Wastewater Facility or Activity Permit Application Form 1](#)
 - b. Submit [DEP Form 62-620.910\(2\) Wastewater Permit Application Form 2A for Domestic Wastewater Facilities](#)
 - c. Submit a Preliminary Design Report (the typical \$1,200 review fee will not be charged considering the circumstances related to these SMF permits). If additional time is needed to prepare a preliminary design report, ask the district office staff about possible permitting options related to the submittal of the report.
 - d. Submit an Operation and Maintenance Manual for the facility. If additional time is needed to prepare a preliminary design report, ask the district office staff about possible permitting options related to the submittal of the manual.
 - e. Submit a biosolids (i.e. septage) storage plan for the facility. If septage or other materials accepted or treated by the facility will not be stored, the plan may simply state this and outline the handling of septage and treated materials while onsite.
3. To land apply the treated material from the SMF, a DEP-permitted land application site must be used. The applicant for the septage management facility should meet one of the options below.
 - f. Submit a [Treatment Facility Biosolids Plan, DEP Form 62-640.210\(2\)\(a\)](#), with the SMF permit application, to identify any separately permitted DEP biosolids land application sites the facility intends to use.
 - g. If a biosolids land application site will be used only the SMF, the applicant may ask for the site to be permitted as part of the SMF permit with no additional permitting fee. Submit [DEP Form 62-640.210\(2\)\(d\), Biosolids Site Permit Application](#) with the SMF permit application. A site specific nutrient management plan (NMP) must be submitted with the biosolids site permit application.
 - h. A land application site may be permitted individually in a separate biosolids land application site permit. Submit [DEP Form 62-620.910\(1\), Wastewater Facility or Activity Permit Application - Form 1](#) and [DEP Form 62-640.210\(2\)\(d\), Biosolids Site Permit Application](#) to the appropriate DEP district office where the site is located. Again, a site-specific nutrient management plan must be submitted with the land application site permit application and a [Treatment Facility Biosolids Plan, DEP Form 62-640.210\(2\)\(a\)](#), must be submitted with the SMF permit application. Permitting the site separately allows the site permittee to accept biosolids and septage from other DEP-permitted treatment facilities.
4. To inquire about SMF permitting, please contact the regional [DEP district office](#) for the area where the SMF is located.

DEP Contact	District	Telephone	Email Address
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