

# Instructions for Submitting Your Biosolids Annual Report Online

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## Overview

This document includes

- Instructions for accessing, preparing, and submitting your 2020 annual biosolids report
- Frequently Asked Questions
- A list of Facility ID numbers

**Please read instructions in full to avoid having your report rejected.**

For more help, hover over the ⓘ symbols in the report.

The report is only online (your library may provide free access). To complete your report you need:

- Access to the internet
- An email address
- A computer with a modern browser like Google Chrome. Other browsers like Edge, Microsoft Chromium, and Firefox *may* work. Some people have reported problems. Internet Explorer does *not* work.

The report does not require a specially validated electronic signature.

## Avoid these Common Errors

- **Complete the entire report**, including a brief description of operations, answering ALL of the Yes/No questions, and completing the additional boxes that open up.

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### Example

Did you send any biosolids off site to another permitted facility, or were any of your biosolids incinerated?  Yes  No

(i) Do not include biosolids you apply directly to a site specifically permitted for your facility, or Exceptional Quality biosolids you sold or gave away.  
(ii) Provide the name of the facility, permit number, and dry tons or gallons transferred.  
(iii) List all destinations separately.

What did you do with your biosolids?

Type	Facility Name <sup>i</sup>	Permit Number	Dry Tons
Sent for treatment			

Save This Entry to Report

- **Read questions completely.** Some questions are compound. If a question asks, *did you do this, or that*, say **yes if you did either thing**.

### Example

Did you apply biosolids directly to a site specifically permitted for your facility, or sell or give away any Exceptional Quality biosolids?  Yes  No

Answer **Yes** if:

- A) You land applied biosolids directly to a site specifically permitted for your facility.
- B) You sold or gave away any EQ biosolids.

Answer **No** if you did not do either of those things.

- **Do not report production from lagoons until you remove biosolids.** Once removed, solids can be stored, used or disposed. If you did not remove material from your lagoon, then record zero dry tons biosolids produced.
- **Do not report biosolids in drying beds as production.** A drying bed is a treatment system. Once removed, solids can be stored, used or disposed.
- **If you produced biosolids and kept them onsite in storage, they DO need to be included in production the year they were produced.**
- **Other permitted facilities that you might send biosolids to, *include* other treatment works, beneficial use facilities, compost facilities, incinerators, and landfills.** If you sent materials to one of these facilities, answer *Yes* and complete the additional boxes that open up.

### Example

Did you send any biosolids off site to another permitted facility, or were any of your biosolids incinerated?  Yes  No

(i) Do not include biosolids you apply directly to a site specifically permitted for your facility, or Exceptional Quality biosolids you sold or gave away.  
(ii) Provide the name of the facility, permit number, and dry tons or gallons transferred.  
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What did you do with your biosolids?

Type	Facility Name <sup>i</sup>	Permit Number	Dry Tons
Sent for treatment			

Save This Entry to Report

- **Septage management facilities report and list all sources (pumpers, not addresses) of all septage received.** Include your own septage as one of the sources.
- **Pathogen reduction is not applicable for septage.** Lime stabilization and tilling are means of vector attraction reduction.

## Instructions

### New Users Start Here (you've never submitted a biosolids annual report)

1. Use a modern web browser like Google Chrome – **do not** use Internet Explorer. Other browsers like Edge, Microsoft Chromium, and Firefox may work.

Some users who also submit DMR reports have their computers set to default to Internet Explorer. If you have trouble with biosolids report functions, check to make sure you are not using Internet Explorer. Common problems are not advancing page to page, and not saving information previously entered.

2. **Create a Secure Access Washington (SAW) account** at [Secure Access Washington](#). All you need is an email and name.

**Note:** *If you have a SAW account, skip to step 3*

- Your SAW account can be under any name and email.
- Multiple SAW accounts can request access to the same facility's report.
- Or, one or more users can complete and submit the report using just one SAW account (they would all have the same user name and password).

3. **Add the report to your SAW account.**

**Note:** *If you have previously added the report, and accessed it last year, skip to step 5*

Since SAW has many uses, all you are doing in this first step is adding the annual biosolids report to your list of services.

