



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CONCENTRATED ANIMAL FEEDING OPERATIONS INDIVIDUAL PERMIT APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

The Department of Environmental Protection (DEP) requests that applicants use the most recent versions of application forms as posted on DEP's website. The most recent version of the NPDES CAFO Individual Permit Application form (3800-PM-BCW0033b) can be obtained through DEP's website as noted below. A complete application package includes the application form and all other attachments identified on the application checklist (3800-PM-BCW0033c). Applicants can download the appropriate form to a computer, complete the form electronically and print and sign the document for submission to DEP. The application form and checklist can be obtained by visiting www.depgreenport.state.pa.us/elibrary/ and selecting "Permit and Authorization Packages", "Clean Water," and "Individual CAFO Permit Application".

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. If additional space is needed to accurately complete the application, attach additional sheets as necessary. If a question is not applicable, write "N/A" in the appropriate box.

Scope. The NPDES CAFO Individual Permit Application is to be used by Concentrated Animal Feeding Operations (CAFOs) that meet one or more of the following criteria:

1. CAFOs that are not eligible to use the PAG-12 General Permit for NPDES permit coverage (see "Operations Not Authorized by the PAG-12 General Permit" section of the PAG-12 General Permit, 3800-PM-BCW0032d).

NOTE – The most common reason that a CAFO is not eligible to use PAG-12 is that the operation is located in the watershed of a surface water with a designated or existing use of High Quality (HQ) or Exceptional Value (EV) (i.e., "special protection watershed"). This eligibility criterion generally relates to the production area of a CAFO (i.e., animal confinement, manure storage, raw materials storage, and waste containment areas). This criterion does not apply to land under the operational control of the applicant where manure is applied, unless the amount or volume of manure approved in the Nutrient Management Plan (NMP) has increased. For example, if an operation proposes to land apply manure on a new field for crop production in a special protection watershed where manure application has not previously occurred, DEP may determine that the operation is no longer eligible for PAG-12 coverage and an individual permit would be required.

2. CAFOs that are eligible to use the PAG-12 General Permit for NPDES permit coverage but desire an individual permit in lieu of PAG-12 coverage.
3. CAFOs that are required by DEP to apply for and obtain an individual permit.

Deadlines for Application. A new or expanding operation seeking permit coverage for the first time that is not eligible for PAG-12 coverage, desires an individual permit, or is required to obtain an individual permit, must submit an administratively complete and acceptable application at least 180 days prior to the planned date for commencing operation as a CAFO. For new operations, buildings, facilities and structures may be constructed prior to obtaining NPDES permit coverage, provided that the appropriate earth disturbance and construction permits are obtained, as applicable, but animals may not be confined until the permit is obtained. For expanding operations, additional animals (beyond that authorized by any existing permit) may not be maintained at the operation until the permit is obtained.

An existing operation that will be a CAFO effective October 1, 2019 based on new standard animal weights approved by the State Conservation Commission (as published in the *Pennsylvania Bulletin* on June 3, 2017), and as contained in Pennsylvania State University Agronomy Fact Sheet 54, must submit an administratively complete and acceptable NOI for PAG-12 General Permit coverage (if eligible) or an individual permit application no later than April 1, 2019.

Contents of the Application. The applicant must submit the information and attachments required by these instructions and shall properly sign the application in accordance with 25 Pa. Code § 92a.22 (relating to signatories to permit applications and reports) and 40 CFR 122.22.

Where to Submit the Application. The application shall be submitted to DEP’s Southcentral Regional Office, Clean Water Program, at 909 Elmerton Avenue, Harrisburg, PA 17110.

Application Fee. The application fees for an individual permit are as follows:

- New (proposed) CAFOs or expanding CAFOs seeking permit coverage for the first time – \$4,500; and
- Existing CAFOs seeking ~~the renewal of an amendment to~~ an individual permit – \$500750.

A check or money order in the appropriate amount must be included with the application. The check or money order must be made payable to the “Commonwealth of Pennsylvania” and must be dated within 10 days of the application submission date.

CAFO Annual Reports. CAFO Annual Reports must be submitted to the DEP office responsible for the county in which the CAFO is located by January 1 each year. CAFOs must complete and submit annual reports using DEP’s CAFO Annual Report template (3800-PM-BCW0032f) unless notified that an electronic system is available to submit reports. DEP has developed instructions for completion of the CAFO Annual Report (see 3800-PM-BCW0032g).

The first annual report that must be submitted to DEP under a renewed individual permit will have a reporting period starting on January 1 of the year the permit becomes effective and ending on September 30 following one full year of coverage. The first annual report is due by January 1 following one full year of coverage. Thereafter, the annual reporting period is October 1 - September 30, with the annual report due by January 1.

Example: DEP issues a renewed individual permit to a CAFO on May 15, 2019. The permit has an effective date of June 1, 2019. The table below illustrates the annual reporting periods and due dates under the permit:

Report No.	Annual Reporting Period	Annual Report Due Date
1	January 1, 2019 – September 30, 2020	January 1, 2021
2	October 1, 2020 – September 30, 2021	January 1, 2022
3	October 1, 2021 – September 30, 2022	January 1, 2023
4	October 1, 2022 – September 30, 2023	January 1, 2024
5	October 1, 2023 – September 30, 2024	January 1, 2025

NOTE – The first annual report has a reporting period that starts on January 1 of the year the permit becomes effective because DEP is transitioning the CAFO annual reporting cycle from a calendar year, used in prior permits, to a “crop year” (October 1 – September 30). The end of the reporting period for the prior annual report would be December 31 of the year before the permit becomes effective.

The first annual report that must be submitted to DEP under a new individual permit will have a reporting period starting on the permit effective date and ending on September 30 following one full year of coverage. The first annual report is due by January 1 following one full year of coverage. Thereafter, the annual reporting period is October 1 – September 30, with the annual report due by January 1.

APPLICATION – GENERAL INFORMATION

1. **Applicant/Operator Name.** Specify the applicant (organization) name in this block as it appears on the General Information Form (GIF) that must be submitted with every individual permit application.
2. **Site (CAFO) Name.** List the site name in this block as it appears on the GIF.
3. **Application Type.** Check the appropriate box to indicate whether the application is for a new permit (i.e., a new or existing operation that has never previously applied for NPDES permit coverage) or a renewal of coverage (including operations with PAG-12 coverage seeking to renew coverage under an individual permit). If the box for Renewal is checked, the applicant must indicate the Permit Number of the existing NPDES permit coverage.

NOTE – Where an amendment to an individual permit is required, DEP’s NPDES Application for Permit Amendment Form (3800-PM-BCW0027b) must be used unless the applicant is also seeking to renew the permit for a new term, in which case the individual permit application (3800-PM-BCW0033b) should be used. The submission of an amendment application due to an increase by 10% or more in the animal population maintained on an operation (in terms of Animal Equivalent Units (AEUs)) or the AEUs per acre of land available for manure application constitutes a major amendment to the permit. In general, other reasons for amendments may be considered minor amendments unless determined otherwise by DEP. Amendments are subject to the fees contained in 25 Pa. Code § 92a.26(f).

4. **Operation Type.** Select the appropriate box to indicate whether the operation is new, existing or expanding. Operations seeking coverage for the first time due to the change in animal weights, effective October 1, 2019, should select the box for Existing.
5. **Reason for Application.** Check the appropriate box to indicate the reason the operation is seeking NPDES permit coverage: 1) a CAO with greater than 300 AEUs; 2) an operation with greater than 1,000 AEUs; 3) a Large CAFO as defined by EPA; or 4) Other (e.g., a Small or Medium CAFO as defined by EPA or an operation designated by EPA or DEP as a CAFO). Check all boxes that apply.
6. **Commencement of Operations.** If the operation is proposed, list the date of anticipated commencement of operation as a CAFO. An applicant must apply for NPDES permit coverage at least 180 days prior to commencing operation as a CAFO, and obtain permit coverage prior to commencing operation as a CAFO. If the operation is existing this field may remain blank.
7. **Surface Waters.** Name the surface water(s) closest to the production area(s) and list the existing and designated uses of the surface water(s) under Chapter 93. The term production area includes the animal confinement area, the manure storage area, the raw materials storage area, and the waste containment areas. Existing uses are available through DEP’s website (www.dep.pa.gov, select Businesses – Water – Bureau of Clean Water – Water Quality Standards – Statewide Existing Use Classifications). Designated uses may be found at www.pacode.com (select Title 25 – Chapter 93). If the surface water(s) are not listed on DEP’s existing use website, then the existing use is the same as the designated use.
8. **Maximum Animal Population.** Identify the maximum animal population, in terms of AEUs, that the operation is designed to maintain. In general, this value should be identified in the operation’s NMP.
9. **AEUs/Acre.** List the AEUs per acre of available land for manure application. In general, this value should be identified in the operation’s NMP.

NOTE – If during the term of General Permit coverage, the permittee plans to increase the total AEUs on the operation and/or the value of AEUs/acre by more than 10%, an amendment to general permit coverage will be necessary. If the value of AEUs/acre will increase by more than 10%, an amendment to the NMP is required in accordance with 25 Pa. Code § 83.371(a)(1).

10. **Integrator(s).** If the operation is raising animals under contract with another company (i.e., an integrator), identify the name(s) of the integrator(s) and list the address(es) and phone number(s) of the integrator(s).
11. **Production Area Coordinates.** Federal regulations require the applicant to report the latitude and longitude of the entrance to the production area. For the purpose of this question on the application, report the latitude and longitude of the primary entrance of the largest animal confinement building or structure at the operation. If there are multiple confinement buildings of the same size, report the coordinates of the building that is closest to the operator’s office facilities.
12. **Satellite Farms.** List other sites related to the operation for which the applicant seeks permit coverage. In general, satellite farms are sites located on parcels that are not contiguous to the primary operation (i.e., “home farm”). If the satellite farm is incorporated into the home farm’s NMP, the farm should be listed in this section. Report the name of the satellite farm, the county and municipality where the county and municipality are located, and an indication of whether or not there are animals on the satellite farm (“Yes” or “No”).

APPLICATION – ANIMAL INFORMATION

List all animal types that are or will be present at the operation following approval of coverage under the General Permit and additional information as follows:

- **Animal Type.** List the animal type as identified in Pennsylvania State University's [Agronomy Fact Sheet 54](#).
- **No. Open Confinement.** List the number of animals from each animal type that are not maintained under roof for the majority of the time they spend on the operation.
- **No. Under Roof Confinement.** List the number of animals from each animal type that are maintained under roof for the majority of the time they spend on the operation.
- **Total No. Animals.** This value should be the sum of the values for No. Open Confinement and No. Under Roof Confinement.
- **Weight (lbs).** Use the standard or alternative weight that is used in the latest proposed or approved NMP.
- **Production Days.** Identify the number of days that are spent on the operation for each animal type during a crop year (October 1 – September 30).
- **AEUs.** Calculate the number of AEUs for each animal type by first multiplying the Total No. Animals by the Weight (lbs), and dividing by 1,000. Then multiply this value by the Production Days, and divide by 365. This value should match the AEUs computed for the latest proposed or approved NMP. Sum the AEUs for all animal types at the bottom of the table. This is the Total AEUs for the operation and should match the Maximum Animal Population value reported in the General Information section of the application.

APPLICATION – MANURE AND NUTRIENT MANAGEMENT INFORMATION

1. **NMP Approval Date.** List the date of approval of the latest new or updated NMP. Indicate the crop year(s) addressed by the latest NMP (e.g., 2018 – 2020).
2. **Acres for Manure Application.** List the number of acres owned and the number of acres rented or leased for manure application. This information should be consistent with the latest approved NMP or an NMP update that is under review by the State Conservation Commission or a delegated county conservation district.
3. **Description of Manure and Agricultural Wastewater Management.** Describe, in detail, the method(s) by which manure and agricultural wastewater are managed and used on the operation. For example:

Two 100' long x 40' wide x 1.5' deep reinforced concrete shallow pits collect liquid swine manure beneath the two swine houses. These pits are drained by gravity at least once per week using a pull-plug system to a 75' x 75' x 10' deep HDPE-lined impoundment. Manure is pumped out and applied on-site and exported from the farm.

4. **Solid Manure Generation.** List all animal types that generate solid manure and provide the information requested, as follows:
 - **Animal Type.** List the animal type as identified in Pennsylvania State University's [Agronomy Fact Sheet 54](#).
 - **Amount Generated.** Report the amount of solid manure generated for each animal type, in dry tons per year.
 - **Amount Used on Operation.** List the amount of the total generated solid manure that is land applied or otherwise utilized on the operation, in dry tons per year.
 - **Amount Exported from Operation.** Identify the amount of the total generated solid manure that is exported from the operation, in dry tons per year.

Sum the amounts for each animal type to list the totals at the bottom of the table.

NOTE – In general, solid manure is manure with a solids content at or above 20%. Poultry manure may be considered a solid manure as well as beef and dairy cattle manure that has been mixed with bedding or other materials.

5. **Manure Stockpiling.** Report whether solid manure is stacked or stockpiled on the operation (“Yes” or “No”). If “Yes”, describe the location(s) where manure is stockpiled. Also, if “Yes”, check the appropriate box to indicate whether manure is stockpiled for less than 15 consecutive days before land applied or manure is stockpiled for 15 consecutive days or more under cover before land application.
6. **Liquid and Semi-Solid Manure Generation.** List all animal types that generate liquid or semi-solid manure and provide the information requested, as follows:
- **Animal Type.** List the animal type as identified in Pennsylvania State University’s [Agronomy Fact Sheet 54](#).
 - **Volume Generated.** Report the volume of liquid or semi-solid manure generated for each animal type, in gallons per year.
 - **Volume Used on Operation.** List the volume of the total generated liquid or semi-solid manure that is land applied or otherwise utilized on the operation, in gallons per year.
 - **Volume Exported from Operation.** Identify the volume of the total generated liquid or semi-solid manure that is exported from the operation, in gallons per year.

Sum the volumes for each animal type to list the totals at the bottom of the table.

NOTE – In general, liquid and semi-solid manure is manure with a solids content below 20%. This includes swine manure, beef and cattle manure (if not mixed with other materials), certain poultry manures, and others.

7. **Agricultural Process Wastewater Generation.** Report all agricultural process wastewater generated at the operation. If the volumes of agricultural process wastewater generated are incorporated into the volumes reported for liquid and semi-solid manure in question 6, above, then check the appropriate box below the table and just report a description of all agricultural process wastewater in the table. Otherwise, complete the table as follows:
- **Agricultural Process Wastewater Description.** Describe the type of agricultural process wastewater generated on the operation. Such wastewater includes spillage or overflow from livestock or poultry watering systems; washing, cleaning or flushing pens, milk houses, barns, manure pits, or other facilities associated with the operation; silage leachate; direct contact swimming, washing or spray cooling of livestock or poultry; egg washing; or dust control. Agricultural process wastewater includes any water which comes into contact with any raw materials, products, or byproducts, including manure, litter, feed, milk, eggs and bedding.
 - **Volume Generated.** Report the volume of each type of agricultural process wastewater generated on the operation in gallons/year.
 - **Volume Used on Operation.** Report the volume of agricultural process wastewater used on the operation in gallons/year.
 - **Volume Exported from Operation.** Report the volume of agricultural process wastewater exported from the operation in gallons/year.

Check the appropriate box if no agricultural process wastewater is generated on the operation.

8. **Animal Mortality Management.** Describe the operation’s method(s) for managing animal mortalities.
9. **Outdoor Feed Storage Facilities.** Check the appropriate box to indicate whether the operation has feed storage facilities that are not contained under roof (“Yes” or “No”). If Yes, describe all measures that have been taken to prevent discharges to surface waters.

10. **Winter Manure Application.** Check the appropriate box to indicate whether the latest approved NMP provides for the application of manure during the winter period (“Yes” or “No”). A response of “No” to this question does not imply that winter application would not be authorized in the future under an update to the NMP.

APPLICATION – OTHER INFORMATION

1. **E&S Plan.** Report whether an Erosion and Sediment Control (E&S) Plan for plowing and tilling has been developed for all acres owned, rented or leased by the applicant (“Yes” or “No”). If Yes, indicate the year the Plan was developed or last updated.
2. If the response to question 1 is “Yes”, indicate whether the E&S Plan(s) reflects current agricultural practices and is being implemented (“Yes” or “No”).
3. If the response to question 2 is “No”, specify the date by which the E&S Plan(s) will be updated.
4. **Animal Heavy Use Area(s) (AHUA(s)).** Check the appropriate box to indicate whether the operation includes AHUA(s).
5. If the response to question 4 is “Yes”, indicate whether the E&S Plan addresses practices to reduce erosion from the AHUA(s) (“Yes” or “No”).
6. **Groundwater Monitoring Wells.** Indicate whether there are groundwater monitoring wells on the operation (“Yes” or “No”). Do not include wells used for potable water supply. If the response is “Yes”, report the number of groundwater monitoring wells in the space provided.
7. **Groundwater Monitoring Data.** Report whether routine groundwater monitoring has been conducted on the operation in the past (“Yes” or “No”). If “Yes”, report the years in which groundwater monitoring data are available (e.g., 2010 to present).
8. **Biosecurity.** List any biosecurity measures that are specific to the operation. DEP inspectors follow general protocols for biosecurity at all farms, but if there is anything unique to the operation that DEP should be aware of, report that information here.

APPLICATION – EXISTING PERMITS

List all permits that have been issued or are pending for this facility or project site by DEP, a delegated county conservation district or EPA within the past five years. Include any NPDES and WQM permits, Chapter 105 permits and any other environmental permits. Provide the permit number, the date of permit issuance, and the name of the agency which issued the permit, as applicable.

APPLICATION – IMPORTING FARM INFORMATION

Check the appropriate boxes if all manure and agricultural process wastewater generated by the operation is land applied or utilized on-site (i.e., no manure or agricultural process wastewater is exported off-site) or if all manure from the operation is managed by a certified broker and importing farms and locations are not known. If either is true, the Importing Farm Information table may remain blank. Otherwise the table is to be completed as follows:

- **Importing Farm Name** – Identify the name of the importing farm known to receive manure from the applicant’s operation.
- **Address** – Report the address of the importing farm.
- **Name of Nearest Surface Waters** – List the name(s) of the surface water(s) that are located closest to the manure application site(s) at the importing farms. Surface water names may be found in DEP’s Chapter 93 regulations or by using DEP’s online GIS tools (visit www.dep.pa.gov, select Data and Tools, Tools and GIS).

- **Chapter 93 Classification** – Report the existing use of the surface water or, if an existing use is not specified, the designated use of the surface water. See the instructions for question 7 of the General Information section of the application.
- **Impaired?** – Identify whether the surface water is considered impaired according to DEP’s latest Integrated Water Quality Monitoring and Assessment Report (“Integrated Report”). To view the current Integrated Report go to DEP’s website (www.dep.pa.gov), and select “Citizens”, “My Water”, “Rivers, Lakes and Streams”, and “Integrated Water Quality Report”. Report “Yes” or “No” in this column.
- **E&S Plan or Other Documentation Attached?** If the Chapter 93 Classification is HQ or EV or if the reported surface water is impaired, the applicant must attach the importing farm’s E&S Plan(s) that covers the land where manure from the applicant’s operation will be applied. Alternatively, the applicant may attach documentation from the State Conservation Commission (SCC) or the delegated county conservation district (CCD) that E&S plans have been developed for the referenced land and are on file.

APPLICATION – MANURE STORAGE FACILITY INFORMATION

1. List all manure storage facilities on the operation that are designed to contain liquid and semi-solid manure and provide the information requested below:
 - **Type.** Report the types of all manure storage facilities. Report one of the following types unless the applicant can characterize the type in a more accurate manner using a different description:
 - Shallow Underbarn Concrete Pit;
 - Deep Underbarn Concrete Pit;
 - Circular Concrete Aboveground Storage;
 - Circular Concrete Inground Storage;
 - Circular Steel Aboveground Storage;
 - HDPE-Lined Impoundment; and
 - Earthen/Clay-Lined Impoundment.
 - **Latitude / Longitude.** Report the degrees, minutes, and seconds for Latitude and Longitude coordinates at the center of the manure storage facility.
 - **Year Built.** Report the year the manure storage facility was constructed.
 - **Maximum Capacity.** List the maximum storage capacities of all manure storage facilities, not including regulatory freeboard, in gallons.
 - **Freeboard.** List the required freeboard, in feet (ft), as specified in 25 Pa. Code § 91.36 (i.e., 0.5 ft, 1 ft or 2 ft). Also, indicate the freeboard in ft required at the start of the winter period in order to implement the NMP. This is the freeboard level that the manure storage facility should be at on December 15th considering the volume of manure expected to be generated over winter and any planned applications between December 15th and February 28th.
 - **Subsurface Drain?** Report whether the manure storage facility has a subsurface drain that outlets to the ground surface (“Yes” or “No”). A subsurface drain is generally used to ensure that the seasonal high-water table does not infringe upon the liner of the manure storage facility.
 - **Leak Detection?** Report whether the manure storage facility was constructed with a leak detection system (“Yes” or “No”). A leak detection system generally consists of a perforated drain below a synthetic liner that outlets to a sump or daylight for inspection.
 - **Eng Cert?** Indicate whether a certification completed by a PA-registered professional engineer was completed for the manure storage facility (“Yes” or “No”).
 - **WQM Permit?** Indicate whether a Water Quality Management (WQM) permit was issued for the manure storage facility (“Yes” or “No”).

2. **Solid Manure Storage Structures.** Describe all structures or locations used for the storage of solid manure.
3. **O&M Plan.** Indicate whether an Operation and Maintenance (O&M) Plan has been developed for each manure storage facility listed above (question 1) (“Yes” or “No”).
4. **Corrective Action.** Describe any repairs or corrective action taken for the manure storage facilities listed above (question 1) in the past five years.

APPLICATION – COMPLIANCE HISTORY

Check the appropriate box to indicate if the facility owner or operator was/is in violation of any DEP regulation, permit, order or schedule of compliance at this or ANY OTHER facility or project site within the past five years. If the answer is “No,” no further information is needed in this area. If the answer is “Yes,” list each permit, order or schedule of compliance and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide ALL information.

APPLICATION – CERTIFICATION

The applicant must certify that the information contained in the application is true, accurate and complete. **The application must be signed as follows:**

- For individually owned operations, the application must be signed by the owner of the facility or project site.
- For a corporation, the application must be signed by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility or project from which the discharge described in the application originates.
- For a partnership or sole proprietorship, the application must be signed by a general partner or the proprietor, respectively.
- For a municipality, state, federal or other public agency, the application must be signed by either a principal executive officer, ranking elected official or other authorized employee.

If there are co-applicants, each applicant must sign and date the Certification section of the application. Include additional pages with the application as necessary.

CHECKLIST AND APPLICATION ATTACHMENTS

To ensure the application is complete, DEP provides a checklist (3800-PM-BCW0033c). This checklist must be returned with the completed application form. The following explains each of the application components.

Application. Submit three copies of the completed application, one of which should have an original signature of the applicant.

Application Fee. Attach a check or money order in the amount of \$1,500 (new permits) or \$750 (renewal of an existing permit), made payable to “Commonwealth of Pennsylvania”.

General Information Form (GIF). Attach one completed copy of the GIF. The Land Use Information section of the GIF must be completed for all applications associated with new or expanding operations. The GIF may be found on DEP’s website (visit www.depgreenport.state.pa.us/elibrary/, select “Permit and Authorization Packages,” “Department-Wide General Information,” and “General Information Form”).

Nutrient Management Plan (NMP). Attach to the application the latest approved NMP (new or plan amendment) along with the approval letter from the SCC or CCD. The NMP must meet all requirements of 25 Pa. Code Chapter 83, Subchapter D, and 40 CFR 122.42(e)(1)(i-x), and also include:

- Manure application setbacks for the CAFO of at least 100 feet, or vegetated buffers at least 35 feet in width.
- A statement that manure that is stockpiled for 15 consecutive days or longer shall be under cover or otherwise stored to prevent discharge to surface water during a storm event up to and including the appropriate design storm for that type of operation under §§ 91.36(a)(1) and (5).
- Measures to be taken to prevent discharge to surface water from storage of raw materials such as feed and supplies, unless these measures are described in a separate document that is attached to the application.

NOTE – Applicants of new operations may submit an NMP that has not yet been approved by the SCC or CCD; however, DEP will not issue the permit until DEP receives the NMP approval letter.

NOTE – Applicants must submit the latest approved NMP and approval letter as an attachment to the application. If the latest approved NMP is inconsistent with the information reported on the application, an updated NMP that is under review should also be submitted. DEP will not issue a permit until DEP receives the approval letter for an NMP that is consistent with the information in the application.

Erosion and Sediment Control (E&S) Plan. Attach to the application the latest E&S Plan for agricultural plowing and tilling and AHUAs. The Plan should cover all lands owned and under the operational control of the applicant that are used for plowing and tilling and AHUAs and meet the minimum requirements of 25 Pa. Code § 102.4(a).

E&S Plan(s) for Importing Farms. Attach E&S Plan(s) for plowing and tilling for all lands that will receive manure from the applicant's operation, which are not owned or under the control of the applicant, when such lands are located in special protection or impaired watersheds. Alternatively, submit written verification of such plan(s) by SCC or a delegated CCD for these lands.

Preparedness, Prevention and Contingency (PPC) Plan. Attach to the application a PPC Plan to satisfy the requirements of 25 Pa. Code §§ 91.34(b) and 92a.29(e)(4). The site-specific emergency response plan required by 25 Pa. Code § 83.312 in the NMP will meet these requirements if it is developed consistent with the guidelines contained in DEP's *Guidelines for the Development and Implementation of Environmental Emergency Response Plans* (Document No. 400-2200-001).

Municipal and County (Act 14) Notifications. Attach to the application copies of correspondence submitted to the county(ies) and municipality(ies) where the operation is located, notifying the government entities of the applicant's intent to apply for an individual permit. Also, attach a copy of confirmation that the government entities received the applicant's correspondence. This notification is required for Application Types of New and Renewal (as well as Amendment if the operation proposes an expansion). A sample notification letter can be found on DEP's website (visit www.depgreenport.state.pa.us/elibrary/, select "Permit and Authorization Packages," "Clean Water," "Sample Letter from Applicant to Municipality and County Satisfy Act 14 Notice Requirements").

Newspaper Notice. For new and expanding operations only, the applicant must provide evidence that public notice of the proposed new or expanded operation has been published in a newspaper of general circulation in the locality in which the activity is or will be located once per week during a consecutive 4-week period.

Topographic Map. Attach a topographic map to the application that identifies surface waters and relevant site features such as animal confinement buildings and manure storage facilities (production areas). A separate topographic map is not required if already included in the NMP. The submission of photographs is encouraged but not required.

WQM Permit Application. When an applicant proposes to construct a new or expanded manure storage facility in which a WQM permit is required under 25 Pa. Code § 91.36(a), the applicant should submit an application for a WQM permit at the same time or before the individual NPDES permit application is submitted. DEP may issue a WQM permit prior to taking action on the NPDES application.

NOTE – If a manure digester is proposed in which the applicant expects to receive residual or municipal waste from off-site, a permit or approval from DEP's Waste Management Program will be required prior to or as a condition of the WQM permit.

