

Guide for CERIS Sanitary Pumper Permit-Renewal

1. Login to CERIS-ND

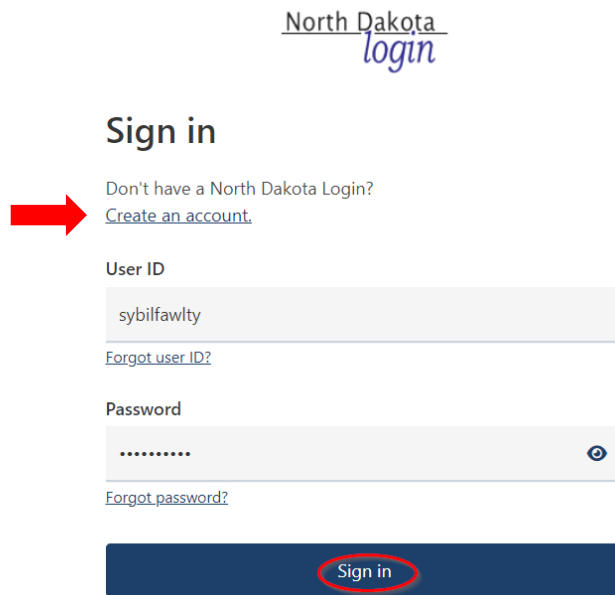
- Navigate to the CERIS-ND system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
- Click on the **Sign In** button on the system home page.



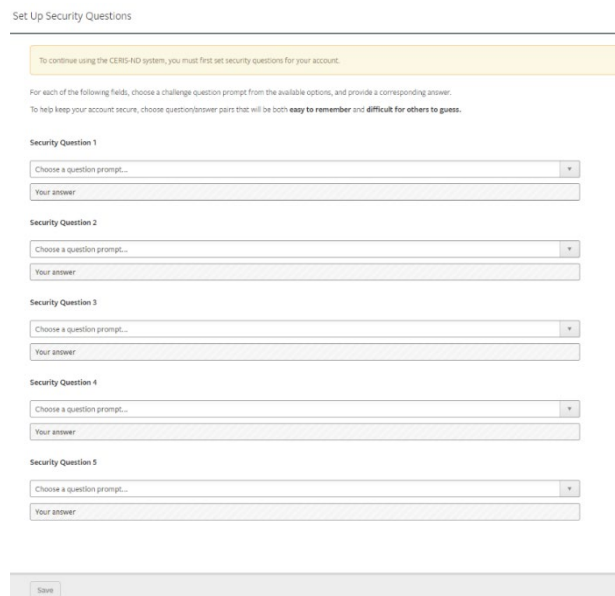
- You will be routed automatically to the North Dakota Login sign in screen.

The screenshot shows the North Dakota Login sign in screen. At the top is the "North Dakota login" logo. Below it is the heading "Sign in". A link "Don't have a North Dakota Login? Create an account." is provided. There are two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot user ID?". Below the "Password" field is a link "Forgot password?". At the bottom is a large blue "Sign in" button. Below the button is a link "Update your account."

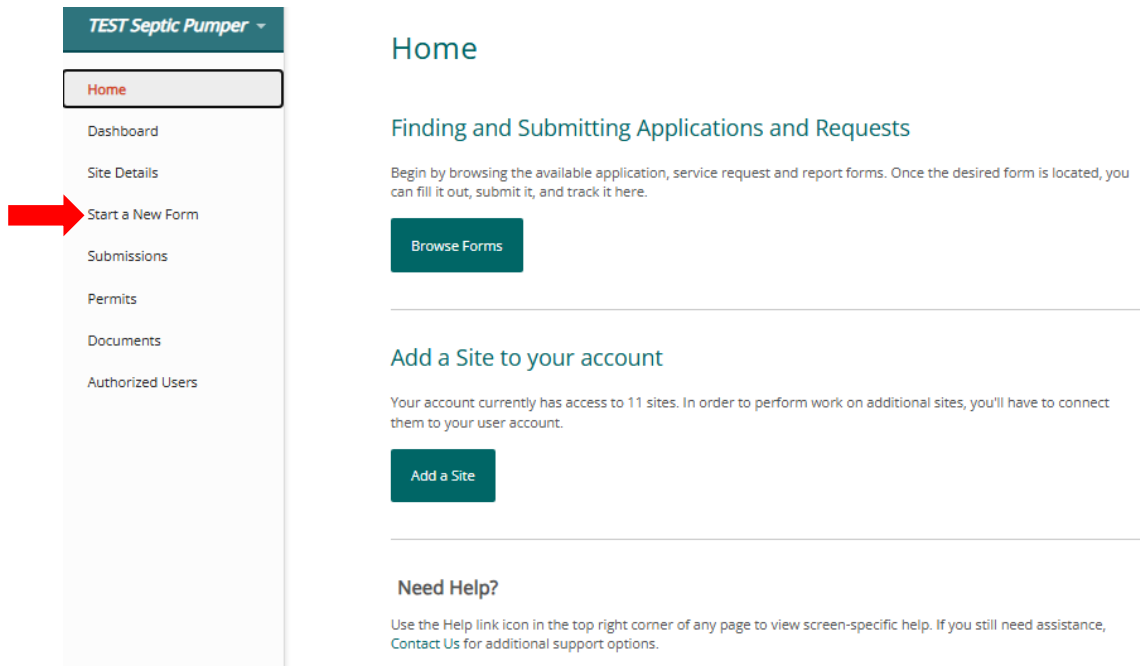
- d. At the North Dakota Login screen, provide your user ID and password and click **Sign in**.
 - i. If you don't have an account, click on "Create an account" and complete the needed information. This will include ND Login security questions.