- a) Log in to your [Secure Access Washington](#) Account
- b) Select **ADD A NEW SERVICE**
- c) Select *I would like to browse a list of services by agency*
- d) Select *Department of Ecology*
- e) Locate **WA SOLID WASTE AND BIOSOLIDS ANNUAL REPORTS** from the list and select "APPLY"



This will add WA SOLID WASTE AND BIOSOLIDS ANNUAL REPORTS to your services.

- f) When you see the annual report in your list of approved services, select it, click **ACCESS**, and then **CONTINUE** to open the report system.

4. **Request Access to Your Facility Report.**

When you first access the online report system, you will land on the **My Requests** tab. Enter your Facility ID number (see the end of these instructions for a list), and click just once on the **Request Access** button. You must request access separately for each facility you need to report.

**Note:** *Please, only click on Request Access one time.* Your request sends an email to Ecology.

**It may take two to three business days to approve your request** (but we usually approve same day). You will receive an email notice when we have approved access.

Experienced Users Start Here (you've previously submitted a biosolids annual report)

**5. Open Your Report.**

Once you have access to your report,

a) Log in using your SAW account using a **modern web browser like Google Chrome**. Other browsers like Edge, Microsoft Chromium, and Firefox may work. Internet Explorer will not work. You will land on the **Home Page** tab.

*For those operators who also complete DMRs for Ecology Water Quality, do NOT use Explorer to complete the biosolids annual report.*

b) Click on the name of your facility, and the *facility information* page will show.

*If you do **not** see your facility on the home page tab, we have not approved access to your report. If it has been more than two days since you requested access, contact us for an update.* Email Michelle Andrews at [michelle.andrews@ecy.wa.gov](mailto:michelle.andrews@ecy.wa.gov).

c) **CRITICAL STEP:** Check to be sure that the **activity type(s)** for your facility are correct. If they are not correct, select the button to request a change, see screenshot below as an example.

**Do NOT enter data unless the correct activities show.**

Physical Address:  
. WA

County: Thurston Facility Type: Biosolids Management

Biosolids Management Activities: ① WWTP-MAJOR;

Biosolids Permit Number:

Request changes to facility information or biosolids management activities  
(Request changes to contact information below.)

Make sure all of this information is correct.

If it's wrong, click here to request a change!

Note: All facilities show "Biosolids Management" for facility type.

d.) Use the list of facility types below to **verify your activity types are accurate**. It is **critical** that you see **all** the appropriate biosolids management *activities* listed for your facility. Those are:

- **WWTP – Major** (≥ 10,000 people design flow ≥ to one million gallons per day)
- **WWTP – Minor**
- **Incinerator** – You operate an incinerator
- **Lagoon Facility** – You operate a lagoon facility
- **Land Applier** – You or a contractor apply biosolids to a site specifically permitted for your facility (not a Beneficial Use Facility).
- **Beneficial Use Facility** – You land apply biosolids (but not just septage) for others (BUFs will also show as land appliers)
- **Septage Management Facility** – Not a sewage treatment plant and accept septage from others and/or land apply septage
- **Mixer** – Not a sewage treatment plant, but mix biosolids or biosolids and septage from different sources, before land application
- **Composter** - Compost biosolids with any other feedstocks
- **Out of state** - Your facility is located on Indian lands or out of state

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For example, if you have a lagoon, that must show in the activity type on your facility information page, or your report will not generate correctly. If your facility shows activity types that do not apply, you must also request to correct those. If you begin preparing your report before activity types are correct, you may have to start over after we make your update.

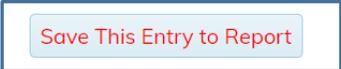
- 6. Check Contact Information.** Be sure that all contact information is correct. Without current information, you may not receive important notices. **Do not delay submitting your report while you await updating of your contact information.** You can still complete and submit your annual report.