Chapter 102 NPDES Permit for Stormwater Associated with Construction Activities. For new or expanding CAFOs, applicants must submit a copy of the approval of coverage under a Chapter 102 NPDES Permit for Stormwater Associated with Construction Activities when earth disturbance will be at least one acre. If the Chapter 102 NPDES approval is not submitted as an attachment to the application, DEP will not issue an individual permit until DEP receives the Chapter 102 NPDES approval letter.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) APPLICATION FOR INDIVIDUAL PERMIT TO DISCHARGE INDUSTRIAL WASTEWATER INSTRUCTIONS

GENERAL INFORMATION

NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

Applicants should use the most recent versions of applications as posted on DEP's website. The most recent version of the Application for Individual Permit to Discharge Industrial Wastewater can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a computer, complete the form electronically and print the document for submission to DEP. The application and checklist can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Water
Select: Bureau of Clean Water
Select: Wastewater Management
Select: NPDES and WQM Permitting Programs

The GIF form can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Permits, Licensing and Certification
Select: Department-Wide Permit/Authorization Packages
Select: [General Information Form \(GIF\)](#)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's website: www.dep.pa.gov
Select: Data and Tools
Select: Tools
Select: eFACTS
Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. Attach additional sheets as necessary to complete all questions. If a question is not applicable to the project, write "N/A" in the appropriate field or otherwise leave blank as instructed.

Who Must Apply for NPDES Permits? Persons who operate facilities or conduct activities that discharge pollutants into surface waters of the Commonwealth (including dry streams, ditches and storm sewers).

Who Can Use This Form? This form must be used by new or existing manufacturing, commercial or other facilities which discharge or propose to discharge industrial wastewater, alone or in combination with stormwater discharges, to surface waters of the Commonwealth and do not qualify for coverage under an NPDES General Permit. Note that

permittees that wish to amend their existing individual NPDES permit must use DEP's NPDES Application for Permit Amendment form (3800-PM-BCW0027b).

Where to File Applications. Three (3) copies of all application materials should be submitted to the DEP regional office that covers the county where the facility is located. A list of counties and DEP regional offices can be viewed at DEP's website (go to www.dep.pa.gov and select Regional Resources). If the facility is located in Erie County, a fourth copy of the application should be submitted to the DEP regional office.

If the facility discharges to a stream in the Delaware River Basin (i.e., directly to the Delaware River or its tributaries), send one complete copy of the application to the Delaware River Basin Commission (DRBC) at:

Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360
Phone: 609.883.9500

When to File Applications. Unless permission has been granted by DEP for submission at a later date, applications must be filed at least 180 days **BEFORE** your present NPDES permit expires or 180 days **PRIOR TO** start up and commencement of discharge for new facilities.

Application Fee. The required application fee payable to "Commonwealth of Pennsylvania" must accompany the application. See the table below for the appropriate application fee for new permits. No fees apply for reissuance of existing permits. The check should not be more than 10 days old. Any federal or state agency or independent state commission that provides funding to DEP for the implementation of the NPDES program through terms and conditions of a mutual agreement may be exempt from the fees.

Minor facility not covered by an ELG	\$31,000 for new; \$500 for reissuance
Minor facility covered by an ELG	\$3,000 for new; \$1,500 for reissuance
Major facility < 250 MGD	\$10,000 for new; \$5,000 for reissuance
Major facility ≥ 250 MGD	\$50,000 for new; \$25,000 for reissuance
Concentrated Aquatic Animal Production (CAAP) Facility	\$1,500 for new; \$750 for reissuance
W-Stormwater	\$2,000 for new; \$1,000 for reissuance

For fees based on flow, determine the facility's total design flow by summing the annual average design flows for all effluent discharge points (outfalls). If you need assistance in determining the appropriate application fee, you may contact DEP's Central Office at 717.787.6744. If your application has been denied previously and you are resubmitting your application, the application fee must be included with the resubmission.

Public Notification of Permit Application. Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984), requires every applicant for a new, amended, or renewed NPDES permit to give written notice to each municipality and county in which the facility is located. The written notices must be received by municipalities and counties at least 30 days before DEP action on a permit application. A sample Act 14 notification letter (3850-PM-BCW0402) is available on eLibrary.

Please submit with your application:

1. A copy of your correspondence notifying your intentions to the municipality(ies) and the county(ies) in which the permitted activity will occur.
2. Evidence that the municipality(ies) and county(ies) have received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgment of the notification from the municipality(ies) and county(ies).

Failure to provide a copy of your notification correspondence and evidence of municipal and county receipt of your notification with the application may result in denial of your application.

Local Newspaper Notice. When applying for an NPDES permit for a new industrial waste discharge, or when an NPDES renewal application involves a substantial change in location, quantity or quality of the industrial waste

discharge, public notice of intent to discharge is required by Section 307 of the Pennsylvania Clean Streams Law. The applicant is required to publish notice of intent to apply for an NPDES permit in a newspaper of general circulation in the county where the facility is located. The notice must be published once per week for four consecutive weeks. Acceptable evidence of publication is a notarized copy of the notice and statement of publication dates or separate clippings of each notice with the date line intact. This evidence should accompany the application.

Public Access to Application. Note that any information submitted to DEP which goes beyond that required by this form may be claimed as confidential, but claims for information which are effluent data will be denied. If a claim of confidentiality is not asserted at the time of submitting the information, DEP may make the information public without further notice. Claims of confidentiality will be handled in accordance with the U.S. Environmental Protection Agency's (EPA's) business confidentiality regulations at 40 CFR Part 2 and DEP's regulations at 25 Pa. Code § 92a.8.

Other permits and/or approvals. Where necessary, the applicant shall be responsible to apply for and obtain other permits and/or approvals. DEP's General Information Form (GIF) (1300-PM-BIT0001) must be attached to the application and must indicate other permits that are necessary for the project, as applicable.

COMPLETING THE APPLICATION

These instructions use the term "applicant" to mean someone who submits an application for a new or renewed permit. Where the term "permittee" is used, it refers only to someone who submits an application for a renewed permit.

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent NPDES permit issued to the applicant. If unknown, leave these fields blank.

GENERAL INFORMATION

1. Enter the Applicant/Operator Name as it appears on the GIF in the Client section (Organization Name or Registered Fictitious Name).
2. Check the appropriate box to indicate whether the application is for a new permit or renewal of an existing permit. If new, specify the anticipated discharge date. If a renewal, list the current NPDES permit number, the expiration date of the current NPDES in effect, the permit renewal application due date (i.e., 180 days before the expiration date unless DEP has granted permission to submit the application at a later date), all Water Quality Management (WQM) permit numbers issued to the applicant for construction of or modification to treatment facilities, and the dates the WQM permits were issued (attach separate sheets if necessary). If not applicable, leave blank.

NOTE - Applicants should not use this form for requests for permit amendments or permit transfers. DEP's Application for Permit Amendment form (3800-PM-BCW0027b) and Application for NPDES or WQM Permit Transfer form (3800-PM-BCW0041b), respectively, should be used for such requests.

3. Check the box for "Yes" if the facility's self-monitoring data is being submitted to DEP using the electronic Discharge Monitoring Report (eDMR) system (www.dep.pa.gov/edmr), otherwise check the box for "No." If the eDMR system is being used, specify the start date for use of the system.
4. Check the appropriate box for the facility fee category. Contact DEP's Central Office at 717.787.6744 if you need assistance.
5. Check the appropriate box to specify whether the applicant is considered a "small business" under EPA's definition in 40 CFR Part 122. A small business has gross total annual sales averaging less than \$100,000 per year (in second quarter 1980 dollars).
6. Indicate whether there is an on-site sewage treatment facility (Yes or No). If Yes is selected, report whether the facility is operated by operator(s) certified in compliance with the Water and Wastewater Systems Operators Certification Act (63 P.S. §§1001-1015.1) (Yes or No).

7. Briefly describe the nature of the business or operations resulting in discharge(s). To ensure that DEP has a complete understanding of the nature of your operations and discharge(s), the applicant is encouraged to provide a detailed description in a separate attachment.
8. List all applicable standard industrial classification (SIC) and North American Industry Classification System (NAICS) codes with their descriptions. For each code, indicate (Yes or No) whether the code is considered the "primary" code. For example, if Codes 99998 and 99999 apply to the facility, but the operation can be best categorized under Code 99999, indicate "Yes" in the "Primary?" column for Code 99999.

OTHER ENVIRONMENTAL PERMITS

Identify all other environmental permits issued to the facility, which are currently effective or which the applicant is seeking for the facility. Report the type of permit, the agency that issued the permit and the date the permit was issued. Report all permits issued under the following environmental programs:

- Hazardous Waste Management program under RCRA.
- UIC program under the Safe Drinking Water Act.
- NPDES program under the Clean Water Act.
- Prevention of Significant Deterioration (PSD) program under the Clean Air Act.
- Nonattainment program under the Clean Air Act.
- National Emission Standards for Hazardous Pollutants (NESHAPS) preconstruction approval under the Clean Air Act.
- Dredge or fill permits under section 404 of the Clean Water Act.
- Other relevant environmental permits, including DEP-issued permits.

DISCHARGE INFORMATION

1. Indicate that the following is attached to the application:
 - A site plan (to scale is preferred) identifying significant site features including discharge points (outfalls), surface waters, treatment facilities and other structures. If there are stormwater discharges associated with the site, the site plan should delineate the drainage areas to each stormwater discharge.
 - A USGS topographic map that extends at least one mile beyond the property boundaries of the facility, identifying treatment facilities, intake structures, and outfalls. Also identify all springs and surface water bodies in the area, all drinking water wells within ¼ mile of the facility, all hazardous waste management facilities, and wells where fluids are injected underground which are associated with the facility for which the NPDES permit is being requested. If a topographic map is not available use a map that depicts surface waters within the one mile boundary.
 - A line drawing illustrating the flow of water and wastewater through the facility(ies), with a water balance. The line drawing should show the route taken by water in the facility from withdrawal to discharge. Show all sources of intake water and operations contributing wastewater, including process and production areas, sanitary flows, cooling water and stormwater runoff. This drawing does not have to be to scale, however, the relative locations of each operation contributing wastewater should be considered. The line drawing may serve as the process flow diagram requested later in the application.

The line drawing should present:

- Each wastewater source, with design flows or, if not applicable, average monthly flows.
- Points of introduction for chemical additives.
- Location(s) of sampling points used to complete the Analysis Results Tables.
- All significant losses of water to products and atmosphere, discharges to surface waters and to publicly owned or other wastewater treatment facilities.

Actual measurements should be used whenever available, otherwise use a best professional judgment.

2. Indicate the Total Hardness (mg/L as CaCO₃) upstream of the outfall(s) that receives process wastewater. This information should be obtained by collecting at least one upstream (background) sample for Total Hardness but

may also be obtained using EPA's STORET database (<http://www.epa.gov/storet>) or by other methods. Long-term average values are preferred, if available. If the facility discharges process wastewater through multiple outfalls to the same receiving stream only one value needs to be reported. If the facility discharges process wastewater to multiple receiving streams attach an additional sheet to the application indicating the upstream Total Hardness for each stream that receives process wastewater. Indicate the basis for the Total Hardness reported. Total Hardness is an important parameter used by DEP to determine the need for effluent limitations for toxic pollutants.

3. List all outfalls and internal monitoring points (IMPs). If outfall numbers were previously assigned in a permit, use those numbers or, if a new discharge, number sequentially starting with "001." For each outfall list latitude and longitude coordinates, name of the receiving waters, the Chapter 93 classification ("Ch. 93 Class.") of the receiving waters (e.g., WWF, HQ-CWF, etc.). In addition, check the appropriate boxes if the receiving waters are "impaired" (i.e., not attaining water quality standards or existing uses) and if there is an approved Total Maximum Daily Load (TMDL) for the receiving waters.

Chapter 93 designated use classifications for Pennsylvania's waters are available at www.pacode.com, select Title 25 and Chapter 93. Applicants should also check to see whether the existing use of the water body is different from the designated use in Chapter 93. To review existing uses, go to DEP's website, www.dep.pa.gov, select Businesses – Water – Bureau of Clean Water – Water Quality Standards – Statewide Existing Use Classification. If the water body is not listed, the existing use is the same as the designated use.

The following resources are available to determine whether or not an outfall discharges to a water body that is impaired and/or has an approved TMDL:

- DEP's latest published Integrated Water Quality Monitoring and Assessment Report (www.dep.pa.gov, select "Water", select "The Bureau of Clean Water", and select "Water Quality Standards"), which may be used to determine impairments;
- DEP's website at <http://www.ahs.dep.pa.gov/TMDL>, which may be used to review approved TMDLs; and
- DEP's eMAP application (<http://www.depgis.state.pa.us/eMapPA/>), which may be used to determine both impairments and TMDLs.

Attach additional sheets as necessary to report all outfalls and IMPs. You may attach your own sheet(s) provided it contains all information requested in the application.

4. List all outfalls and IMPs in the same order as in question 2 above, and check the appropriate box to characterize each discharge. Also report the design flow, average monthly flow and maximum daily flow discharged to each outfall and IMP.

The discharge characterization terms are defined as follows:

- **Process** – Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product. Process wastewater also includes any type of discharge which is covered by an Effluent Limitation Guideline (ELG) regulation published by EPA (see 40 CFR Parts 405 – 471). Process wastewater does **not** normally include sanitary wastewater and non-contact cooling water (NCCW), unless such wastewaters are covered by an ELG regulation.
- **Non-Process** – Wastewater from a facility that is not process water. This generally includes NCCW, boiler blowdown, test waters, laboratory wastes, housekeeping wastes, or other groundwater or surface waters not used during manufacturing or processing.
- **Stormwater** – Water that is the result of a precipitation event (i.e. stormwater runoff, snowmelt runoff, and surface runoff and drainage). Outfalls that receive any stormwater contribution must complete **Module 1** of the application.
- **Sewage** – Sanitary wastewater.

- **Groundwater** – Water that is the result of a groundwater remediation activity. This category may also include contaminated seeps or springs that originate from groundwater. If this box is checked and the permit application is for a groundwater remediation activity, complete **Module 2**.
- **AAPF** – Wastewater discharged from an aquatic animal production facility (AAPF). Complete **Module 3**.
- **Combined** – Check this box if there is more than one type of discharge at an outfall or IMP. For example, if Outfall 001 receives process wastewater, sewage and stormwater, check the box for “Combined” as well as the boxes for “Process”, “Sewage” and “Stormwater”.

The following definitions should be used to determine values reported for flows:

- **Design Flow** – The rate of flow, in million gallons per day (MGD), which the treatment facility, equipment or other system is intended to discharge when fully operational and utilized. For a treatment facility the design flow is typically determined by the size of treatment units or processes that are designed to achieve specific wastewater treatment objectives. For other equipment or systems the design flow is generally the maximum flow the system is capable of discharging. For example, if effluent flow is based on a pumping rate, the capacity of the pump determines the design flow. For IMPs located at the end of a production process, the design flow is typically the flow associated with maximum production.

For outfalls that receive stormwater only, and for other discharges such as groundwater seeps that are not under the control of the applicant, the design flow should be reported as zero (“0”). This field may be left blank where the design flow is unknown and for batch discharges.

- **Average Flow During Production / Operation** – The monthly average flow, in MGD, over the past two years prior to the submission of the application during production or operation. This value can be determined by summing the individual flows recorded over the past two years and dividing by the number of results (not including results of “no discharge” or zero, unless there has not been a discharge in the past two years). For example, if a facility operates five days per week, the average flow during the days of operation (rather than the full week) should be reported.
- **Maximum Flow During Production / Operation** – The maximum daily flow, in MGD, over the past two years prior to submission of the application during production or operation. If flow has been measured more frequently than 1/day, report the maximum average daily flow over this period.

For new discharges, at least one projected flow value must be provided.

Attach additional sheets as necessary to report all outfalls and IMPs. You may attach your own sheet(s) provided it contains all information requested in the application.

5. List all outfalls and IMPs in the same order as in questions 2 and 3 above. The following provides clarification on the information that should be recorded in each column:

- **Wastewater or Stormwater Description** – Provide a detailed explanation of all sources contributing to an outfall or IMP. For example, an outfall that receives process wastewater, sewage and stormwater may be explained as follows:

Outfall / IMP No.	Wastewater or Stormwater Description
001	Outfall 001 receives effluent from the industrial waste treatment plant, effluent from the sewage treatment plant and stormwater from the loading dock area. See Site Plan for stormwater drainage area.

- **Discharge Type** – DEP recommends one of the following terms to describe each outfall or IMP:
 - “Continuous” – The discharge is designed to discharge to the receiving water continuously and normally operates in all months of the year.

- “Continuous – Intermittent” – The discharge is designed to discharge to the receiving water continuously, but the discharge normally occurs only during some months of the year, depending on the season or whether a production line is running, for example. Specify the season, months of the year, or production schedule when the discharge normally occurs in the Discharge Type field or as an attachment.
- “Batch” – The discharge is dependent on a system that treats wastewater in batches and, because there is no effluent equalization, discharges to the receiving water only periodically. The discharge normally operates in all months of the year.
- “Batch – Intermittent” – The discharge is dependent on a system that treats wastewater in batches and, because there is no effluent equalization, discharges to the receiving water only periodically. The discharge normally occurs only in some months of the year, depending on the season or whether a production line is running, for example. Specify the season, months of the year, or production schedule when the discharge normally occurs in the Discharge Type field or as an attachment.
- “Emergency Only” – There is not normally a discharge from the outfall, but the applicant wishes for the outfall to be authorized in the permit in the event of an emergency or other unusual condition.

If one of the recommended terms does not adequately describe the nature of the discharge, the applicant may choose their own so long as it is clear, or the applicant may clarify the nature of the discharge in an attachment. For example, clarification can be made that the discharge is “continuous during summer months, intermittent the remainder of the year.”

If there is effluent equalization that results in a uniform discharge flow to the receiving water, then list the discharge as one of the continuous-type discharges even if the treatment system treats wastewater in batches.

- **Frequency** – For all discharges, report the total hours per day and the number of days per week that the discharge normally occurs, based on average operational data over the past two years (or for new discharges as designed).
- **Batch Discharges** – For discharges classified as “Batch” or “Batch – Intermittent” (and do not have effluent equalization), report the average number of discharge cycles or events per day, the length of each discharge cycle, and the discharge rate in MGD (flow rate for each discharge event). For example, an industrial facility with a sequencing batch reactor (SBR) treatment system that has a design flow of 1 MGD may be operated to have three discharges per day, with each discharge one hour in duration. In this example the table may be completed as follows:

Discharge Type	Frequency		Batch Discharges		
	Hours / Day	Days / Week	No. Discharge Cycles/Day	Length of Discharge Cycle (Hrs)	Batch Discharge Rate (MGD)
Batch	3	7	3	1	8

Note that the discharge rate (8 MGD) is greater than the design flow (1 MGD) because the discharge event is less than 24 hours.

Applicants may also choose to characterize each outfall or IMP by source description. For example, instead of characterizing process wastewater, sewage and stormwater in the same row of the table, three separate rows could be used.

Attach additional sheets as necessary to report all outfalls and IMPs. You may attach your own sheet(s) provided it contains all information requested in the application.

TREATMENT FACILITY INFORMATION

One Treatment Facility Information section should be completed for each existing or anticipated treatment facility on-site. For example, if a site includes an industrial waste treatment facility, a sewage treatment facility, and facilities designed to treat stormwater, three Treatment Facility Information sheets should accompany the application.

Record a unique name for each treatment facility. Also indicate the outfall or IMP that receives effluent from the facility.

1. Provide a narrative description of the treatment facilities and processes. For example, "Process wastewater and non-contact cooling water enter the sedimentation basin, followed by multi-media filtration and chemical precipitation. The effluent is neutralized and then discharged to Outfall 001." If the line drawing requested in the Discharge Information section of the application provides sufficient detail to visually represent the treatment facility, a process flow diagram is not necessary (otherwise attach a process flow diagram to the application).
2. List each treatment unit sequentially from the head of the plant to the last unit prior to discharge. For each treatment unit, report the method for handling and disposing solid or liquid residue collected in the unit.
3. If facility upgrades are anticipated in the next five years, describe the anticipated upgrades.
4. Identify all chemicals that have been used for wastewater treatment over the past two years. Wastewater treatment chemicals are those that are used in a wastewater treatment plant for the purpose of maintaining compliance with the permit and are not "chemical additives." Examples include chemicals introduced to precipitate metals from a waste stream and chlorine used for disinfection to meet compliance with effluent limitations for bacteria. Report the chemical name, the purpose for its usage, the maximum usage rate for the chemical and the units associated with the usage rate over the past two years. Check the box in the "Acrylamide?" column if the chemical contains acrylamide or polyacrylamide. In the Purpose field, explain the intended purpose for usage of the chemicals.
5. List any additional proposed wastewater treatment chemicals that are anticipated in the next five years. If no chemicals are anticipated beyond those identified in question 4, this section may remain blank.

Use additional sheets as necessary. For new facilities, a Water Quality Management (WQM) permit application must be submitted and a WQM permit must be obtained by the applicant prior to construction.

CHEMICAL ADDITIVES

Chemical additives are defined as "chemical products (including products of disassociation and degradation, collectively "products") introduced into a waste stream that is used for cleaning, disinfecting, or maintenance and which may be detected in effluent discharged to waters of the Commonwealth. The term generally excludes chemicals used for neutralization of waste streams, the production of goods, and treatment of wastewater." Examples of chemical additives include biocides used at power generating facilities, oxygen scavengers, corrosion inhibitors, and any other chemical not expressly used as a wastewater treatment chemical.

In general, DEP will not specify usage rate limitations for chemical additives in permits. The maximum safe usage rate will generally be determined by the applicant, and following permit issuance the permittee must ensure actual usage rates do not exceed the maximum safe usage rate. This approach consists of two steps:

- The applicant must ensure that the chemical additive it wishes to use is identified on DEP's Approved List of Chemical Additives ("Approved List"); this list is available as an Excel spreadsheet on DEP's website at www.dep.pa.gov/chemicaladditives. The Approved List establishes whole product aquatic life and human health effect levels that should be used in DEP's PENTOXSD model to determine water quality based effluent limitations. These limitations may then be converted into usage rates. See the Standard Operating Procedure (SOP) for Chemical Additives and the Instructions to the Approved List, available at www.dep.pa.gov/chemicaladditives. The first step is to ensure the chemical additive is on DEP's Approved List. If it is not, then the applicant or permittee should submit a New Chemical Additive Request form (3800-FM-BPNPSM0486) to DEP's Central Office.
- After the chemical additive is on the Approved List, the applicant or permittee should complete and submit the Chemical Additives Notification form (3800-FM-BPNPSM0487) to the appropriate DEP regional office.

This form should include all modeling and calculations performed in order to establish the maximum safe usage rate.

DEP may also establish effluent limitations in the permit for chemical additives if the whole product can be measured analytically and if DEP determines there is reasonable potential to exceed aquatic life or human health effect levels.

1. Identify all chemical additives that have been introduced to any on-site waste stream (i.e., process wastewaters, non-process wastewaters or other wastewaters or stormwater that are discharged) over the past two years. Specify the name of the chemical additive, the outfall or IMP number associated with usage of the chemical additive, the purpose for introducing the chemical additive, the average usage frequency, and the maximum usage rate and units over the past two years.
2. Identify all chemical additives that the applicant is seeking approval to use upon permit issuance, completing the same information as requested for question 1.
3. List the same chemical additives as in question 2. Check the box if the additive is, at the time the application is completed, on DEP's Approved List. Check the box if a Chemical Additives Notification form ("Notification Form") is attached to the application. A Notification Form must be attached (or otherwise submitted during DEP's review, if not on DEP's Approved List) if the applicant or permittee wishes to use an additive upon permit issuance, unless a Notification form had been submitted previously for the additive and there are no changes proposed. Check the box if a Notification Form had been previously submitted to DEP, and if so, specify the date of submission. If an EPA-approved or other method exists to analyze the concentration of the whole chemical additive product, list the method, otherwise this field may remain blank.

Use additional sheets as necessary. If no chemical additives are proposed, enter "Not Applicable" or "N/A" in the first line of each table.

PRODUCTION DATA FOR EFFLUENT LIMITATION GUIDELINES

This section should be completed for each production line subject to an effluent limitation guideline (ELG) regulation published by EPA in 40 CFR, Chapter I, Subchapter N. Fill out a separate sheet for each Subpart and production line.

1. Identify the production line and a brief process description.
2. List the applicable ELG and Subpart.
3. Check the appropriate box to indicate whether the production is considered a new source subject to new source performance standards.
4. List the outfall or IMP to which the wastewater from production discharges.
5. Report the units of production measurement for the ELG. For example, lbs of BOD5 input, 1,000 lbs of product, megawatt hour(s) of electrical energy consumed in the smelting process, etc.
6. Report the design production capacity for the production line, i.e., the maximum production capacity. Report this value in the same units specified in question 5.
7. For existing facilities only, complete the table providing the following information for the five most recent calendar production years. Report all production values in the same units specified in question 5. Enter the appropriate years in the Production Years columns.
 - Total Annual Production – the total production value for the calendar year.
 - Maximum Production – the maximum production value for any month in the calendar year.
 - Max Monthly Production – the month in which the maximum production occurred in the calendar year.
 - Avg. Annual Production – the total production value for the calendar year, divided by the number of days of production (reported as production result / day).
 - Avg. Production Hours/Day – the average number of hours per day that production occurred during the calendar year.

- Avg. Production Days/Month – the average number of days per month that production occurred during the calendar year.
 - Avg. Annual Water Usage (MGD) – the total water usage for production during the calendar year, divided by the number of days of production and reported in MGD.
 - Avg. Annual Wastewater Flow (MGD) – the total wastewater produced as a result of production during the calendar year, divided by the number of days of production and reported in MGD.
8. For existing facilities only, calculate and report the average annual production over the past five calendar years, and specify the units of production.
 9. Project the average annual production for the next five calendar years, and specify the units of production.
 10. Explain the basis for the anticipated average annual production for the next five years (i.e., if production is expected to exceed or be less than current levels of production, explain the reason(s)).
 11. Attach any additional information that would be useful to DEP in determining technology-based effluent limitations under the federal ELG or for considering certain waivers available in the regulations.

ANTI-DEGRADATION

If the applicant is proposing a new, additional or increased discharge to High Quality (HQ) or Exceptional Value (EV) waters, or has an existing discharge to HQ or EV waters and is seeking a permit for the first time, **Module 4** (Anti-Degradation Module) must be attached to the application. In addition, for HQ waters only, if the analysis concludes that the new, additional or increased discharge will produce a measurable change in water quality, a social or economic justification (SEJ) must be attached to the application and be approved before DEP can authorize the discharge through a permit. See the instructions to Module 4 and DEP's Water Quality Antidegradation Implementation Guidance (391-0300-002).

1. Check the appropriate box to indicate whether Module 4 is attached to the application.
2. Check the appropriate box to indicate whether an SEJ is attached to the application.

If the applicant is not proposing a new, additional or increased discharge to HQ or EV waters or is not seeking a permit for the first time to discharge into HQ or EV waters, this section may remain blank.

VARIANCES

If the applicant is requesting a variance authorized under federal regulations at 40 CFR 122.21(m), complete the section below and attach to this application documentation necessary under federal regulations to support the variance request. Examples of variances include thermal variances under Section 316(a) of the Clean Water Act and variances for fundamentally different factors.

1. Provide a description of the variance requested.
2. Specify the federal regulation that authorizes the variance.
3. Check the appropriate box to indicate whether documentation to support the variance is attached to the application.

LABORATORY INFORMATION

List off-site laboratories used for analytical results reported in the application and the analyses performed.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate whether the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility at the time the application is submitted to DEP. If the answer is "No," no further information is needed in this section. If the answer is "Yes," list each permit, order, or

compliance schedule and provide compliance status of the permitted facility or activity. If needed, use additional sheets to provide all information.

