

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:

System Classification	Minimum Staffing During Shutdown
Class A	1 visit every month
Class I	1 visit every 2 weeks

Any questions, please contact Tanushree Courlas – Wastewater Operator Certification Coordinator at (614) 644-1987 or via email at tanushree.courlas@epa.ohio.gov.