Enter all contact information changes at the same time. Once you submit them, you will not be able to go back and enter more. If you need to make more changes, email Michelle Andrews at [michelle.andrews@ecy.wa.gov](mailto:michelle.andrews@ecy.wa.gov).

**Note:** The box for updating contact information is freeform – just explain what we need to change.

- 7. Working on your report.** When you are sure the biosolids activity type(s) are correct, start your report by selecting your facility from the HOME tab, and then clicking on the year of the report. You can save, exit, and return as many times as you need to. The NEXT prompt at the bottom of the page saves the data on your current page. If you leave without saving and exiting or going to the next page, the system will not save the data entered on the current page.

**Note:** You may be asked to create a list of sites or facilities. After each entry, you **MUST** select the red **Save this Entry to the Report** button, to save the data and continue. In these cases, save and exit, or next page, will not save your data entry.



Save This Entry to Report

- 8. Review Your Report.** The last page provides an opportunity to review the information you have entered. The system does not save the name and contact information for the preparer and the comments section on the review page, until you submit the report. The rest of the information you see on the review page is saved, and you cannot change it while reviewing. If you want to change something, use the back button at the bottom of the page until you find the information you want to correct. You can leave and return, and correct or change anything until you actually submit your report. Be sure and go to the *Next* page, or choose *Save and Exit*, to save your updates.
- 9. Attach Important Documentation.** There are prompts to attach information at the bottom of the **Review and Submit** page, including *signature delegation* and *analytical data*, if applicable, and any *other information* you want to provide. You can also enter a note or explanation to clarify something in your report.

You are limited to 40 MB total for your submittals. There is a work-around. If you have more than that, hover over the ⓘ in the report for more information.

**10. Submit your report.** There are three options to validate the submittal of your report (see screenshot below for reference). Choose the button that applies.

I understand that the responsible official as identified under [WAC 173-308-310 \(10\) Signatories to permit applications and reports](#), is fully responsible for the content of this annual report when it is submitted. **The responsible official certifies under penalty of law that,** "This document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

I declare that:

- I am the responsible official as described in [WAC 173-308-310\(a\)](#)
- I am the duly authorized signatory for this report in accordance with [WAC 173-308-310\(b\)](#)
- I am not the responsible official but am submitting this report with the full knowledge and approval of the responsible official

a) **The responsible official** (see [WAC 173-308-310 \(10\)](#)) can log in through SAW, and submit the report. An operator is generally *not* the responsible official,

*Note: Regardless of who prepares or submits the report, the responsible official is accountable for the completeness and correctness of information provided.*

b) A **person with delegated signature authority** may submit the report. You must attach the delegation letter. For the biosolids program, we will accept the same delegation letter that is in place for your Discharge Monitoring Report to Water Quality, as long it is current with the correctly stated names and positions of officials. *See the FAQ for more information.*

c) A **third party** may submit the report by acknowledging that the submittal is **with the approval of the authorized signatory.** You must attach the delegation letter.

*Note: If you submit your report and then need to make changes, contact Emily Kijowski at 360-789-6592 or [emily.kijowski@ecy.wa.gov](mailto:emily.kijowski@ecy.wa.gov).*

The responsible official is defined in [WAC 173-308-310\(10\)](#). It may be helpful to read WAC 173-308-310(10)(b), first, then read 310(10)(a).

**11. Accepting your report.** We will review your report, and mark it accepted if we do not find any errors or have any questions. This may take up to six months. You can return to your report at any time to check the status. Unless you hear from us, you do not need to do anything regarding the status of your report.

**12. Sharing your report with local jurisdictional health authorities and others.** If you usually share your report with a jurisdictional health authority(ies), please continue to do so. If anyone requests a copy of your report, once you submit your report you can return to the home page, select the reporting year, and a PDF of your report will appear. You can save and share that version. *If you revise your report, be sure to provide an updated version to those you shared it with previously.* Please note that submittal does not constitute acceptance by Ecology. We will mark your report as accepted once we have reviewed it and resolved any questions.

