

## **Steps for Completing a Reclaimed Water Transfer Application**

This application is used for transferring the ownership of a User Authorization (e.g. Change of User Organizational Name or Facility Name). All required items must be completed accurately and in their entirety for the form to be deemed complete. Incomplete forms will not be processed until all information is received, which will delay the transfer and reissuance of the Treater or User Authorization.

Part I of the application is to be filled out and signed by the new User accepting responsibility for the Authorization. Part II of the application is to be filled out and signed by the previous User. Part III of the application is to be filled out and signed by the Treater (ACWWA). ACWWA will submit the final application to the Colorado Department of Public Health and Environment (CDPHE) for processing.

The most recent version of the Transfer Application can be found on the CDPHE's website here: <https://cdphe.colorado.gov/water-quality-reclaimed-water-reuse-permits>

### **1. Input Your User Authorization Number**

At the top of page 2, enter your User Authorization Number (also referred to as the Certification Number).

- If you do not know your user authorization number, please contact the Regulation 84 Coordinator at [dwalker@acwwa.com](mailto:dwalker@acwwa.com) to obtain it.

### **2. Input the New Legal Contact's Information**

If there has been a change to the legal contact, complete **Section A – New Legally Responsible Individual and Organizational Formal Name** on page 2, following the steps below.

If there has not been a change to the legal contact, skip to Step 3.

- Complete all relevant sections, including:
  - Responsible Position (Title)
  - Held by (Person)
  - Organization
  - Telephone Number
  - Email Address
  - Full Mailing Address
- If any part of this section is left incomplete, the Transfer Application will be rejected and returned for additional information.

### 3. Input the New Facility Information

Complete **Section B – New Facility Information** on page 2, providing the following:

- Facility Name
- Street Address (or cross streets)
- City
- Zip Code
- County
- The address information should match the details on the current reclaimed water permit. If you need assistance verifying this information, please contact the Regulation 84 Coordinator at **[dwalker@acwwa.com](mailto:dwalker@acwwa.com)**.
- If any part of this section is left incomplete, the Transfer Application will be rejected and returned for additional information.

### 4. Input the New Facility Contact's Information

If there has been a change to the site contact, complete **Section C – Facility Contact Information** on page 2, following the steps below.

If there has not been a change to the site contact, proceed to Step 5.

- Complete all relevant sections, including:
  - Responsible Position (Title)
  - Held by (Person)
  - Organization
  - Telephone Number
  - Email Address
  - Full Mailing Address
- If any part of this section is left incomplete, the Transfer Application will be rejected and returned for additional information.

### 5. Complete Section I – Certification

At the bottom of page 4, complete **Section I – Certification**. This section must be signed and dated by the legal contact listed on the current reclaimed water permit, or if there has been a change, by the person listed in **Section A – New Legally Responsible Individual**.

### 6. Submit the Form for Review

Return the completed form, including all required sections and signatures, directly to ACWWA for review. ACWWA will work with the previous user to complete page 5 and have ACWWA complete page 6. The ACWWA Regulation 84 Coordinator will contact you upon receipt to guide you through the next steps for submission to the CDPHE.