POLLUTANT IDENTIFICATION AND ANALYSIS

1. Summary of Required Analyses.

This section should be completed for all discharges except 1) those composed entirely of stormwater (sampling results should be reported on Module 1) and 2) discharges from groundwater remediation systems (sampling results should be reported on Module 2). If an outfall or IMP receives stormwater or treated groundwater but also other sources of wastewater, include the outfall or IMP in this section.

Identify all outfalls and IMPs and check the boxes corresponding to the Pollutant Groups which must be analyzed for the outfalls. The Pollutant Group tables are located in pages 11 through 21 of the application. The following rules apply to the selection of Pollutant Groups:

- The box for **Group 1** must be checked for all outfalls and IMPs, including sewage and discharges from aquatic animal production facilities. See the Analysis Results Tables section of these instructions to determine specific Group 1 pollutant requirements for each outfall and IMP.
- The box for **Group 2** must be checked for discharges containing process wastewater if the facility is in one or more industrial categories listed in **Table 1 of Attachment A** of these instructions and Group 2 is checked or the facility has a process discharge (except discharges associated with aquaculture and groundwater remediation activities) that is not identified in Table 1 of Attachment A.
- The box for **Group 3** must be checked for discharges containing process wastewater if the facility is in one or more industrial categories listed in Table 1 of Attachment A of these instructions and Group 3 is checked (unless the applicant is a small business, in which case Group 3 is optional).
- The box for **Group 4** must be checked for discharges containing process wastewater if the facility is in one or more industrial categories listed in Table 1 of Attachment A of these instructions and Group 4 is checked (unless the applicant is a small business, in which case Group 4 is optional).
- The box for **Group 5** must be checked for discharges containing process wastewater if the facility is in one or more industrial categories listed in Table 1 of Attachment A of these instructions and Group 5 is checked (unless the applicant is a small business, in which case Group 5 is optional).
- The box for **Group 6** must be checked for discharges containing process wastewater if the facility is in one or more industrial categories listed in Table 1 of Attachment A of these instructions and Group 6 is checked (unless the applicant is a small business, in which case Group 6 is optional).
- The box for **Group 7** must be checked if any of the following apply:
 - The facility receives wastewater resulting from oil or natural gas extraction or, during the three years prior to submission of the application, the facility has received oil or natural gas wastewaters (either hauled-in or through indirect discharges) and those wastewaters discharge to the identified outfall. For example, if Outfall 001 receives effluent from an industrial waste treatment plant which received natural gas wastewaters in the past three years, and Outfall 002 is a NCCW discharge, Group 7 only needs to be completed for Outfall 001.
 - An ELG that is applicable to the discharge contains pollutant(s) that are not listed in any Pollutant Group or otherwise the applicant is not required to monitor the pollutant(s) in Pollutant Groups 2 through 6. Check the box for Group 7 and list all additional pollutants in the column for "Other Pollutants Analyzed."
 - A discharge is to waters that are impaired (as listed in the Discharge Information section) and the pollutant(s) causing the impairment are not listed in any Pollutant Group or otherwise the applicant is not required to monitor the pollutant(s) in Pollutant Groups 2 through 6. Check the box for Group 7 and list all additional pollutants in the column for "Other Pollutants Analyzed."

- The permittee has monitored pollutant(s) under its existing permit that are not listed in any Pollutant Group or otherwise the permittee is not required to monitor the pollutant(s) in Pollutant Groups 2 through 6. Check the box for Group 7 and list all additional pollutants in the column for "Other Pollutants Analyzed."
 - If Table 1 of Attachment A does not specify analysis of a Pollutant Group but the applicant nonetheless has reason to suspect that one or more pollutants in a Pollutant Group may be detected in a discharge, the applicant must report data for the pollutants. DEP may request, during the application review, that additional pollutants and/or Pollutant Groups be analyzed if DEP has reason to suspect the presence of such pollutants in any discharge.
 - If Table 1 of Attachment A specifies analysis for a Pollutant Group and an existing facility believes, based on recent information, there is no likelihood for any pollutant within a Pollutant Group to be detected in a discharge, the permittee may submit a justification and supporting information to DEP's Bureau of Clean Water prior to submitting the application with a request that analysis for a Pollutant Group be omitted from the application. This does not apply to Pollutant Group 1. If DEP's Bureau of Clean Water authorizes, in writing, a reduction to the monitoring requirements specified in these instructions, the permittee may omit results for one or more Pollutant Groups from the submitted application and DEP will consider the application complete. The Bureau of Clean Water can be contacted at (717) 787-8774 or by mail at 400 Market Street, Harrisburg, PA 17105-8774.
 - If there are multiple outfalls that discharge effluent of the same type or having similar characteristics at a facility, the permittee may choose one outfall or IMP to represent the effluent quality at similar outfalls or IMPs. If this is done, the permittee must attach documentation to the application to support this decision.
 - Small businesses (i.e., a business that has gross total annual sales averaging less than \$100,000 per year (in second quarter 1980 dollars)) are not required to complete Pollutant Groups 3 through 6. DEP may request documentation to support a small business exemption.
2. Any applicant that meets either of the criteria below must report qualitative data, at a minimum, for 2,3,7,8-tetrachlorodibenzo-p-dioxin (TCDD):
- Uses or manufactures 2,4,5-trichlorophenoxy acetic acid (2,4,5,-T); 2-(2,4,5-trichlorophenoxy) propanoic acid (Silvex, 2,4,5,-TP); 2-(2,4,5-trichlorophenoxy) ethyl, 2,2-dichloropropionate (Erbon); O, O-dimethyl O-(2,4,5-trichlorophenyl) phosphorothioate (Ronnel); 2,4,5-trichlorophenol (TCP); or hexachlorophene (HCP); or
 - Knows or has reason to believe that TCDD is or may be present in an effluent.

Check the box whether screening is required for TCDD. Provide the method used and describe the results of tests conducted.

3. Other Potentially Toxic Pollutants Known or Expected to be Present in the Discharge.

a. GC/MS "Five Peaks" Pollutants.

Report all organic compounds that were identified by the method(s) used to analyze Pollutant Groups 3 through 6, but are not included in the Pollutant Groups in the application. For each method used for organics analyses (for example EPA Method 624 or 625), and for each effluent analysis conducted, identify and quantify, to the extent possible, the five highest peaks for pollutants not included in the Analysis Results Table(s). For all identified pollutants, report the following:

- The Pollutant Group number (3, 4, 5 or 6).
- The chemical substance or compound name.
- The Quantitation Limit (QL) for the pollutant, if available.
- The average and maximum effluent concentration of detected concentrations.
- The number of samples in which the pollutant was detected and the number of analyses conducted for the pollutant (e.g., if the pollutant was detected in one of three samples, enter "1 / 3").

b. Other Potential Pollutants.

If the applicant is aware of the presence of other pollutants in the effluent not reported elsewhere in the application or in Pollutant Group 7 (“Additional Parameters”), identify the name(s) of the chemical substance or compound, the reason or suspected reason for its presence in the effluent, the average effluent concentration of the pollutant based on effluent sampling data (if available), and whether the pollutant is known or suspected to be present.

If additional peaks were not available for one or more Pollutant Groups with the method used, check the box and explain why the method was selected.

4. Optional Site-Specific Data.

Attachment B provides a list of the optional site-specific data that can be submitted with the application to help ensure that the permit effluent limitations developed for the permit will provide an appropriate level of stream protection. Also included is a brief discussion of what the parameter is, how it is used, why it is important, and the default value that will be used if sufficient data are not available. For a more complete discussion, please refer to EPA’s Technical Support Document for Water Quality-Based Toxics Control, March 1991, available on EPA’s website. Collection of any of the information discussed in Attachment A must be done in accordance with protocols obtained from or approved by DEP.

WHOLE EFFLUENT TOXICITY

1. If Whole Effluent Toxicity (WET) testing is required by the existing permit, summarize the results of all Whole Effluent Toxicity (WET) tests completed in the last five years in the table provided or leave the table blank and attach a separate sheet with these results. **In addition, attach to the application the four most recent WET test reports if the reports have not been previously submitted to DEP.** If WET testing is not required by the existing permit, this section may remain blank.

DEP’s WET program is summarized on DEP’s website at www.dep.pa.gov/wett. DEP will be issuing new and renewed permits with WET requirements that differ from requirements in the past. A major component of the approach will be a new method to evaluate whether effluents are or are not “toxic.” This method is provided in DEP’s WET Analysis Spreadsheet, which is available for use by permittees and WET laboratories on DEP’s website. In lieu of using the traditional endpoint statistics such as No Observable Effect Concentration (NOEC) and Lethal Concentration – 50% (LC₅₀), the critical dilution (Target Instream Waste Concentration or TIWC) will be compared statistically to the control condition to determine whether the test “passes” (is not toxic) or “fails” (is toxic).

NOTE – The generation of NOEC and LC₅₀ statistics for tests may still be required by WET laboratories to meet laboratory accreditation standards under 25 Pa. Code Chapter 252, but the WET Analysis Spreadsheet will be used to evaluate whether effluents are or are not toxic.

Use of DEP’s WET Analysis Spreadsheet to determine test outcomes and for reporting test results to DEP is not required unless specified in the NPDES permit. Where required by the permit, the permittee will submit a complete WET Analysis Spreadsheet printout (or electronic file) with the permit renewal application containing the TIWC vs. control comparison for 16 (chronic tests) or 8 (acute tests) endpoints, for the four most recent WET tests. Submission of the completed WET Analysis Spreadsheet with the application, if not required by the permit, is optional.

Identify the outfall number tested for WET. Check the box(es) corresponding to the type of tests completed (Acute and/or Chronic). Report the dilution series used for the tests, in % effluent. Identify the Target Instream Waste Concentration (TIWC) that is used to determine whether a test passes or fails (this may be identified in the permit, otherwise, for Chronic tests, the TIWC should be the third dilution).

Follow these instructions for completing the WET results table in the application:

- Enter the date the WET test was initiated.

- For Ceriodaphnia species, report the Survival NOEC (% effluent), Reproduction NOEC (% effluent) and LC₅₀ (% effluent), as appropriate for the type of test completed. In addition, indicate whether the test is considered a "Pass" or "Fail." If the permittee has used the WET Analysis Spreadsheet to determine this result, report the Pass or Fail result as indicated by the Spreadsheet (and attach the Spreadsheet to the application). If the permittee has not used the WET Analysis Spreadsheet, then the Pass/Fail result is derived from a comparison between the NOEC or LC₅₀ and the TIWC that is specific to the discharge. If the TIWC is unknown, contact the regional office that issued the permit or DEP Central Office for assistance.
- For Pimephales species, report the Survival NOEC (% effluent), Growth NOEC (% effluent) and LC₅₀ (% effluent), as appropriate for the type of test completed. In addition, indicate whether the test is considered a "Pass" or "Fail" as described above.

NOTE – The species and endpoints identified in the table are the most common in use. If other species and endpoints are used, leave the table blank and submit a separate sheet with results for the applicable species and endpoints.

2. If the permittee is currently developing or has, during the permit term, completed a Phase I or II Toxicity Reduction Evaluation, provide a brief description on the status of the efforts and the results (attach additional sheets as necessary).

PREPAREDNESS, PREVENTION AND CONTINGENCY (PPC) PLAN

The permittee may optionally attach its PPC Plan or related plan such as a Spill Prevention, Control and Countermeasure (SPCC) Plan to the application. This information may be useful to DEP in completing its review of the application. If the PPC Plan or related plan is not attached, DEP may request submission of the Plan during the application review.

Regardless if the PPC Plan is or is not attached, complete the table by describing the type(s) of Plan(s) the facility currently has. Check the box if the Plan is attached to the application. Report the latest update made to the Plan(s). Applicants are encouraged to submit large plans in electronic format on CD or other media in lieu of paper.

COOLING WATER INTAKE STRUCTURES

1. All permittees must indicate if cooling water is used at the facility. If no, skip the remainder of this section.
2. Indicate the source of cooling water. If the facility does not maintain and operate a cooling water intake structure (CWIS) skip the remainder of this section.
3. Under Section 316(b) of the Clean Water Act and its implementing regulations, DEP will be required to make a determination of best technology available (BTA) to reduce impingement and entrainment mortality for facilities that maintain and operate a cooling water intake structure(s) (CWIS). All facilities that use CWISs must submit information in this section to aid in a BTA determination. In addition, facilities that meet the regulatory definition of a new or existing facility with cooling water intake structures must provide additional specific information. **Module 5** of this application must be submitted by facilities that meet the following criteria:

A new facility has applicable 316(b) requirements if it (see 40 CFR § 125.81):

- Is a point source that uses or proposes to use a cooling water intake structure;
- Has at least one cooling water intake structure that uses at least 25% of the water it withdraws for cooling purposes as measured on an average monthly basis; and
- Has a design intake flow greater than 2 MGD.

An exception is facilities that employ cooling water intake structures in the offshore and coastal subcategories of the oil and gas extraction point source category as defined under 40 CFR Part 435.

An existing facility has applicable 316(b) requirements if it (see 40 CFR § 125.91):

- Is a point source;

- Uses or proposes to use cooling water intake structures with a total design intake flow of 2 MGD or more to withdraw cooling water from waters of the United States;
- Uses at least 25 percent of water withdrawn exclusively for cooling purposes, measured on an actual intake flow basis (for definition, see 40 CFR § 125.92).

Facilities that do not meet the definition above will be given a BTA determination on a best professional judgment (BPJ) basis under 40 CFR § 125.90(b). The information in this section will aid DEP in that determination, but additional information may be required.

Indicate whether the facility is considered a new or existing facility as defined above and in the federal regulations or if the facility withdraws less than 2 MGD or uses less than 25 percent of the water withdrawn for cooling.

4. If the facility meets the definition of a new or existing facility, Module 5 should be attached to the application. Indicate if Module 5 is attached.

NOTE: Permittees should submit all available information in Module 5 for applications submitted prior to July 14, 2018. For applications submitted on or after July 14, 2018, all information in Module 5 is required.

5. Indicate the number of CWISs at the facility.
6. Assign each CWIS an ID number (e.g. 1, 2, 3). For each CWIS, indicate the design intake flow (DIF), in MGD; the actual intake flow (AIF), in MGD (existing facilities only); the current (for existing facilities) or projected (for new facilities) maximum flow-through screen velocity in feet per second (fps), if applicable; the percentage of intake water used for cooling; and the percentage of cooling water withdrawn from the mean annual flow of the water body.
7. For each CWIS, check the appropriate box to indicate the location type associated with the structure. The options are Intake Canal; Embayment, Bank or Cove; Submerged Offshore Intake; Near-Shore Submerged Intake; and Shoreline Submerged Intake.
8. For each CWIS, check the appropriate box to indicate the current (for existing facilities) or projected (for new facilities) impingement control technology. The options are No Controls; Modified Traveling Screens; Passive Intake; Barrier Net; Fish Diversion or Avoidance; and Other Technology.
9. For each CWIS, check the appropriate box to indicate the current (for existing facilities) or projected (for new facilities) entrainment control technology. The options are No Controls; Traveling Screens with Fine Mesh; Far Offshore Intake; Passive Screens with Fine Mesh; Closed-Cycle Recirculating System; and Other Technology.

ANALYSIS RESULTS TABLES

NOTE – If the required testing is not complete, DEP will not consider your application to be complete, and may deny the application and retain the permit application fee. You should therefore begin testing as soon as possible to obtain results for the application well before the permit application due date, 180 days prior to the permit expiration date (unless permission has been granted by DEP to submit the application at a later date).

Required Analyses – Effluent

The Pollution Identification and Analysis section and Table 1 of Attachment A of the application instructions provide direction on the selection of Pollutant Groups and additional parameters for analysis. Except as noted below (and unless permission is granted by DEP's Bureau of Clean Water prior to submission of the application for a reduced number of analyses), **a minimum of three (3) effluent analyses** must be completed for each pollutant at each outfall and IMP identified in the Pollution Identification and Analysis section. At minimum sampling events should occur a week apart.

Exceptions to the rule that a minimum of three analyses must be completed are as follows:

- Facilities that discharge only non-process wastewater not regulated by an ELG or new source performance standard can, in lieu of completing three analyses for all Group 1 pollutants, complete three analyses for the

following pollutants: 5-Day Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), Total Dissolved Solids (TDS), Fecal Coliform (if believed present or if sanitary waste is or will be discharged), Total Residual Chlorine (TRC) (if chlorine is used), Oil and Grease, Chemical Oxygen Demand (COD) (if non-contact cooling water is or will be discharged), Total Organic Carbon (TOC) (if non-contact cooling water is or will be discharged), Ammonia-Nitrogen, pH, and Temperature (winter and summer).

- If Group 7 is required because 1) ELG pollutants are not identified elsewhere in Pollutant Groups or analyses of the relevant Pollutant Groups is not required, 2) the discharge is to impaired waters and the pollutants causing impairment are not identified elsewhere in Pollutant Groups or analyses of the relevant Pollutant Groups is not required, or 3) pollutants being monitored under an existing permit are not identified elsewhere in Pollutant Groups, and the facility has not received oil and gas wastewaters in the past three years, the pollutants Gross Alpha, Total Beta, Radium 226/228, Total Strontium, Total Uranium and Osmotic Pressure are not required.

New dischargers should, wherever possible, report projected effluent concentrations based on pilot studies or effluent from similar facilities. Where this is not possible, new dischargers should use literature values, engineering studies and best professional judgment to estimate effluent concentrations.

Required Analyses – Treatment Facility Influent

If the facility has an industrial waste treatment facility, **a minimum of one (1) influent analysis** must be completed for each pollutant in the Pollutant Groups selected for the corresponding outfall receiving wastewater treated by the facility.

Intake Sampling

Analyses for pollutants contained in surface water intakes that supply water for facility operations are not required. However, if the applicant wishes to demonstrate eligibility for a “net” effluent limitation for one or more pollutants (i.e., an effluent limitation adjusted by subtracting the average level of the pollutant(s) present in intake water), sampling may be performed. NPDES regulations allow net limitations in certain situations.

Sample Type

All samples collected for the application must be 24-hour composite samples, with the exception of pH, Temperature, Cyanide, Total Phenols, Total Residual Chlorine, Oil and Grease, Fecal Coliform and Volatile Organics (Pollutant Group 3), which must be collected as grab samples. In addition, a minimum of one grab sample may be taken for effluents from holding ponds or other impoundments with a retention period of greater than 24 hours.

All samples and reported results must be representative of the proposed or existing discharge. For example, if a new process is placed online that alters effluent chemistry after the collection of effluent samples for a permit renewal application, the permittee should collect and analyze additional samples as necessary to ensure the data reported to DEP are representative of current operations.

Completing the Analysis Results Tables

The Analysis Results Tables are identified on pages 11 through 21 of the application. The following guidelines apply to completing the Tables:

- For pollutants that are analyzed by the permittee under an existing permit at a frequency of 1/month or more frequent, summarize the results of all samples collected for the one year period preceding the date the permit application is prepared.
- For pollutants that are analyzed by the permittee under an existing permit at a frequency of less than 1/month, and for pollutants that are not identified in Part A limits tables in the permit, summarize the results of all samples collected for the two year period preceding the date the permit application is prepared.
- Enter the name of the applicant at the top of each Table.

- Check the appropriate box to indicate whether the Table summarizes results for effluent (enter the Outfall or IMP Number), treatment facility influent, intake (optional), background (upstream of outfall) (optional) or new discharge. If intake is selected, specify the source or location of the sample(s). If background is selected, indicate the location where samples were collected (e.g., "50 feet upstream of Outfall 001"). If the values in the table apply to a new discharge (projected data), check the box for effluent or influent AND the box for New Discharge, and indicate the basis for the projected data (e.g., data from pilot facilities, comparable information for an existing facility, etc.).
- Report results in terms of the concentration units listed with the name of the pollutant. For example, Temperature is listed with units of degrees Fahrenheit (°F). If the results were obtained in degrees Celsius, the applicant is responsible for converting the results to °F. It is critical that the applicant ensure that results are reported with the correct units associated with the pollutant as listed in the Pollutant Group Tables.
- Mass loading data, in lbs/day, must be calculated using the concentration result in units of milligrams per liter (mg/L) multiplied by the average flow on the day of sampling and multiplied by a conversion factor of 8.34. Use influent flow data for influent mass loading results, if available, and effluent flow data for effluent mass loading results. If the concentration must be reported in micrograms per liter (µg/L), the applicant should convert the concentration to mg/L for the calculation of mass loading.
- DEP's "Discharge Monitoring Reports Overview and Summary" guidance (3800-BK-DEP3047), available on DEP's website, contains DEP's expectations on data reporting. While the guidance is specific to Discharge Monitoring Reports (DMRs), the principles concerning calculations are the same for permit applications. The applicant is encouraged to review this guidance when preparing the Analysis Results Tables.
- Follow DEP's guidance (3800-BK-DEP3047 and 3800-FS-DEP4262) when calculating statistical values containing data sets with "non-detect" results. Use the Quantitation Limit (QL) value for "non-detect" results, and if at least one "non-detect" result exists in a data set, average statistical values should contain the less than (<) symbol.
- The following column headings apply to the Pollutant Group 1 Table and provides guidance on reporting appropriate data:
 - **Min/Max Daily Value** – Report the maximum concentration and mass loading value obtained for the listed pollutant in the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month), unless the name of the pollutant specifically has the word "Minimum" (i.e., pH). Where "XXX" is listed in the table, data are not required.
 - **Max Avg Monthly Value** – Report the highest average monthly concentration and mass loading value obtained for the listed pollutant in the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month).
 - **Long-Term Avg Value** – Report the average of all results obtained over the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month). It is possible that the Long-Term Avg Value reported is the same as the Max Avg Monthly Value reported if, for example, three effluent samples were collected for the application in the same month and no other analyses were conducted for the pollutant in the past two years.
 - **No. Analyses** – For each pollutant, report the total number of analyses conducted that were used to derive the reported statistical values.
 - **No. "Non-Detect" Results** – For each pollutant, report the total number of analyses conducted in which the laboratory reported a "non-detect" result, i.e., a result qualified by the less than (<) symbol, in which the laboratory could not quantify a concentration at or above the QL for the method used.
 - **QL Used** – For each pollutant, report the QL used by the laboratory in the same units of measurement as indicated with the parameter. QL is also sometimes referred to as the "reporting limit." See 25 Pa. Code § 252.1 for the definition of Quantitation Limit. If multiple QLs were used, report the average QL.

NOTE – It is critical that applicants and their laboratories use the best available technology to achieve the lowest possible QL for effluent analysis, particularly for parameters that are not usually tested for Discharge Monitoring Reports (i.e., Pollutant Groups 2 – 7). DEP recommends applicants and their laboratories achieve the “Target QLs” contained in **Attachment C** of these instructions. Failure to achieve the Target QLs may result in DEP requesting additional sampling for the application or otherwise assuming that the pollutant is present in the effluent. The Target QLs in Attachment C are intended to meet the requirements of EPA’s “Sufficiently Sensitive Methods” rule (79 FR 49001). Where a laboratory’s QL is greater than the Target QL in Attachment C, but the Method Detection Limit (MDL) is at or below the Target QL, DEP will accept estimated values (“J” values) at the Target QL (e.g., “< 0.5 µg/L J”).

- **Method Used** – For each parameter, report the method used for the analyses as listed in 40 CFR Part 136 or other approved methods.
- Additional guidance on sampling and analytical methods is presented in **Attachment D**.

OTHER TOXIC POLLUANTS AND HAZARDOUS SUBSTANCES TABLE

List any pollutants in **Table 2** of **Attachment A** that you believe to be present and explain why you believe them to be present. No analysis is required, but if you have analytical data, you must report it. DEP may, however, request new analyses be conducted during the application review.

Check the appropriate box to indicate whether the applicant is seeking a hazardous substance spill reporting exemption. Under 40 CFR § 117.12, certain discharges of hazardous substances (see **Table 3** of **Attachment A**) may be exempted from the requirements of Section 311 of the Clean Water Act. A discharge of a particular substance may be exempted if the origin, source, and amount of the discharged substance(s) are identified in the NPDES permit application or in the permit, if the permit contains a requirement for treatment of the discharge, and if the treatment is in place. If the applicant is requesting an exemption, attach the following information to the application:

- The substance and the amount of each substance listed in Attachment A, Table 3 that may be discharged.
- The origin and source of the discharge of the substance.
- The treatment which is to be provided for the discharge.

CERTIFICATION AND SIGNATURE OF THE APPLICANT

The applicant must certify that the information contained in the application is true, accurate and complete.

The application must be signed as follows (no exceptions or delegations may be authorized):

For individually owned operations – The owner of the facility must sign the application.

For a Corporation – A responsible corporate officer must sign the application. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship – A general partner or the proprietor, respectively, must sign the application.

For a Municipality, State, Federal or Other Public Agency – Either a principal executive officer or ranking elected official must sign the application. For purposes of this the application, a principal executive officer of a federal agency includes:

- The chief executive officer of the agency, or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

NOTE: DEP does not require specific assignments or delegation of authority to responsible corporate officers identified. DEP will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified DEP to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals. The Clean Water Act provides for severe penalties for submitting false information on the application form.

CHECKLIST

To assist the applicant in ensuring the application is complete, a checklist has been developed (3800-PM-BCW0008c). **This checklist should be completed and submitted with the complete application.**

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ATTACHMENT A

TABLE 1
TESTING REQUIREMENTS FOR REQUIRED ANALYSIS
POLLUTANT GROUPS BY INDUSTRIAL CATEGORY

INDUSTRY CATEGORY GENERATING PROCESS WASTEWATER	GROUP 1	GROUP 2 Metals	GROUP 3 Volatile	GROUP 4 Acids	GROUP 5 Base/ Neutral	GROUP 6 Pesticide	GROUP 7 Oil & Gas/Other
Aluminum Forming	X	X	X	X	X		
Asbestos Mfg.	X	X					
Battery Mfg.	X	X	X		X		
Builders Paper & Board Mills	X		X	X	X	X	
Carbon Black Mfg.	X	X	X	X	X	X	
Cement Mfg.	X	X					
Centralized Waste Treatment	X	X	X	X	X	X	X*
Coal Mining	X	X	X	X	X	X	
Coil Coating & Can Making	X	X	X	X	X		
Copper Forming	X	X	X	X	X		
Dairy Products	X	X					
Electrical and Electronic Comp.	X	X	X	X	X	X	
Electroplating	X	X	X	X	X		
Explosives Mfg.	X	X		X	X		
Feedlots	X						
Ferroalloy Mfg.	X	X					
Fertilizer Mfg.	X	X					
Fruits and Vegetables Processing	X						
Glass Mfg.	X	X			X		
Grain Mills	X						
Gum & Wood Products	X	X	X	X	X	X	
Ink Formulating	X	X	X	X	X		
Inorganic Chemicals Mfg.	X	X	X	X	X		
Iron & Steel Mfg.	X	X	X	X	X		
Leather Tanning & Finishing	X	X	X	X	X	X	
Meat Products	X						
Mechanical Products Mfg.	X	X	X	X	X		
Metal Finishing	X	X	X	X	X		
Metal Products & Machinery	X	X	X	X	X		
Metal Molding & Casting – Except:	X	X	X	X	X		
Nickel, Tin, and Titanium Casting	X						
Mineral Mining & Processing	X	X					
Nonferrous Metals Forming	X	X					
Nonferrous Metals Mfg.	X	X	X	X	X	X	
Oil & Gas Extraction	X	X					X
Ore Mining & Dressing – Except:	X	X	X	X	X	X	
Organic Chemicals Mfg.	X	X	X	X	X	X	
Paint Formulating	X	X	X	X	X	X	
Paving & Roofing	X	X	X	X	X		
Pesticides Chemicals Mfg.	X	X	X	X	X	X	

INDUSTRY CATEGORY GENERATING PROCESS WASTEWATER	GROUP 1	GROUP 2 Metals	GROUP 3 Volatile	GROUP 4 Acids	GROUP 5 Base/ Neutral	GROUP 6 Pesticide	GROUP 7 Oil & Gas/Other
Petroleum Refining	X	X	X	X	X		
Pharmaceutical Mfg.	X		X	X	X		
Phosphate Mfg.	X	X					
Photographic Processing	X	X	X	X	X	X	
Plastics Molding and Forming	X		X				
Plastics & Synthetic Materials Manufacturing	X	X	X	X	X	X	
Porcelain Enameling	X	X	X		X	X	
Pulp, Paper, & Paperboard	X	X	X	X	X	X	
Rubber Mfg.	X	X	X	X	X		
Seafood Processing	X						
Soap & Detergent Mfg.	X	X	X	X	X		
Steam Electric Power – Except:	X	X	X	X	X		
Once Through Cooling Water	X	X	X	X			
Sugar Processing	X						
Textile Mills	X	X	X	X	X	X	
Timber Products Processing	X	X	X	X	X	X	
Landfill Leachate (Ash)	X	X					
Landfill Leachate (Municipal/Residual)	X	X	X	X	X	X	
Potable Water Treatment	X	X					
Other types of process discharges	X	X					X*

* If facility has received oil and gas wastewaters within the past three years. Group 7 pollutants are required for any facility that has received oil and gas wastewaters within the past three years.