## Biosolids Online Report - Frequently Asked Questions

Send your questions and we will add them to this list. If you need help filling out the online report, contact Emily Kijowski at 360-789-6592 or [emily.kijowski@ecy.wa.gov](mailto:emily.kijowski@ecy.wa.gov).

### **Q. What browser can I use?**

**A.** Google Chrome works. Internet Explorer does not. You can try Microsoft Chromium or another modern browser. Explorer is not a modern browser and the report will not work with Explorer (even if it appears to, it does not work).

### **Q. Registration Under Review. When I tried to add the Solid Waste and Biosolids Annual Report to my SAW account, the next page said, "Registration Under Review." How long will it take to review my registration?**

**A.** If you see a page that says "Registration Under Review," notify Ecology. This is a known bug that has only affected a few users. You should be able to add the report service to your SAW account without further approval. Please note, in a later step will need to request access to your annual report. That step does require Ecology approval as noted in the instructions above.

### **Q. Do I have to wait for Ecology to update my contact information before I can begin my report?**

**A.** No. Changing the contact information (bottom of the main landing page for your report) does not affect the questions in your report. However, your facility activities (above the contacts section) must be correct before you begin your report.

### **Q. Nothing happens when I click Save and Exit or Next Page.**

**A.** Do not use Internet Explorer to complete your report. If you experience problems while using a different web browser, save if possible, exit the system and try again after a few minutes, or switch to Google Chrome. If the problem persists, let us know.

### **Q. When I click "Yes" on a radio button, and go to the next page, it reverts to "No."**

**A.** A drop down menu appears when you select some radio buttons. If you select Yes, and do not complete the drop down information, the button will revert when you leave the page. Some drop downs require saving after each entry. Be sure you save drop down information to the report. When this is necessary, you will see a warning to save the information.

### **Q. What do I need to provide to show that I have been delegated signature authority for our annual report?**

**A.** There are *three* ways to do this.

1. Upload a letter on agency or company letterhead, signed and dated by the [responsible official](#) stating that signature authority for the biosolids annual report is delegated, and including
  - The name and position of the responsible official delegating signature authority
  - The name and position of the official to whom authority is delegated
2. Upload a copy of a current letter on file with the Ecology Water Quality program delegating authority for submitting Discharge Monitoring Reports.
3. Upload a copy of the current Electronic Signature Form on file with the Ecology Water Quality Program. The form must show the name of the official delegated official in section 7, and the name of the responsible official in section 8.

### **Q. Is there specific language that must be included in the signature delegation letter?**

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**A.** There is no specific language requirement. On dated letterhead (not email), include the following (or similar) language: *I am [insert name and title], and the responsible official identified in the state biosolids rules under [WAC 173-308-310\(10\)\(a\)](#). By this letter and my signature I am delegating authority for the annual state biosolids report to [name and title of official] as allowed in [WAC 173-308-310\(10\)\(b\)](#).*

Be sure the responsible official signs the letter.

### **Q. I explained in my narrative what we do. Why do I have to provide the same information again in response to later questions?**

**A.** Your narrative helps us understand what you do, and helps us interpret your information. The later questions allow us to use the capabilities in the database to compare and summarize information from across the state.

### **Q. Why isn't there a Save and Exit option on the Review page?**

**A.** The system does not save the name and contact information for the preparer and the comments section on the **review** page, until you submit the report. The rest of the information you see on the review page is already saved. If you want to make changes, use the back button at the bottom of the page to find and correct any errors. Future versions will have a cleaner break between the work of the person who prepares the report, and the final stage where the report is reviewed and submitted.

### **Q. How can I let another party review the report before it is submitted?**

**A.** If you want another party to review what has been prepared, **save and exit** at the bottom of the page under the **supporting documents** section (immediately before you go to the **review** page). Then ask the other party(ies) to log in through SAW and view the report on the **review** page. A reviewer can provide comments, contact information for the preparer (or themselves), and submit the report from the **review** page. Alternatively, the reviewer can authorize the preparer to submit the final report. Future versions will have a cleaner break between the work of the person who prepares the report, and the final stage where the report is reviewed and submitted.

