



FACT SHEET

Permitting of Septage Management Facilities by the Florida Department of Environmental Protection

What regulations does the Florida Department of Environmental Protection (DEP) use to issue permits for septage management facilities (SMFs)?

- DEP regulates SMFs under [Chapter 62-640, Florida Administrative Code \(F.A.C.\)](#). A “septage management facility” is a stationary facility that treats only domestic septage or combinations of domestic septage, food establishment sludges, wastes removed from portable toilets, and wastes removed from holding tanks associated with boats, marinas, and onsite sewage treatment and disposal systems, before use or land application. Rule 62-640.200(42), F.A.C. A SMF is a type of biosolids management facility.
- The regulations for SMFs are the same as biosolids treatment facilities (BTFs) with only a few regulatory differences such as the alternate septage treatment provisions in Rules 62-640.600(1) and (2), F.A.C. Rule 62-640.880, F.A.C., “Additional Requirements Related to Biosolids Treatment Facilities,” states that the requirements in the rule apply to SMFs.
- DEP-permitted SMFs can only land apply treated septage at DEP-permitted biosolids land application sites which are also regulated under Chapter 62-640, F.A.C.

What are the permit application requirements for a SMF permit regulated by DEP?

- Applicants can apply for a SMF permit from DEP under [Chapter 62-640, F.A.C.](#) Permits are issued by the [DEP’s six district offices](#).
- A pre-application meeting with the domestic wastewater permitting staff of the appropriate [DEP district office](#) is encouraged prior to submitting a permit application.
- [DEP Form 62-620.910\(1\), Wastewater Facility or Activity Permit Application – General Information – Form 1](#) and [DEP Form 62-620.910\(2\), Wastewater Permit Application Form 2A for Domestic Wastewater Facilities](#) must be submitted along with the appropriate fee. The permit fee is \$1000 for a Type III SMF facility (produces less than 320 dry tons of treated material per year).
- Two key items shall be submitted with the permit application, a preliminary design report and an operation and maintenance manual for the facility.
 - A preliminary design report containing the information identified in Rule 62-640.880(2)(e), F.A.C., must be submitted. The additional permitting fee of \$1200 for review of the preliminary design report will not be charged for existing Florida Department of Health (DOH) septage facilities applying for DEP SMF permits.
 - Rule 62-640.880(2)(e), F.A.C. requires BTFs and DEP-permitted SMFs to specify the mixture ratio of materials treated by the facility in the preliminary design report. The previous DOH ratios of no more than a 1 to 1 ratio of grease to septage, and 1 to 3 ratio of portable toilet waste to septage, should be followed.
 - An operation and maintenance manual containing the information identified in Rule 62-640.880(2)(i), F.A.C., must be submitted.
- The permit application shall also include a facility biosolids storage plan. If septage or other materials accepted or treated by the facility will not be stored, the plan may simply state that the septage and treated materials are kept in the treatment tanks until land applied.
- The need for staffing by a certified wastewater operator will be evaluated during review of the permit application. Rule 62-640.880(2)(j), F.A.C., specifies a Class C operator for one hour per week. However, the

rule allows staffing to be altered or decreased based on site-specific requirements, facility operation, risk to public health and the environment, and the presence of other trained personnel.

- DEP-permitted SMFs can only land apply treated septage at DEP-permitted biosolids land application sites.
 - A [Treatment Facility Biosolids Plan, DEP Form 62-640.210\(2\)\(a\)](#), must be submitted to identify the permitted land application sites the SMF will use.
 - If a biosolids land application site will be used exclusively by the SMF, the land application site may be permitted as part of the facility permit with no additional permitting fee. [A Biosolids Site Permit Application, DEP Form 62-640.210\(2\)\(d\)](#) must be submitted with a site specific nutrient management plan (NMP) prepared in accordance with Rule 62-640.500, F.A.C.
 - Sites may also be individually permitted in a separate biosolids land application site permit. The fee to permit a site is \$1000 and the following forms must be submitted.
 - [DEP Form 62-620.910\(1\), Wastewater Facility or Activity Permit Application – General Information – Form 1](#)
 - [DEP Form 62-640.210\(2\)\(d\), Biosolids Site Permit Application](#) with a site-specific nutrient management plan prepared in accordance with Rule 62-640.500, F.A.C.
- Other DEP permitting options or variations are to provide dewatering and either treat the effluent to secondary treatment standards (for disposal) or discharge it to a sewer (upon approval of the wastewater utility).
- To inquire about SMF permitting, please contact the regional [DEP district office](#) for the area where the proposed SMF will be located.