**TABLE 2
 ASBESTOS AND CERTAIN HAZARDOUS SUBSTANCES
 REQUIRING IDENTIFICATION IF EXPECTED TO BE PRESENT**

Asbestos	Kelthane
Acetaldehyde	Kepone
Allyl alcohol	Malathion
Allyl chloride	Mercaptodimethur
Amyl acetate	Methoxychlor
Aniline	Methyl mercaptan
Benzonitrile	Methyl methacrylate
Benzyl chloride	Methyl parathion
Butyl acetate	Mevinphos
Butylamine	Mexacarbate
Captan	Monoethyl amine
Carbaryl	Monomethyl amine
Carbofuran	Naled
Carbon disulfide	Napthenic acid
Chlorpyrifos	Nitrotoluene
Coumaphos	Parathion
Cresol	Phenolsulfanate
Crotonaldehyde	Phosgene
Cyclohexane	Propargite
2,4-D (2,4-Dichlorophenoxyacetic acid)	Propylene oxide
Diazinon	Pyrethrins
Dicamba	Quinoline
Dichlobenil	Resorcinol
Dichlone	Strontium
2,2-Dichloropropionic acid	Strychnine
Dichlorvos	Styrene
Diethyl amine	2,4,5-T (2,4,5-Trichlorophenoxy acetic acid)
Dimethyl amine	TDE (Tetrachlorodiphenyl ethane)
Dinitrobenzene	2,4,5-TP 2-(2,4,5-Trichlorophenoxy) (propanoic acid)
Diquat	Trichlorofan
Disulfoton	Triethanolamine dodecylbenzenesulfonate
Diuron	Triethylamine
Epichlorohydrin	Trimethylamine
Ethion	Uranium
Ethylene diamine	Vanadium
Ethylene dibromide	Vinyl acetate
Formaldehyde	Xylene
Furfural	Xylenol
Guthion	Zirconium
Isoprene	
Isopropanolamine dodecylbenzenesulfonate	

**TABLE 3
REPORTABLE HAZARDOUS SUBSTANCES**

	Substance
1.	Acetaldehyde
2.	Acetic acid
3.	Acetic anhydride
4.	Acetone cyanohydrin
5.	Acetyl bromide
6.	Acetyl chloride
7.	Acrolein
8.	Acrylonitrile
9.	Adipic acid
10.	Aldrin
11.	Allyl alcohol
12.	Allyl chloride
13.	Aluminum sulfate
14.	Ammonia
15.	Ammonium acetate
16.	Ammonium benzoate
17.	Ammonium bicarbonate
18.	Ammonium bichromate
19.	Ammonium bifluoride
20.	Ammonium bisulfite
21.	Ammonium carbamate
22.	Ammonium carbonate
23.	Ammonium chloride
24.	Ammonium chromate
25.	Ammonium citrate
26.	Ammonium fluoroborate
27.	Ammonium fluoride
28.	Ammonium hydroxide
29.	Ammonium oxalate
30.	Ammonium silicofluoride
31.	Ammonium sulfamate
32.	Ammonium sulfide
33.	Ammonium sulfite
34.	Ammonium tartrate
35.	Ammonium thiocyanate
36.	Ammonium thiosulfate
37.	Amyl acetate
38.	Aniline
39.	Antimony pentachloride
40.	Antimony potassium tartrate
41.	Antimony tribromide
42.	Antimony trichloride
43.	Antimony trifluoride
44.	Antimony trioxide
45.	Arsenic disulfide
46.	Arsenic pentoxide
47.	Arsenic trichloride
48.	Arsenic trioxide
49.	Arsenic trisulfide
50.	Barium cyanide
51.	Benzene
52.	Benzoic acid
53.	Benzonitrile
54.	Benzoyl chloride
55.	Benzyl chloride

	Substance
56.	Beryllium chloride
57.	Beryllium fluoride
58.	Beryllium nitrate
59.	Butyl acetate
60.	n-Butyl phthalate
61.	Butylamine
62.	Butyric acid
63.	Cadmium acetate
64.	Cadmium bromide
65.	Cadmium chloride
66.	Calcium arsenate
67.	Calcium arsenite
68.	Calcium carbide
69.	Calcium chromate
70.	Calcium cyanide
71.	Calcium dodecylbenzenesulfonate
72.	Calcium hypochlorite
73.	Captan
74.	Carbaryl
75.	Carbofuran
76.	Carbon disulfide
77.	Carbon tetrachloride
78.	Chlordane
79.	Chlorine
80.	Chlorobenzene
81.	Chloroform
82.	Chloropyrifos
83.	Chlorosulfonic acid
84.	Chromic acetate
85.	Chromic acid
86.	Chromic sulfate
87.	Chromous chloride
88.	Cobaltous bromide
89.	Cobaltous formate
90.	Cobaltous sulfamate
91.	Coumaphos
92.	Cresol
93.	Crotonaldehyde
94.	Cupric acetate
95.	Cupric acetoarsenite
96.	Cupric chloride
97.	Cupric nitrate
98.	Cupric oxalate
99.	Cupric sulfate
100.	Cupric sulfate ammoniated
101.	Cupric tartrate
102.	Cyanogen chloride
103.	Cyclohexane
104.	2,4-D acid (2,4-Dichloro- phenoxyacetic acid)
105.	2,4-D esters (2,4-Dichloro- phenoxyacetic acid esters)
106.	DDT
107.	Diazinon
108.	Dicamba

	Substance
109.	Dichlobenil
110.	Dichlone
111.	Dichlorobenzene
112.	Dichloropropane
113.	Dichloropropene
114.	Dichloropropene- dichloropropane mix
115.	2,2-Dichloropropionic acid
116.	Dichlorvos
117.	Dieldrin
118.	Diethylamine
119.	Dimethylamine
120.	Dinitrobenzene
121.	Dinitrophenol
122.	Dinitrotoluene
123.	Diquat
124.	Disulfoton
125.	Diuron
126.	Dodecylbenzenesulfonic acid
127.	Endosulfan
128.	Endrin
129.	Epichlorohydrin
130.	Ethion
131.	Ethylbenzene
132.	Ethylenediamine
133.	Ethylene dibromide
134.	Ethylene dichloride
135.	Ethylene diaminetetracetic acid (EDTA)
136.	Ferric ammonium citrate
137.	Ferric ammonium oxalate
138.	Ferric chloride
139.	Ferric fluoride
140.	Ferric nitrate
141.	Ferric sulfate
142.	Ferrous ammonium sulfate
143.	Ferrous chloride
144.	Ferrous sulfate
145.	Formaldehyde
146.	Formic acid
147.	Fumaric acid
148.	Furfural
149.	Guthion
150.	Heptachlor
151.	Hexachlorocyclo-pentadiene
152.	Hydrochloric acid
153.	Hydrofluoric acid
154.	Hydrogen cyanide
155.	Hydrogen sulfite
156.	Isoprene
157.	Isopropanolamine dodecylbenzenesulfonate
158.	Kelthane
159.	Kepone
160.	Lead acetate

TABLE 3 (Continued)
REPORTABLE HAZARDOUS SUBSTANCES

	Substance
161.	Lead arsenate
162.	Lead chloride
163.	Lead fluoborate
164.	Lead flouride
165.	Lead iodide
166.	Lead nitrate
167.	Lead stearate
168.	Lead sulfate
169.	Lead sulfide
170.	Lead thiocyanate
171.	Lindane
172.	Lithium chromate
173.	Malathion
174.	Maleic acid
175.	Maleic anhydride
176.	Mercaptodimethur
177.	Mercuric cyanide
178.	Mercuric nitrate
179.	Mercuric sulfate
180.	Mercuric thiocyanate
181.	Mercurous nitrate
182.	Methoxychlor
183.	Methyl mercaptan
184.	Methyl methacrylate
185.	Methyl parathion
186.	Mevinphos
187.	Mexacarbate
188.	Monoethylamine
189.	Monomethylamine
190.	Naled
191.	Napthalene
192.	Napthenic acid
193.	Nickel ammonium sulfate
194.	Nickel chloride
195.	Nickel hydroxide
196.	Nickel nitrate
197.	Nickel sulfate
198.	Nitric acid
199.	Nitrobenzene
200.	Nitrogen dioxide
201.	Nitrophenol
202.	Nitrotoluene
203.	Parafomaldehyde
204.	Parathion
205.	Pentachlorophenol
206.	Phenol
207.	Phosgene
208.	Phosphoric acid
209.	Phosphorus
210.	Phosphorus oxychloride
211.	Phosphorus pentasulfide
212.	Phosphorus trichloride
213.	Polychlorinated biphenyls (PCB)
214.	Potassium arsenate
215.	Potassium arsenite

	Substance
216.	Potassium bichromate
217.	Potassium chromate
218.	Potassium cyanide
219.	Potassium hydroxide
220.	Potassium permanganate
221.	Propargite
222.	Propionic acid
223.	Propionic anhydride
224.	Propylene oxide
225.	Pyrethrins
226.	Quinoline
227.	Resorcinol
228.	Selenium oxide
229.	Silver nitrate
230.	Sodium
231.	Sodium arsenate
232.	Sodium arsenite
233.	Sodium bichromate
234.	Sodium bifluoride
235.	Sodium bisulfite
236.	Sodium chromate
237.	Sodium cyanide
238.	Sodium dodecylbenzenesulfonate
239.	Sodium fluoride
240.	Sodium hydrosulfide
241.	Sodium hydroxide
242.	Sodium hypochlorite
243.	Sodium methylate
244.	Sodium nitrite
245.	Sodium phosphate (dibasic)
246.	Sodium phosphate (tribasic)
247.	Sodium selenite
248.	Strontium chromate
249.	Strychnine
250.	Styrene
251.	Sulfuric acid
252.	Sulfur monochloride
253.	2,4,5-T acid (2,4,5-Trichloro- phenoxyacetic acid)
254.	2,4,5-T amines (2,4,5-Trichloro- phenoxy acetic acid amines)
255.	2,4,5-Testers (2,4,5-Trichloro- phenoxy acetic acid esters)
256.	2,4,5-T salts (2,4,5-Trichloro- phenoxy acetic acid salts)
257.	2,4,5-TP acid (2,4,5-Trichloro- phenoxy propanoic acid)
258.	2,4,5-TP acid esters (2,4,5- Trichloro phenoxy propanoic acid esters)
259.	TDE (Tetrachlorodiphenyl ethane)
260.	Tetraethyl lead
261.	Tetraethyl pyrophosphate
262.	Thallium sulfate
263.	Toluene
264.	Toxaphene

	Substance
265.	Trichlorofon
266.	Trichloroethylene
267.	Trichlorophenol
268.	Triethanolamine dodecylbenzenesulfonate
269.	Triethylamine
270.	Trimethylamine
271.	Uranyl acetate
272.	Uranyl nitrate
273.	Vanadium pentoxide
274.	Vanadyl sulfate
275.	Vinyl acetate
276.	Vinylidene chloride
277.	Xylene
278.	Xylenol
279.	Zinc acetate
280.	Zinc ammonium chloride
281.	Zinc borate
282.	Zinc bromide
283.	Zinc carbonate
284.	Zinc chloride
285.	Zinc cyanide
286.	Zinc fluoride
287.	Zinc formate
288.	Zinc hydrosulfite
289.	Zinc nitrate
290.	Zinc phenolsulfonate
291.	Zinc phosphide
292.	Zinc silicofluoride
293.	Zinc sulfate
294.	Zirconium nitrate
295.	Zirconium potassium flouride
296.	Zirconium sulfate
297.	Zirconium tetrachloride

ATTACHMENT B

DISCUSSION OF OPTIONAL SITE-SPECIFIC DATA SUBMISSION REQUIREMENTS

The following is a discussion of the optional data that may be submitted as an attachment to the application to improve confidence in the effluent limitations and monitoring requirements for the permit.

COEFFICIENT OF VARIABILITY

The coefficient of variability (CV) is a standard statistical measure of the relative variation of a distribution or set of data, and is defined as the ratio of the standard deviation to the mean. The larger the variation in a set of data, the higher the CV. The magnitude of the CV for effluent data may influence permit effluent limitations in that a higher CV may result in more stringent average monthly effluent limitations. The net effect this relationship has on the average monthly permit limitation is dependent on the number of samples taken and the probability basis selected to test for compliance. Ideally, CV values are calculated with at least 10 analytical results. In the absence of 10 analytical results used to calculate statistics in the Analysis Result Tables by the applicant, DEP generally assumes a value of 0.5.

SITE-SPECIFIC MIXING INFORMATION

It may be advantageous for the applicant to submit mixing information that is specific to the discharge and receiving waters. If no mixing information is supplied, DEP will calculate the available dilution stream flow by applying the EPA/DEP ambient mixing model simulating the worst-case scenario of a shoreline discharge without high rate diffusers. As the name implies this model does not consider discharge induced mixing, and therefore provides an estimate of the complete mix time based on ambient mixing only. Maximum criteria compliance times are used by DEP to determine the amount of mixing that takes place with the stream. If the model shows that complete mix takes place within the maximum criteria compliance time, the entire stream flow can be considered available for dilution. If it shows that complete mixing takes longer than the maximum criteria compliance time, only that portion of the stream that mixes with the discharge within that time can be used to provide dilution. If the discharge was modeled using less than the entire stream design flow (a partial mix factor less than 1), and there is reason to believe or data to show that is not the case, it may be to advantageous to submit actual mixing information. Site-specific information may include stream width, depth, slope, velocity or actual mixing study results. The information should be collected when the stream is at or as close as possible to its Q_{7-10} flow. Submission of site-specific mixing information may also increase the confidence the permit writer has in the resulting effluent limitations and therefore reduce the factor of safety applied. Mixing information may be submitted by attaching additional sheets to the application.

BACKGROUND WATER QUALITY

DEP regulations specify that where ambient water quality conditions exceed a water quality criterion, the ambient water quality should be used as the criterion. It needs to be noted here that background and ambient are not necessarily the same. Ambient water quality refers to the quality of water that exists naturally, involving no man-induced effects. Background water quality is the quality that results from the combination of ambient conditions plus pollution from man-induced sources. Background pollutant concentrations are important because they help determine the amount of assimilative capacity that is remaining in the stream for allocation to NPDES dischargers. Background hardness and pH data is important because the toxicity of some pollutants, such as metals and ammonia, is affected by pH and hardness.

If applicant provides or DEP has site-specific stream chemistry data, that data will generally be used to calculate water quality-based effluent limitations. In the absence of stream-specific data, DEP will estimate background concentrations using data from its water quality network, nearby streams where data is available, or other applicable data sources. In the absence of dependable data, DEP may assume that the background concentrations of many pollutants are zero. Also in the absence of dependable data, Total Hardness will be assumed to be 100 mg/L and pH to be 7.0 S.U. In the case where the permittee has data to show that the background water quality as defined by DEP used in the model is an inaccurate estimate of actual field conditions at the design stream flow, it may be advantageous for the discharger to submit additional ambient and/or background water quality stream data. Background water quality results may be submitted on an Analysis Results Table (check appropriate box at the top of the table) for any of the Pollutant Groups.

FATE COEFFICIENT

The fate coefficient determines how rapidly a pollutant is assimilated, dissipated or otherwise leaves the water column. When water quality modeling involves a multiple discharge analysis, DEP applies a first order aggregate fate coefficient to determine whether or not the water quality at a downstream discharge is being affected by an upstream discharge. The fate coefficient used in a multiple discharge analysis may have a direct influence on how stringent the resulting effluent limitations are. DEP assumes the coefficient remains constant throughout the segment, and includes the aggregate effects of all in-stream processes. Estimating the aggregate pollutant fate coefficient used by DEP involves the collection of field data at or near design stream flow conditions and then solving a first order decay mass balance equation for the coefficient. The data requirements consist of in-stream flow and pollutant concentration data at the beginning and end of the segment for which the aggregate fate is to be estimated, flow and concentration data for each pollutant source and/or sink within the segment, and travel time estimates from the beginning of the segment to the end, and from each source/sink to the end of the segment. These data are developed by following a plug of wastewater flow through the stream segments for the area of interest. In a multiple discharge situation, if there is reason to believe or data to show that the fate coefficient used to develop the permit effluent limitation is inaccurate, data may be collected to verify or refute the fate coefficient calculated by DEP. Information on the pollutant fate may be submitted by attaching additional sheets to the application.

STREAM VELOCITY

When no stream velocity data are submitted, DEP calculates a velocity using an equation based upon the slope, drainage area at the point of discharge, design stream flow, and discharge flow. The stream velocity is one of the parameters used in the mixing model to predict the in-stream mixing characteristics. If the model doesn't accurately predict the actual in-stream velocity, the results may show that a discharge doesn't completely mix with the stream within the maximum criteria compliance time. This result will mean that only a portion of the stream design flow can be considered available for dilution of the discharge, which may result in more stringent effluent limitations. In multiple discharge situations, the stream velocity also has a direct impact on whether and to what degree the water quality at a downstream discharge is affected by an upstream discharge (see Fate Coefficient discussion above). Depending on the specific pollutant of concern, if the travel time between the two discharges is not sufficient for complete pollutant decay, a more stringent effluent limitation may be the result. In at least these situations, it may be advantageous to submit site-specific stream velocity measurements or calculations. If taken, they should be measured at or near the design stream flow conditions (i.e., Q_{7-10} , Q_c flow).

DISCHARGE POINT LOCATION

The stream elevation and River Mile Index (RMI) are used to calculate the slope of the streambed which is used to calculate in-stream velocity. The RMI is the distance from the confluence of the receiving stream to the discharge point. Discharge point location and streambed elevation information may be submitted on attached sheets.

SITE-SPECIFIC CRITERIA DEMONSTRATION

DEP's regulations (Chapters 93 and Statement of Policy at Chapter 16) allow permit applicants, if they so choose, to verify the existing or develop an alternative site-specific water quality criteria. The site-specific criteria demonstrations may result in more or less stringent criteria. Applicants may also conduct site-specific water effects ratio (WER) studies to refine water quality criteria based upon discharge location and receiving waters. If done, applicants must follow DEP and/or EPA protocols in developing site-specific criteria or water effects ratio studies. Site-specific criteria studies may be submitted by attaching additional sheets to the application.

CHEMICAL TRANSLATORS FOR METALS

Metals criteria are established to control the toxic portion of a substance in the water column. Depending upon available data, aquatic life criteria for metals are expressed as either dissolved or total recoverable. As information develops, the chemical identifiers for the toxic portion may be added, changed or refined. The criteria form one of the bases for water quality-based effluent limitations, which are expressed as total recoverable metals.

Chemical translators are used to convert dissolved criteria into effluent limitations which are required by federal regulations to be expressed as total recoverable metal. If no specific data is submitted, the default chemical translator used by DEP is the reciprocal of the conversion factor (specified in Chapter 93) that was used to determine the dissolved criterion. Chemical translator studies must be conducted in accordance with the EPA's latest guidance.

WATER EFFECTS RATIO (WER)

Persons may request alternate effluent limitations by using site-specific water quality criteria. This is accomplished by performing a site-specific chemical translator study for a dissolved criterion. A water effect ratio (WER) study may also be conducted, based on either total recoverable or dissolved criteria.

A WER is a factor that expresses the difference between the measurements of the toxicity of a substance in laboratory water and the toxicity in the receiving waters. The WER provides a mechanism to account for that portion of a metal which is toxic under certain physical, chemical or biological conditions. At this time, WERs are applicable only to certain metals, which are listed by EPA in *Guidance on the Determination and Use of Water-Effect Ratios for Metals* (February 1994), as amended and updated.

Subject to DEP approval of the testing and its results, DEP will use the WER to establish an alternate site-specific criterion. Final reports on the studies shall be submitted to DEP within 60 days of completion. Upon approval of the study results, DEP will use the chemical translator or WER, or both, to determine revised effluent limitations.

ALTERNATE METHOD DETECTION LIMITS

In the case where permittees cannot meet a listed MDL, they may be granted case-specific MDLs if they submit complete documentation demonstrating a matrix effect in their particular effluent. Such permittees must follow the procedure for determining MDLs published as Appendix B of 40 CFR Part 136 (relating to guidelines establishing test procedures). DEP's Bureau of Laboratories will evaluate the data.

ATTACHMENT C

TARGET QUANTITATION LIMITS (QLs) FOR EFFLUENT ANALYSIS OF POLLUTANT GROUPS

Group 1 Pollutants	Target QL Value	Units
BOD5 (mg/L)	3.0	mg/L
Chemical Oxygen Demand (COD) (mg/L)	-	-
Total Organic Carbon (TOC) (mg/L)	-	-
Total Suspended Solids (TSS) (mg/L)	2.0	mg/L
Ammonia-Nitrogen (mg/L)	0.02	mg/L
Temperature (°F)	-	-
pH (S.U.)	-	-
Fecal Coliform (No./100 mL)	-	-
Oil and Grease (mg/L)	5.0	mg/L
Total Residual Chlorine (TRC) (mg/L)	0.02	mg/L
Total Phosphorus (mg/L)	0.01	mg/L
Total Kjeldahl Nitrogen (TKN) (mg/L)	1.0	mg/L
Nitrite + Nitrate as N (mg/L)	0.05	mg/L
Total Dissolved Solids (TDS) (mg/L)	2.0	mg/L
Color (Pt-Co Units)	-	-
Bromide (mg/l)	0.2	mg/L
Chloride (mg/l)	0.5	mg/L
Sulfate (mg/l)	1.0	mg/L
Sulfide (mg/L)	-	-
Surfactants (mg/L)	-	-
Fluoride (mg/L)	0.2	mg/L
Total Hardness (mg/L)	-	-

Group 2 Pollutants	Target QL Value	Units
Aluminum, Total (µg/L)	10	µg/L
Antimony, Total (µg/L)	2.0	µg/L
Arsenic, Total (µg/L)	3.0	µg/L
Barium, Total (µg/L)	2.0	µg/L
Beryllium, Total (µg/L)	1.0	µg/L
Boron, Total (µg/L)	200	µg/L
Cadmium, Total (µg/L)	0.2	µg/L
Chromium, Total (µg/L)	4.0	µg/L
Chromium, Hexavalent (µg/L)	1.0	µg/L
Cobalt, Total (µg/L)	1.0	µg/L
Copper, Total (µg/L)	4.0	µg/L
Cyanide, Total (µg/L)	10	µg/L
Iron, Total (µg/L)	20	µg/L
Iron, Dissolved (µg/L)	20	µg/L
Lead, Total (µg/L)	1.0	µg/L
Group 2 Pollutants	Target QL Value	Units
Manganese, Total (µg/L)	2.0	µg/L

Mercury, Total (µg/L)	0.2	µg/L
Molybdenum, Total (µg/L)	4.0	µg/L
Nickel, Total (µg/L)	4.0	µg/L
Phenols, Total (µg/L)	5.0	µg/L
Selenium, Total (µg/L)	5.0	µg/L
Silver, Total (µg/L)	0.4	µg/L
Thallium, Total (µg/L)	2.0	µg/L
Zinc, Total (µg/L)	5.0	µg/L

Group 3 Pollutants

	Target QL Value	Units
Acrolein (µg/L)	2.0	µg/L
Acrylonitrile (µg/L)	5.0	µg/L
Benzene (µg/L)	0.5	µg/L
Bromoform (µg/L)	0.5	µg/L
Carbon Tetrachloride (µg/L)	0.5	µg/L
Chlorobenzene (µg/L)	0.5	µg/L
Chlorodibromomethane (µg/L)	0.5	µg/L
Chloroethane (µg/L)	0.5	µg/L
2-Chloroethylvinyl Ether (µg/L)	5.0	µg/L
Chloroform (µg/L)	0.5	µg/L
Dichlorobromomethane (µg/L)	0.5	µg/L
1,1-Dichloroethane (µg/L)	0.5	µg/L
1,2-Dichloroethane (µg/L)	0.5	µg/L
1,1-Dichloroethylene (µg/L)	0.5	µg/L
1,2 Dichloropropane (µg/L)	0.5	µg/L
1,3-Dichloropropylene (µg/L)	0.5	µg/L
1,4-Dioxane (µg/L)	10.0	µg/L
Ethylbenzene (µg/L)	0.5	µg/L
Methyl Bromide (µg/L)	0.5	µg/L
Methyl Chloride (µg/L)	0.5	µg/L
Methylene Chloride (µg/L)	0.5	µg/L
1,1,2,2-Tetrachloroethane (µg/L)	0.5	µg/L
Tetrachloroethylene (µg/L)	0.5	µg/L
Toluene (µg/L)	0.5	µg/L
1,2-Trans-Dichloroethylene (µg/L)	0.5	µg/L
1,1,1-Trichloroethane (µg/L)	0.5	µg/L
1,1,2-Trichloroethane (µg/L)	0.5	µg/L
Trichloroethylene (µg/L)	0.5	µg/L
Vinyl Chloride (µg/L)	0.5	µg/L

Group 4 Pollutants	Target QL Value	Units
2-Chlorophenol (µg/L)	10	µg/L
2,4-Dichlorophenol (µg/L)	10	µg/L
2,4-Dimethylphenol (µg/L)	10	µg/L
4,6-Dinitro-o-Cresol (µg/L)	10	µg/L
2,4-Dinitrophenol (µg/L)	10	µg/L
2-Nitrophenol (µg/L)	10	µg/L
4-Nitrophenol (µg/L)	10	µg/L
P-Chloro-m-Cresol (µg/L)	10	µg/L
Pentachlorophenol (µg/L)	10	µg/L
Phenol (µg/L)	10	µg/L
2,4,6-Trichlorophenol (µg/L)	10	µg/L

