

Instructions for Completing Form 2S— Application for a Sewage Sludge Permit

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Send comments regarding the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, OP Regulatory Information Division, U.S. Environmental Protection Agency (2137), 401 M St., S.W., Washington, DC 20460. Include the OMB control number in any correspondence. Do not send the completed Form 2S to this address.

Background Information

You can obtain a permit for your facility by filling out and sending in the appropriate form(s) to your permitting authority. If the State in which your facility is located operates its own authorized sewage sludge program, then the State is your permitting authority and you should ask your State for permit application forms. On the other hand, if EPA operates the sewage sludge program in your State, then EPA is the permitting authority, and you must fill out and send in Form 2S.

Be sure to read the Preliminary Information section of Form 2S before

you start filling out the form. It will help you determine whether you must fill out Part 1 or Part 2.

Commonly Asked Questions

What If I Need More Space for My Answer?

If you need more room for your answer than is provided on the form, attach a separate sheet called "Additional Information." At the top of the separate sheet, put the name of your treatment works and your facility's NPDES permit number (if you have one). Also, next to your answer, put the question number from Form 2S. Provide this information on any drawings or other papers that you attach to your application as well.

Will the Public Be Able To See the Information I Submit?

Any information you submit on Form 2S will be available to the public. If you send in more information than is requested on Form 2S that is considered company-privileged information, you may ask EPA to keep that extra information confidential. If you want any of the extra information to be kept confidential, tell EPA this when you submit your application. Otherwise, EPA may make the information public without letting you know in advance. For more information on claims of confidentiality, see EPA's business confidentiality regulations at Title 40, Part 2 of the Code of Federal Regulations (CFR).

How Do I Complete the Forms?

Answer every question on Form 2S that applies to your facility. If your answer to a question requires more room than there is on the form, attach additional sheets (see above). If a particular question does not apply, write "N/A" (meaning "not applicable") as your answer to that question. If you need advice on how to fill out these forms, write or contact your EPA Regional Office or your State office.

Who Must Submit Application Information?

This application form collects information from all treatment works treating domestic sewage (TWTDS) whose sewage sludge use or disposal method is regulated by 40 CFR Part 503. This includes the following:

- Any person who generates sewage sludge that is ultimately regulated by Part 503 (i.e., it is applied to the land, placed on a surface disposal site, fired in a sewage sludge incinerator, or placed in a municipal solid waste landfill unit);
- Any person who derives material from, or otherwise changes the quality of, sewage sludge (e.g., an intermediate treatment facility such as a composting facility, or a facility that processes sewage sludge for sale or give away in a bag or other container for application to the land), if that sewage sludge is used or disposed in a manner subject to Part 503;
- Any person who owns or operates a sewage sludge surface disposal site; and
- Any person who fires sewage sludge in a sewage sludge incinerator.

In addition, the permitting authority can require other persons to submit permit application information.

Which Parts of the Form Apply?

Form 2S is presented in a modular format, enabling information collection to be tailored to your facility's sewage sludge generation, treatment, use, or disposal practices. The form tells you which parts must be filled out for each type of applicant.

Part 1 requests a limited amount of information from "sludge-only" facilities (facilities without a currently effective NPDES permit) that are not directed by the permitting authority to submit a full permit application at this time. This limited screening information must be submitted as expeditiously as possible, but no later than 180 days after publication of an applicable use or disposal standard or 180 days before commencing operation for a new "sludge-only facility". It is intended to allow the permitting authority to identify these facilities, track sewage sludge use and disposal, and establish priorities for permitting.

Part 2 of Form 2S is for facilities that are submitting a full permit application at this time. Review items 1-5 of the Part 2 Application Overview on page 6 of Form 2S to determine which sections of Part 2 cover your facility's sewage sludge use or disposal practices. The table below summarizes which sections cover which activities.

Guidelines for Completing Part 2

Activity(ies) performed	A	B	C	D	E
Generates sewage sludge or derives material from sewage sludge—	✓	✓ (B.1-B.3)			

Guidelines for Completing Part 2—Continued

Activity(ies) performed	A	B	C	D	E
that meets ceiling concentrations in Table 1 of 40 CFR 503.13, pollutant concentrations in Table 3 of § 503.13, Class A pathogen requirements in § 503.32, and one of the eight vector attraction reduction options in § 503.33(b)(1)–(8)	✓	✓ (B.4)			
that is sold or given away in bag or other container for application to the land	✓	✓ (B.5)			
that is shipped off site for treatment or blending	✓	✓ (B.6)			
that is applied to the land in bulk form	✓	✓ (B.7)	✓		
that is placed on a surface disposal site	✓	✓ (B.8)			
that is fired in a sewage sludge incinerator	✓	✓ (B.9)			
that is sent to a municipal solid waste landfill	✓	✓ (B.10)			
Applies bulk sewage sludge to land	✓		✓		
Owns or operates a surface disposal site	✓			✓	
Fires sewage sludge in a sewage sludge incinerator	✓				✓

Additional Information and Instructions

The following section provides clarification and additional information for many of the questions on Form 2S. All applicants must also be in compliance with the Standards for the Use or Disposal of Sewage Sludge, published at 40 CFR Part 503 (58 FR 9248). Most of the terms used in Form 2S are defined in §§ 503.9, 503.11, 503.21, and 503.41. Additional terms are defined in the NPDES regulations at 40 CFR 122.2.