District Water Facilities Permitting Program Managers/Contacts

Name	District	Telephone	Email Address
Tom Kallemeyn	Northeast	904-256-1700	Thomas.kallemeyn@dep.state.fl.us
Nolin Moon	South	239-344-5600	Nolin.moon@dep.state.fl.us
Dennise Judy	Central	407-897-4100	Dennise.judy@dep.state.fl.us
Jacki Champion	Southwest	813-470-5700	Jacquelyn.Champion@dep.state.fl.us
Brad Akers	Southeast	561-681-6600	brad.akers@dep.state.fl.us
Bill Evans	Northwest	850-595-0584	Bill.evans@dep.state.fl.us

Checklists for Applying for a Florida Department of Environmental Protection (DEP) Septage Management Facility (SMF) Permit

The following checklists (Checklist for the SMF Permit Application, Checklist for the SMF Preliminary Design Report, and Checklist for the SMF Operation and Maintenance Manual) are provided to assist potential applicants with the permitting process.

Checklist for the SMF Permit Application

Check as Completed	Item or Task Related to the Submittal of the SMF Permit Application
	Schedule and attend a pre-application meeting with the permitting staff of the appropriate DEP district office to review the application process and regulatory requirements. For the meeting, it is recommended the applicant do the following: <ul style="list-style-type: none"> • Have his or her consultant or engineer participate in the pre-application meeting • Bring copies of the facility's existing DOH permit, DOH site Agricultural Use Plan (if permitting a site), the previous year's reports and records for the facility and site, and any DOH compliance actions or inspections related to the facility or site
	Submit a permit application with the following supporting documentation (the permit application and supporting documentation must be signed and sealed by a professional engineer registered in the State of Florida when required by Chapter 471 or 492, F.S.)
	<ul style="list-style-type: none"> • DEP Form 62-620.910(1), Wastewater Facility or Activity Permit Application – General Information – Form 1
	<ul style="list-style-type: none"> • DEP Form 62-620.910(2), Wastewater Permit Application Form 2A for Domestic Wastewater Facilities
	<ul style="list-style-type: none"> • Preliminary Design Report (see separate checklist for items to be addressed in the preliminary design report)
	<ul style="list-style-type: none"> • Record Drawings for the SMF prepared in accordance with DEP's Guide to Permitting Wastewater Facilities or Activities Under Chapter 62-620, F.A.C. Notification of availability of record drawings shall be made on DEP Form 62-620.910(13).
	<ul style="list-style-type: none"> • Operation and Maintenance Manual (see separate checklist for items to be addressed in the operation and maintenance manual)
	<ul style="list-style-type: none"> • Biosolids Storage Plan (if biosolids are not stored and simply kept in the treatment tanks until land applied, then indicate this in the biosolids storage plan)
	<ul style="list-style-type: none"> • Treatment Facility Biosolids Plan, DEP Form 62-640.210(2)(a)
	<ul style="list-style-type: none"> • If alternate staffing is desired, attach a written proposal for altering the the facility staffing requirement of a certified Class C wastewater operator for 1 hour/week (include proposed operator qualifications such as experience, training, certifications, etc.)
	Respond to any "Requests for Additional Information" (RAI) within 45 days
	Publish the "Notice of Intent to Issue Permit" one time only in the legal ad section of a newspaper of general circulation in the area affected within 30 days of receipt from DEP and provide proof of publication to the DEP district office within two weeks of publication
	If new facilities are being constructed, submit notification of completion of construction on DEP

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	Form 62-620.910(12) prior to placing any newly constructed or modified portion of an existing facility into operation or any individual unit processes into operation, for any purpose other than testing for leaks and equipment operation.
	If a biosolids land application site permit is needed, submit a site permit application with the following supporting documentation
	<ul style="list-style-type: none"> • DEP Form 62-640.210(2)(d), Biosolids Site Permit Application
	<ul style="list-style-type: none"> • Permit application fee of \$1000 if the site is being permitted separately from the facility
	<ul style="list-style-type: none"> • Submit a Nutrient Management Plan (the nutrient management plan must prepared by a professional engineer or certified nutrient management planner – certified nutrient management planners can be found as Technical Service Providers (TSPs) for nutrient management at http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/)
	<ul style="list-style-type: none"> • Initial background soil samples (metals) – 1 sample for every 50 acres (include the lab sheet or report with the application or NMP)
	<ul style="list-style-type: none"> • Soil fertility samples – 1 per field (include the lab sheet or report with the application or NMP)
	<ul style="list-style-type: none"> • Respond to any Requests for Additional Information (RAI) within 45 days
	<ul style="list-style-type: none"> • Publish the “Notice of Intent to Issue Permit” one time only in the legal ad section of a newspaper of general circulation in the area affected within 30 days of receipt from DEP and provide proof of publication to the DEP district office within two weeks of publication