Group 5 Pollutants	Target QL Value	Units
Acenaphthene (µg/L)	2.5	µg/L
Acenaphthylene (µg/L)	2.5	µg/L
Acrylamide (µg/L)	-	-
Anthracene (µg/L)	2.5	µg/L
Benzidine (µg/L)	50	µg/L
Benzo(a)Anthracene (µg/L)	2.5	µg/L
Benzo(a)Pyrene (µg/L)	2.5	µg/L
3,4-Benzofluoranthene (µg/L)	2.5	µg/L
Benzo(ghi)Perylene (µg/L)	2.5	µg/L
Benzo(k)Fluoranthene (µg/L)	2.5	µg/L
Bis(2-Chloroethoxy)Methane (µg/L)	5.0	µg/L
Bis(2-Chloroethyl)Ether (µg/L)	5.0	µg/L
Bis(2-Chloroisopropyl)Ether (µg/L)	5.0	µg/L
Bis(2-Ethylhexyl)Phthalate (µg/L)	5.0	µg/L
4-Bromophenyl Phenyl Ether (µg/L)	5.0	µg/L
Butyl Benzyl Phthalate (µg/L)	5.0	µg/L
2-Chloronaphthalene (µg/L)	5.0	µg/L
4-Chlorophenyl Phenyl Ether (µg/L)	5.0	µg/L
Chrysene (µg/L)	2.5	µg/L
Dibenzo(a,h)Anthracene (µg/L)	2.5	µg/L
1,2-Dichlorobenzene (µg/L)	0.5	µg/L
1,3- Dichlorobenzene (µg/L)	0.5	µg/L
1,4- Dichlorobenzene (µg/L)	0.5	µg/L
3,3'-Dichlorobenzidine (µg/L)	5.0	µg/L
Diethyl Phthalate (µg/L)	5.0	µg/L
Dimethyl Phthalate (µg/L)	5.0	µg/L
Di-n-Butyl Phthalate (µg/L)	5.0	µg/L
2,4-Dinitrotoluene (µg/L)	5.0	µg/L
2,6-Dinitrotoluene (µg/L)	5.0	µg/L
Di-n-Octyl Phthalate (µg/L)	5.0	µg/L

Group 5 Pollutants	Target QL Value	Units
1,2-Diphenylhydrazine (as Azobenzene) (µg/L)	10	µg/L
Fluoranthene (µg/L)	2.5	µg/L
Fluorene (µg/L)	2.5	µg/L
Hexachlorobenzene (µg/L)	5.0	µg/L
Hexechlorobutadiene (µg/L)	0.5	µg/L
Hexachlorocyclopentadiene (µg/L)	5.0	µg/L
Hexachloroethane (µg/L)	5.0	µg/L
Indeno(1,2,3-cd)Pyrene (µg/L)	2.5	µg/L
Isophorone (µg/L)	5.0	µg/L
Naphthalene (µg/L)	0.5	µg/L
Nitrobenzene (µg/L)	5.0	µg/L
N-Nitroso-di-methylamine (µg/L)	5.0	µg/L
N-Nitroso-di-n-propylamine (µg/L)	5.0	µg/L
N-Nitroso-di-n-phenylamine (µg/L)	5.0	µg/L
Phenanthrene (µg/L)	2.5	µg/L
Pyrene (µg/L)	2.5	µg/L
1,2,4-Trichlorobenzene (µg/L)	0.5	µg/L

Group 6 Pollutants	Target QL Value	Units
Aldrin (µg/L)	0.05	µg/L
Alpha BHC (µg/L)	0.05	µg/L
Beta BHC (µg/L)	0.05	µg/L
Gamma BHC (µg/L)	0.05	µg/L
Delta BHC (µg/L)	0.05	µg/L
Chlordane (µg/L)	1.0	µg/L
4,4'-DDT (µg/L)	0.05	µg/L
4,4'-DDE (µg/L)	0.05	µg/L
4,4'-DDD (µg/L)	0.05	µg/L
Dieldrin (µg/L)	0.05	µg/L
Alpha-Endosulfan (µg/L)	0.05	µg/L
Beta-Endosulfan (µg/L)	0.05	µg/L
Endosulfan Sulfate (µg/L)	0.05	µg/L
Endrin (µg/L)	0.05	µg/L
Endrin Aldehyde (µg/L)	0.05	µg/L
Heptachlor (µg/L)	0.05	µg/L
Heptachlor Epoxide (µg/L)	0.05	µg/L
PCB-1242 (µg/L)	0.25	µg/L
PCB-1254 (µg/L)	0.25	µg/L
PCB-1221 (µg/L)	0.25	µg/L
PCB-1232 (µg/L)	0.25	µg/L
PCB-1248 (µg/L)	0.25	µg/L
PCB-1260 (µg/L)	0.25	µg/L
PCB-1016 (µg/L)	0.25	µg/L

Group 6 Pollutants	Target QL Value	Units
Toxaphene (µg/L)	0.5	µg/L

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Group 7 Pollutants	Target QL Value	Units
Gross Alpha (pCi/L)	3	pCi/L
Beta, Total (pCi/L)	4	pCi/L
Radium 226/228, Total (pCi/L)	1	pCi/L
Strontium, Total (µg/L)	10	µg/L
Uranium, Total (µg/L)	2	µg/L
Osmotic Pressure (mOsm/kg)	-	-

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ATTACHMENT D

SAMPLING AND ANALYTICAL TESTING INSTRUCTIONS FOR NPDES PERMIT APPLICATIONS

DEP recommends that clean techniques be employed as appropriate in collecting, handling, storing, preparing and analyzing samples. Clean techniques refer to methods that reduce contamination and enable the accurate and precise measurement of substances, and to related issues concerning detection limits, quality control and quality assurance. Clean techniques are those requirements or practices for sample collection and handling necessary to produce reliable analytical data in the microgram per liter ($\mu\text{g/L}$) or part per billion range, or less.

SAMPLING:

1. Sample collection should be conducted or supervised by a person trained and experienced in performing wastewater sampling.
2. EPA's regulations 40 CFR 136, "Guidelines Establishing Test Procedures for the Analysis of Pollutants Under the Clean Water Act", specify the appropriate sample type and quantity requirements. Specific requirements for sample containers, sample preservation, holding times, sizes, etc. relevant to the applicable test methods must also be followed.
3. Each sampling event shall occur at the time representative of normal operation. Normal operation means having all processes which contribute wastewater in normal operation, and with a properly operating treatment facility (where treatment is being provided), which is not experiencing "upset" conditions.
4. Samples should be collected from the center of the flow channel where turbulence is at a maximum, where specified in the present permit, or at any discharge pipe or location adequate for the collection of a representative sample.
5. Sample Type:
 - a. **Grab Samples** – Grab samples must be taken for pH, Temperature, Dissolved Oxygen, Cyanide (Total and Free), Total Phenols, Total Residual Chlorine, Oil and Grease, Fecal Coliform, and Volatile Organic (Pollutant Group 3). A **sampling event** for these pollutants consists of 1 grab sample and 1 analysis.
 - b. **Composite Samples** – An automatic **24-hour composite sample** must be taken for each **sampling event**. **Exceptions** - a minimum of 1 grab sample may be taken for effluents from holding ponds or other impoundments with a retention period of greater than 24 hours. DEP may also waive composite sampling for any outfall for which it is demonstrated that use of an automatic sampler is infeasible and that a composite sample derived from a minimum of 8 grab samples per sample event will be representative of the discharge.
6. Definitions:

A **grab sample** is an individual sample of at least 100 mL collected at a randomly-selected representative time over a period not exceeding 15 minutes.

A **composite sample** is a combination of individual samples (at least eight for a 24-hour period or four for an 8-hour period) of at least 100 milliliters (mL) each obtained at spaced time intervals during the compositing period. The composite must be flow-proportional; either the volume of each individual sample is proportional to discharge flow rates, or the sampling interval is proportional to the flow rates over the time period used to produce the composite. If the discharge rate is constant, a constant sample volume can be taken at constant time intervals between samples.

ANALYSIS:

Analytical methods promulgated in 40 CFR Part 136 must be used where applicable. If no method has been promulgated by EPA for a particular pollutant, use any suitable method for measuring the level of the pollutant provided that a description of the method or a reference to a published method is attached to the results. The description shall include the sample holding time, preservation technique, and quality control measures.

DOCUMENT REVISION HISTORY

Date	Revision Reason
October 2017	Removed analytical testing information for Free Cyanide.
August 2017	Updated TQL for Selenium from 7.0 to 5.0 µg/L
November 2016	Updated document number and references to document numbers; added requirement to report upstream Total Hardness; changed requirements for topographic map; changed requirements for analytical testing of TCDD and removed from TQL list; added additional requirements to CWIS section; and clarified that DEP's Bureau of Clean Water is responsible for decisions regarding reduced sampling frequency.
May 2016	Included reference to Sample Act 14 Notification Letter; Clarified when 316(b) CWIS requirements take effect; added requirement for oil & gas extraction industry category to sample for pollutant group 2 metals; Updated Target QL for BOD from 0.2 mg/L to 3.0 mg/L.

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NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) APPLICATION FOR INDIVIDUAL PERMIT TO DISCHARGE INDUSTRIAL STORMWATER

GENERAL INFORMATION

NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

Applicants should use the most recent versions of applications as posted on the Department of Environmental Protection's (DEP's) website. The most recent version of the Application for Individual Permit to Discharge Industrial Wastewater can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a computer, complete the form electronically and print the document for submission to DEP. The application and checklist can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Water
Select: Bureau of Clean Water
Select: Wastewater Management
Select: NPDES and WQM Permitting Programs

The GIF form can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Permits, Licensing and Certification
Select: Department-Wide Permit/Authorization Packages
Select: General Information Form (GIF)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's website: www.dep.pa.gov
Select: Data and Tools
Select: Tools
Select: eFACTS
Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. Attach additional sheets as necessary to complete all questions. If a question is not applicable to the project, write "N/A" in the appropriate field or otherwise leave blank as instructed.

Who Must Apply for NPDES Permits? Persons who operate facilities or conduct activities that discharge pollutants into surface waters of the Commonwealth (including dry streams, ditches and storm sewers).

Who Can Use This Form? This form should be used by new or existing manufacturing, commercial or other facilities that are required to obtain NPDES permit coverage and discharge or propose to discharge **only** stormwater associated with industrial activity (see below for exceptions) to surface waters of the Commonwealth and do not qualify for coverage under an NPDES General Permit. Facilities that are required to obtain NPDES permit coverage include facilities with discharges of stormwater associated with industrial activity as defined at 40 CFR 122.26(b)(14) and other facilities that are required by DEP to obtain a permit under Pennsylvania's Clean Streams Law. Note that permittees that wish to amend

their existing individual NPDES permit must use DEP's NPDES Application for Permit Amendment form (3800-PM-BCW0027b).

Authorized Non-Stormwater Discharges

The following non-stormwater discharges are authorized under individual NPDES permits for stormwater associated with industrial activity. A facility with non-stormwater discharges not identified in the list below should apply for an individual industrial waste NPDES permit.

- Discharges from emergency/unplanned fire-fighting activities;
- Potable water, including water line flushings and fire hydrant flushings, that do not contain measurable concentrations of Total Residual Chlorine (TRC);
- Uncontaminated condensate from air conditioners, coolers/chillers, and other compressors (if treatment through an oil/water separator is provided) and from the outside storage of refrigerated gases or liquids;
- Irrigation drainage;
- Landscape water if such water does not contain pesticides, herbicides or fertilizers;
- Pavement wash waters where no detergents or hazardous cleaning products are used, and the wash waters do not come into contact with oil and grease deposits, sources of pollutants associated with industrial activities, or any other toxic or hazardous materials;
- Routine external building washdown / power wash water that does not use detergents or hazardous cleaning products (e.g., those containing bleach, hydrofluoric acid, muriatic acid, sodium hydroxide, nonylphenols);
- Uncontaminated ground water or spring water;
- Foundation or footing drains where flows are not contaminated with process materials; and
- Incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of a facility, but not intentional discharges from the cooling tower.

Where to File Applications. Three (3) copies of all application materials should be submitted to the DEP regional office that covers the county where the facility is located. A list of counties and DEP regional offices can be viewed at DEP's website (go to www.dep.pa.gov and select Regional Resources). If the facility is located in Erie County, a fourth copy of the application should be submitted to the DEP regional office.

If the facility discharges to surface waters in the Delaware River Basin (i.e., directly to the Delaware River or its tributaries), send one complete copy of the application to the Delaware River Basin Commission (DRBC) at:

Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360
Phone: 609.883.9500

When to File Applications. Unless permission has been granted by DEP for submission at a later date, applications must be filed at least 180 days **BEFORE** your present NPDES permit expires or 180 days **PRIOR TO** start up and commencement of discharge for new facilities.

Application Fee. The required application fee (**\$32,000 for new permit, ~~\$1,000 for reissuance~~**) payable to "Commonwealth of Pennsylvania" must accompany the application. A fee is not required for applications for reissuance of existing permits. The check should not be more than 10 days old. Any federal or state agency or independent state commission that provides funding to DEP for the implementation of the NPDES program through terms and conditions of a mutual agreement may be exempt from the fees. If you need assistance in determining the appropriate application fee, you may contact DEP's Central Office at 717.787.6744. If your application has been denied previously and you are resubmitting your application, the application fee must be included with the resubmission.

Public Notification of Permit Application. Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984), requires every applicant for a new, amended, or renewed NPDES permit to give written notice to each municipality and county in which the facility is located. The written notices must be received by municipalities and counties at least 30 days before DEP action on a permit application. A sample Act 14 notification letter (3850-PM-BCW0402) is available on eLibrary.

Please submit with your application:

1. A copy of your correspondence notifying your intentions to the municipality(ies) and the county(ies) in which the permitted activity will occur.
2. Evidence that the municipality(ies) and county(ies) have received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgment of the notification from the municipality(ies) and county(ies).

Failure to provide a copy of your notification correspondence and evidence of municipal and county receipt of your notification with the application may result in denial of your application.

Local Newspaper Notice. When applying for an NPDES permit for a new industrial stormwater discharge, or when an NPDES renewal application involves a substantial change in location, quantity or quality of the industrial stormwater discharge, public notice of intent to discharge is required by Section 307 of the Pennsylvania Clean Streams Law.

The applicant is required to publish notice of intent to apply for an NPDES permit in a newspaper of general circulation in the county where the facility is located. The notice must be published once per week for four consecutive weeks. Acceptable evidence of publication is a notarized copy of the notice and statement of publication dates or separate clippings of each notice with the date line intact. This evidence should accompany the application.

Public Access to Application. Note that any information submitted to DEP which goes beyond that required by this form may be claimed as confidential, but claims for information which are effluent data will be denied. If a claim of confidentiality is not asserted at the time of submitting the information, DEP may make the information public without further notice. Claims of confidentiality will be handled in accordance with the U.S. Environmental Protection Agency's (EPA's) business confidentiality regulations at 40 CFR Part 2 and DEP's regulations at 25 Pa. Code § 92a.8.

Other permits and/or approvals. Where necessary, the applicant shall be responsible to apply for and obtain other permits and/or approvals. DEP's General Information Form (GIF) (1300-PM-BIT0001) must be attached to the application and must indicate other permits that are necessary for the project, as applicable.

COMPLETING THE APPLICATION

These instructions use the term "applicant" to mean someone who submits an application for a new or renewed permit. Where the term "permittee" is used, it refers only to someone who submits an application for a renewed permit.

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent NPDES permit issued to the applicant. If unknown, leave these fields blank.

GENERAL INFORMATION

1. Enter the Applicant/Operator Name as it appears on the GIF in the Client section (Organization Name or Registered Fictitious Name).
2. Check the appropriate box to indicate whether the application is for a new permit or renewal of an existing permit. If new, specify the anticipated discharge date. If a renewal, list the current NPDES permit number, the expiration date of the current NPDES in effect, the permit renewal application due date (i.e., 180 days before the expiration date unless DEP has granted permission to submit the application at a later date), all Water Quality Management (WQM) permit numbers issued to the applicant for construction of or modification to treatment facilities, and the dates the WQM permits were issued (attach separate sheets if necessary). If not applicable, leave blank.

NOTE - Applicants should not use this form for requests for permit amendments or permit transfers. DEP's Application for Permit Amendment form (3800-PM-BCW0027b) and Application for NPDES or WQM Permit Transfer form (3800-PM-BCW0041b), respectively, should be used for such requests.

3. Check the box for "Yes" if the facility's self-monitoring data is being submitted to DEP using the electronic Discharge Monitoring Report (eDMR) system (www.dep.pa.gov/edmr), otherwise check the box for "No." If the eDMR system is being used, specify the start date for use of the system.
4. Briefly describe the nature of the business or operations that may come into contact with stormwater. To ensure that DEP has a complete understanding of the nature of your operations and discharge(s), the applicant is encouraged to provide a detailed description in a separate attachment.

5. List the Effluent Guideline Limitation(s) (ELG(s)) and Subpart published by EPA in 40 CFR, Chapter I, Subchapter N, that are applicable to the facility's stormwater discharges. If there are no applicable ELG(s), this section may remain blank.
6. List all applicable standard industrial classification (SIC) and North American Industry Classification System (NAICS) codes with their descriptions. For each code, indicate (Yes or No) whether the code is considered the "primary" code. For example, if Codes 99998 and 99999 apply to the facility, but the operation can be best categorized under Code 99999, indicate "Yes" in the "Primary?" column for Code 99999.

OTHER ENVIRONMENTAL PERMITS

Identify all other environmental permits issued to the facility, which are currently effective or which the applicant is seeking for the facility. Report the type of permit, the agency that issued the permit and the date the permit was issued. Report all permits issued under the following environmental programs:

- Hazardous Waste Management program under RCRA.
- UIC program under the Safe Drinking Water Act.
- NPDES program under the Clean Water Act.
- Prevention of Significant Deterioration (PSD) program under the Clean Air Act.
- Nonattainment program under the Clean Air Act.
- National Emission Standards for Hazardous Pollutants (NESHAPS) preconstruction approval under the Clean Air Act.
- Dredge or fill permits under section 404 of the Clean Water Act.
- Other relevant environmental permits, including DEP-issued permits.

FACILITY AND DISCHARGE INFORMATION

1. **Site Plan & Map.** Attach a site plan that identifies structures, facilities, outdoor raw material, product and waste storage areas, drainage areas, discharge points (outfalls) associated with industrial activity, property boundaries and waters of the Commonwealth. Also attach a topographic or aerial map with facilities and outfalls identified. For discharges to storm sewers, identify both the location of the discharge to the storm sewer as well as the location where the storm sewer outlets to surface waters. DEP's eMAP application (www.depgis.state.pa.us/emappa) or other websites with topographic/aerial maps may be used.
2. **Site Area.** Report the total area of the site in square feet (sf) and the percent pervious and impervious surfaces.
3. **Facility Latitude and Longitude.** Provide the latitude and longitude coordinates at the geographic center of the facility or site. Indicate the Horizontal Reference Datum used to determine the coordinates by checking the box for North American Datum of 1927 ("NAD of 1927"), North American Datum of 1983 ("NAD of 1983"), World Geodetic System of 1984 ("WGS of 1984") or "Unknown".
4. **PPC Plan.** The permittee may optionally attach its PPC Plan or related plan such as a Spill Prevention, Control and Countermeasure (SPCC) Plan to the application. This information may be useful to DEP in completing its review of the application. If the PPC Plan or related plan is not attached, DEP may request submission of the Plan during the application review.

Regardless if a Plan is or is not attached, complete the table by describing the type(s) of Plan(s) the facility currently has. Check the box if the Plan is attached to the application. Report the latest update made to the Plan(s). Applicants are encouraged to submit large plans in electronic format on CD or other media in lieu of paper.

NOTE – The Plan(s) should be developed consistent with DEP's "Guidelines for the Development and Implementation of Environmental Emergency Response Plans" and its Stormwater Addendum (DEP ID No. 400-2200-001). Submission of a "Stormwater Pollution Prevention Plan" or "Spill Prevention, Control, and Countermeasure Plan" that has been completed to satisfy another regulatory program is acceptable if it is consistent with DEP guidance.

NOTE – DEP may accept electronic PPC Plan submissions. Contact the appropriate DEP regional office for instructions prior to submission of your application if your preference is to submit the PPC Plan electronically.

5. **Non-Stormwater Discharges.** Identify and describe all non-stormwater discharges that are expected to occur during the 5 years following permit coverage. List each type of non-stormwater discharge anticipated, the outfall that is expected to receive the discharge, and the expected frequency and volume of discharges. If no non-stormwater discharges are anticipated in the five years following coverage or approval, check the appropriate box.
6. **Inspection and Maintenance.** For new discharges, describe the frequency at which outfalls will be inspected and any planned maintenance activities. For existing discharges, report current practices for outfall inspections and routine maintenance. Also identify whether on-site personnel or contractors perform these activities.
7. **Outfall Locations and Receiving Waters Table.**

- **Outfall No.** – Provide a 3-digit identification number (numeric only) for each outfall (discharge point) discharging stormwater associated with industrial activity from the facility, starting with 001 and continuing with 002, 003, etc. If there are more outfalls than space allows, attach an additional sheet.

NOTE – Outfalls should include all engineered structures, drainageways and areas of concentrated flow where runoff leaves a site.

- **Latitude / Longitude** – Report the latitude and longitude coordinates for the outfall (end of pipe, channel or other conveyance, prior to mixing with receiving waters), using the same method as for No. 3, above.
- **Name of Receiving Waters** – Specify the name of the receiving waters for each outfall, as specified in 25 Pa. Code Chapter 93 or as otherwise known locally.
- **Ch. 93 Class.** – Report the existing use of the receiving waters under Chapter 93. Existing uses (e.g., HQ-CWF) may differ from designated uses (e.g., CWF). The applicant should consult DEP's existing use website and if an existing use is listed for the receiving waters, it should be reported on the application (visit www.dep.pa.gov, select "Businesses", "Water", "Bureau of Clean Water", "Water Quality Standards", and "Statewide Existing Use Classifications"). If no existing use is available on DEP's website, the designated use under Chapter 93 is the existing use. Designated uses can be searched on-line by visiting www.pacode.com (Title 25, Chapter 93) or www.depgis.state.pa.us/emappa.
- **Impaired?** Check the box if the receiving waters are "impaired" (i.e., not attaining water quality standards or existing uses) according to DEP's latest published Integrated Water Quality Monitoring and Assessment Report ("Integrated Report") (visit www.dep.pa.gov, select "Businesses", "Water", "The Bureau of Clean Water", "Water Quality Standards", and "Integrated Water Quality Report").
- **TMDL?** Check the box if there is an approved Total Maximum Daily Load (TMDL) for the receiving waters. DEP's website includes a listing of all approved TMDLs (www.ahs.dep.pa.gov/TMDL). Additionally, DEP's eMAP application (www.depgis.state.pa.us/emappa) may be used to determine both impairments and TMDLs.

8. **Discharges to Storm Sewers.** Check the appropriate box to indicate whether any of the outfalls / IMPs identified in No. 7 above discharge to a storm sewer system (Yes or No). If Yes, indicate whether the storm sewer is also a municipal separate storm sewer system (MS4) (Yes or No), identify the name of the storm sewer owner/operator and list all outfall numbers that discharge to the storm sewer. If unsure whether the storm sewer is also classified as an MS4, contact the municipality in which the facility is located. If there are no discharges to storm sewers, check the box for "No", leave the MS4 question blank and enter, "N/A" for the remaining questions.

NOTE – For new discharges to MS4s, the applicant must provide, as an attachment to the application, evidence that the owner/operator of the MS4 has received notification of the applicant's intent to discharge into the MS4 as well as the actual notification to the MS4. An example of evidence would be a copy of the return receipt for registered mail.

Attach additional sheets as necessary to report all outfalls. You may attach your own sheet(s) provided it contains all information requested in this table

9. Drainage Area Description Table

- **Outfall / IMP No.** – List all the outfalls / IMPs in the same order as the Outfalls Locations and Receiving Waters Table.
- **Drainage Area (ft²)** – Report the total drainage area, in square feet, in which stormwater runoff may flow to the outfall.
- **% Impervious** – Indicate the percentage of the drainage area is impervious. For the purpose of this application, impervious surfaces are those where stormwater runs off at rates significantly higher than background rates and include paved areas, building roofs, parking lots, and roadways.
- **Description of Materials/Activities in Drainage Area Exposed to Precipitation** – Identify all materials in the drainage area that may be exposed to precipitation. Identify materials used for production, tanks or containers and their contents, vehicular maintenance activities, product storage, etc. The applicant should report sufficient information to allow DEP to understand why the applicant considers two or more outfalls to be similar in nature, if applicable.
- **No Exposure?** – Check the box if the applicant certifies there are no industrial sources of pollutants in the drainage area of the outfall and the applicant believes there is no potential for pollution. This may assist DEP in determining whether or not stormwater monitoring requirements in the permit are necessary.

NOTE – In order for this box to be checked, the applicant must generally provide a storm resistant shelter to protect industrial materials from exposure to rain, snow, snow melt and runoff. However, a storm resistant shelter is not required for drums, barrels, tanks, and similar containers that are tightly sealed, provided those containers are not deteriorated and do not leak (“sealed” means banded or otherwise secured and without operational taps or valves); adequately maintained vehicles used in material handling; and final products, other than products that would be mobilized in storm water discharge (e.g., rock salt). Discharges from salt storage and distribution sites are not generally considered No Exposure unless material storage and handling activities are not exposed to precipitation.

NOTE – if the applicant selects this box and then conditions change following issuance of the permit, the applicant is responsible for notifying DEP of the changed conditions.

10. Sampling and Treatment Table

- **Outfall / IMP No.** – List all the outfalls / IMPs in the same order as the Outfalls Locations and Receiving Waters Table.
- **Sampling Completed?** – Check the box if sampling was completed for the application and the Stormwater Sampling Results section is attached for the outfall. Sampling must be completed for every outfall unless a representative outfall is designated.
- **Representative Outfall No.** – If the Sampling Completed? box is not checked, report the Outfall No(s) that the applicant has sampled as representative of the reported outfall. **Representative outfalls cannot be used to verify that pollutant concentrations are commensurate with No Exposure conditions.**
- **Treatment?** – Check the box if the applicant has or is proposing any structural (e.g., oil water separator) or non-structural (e.g., wetlands) treatment technology designed to reduce pollutants in stormwater discharged to the outfall.
- **Description of BMPs in Drainage Area to Control Pollutants in Stormwater** – Describe any treatment or BMPs proposed or in place for stormwater and any other proposed (for new facilities) or existing (for existing facilities) best management practices (BMPs) intended to control pollutants in stormwater runoff. Examples of BMPs including routine inspection and cleanup activities, ponds, swales or other features intended to promote infiltration, etc.

- **PCSM?** – Check the box if there are post-construction stormwater management facilities within the drainage area to the outfall that were installed to comply with DEP’s Chapter 102 Erosion and Sedimentation Control regulations. Information on Chapter 102 regulations and PCSM facilities can be found by visiting DEP’s website and selecting “Businesses”, “Water”, “Bureau of Clean Water”, “Stormwater Management”, and “Construction Stormwater”.

11. **Leaks or Spills.** If there have been leaks or spills on-site within the past five years that have reached stormwater outfall(s) (i.e., have been discharged to the receiving waters), identify the outfall(s) receiving the leaks or spills, the substance(s) released, measures taken to remediate the incident(s) and preventative measure(s) taken to reduce the possibility of future incidents. Attach additional sheets as necessary.

STORMWATER SAMPLING RESULTS

For existing discharges only, attach a completed Stormwater Sampling Results section to the application for each stormwater outfall that was sampled.

NOTE – stormwater must be sampled for all stormwater outfalls identified in question 9, above, where the applicant checked the box for No Exposure?, in order to verify that pollutant concentrations are commensurate with No Exposure conditions.

In general, DEP considers the following benchmark values to be indicative of No Exposure conditions; these values may also be used by DEP to evaluate non-degrading stormwater discharges for anti-degradation purposes.