General Information for All Parts of Form 2S

- At the top of each page of Form 2S, put your facilities NPDES permit number (if you have one) in the appropriate space.
- Always report official names rather than colloquial names.
- When a facility address or site location is requested (as opposed to a mailing address) provide the physical location of the facility. If the facility or site lacks a street address or route number, provide the most accurate alternative geographic information (e.g., township and range, section or quarter section number, or nearby highway intersection).
- Options for meeting Class A pathogen reduction are listed at 40 CFR Part 503.32(a). Options for meeting Class B pathogen reduction are listed at § 503.32(b).
- Vector Attraction Reduction Options 1–8 are typically met at the point where sewage sludge is generated or where a material is derived from sewage sludge, and Options 9–11 are typically met at the point of use or disposal.
- If a map is used to obtain latitude and longitude, provide map datum (e.g., NAD 27, NAD 83) and map scale (e.g., 1:24000, 1:100000).

- When asked for population enter the best estimate of the actual population served at the time of application for all areas served by the treatment works (municipalities and unincorporated service areas). If another treatment works discharges into this treatment works, provide on a separate attachment the name of the other treatment works and the actual population it serves (it is not necessary to list the communities served by the other treatment works).

- When asked to submit a topographic map, make sure each map includes the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. Use a 7½-minute series map published by the U.S. Geological Survey (USGS), which may be obtained through the USGS Earth Science Information Center (ESIC) listed below. If a 7½-minute series map has not been published for your facility site, then you may use a 15-minute series map from the U.S. Geological Survey. If neither a 7½-minute nor 15-minute series map has been published for your facility site, use a plat map or other appropriate map, including all the requested information. If you have previously prepared a map that includes the required items, that map may be submitted to fulfill this requirement if it is still accurate.

- Maps may be purchased at local dealers (listed in your local yellow pages) or purchased over the counter at the following USGS Earth Science Information Centers (ESIC):

- Anchorage—ESIC, 4230 University Dr., Rm. 101, Anchorage, AK 99508–4664, (907) 786–7011.
- Lakewood—ESIC, Box 25046, Bldg. 25, Rm. 1813, Denver Federal Center, MS 504, Denver, CO 80225–0046, (303) 236–5829.
- Lakewood Open Files—ESIC, Box 25286, Bldg. 810, Denver Federal Center, Denver, CO.

- Menlo Park—ESIC, Bldg. 3, Rm. 3128, MS 532, 345 Middlefield Rd., Menlo Park, CA 94025–3591, (415) 329–4309.
- Reston—ESIC, 507 National Center, Reston, VA 22092, (703) 648–6045.
- Rolla—ESIC, 1400 Independence Rd., MS 231, Rolla, MO 65401–2602, (314) 341–0851.
- Salt Lake City—ESIC, 2222 West 2300 South, Salt Lake City, UT 84119, (801) 975–3742.
- Sioux Falls—ESIC, EROS Data Center, Sioux Falls, SD 57198–0001, (605) 594–6151.
- Spokane—ESIC, U.S. Post Office Bldg., Rm. 135, 904 W. Riverside Ave., Spokane, WA 99201–1088, (509) 3532524.
- Stennis Space Center—ESIC, Bldg. 3101, Stennis Space Center, MS 39529, (601) 688–3541.
- Washington, D.C.—ESIC, U.S. Dept. of Interior, 1849 C St., NW, Rm. 2650, Washington, D.C. 20240, (202) 208–4047.

When submitting a map as few sheets as necessary should be used to clearly show what is involved. Each sheet should be labeled with your facility's name, permit number, location (city, county, or town), date of drawing, and designation of the number of sheets of each diagram as "page ____ of ____."

- The certification requirements are as follows:
 - An application submitted by a *municipality, State, Federal, or other public agency* must be signed by either a principal executive officer or ranking elected official. A principal executive officer of a Federal agency includes: (1) The chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

An application submitted by a *corporation* must be signed by a responsible corporate officer. A responsible corporate officer means: (1) A president, secretary, treasurer, or vice president in charge of a principal business function, or any other person who performs similar policy- or decision-making functions; or (2) the

manager of manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

An application submitted by a *partnership or sole proprietorship* must be signed by a general partner or the proprietor, respectively.

