Guidance for Completing A
Groundwater Discharge Permit Application

Groundwater Permits Unit
Permits Section
Water Resources Division
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General Information

Who Must Apply

Any person discharging waste into the waters of the state must have a valid permit to discharge from the Department of Environment, Great Lakes, and Energy (Department). A "person" is defined as an individual, partnership, corporation, association, governmental entity, or other legal entity. "Waters of the State" is defined as **groundwaters**, lakes, rivers, and streams and all other watercourses and waters, including the Great Lakes, within the jurisdiction of this state. A groundwater discharge is any direct or indirect discharge into the groundwater or on the ground.

Why Do I Need To Apply

The Department aims to protect the groundwaters of the state by ensuring that discharges comply with state regulations. Groundwater discharge permits are required under Part 31, Water Resources Protection (Part 31), of Michigan's Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Part 31 of the NREPA also provides authority for the State to issue groundwater discharge permits.

Groundwater is the source of drinking water for many communities and individual residences throughout Michigan. That means that the water being discharged to the ground could enter an aquifer that a community or private home uses for drinking, cooking, and showering. The Department works to protect these drinking water sources by regulating groundwater discharges.

In addition, groundwater is exchanged with surface water through any surface water body. This exchange of water is constant and causes a mixing of their water qualities. To protect surface water quality the groundwater quality must also be protected, and vice versa.

The Department works to promote wise management of Michigan's air, land, and water resources to support a sustainable and vibrant environment, and healthy communities.

General Requirements

These requirements must be met by all permittees, including those who qualify for a permit exemption. These following requirements are stated in R 323.2204 of Part 22, Groundwater Quality (Part 22 Rules), promulgated pursuant to Part 31.

1. The discharge must not become injurious.
2. The discharge must not cause runoff to, ponding of, or flooding of adjacent property.
3. The discharge must not cause erosion.
4. The discharge must not cause nuisance conditions.
5. The discharge must be located not less than 100 feet inside the boundary of the property where the discharge occurs, unless a lesser distance is approved by the Department.

6. The discharge must be isolated from water supply wells as indicated in Rule 323.2204(2)(d).
7. The discharge must not create a facility under Part 201, Environmental Remediation, of the NREPA.

Pre-Application Meetings

Pre-application meetings are available to any person that is applying for a permit. These meetings allow permit staff to sit down with the applicant, the consultant, and/or the operator to discuss the site. Technical staff will be available to discuss the discharge, treatment alternatives, hydrogeologic studies, waste characterizations, etc. They are there to answer questions and provide information, as well as discuss any concerns they may have. The Department is not able to design a system for an applicant. For **new use** Rule 2218 permits it is highly recommended that applicants request a pre-application meeting.

To arrange a pre-application meeting, please contact:

Sherry Thelen, Groundwater Permits Unit (GPU) Secretary
Telephone: 517-284-5570
Email: ThelenS5@Michigan.gov

Annual Fees

Groundwater permits have no application fee. After issuance, each permit **has an annual fee** that is based on the permit category. These fees are written in the Part 31 Rules in Section R 324.3122 and cannot be changed by GPU staff. The fees are as follows:

Table 1: Annual Fees for each Permit Category

Group 1	Rule 2218	$3,650
Group 2*	Rules 2210(y), 2215, 2216	$1,500
Group 2a**	Rules 2210(y), 2215	$250
Group 3	Rules 2211, 2213	$200

*Or a municipality of 1,000 or fewer residents

**Discharge meets one or more of the following:

1. Is from a coin-operated laundromat;
2. Is from a car wash or vehicle wash open to the public;
3. Is a subsurface sanitary discharge of less than 10,000 gallons per day (GPD) that doesn't meet the terms under Rule 2211(a);
4. Is a seasonal sanitary discharge from a public park, public or private RV park or campground, or recreational or vacation camp.

Invoices are mailed annually by January 15th for those permitted to discharge on the previous December 15th. Payment is due on March 1st.

Certifier Agreements

A certifier agreement acts as an electronic signature for the facility. It allows members of the facility to request changes and upload permit documentation into MiWaters on behalf of the site administrator.

The site administrator should be someone who holds authority for the site. Information being submitted into MiWaters is on behalf of this person. This may include the owner, a principal executive officer (vice president, mayor, city manager, etc.), a general partner, or an individual who holds responsibility for the overall operation of the facility (plant manager, operator, superintendent, etc.).

