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Department of Utilities  
Wastewater Treatment Plant  
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**TO:** Chairperson Edward Baranowski and Members of the Utilities Committee

**CC:** Utilities Director Chris Shaw

**FROM:** Environmental Programs Coordinator Brian Kreski

**DATE:** June 19, 2018

**RE:** **Permit transfer approval from Appvion, Inc., Paperweight Development Corp., PDC Capital Corporation, Appvion Receivables Funding I LLC and APVN Holdings LLC to Appvion Holding Corp. (Appvion Operation, Inc.) - Pretreatment Program Permit No. 18-03.**

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**Background:**

This memo serves as a formal notification and request by Appvion on June 13, 2018 to transfer its Industrial User Permit (No. 18-03) to Appvion Operations, Inc. in accordance with the City of Appleton's Sewer Use Ordinance (SUO), Sec. 20-120:

***Sec. 20-120. Wastewater discharge permit transfer.***

*Wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least ninety (90) days advance notice to the Director of Utilities and the Director of Utilities approves the wastewater discharge permit transfer. The notice to the Director of Utilities must include a written certification by the new owner or operator which:*

- (1) States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;*
- (2) Identifies the specific date on which the transfer is to occur; and*
- (3) Acknowledges full responsibility for complying with the existing wastewater discharge permit. Failure to provide advance notice of a transfer renders the wastewater discharge permit void as of the date of the facility transfer.  
(Ord 60-94, §1, 5-4-94)*

**Recommendation:**

The permittee submitted a transfer request for June 13, 2018 and does not comply with the City's SUO. The permittee and transferee are requesting the committee to waive the 90 day advanced notice and grant approval of the permit transfer. As stated in the formal notification letter (attachment), it is our understanding that the Transferee will operate the facility in the same manner as the permittee and comply with existing wastewater permit requirements. Feel free to contact Environmental Programs Coordinator Brian Kreski at ph: 832-5945.