- e. Unless already completed, you will be prompted to answer five security questions for use in CERIS-ND. Select your desired questions and provide responses and click **Save**



- f. After logging in, Select "Home" on the left-hand side of the screen.
2. How to begin a Sanitary Pumper renewal application.
 - a. Click "Start a New Form".



- b. For Renewals: Select “I want to renew, modify or terminate an existing permit, license or registration”

Start New Form

The forms below are filtered for only those that apply to **Organizations**. [Show All Forms](#)

What kind of form are you looking for?

<i>I want to start a new application</i>	>
Forms used to apply for a New Permit, License, or Entrance into a Program	
<i>I want to renew, modify or terminate an existing permit, license or registration</i>	>
Forms used to reissue, modify, transfer or terminate a permit	
<i>I'm not sure</i>	>
Search all available forms (excluding reporting forms)	

- c. Next window, Click “Begin”

Permit Change Forms

TEST Septic Pumper

 Filter

Showing 1 of 1

Septic Pumper Permit Application - Renewal

Site Name: TEST Septic Pumper

Permit Number: NDSP07398 v1.0

Form Description: Renewal Application for Sanitary Pumper Permit Servicing of Septic or Holding Tanks, Privies, or Portable Restrooms

Program Area: NPDES

Begin

- d. Next window, Click “Begin Form Entry”

- i. It may take a few minutes for the system to process the form set up.

3. Completing a renewal application

- a. The first section of the renewal is the Annual Report.
- b. The next section is the contact information.
 - i. There are three (3) contact sections that can be filled out, two (2) are required. Contact and Owner may be the same.
 - ii. The third contact information block is for a licensed plumber (if applicable). The license number of the plumber will need to be completed with this entry.
- c. The next section is for business information.
 - i. The Land Application Site and Disposal Site sections are dependent on how you answer the questions. The additional section(s) will appear when you answer “yes” to the applicable question.
- d. Land Application Site(s) Section – if applicable
 - i. You will need to list all land application sites. After listing a site, click “Add New Land Application Sites” at the bottom of the form to add additional sites.



- ii. If you have multiple sites/fields with the same owner, fully complete one form, click “Duplicate Land Application Sites” at the bottom of the form, and update the information for the next listing.



- iii. You will need to upload completed paper form(s) with “wet” signatures later in the submittal process.
- iv. Signed paperwork needs to be kept in your records for a minimum of 5 years and be available upon request of the department.
- v. Site locations can be selected on the map. This will automatically fill the Latitude and Longitude boxes. You will need to scroll and zoom to the appropriate location on the map.

Use Google Maps link below if you'd like help finding your latitude & longitude for your facility. You can utilize the different layers such as satellite to show the terrain easier.

[Google Maps](#)

Land Application Site Lat/Long

USGS The National Map: National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Da... Powered by Esri

LOCATION COORDINATES

Latitude

Longitude

Land Application Site PLSS Data

TOWNSHIP	RANGE	SECTION(S)	QUARTER SECTION (NE, SW, ETC)	COUNTY
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

e. Disposal Site(s) Section - if applicable

- i. You will need to list all disposal sites. After listing a site, click “Add New Permitted Disposal Sites” at the bottom of the form.



- ii. You will need to upload completed paper form(s) with “wet” signatures later in the submittal process.
- iii. Signed paperwork needs to be kept in your records for a minimum of 5 years and be available upon request of the department.

f. Document Attachment Section

- i. How you have answered various questions will determine which forms must be uploaded.
- ii. Each document type will need to be uploaded to its corresponding section. Multiple PDFs can be uploaded per section, or you may choose to provide a single scan.

iii. Examples:

Do you have a copy of a North Dakota State Training Certificate or other acceptable training course as approved by the Department?

☒ Yes
☐ No

North Dakota State Training Certificate (or certificate from other acceptable training courses)

Please attach certificate from North Dakota or other acceptable training courses

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

📎

OR

[CHOOSE FILE](#)

Comment

Are you a licensed plumber under NDCC 43-18 who operates one servicing unit?