The first two pages of the certifier agreement should be completed by the member of the facility seeking certifier status and the third page should be signed by the site administrator. Every person that is submitting information on MiWaters, no matter what their role, should gain certifier status. If the facility changes ownership, new certifier agreements will need to be filled out. A permit cannot be issued without the proper MiWaters users being certified through the agreement.

A copy of the certifier agreement is located here: EGLE - MiWaters (michigan.gov). **Please note** that the form and signature should be an **original, with original ink signatures.** The Department is unable to accept scanned files or a copy of the form.

This is the address that the certifier agreement can be mailed to:

Certifier Agreement Administrator
Michigan Department of Environmental Quality
P.O. Box 30458
Lansing, MI 48909-7958

Applying for An Exemption

Persons requestion a permit exemption for a domestic equivalent activity, swimming pool drainage and backwash water, and water treatment filter backwash water, are required to submit an application. These types of permit exemption requests **require** an application be submitted so the Department can ensure the discharge is meeting Rule 323.2204 (General Requirements, page 3).

The applicant should fill out the application titled “Groundwater Discharge Permit Application Groundwater Exemption.” The Department highly recommends reaching out to the district compliance staff in charge of the discharge area to discuss a possible exemption before filling out an application.

The following sections of these instructions will help to complete the groundwater discharge permit application.

Time Frame for Applying

New Discharge: An application must be submitted **at least 180 days** before the expected start date of discharge. After the permit is issued it will be valid for **a maximum of five years.** Within **180 days** prior to the permit expiring, the applicant is expected to **reapply.** Continued discharge of wastewater to the ground without a valid discharge permit is a violation of Part 31. If the applicant does not reapply before the permit expires, they may be issued a violation notice and be subject to fines.

Reissuance: Every permit that is up for reissuance must apply **180 days** before the expiration date of the permit. The reapplication date will be listed in the permit. Continued discharge of wastewater to the ground without a valid discharge permit is a violation of Part 31. If the applicant does not reapply before the permit expires, they may be issued a violation notice and be subject to fines.

Applicant Information

The Applicant/Owner is the owner of the facility and is the person who is **legally responsible** for the discharge. The name entered in this section will be the name of the person or entity that will appear **in the permit**. The application will automatically fill this section with the name of the person who is filling out the application. **If the person filling out the application is not the owner or person legally responsible for the discharge, then this information needs to be changed to reflect the proper person or entity.**

Facility/Site

Site Name: The site name of the facility should autofill. If applying for reissuance the site name should match the site name on the current permit. If applying for a new discharge, the site name listed on the application should match the New Site Name created in MiWaters. If it does not match, please contact the Department. The site name should be the name of the business, not the owners name or address.

Discharging Facility Name: Only fill this out if the discharge location differs from the site name.

Discharge Location: The discharge location map is interactive. You can move the map to the correct location and then zoom in or out as needed to identify the correct site. Then click the location and a red map point will appear. Once the red map point is visible, the latitude and longitude for that location will automatically appear in the location coordinates box below the map. It is important that the red map point is placed. This should be as close to the actual discharge location as possible.

Discharge Location Address: This should be the address of the site.

Additional Location Maps or Diagrams: Site maps will be required later in the application. This section is intended for any maps that may provide any additional information on the location of the facility or discharge.

Facility Type:

- Municipal: A facility owned and/or operated by a city, town, or other unit of government;
  - **Sanitary Only:** Does not include wastewater inputs from industrial sources.
  - **Sanitary and Industrial Inputs:** Includes wastewater inputs from both sanitary and industrial sources.
- Industrial: A facility owned and/or operated by an industrial user (such as a manufacturer).
- Commercial: A facility owned and/or operated by a non-industrial commercial user (such as a business, private enterprise, trade, or merchant).

Are all parts of the treatment system and discharge areas owned by the applicant?: If the entire discharge area and wastewater treatment system are not owned by the permit applicant then permission to discharge is required. A document granting approval signed by the property owner is required in the application.

Contact Information

At a minimum, the following contacts are required:

- Annual Billing Contact
  This should be the person and address that will receive the annual permit fee invoices.
- Application Contact
- Facility Contact
- DMR Contact

More than one contact can be added; the bottom of the page has the option to "Add New Contact Information." This will bring up another contact form to fill out.