- Pollutants with water quality criteria in 25 Pa. Code Chapter 93: \leq most stringent water quality standard
- Oil and Grease (mg/L): \leq 5.0
- BOD5 (mg/L): \leq 10
- COD (mg/L): \leq 30
- TSS (mg/L) \leq 30
- Total Nitrogen (mg/L): \leq 2.0
- Total Phosphorus (mg/L): \leq 1.0
- pH (S.U.): 6.0 to 9.0

Stormwater Sampling Guidance

The collection of the samples for the reported analyses should be supervised by a person experienced in performing sampling of industrial stormwater discharges. Any specific requirements contained in the applicable analytical methods should be followed for sample containers, sample preservation, holding times, the collection of duplicate samples, etc. Where applicable, samples should be collected from the center of the flow channel, where turbulence is at a maximum, at a site specified in your present permit, or at any site adequate for the collection of a representative sample.

For all pollutants the applicant must, at a minimum, analyze grab samples taken during the first 30 minutes (or as soon thereafter as practicable) of the discharge. For pollutants other than pH, Temperature, Cyanide, Total Phenols, Total Residual Chlorine, Oil and Grease, and Fecal Coliform it is preferred the applicant analyze both a grab sample collected during the first 30 minutes (or as soon thereafter as practicable) of the discharge and a flow-weighted composite sample.

All samples must be collected from the discharge resulting from a storm event that is greater than 0.1 inch and at least 72 hours from the previously measurable (greater than 0.1 inch rainfall) storm event. Where feasible, the variance in the duration of the event and the total rainfall of the event should not exceed 50 percent from the average or median rainfall event in that area. **Grab samples must be taken during the first thirty minutes of the discharge (or as soon thereafter as practicable), and flow-weighted composite samples shall be taken for the entire event or for the first three hours of the event.**

For the purpose of these instructions, grab and composite samples are defined as follows:

Grab sample: An individual sample of at least 100 milliliters collected during the first thirty minutes (or as soon thereafter as practicable) of the discharge. This sample is to be analyzed separately from the composite sample.

Flow-weighted composite sample: A flow-weighted composite sample may be taken with a continuous sampler that proportions the amount of sample collected with the flow rate or as a combination of a minimum of three sample aliquots

taken in each hour of discharge for the entire event or for the first three hours of the event, with each aliquot being at least 100 milliliters and collected with a minimum period of fifteen minutes between aliquot collections. The composite must be flow proportional; either the time interval between each aliquot or the volume of each aliquot must be proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot. Aliquots may be collected manually or automatically.

Data from samples taken in the past may be used, provided that all data requirements are met, sampling was done no more than three years before submission, and all data are representative of the present discharge.

Completing the Stormwater Sampling Results Table

1. You must report at least one analysis for each pollutant listed. As noted above, flow-weighted composite sample results are optional. Report the average and maximum concentrations of grab and flow-weighted composite samples for each listed pollutant, as applicable, in the units provided (e.g., mg/L, S.U., etc.). Follow DEP's guidance (3800-BK-DEP3047 and 3800-FS-DEP4262) when calculating statistical values containing data sets with "non-detect" results. Use the Quantitation Limit (QL) value for "non-detect" results, and if at least one "non-detect" result exists in a data set, average statistical values should contain the less than (<) symbol. If only one sample result for each pollutant is available, report the result in both the average and maximum columns under the appropriate sample type. Identify the number of storm events where samples were collected to determine the results. Identify the laboratory's QL for the pollutants.
2. In the table provided, list all pollutants contained within an Effluent Limitation Guideline (ELG) that is applicable to the facility's production, not identified in question 1. Also list all pollutants listed in the facility's existing NPDES permit for the stormwater outfall; and any other pollutants that are considered the cause of impairment to waters receiving stormwater discharges from the outfall. To determine if a stream is impaired use DEP's latest published Integrated Water Quality Monitoring and Assessment Report (www.dep.pa.gov, select "Water", select "The Bureau of Clean Water", and select "Water Quality Standards") or DEP's eMAP application (<http://www.depgis.state.pa.us/eMapPA/>). Provide the results of at least one analysis for every pollutant listed. Specify the units with your results (e.g., mg/L).
3. In the table provided, list all pollutants contained in Pollutant Groups 1 through 7, as identified in Attachment A, which are not identified in questions 1 or 2 of the Stormwater Sampling Results section but the applicant knows or has reason to believe are present in the stormwater discharge. Provide at least one result for each pollutant known or believed to be present. Base your determination that a pollutant is present in or absent from your discharge on your knowledge of your raw materials, material management practices, maintenance chemicals, history of spills and releases, intermediate and final products and byproducts, and any previous analyses known to you of your effluent or similar effluent.
4. Provide the information requested below for the storm event(s) that resulted in the maximum values reported in questions 1, 2 and 3 for the flow-weighted composite sample (or grab sample if flow-weighted composite sampling was not completed). If multiple storm events resulted in maximum values, report each event separately.
 - Identify the storm event date.
 - Record the duration of the storm event in minutes.
 - Report the total rainfall amount, in inches, for the storm event in which sample(s) were collected.
 - Identify the number of hours from the end of the previous measurable storm event of 0.1 inch to the beginning of the storm event in which sample(s) were collected.
 - Optionally, specify the flow rate, in gallons per minute (GPM), measured at the outfall during the storm event.
 - Optionally, report the calculated volume of stormwater discharged from the outfall(s) during the storm event.

ANTI-DEGRADATION

If the applicant is proposing a new, additional or increased discharge to High Quality (HQ) or Exceptional Value (EV) waters, or has an existing discharge to HQ or EV waters and is seeking a permit for the first time, **Module 1** (Anti-Degradation Module) must be attached to the application. In addition, for HQ waters only, if the analysis concludes that the new, additional or increased discharge will produce a measurable change in water quality, a social or economic justification (SEJ) must be attached to the application and be approved before DEP can authorize the discharge through a permit. See the instructions to Module 1 and DEP's Water Quality Antidegradation Implementation Guidance (391-0300-002).

1. Check the appropriate box to indicate whether Module 1 is attached to the application.
2. Check the appropriate box to indicate whether an SEJ is attached to the application.

If the applicant is not proposing a new, additional or increased discharge to HQ or EV waters or is not seeking a permit for the first time to discharge into HQ or EV waters, this section may remain blank.

COOLING WATER INTAKE STRUCTURES

1. Indicate if cooling water is used at the facility. If no, skip the remainder of this section.
2. Indicate if the facility operates a cooling water intake structure. If no, skip the remainder of this section.
3. Under Section 316(b) of the Clean Water Act and its implementing regulations, DEP will be required to make a determination of best technology available (BTA) to reduce impingement and entrainment mortality for facilities that maintain and operate a cooling water intake structure(s) (CWIS). Facilities that meet the regulatory definition of a new or existing facility with cooling water intake structures must provide additional specific information. **If a facility meets the regulatory definition of a new or existing facility below, the permittee cannot use this application and must submit the Individual NPDES Permit Application for Industrial Waste Facilities (3800-PM-BCW0008).**

A new facility has applicable 316(b) requirements if it (see 40 CFR § 125.81):

- Is a point source that uses or proposes to use a cooling water intake structure;
- Has at least one cooling water intake structure that uses at least 25% of the water it withdraws for cooling purposes as measured on an average monthly basis; and
- Has a design intake flow greater than 2 MGD.

An existing facility has applicable 316(b) requirements if it (see 40 CFR § 125.91):

- Is a point source;
- Uses or proposes to use cooling water intake structures with a total design intake flow if 2 MGD or more to withdraw cooling water from waters of the United States;
- Uses at least 25 percent of water withdrawn exclusively for cooling purposes, measured on an actual intake flow basis (for definition, see 40 CFR § 125.92).

Facilities that do not meet the definition above may be issued a BTA determination on a best professional judgment (BPJ) basis under 40 CFR § 125.90(b). Additional information may be required.

Indicate whether the facility meets the definition of a new or existing facility. If yes, the permittee is not eligible to use this application and should submit the Individual NPDES Permit Application for Industrial Waste Facilities (3800-PM-BCW0008).

STORMWATER TREATMENT CHEMICALS

List any chemicals used to treat the stormwater that are anticipated to be used in the next five years. If no chemicals are anticipated, this section may remain blank.

LABORATORY INFORMATION

List off-site laboratories used for analytical results reported in the application and the analyses performed.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate whether the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility at the time the application is submitted to DEP. If the answer is "No," no further information is needed in this section. If the answer is "Yes," list each permit, order, or compliance schedule and provide compliance status of the permitted facility or activity. If needed, use additional sheets to provide all information.

CERTIFICATION AND SIGNATURE OF THE APPLICANT

The applicant must certify that the information contained in the application is true, accurate and complete.

The application must be signed as follows (no exceptions or delegations may be authorized):

For individually owned operations – The owner of the facility must sign the application.

For a Corporation – A responsible corporate officer must sign the application. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship – A general partner or the proprietor, respectively, must sign the application.

For a Municipality, State, Federal or Other Public Agency – Either a principal executive officer or ranking elected official must sign the application. For purposes of this the application, a principal executive officer of a federal agency includes:

- The chief executive officer of the agency, or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

NOTE: DEP does not require specific assignments or delegation of authority to responsible corporate officers identified. DEP will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified DEP to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals. The Clean Water Act provides for severe penalties for submitting false information on the application form.

CHECKLIST

To assist the applicant in ensuring the application is complete, a checklist has been developed (3800-PM-BCW0403c). **This checklist should be completed and submitted with the complete application.**

ATTACHMENT A

POLLUTANT GROUP ANALYSIS TABLES

POLLUTANT GROUP 1 PARAMETERS (mg/L)	POLLUTANT GROUP 2 PARAMETERS (µg/L)	POLLUTANT GROUP 3 PARAMETERS (µg/L)	POLLUTANT GROUP 4 PARAMETERS (µg/L)	POLLUTANT GROUP 5 PARAMETERS (µg/L)
BOD ₅	Aluminum, Total	Acrolein	2-Chlorophenol	Acenaphthene
COD	Antimony, Total	Acrylonitrile	2,4-Dichlorophenol	Acenaphthylene
TOC	Arsenic, Total	Benzene	2,4-Dimethylphenol	Acrylamide
TSS	Barium, Total	Bromoform	4,6-Dinitro-o-Cresol	Anthracene
Ammonia-Nitrogen	Beryllium, Total	Carbon Tetrachloride	2,4-Dinitrophenol	Benzidine
Temperature (Winter) (°F)	Boron, Total	Chlorobenzene	2-Nitrophenol	Benzo(a)Anthracene
Temperature (Summer) (°F)	Cadmium, Total	Chlorodibromomethane	4-Nitrophenol	Benzo(a)Pyrene
pH – Minimum (S.U.)	Chromium, Total	Chloroethane	P-Chloro-m-Cresol	3,4-Benzo-fluoranthene
pH – Maximum (S.U.)	Chromium, Hexavalent	2-Chloroethylvinyl Ether	Pentachlorophenol	Benzo(ghi)Perylene
Fecal Coliform (No./100 mL)	Cobalt, Total	Chloroform	Phenol	Benzo(k)Fluoranthene
Oil and Grease	Copper, Total	Dichlorobromomethane	2,4,6-Trichlorophenol	Bis(2-Chloro-ethoxy)Methane
TRC	Cyanide, Total	1,1-Dichloroethane		Bis(2-Chloroethyl)Ether
Total Phosphorus	Iron, Total	1,2-Dichloroethane		Bis(2-Chloro-isopropyl)Ether
TKN	Iron, Dissolved	1,1-Dichloroethylene		Bis(2-Ethylhexyl)Phthalate
Nitrite + Nitrate-Nitrogen	Lead, Total	1,2 Dichloropropane		4-Bromophenyl Phenyl Ether
Total Dissolved Solids	Manganese, Total	1,3-Dichloropropylene		Butyl Benzyl Phthalate
Color (Pt-Co Units)	Mercury, Total	1,4-Dioxane		2-Chloronaphthalene
Bromide	Molybdenum, Total	Ethylbenzene		4-Chlorophenyl Phenyl Ether
Chloride	Nickel, Total	Methyl Bromide		Chrysene
Sulfate	Phenols, Total	Methyl Chloride		Dibenzo(a,h)Anthracene
Sulfide	Selenium, Total	Methylene Chloride		1,2-Dichlorobenzene
Surfactants	Silver, Total	1,1,2,2-Tetrachloroethane		1,3- Dichlorobenzene
Fluoride	Thallium, Total	Tetrachloroethylene		1,4- Dichlorobenzene
Total Hardness	Zinc, Total	Toluene		3,3'-Dichlorobenzidine
		1,2-Trans-Dichloroethylene		Diethyl Phthalate
		1,1,1-Trichloroethane		Dimethyl Phthalate
		1,1,2-Trichloroethane		Di-n-Butyl Phthalate
		Trichloroethylene		2,4-Dinitrotoluene
		Vinyl Chloride		2,6-Dinitrotoluene
				Di-n-Octyl Phthalate

POLLUTANT GROUP 5 PARAMETERS (µg/L), (CONT'D)	POLLUTANT GROUP 6 PARAMETERS (µg/L)	POLLUTANT GROUP 7 PARAMETERS
Hexachlorocyclopentadiene Hexachloroethane Indeno(1,2,3-cd)Pyrene Isophorone Naphthalene Nitrobenzene N-Nitroso-di-methylamine N-Nitroso-di-n-p-propylamine N-Nitroso-di-n-phenylamine Phenanthrene Pyrene 1,2,4-Trichlorobenzene Bis(2-Chloro-isopropyl)Ether Bis(2-Ethylhexyl)Phthalate 4-Bromophenyl Phenyl Ether Butyl Benzyl Phthalate 2-Chloronaphthalene 4-Chlorophenyl Phenyl Ether Chrysene Dibenzo(a,h)Anthracene 1,2-Dichlorobenzene 1,3- Dichlorobenzene 1,4- Dichlorobenzene 3,3'-Dichlorobenzidine Diethyl Phthalate Dimethyl Phthalate Di-n-Butyl Phthalate 2,4-Dinitrotoluene 2,6-Dinitrotoluene Di-n-Octyl Phthalate 1,2-Diphenylhydrazine (as Azobenzene) Fluoranthene Fluorene Hexachlorobenzene Hexachlorobutadiene Hexachlorocyclopentadiene	Aldrin Alpha BHC Beta BHC Gamma BHC Delta BHC Chlordane 4,4'-DDT 4,4'-DDE 4,4'-DDD Dieldrin Alpha- Endosulfan Beta-Endosulfan Endosulfan Sulfate Endrin Endrin Aldehyde Heptachlor Heptachlor Epoxide PCB -1242 PCB -1254 PCB-1221 PCB-1232 PCB-1248 PCB-1260 PCB-1016 Toxaphene 2,3,7,8-Tetrachlorodibenzo-p- Dioxin	Gross Alpha (pCi/L) Beta, Total (pCi/L) Radium 226/228, Total (pCi/L) Strontium, Total (µg/L) Uranium, Total (µg/L) Osmotic Pressure (µmhos/cm)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) APPLICATION FOR INDIVIDUAL PERMIT TO DISCHARGE SEWAGE EFFLUENT FOR MAJOR SEWAGE FACILITIES INSTRUCTIONS

GENERAL INFORMATION

NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

The Department of Environmental Protection (DEP) requests that applicants use the most recent versions of applications as posted on DEP's website. The most recent version of the Application for Individual Permit to Discharge Sewage Effluent for Major Sewage Facilities can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a computer, complete the form electronically and print the document for submission to DEP. The application and checklist can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Water
Select: Bureau of Clean Water
Select: Wastewater Management
Select: NPDES and WQM Permitting Programs

The GIF form can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Other Programs
Select: Permits, Licensing and Certification
Select: Department-Wide Permit/Authorization Packages
Select: General Information Form (GIF)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's website: www.dep.pa.gov
Select: Data and Tools
Select: Tools
Select: eFACTS
Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. Attach additional sheets as necessary to complete all questions. If a question is not applicable to the project, write N/A in the appropriate field.

Who Must Apply for NPDES Permits? Persons who operate facilities or conduct activities that discharge pollutants into surface waters of the Commonwealth (including dry streams, ditches and storm sewers).

NOTE – Where a POTW is operated by a non-municipal entity under an agreement, both the POTW and non-municipal entity should apply for the permit.

Who Can Use This Form? This form should be used by major sewage treatment facilities that, at the time the application is completed, have an average annual design flow greater than or equal to 1.0 million gallons per day (MGD), and/or have a service population greater than or equal to 10,000.

Where to File Applications. Three (3) copies of all application materials should be submitted to the DEP regional office that covers the county where the facility is located. A list of counties and DEP regional offices can be viewed at DEP's website (go to www.dep.pa.gov and select Regional Resources). If the facility is located in Erie County, a fourth copy of the application should be submitted to the DEP regional office.

If the facility discharges to a stream in the Delaware River Basin (i.e., directly to the Delaware River or its tributaries), send one complete copy of the application to the Delaware River Basin Commission (DRBC) at:

Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360
Phone: 609.883.9500

If the facility is located in Allegheny County, send one complete copy of the application to the Allegheny County Health Department at:

Allegheny County Health Department
Frank B. Clack Health Center
Water Pollution Control Program
Building #5
40th Street & Penn Avenue
Pittsburgh, PA 15224
Phone: 412.578.8040

When to File Applications. Unless permission has been granted by DEP for submission at a later date, applications must be filed at least 180 days **BEFORE** your present NPDES permit expires or 180 days **PRIOR TO** start up and commencement of discharge for new facilities.

Application Fee. The required application fee payable to "Commonwealth of Pennsylvania" must accompany the application. See the table below for the appropriate application fee. A fee is not required for reissuance of existing permits. The check should not be more than 10 days old. Any federal or state agency or independent state commission that provides funding to DEP for the implementation of the NPDES program through terms and conditions of a mutual agreement may be exempt from the fees.

Major facility \geq 1 MGD and $<$ 5 MGD	\$72,500 for new; \$1,250 for reissuance
Major facility \geq 5 MGD	\$105,000 for new; \$2,500 for reissuance
Major facility with CSO	\$150,000 for new; \$5,000 for reissuance

For fees based on flow, determine the facility's total design flow by summing the annual average design flows for all effluent discharge points (outfalls). If you need assistance in determining the appropriate application fee, you may contact DEP's Central Office at 717.787.6744. If your application has been denied previously and you are resubmitting your application, the application fee must be included with the resubmission.

Public Notification of Permit Application and Public Access to Application Information. Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984), requires every applicant for a new, amended, or renewed NPDES permit to give written notice to each municipality and county in which the facility is located. The written notices must be received by municipalities and counties at least 30 days before DEP action on a permit application. A sample Act 14 notification letter (3850-PM-BCW0402) is available on DEP's eLibrary website.

Please submit with your application:

1. A copy of your correspondence notifying your intentions to the municipality(ies) and the county(ies) in which the permitted activity will occur.

2. Evidence that the municipality(ies) and county(ies) have received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgment of the notification from the municipality(ies) and county(ies).

Failure to provide a copy of your notification correspondence and evidence of municipal and county receipt of your notification with the application may result in denial of your application.

Note that any information submitted to DEP which goes beyond that required by this form may be claimed as confidential, but claims for information which are effluent data will be denied. If a claim of confidentiality is not asserted at the time of submitting the information, DEP may make the information public without further notice. Claims of confidentiality will be handled in accordance with EPA's business confidentiality regulations in 40 CFR Part 2.

Other permits and/or approvals. Where necessary, the applicant shall be responsible to apply for and obtain other permits and/or approvals. DEP's General Information Form (GIF) (1300-PM-BIT0001) must be attached to the application and must indicate other permits that are necessary for the project, as applicable.

COMPLETING THE APPLICATION

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent NPDES permit issued to the applicant. If unknown, leave these fields blank.

GENERAL INFORMATION

1. Enter the Applicant/Operator Name as it appears on the GIF in the Client section (Organization Name or Registered Fictitious Name).
2. Check the appropriate box to indicate whether the application is for a new permit or renewal of an existing permit. If a renewal, list the current NPDES permit number, the expiration date of the current NPDES in effect, the permit renewal application due date (i.e., 180 days before the expiration date unless DEP has granted permission to submit the application at a later date), the most recent Water Quality Management (WQM) permit number issued to the applicant for construction of or modification to sewage treatment facilities, and the date the WQM permit was issued.
3. Identify whether the facility is operated by operator(s) certified in compliance with the Water and Wastewater Systems Operators Certification Act. If Yes, indicate the number of certified operators available to the facility.
4. Check the appropriate box for the facility fee category. Contact DEP's Central Office at 717.787.6744 if you need assistance.
5. Check the box for "Yes" if the facility's self-monitoring data is being submitted to DEP using the electronic Discharge Monitoring Report (eDMR) system (www.dep.pa.gov/edmr), otherwise check the box for "No." If the eDMR system is being used, specify the start date for use of the system.
6. Check the box for "Yes" if the facility is considered a Publicly Owned Treatment Works (POTW). A POTW is a treatment works as defined by section 212 of the Clean Water Act, which is owned by a State or municipality (as defined by section 502(4) of the Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW Treatment Plant. The term also means the municipality as defined in section 502(4) of the Act, which has jurisdiction over the indirect discharges to and the discharges from such a treatment works.

TRIBUTARY INFORMATION

If the sewage treatment facility is a POTW or otherwise provides sewage treatment service to municipal customers, identify the name(s) of municipalities served, the percentage of flow derived from the municipalities (on a design basis), the percentage by length of each type of sewer system (combined or separate) and the population served. The total percentage of flow (Flow Contribution (%) column) should equal 100 percent. If the facility is not a POTW or does not provide service to municipal customers, this section may remain blank. The total of the "separate" and "combined"

entries should be 100 percent for each municipality. If there are no combined sewers in the collection system, the column for “combined” should remain blank.

TOPOGRAPHIC AND DISCHARGE INFORMATION

1. Attach to the application a USGS topographic map that extends at least one mile beyond the property boundaries of the treatment plant identifying the treatment facility, discharge locations, sewer service area, wells where fluids from the treatment plant are injected underground, sewage sludge management facilities, and locations at which hazardous waste enters the treatment plant. If a topographic map is not available use a map that depicts that surface waters within the one mile boundary. Also attach a site plan or sketch of the treatment facility that shows the treatment facility area, storm sewers, and all process and stormwater discharge location(s).
2. Indicate whether there are bypasses or overflows of raw or partially treated sewage within the sewage collection system or treatment facility. If yes, provide the following information on a separate sheet:
 - a. Physical location of bypass or overflow (e.g., Market Street pump station) and latitude/longitude coordinates.
 - b. Under what condition(s) do bypasses or overflows occur?
 - c. How frequently has a bypass or overflow occurred in the last 5 years?
 - d. What are the plans to eliminate the bypass or overflow?
3. List all sewage effluent and other non-stormwater discharge points (process outfalls). If outfall numbers were previously assigned in a permit, use those numbers or, if a new discharge, number sequentially starting with “001.” If more than one process outfall exists, identify the primary outfall using an asterisk. For each outfall list latitude and longitude coordinates, name of the receiving waters and the Chapter 93 classification (e.g., WWF, HQ-CWF, etc.). Chapter 93 classifications for Pennsylvania’s waters are available at www.pacode.com, select Title 25 and Chapter 93. Applicants should also check to see whether the existing use of the water body is different from the designated use in Chapter 93. To review existing uses, go to DEP’s website: www.dep.pa.gov, select Businesses – Water – Bureau of Clean Water – Water Quality Standards – Statewide Existing Use Classifications. If the water body is not listed, the existing use is the same as the designated use.

Also indicate the average annual design flow associated with the outfall. For process outfalls that discharge only as a result of storm events, the design flow should be “0.”

NOTE – For new or expanded discharges to High Quality or Exceptional Value waters, the applicant must conduct an alternatives analysis that includes a consideration of non-discharge alternatives. In general, this should have been completed during the sewage planning approval process. If this has not been completed as part of sewage planning, DEP will require the completion of the alternatives analysis as part of the NPDES permit application.

4. List all outfalls that discharge stormwater only, including outfall number (use same number as in existing permit or, if a new discharge, number sequentially following the process outfalls), latitude and longitude coordinates, stream name and Chapter 93 classification.
5. Identify all stormwater-related Best Management Practices (BMPs) in use at the facility to minimize pollutants in stormwater runoff. Identify all areas of the site where storm sewers are routed to the treatment facility, as applicable. Use additional pages as necessary to explain BMPs in place for stormwater.
6. Indicate the Total Hardness (mg/L as CaCO₃) upstream of the primary treatment outfall. This information should be obtained by collecting at least one upstream (background) sample for Total Hardness but may also be obtained using EPA’s STORET database (<http://www.epa.gov/storet>) or by other methods. Long-term average values are preferred, if available. Indicate the basis for the Total Hardness reported. Total Hardness is an important parameter used by DEP to determine the need for effluent limitations for toxic pollutants.
7. Indicate the name of the nearest downstream public water supply intake (public water supplier name), and the distance downstream of the primary treatment outfall to the public water supply intake. If unknown, this section may remain blank.

- Describe any uses of sewage effluent that are alternatives to stream discharges. These may include off-site uses for irrigation or other reuse or land application of effluent. Indicate the season(s) for the alternative uses and the flow rate of the diversion (MGD). If none, this field may remain blank.

TREATMENT PLANT DESIGN CAPACITIES AND FLOWS

- For new facilities, enter the annual average design flow (MGD), hydraulic design capacity (MGD) and organic design capacity (lbs/day). If the facilities are being expanded, enter the proposed design information in this section, but also enter the required information for existing facilities.
- For existing facilities, enter the annual average design flow (MGD), hydraulic design capacity (MGD), organic design capacity (lbs/day), the annual average flow for the previous three calendar years (MGD), the highest monthly average flow for the previous year (MGD), highest peak instantaneous flow recorded for the previous year (MGD), and the month in which the highest average flow occurred.

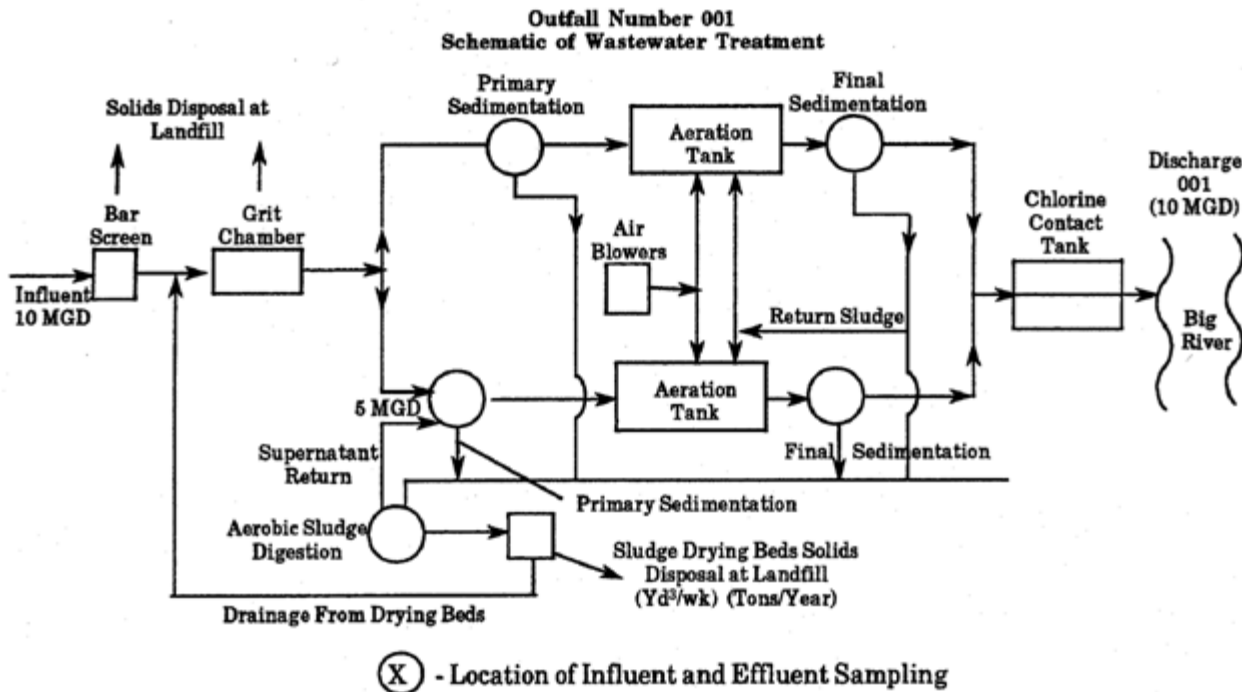
TREATMENT PLANT PROCESS INFORMATION

- Attach a process flow diagram identifying all facilities associated with the treatment plant, including but not limited to treatment units, disinfection facilities, piping, discharge points, overflows and bypass locations, sampling locations, and sewage sludge or biosolids processing facilities. NOTE – applicants are encouraged to indicate the design capacities (gallons or million gallons) of treatment units on the flow diagram.

