



Management Plan Renewal Application (Form A2) Instructions

State of Ohio Environmental Protection Agency
Division of Surface Water, Division of Environmental and Financial Assistance

Management Plan approval for the continued land application of sludge or industrial liquids, industrial solids, treated sewage, or for the use of a holding tank as authorized by a Permit-to-Install (PTI) and management plan from the Director of the Ohio Environmental Protection Agency (Ohio EPA) is required in the state of Ohio. An application cannot be considered complete unless all applicable questions are answered and the required information submitted.

The Application Form

An application shall include Form A2 and the appropriate Management Plan Form C for the material being land applied or for a holding tank.

Management Plan Approval

This form covers the basic information needed to process the application. They are as follows:

- Applicant Information
 - Name, Mailing Address, City, State, Zip Code, Contact Name, Title, Phone number, Fax Number and Email.
- Facility Information
 - Name, Permit Number, Street Address, County, Township, Municipality, and Latitude, Longitude.
- Attachments
 - Form(s) A2, and one of the following: C1, C2, or C3.
 - Check for \$200: Cost for plan renewal.
- Signature
 - See Ohio Administrative Code 3745-42-03.

A2 Form

Submit Form A2 for any application proposing land application of sludge or industrial liquids, industrial solids, treated sewage, or for the use of a holding tank.

C Forms

The three C forms cover management plans required per Ohio Administrative Code 3745-42. Following is a brief explanation of what sections must be filled out for each C form for renewal:

Form C1:

Form C1 must be included in any renewal application for approval of the land application management plan for sludge or industrial liquids or solids. For renewal, the Applicant/Facility information and Sections A, B, C (not Sections C.1 – C.10), and F must be completed. The appropriate sections and information for Sections C.1 – C.10 shall be completed if any changes have occurred since the initial issuance of the Land Application Management Plan and as noted on Form A2, Section 4. Please note some changes to the management plan may require the submittal of a permit-to-install.

Form C2:

Form C2 must be included in any renewal application for approval of land application management plan for treated sewage. For renewal, check the appropriate box(es) in the Miscellaneous Information Section and include the required submittals, and sign the Signature Section. If Section 4 of Form A2 has been checked, fill in all sections of Form C2 that are applicable and note that some changes may require the submittal of a permit-to-install.

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Form C3:

Form C3 must be included in any renewal application for approval of a holding tank management plan. For renewal, the General Information and Sections A, E (current licensed hauler contract, the wastewater treatment plant acceptance letter, two years of pumping records), and G must be completed.

Application Submittal

The completed renewal applications must be submitted to the Ohio EPA District Office having jurisdiction over the county where the facility is to be located. The fee and two copies of the application forms should be submitted. Ohio EPA offices and their jurisdictions are:

Central District Office

50 West Town Street
Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

Counties: Delaware, Fairfield, Fayette, Franklin, Knox, Licking, Madison, Morrow, Pickaway and Union.

Northeast District Office

2110 Aurora Road
Twinsburg, Ohio 44087

Counties: Ashtabula, Carroll, Columbiana, Cuyahoga, Geauga, Holmes, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull and Wayne.

Northwest District Office

347 North Dunbridge Road
Bowling Green, Ohio 43402

Counties: Allen, Ashland, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Marion, Mercer, Ottawa, Paulding, Putnam, Richland, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandot.

Southeast District Office

2195 Front Street
Logan, Ohio 43138

Counties: Adams, Athens, Belmont, Coshocton, Gallia, Guernsey, Harrison, Hocking, Jackson, Jefferson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Ross, Scioto, Tuscarawas, Vinton and Washington.

Signatures

This application must be signed in accordance with the Ohio Administrative Code 3745-42-03 or it cannot be accepted.

Fees

The Ohio Revised Code Chapter 3745 requires an application fee of \$100. It also requires a plan review fee of \$100 for a total of \$200. The fee must be submitted in the form of a check made payable to "Treasurer, State of Ohio."

Southwest District Office

401 East Fifth Street
Dayton, Ohio 45402

Counties: Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Greene, Hamilton, Highland, Logan, Miami, Montgomery, Preble, Shelby and Warren.

Division of Environmental & Financial Assistance (DEFA)

50 West Town Street
Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

All counties, but only if WPCLF funds have been requested to fund the construction.

Division of Surface Water – Central Office (DSW)

50 West Town Street
Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

All counties – for mobile units or other projects where statewide approval is necessary.