Wastewater Operator Certification

If the facility does not have a certified operator, contact the district compliance staff as soon as possible. In the meantime, enter the application contact's phone number (as this is a requested field) to continue to move forward with the application process.

Features and Isolation Distances

Are there any known groundwater contamination sites within ¼ mile of your disposal site? Please use the instructions listed to look up this information before selecting "I'm not sure" as an answer.

Is your facility located in a designated provisional or traditional wellhead protection area? Please use the instructions listed to look up this information before selecting "I'm not sure" as an answer.

***Isolation Distances from Wells*:** There are different minimum isolation distances required for different permit categories. These are listed in Tables 2 and 3 below:

Table 1: Definition of each Well Type

Well Type	Description	Examples
Type I Community Public Water Supply	Provides year-round service to not less than 25 residents OR not less than 15 living units	Municipalities, Apartments, Condominiums, Nursing Homes, Mobile Home Parks
Type IIa Nontransient Noncommunity Public Water Supply	Serves not less than 25 of the SAME people for at least six months per year	Schools, Industries, Places of Employment
Type IIb Transient Noncommunity Public Water Supply	Serves not less than 25 people OR not less than 15 connections for at least 60 DAYS per year	Hotels and Restaurants (with less than 25 employees), Campgrounds
Type III Public Water Supply	Anything not considered a Type I or Type II water supply; serves less than 25 people AND 15 connections, or operates for less than 60 days per year	Small Apartment Complexes and Condominiums, Duplexes, all Others
Private Water Supply (Domestic)	Serves a single living unit	Single Family Home

*Table 2: Minimum Isolation Distances for **2211, 2213, 2215, 2216(2a-2b), and 2216(4)** permits*

Well Type	Distance (ft)
Type I	200
Type IIa	200
Type IIb	75
Type III	75
Domestic	50

*Table 3: Minimum Isolation Distances for **2216(3) and 2218** permits*

Well Type	***Distance (ft)***
Type I	*2,000*
Type IIa	*2,000*
Type IIb	*800*
Type III	*800*
Domestic	*300*

The facility can utilize the GeoWebFace mapping tool to help identify nearby drinking water wells found at: http://www.deq.state.mi.us/GeoWebFace/. Using the map on the page, the applicant can zoom to the groundwater discharge area, or use the quick zoom tool under the map tools tab to search the facility address. Under the Layers Tool tab, click the checkbox next to Geology Header. Under the Geology header, click the checkbox next to Wellogic Type I Water Wells, Wellogic Type II Water Wells, and Wellogic Water Wells. To determine distances, the applicant can use the measure tool under the map tools tab. Figures can be found in the Appendix.

Adjacent Property Owners: This should be anyone that shares a **property boundary** with the site. This should include businesses, industries, or households. Either add these owners in the MiWaters format, adding a row for each owner, or upload a document with the list of adjacent property owners. The applicant may want to look online for a Geographic Information System parcel map for the area or contact the local equalization office to collect the information.

Site Map 1: This site map is expected to include a topographic map with the discharge location indicated. Major roads and streets, the township and county name, and the property boundary should all be included. The Department will accept an aerial photo in place of a topographic map as long as it is done **legibly,** neatly, and all other required information is included, as listed. A site map which the permit writers cannot read **will not be accepted.**

Site Map 2: Include the discharge location's distance from the property boundary, and major roads and streets. A site map which the permit writers cannot read **will not be accepted.**

Water Treatment Additives: "Additive" means a substance added to water to enhance its effectiveness for uses such as, but not limited to, cleaning, disinfecting, heating, and cooling. This should include products such as soaps and detergents used. If the additives have been previously approved, please attach any proof of approval (such as a letter or email from the Department). All products used at the facility are considered water treatment additives and should be listed in the application. Most additives require a formal review and approval for use. If there are additives that require a formal review and are not yet approved (or no approval letter

is presented), the permit writer will ask that the facility fill out a water treatment additive application. The additive review process is separate from the permit process and will not hold up issuance of the permit.

