Instructions: Seasonal Operations Approval

The following items must be addressed in order to gain approval as a seasonal operation:

1. **Tanks must be pumped down prior** to submittal of the Seasonal Operations Form. Pumping down tanks will help reduce the risk of a discharge during the shutdown period. Care must be taken to ensure enough wastewater is left in the tanks to prevent the tanks from shifting.
   a. Documentation shall be provided with Seasonal Operations Form to verify contents were properly disposed.

2. If a discharge occurs during the reduced staffing period, the permittee and/or operator of record shall notify the appropriate Ohio EPA district office upon discovering the discharge.
   a. Discharge during the reduced staffing period is prohibited. If a discharge occurs, the seasonal operations approval will be immediately denied. The facility will be required to return to normal minimum staffing requirements and be prohibited from further approval for a period of 5 years.

3. A contingency plan shall be developed and attached with the approval form outlining the steps, the permittee, will take in the event of an emergency.

4. The facility must have a valid and up to date Operator of Record Form on file with Ohio EPA.

5. A facility must submit a request for approval every off-season.

6. If seasonal operations is approved, the following staffing requirements apply **only** during the shutdown period:

<table>
<thead>
<tr>
<th>System Classification</th>
<th>Minimum Staffing During Shutdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>1 visit every month</td>
</tr>
<tr>
<td>Class I</td>
<td>1 visit every 2 weeks</td>
</tr>
</tbody>
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Any questions, please contact Tony Nosko, the Wastewater Operator Certification Coordinator at (614) 644-1987 or via email at OpCert.DSW@epa.ohio.gov