



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



STEVEN E. CHESTER
DIRECTOR

Septage Education Reimbursement Protocol
December 1, 2005

Septage Firm Requirements

The applicant or licensee must designate a “responsible agent” to fulfill the education requirements outlined in Section 11717.

The application or licensee who wants to receive payment from the State of Michigan must register with the Office of the State Budget’s Contract and Payment Express prior to requesting payment. This can be done online at www.cpexpress.state.mi.us, or by calling the Office of the State Budget at 517-373-4111, or call toll free at 888-734-9749 and request a hardcopy of the vendor application.

This individual is typically the business owner. If an application is a corporation, partnership, or other legal entity, the applicant or licensee shall designate a responsible agent to fulfill the education requirements outlined in Sec. 11703(2)(3) or Part 117.

To qualify for reimbursement, the continuing septage education (CSE) course must first be approved by the Department of Environmental Quality’s (DEQ’s) Septage Waste Program and posted on the Septage Waste Program website.

To receive reimbursement for DEQ approved CSE courses, the responsible agent or licensee (septage firm) must submit a copy of the Water Bureau form entitled “Continuing Septage Education Reimbursement Request” (EQP5918). The firm must also submit the receipt for attending the approved CSE course and a certificate of completion that includes the name of the course, the date and location the course was held, the number of approved CSE hours, and a signature of each course presenter. This packet of information should be mailed to:

Mr. Ebinimi Burutolu
Septage Waste Program - CSE
Water Bureau
DEQ
P.O. Box 30273
Lansing, MI 48909-7773