RENEWAL APPLICATION INSTRUCTIONS FOR CONTINUED COVERAGE OF PORTABLE FACILITIES UNDER THE SAND AND GRAVEL GENERAL PERMIT

To Discharge Process Water, Storm Water, and Mine Dewatering Water Associated with Sand and Gravel Operations, Rock Quarries, and Similar Mining Operations, including Stockpiles of Mined Materials, Concrete Batch Operations and Hot Mix Asphalt Operations

Introduction:

These instructions are for facilities that already have coverage under the existing sand and gravel general permit. General Condition G24 requires permittees to reapply for coverage at least 180 days prior to the expiration date of the permit. Complete the application and return it to the appropriate regional office.

Completing the Renewal Application for Coverage:

The Renewal Application for Coverage (application) is an official document committing the applicant to compliance with the requirements of the general permit. Be thorough and accurate in completing the application. **To assure that your information is legible, please print in ink or type.**

Line By Line Instructions:

PERMIT NUMBER – Please record the last four digits of your permit number.

Section I. - Permittee

The Permittee is the entity that is applying for coverage under the sand and gravel general permit. The Permittee must have the legal authority to enter into this contract with Ecology and to assure that the site is managed according to the terms and conditions of the permit.

BUSINESS/COMPANY NAME: The legal name of the business/company that is applying for permit coverage.

RESPONSIBLE PERSON: The name of the person who has the legal authority to represent the business/company and commit to the terms and conditions of the permit.

SECTION II - RESPONSIBLE PARTIES MAILING AND CONTACT INFORMATION:

Ecology must have at least one complete address for mailing purposes. The "Primary Mailing Address" is the address that you want all official Ecology correspondence mailed to. (Note: You may elect to send fee information to a different address.) Official correspondence includes any information about permit compliance or clarification. Official correspondence can have legal consequences and can require an action or response from the Permittee. It is important to provide address information that assures the right person will be notified. This address can be the "Owner", the "Operator", or "Other". Ecology must have a mailing address for the Owner or Operator of the site. If the primary mailing address is "Other", then you must also include a mailing address for the owner or operator. If the owner and operator are not the same, it helpful to include an address for both parties.

NAME: The legal name of the owner/operator or person receiving the mail. This will typically be the company name as it appears on the business license.

MAILING ADDRESS: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

CITY: Provide the city, state, and zip code information. ZIP Code should include the+4 designation.

CONTACT PERSON: Give the name and telephone number of the person who will serve as the primary contact person with Ecology. The contact person should be someone who is completely familiar with the facility and charged with overseeing compliance with permit requirements.

UBI NO: The Unified Business Identifier (also called Washington State Tax Identification Number, Labor and Industries Identification Number, or Licensing Number) is also necessary for the owner and may be applicable for the operator.

SECTION III. BILLING ADDRESS AND CONTACT INFORMATION:

This is the mailing address where Ecology will send permit fee information. Permit fee information includes the annual fee invoice, notice of delinquency and notice of fee rule actions. Fill out this section even if it is the same as Section I.

BUSINESS/COMPANYNAME: The legal name of the business/company that is responsible for paying the permit fee.

MAILING ADDRESS: The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

CITY: Provide the city, state, and ZIP Code+4 designation.

BILLING CONTACT: Give the name and telephone number of the person who will serve as the contact person with Ecology for fee related questions.

SITE IDENTIFIER: The site identifier is not required. If you want fee mailings from Ecology to reference an identifier that you use to track billings, enter that identifier here.

SECTION IV. - PORTABLE EQUIPMENT INFORMATION: This section provides basic information about the portable operation. Three types of portable operations, concrete batch, asphalt batch, and rock crushers may apply for coverage under the sand and gravel general permit. Portable plants are not required to have their own permit coverage to operate. Rock crushers, asphalt batch and concrete batch plants may operate without their own permit coverage if they operate at sites that have a permit that includes coverage for these activities. Permit coverage is required, however, to operate at sites that have no permit coverage or sites where their permit coverage does not include the portable activity (e.g. mining site with coverage but not for asphalt batch operations).

