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ALL LIVING THINGS OF THE EARTH ARE ONE

## STANDARD OPERATING PROCEDURE

### PERMITTING CENTER SOP# PC-01

#### Permitting Center Documents

January 22, 2019

APPROVED:

\_\_\_\_\_  
Administrative Service Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Administrator

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Administrator

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Date

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EPA Program Manager

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Date

## TABLE OF CONTENTS

<u>SECTION</u>	TITLE	PAGE
I.	PURPOSE	3
II.	APPLICABILITY AND SCOPE	3
III.	SUMMARY OF PROCEDURE	3
IV.	DEFINITION OF TERMS	3-4
V.	DOCUMENT REQUIRMENTS	4-9
VI.	ROUTING PROCEDURES AND TRACKING	10
VII.	DATA RECORD MANAGEMENT	10
VIII.	RECORD MANAGEMENT	10
IX.	REFERENCES/ATTACHMENTS	11

## **I. PURPOSE**

To provide Standard Operating Procedures (SOP) for Managing the Intake, Routing, Reviewing and Processing, of all Guam EPA Permits and all DoD construction activity, reports and submission that require Guam EPA's review. All Packets must be submitted at the DPW Permit Center through the Guam EPA's permit section representative.

The underlying purpose of this written procedure is to streamline processes by ensuring all documents are received, processed and electronically routed to the appropriate programs within Guam EPA for a simultaneous review.

## **II. APPLICABILITY AND SCOPE**

This procedure applies to all Guam EPA Permit Team Employees receiving, processing and electronically routing permits listed above.

## **III. SUMMARY OF PROCEDURE**

This procedure describes all steps required/related to the Intake, Processing, Routing of all permits/applications/reports/requests submitted through the Guam EPA representative at the DPW Permit Center from submission/start to approval/completion of action.

## **IV. DEFINITION OF TERMS**

DPW: Department of Public Works

GWA: Guam Waterworks Authority

DLM: Department of Land Management

ARC: Application Review Committee

LUC: Land Use Commission

EPA: Environmental Protection Agency

Permit Team: Any staff assigned to the Permit Team

Staff: Any person employed by Guam EPA.

WPC: Water Pollution Control

WRM: Water Resources Management

SDW: Safe Drinking Water

SWMP: Solid Waste Management Program

SWDP: Solid Waste Disposal Plan

HWMP: Hazardous Waste Management Program

GPD: Green Parcel Division

EMAS: Environmental Monitoring and Analytical Division

DoD: Department of Defense

EPP: Environmental Protection Plan  
SWPP:  
OWS: Oil/Water Separators  
ESI:  
CI:  
EIA: Environmental Impact Assessment  
NOI: Notice of Intent

## V. DOCUMENT REQUIREMENTS

Outlined in this section is the required documentation necessary to begin the routing of all Guam EPA Permits, all DoD construction activity, reports and submission that require Guam EPA's review and Administrator approval.

### 1. BUILDING PERMIT APPLICATION REQUIREMENTS

Building Permit Applications are applied for at the DPW Permit Center. All DoD applicants must prepare a DoD application which is issued at DPW Permit Center (Guam EPA) counter or can be down loaded from Guam EPA website. **Permit Team staff reviews Original DPW Building Permit Application for completeness and DLM Zone approval prior to acceptance. The documentation required is based on project type and described below:**

#### A. RESIDENTIAL

- DPW Building Permit Application
- Building plan prepared and signed by a Professional Engineer (P.E.)
- Approved property map from Guam DLM.
- For ST/LF inside Guam Northern Lens, Notarized Housing Density is required.
- Signed and completed SWDP / Authorization Letter from hardfill facility
- Signed NOI for Pesticide Application
- Signed Fugitive Dust Control
- Inspection request for ST/LF **prior to** customer backfilling
- Grading plan/topo map as needed.

#### B. COMMERCIAL USE APPLICATION REQUIREMENTS

- DPW Building Permit Application
- Building plan prepared and signed by a Professional Engineer (P.E.)
- Approved property map from GDLM.
- Complete grading plan with topo, profile and section plan showing existing and finish grade elevation.

