



Oil and Gas Waste Facility Permit Application Instructions

Item 1: Applicant Information

This section is meant for information about the owner of the waste facility, which in most cases will be a business entity. If a consultant is preparing the permit documents on behalf of the owner, please do not put information about the consultant or consulting firm in this section.

- 1a. Name of business entity that owns and operates the facility
- 1b. Date of application
- 1c. Mailing address of business entity that owns and operates the facility
- 1d. Contact name and title of person who will be corresponding with ODNR Division of Oil and Gas
- 1e. Email address of above contact person
- 1f. Telephone number of above contact person

Item 2: Statutory Agent

The statutory agent is the individual or entity appointed by a legal business entity to accept legal documents, government correspondence, and compliance paperwork on its behalf. This is the same statutory agent as filed with the Secretary of State's office.

- 2a. Statutory agent's name
- 2b. Statutory agent's address

Item 3: Waste Facility Information

This section is for information regarding the waste facility for which the application is being submitted.

- 3a. Name of the waste facility
- 3b. County in which the facility is located
- 3c. Township in which the facility is located
- 3d. Street Address, City, State and Zip Code in which the facility is located

Item 4: Type of Facility

Select the appropriate option. A Long-Term waste facility is defined as a facility that operates for longer than one year. A Short-Term waste facility is defined as a facility that operates one year or less.

Item 5: Purpose of Facility

Check any activity that will be conducted at the waste facility for which the application is being submitted. More than one activity can be checked. The terms as defined by OAC 1501:9-4-01 are:

- "Storing" or "store" means to accumulate or collect with a means for ultimate disposal of the brine or other waste substances.
- "Recycling" or "recycle" means to process or treat brine or other waste substances in order to use again.
- "Treating" or "treat" means to subject brine or other waste substances to chemical procedures.
- "Processing" or "process" means to subject brine or other wastes to mechanical or physical procedures.

Item 6: Type of Material

Check any material that will be stored, recycled, treated or processed at the waste facility for which the application is being submitted. More than one can be checked.

Item 7: Center Line of Access Road at Public Right-of-Way

Enter the coordinates for the intersection of the centerline of the waste facility access drive/road/apron. The services of a surveyor or someone with knowledge of GPS equipment and techniques may be required to obtain accurate coordinates.

Item 8: Incident Response Information

- 8a. 911 Emergency Address refers to the street address that would be given to emergency services in the event of an emergency. It should allow the responders to locate the facility without delay.
- 8b. Name of the person who should be contacted in the event of an emergency, this person must be reachable at all times.
- 8c. Phone number for the above emergency contact, this number should be usable at all times.
- 8d. Email address for the above emergency contact.

Item 9: Professional Engineer of Record

This section is for the information about the professional engineer who has signed and sealed the permit documents requiring a professional engineer's oversight, such as the facility record drawings.

- 9a. Name of the professional engineer
- 9b. Name of the company at which the professional engineer is employed
- 9c. Ohio Professional Engineering License Number
- 9d. Mailing Address to contact the engineer
- 9e. Phone number to contact the engineer
- 9f. Email address of the engineer

Item 10: Certification Statement

The person that signs the application shall be a principal executive officer, a general partner, the sole proprietor, or the person's duly authorized representative (in writing), if such representative is responsible for the overall operation of the facility. In most cases the professional engineer should not be the applicant and/or sign the application, because they are not legally responsible for the operation of the facility.

- 10a. Signature of person certifying the application
- 10b. Printed name of applicant, must be the same name as in 10a.
- 10c. Job title of the person certifying the application
- 10d. Location for the Notary signature and stamp

Item 11: Enclosures

Every item listed is required for an application to be determined complete. A request for a waiver may be submitted for any of the items except the application fee. The request of a waiver must contain a written detailed explanation of the basis of the request.

Submission:

Applications may be submitted electronically to: OGWFProgram@dnr.ohio.gov or mailed to:

OGWF Program, ODNR Division of Oil & Gas, 2045 Morse Road, F-2, Columbus, OH 43229