Information on Specific Sections of Form 2S

Section B (Generation of Sewage Sludge or Preparation of a Material Derived From Sewage Sludge)

Complete this section if you are a "person who prepares sewage sludge." This section pertains to any POTW or other TWTDS that generates sewage sludge, as well as to any facility that derives a material from sewage sludge (e.g., it composts sewage sludge or blends sewage sludge with another material). Simply distributing sewage sludge or placing it in a bag or other container for sale or give-away for application to the land is not considered "deriving a material" from sewage sludge (because it does not change sludge quality), and thus a facility that only distributes or bags a sewage sludge is not required to provide the information in this section.

B.4. Preparation of Sewage Sludge Meeting Ceiling and Pollutant Concentrations, Class A Pathogen Requirements, and One of Vector Attraction Options 1-8

Sewage sludge meeting *all* of these criteria is often referred to as "exceptional quality (EQ)". It is exempt from the general requirements of § 503.12 and the management practices of § 503.14, and thus fewer permitting and permit application requirements typically pertain to facilities generating such sludge. For this reason, if you are eligible to complete Section B.4, you may skip Sections B.5-B.7 unless specifically required to complete any of them by the permitting authority.

B.5. Sale or Give-Away in a Bag or Other Container for Application to the Land

When sewage sludge is placed in a bag or other container for sale or give-away for application to the land, either a label must be affixed to the bag or other container, or an information sheet must be provided to the person receiving the sewage sludge. The information that must be on the label or information sheet is listed at 40 CFR Part 503.14(e).

B.7. Land Application of Bulk Sewage Sludge

If you complete this section (which requests summary information for all bulk sewage sludge that is applied to the land), also complete Section C for each land application site. Current regulations require you to submit a *land application plan* at the time of permit application if you intend to apply sewage sludge that does not meet the EQ requirements to land application sites that have not been identified at the time of permit application. The minimum requirements for this plan are listed in § 122.21(q)(9)(v). The permit writer will work with you to develop additional details of the land application plan on a case-by-case basis. Such details could include site selection criteria (site slope, run-on and run-off control, etc.) and site management guidelines (sludge application rates, access controls, etc.). A land application plan provides for public notice when the land application plan is developed as part of the permit, and it discusses how the public will be notified about new sites. If any land application sites are located in States other than the State where you generate the bulk sewage sludge or derive the material from sewage sludge, the notice to the permitting authority in the States where the land application sites are located must contain the requirements listed at § 503.12(i).

B.8. Surface Disposal

If you own or operate a surface disposal site, also complete Section D.

B.9. Incineration

If you own or operate a sewage sludge incinerator, also complete Section E.

B.10. Disposal on a Municipal Solid Waste Landfill

Sewage sludge placed on a MSWLF must meet requirements in Part 258 concerning the quality of materials placed on a MSWLF unit. Part 258 specifies minimum Federal criteria for MSWLFs, including landfills that accept sewage sludge along with household waste. In contrast to Part 503, Part 258 controls sewage sludge placed on MSWLFs through a facility design and management practice approach. In Part 503, EPA has adopted the Part 258 criteria as the appropriate standard for sewage sludge disposed of with municipal waste. EPA concluded that if sewage sludge is disposed of in a MSWLF complying with Part 258 criteria, public health and the environment are protected. Note that the POTW is legally responsible for knowing whether a MSWLF is in compliance with Part 258 and may be

liable if it sends its sludge to an MSWLF that is not in compliance with Part 258.

Section C (Land Application of Bulk Sewage Sludge)

Complete this section if you completed Section B.7 (Land Application of Bulk Sewage Sludge). Unless the permitting authority specifically requires you to complete this section, you may skip this section for sewage sludge that is covered in any of the following sections of this application:

- *Section B.4.* Such sewage sludges are exempt from the general requirements and management practices of Part 503 when they are land applied (unless the permitting authority requires otherwise), and thus the site information in Section C is not required for permitting.

- *Section B.5* Section C does not cover the sale or give-away of sewage sludge in a bag or other container for application to the land because EPA typically will not control the users of such sewage sludge (typically, home gardeners or other small-scale users), or the land on which the sludge is applied, through the generator's permit.

- *Section B.6* Section C does not apply to a generator that sends sewage sludge to another facility for treatment or for blending, because the Part 503 requirements addressed by Section C will largely be the responsibility of the receiving facility.

Provide the information in this section for each land application site that has been identified at the time of permit application. In cases where the sewage sludge is applied to numerous sites with similar characteristics, you may combine the information for several sites under a single response (the name and address of each site must still be provided, however).