On the application form, provide a narrative description of the treatment facilities and processes. For example, “Influent flow enters one primary clarifier followed by two extended aeration treatment units and two final clarifiers. Solids are wasted to one aerobic digester. Effluent is discharged from final clarifiers to a chlorine contact tank and then the outfall.”

An example process flow diagram is as follows:

Example:



- Indicate whether the effluent discharge to the primary process outfall is continuous or non-continuous (batch, e.g., sequencing batch reactors).
- If the discharge is non-continuous, report the number of decant cycles per day, the length of decant cycles in minutes, and the decant rate in gallons per minute (GPM), based on current operations. Indicate whether influent

enters the treatment units during decant cycles, and whether there are facilities downstream from treatment units to equalize decant flows. If the discharge is continuous, this section may remain blank.

4. Indicate the type of disinfection used (e.g., gaseous chlorine, ultraviolet, etc.). If chlorine is not used for primary disinfection at the facility, indicate whether chlorine disinfection equipment is available on-site for backup purposes.
5. Identify the wastewater treatment chemicals introduced to the wastewater as part of current operations. Identify the chemical names, the purpose of the chemical, the maximum usage rate, and the units associated with the maximum usage rate (e.g., lbs/day).
6. If facility upgrades are anticipated in the next five years, describe the anticipated upgrades.
7. Indicate whether the facility has a Standard Operating Procedure (SOP) or plan for managing peak flows that may occur during or following storm events. Provide a narrative summary of procedures in place to maximize flow through the facility. Applicants are encouraged to submit the SOP or plan with the application. If a peak flow or "High Flow Management Plan" must be updated and submitted to DEP in a permit renewal application, attach the updated plan to the application.
8. Describe processes that are or will be used for the treatment of waste solids (e.g., anaerobic digestion followed by lime stabilization). If biosolids are produced, identify the class of biosolids produced and the pathogen reduction and vector attraction reduction methods used.
9. Describe current and proposed methods for biological or chemical reduction of Total Nitrogen and Total Phosphorus in the effluent.
10. For new and expanding facilities, specify the design BOD5, TSS, Nitrogen, and Phosphorus removal percentages for the treatment facility.

SEWAGE SLUDGE / BIOSOLIDS MANAGEMENT

1. Record the total sewage sludge / biosolids production within the facility for the previous year, in dry tons. Do not include sewage sludge or biosolids received from off-site sources.
2. Indicate whether the facility received off-site sources of sewage sludge or biosolids during the previous year. If Yes, identify the sources, the total gallons received from each source, the percent solids of the sludge received, and the dry tons received. Calculate dry tons for liquid sewage sludge or biosolids by multiplying the volume (gallons) by the percent solids and by a conversion factor of 0.0000417. For example, if 2,500 gallons of liquid biosolids is received, and the percent solids is 3.0%, dry tons is calculated as: 2,500 gallons x 3.0% x 0.0000417 = 0.31 dry tons.
3. Indicate whether the sewage sludge or biosolids produced by the facility is currently being (or expecting to be) managed under beneficial use permit(s) issued by DEP. If Yes, identify the permit number(s) and attach the results of the most recent chemical analysis report submitted to EPA. Also, identify the date(s) the permit(s) were issued, and the date(s) the permit(s) expire.
4. Identify the names and locations (counties) of all sites (e.g., farms) used for land application in the previous year, including site reclamation, if applicable. If no sewage sludge or biosolids were land applied, this section may remain blank.
5. Indicate whether the applicant is currently in compliance with the federal 40 CFR Part 503 regulations and has submitted the necessary forms and reports required by EPA. If No, provide an explanation.
6. Identify all other sewage sludge / biosolids disposal practices used in the previous year or are proposed that have not identified above (e.g., landfill, other processing facility, etc.). Provide the name and permit number of all facilities receiving sewage sludge / biosolids from the facility.
7. Provide a summary of sewage sludge or biosolids production and disposal over the previous year:
 - Total sewage sludge / biosolids produced and received (total of items 1 and 2), in dry tons.

- Total biosolids land applied under DEP-issued PAG-07 or PAG-08 General Permits, in dry tons.
- Biosolids land applied under DEP-issued individual site permits for biosolids, in dry tons.
- The number of sites on which biosolids were land applied.
- Total biosolids land applied for site reclamation activities, in dry tons.
- The number of reclaimed sites on which biosolids were land applied (e.g., mining sites).
- Total sewage sludge disposed of at landfills, in dry tons.

Where a field is not applicable to the facility, it may remain blank.

HAULED-IN WASTES

Hauled-in wastes are any wastes that are introduced into a treatment facility through any method other than a direct connection to the sewage collection system. The term includes wastes transported to and disposed of within the treatment facility or other entry points within the collection system.

1. Indicate whether the facility has received hauled-in wastes within the previous three years.
2. If the facility has received hauled-in wastes within the previous three years, indicate whether the wastes were municipal wastes (e.g., septage) or residual wastes (e.g., food processing wastes, landfill leachate, natural gas wastewaters, etc.).
3. Indicate whether the facility expects to receive hauled-in wastes in the next five years.
4. If Yes for questions 1 or 3, in the table provided report: (1) the type of wastes that have been and/or will be received, (2) the location at the treatment facility where the wastes are accepted or introduced into the treatment process, and (3) the average annual volume that have been and/or will be received, in gallons.

MUNICIPAL WASTELOAD MANAGEMENT

1. Indicate whether the treatment facilities or sewage collection system (in any part of the collection system, even if operated by a separate entity) are currently or are projected to be under a hydraulic overload condition as defined in 25 Pa. Code § 94.1.
2. Indicate whether the treatment facilities are currently or are projected to be under an organic overload condition as defined in 25 Pa. Code § 94.1.
3. If Yes to either question, provide a brief description of the actions being taken under a corrective action plan (CAP) to address the condition(s).

SEWERAGE FACILITIES (ACT 537) PLANNING

1. Indicate whether the sewage discharges covered by the application are consistent with the DEP-approved official (Act 537) Sewerage Facilities Plan(s) for the affected municipalities.
2. Attach a copy of the Act 537 Planning Approval letter from DEP if the treatment facilities covered by the application are considered new or are expanding.
3. If No to question 1, provide an explanation and the status of Act 537 planning approval.

LABORATORY INFORMATION

List off-site laboratories used for analytical results reported in the application and the analyses performed.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate whether the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility at the time the application is submitted to DEP. If the answer is "No," no further information is needed in this section. If the answer is "Yes," list each permit, order, or compliance schedule and provide compliance status of the permitted facility or activity. If needed, use additional sheets to provide all information.

COMBINED SEWER OVERFLOWS

If there are no combined sewer overflows (CSOs) in the sewage collection system, this section may be omitted.

1. List all CSO discharges associated with the facility (collection system and treatment facility). Include the outfall number (use same number as in existing permit), latitude and longitude coordinates, location (e.g., street name), name of the receiving waters and Chapter 93 classification (e.g., Warm Water Fishery, High Quality Cold Water Fishery, etc.).

Attach a CSO system map that identifies all CSO outfalls, locations of major sewer trunk lines, locations where separate sanitary sewers feed into the CSO, in-line and off-line storage facilities, locations of flow regulating devices and locations of pump stations.

2. Report the number of storm events in the previous year in which CSOs were monitored.
3. Report the number of CSO discharge events in the previous year.
4. Report the average discharge duration per event, in hours.
5. Report the average volume discharged per CSO event, in gallons.
6. Report the minimum amount of rainfall that caused a CSO event, in inches.
7. Indicate whether documentation on implementing the CSO nine minimum controls (NMCs) and the long-term control plan (LTCP) have been submitted previously to DEP. If not, attach the NMC documentation and/or the LTCP and check the appropriate box. If the NMC documentation and/or LTCP have not been submitted previously or with the application, specify the anticipated date(s) for their submission to DEP.

INDUSTRIAL USER INFORMATION

Complete the Industrial User Information section for all industrial users (IUs) connected to the sewer system. An industrial user means a source of indirect discharge. The term indirect discharge means the introduction of pollutants into a POTW from any non-domestic source regulated under Section 307(b), (c) or (d) of the Clean Water Act. The term includes traditional industrial sources and commercial operations such as laboratories, car washes, printing shops, etc.

Two IUs should be recorded per page. Attach additional pages as necessary to record information on all IUs connected to the sewage collection system.

NOTE – Facilities with EPA-approved pretreatment programs may, in lieu of recording information on all IUs, submit a copy of an annual report or other documentation that has been submitted to EPA or DEP within the past year if it contains the information requested by the Industrial User Information section and is up to date.

Check the box if there are no industrial users connected to the sewage collection system.

Check the box if the applicant is implementing an approved pretreatment program that is administered by EPA. If so, specify the date of EPA's most recent approval of local limits.

1. Provide the official name of the IU, the address of the facility, and the municipality and county where the facility is located.

2. Indicate whether the IU is a “Categorical Industry.” If the industry’s operations fall into one or more of the categories in Table 1, below, it is a Categorical Industry. Also identify the Applicable Pretreatment Standard in 40 CFR.
3. Describe the nature of the business (e.g., manufacturer of canned food) and the type(s) of wastewaters discharged to the applicant’s treatment facility (e.g., contact cooling water, sanitary wastewater, etc.).
4. Indicate whether the IU is considered a Significant Industrial User. A significant industrial user (SIU) is any user of the sewer system who meets one or more of the following criteria:
 - Discharges 25,000 gallons per day or more of process wastewater. **Process wastewater** is any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Process wastewater does not normally include sanitary wastewater, non-contact cooling water or plant-area stormwater runoff, unless such wastewaters are covered by a federal regulation.
 - Contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the treatment plant.
 - Is subject to a national categorical pretreatment standard as published by EPA (see Table 1).
 - Has a reasonable potential to adversely affect the treatment plant through interference, pass through of pollutants, sludge contamination or endangerment of treatment plant personnel.
5. Indicate whether the IU has been issued a permit by the POTW or permittee for indirect discharges to the POTW.
6. List, in descending order of significance, the subpart letter(s) and title(s) from the 40 CFR Part (see Table 1) which best describes the IU in terms of the **principal products or services provided** if the IU is a Categorical Industry.
7. Provide average daily **wastewater** flow contributed by the IU to the sewer system (in gallons per day) for the various wastewater types. If a particular wastewater type is not discharged to the sewer report this as zero (“0”).
8. Indicate whether the IU been the known or suspected source of any problems at the POTW (e.g., upsets, pass through, interference) in the past four and one-half years. If Yes, provide an explanation.
9. List any other pollutant(s) that are, based on the applicant’s knowledge of the indirect discharge including but not limited to sample results, received by the POTW from the IU, which have water quality standards (WQS) (i.e., aquatic life and/or human health criteria) as found in 25 Pa. Code § 93.8c and are not already included in Pollutant Groups 1 through 6. The Pollutant Group tables are found on pages 9 through 19 of the application. **All pollutants identified in this section must be reported in Pollutant Group 7 under “Additional Parameters” and analyzed for the application.**

Table 1: Industrial Categories Regulated by Federal Pretreatment Standards

40 CFR Part	Category	40 CFR Part	Category
405	Dairy Products Processing	436	Mineral Mining and Processing
406	Grains Mills Manufacturing	437	Centralized Waste Treatment
407	Fruits and Vegetables Processing Manufacturing	438	Metal Products and Machinery
408	Seafood Processing	439	Pharmaceuticals
409	Sugar Processing	440*	Ore Mining and Dressing
410*	Textile Mills	442	Transportation Equipment Cleaning
411	Cement Manufacturing	443	Paving & Roofing (Tars & Asphalt)
412	Feedlots	444	Waste Combustors
413	Electroplating	445	Landfills
414*	Organic Chemicals, Plastics & Synthetic Fibers	446*	Paint Formulating

415	Inorganic Chemicals Manufacturing	447*	Ink Formulating
417	Soaps & Detergents Manufacturing	449	Airport Deicing
418	Fertilizer Manufacturing	450	Construction and Development
419*	Petroleum Refining	451	Concentrated Aquatic Animal Production
420	Iron and Steel Manufacturing	454*	Gum and Wood Chemicals Manufacturing
421*	Nonferrous Metals Manufacturing	455*	Pesticide Chemicals
422	Phosphate Manufacturing	457	Explosives Manufacturing
423	Steam Electric	458	Carbon Black Manufacturing
424	Ferroalloy Manufacturing	459*	Photographic
425*	Leather Tanning and Finishing	460	Hospital
426	Glass Manufacturing	461	Battery Manufacturing
427	Asbestos Manufacturing	463*	Plastics Molding & Forming
428	Rubber Processing	464	Metal Molding and Casting
429*	Timber Products Manufacturing	465	Coil Coating (I & II)
430*	Pulp, Paper and Paperboard	466	Porcelain Enameling
432	Meat Processing	467	Aluminum Forming
433	Metal Finishing	468	Copper Forming
434*	Coal Mining	469*	Electrical & Electronic Components
435	Oil and Gas Extraction	471	Nonferrous Metals Forming

* Pollutant Group 6 categories for POTWs with SIU(s) (see below).

POLLUTANT IDENTIFICATION AND ANALYSIS

1. Summary of Required Analyses.

Identify all process outfalls and check the boxes corresponding to the Pollutant Groups that must be analyzed for the outfalls. The Pollutant Group tables are located in pages 9 through 19 of the application. The following rules apply to the selection of Pollutant Groups:

- **All primary process outfalls must be sampled and analyzed for Pollutant Groups 1 through 5, at a minimum.** If there is more than one process outfall that discharges effluent to receiving waters, and the effluent is expected to have similar characteristics to that of the primary outfall, such outfalls should be listed in the table but sampling and analysis for the Pollutant Groups is not required, and the boxes do not need to be checked.
- Pollutant Group 6 must be analyzed if both of the following criteria are met:
 - The facility has one or more SIUs; and
 - The SIU(s) are Categorical Industrial Users in one of the categories identified in Table 1 with an asterisk (*).
- Pollutant Group 7 must be analyzed if, during the three years prior to submission of the application, the facility has received natural gas wastewaters, either hauled-in or through indirect discharges.

If the facility discharges directly to waters that are covered by an EPA-approved Total Maximum Daily Load (TMDL), identify any pollutants that are subject to wasteload allocations (WLAs) in the TMDL in the "TMDL Pollutants" column if such pollutants are not contained in Pollutant Groups 1 through 6 or would otherwise not be sampled as part of the application. TMDL information is available on DEP's TMDL website at: <http://www.ahs.dep.pa.gov/TMDL>. **All such pollutants should be analyzed and reported under the "Additional Parameters" section of Pollutant Group 7.**

2. Other Potentially Toxic Pollutants Known or Expected to be Present in the Discharge.

a. GC/MS “Five Peaks” Pollutants.

Report all organic compounds that were identified by the method(s) used to analyze Pollutant Groups 3 through 6, but are not included in the Pollutant Group tables in the application. For each method used for organics analyses (for example EPA Method 624 or 625), and for each effluent analysis conducted, identify and quantify, to the extent possible, the five highest peaks for pollutants not included in the Pollutant Group table(s). The additional pollutants should be reported as follows:

- (1) For all identified pollutants, report the Pollutant Group number (3, 4, 5 or 6), the chemical substance or compound name, and the Quantitation Limit (QL) for the pollutant, if available; and
- (2) For pollutants detected at or above the QL in more than one sample, report the maximum and the average concentration, the number of samples in which the pollutant was detected and the number of samples analyzed; or for pollutants detected in only one sample, report the value in the maximum column, leave the average column blank, and report the number of detections as 1.

b. Other Potential Pollutants. If the applicant is aware of the presence of other pollutants in the effluent not reported elsewhere in the application or in Pollutant Group 7 (“Additional Parameters”), identify the name(s) of the chemical substance or compound, the reason or suspected reason for its presence in the effluent, the average effluent concentration of the pollutant based on effluent sampling data (if available), and whether the pollutant is known or suspected to be present.

If additional peaks were not available for one or more Pollutant Groups with the method used, check the box and explain why the method was selected:

3. Optional Site-Specific Data.

Attachment A provides a list of the optional site-specific data that can be submitted with the application to help ensure that the permit effluent limitations developed for the permit will provide an appropriate level of stream protection. Also included is a brief discussion of what the parameter is, how it is used, why it is important, and the default value that will be used if sufficient data are not available. For a more complete discussion, please refer to EPA’s Technical Support Document for Water Quality-Based Toxics Control, March 1991, available on EPA’s website. Collection of any of the information discussed in Attachment A must be done in accordance with protocols obtained from or approved by DEP.

WHOLE EFFLUENT TOXICITY

1. If Whole Effluent Toxicity (WET) testing is required by the existing permit, summarize the results of all Whole Effluent Toxicity (WET) tests completed in the last five years in the table provided or leave the table blank and attach a separate sheet with these results. **In addition, attach to the application the four most recent WET test reports if the reports have not been previously submitted to DEP.** If WET testing is not required by the existing permit, this section may remain blank.

DEP’s WET program is summarized on DEP’s website at www.dep.pa.gov/wett. DEP will be issuing new and renewed permits with WET requirements that differ from requirements in the past. A major component of the approach will be a new method to evaluate whether effluents are or are not “toxic.” This method is provided in DEP’s WET Analysis Spreadsheet, which is available for use by permittees and WET laboratories on DEP’s website. In lieu of using the traditional endpoint statistics such as No Observable Effect Concentration (NOEC) and Lethal Concentration – 50% (LC₅₀), the critical dilution (Target Instream Waste Concentration or TIWC) will be compared statistically to the control condition to determine whether the test “passes” (is not toxic) or “fails” (is toxic).

NOTE – Although only two test conditions are used by the WET Analysis Spreadsheet to determine toxicity (i.e., control and TIWC dilution), unless authorization is provided by DEP to conduct WET testing with two conditions, six test conditions must be used per EPA’s WET Methods (i.e., control and 5 dilutions).

Use of DEP's WET Analysis Spreadsheet to determine test outcomes and for reporting test results to DEP is not required unless specified in the NPDES permit. Where required by the permit, the permittee will submit a complete WET Analysis Spreadsheet printout (or electronic file) with the permit renewal application containing the TIWC vs. control comparison for 16 (chronic tests) or 8 (acute tests) endpoints, for the four most recent WET tests. Submission of the completed WET Analysis Spreadsheet with the application, if not required by the permit, is optional.

Identify the outfall number tested for WET. Check the box(es) corresponding to the type of tests completed (Acute and/or Chronic). Follow these instructions for completing the WET results table in the application:

- Enter the date the WET test was initiated.
- For Ceriodaphnia species, report the Survival NOEC (% effluent), Reproduction NOEC (% effluent) and LC₅₀ (% effluent), as appropriate for the type of test completed. In addition, indicate whether the test is considered a "Pass" or "Fail." If the permittee has used the WET Analysis Spreadsheet to determine this result, report the Pass or Fail result as indicated by the Spreadsheet (and attach the Spreadsheet to the application). If the permittee has not used the WET Analysis Spreadsheet, then the Pass/Fail result is derived from a comparison between the NOEC or LC₅₀ and the TIWC that is specific to the discharge. If the TIWC is unknown, contact the regional office that issued the permit for assistance.
- For Pimephales species, report the Survival NOEC (% effluent), Growth NOEC (% effluent) and LC₅₀ (% effluent), as appropriate for the type of test completed. In addition, indicate whether the test is considered a "Pass" or "Fail" as described above.

NOTE – The species and endpoints identified in the table are the most common in use. If other species and endpoints are used, leave the table blank and submit a separate sheet with results for the applicable species and endpoints.

2. If the permittee is currently developing or has, during the permit term, completed a Phase I or II Toxicity Reduction Evaluation, provide a brief description on the status of the efforts and the results (attach additional sheets as necessary).

INFLUENT AND EFFLUENT TESTING

All applicants must complete, at a minimum, **one analysis of influent wastewater and three analyses of effluent** for the Pollutant Groups identified in the Pollution Identification and Analysis, Summary of Required Analyses section of the application. At a minimum, POTWs must analyze for all pollutants identified in Pollutant Groups 1 through 5, and non-POTWs must analyze for all pollutants identified in Pollutant Groups 1 and 2, in both influent and effluent.

All samples collected for the application must be 24-hour composite samples, with the exception of pH, Temperature, Cyanide, Total Phenols, Total Residual Chlorine, Dissolved Oxygen, Oil and Grease, Fecal Coliform, and Volatile Organics (Pollutant Group 3) which should be collected as grab samples (or Flow, which is measured).

All samples and reported results must be representative of the existing discharge. For example, if a new process is placed online that alters effluent chemistry after the collection of effluent samples for the permit application, the applicant should collect and analyze additional samples as necessary to ensure the data reported to DEP are representative of current operations.

NOTE – If the required testing is not complete, DEP will not consider your application to be complete, and may deny the application and retain the permit application fee. You should therefore begin testing as soon as possible to obtain results for the application well before the permit application due date, 180 days prior to the permit expiration date (unless permission has been granted by DEP to submit the application at a later date).

Completing the Analysis Results Tables

The Analysis Results Tables ("Pollutant Group Tables") are identified on pages 9 through 19 of the application. The following guidelines apply to completing the Pollutant Group Tables:

- For pollutants that are analyzed by the permittee under the existing permit at a frequency of 1/month or more frequent, summarize the results of all samples collected for the one year period preceding the date the permit application is prepared.
- For pollutants that are analyzed by the permittee under the existing permit at a frequency of less than 1/month, and for pollutants that are not identified in Part A limits tables in the permit, summarize the results of all samples collected for the two year period preceding the date the permit application is prepared.
- Enter the name of the applicant at the top of each Pollutant Group Table.
- Check the appropriate box to indicate whether the Pollutant Group Table summarizes results for effluent (enter the Outfall Number), treatment facility influent, or background sampling (optional). If background sampling is selected, indicate the location where samples were collected. If the values in the table apply to a new discharge (projected data), check the box for effluent or influent AND the box for New Discharge, and indicate the basis for the projected data (e.g., data from pilot facilities, comparable information for an existing facility, etc.).

NOTE – New dischargers must report projected influent and effluent data for Pollutant Groups 1 – 5.

- Report results in terms of the concentration units listed with the name of the pollutant. For example, Temperature is listed with units of degrees Fahrenheit (°F). If the results were obtained in degrees Celsius, the applicant is responsible for converting the results to °F. It is critical that the applicant ensure that results are reported with the correct units associated with the pollutant as listed in the Pollutant Group Tables.
- Mass loading data, in lbs/day, must be calculated using the concentration result in units of milligrams per liter (mg/L) multiplied by the average flow on the day of sampling and multiplied by a conversion factor of 8.34. Use influent flow data for influent mass loading results, if available, and effluent flow data for effluent mass loading results. If the concentration must be reported in micrograms per liter (µg/L), the applicant should convert the concentration to mg/L for the calculation of mass loading.
- DEP's "Discharge Monitoring Reports Overview and Summary" guidance (3800-BK-DEP3047), available on DEP's website, contains DEP's expectations on data reporting. While the guidance is specific to Discharge Monitoring Reports (DMRs), many of the principles concerning calculations are the same for permit applications. The applicant is encouraged to review this guidance when preparing the Pollutant Group Tables.
- Follow DEP's guidance (3800-BK-DEP3047 and 3800-FS-DEP4262) when calculating statistical values containing data sets with "non-detect" results. Use the Quantitation Limit (QL) value for "non-detect" results, and if at least one "non-detect" result exists in a data set, average statistical values should contain the less than (<) symbol.
- The following column headings apply to the Pollutant Group 1 Table and provides guidance on reporting appropriate data:
 - **Min/Max Daily Value** – Report the maximum concentration and mass loading value obtained for the listed pollutant in the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month), unless the name of the pollutant specifically has the word "Minimum" (i.e., Dissolved Oxygen and pH). Where "XXX" is listed in the table, data are not required.
 - **Max Avg Monthly Value** – Report the highest average monthly concentration and mass loading value obtained for the listed pollutant in the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month).

- **Long-Term Avg Value** – Report the average of all results obtained over the past year (if analyses have been completed 1/month or more frequent) or past two years (if analyses have been completed less frequently than 1/month). It is possible that the Long-Term Avg Value reported is the same as the Max Avg Monthly Value reported if, for example, three effluent samples were collected for the application in the same month and no other analyses were conducted for the pollutant in the past two years.

NOTE – Report Flow, in MGD, in the columns for mass, although the units usually associated with mass is lbs/day.

NOTE – Concentration results for Total Nitrogen should be the sum of the concentration results for Total Kjeldahl Nitrogen (TKN) and the Nitrite + Nitrate-Nitrogen (NO₂+NO₃-N).

- **No. Analyses** – For each pollutant, report the total number of analyses conducted that were used to derive the reported statistical values.
- **No. “Non-Detect” Results** – For each pollutant, report the total number of analyses conducted in which the laboratory reported a “non-detect” result, i.e., a result qualified by the less than (<) symbol, in which the laboratory could not quantify a concentration at or above the QL for the method used.
- **QL Used** – For each pollutant, report the QL used by the laboratory in the same units of measurement as indicated with the parameter. QL is also sometimes referred to as the “reporting limit.” See 25 Pa. Code § 252.1 for the definition of Quantitation Limit. If multiple QLs were used, report the average QL.

NOTE – It is important that applicants and their laboratories use the best available technology to achieve the lowest possible QL for effluent analysis, particularly for parameters that are not usually tested for Discharge Monitoring Reports (i.e., Pollutant Groups 2 – 7). DEP recommends that applicants and their laboratories achieve the “Target QLs” contained in **Attachment B** of these instructions, where available. Failure to achieve the Target QLs may result in DEP requesting additional sampling for the application or otherwise assuming that the pollutant is present in the effluent at levels greater than the Target QLs. The Target QLs in Attachment B are intended to meet the requirements of EPA’s “Sufficiently Sensitive Methods” rule (79 FR 49001). Where a laboratory’s QL is greater than the Target QL in Attachment B, but the Method Detection Limit (MDL) is at or below the Target QL, DEP will accept estimated values (“J” values) at the Target QL (e.g., “< 0.5 µg/L J”).

- **Method Used** – For each parameter, report the method used for the analyses as listed in 40 CFR Part 136 or other approved methods.
- The column headings for Pollutant Group 2 – 7 Tables are similar to those of the Pollutant Group 1 Table, but do not request long-term average concentration and mass loading data because it is expected that most pollutants have not been monitored routinely as part of the permit. Complete these tables as instructed above. Coefficient of Variability (CV) is an additional column found in Pollutant Group 2 – 7 Tables (see also Attachment A). CV is the standard deviation of a data set divided by the mean of the same data set. CV is a parameter used by DEP to evaluate effluent variability and calculate effluent limitations. The reporting of CV is optional but it may be advantageous to the permittee to report these values. In the absence of reported values DEP will use default values as identified in DEP guidance.
- All additional pollutants reported in No. 9 of the Industrial User Information section and TMDL Pollutants identified in the Pollution Identification and Analysis section should have their analytical data reported in the Pollutant Group 7 Table.
- Additional guidance on sampling and analytical methods is presented in **Attachment C**.

