



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



KEITH CREAGH
DIRECTOR

TO: Current Michigan Licensed Septage Waste Business Owners
with a 2016 License Expiration Date

FROM: Matt Campbell, Environmental Quality Specialist
Septage Waste Program
Office of Drinking Water and Municipal Assistance

DATE: February 19, 2016

SUBJECT: Septage Waste Servicing License Renewal

This is a reminder that your Septage Waste Servicing License (License), issued in 2011, will be expiring in 2016. The License is valid for a 5-year period. The License expiration date can be found on the business license that was issued to you by the Michigan Department of Environmental Quality (MDEQ), Office of Drinking Water and Municipal Assistance's (ODWMA) Septage Waste Program (Program).

The Program encourages you to **renew your License at least 6 weeks before it expires**. Renewing early benefits your business by avoiding expiration of your business license, vehicle license(s) and seals, and your land application permit(s) if you dispose of septage waste on land, caused by processing delays. **Be advised that failure to meet the License renewal requirements in a timely manner will result in the expiration of your License.**

To help make the renewal process easier, enclosed are License renewal application forms and guidance to help you gather the necessary information needed to renew your business license, vehicle license(s), and land application permit(s). These forms are also available on the Program's Website: www.michigan.gov/deqseptage. Go to *Program Forms/Downloads* and click on *Renewal Septage Hauler License Application*.

The following are required to be submitted by **all** licensed septage waste haulers, as part of a complete renewal application:

- *MDEQ Authorized Continuing Septage Education Course and Credit Hour Tracking form.*
- *Renewal Application for License to Remove and Transport Septage Waste.*
- You will need a written and signed permission letter from each Septage Waste Receiving Facility (SWRF) you use to dispose of septage.

In addition, the following forms are required for licensed septage waste businesses that **land apply septage waste**:

- *Renewal Application for Site Permit to Land Apply Septage Waste*. (You will need to submit one application for each site.)
- *Existing Land Site Renewal Checklist* (please provide a checklist for each site).
- *Notice of Renewal Land Application Sample Letter*.
- *Winter Plan for Land Application of Septage Waste* form

Be advised that there is no payment associated with the License renewal. The License renewal is separate from the annual fee payment that you were invoiced for last month. **Do not send annual fee payments with your License renewal application.** **Also, be advised that payment of the annual fee does not fulfill the license renewal requirements and that failure to renew your License will result in its expiration.**

Continuing Septage Education (CSE) Credits

To qualify for License renewal, the responsible agent (RA) for your business must have successfully completed a minimum of 30 CSE credit hours during the 5-year period since the issuance of your last License. The License issuance date can be found on your latest business License. If your RA does not have the required 30 CSE credit hours yet, it is highly recommended that your RA take the approved CSE courses as soon as possible to complete this requirement. All MDEQ-approved courses are posted on the Program's Webpage at: www.michigan.gov/deqseptage. Go to *Program Forms/Downloads* and click on *Continuing Septage Education*. The current listing includes more than 10 online credit hours.

Be advised that the responsibility for tracking CSE credit hours rests solely with each licensed septage waste business. To help with your tracking, use the enclosed *Continuing Septage Education (CSE) Credit Tracking* form. Please complete the form and return it with the rest of your License renewal paperwork along with copies of the certificates of attendance for each class/course the RA attended. **Please be sure to complete the name of your business and the name of the RA on the top of the tracking form.**

License Renewal for Business and Vehicles

Please complete the enclosed *Renewal Application for License to Remove and Transport Septage Waste*. **Do not leave any item blank or it will be returned to you for completion.** If you have more than seven (7) vehicles, please make copies of Page 2 of the renewal application form as needed. **DO NOT ADD NEW OR REPLACEMENT VEHICLES TO THE RENEWAL APPLICATION.** Applications for new or replacement vehicles must be submitted separately using the proper form and with the appropriate fees (click on *Vehicle Information* under *Program Forms/Downloads*).

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You are required to submit a separate, recently-signed (within three months of your License expiration date) approval from each MDEQ-authorized SWRF used by your business for disposal. Please use the enclosed SWRF Disposal Authorization form. Extra copies are available on the Program's Webpage by clicking on *SWRF Disposal Authorization* under *Program Forms/Downloads*.

Land Application Site Permit Renewal

To help you complete the land application renewal form and the required enclosures, it is highly recommended that you refer to the MDEQ's *Guidance Manual for the Land Application of Septage Waste* or hire a consultant familiar with these requirements. This guidance manual was mailed to every septage waste business that land applies. The manual is also available on the Program's Webpage. Click on *Land Application Information* located under *Program Forms/Downloads*. A checklist is enclosed to help you ensure that all required land application information is provided for each site that your company wants renewed. If you have multiple sites, please make copies as needed or you can download them from the Program's Webpage. Missing or incomplete information will delay the processing of your renewal and may be cause for denial of the reissuance of your License.

Be advised that businesses with suspended land application sites must submit the information noted above to keep these site permits on file. Failure to do so will result in the expiration of the site permit.

If you have any questions about License renewal, please contact Program staff for your area, listed below:

- Ebi Burutolu, 586-753-3773; Eastern half of the lower and upper peninsulas.
- Matt Campbell, 517-780-7874; Western half of the lower and upper peninsulas.
- Matt Rockhold, 517-284-6540, Program Technician.

Enclosures

cc: Jeremy Hoeh
Karen Beauchamp
Ebi Burutolu
Rob Wolfe
Matt Rockhold