C.5. Crop or Other Vegetation Grown on Site

a. If the crop or vegetation to be grown on the site is not yet known, or is likely to change in an unforeseeable manner during the life of the permit, you may so indicate instead of providing the type of crop or other vegetation.

b. Information on the nitrogen content of vegetation grown on the site may be obtained from local agricultural extension services, a local Farm Advisor's Office, or published sources.

C.6. Vector Attraction Reduction

Options 1-8 were covered in Section B.3, which requests information on sewage sludge treatment at the facility generating the sewage sludge. If you met any of options 1-8 (e.g., processes to

reduce volatile solids, reduce specific oxygen uptake rate, raise pH, raise percent solids), you should have identified that option in Question B.3.c and described how the option is met in Question B.3.d.

By contrast, vector attraction reduction options 9 and 10 are typically met at the land application site. Options 9 and 10 are not available for sewage sludge applied to a lawn or home garden.

C.7. Cumulative Loadings and Remaining Allotments

Complete Section C.7. *only* for sewage sludge that is applied to the site subject to cumulative pollutant loading rates (CPLRs). Sewage sludge applied to the site on or before July 20, 1993, is not subject to this section. You may *not* apply bulk sewage sludge subject to CPLRs to the site until you have contacted the permitting authority in that State.

Section D (Surface Disposal)

Complete this section if you own or operate a surface disposal site and are required to submit a full permit application (i.e., Part 2 of Form 2S) at this time. A sewage sludge surface disposal site is, by definition, a treatment works treating domestic sewage, and the owner/operator of the site is required to apply for a permit. You are required to submit Part 2 of this form (including Section D) if:

- The surface disposal site is already covered by an NPDES permit (e.g., a POTW's NPDES permit); or
- You have been required by the permitting authority to submit a full permit application at this time.

If none of these criteria apply, you should submit Part 1 instead of Part 2 (and may therefore skip Section D). Part 1 requests a limited amount of information from so-called "sludge-only" facilities (facilities without a currently-effective NPDES permit) that are not requesting site-specific permit limits and are not otherwise required to submit a full permit application at this

time. Part 1 is intended to allow the permitting authority to identify these facilities, track sewage sludge use and disposal, and establish priorities for permitting.

D.1. Information on Active Sewage Sludge Units

Most requirements for surface disposal of sewage sludge under Part 503 pertain to individual active sewage sludge units at a surface disposal site. Permit conditions for your facility may be developed on a unit-by-unit basis, or may be developed for the entire surface disposal site if all units are sufficiently similar.

D.4. Ground-Water Monitoring

Placement of sewage sludge on an active sewage sludge unit must not contaminate an aquifer. Compliance must be demonstrated through either: (1) The results of a ground-water monitoring program developed by a qualified ground-water scientist, or (2) certification by a qualified ground-water scientist that contamination has not occurred. This section solicits existing ground-water monitoring data and other documentation to indicate the potential for contamination of an aquifer at the active sewage sludge unit, and the capability of the owner/operator of the surface disposal site to demonstrate that contamination has not occurred.

D.5. Site-Specific Limits

After August 18, 1993, you are allowed to seek site-specific pollutant limits only for good cause, and must do so within 180 days of becoming aware that good cause exists. If you request site-specific pollutant limits with this permit application, you are required to submit information supporting the request, including a demonstration that existing values for site parameters specified by the permitting authority differ from the values for those parameters used to develop the pollutant limits in Table 1 of § 503.23. You must also submit follow-up

information at the request of the permitting authority. If the permitting authority determines that site-specific pollutant limits are appropriate, he or she may specify site-specific limits in the permit as long as the existing concentrations of the pollutants in the sewage sludge are not exceeded.

Section E (Incineration)

Complete this section if you own or operate a sewage sludge incinerator. A sewage sludge incinerator is, by definition, a treatment works treating domestic sewage, and the owner/operator of a sewage sludge incinerator is required to submit a full permit application (i.e., Part 2 of Form 2S).

E.3. Beryllium NESHAP

The firing of sewage sludge in a sewage sludge incinerator must not violate the National Emission Standard (NESHAP) for beryllium as established in Subpart C of 40 CFR Part 61. The beryllium NESHAP only applies, however, to sewage sludge incinerators firing "beryllium-containing waste." The beryllium NESHAP is 10 grams of beryllium in the exit gas over a 24-hour period, unless the incinerator owner/operator has been approved to meet a 30-day average ambient concentration limit on beryllium in the vicinity of the sewage sludge incinerator of 0.01 µg/m³. Complete this section to demonstrate compliance with the beryllium NESHAP.

E.4. Mercury NESHAP

The firing of sewage sludge in a sewage sludge incinerator must not violate the NESHAP for mercury as established in Subpart E of 40 CFR Part 61. Complete this section to demonstrate compliance with the mercury NESHAP. Information on stack testing and sewage sludge sampling can be found at 40 CFR Parts 61.53 and 61.54.

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