Checklist for the SMF Preliminary Design Report

Check as Completed	Item or Task Related to the SMF Preliminary Design Report
	Identify the types, quantities, and characteristics of all materials to be treated at the facility (if the facility will treat wastes removed from portable toilets, or wastes removed from holding tanks associated with boats, marina pumpout, and other onsite systems, the preliminary design report shall also address the organic loading from those wastes, and chemical additives that may be present in such wastes)
	Identify the design capacity, which shall address the contribution of all materials that will be treated at the facility (i.e., biosolids, domestic septage, food establishment sludge, wastes removed from portable toilets, and wastes removed from holding tanks associated with boats, marina pumpout, and other onsite systems)
	Include a site plan showing operations and unit processes; 100-year and 25-year flood elevations; approximate finish elevations for all major treatment units, mixing tanks; storage tanks; and equipment
	Include an assessment of environmental effects of the project, including odor, dust and noise control, public accessibility, proximity to existing and proposed residential areas, flood protection, and lighting
	Identify the class of pathogen reduction and vector attraction reduction that will be achieved in accordance with subsections 62-640.600(1) and (2), F.A.C., and a description of treatment

Check as Completed	Item or Task Related to the SMF Preliminary Design Report
	processes and equipment that will be used (it is expected that an SMF will identify the addition of a sufficient amount of lime to produce a pH of 12 for a minimum of two hours)
	Provide the following technical information and design criteria for the SMF treatment facilities, as appropriate
	<ul style="list-style-type: none"> • Hydraulic and organic loading rates – minimum, average, and maximum quantities for the treatment processes
	<ul style="list-style-type: none"> • Metering and sampling provisions (i.e. how the batch quantity is measured, monitoring provisions for pH, temperature, and time, etc.)
	<ul style="list-style-type: none"> • Solids retention time (i.e. how long the material kept in the tanks, in the facilities, etc., for treatment)
	<ul style="list-style-type: none"> • All treatment process parameters to be monitored (e.g., pH, temperature, time, amount of lime used, etc.)
	<ul style="list-style-type: none"> • Chemical addition facilities, if applicable (e.g. equipment used for lime addition, etc.)
	<ul style="list-style-type: none"> • Removals or concentrations with separate tabulation for each unit handling solid fractions with supporting data including design calculations
	<ul style="list-style-type: none"> • Mode of operation (e.g. batch or continuous)
	<ul style="list-style-type: none"> • Corrosion control measures (if any)
	<ul style="list-style-type: none"> • Onsite storage of treated and untreated biosolids (septage), storage of chemicals, and alternate disposal methods
	Provide the following process diagrams, as appropriate
	<ul style="list-style-type: none"> • Expected dimensions of unit operations and processes, capacities, and volumes
	<ul style="list-style-type: none"> • Process configuration
	<ul style="list-style-type: none"> • Hydraulic profile
	<ul style="list-style-type: none"> • Organic loading profile
	<ul style="list-style-type: none"> • Solids profile
	<ul style="list-style-type: none"> • Solids control system
	<ul style="list-style-type: none"> • Flow diagram with capacities
	Describe operation and control strategies included for prevention of upsets, spill prevention and control, leachate collection, alternate disposal methods, and reliability classification and features, as appropriate (All BTFs and SMFs permitted as Type I or Type II biosolids management facilities or SMFs shall provide reliability features, such as redundancy of equipment, to provide for the continued and timely treatment of all biosolids the facility has the responsibility to treat)
	The preliminary design report must be signed and sealed by a professional engineer registered in Florida who is designated by the applicant as the engineer of record

Checklist for the SMF Operation and Maintenance Manual

Check as Completed	Item or Task Included in the Operation and Maintenance (O&M) Manual
	Prepare a draft O&M manual (including instructions for start-up, operation, and maintenance of the facility) and notify DEP the manual is available and where it is located prior to placing the facility into operation under a DEP permit
	Within six months, the permittee shall notify DEP that the O&M manual, with any revisions, is available using DEP Form 62-620.910(13)
	The details of the manual must be consistent with the complexity of the system, address the individual facility, and provide the operator with adequate information and description regarding the design, operation, and maintenance features of the facility
	A copy of the O&M manual shall be provided to the operator and available for reference at the facility (at least one copy is maintained by the permittee)
	<p>In addition to addressing the operation and maintenance of the facility's equipment, the O&M manual for the SMF shall address the following items</p> <ul style="list-style-type: none"> • Controlling and verifying the type of waste received at the facility • Vehicle traffic control and unloading • Measures to avoid mixing incoming untreated waste with treated septage (biosolids) • Maintaining hauling records • Storage of septage and other materials at the site