Water Usage and Wastewater Characterization

Water Usage Diagram: The water usage diagram should be a simple flow chart of the system. The following should be included:

- Influent (water supply).
- Sources of wastewater (bathrooms, showers, homes, campsites, items power washed, production process, etc.).
  - Include the number of wastewater sources and expected flow volumes.
- Treatment system.
  - Include each step of the treatment system, including flow rates and system sizing.
  - For a simple system, such as a septic tank/drainfield, indicate the number of septic tanks/drainfields and the sizing of each component.
- Additives (if applicable).
  - Indicate where in the process the additives are added.
  - For additives used for purposes other than wastewater treatment, such as a cleaning product, be sure to include them with the appropriate source of wastewater.
  - Include volumes whenever possible.

An example of a complete water usage diagram can be found in the Appendix.

Narrative Description: The narrative description should be an overview of the facility and treatment system. It should work to serve as a description of the water usage diagram. The facility will need to provide a detailed description of any processes or activities that produce wastewater. The following should be included:

- What the facility does.
- When the facility operates.
- What product(s) are manufactured (if applicable).
- Waste streams that make up the discharge (bathrooms, showers, homes, campsites, items power washed, production process, etc.).
- Description of how flow volumes are measured (flow meter, pump counter, etc.).
- Description of the treatment system.
- Description of the discharge method.
- Description of the groundwater monitoring system (if applicable).
- **If it is a municipal wastewater treatment plant** include a description of the area served.

The facility should provide as much detail as possible. Items to include in the narrative description based on the type of facility are as follows:

- *Wastewater Treatment Plants*
  - What facilities the plant accepts wastewater from (homes, breweries, wineries, meat processors, car washes, industrial facilities).
  - Does the facility have an established Industrial Pre-Treatment Program (IPP)?
  - Design capacity of the system.
- *Animal Care Facility*
  - Number of kennels at the facility or number of dogs washed per day.
  - Is there a filter on the treatment system?
- *Campgrounds*
  - Number of campsites at the facility, including specifications on the type of site (rustic, full-service cabins, etc.).
  - When the facility is open (is the discharge seasonal).
  - Dump stations at the facility.
  - Food stands or other food preparation at the facility.
- *Housing (Apartments, Mobile Home Parks, Houses)*
  - Number of apartments (with number of bedrooms), mobile homes, or houses that the system serves
  - Is the facility at full build-out?
  - Any drinking water treatment at the facility (water softener, arsenic filtration, etc.). Where is the backwash from those systems discharged?
- *Winery, Brewery, Cidery, and Distillery*
  - The number of fermentation tanks or other holding tanks.
  - Number of total gallons or barrels of product made in a year.
  - Period of time that crush occurs.
  - Frequency of fermentation tank cleaning and the amount of water used per cleaning.
  - How the facility disposes of mash and other solids after crush.
  - Description of what is done with a batch that does not meet the facility's standards.
  - Description of any bottling operations.
- *Food Processors*
  - Items that are processed at the facility and at what time of year.
  - If the facility has brine tanks, location and number of tanks.
- *Marijuana Grow Facilities*
  - A description of the grow process at the facility.
  - The number of plants and/or licensing classification (Class A, B, or C).
  - A description of all possible factors that may contribute to the wastewater stream such as, but not limited to, runoff from watering plants, reverse osmosis backwash water, water collected from dehumidification systems, and water collected from floor drains

- Any processing of the plants or extractions of oil happening at the facility, including any plans for processing in the future

An example of a complete narrative description can be found in the Appendix.

Wastewater Characterization: Analytical results of the wastewater are required by the Department to determine if the facility is being protective of the groundwater and to determine if the treatment system is working properly. The following are required:

- Biological Oxygen Demand (BOD)
- Total inorganic nitrogen (TIN)
  - Ammonia nitrogen
  - Nitrate nitrogen
  - Nitrite nitrogen
- Total phosphorus (TP)
- Sodium
- Chloride

If the facility has regularly scheduled monitoring reporting that includes these parameters, this is accepted as the wastewater characterization. **A copy of a recent lab sheet should be provided** for the Department to confirm the analytical methods being used at the lab.

For **new facilities** the characterization should come from other sites that are similar, or representative data from the industry of the proposed discharge. If there is no data, contact the Department to see if they have had any existing sites that are similar.

Specific Information

Discharge Volume: The **current discharge volume** should be the current permitted volume (what is on the facility's current permit). The **proposed volume** should be the discharge volume that is **proposed for the new permit**. If it's an increased volume, enter it in proposed volume column. If the permit is to be reissued with no changes put the same volume into both columns. If it is a **new facility**, only a proposed volume is necessary.