☒ Yes
☐ No

Plumbers License

Please attach copy of Plumbers License

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload




OR

[CHOOSE FILE](#)

Comment

Land Application Sites

Please print this, apply a signature, and upload below


[Land Application Form](#) 

* Land Application Form Attachment

Please attach the land application form attachment

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload



OR

[CHOOSE FILE](#)


Comment

* Permitted Disposal Sites Form Attachment

Please attach the permitted disposal sites form

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload



OR

[CHOOSE FILE](#)

Comment

g. Review Section

- i. Review the submission. If everything is correct, click “Certify & Submit”.



- ii. Review the certification statements, click “Submit Form”.

 A screenshot of a web form titled "Septic Pumper Permit Application - Renewal". On the left is a sidebar with a list of sections: Annual Report, Contact Information, Business Information, Land Application Sites, Permitted Disposal Sites, Document Attachments, Review, and Certify & Submit. The "Certify & Submit" section is active. The main content area contains instructions and a certification statement. At the bottom, there are three buttons: "FINALIZE SUBMISSION Submit Form" (highlighted with a red arrow), "FINISH LATER Save and Exit", and "SAVE PROGRESS".

- iii. The system will acknowledge the submission receipt. You are able to print this window for your records.

h. Choose a method of payment.

 A screenshot of a "Submission Received" confirmation page. It shows the application title "Septic Pumper Permit Application - Renewal" and submission details. Below this, it states "Your submission has been received. It is recommended to print and retain a copy of this confirmation." There are two large buttons: "Pay Online" and "Pay by Mail". A red arrow points to the "Pay by Mail" button.

i. Method of payment:

1. If you choose to pay on-line, follow the prompts provided.
2. If you choose to pay by mail, follow the instructions provided.

 A screenshot of the "Pay By Mail - Instructions" section. It provides a list of steps: 1. Download and print payment voucher (with a "Download Payment Voucher" button), 2. Include payment of \$ 50.00, and 3. Send payment and printed payment voucher to the following address: Standard Mail, North Dakota Dept. of Env. Quality, Division of Water Quality, 4301 Hennepin Street, Bismarck, ND 58103-1131. At the bottom are "View Submission" and "Return to Portal" buttons.

- ii. **Don't forget to include the payment voucher with your check.** It will open in a separate browser window for download/print.



NORTH DAKOTA DEPT. OF ENV. QUALITY
DIVISION OF WATER QUALITY
4201 NORMANDY STREET
BISMARCK, ND 58503-1324

Payment Voucher

Submission/Voucher Date: 11/21/2025 12:01:19 PM
Submission: HQH-92W9-9C4MY
Submitted By: Jon Doe
Organization: North Dakota Department of Environmental Quality
Form: Septic Pumper Permit Application - Renewal
Amount Due: \$ 50.00

Description	Amount
Fee	\$ 50.00
Total	\$ 50.00

Return the Payment Voucher below with your payment. Payment must be received before your submission can be processed.

Payment Voucher

Submission #: HQH-92W9-9C4MY
Submitted By: Jon Doe
Submission Date: 11/21/2025 12:01:19 PM
Organization: North Dakota Department of Environmental Quality
Form: Septic Pumper Permit Application - Renewal

Total Due: **\$ 50.00**

To ensure proper credit, please return this portion of the document with your payment to the address below.
Payment due upon receipt. Make checks payable to **North Dakota Department of Environmental Quality.**

NORTH DAKOTA DEPT. OF ENV. QUALITY
DIVISION OF WATER QUALITY
4201 NORMANDY STREET
BISMARCK, ND 58503-1324

- iii. Click “Return to Portal” to close the payment window.

Submission Received

[Print Confirmation](#)

Septic Pumper Permit Application - Renewal

Submission **HQH-92W9-9C4MY** Revision 2 Form Version 1.8

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

✉ Pay By Mail — Instructions

- 1 Download and print payment voucher
Please keep an additional copy for your records.

[Download Payment Voucher](#)

- 2 Include payment of **\$ 50.00**

- 3 Send payment *and* printed payment voucher to the following address:

Standard Mail
North Dakota Dept. of Env. Quality
Division of Water Quality
4201 Normandy Street
Bismarck, ND 58503-1324

[View Submission](#)[Return to Portal](#)

I'd like to select a different payment method.

- i. You will be returned to your dashboard.

TEST Septic Pumper

Home

Dashboard

Site Details

Start a New Form

Submissions

Permits

Financials

Documents

Authorized Users

Priority **0**

Upcoming **0**

As Needed **0**

Draft **0**

To Be Signed **0**

In Process **1**

HIGH PRIORITY

No Items

INVOICES

1 INVOICES

\$ 50.00 TOTAL DUE

UPCOMING

No Items