### **Q. Why don't biosolids in our lagoon count as storage?**

**A.** The solids accumulating in your lagoon are undergoing treatment. This is the same with biosolids in an active compost pile, or any other treatment process. We do not consider biosolids undergoing treatment to be in storage.

### **Q. Why don't you ask how much biosolids are in our lagoon?**

**A.** The amount of biosolids in your lagoon is not nearly as important as how much capacity remains. It is also important to verify that solids in your lagoon are not in danger of failing pollutant concentration limits. Lack of capacity and unexpected contamination are the things that cause most trouble for lagoon operators, so the report focusses on those.

### **Q. Do the biosolids in our drying beds count as stored?**

**A.** No. Dewatering is a treatment activity. When you remove the biosolids from your drying beds, they qualify as stored unless they enter another treatment process.

### **Q. What happens after we submit our report?**

**A.** Staff will review your report for completeness. They will also check to see that your responses are consistent with what we understand to be the nature of your operations. If staff have questions, they will contact you. When staff mark your report as accepted, the status will change from *submitted and reviewing* to *accepted*.

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### **Q. What happens if there is an error in our report?**

**A.** If you realize there is an error, let us know. If we find an error, we will evaluate it and may contact you for clarification. If appropriate, we can unlock your report so that you can correct it and resubmit.

## Facility Identification Numbers

Use the identification number associated with your facility below, to request access to your annual report. For POTWs, the county or city generally precedes the given name of a facility.

Don't see your ID number? Contact Michelle Andrews [michelle.andrews@ecy.wa.gov](mailto:michelle.andrews@ecy.wa.gov) or 360-628-7374.

Facility	Facility ID
ABERDEEN WWTP	123
ACE ACME SEPTIC	124
AIRWAY HEIGHTS WRP	532
ALBION WWTP	126
ALCOA INTALCO WWTP	127
ALCOA WENATCHEE WWTP	128
ALDER LAKE PARK WWTP	129
ALDERBROOK RESORT WWTF	406
ALDERWOOD PICNIC POINT WWTF	354
ALMIRA WWTP	130
ANACORTES WWTP	131
ARLINGTON WWTP	133
ASOTIN WWTF	134
B AND B SEPTIC SMF	135
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Barr-Tech Composting Facility	487
BELLINGHAM POST POINT WWTP	361
BENTON CITY WWTP	139
BINGEN WHITE SALMON WWTP	141
BIORECYCLING LSP CENTRALIA	142
BIORECYCLING LSP NORTH RANCH	143
BIRCH BAY WS DIST	145
BISHOP SANITATION SMF	117
BLAINE LIGHTHOUSE POINT WRF	498
BOULDER PARK BUF	148
BREMERTON WESTSIDE WWTP	149
BREWSTER WWTP	150
BRIDGEPORT WWTP	151
BS PUMPERS SMF	136
BUCKLEY WWTP	153
BURKEY ENTERPRISES SMF	155
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CATHLAMET WWTP	166
CENTRALIA WWTP	170
CHEHALIS REG WRF	172
CHELAN CO PESHASTIN WWTP	353
CHELAN CO PUD NO 1 LAKE WENATCHEE WWTP	268
CHELAN WWTP	173
CHENEY SEPTIC SERVICES SMF	528
CHENEY WWTP	109
CHERRYWOOD MOBILE HOME MANOR WWTP	174
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HARTSTENE POINTE WWTP	249
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HOLMES HARBOR SD WWTP	251
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ISLAND CO WWTP	255
J AND J FARMING SMF	495
JA WRIGHT CONSTRUCTION SMF	114
JBLM SOLO POINT WWTP	232
JIMS PUMPING SERVICES SMF	121
KALAMA WWTP	256
KENNEWICK WWTP	257
KETTLE FALLS WWTP	258
KING CO BRIGHTWATER WWTP	530
KING CO CARNATION WWTP	162
KING CO SOUTH WWTP	408
KING CO VASHON WWTP	452
KING CO WEST POINT WWTP	469
KITSAP CO CENTRAL KITSAP WWTP	169
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