- Temporary and permanent Stormwater Runoff Drainage System Plan with calculation prepared and signed by a Professional Engineer (P.E.) based on the CNMI and Guam Stormwater Management Manual FY 2006.
- Erosion Control Plan prepared and signed by a Professional Engineer (P.E.) and Environmental Protection Plan.
- For projects with area more than one (1) acre, an application to US EPA - General Construction permit and a copy of the Notice of Intent/SWPP prior to the start of the Clearing, Grading and Stockpiling activities.
- Volume of cut and fill including stockpiling in cubic yard.

#### C. INTERIOR AND EXTERIOR PERMIT APPLICATION REQUIREMENTS

- Interior/Exterior permit application
- Plan prepared signed by a Professional Engineer (P.E.)

#### D. EXTERIOR RENOVATION REQUIREMENTS

- Interior/Exterior permit application
- As-built drawing showing location and size of existing ST/LF, sewer connection and stormwater drainage system.

**Note: The contractor must request inspection of the stormwater drainage system prior to backfilling.**

#### E. DEMOLITION PERMIT APPLICATION REQUIREMENTS

- Demolition permit application and plan
- As-built drawing plan showing location of existing stormwater drainage system and wastewater disposal system  
Picture of the structure to be demolish.
- Erosion Control Plan prepared and signed by a (P.E.)
- Environmental Protection Plan.

#### F. UTILITIES UPGRADE PERMIT APPLICATION

- Utilities upgrade permit application and plan
- Erosion Control Plan prepared and signed by a (P.E.)
- Environmental Protection Plan.
- Basis of design document including specification.
- Hydraulic calculation/analysis.
- If a project to be developed is more than one (1) acre apply to US EPA a General Construction permit and submit a copy of the Notice of Intent/SWPP to Guam EPA prior to the start of the project.

## **2. CLEARING, GRADING AND STOCKPILING PERMIT APPLICATION**

**Clearing, Grading and Stockpiling Permit Applications** are applied for at the DPW Permit Center. All DoD applicants must prepare a DoD application which is issued at DPW Permit Center (Guam EPA) counter or can be down loaded from Guam EPA website. **Permit Team staff reviews Original DPW Clearing, Grading and Stockpiling Permit Application for completeness and DLM Zone approval prior to acceptance. The documentation required is described below:**

- Copy of the Clearing, grading and stockpiling permit application with plan
- Approved property map from Guam DLM.
- Temporary and permanent Stormwater Runoff Drainage System Plan with calculation prepared and signed by P.E. based on the CNMI and Guam Stormwater Management Manual FY 2006.
- Erosion Control Plan prepared and signed by a (P.E.)
- Environmental Protection Plan.
- If a project to be developed is more than one (1) acre apply to US EPA a General Construction permit and a copy of the Notice of Intent/SWPP to Guam EPA prior to the start of the Clearing, Grading and Stockpiling activities.
- Volume of cut and fill including stockpiling in cubic yard and Area for clearing in square feet.

## **3. H2 WORKER CLEARANCE REQUEST REQUIREMENTS**

- H2 Worker Clearance Form
- Promissory note of housing addressed to Guam EPA

## **4. HIGHWAY ENCROACHMENT REQUIREMENTS**

- DPW Highway Encroachment Form with DWP assigned record number.
- Vicinity Map

## **5. WATER AND WASTEWATER OPERATORS CERTIFICATION APPLICATION (NEW) REQUIREMENTS**

- \$15.00 Application Fee for examination
- Verification of Employment
- Diploma or transcripts of highest level of education
- Training certificates if applicable

## **6. WATER AND WASTEWATER OPERATOR CERTIFICATION APPLICATION (RENEWAL) REQUIREMENTS**

- Photo ID submitted electronically

- Copy of expiring certification
- \$15.00 Renewal Fee per three (3) year term

#### **7. TEST BORING APPLICATION REQUIREMENTS**

- DPW Clearing and Grading Permit Application for non DoD projects
- Guam EPA Test Boring Application signed by the licensed driller
- Lease agreement of owner's written permission, if applicable
- Location Map (Scale of 1:400)
- Site Map (Scale of 1"=50')
- Report of previous investigation if permit is for additional contamination investigation
- Reason for ESA or CI (see geological purpose)
- Description of horizontal vertical construction