Treatment Method/Discharge Method Description: Describe both the treatment method and discharge method (these will be separate sections). This should be as detailed as possible; include each step and what each step does. For discharge, please include type of discharge, number of points of discharge, area, and name of the method, if applicable.

For a Rule 323.2211 Sanitary Sewage, Laundromat Wastewater, Non-contact Cooling Water, and Fruit and Vegetable Washwater

System Characteristics: To qualify for the permit category **all of the points must be met**. These characteristics come straight out of the requirements in the Part 22 Rules for each permit category.

Certify and Submit

Department staff cannot work on the application until it is submitted (in the "Certify & Submit" step of the application process). Once this step is completed, the application will enter the GPU's Inbox in MiWaters. The application will then be assigned to a permit writer in the GPU; and the applicant will be notified of this assignment. The GPU's staff will review the application for completeness. If information is missing from the application the GPU staff will submit **corrections requests**. These corrections requests will automatically put the application on hold and processing the application will not continue until the requested information is provided.

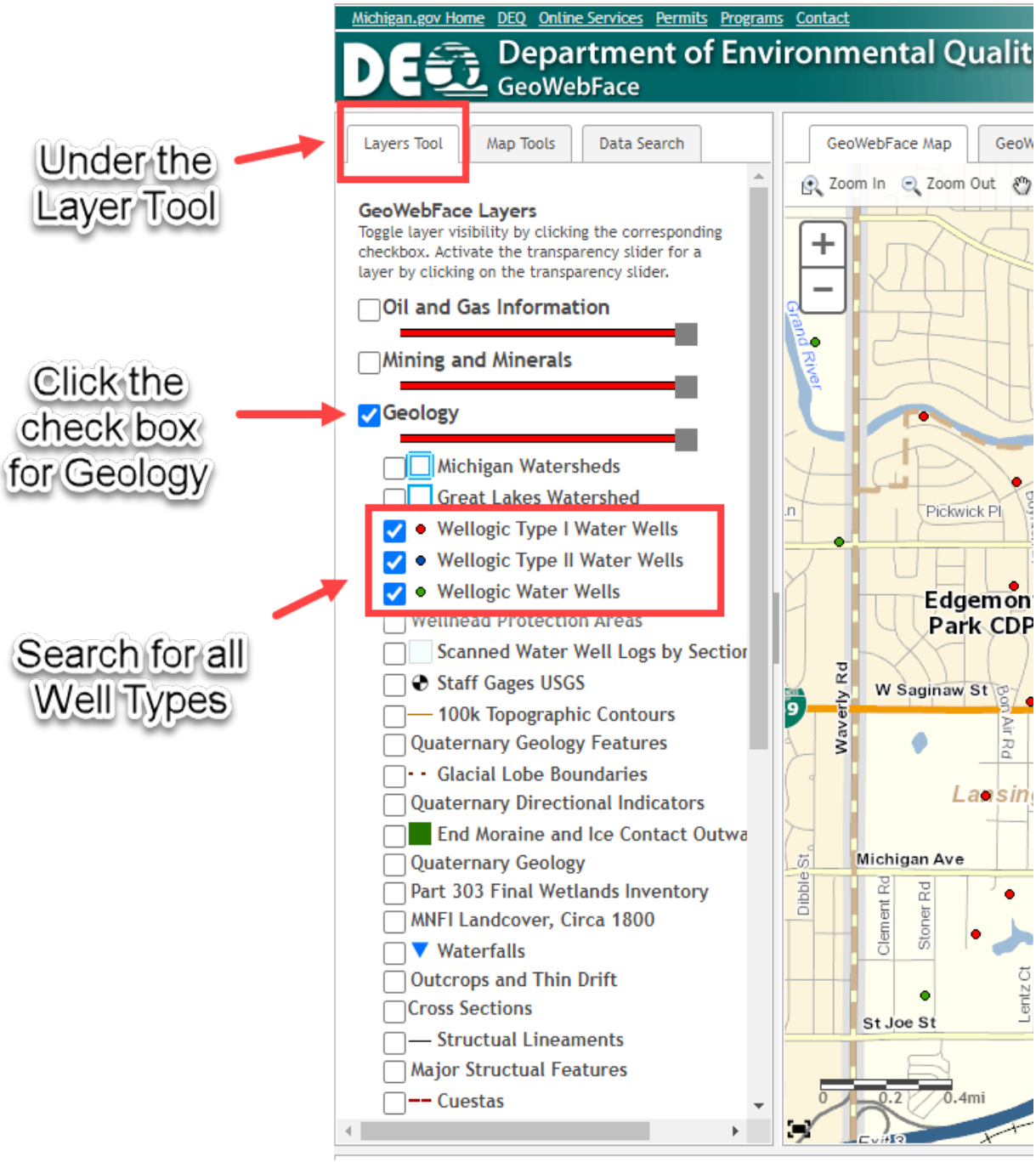
If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its program or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