PORTABLE IS: Indicate by checking the appropriate box the type of portable operation to be covered. If it is a concrete batch plant, also indicate if it is a dry batch or wet batch facility. If it is an asphalt batch plant, indicate if it uses a bag house or wet scrubber. If it is a rock crusher, indicate if washing is part of the operation (wash) or not (dry). If you operate the rock crusher both with washing and without washing, mark both boxes.

PORTABLE NAME: The portable name identifies the portable operation, a set of equipment that will only operate at one site at a time. The applicant should choose a name that will easily identify the operation and distinguish it from other portable operations. The portable name must appear on all permit correspondence and the "Notification of Intent to Begin Operation".

ATTACHED LIST of MAJOR COMPONENTS: You must attach a list that identifies the major components of the portable operation. Feeder hopper, drum dryer, batch tower, load-out silo, fuel tanks, admixture tank, and storage sheds are examples of the type of components that should be listed.

DESIGN CAPACITY: This is the production capacity of the unit in tons per hour or yards per hour.

DATE FIRST OPERATED IN WASHINGTON STATE: This is the date that the portable operation named above began or intends to begin operation in Washington State.

Operation Schedule: Indicate whether the facility operates on a year round basis by checking the appropriate box. If you mark "no", circle the months of the year during which the facility typically conducts operations, including any partial months or if some other operating schedule is used, describe it.

In the space next to the appropriate category indicate the quantity of product that is typically produced on an annual basis using the codes provided below. Select the appropriate table and use the column on the left to determine the range of annual production in cubic yards or tons produced by the portable. Read the corresponding code in the column on the right. For existing facilities, use the average production for the previous three years. If less than three years of production history are available, use an average for the actual number of years of production.

Mined Products - Sand, Sand & Gravel, Quarry Rock, Clay, Other	
Quantity In Tons Per Year	Code
Less than 50,000	MA
50,000 to less than 100,000	MB
100,000 to less than 200,000	MC
200,000 to less than 350,000	MD
350,000 to less than 500,000	ME
500,000 to less than 650,000	MF
650,000 or greater	MG

Concrete Production	
Cubic Yards Per Year	Code
Less than 25,000	CA
25,000 to less than 50,000	CB
50,000 to less than 100,000	CC
Asphalt Production	
Tons Per Year	Code
Less than 50,000	AA
50,000 to less than 100,000	AB
100,000 to less than 150,000	AC

Section V. - Certification By Permittee:

The applicant should read this section carefully. A responsible official or authorized representative of the owner shall print or type his or her name for clarity, then sign and date the document on the lines provided.

- For a corporation, the application must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates.
- For a partnership, the application must be signed by a general partner.
- For a sole proprietorship, the application must be signed by the proprietor.
- For a municipal, state or other public agency, the application must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

In the case of co-permittees, both the operator/contractor and the owner/representative must sign the application.

Where to Send Applications:

Completed applications should be mailed to the appropriate Ecology Regional Office based on the county in which the facility is located:

REGIONAL OFFICE ADDRESS	COUNTY IN WHICH FACILITY IS LOCATED	
Washington State Dept of Ecology Central Regional Office 15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401 Attn: Water Quality Permit Coordinator Phone (509) 454-7869	Benton Chelan Douglas Kittitas	Klickitat Okanogan Yakima
Washington State Dept of Ecology Eastern Regional Office North 4601 Monroe, Suite 202 Spokane, WA 99205-1295 Attn: Water Quality Permit Coordinator Phone (509) 329-3565	Adams Asotin Columbia Ferry Franklin Garfield Grant	Lincoln Pend Oreille Spokane Stevens Walla Walla Whitman
Washington State Dept of Ecology Northwest Regional Office 3190 160th Avenue Southeast Bellevue, WA 98008-5452 Attn: Water Quality Permit Coordinator Phone (425) 649-7201	Island King Kitsap San Juan	Skagit Snohomish Whatcom
Washington State Dept of Ecology Southwest Regional Office 300 Desmond Drive Post Office Box 47775 Olympia, WA 98504-7775 Attn: Water Quality Permit Coordinator Phone (360) 407-6280	Clallam Clark Cowlitz Grays Harbor Lewis	Mason Pacific Pierce Skamania Wahkiakum

TTY or **TDD** for **WASHINGTON State is: 711**