#### **8. WELL DRILLING PERMIT APPLICATION REQUIREMENTS**

- Guam EPA Well Drilling Permit Application completed with the Guam Waterworks Authority clearance section signed.
- EIA signed by a hydrologist.
- Notarized letter if land owner and well owner are not the same
- Scope of Work with purpose
- Copy of bond – Limit 10M payee Government of Guam
- Contractor License
- Permit Fee of \$250 per well

#### **9. WELL OPERATING PERMIT APPLICATION REQUIREMENTS**

- Guam EPA Well Operating Permit Application
- Bonding and financial capability statement
- Statement of Qualifications and experience (resume)
- Insurance for comprehensive and general liability coverage (COI)
- Company/Agency's authorization for applicant to work on its behalf.
- \$200.00 Fee per two year term

#### **10. UNLIMITED WELL DRILLERS LICENSE APPLICATION REQUIREMENTS**

- Guam EPA Unlimited Well Drillers License Application
- Bonding and financial capability statement
- Statement of Qualifications and experience (resume)
- Insurance for comprehensive and general liability coverage (COI)
- Company/Agency's authorization for applicant to work on its behalf.
- \$200.00 Fee per two year term

#### **11. LIMITED WELL DRILLERS LICENSE APPLICATION REQUIREMENTS**

- Guam EPA Unlimited Well Drillers License Application
- Bonding and financial capability statement
- Statement of Qualifications and experience (resume)
- Insurance for comprehensive and general liability coverage (COI)
- Company/Agency's authorization for applicant to work on its behalf.
- \$200.00 Fee per two year term

## **12. UNDERGROUND INJECTION CONTROL (UIC) OPERATING PERMIT APPLICATION REQUIREMENTS**

- Guam EPA UIC Application
- Well or system description
- Topographic Map
- Plans and Calculations
- Operating and monitoring Plan
- Existing permits
- Well construction/drilling permit
- \$250.00 Fee per application

## **13. COLLECTION FACILITY APPLICATION**

### **14. COLLECTION PERMIT APPLICATION REQUIREMENTS**

- Two (2) copies of the Guam EPA Collection Permit Application
- List of vehicles and copy of all vehicle registrations
- Route map or schedule sheet to be used by the collection crew
- Estimated monthly volume or weight of solid waste collected
- Contractor's license
- \$25.00 Fee non refundable

### **15. PROCESSING FACILITY APPLICATION**

- Two (2) copies of the Processing Facility Application CLEARED BY DLM
- Description of type of facility and map showing the location of proposed facility
- Site Development Plan
- Plan for design, construction and operation prepared and signed by a Professional Engineer (P.E.)
- Site Operating Plan
- Closure Plan
- Post-Closure Plan
- Financial Assurance
- Copies of all necessary permits and licenses required for facility operation.



- If property is being leased, a written consent from owner.
- All new permit applications or renewal permit applications for a Solid Waste Processing Facility shall be accompanied by a nonrefundable fee of:
  - a) \$100.00 for Solid Waste Composting ;
  - b) \$200.00 for Solid Waste Material Resource Recovery ;
  - c) \$200.00 for Solid Waste Bioremediation - temporary site specific ;
  - d) \$500.00 for Solid Waste Bioremediation - permanent ;
  - e) \$500.00 for other Solid Waste Remediation ;
  - f) \$500.00 for Solid Waste Incineration ;
  - g) \$10,000.00 for Solid Waste-to-Energy Recovery ;
  - h) \$200.00 for other Processing

**16. STORAGE FACILITY APPLICATION**

- Two (2) copies of the Storage Facility Application CLEARED BY DLM
- \$500.00 NONREFUNDABLE FEE

**17. LANDFILL FACILITY APPLICATION**

- Two (2) copies of the Landfill Facility Application CLEARED BY DLM
- \$500.00 NONREFUNDABLE FEE

**18. TRANSFER FACILITY APPLICATION**

- Two (2) copies of the Transfer Facility Application CLEARED BY DLM
- \$500.00 NONREFUNDABLE FEE

**19. STANDBY GENERATOR APPLICATION**

**20. HAZWASTE APPLICATION FOR UST INSTALLATION/RENEWAL/REMOVAL**

- Notification for Underground Storage Tank Application APPENDIX I, II & III
- \$500.00 per tank for New
- \$250.00 per tank to Operate
- \$250.00 per tank for Renewal
- \$250.00 per tank to Transfer
- 150.00 per tank to Modify
- \$500.00 per tank to Close
- \$500.00 to Install OWS
- \$500.00 to Close OWS