Michigan's Environmental Justice Policy promotes the fair, non-discriminatory treatment and meaningful involvement of Michigan's residents regarding the development, implementation, and enforcement of environmental laws, regulations, and policies by this state. Fair non-discriminatory treatment intends that no group of people, including racial, ethnic, or low-income populations, will bear a disproportionately greater burden resulting from environmental laws, regulations, policies, and decision-making. Meaningful involvement of residents ensures an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health.

This publication is intended for guidance only and may be impacted by changes in legislation, rules, policies, and procedures adopted after the date of publication. Although this publication makes every effort to teach users how to meet applicable compliance obligations, use of this publication does not constitute the rendering of legal advice.

Appendix


Under the Layer Tool
Click the check box for Geology
Search for all Well Types
Michigan.gov Home DEQ Online Services Permits Programs Contact
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Layers Tool
Map Tools
Data Search
GeoWebFace Map
Zoom In
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GeoWebFace Layers
Toggle layer visibility by clicking the corresponding checkbox. Activate the transparency slider for a layer by clicking on the transparency slider.
Oil and Gas Information
Mining and Minerals
Geology
Michigan Watersheds
Great Lakes Watershed
Wellogic Type I Water Wells
Wellogic Type II Water Wells
Wellogic Water Wells
Wellhead Protection Areas
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100k Topographic Contours
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Glacial Lobe Boundaries
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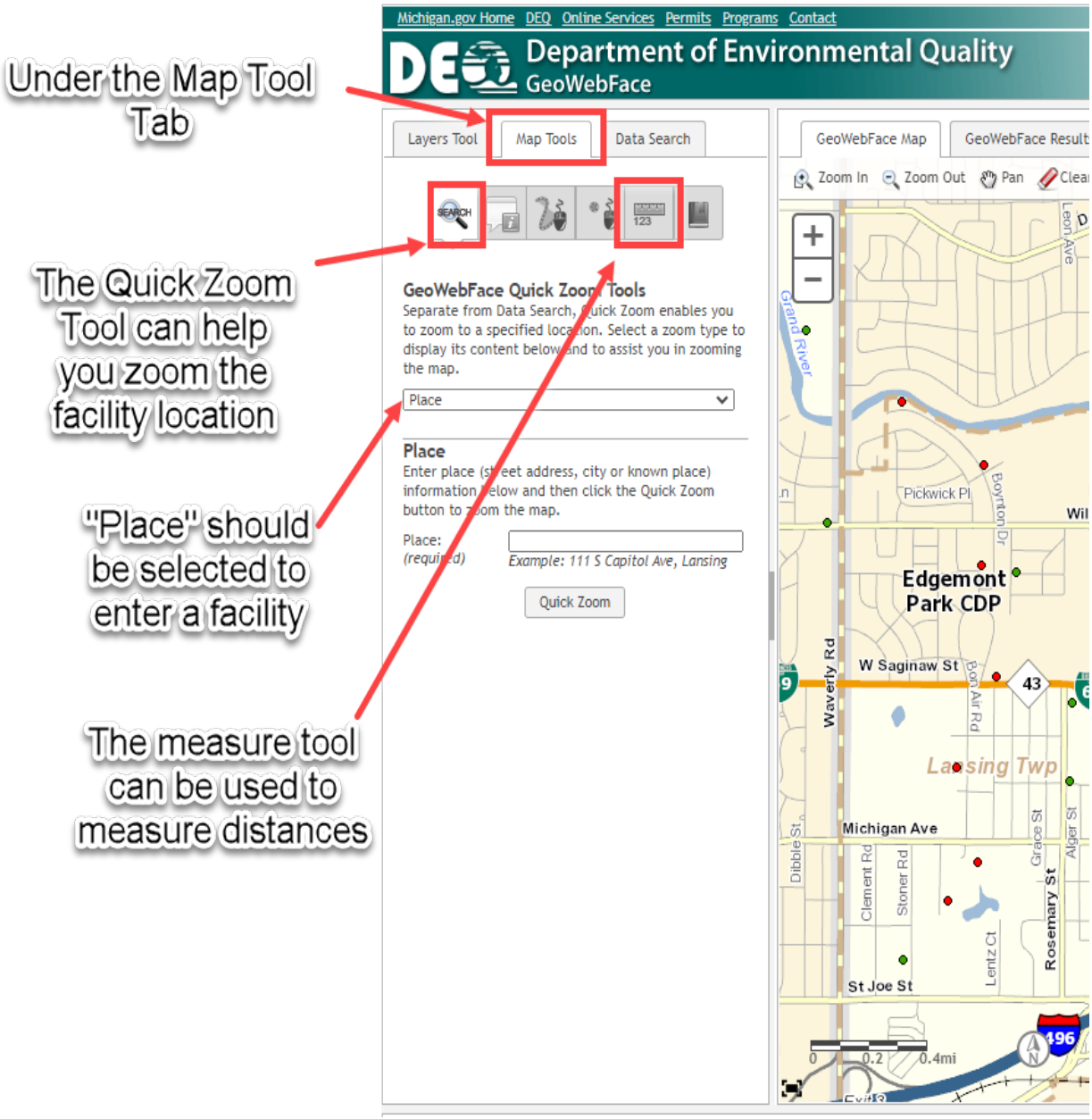
Under the Map Tool Tab
The Quick Zoom Tool can help you zoom the facility location
"Place" should be selected to enter a facility
The measure tool can be used to measure distances
Michigan.gov Home DEQ Online Services Permits Programs Contact
Department of Environmental Quality
GeoWebFace
Layers Tool
Map Tools
Data Search
GeoWebFace Quick Zoom Tools
Separate from Data Search, Quick Zoom enables you to zoom to a specified location. Select a zoom type to display its content below and to assist you in zooming the map.
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Enter place (street address, city or known place) information below and then click the Quick Zoom button to zoom the map.
Place: (required)
Example: 111 S Capitol Ave, Lansing
Quick Zoom
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GeoWebFace Result
Zoom In
Zoom Out
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Edgemont Park CDP
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Waverly Rd
Bon Air Rd
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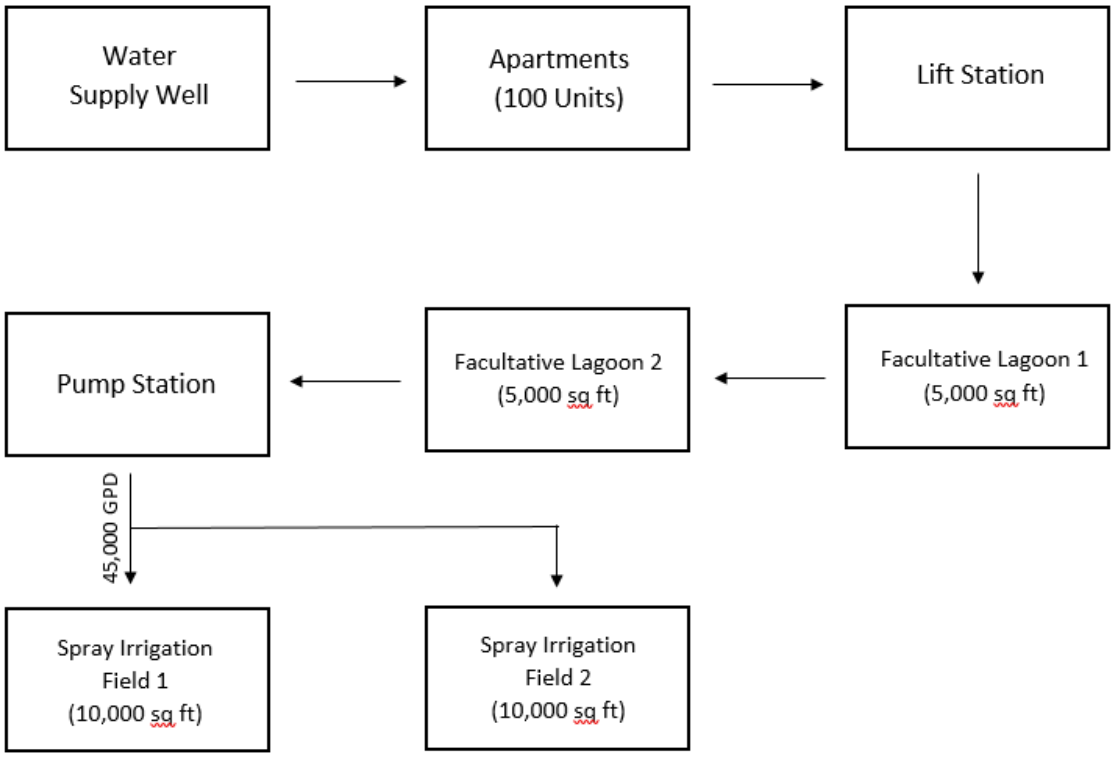

