

KISOP FORM – INSTRUCTIONS

General Instructions

A Kentucky Inter-System Operational Permit is a permit to transfer wastewater from one collection system to another system for treatment. This permit is appropriate for municipalities, other publicly owned collection systems, and private collection systems that transfer wastewater to a treatment plant owned by another party. Kentucky Inter-System Operational Permit (KISOP) is a revision of the former Kentucky Inter-Municipal Operational Permit. This permit is not a substitute for entities requiring coverage under a pretreatment permit.

Where to file

Return the completed application form to the Surface Water Permits Branch, Division of Water, 200 Fair Oaks Lane, Frankfort, Kentucky 40601.

When to file

File the application at least 180 days prior to expiration of your current permit or at least 180 days prior to startup of a new collection system.

Fees

As of February 2009, there have been no KISOP fees established.

Completion of Forms

Unless otherwise specified in the detailed instructions, you must answer each item in the. To indicate that you have considered each item, enter “NA,” for not applicable, if a particular item does not fit the circumstances or characteristics of your facility or activity. If more space is necessary to answer a question, attach a separate sheet entitled “Additional Information.”

Completing the KISOP Form

Listed below are explanations of KISOP application sections. If you need further information concerning any section, please **contact Division of Water, Surface Water Permits Branch at (502) 564-3410.**

A. Facility Address and Contact Information for the Originating Source

Use the official or legal name of the business, company, municipality, etc. requesting permit. Do not use a colloquial name. Give the legal name of the person, firm, public organization, or any other entity that operates the collection facility. Provide the postal delivery mailing address.

B. Facility Address and Contact Information for the Receiving System

Use the official or legal name of the business, company, municipality, etc. requesting permit. Do not use a colloquial name. Give the legal name of the person, firm, public organization, or any other entity that operates the collection facility. Provide the postal delivery mailing address.

C. System Maps

1. All transfer points must be identified on a map showing a location relative to streets, roads, or other readily identifiable feature. A transfer point shows the connection point to the receiving system.
2. Provide a schematic showing the primary components of the originating collection system. Identify any portions of the system designed as a combined sewer. Identify pumping stations and sewer sizes.

D. Collection System Length

Originating systems with a total collection system length of 5000 or more feet of sewer line are required to have an operating permit pursuant to 401 KAR 5:005. Additionally, and regardless of overall length, there are certified operator requirements related to system length and population served.

E. Collection System Population Served

1. Enter the actual population served by the originating collection system. Do not use the number of connections. Estimate the population served using census data for a given area, by use of average or known number of individuals per connection, or by other reasonable methods.
2. Enter the total flow from all transfer points.

F. Industrial Contributors to Collection System

If a contributor has industrial process wastewater, identify the name of the industrial facility and the average gallons per day of industrial wastewater. Industrial facilities are those that have a Standard Industrial Classification (SIC) code. Do not include waste streams that are solely sanitary wastewater typical of restrooms and showers. Certain categories of industrial contributors must be covered under a pretreatment program if discharging to a public collection system.

H. Transfer Points

Enter the name and any identifying number associated with the transfer point. Enter the latitude and longitude for each transfer point. Add an attachment “F” if necessary to list all transfer points.

H. Overflows

Combined Sewer Overflows are overflows from portions of a collection system designed to handle a combination of stormwater and wastewater. CSOs may be permitted for discharge during wet weather conditions. Combined sewers are typically found in portions of systems built prior to 1972. Sanitary Sewer Overflows are overflows from a separate sanitary sewer portion of a collection system—a portion not designed for intentional inclusion of stormwater. The cabinet cannot include a permit condition allowing an untreated discharge from a separate sanitary sewer.

1. Use SSO in the description header if the overflow is associated with a re-occurring SSO.
2. Use CSO in the description header if the overflow is associated with a combined sewer.
3. Enter the lat long only if it is a CSO point.
4. Enter None or NA if there are no re-occurring overflows in the system.
5. Overflow volumes generally have to be estimated based on size of the overflow and duration of the discharge.

I. Certification

An individual with legal authority to act on behalf of the entity identified as the owner in Part A must sign the application certification statement.