**21. BURIAL AT SEA PERMIT REQUIREMENTS**

- Guam EPA Burial at Sea Application
- Death Certificate

## **22. REQUEST FOR OCUPANCY REQUIREMENTS**

- Original Occupancy Application
- If there is plumbing, WERI water sample results
- If ST/LF, copy of Guam EPA approved inspection form
- If Sewer, copy of the GWA sewer connection application
- FOOD SERVING REOVATION PROGETCS Interior or exterior requires inspection of NEW or EXISTING grease trap prior to occupancy.

## **23. NPDES/Water Quality Cert. (401 A, B & C)**

## **24. ENVIRONMENTAL IMPACT ASSESSMENTS**

## **25. FEDERAL CONSISTENCY REVIEW**

## **26. APPLICATION REVIEW COMMITTEE (ARC) DLM-LUC**

# **VI. ROUTING PROCEDURES AND TRACKING**

1. Permit Center Guam EPA representative will prepare the packet requiring review to include all required documentation.
2. For building permit applications, page 1 and 2 of original application will be copied and the copy will be used for the review process while routing through the multiple programs within Guam EPA.
3. For clearing, grading and stockpiling permit applications, the original application will be copied and the copy used for the review process while routing through the multiple programs within Guam EPA.
4. The original DPW Building Permit Applications are returned to the customer for continuation of their processing of DPW permit application with other required Agency's.
5. Permit Center Guam EPA representative will identify site location by Longitude/Latitude using the WALTERS centralized database or Lot No. to associate the scanned package and electronically route to the appropriate programs.
6. Permit Center Guam EPA representative will have all building plans delivered to Guam EPA Operations representative for log out to programs as they review.
7. Once all approvals are electronically secured from the Chief Engineer of Water Div., the Air and Land Administrator and the Guam EPA Administrator, the Original Applications and Plans will be forwarded to the Administrator for SIGNATURE.
8. Approved permit applications and plans will be forwarded to the Guam EPA representative stationed at the DPW Permit Center for delivery to the customer.

# **VII. DATA/RECORDS MANAGEMENT**

1. Scan and enter into the WALTERS database copies of required source documents of submitted permit packets.
2. Scan all approved permit packets/documents for digital copies.
3. Permit Team to continue to manage and operate permit data base out of all 3 DPW

#### VIII. RECORDS MANAGEMENT

All permit packets and documents are copied after customer has paid any fees and signs receipt of approved permit/documents and hard copies are maintained in a filing cabinet located at Guam EPA Admin. Building following the Guam EPA internal policy to keep files for five (5) years only, for audit and information purposes. All other reading files, etc. are scanned and filed in Centralized WALTERS Database.

#### IX. VIII. REFERENCES / ATTACHMENTS

- DPW Building Permit Application.
- DPW Clearing, Grading, Backfilling, and stockpiling Permit Application
- DoD Building, Clearing, Grading, Backfilling, and stockpiling Permit Application
- Housing Density Form
- Solid Waste Disposal Form
- Solid Waste Disposal Authorization Letter
- Pesticides NOI for Pesticides Application
- Highway Encroachment Permit
- H2 Worker Clearance Form
- Inspection Form Request
- Water Resources Well Drilling Permit Application
- Water Resources Well Drilling Operators Permit Application
- Water Resources Well Drillers License Application
- Test Boring Application
- UIC Operating Permit Application
- Safe Drinking Water Distribution Operators Application
- Waste Water Operators Application
- HAZWASTE application for UST installation
- HAZWASTE application for UST renewal
- HAZWASTE application for UST removal
- HAZWASTE application for UST closure
- AST Application
- Standby Generator Application
- Fugitive Dust Control Plan
- Fugitive Dust Control Plan Form A
- Fugitive Dust Control Plan Form B
- Asbestos / Lead Notification

- Collection Facility Application
- Landfill Facility Application
- Processing Facility Application
- Storage Facility Application
- Transfer Facility Application
- Request for occupancy Application
- Collection Permit Application
- CNMI and Guam Stormwater Management Manual FY 2006

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