Figure 1: Water Usage Diagram Example 1.
This is an example for a housing facility with facultative lagoons.

Narrative Description for Example 1: *Please note the following example is fabricated, and so values are not correctly calculated.*

Example 1 is a housing facility that has 150 two-bedroom apartments. Each apartment can house between one to four people. The wastewater produced is sanitary sewage only. There are no water treatment systems on site. The facility can produce a maximum of 45,000 gallons/day. The waste is sent to a lift station to be pumped to a two-cell lagoon system. Each cell is 500 x 100 ft. The wastewater is then sent to a pump station to be discharged to one of the two spray irrigation fields. The irrigation fields are 100,000 square feet each. Each field has six spray heads with a 55 ft radius. The facility only discharges between June 1 to October 1. Three monitoring wells are located south of the facility, sampling reports are submitted annually for those wells.

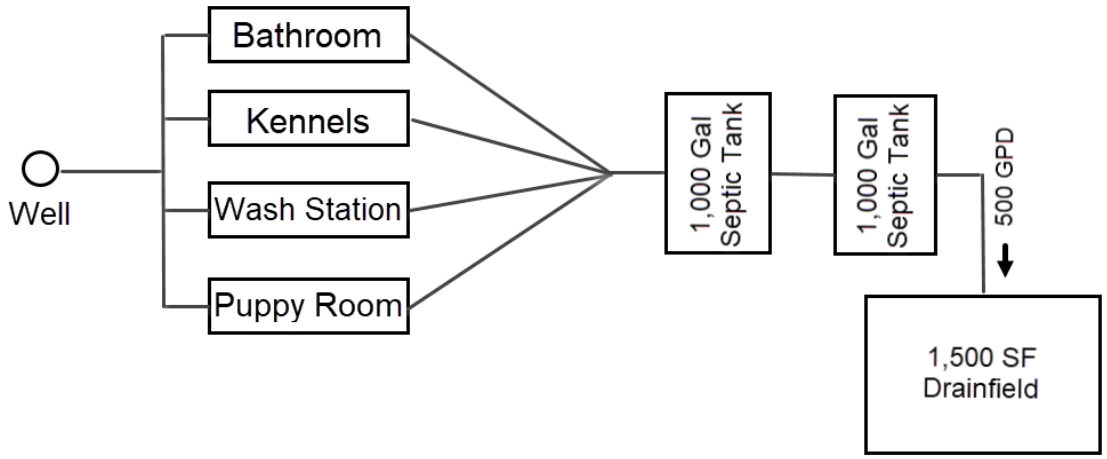

Figure 2: Water Usage Diagram Example 2. This is an example of a simple septic tank/drainfield system for an animal care facility.

Narrative Description for Example 2: *Please note the following example is fabricated, and so values are not correctly calculated.*

Example 2 is an animal kennel that is open to the public seven days a week. The facility can house a maximum of 15 days and 30 cats at a time. The waste from the facility comes from the bathroom, cleaning of the animal kennels, washing of the tops, doing the laundry, and washing the animal's dishes. All solid waste will be placed in a dumpster. The facility can produce a maximum of 500 gal/day. All the wastewater goes to a series of two, 1,000-gallon septic tanks equipped with effluent filters. It is then sent to a 1,500 square ft drainfield. There are no monitoring wells for the site.