CERTIFICATION AND SIGNATURE OF APPLICANT

The applicant must certify that the information contained in the application is true, accurate and complete.

The application must be signed as follows (no exceptions or delegations may be authorized):

For individually owned operations – The owner of the facility must sign the application.

For a Corporation – A responsible corporate officer must sign the application. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship – A general partner or the proprietor, respectively, must sign the application.

For a Municipality, State, Federal or Other Public Agency – Either a principal executive officer or ranking elected official must sign the application. For purposes of this the application, a principal executive officer of a federal agency includes:

- The chief executive officer of the agency, or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

NOTES:

- (1) DEP does not require specific assignments or delegation of authority to responsible corporate officers identified. DEP will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified DEP to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.
- (2) The Clean Water Act provides for severe penalties for submitting false information on the application form.

CHECKLIST

To assist the applicant in ensuring the application is complete, a checklist has been developed (3800-PM-BCW0009c). **This checklist should be completed and submitted with the complete application.**

ATTACHMENT A

OPTIONAL SITE-SPECIFIC DATA

The following is a discussion of the optional data that may be submitted with the application to improve confidence in the effluent limitations and monitoring requirements for the permit.

COEFFICIENT OF VARIABILITY

The coefficient of variability (CV) is a standard statistical measure of the relative variation of a distribution or set of data, and is defined as the ratio of the standard deviation to the mean. The larger the variation in a set of data, the higher the CV. The magnitude of the CV for effluent data may influence permit effluent limitations in that a higher CV may result in more stringent average monthly effluent limitations. The net effect this relationship has on the average monthly permit limitation is dependent on the number of samples taken and the probability basis selected to test for compliance. Ideally, CV values are calculated with at least 10 analytical results. In the absence of 10 analytical results used to calculate statistics in the Pollutant Group Tables by the applicant, DEP generally assumes a value of 0.5.

SITE-SPECIFIC MIXING INFORMATION

It may be advantageous for the applicant to submit mixing information that is specific to the discharge and receiving waters. If no mixing information is supplied, DEP will calculate the available dilution stream flow by applying the EPA/DEP ambient mixing model simulating the worst-case scenario of a shoreline discharge without high rate diffusers. As the name implies this model does not consider discharge induced mixing, and therefore provides an estimate of the complete mix time based on ambient mixing only. Maximum criteria compliance times are used by DEP to determine the amount of mixing that takes place with the stream. If the model shows that complete mix takes place within the maximum criteria compliance time, the entire stream flow can be considered available for dilution. If it shows that complete mixing takes longer than the maximum criteria compliance time, only that portion of the stream that mixes with the discharge within that time can be used to provide dilution. If the discharge was modeled using less than the entire stream design flow (a partial mix factor less than 1), and there is reason to believe or data to show that is not the case, it may be to advantageous to submit actual mixing information. Site-specific information may include stream width, depth, slope, velocity or actual mixing study results. The information should be collected when the stream is at or as close as possible to its Q_{7-10} flow. Submission of site-specific mixing information may also increase the confidence the permit writer has in the resulting effluent limitations and therefore reduce the factor of safety applied. Mixing information may be submitted by attaching additional sheets to the application.

BACKGROUND WATER QUALITY

DEP regulations specify that where ambient water quality conditions exceed a water quality criterion, the ambient water quality should be used as the criterion. It needs to be noted here that background and ambient are not necessarily the same. Ambient water quality refers to the quality of water that exists naturally, involving no man-induced effects. Background water quality is the quality that results from the combination of ambient conditions plus pollution from man-induced sources. Background pollutant concentrations are important because they help determine the amount of assimilative capacity that is remaining in the stream for allocation to NPDES dischargers. Background hardness (required on page 2 of the application) and pH data is important because the toxicity of some pollutants, such as metals and ammonia, is affected by pH and hardness.

If applicant provides or DEP has site-specific stream chemistry data, that data will generally be used to calculate water quality-based effluent limitations. In the absence of stream-specific data, DEP will estimate background concentrations using data from its water quality network, nearby streams where data is available, or other applicable data sources. In the absence of dependable data, DEP may assume that the background concentrations of many pollutants are zero. In general, Total Hardness will be assumed to be 100 mg/L and pH to be 7.0 S.U. In the case where the permittee has data to show that the background water quality as defined by DEP used in the model is an inaccurate estimate of actual field conditions at the design stream flow, it may be advantageous for the discharger to submit additional ambient and/or background water quality stream data. Background water quality results may be submitted on an Analysis Results Table (check appropriate box at the top of the table) for any of the Pollutant Groups.

FATE COEFFICIENT

The fate coefficient determines how rapidly a pollutant is assimilated, dissipated or otherwise leaves the water column. When water quality modeling involves a multiple discharge analysis, DEP applies a first order aggregate fate coefficient to determine whether or not the water quality at a downstream discharge is being affected by an upstream discharge. The fate coefficient used in a multiple discharge analysis may have a direct influence on how stringent the resulting effluent limitations are. DEP assumes the coefficient remains constant throughout the segment, and includes the aggregate effects of all in-stream processes. Estimating the aggregate pollutant fate coefficient used by DEP involves the collection of field data at or near design stream flow conditions and then solving a first order decay mass balance equation for the coefficient. The data requirements consist of in-stream flow and pollutant concentration data at the beginning and end of the segment for which the aggregate fate is to be estimated, flow and concentration data for each pollutant source and/or sink within the segment, and travel time estimates from the beginning of the segment to the end, and from each source/sink to the end of the segment. These data are developed by following a plug of wastewater flow through the stream segments for the area of interest. In a multiple discharge situation, if there is reason to believe or data to show that the fate coefficient used to develop the permit effluent limitation is inaccurate, data may be collected to verify or refute the fate coefficient calculated by DEP. Information on the pollutant fate may be submitted by attaching additional sheets to the application.

STREAM VELOCITY

When no stream velocity data are submitted, DEP calculates a velocity using an equation based upon the slope, drainage area at the point of discharge, design stream flow, and discharge flow. The stream velocity is one of the parameters used in the mixing model to predict the in-stream mixing characteristics. If the model doesn't accurately predict the actual in-stream velocity, the results may show that a discharge doesn't completely mix with the stream within the maximum criteria compliance time. This result will mean that only a portion of the stream design flow can be considered available for dilution of the discharge, which may result in more stringent effluent limitations. In multiple discharge situations, the stream velocity also has a direct impact on whether and to what degree the water quality at a downstream discharge is affected by an upstream discharge (see Fate Coefficient discussion above). Depending on the specific pollutant of concern, if the travel time between the two discharges is not sufficient for complete pollutant decay, a more stringent effluent limitation may be the result. In at least these situations, it may be advantageous to submit site-specific stream velocity measurements or calculations. If taken, they should be measured at or near the design stream flow conditions (i.e., Q_{7-10} , Q_c flow).

DISCHARGE POINT LOCATION

The stream elevation and River Mile Index (RMI) are used to calculate the slope of the streambed which is used to calculate in-stream velocity. The RMI is the distance from the confluence of the receiving stream to the discharge point. Discharge point location and streambed elevation information may be submitted on attached sheets.

SITE-SPECIFIC CRITERIA DEMONSTRATION

DEP's regulations (Chapters 93 and Statement of Policy at Chapter 16) allow permit applicants, if they so choose, to verify the existing or develop an alternative site-specific water quality criteria. The site-specific criteria demonstrations may result in more or less stringent criteria. Applicants may also conduct site-specific water effects ratio (WER) studies to refine water quality criteria based upon discharge location and receiving waters. If done, applicants must follow DEP and/or EPA protocols in developing site-specific criteria or water effects ratio studies. Site-specific criteria studies may be submitted by attaching additional sheets to the application.

CHEMICAL TRANSLATORS FOR METALS

Metals criteria are established to control the toxic portion of a substance in the water column. Depending upon available data, aquatic life criteria for metals are expressed as either dissolved or total recoverable. As information develops, the chemical identifiers for the toxic portion may be added, changed or refined. The criteria form one of the bases for water quality-based effluent limitations, which are expressed as total recoverable metals.

Chemical translators are used to convert dissolved criteria into effluent limitations which are required by federal regulations to be expressed as total recoverable metal. If no specific data is submitted, the default chemical translator used by DEP is the reciprocal of the conversion factor (specified in Chapter 93) that was used to determine the dissolved criterion. Chemical translator studies must be conducted in accordance with the EPA's latest guidance.

WATER EFFECTS RATIO (WER)

Persons may request alternate effluent limitations by using site-specific water quality criteria. This is accomplished by performing a site-specific chemical translator study for a dissolved criterion. A water effect ratio (WER) study may also be conducted, based on either total recoverable or dissolved criteria.

A WER is a factor that expresses the difference between the measurements of the toxicity of a substance in laboratory water and the toxicity in the receiving waters. The WER provides a mechanism to account for that portion of a metal which is toxic under certain physical, chemical or biological conditions. At this time, WERs are applicable only to certain metals, which are listed by EPA in *Guidance on the Determination and Use of Water-Effect Ratios for Metals* (February 1994), as amended and updated.

Subject to DEP approval of the testing and its results, DEP will use the WER to establish an alternate site-specific criterion. Final reports on the studies shall be submitted to DEP within 60 days of completion. Upon approval of the study results, DEP will use the chemical translator or WER, or both, to determine revised effluent limitations.

ALTERNATE METHOD DETECTION LIMITS

In the case where permittees cannot meet a listed MDL, they may be granted case-specific MDLs if they submit complete documentation demonstrating a matrix effect in their particular effluent. Such permittees must follow the procedure for determining MDLs published as Appendix B of 40 CFR Part 136 (relating to guidelines establishing test procedures). DEP's Bureau of Laboratories will evaluate the data.

ATTACHMENT B

TARGET QUANTITATION LIMITS (QLs) FOR EFFLUENT ANALYSIS OF POLLUTANT GROUPS

Group 1 Pollutants	Target QL Value	Units
Flow (MGD)	-	
BOD5 or CBOD5 (mg/L)	3.0	mg/L
Fecal Coliform (No./100 mL)	-	
Total Suspended Solids (TSS) (mg/L)	2.0	mg/L
Total Residual Chlorine (TRC) (mg/L)	0.02	mg/L
pH (S.U.)	-	
Temperature (°F)	-	
Dissolved Oxygen (mg/L)	-	
Total Phosphorus (mg/L)	0.01	mg/L
Ammonia-Nitrogen (mg/L)	0.02	mg/L
Total Kjeldahl Nitrogen (TKN) (mg/L)	1.0	mg/L
Nitrite as N (mg/L)	0.01	mg/L
Nitrate as N (mg/L)	0.04	mg/L
Total Dissolved Solids (TDS) (mg/L)	2.0	mg/L
Chloride (mg/l)	0.5	mg/L
Bromide (mg/l)	0.2	mg/L
Sulfate (mg/l)	1.0	mg/L
Oil and Grease (mg/L)	5.0	mg/L
Total Hardness (CaCO3) (mg/L)	0.11	mg/L

Group 2 Pollutants	Target QL Value	Units
Aluminum, Total (µg/L)	10	µg/L
Antimony, Total (µg/L)	2.0	µg/L
Arsenic, Total (µg/L)	3.0	µg/L
Barium, Total (µg/L)	2.0	µg/L
Beryllium, Total (µg/L)	1.0	µg/L
Boron, Total (µg/L)	200	µg/L
Cadmium, Total (µg/L)	0.2	µg/L
Chromium, Total (µg/L)	4.0	µg/L
Chromium, Hexavalent (µg/L)	1.0	µg/L
Cobalt, Total (µg/L)	1.0	µg/L
Copper, Total (µg/L)	4.0	µg/L
Cyanide, Free (µg/L)	1.0	µg/L
Cyanide, Total (µg/L)	10	µg/L
Iron, Total (µg/L)	20	µg/L
Iron, Dissolved (µg/L)	20	µg/L
Lead, Total (µg/L)	1.0	µg/L
Manganese, Total (µg/L)	2.0	µg/L
Mercury, Total (µg/L)	0.2	µg/L
Nickel, Total (µg/L)	4.0	µg/L
Phenols, Total (µg/L)	5.0	µg/L

Group 2 Pollutants	Target QL Value	Units
Selenium, Total (µg/L)	5.0	µg/L
Silver, Total (µg/L)	0.4	µg/L
Thallium, Total (µg/L)	2.0	µg/L
Zinc, Total (µg/L)	5.0	µg/L
Total Molybdenum (µg/L)	4.0	µg/L

Group 3 Pollutants	Target QL Value	Units
Acrolein (µg/L)	2.0	µg/L
Acrylonitrile (µg/L)	5.0	µg/L
Benzene (µg/L)	0.5	µg/L
Bromoform (µg/L)	0.5	µg/L
Carbon Tetrachloride (µg/L)	0.5	µg/L
Chlorobenzene (µg/L)	0.5	µg/L
Chlorodibromomethane (µg/L)	0.5	µg/L
Chloroethane (µg/L)	0.5	µg/L
2-Chloroethylvinyl Ether (µg/L)	5.0	µg/L
Chloroform (µg/L)	0.5	µg/L
Dichlorobromomethane (µg/L)	0.5	µg/L
1,1-Dichloroethane (µg/L)	0.5	µg/L
1,2-Dichloroethane (µg/L)	0.5	µg/L
1,1-Dichloroethylene (µg/L)	0.5	µg/L
1,2 Dichloropropane (µg/L)	0.5	µg/L
1,3-Dichloropropylene (µg/L)	0.5	µg/L
1,4-Dioxane (µg/L)	10.0	µg/L
Ethylbenzene (µg/L)	0.5	µg/L
Methyl Bromide (µg/L)	0.5	µg/L
Methyl Chloride (µg/L)	0.5	µg/L
Methylene Chloride (µg/L)	0.5	µg/L
1,1,2,2-Tetrachloroethane (µg/L)	0.5	µg/L
Tetrachloroethylene (µg/L)	0.5	µg/L
Toluene (µg/L)	0.5	µg/L
1,2-Trans-Dichloroethylene (µg/L)	0.5	µg/L
1,1,1-Trichloroethane (µg/L)	0.5	µg/L
1,1,2-Trichloroethane (µg/L)	0.5	µg/L
Trichloroethylene (µg/L)	0.5	µg/L
Vinyl Chloride (µg/L)	0.5	µg/L

Group 4 Pollutants	Target QL Value	Units
2-Chlorophenol (µg/L)	10	µg/L
2,4-Dichlorophenol (µg/L)	10	µg/L
2,4-Dimethylphenol (µg/L)	10	µg/L
4,6-Dinitro-o-Cresol (µg/L)	10	µg/L
2,4-Dinitrophenol (µg/L)	10	µg/L
2-Nitrophenol (µg/L)	10	µg/L

Group 4 Pollutants	Target QL Value	Units
4-Nitrophenol (µg/L)	10	µg/L
P-Chloro-m-Cresol (µg/L)	10	µg/L
Pentachlorophenol (µg/L)	10	µg/L
Phenol (µg/L)	10	µg/L
2,4,6-Trichlorophenol (µg/L)	10	µg/L

Group 5 Pollutants	Target QL Value	Units
Acenaphthene (µg/L)	2.5	µg/L
Acenaphthylene (µg/L)	2.5	µg/L
Anthracene (µg/L)	2.5	µg/L
Benzidine (µg/L)	50	µg/L
Benzo(a)Anthracene (µg/L)	2.5	µg/L
Benzo(a)Pyrene (µg/L)	2.5	µg/L
3,4-Benzofluoranthene (µg/L)	2.5	µg/L
Benzo(ghi)Perylene (µg/L)	2.5	µg/L
Benzo(k)Fluoranthene (µg/L)	2.5	µg/L
Bis(2-Chloroethoxy)Methane (µg/L)	5.0	µg/L
Bis(2-Chloroethyl)Ether (µg/L)	5.0	µg/L
Bis(2-Chloroisopropyl)Ether (µg/L)	5.0	µg/L
Bis(2-Ethylhexyl)Phthalate (µg/L)	5.0	µg/L
4-Bromophenyl Phenyl Ether (µg/L)	5.0	µg/L
Butyl Benzyl Phthalate (µg/L)	5.0	µg/L
2-Chloronaphthalene (µg/L)	5.0	µg/L
4-Chlorophenyl Phenyl Ether (µg/L)	5.0	µg/L
Chrysene (µg/L)	2.5	µg/L
Dibenzo(a,h)Anthracene (µg/L)	2.5	µg/L
1,2-Dichlorobenzene (µg/L)	0.5	µg/L
1,3- Dichlorobenzene (µg/L)	0.5	µg/L
1,4- Dichlorobenzene (µg/L)	0.5	µg/L
3,3'-Dichlorobenzidine (µg/L)	5.0	µg/L
Diethyl Phthalate (µg/L)	5.0	µg/L
Dimethyl Phthalate (µg/L)	5.0	µg/L
Di-N-Butyl Phthalate (µg/L)	5.0	µg/L
2,4-Dinitrotoluene (µg/L)	5.0	µg/L
2,6-Dinitrotoluene (µg/L)	5.0	µg/L
Di-n-Octyl Phthalate (µg/L)	5.0	µg/L
1,2-Diphenylhydrazine (as Azobenzene) (µg/L)	10	µg/L
Fluoranthene (µg/L)	2.5	µg/L
Fluorene (µg/L)	2.5	µg/L
Hexachlorobenzene (µg/L)	5.0	µg/L
Hexachlorobutadiene (µg/L)	0.5	µg/L
Hexachlorocyclopentadiene (µg/L)	5.0	µg/L
Hexachloroethane (µg/L)	5.0	µg/L
Group 5 Pollutants	Target QL Value	Units
Indeno(1,2,3-cd)Pyrene (µg/L)	2.5	µg/L

Isophorone (µg/L)	5.0	µg/L
Naphthalene (µg/L)	0.5	µg/L
Nitrobenzene (µg/L)	5.0	µg/L
N-Nitroso-di-methylamine (µg/L)	5.0	µg/L
N-Nitroso-di-n-propylamine (µg/L)	5.0	µg/L
N-Nitroso-di-n-phenylamine (µg/L)	5.0	µg/L
Phenanthrene (µg/L)	2.5	µg/L
Pyrene (µg/L)	2.5	µg/L
1,2,4-Trichlorobenzene (µg/L)	0.5	µg/L

Group 6 Pollutants

	Target QL Value	Units
Aldrin (µg/L)	0.05	µg/L
Alpha BHC (µg/L)	0.05	µg/L
Beta BHC (µg/L)	0.05	µg/L
Gamma BHC (µg/L)	0.05	µg/L
Delta BHC (µg/L)	0.05	µg/L
Chlordane (µg/L)	1.0	µg/L
4,4'-DDT (µg/L)	0.05	µg/L
4,4'-DDE (µg/L)	0.05	µg/L
4,4'-DDD (µg/L)	0.05	µg/L
Dieldrin (µg/L)	0.05	µg/L
Alpha-Endosulfan (µg/L)	0.05	µg/L
Beta-Endosulfan (µg/L)	0.05	µg/L
Endosulfan Sulfate (µg/L)	0.05	µg/L
Endrin (µg/L)	0.05	µg/L
Endrin Aldehyde (µg/L)	0.05	µg/L
Heptachlor (µg/L)	0.05	µg/L
Heptachlor Epoxide (µg/L)	0.05	µg/L
Toxaphene (µg/L)	0.5	µg/L

Group 7 Pollutants

	Target QL Value	Units
Gross Alpha (pCi/L)	3	pCi/L
Beta, Total (pCi/L)	4	pCi/L
Radium 226/228, Total (pCi/L)	1	pCi/L
Strontium, Total (µg/L)	10	µg/L
Uranium, Total (µg/L)	2	µg/L

ATTACHMENT C

ADDITIONAL SAMPLING AND ANALYTICAL TESTING GUIDANCE

FOR NPDES PERMIT APPLICATIONS

DEP recommends that clean techniques be employed as appropriate in collecting, handling, storing, preparing and analyzing samples. Clean techniques refer to methods that reduce contamination and enable the accurate and precise measurement of substances, and to related issues concerning detection limits, quality control and quality assurance. Clean techniques are those requirements or practices for sample collection and handling necessary to produce reliable analytical data in the microgram per liter ($\mu\text{g/L}$) or part per billion range, or less.

SAMPLING:

1. Sample collection should be conducted or supervised by a person trained and experienced in performing wastewater sampling.
2. EPA's regulations 40 CFR 136, "Guidelines Establishing Test Procedures for the Analysis of Pollutants Under the Clean Water Act", specify the appropriate sample type and quantity requirements. Specific requirements for sample containers, sample preservation, holding times, sizes, etc. relevant to the applicable test methods must also be followed.
3. Each sampling event shall occur at the time representative of normal operation. Normal operation means having all processes which contribute wastewater in normal operation, and with a properly operating treatment facility (where treatment is being provided), which is not experiencing "upset" conditions.
4. Samples should be collected from the center of the flow channel where turbulence is at a maximum, where specified in the present permit, or at any discharge pipe or location adequate for the collection of a representative sample.
5. Sample Type:
 - a. **Grab Samples** – Grab samples must be taken for pH, Temperature, Dissolved Oxygen, Cyanide (Total and Free), Total Phenols, Total Residual Chlorine, Oil and Grease, Fecal Coliform, and Volatile Organics (Pollutant Group 3). A **sampling event** for these pollutants consists of 1 grab sample and 1 analysis.
 - b. **Composite Samples** – An automatic **24-hour composite sample** must be taken for each **sampling event**. **Exceptions** – a minimum of 1 grab sample may be taken for effluents from holding ponds or other impoundments with a retention period of greater than 24 hours. DEP may also waive composite sampling for any outfall for which it is demonstrated that use of an automatic sampler is infeasible and that a composite sample derived from a minimum of 8 grab samples per sample event will be representative of the discharge.
6. Definitions:

A **grab sample** is an individual sample of at least 100 mL collected at a randomly-selected representative time over a period not exceeding 15 minutes.

A **composite sample** is a combination of individual samples (at least eight for a 24-hour period or four for an 8-hour period) of at least 100 milliliters (mL) each obtained at spaced time intervals during the compositing period. The composite must be flow-proportional; either the volume of each individual sample is proportional to discharge flow rates, or the sampling interval is proportional to the flow rates over the time period used to produce the composite. If the discharge rate is constant, a constant sample volume can be taken at constant time intervals between samples.

ANALYSIS:

Analytical methods promulgated in 40 CFR Part 136 must be used where applicable. If no method has been promulgated by EPA for a particular pollutant, use any suitable method for measuring the level of the pollutant provided that a description of the method or a reference to a published method is attached to the results. The description shall include the sample holding time, preservation technique, and quality control measures.

DOCUMENT REVISION HISTORY

Date	Revision Reason
October 2017	Removed analytical testing information for Free Cyanide.
August 2017	Updated TQL for Selenium from 7.0 to 5.0 µg/L
March 2017	Updated Pollutant Identification and Analysis to prescribe identical screening requirements for POTWs and non-POTWs.
November 2016	Updated topographic map requirement; and removed TCDD from TQL list
May 2016	Added box for Tax Parcel ID; Updated note to Target QLs to include reference to SSM rule; Updated Target QL for BOD from 0.2 mg/L to 3.0 mg/L.

DRAFT



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) APPLICATION FOR INDIVIDUAL PERMIT TO DISCHARGE SEWAGE EFFLUENT FROM MINOR SEWAGE FACILITIES INSTRUCTIONS

GENERAL INFORMATION

NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

The Department of Environmental Protection (DEP) requests that applicants use the most recent versions of applications as posted on DEP's website. The most recent version of the Application for Individual Permit to Discharge Sewage Effluent from Minor Sewage Facilities can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a computer, complete the form electronically and print the document for submission to DEP. The application and checklist can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Water
Select: Bureau of Clean Water
Select: Wastewater Management
Select: NPDES and WQM Permitting Programs

The GIF form can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Other Programs
Select: Permits, Licensing and Certification
Select: Department-Wide Permit/Authorization Packages
Select: [General Information Form \(GIF\)](#)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's website: www.dep.pa.gov
Select: Data and Tools
Select: Tools
Select: eFACTS
Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. Attach additional sheets as necessary to complete all questions. If a question is not applicable to the project, write N/A in the appropriate field.

Who Must Apply for NPDES Permits? Persons who operate facilities or conduct activities that discharge pollutants into surface waters of the Commonwealth (including dry streams, ditches and storm sewers).

Who Can Use This Form? This form should be used for minor sewage treatment facilities that, at the time the application is completed, have an average annual design flow greater than 0.002 million gallons per day (MGD) and less than 1.0 MGD, and have a service population less than 10,000.

Where to File Applications. Three (3) copies of all application materials should be submitted to the DEP regional office that covers the county where the facility is located. A list of counties and DEP regional offices can be viewed at DEP's website (go to www.dep.pa.gov and select Regional Resources). If the facility is located in Erie County, a fourth copy of the application should be submitted to the DEP regional office.

If the facility discharges to a stream in the Delaware River Basin (i.e., directly to the Delaware River or its tributaries), send one complete copy of the application to the Delaware River Basin Commission (DRBC) at:

Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360
Phone: 609.883.9500

If the facility is located in Allegheny County, send one complete copy of the application to the Allegheny County Health Department at:

Allegheny County Health Department
Frank B. Clack Health Center
Water Pollution Control Program
Building #5
40th Street & Penn Avenue
Pittsburgh, PA 15224
Phone: 412.578.8040

When to File Applications. Unless permission has been granted by DEP for submission at a later date, applications must be filed at least 180 days **BEFORE** your present NPDES permit expires or 180 days **PRIOR TO** start up and commencement of discharge for new facilities.

Application Fee. The required application fee payable to "*Commonwealth of Pennsylvania*" must accompany the application. See the table below for the appropriate application fee. A fee is not required for reissuance of existing permits. The check should not be more than 10 days old. Any federal or state agency or independent state commission that provides funding to DEP for the implementation of the NPDES program through terms and conditions of a mutual agreement may be exempt from the fees.

Minor facility < 50,000 gallons per day (GPD)	\$1,0500 for new; \$250 for reissuance
Minor facility ≥ 50,000 GPD < 1 MGD	\$24,000 for new; \$500 for reissuance
Minor facility with CSO	\$4,5,000 for new; \$750 for reissuance

For fees based on flow, determine the facility's total design flow by summing the annual average design flows for all effluent discharge points (outfalls). If you need assistance in determining the appropriate application fee, you may contact DEP's Central Office at 717.787.6744. If your application has been denied previously and you are resubmitting your application, the application fee must be included with the resubmission.

Public Notification of Permit Application and Public Access to Application Information. Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984), requires every applicant for a new, amended, or renewed NPDES permit to give written notice to each municipality and county in which the facility is located. The written notices must be received by municipalities and counties at least 30 days before DEP action on a permit application. A sample Act 14 notification letter (3850-PM-BCW0402) is available on eLibrary.

Please submit with your application:

1. A copy of your correspondence notifying your intentions to the municipality(ies) and the county(ies) in which the permitted activity will occur.
2. Evidence that the municipality(ies) and county(ies) have received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgment of the notification from the municipality(ies) and county(ies).

Failure to provide a copy of your notification correspondence and evidence of municipal and county receipt of your notification with the application may result in denial of your application.

Note that any information submitted to DEP which goes beyond that required by this form may be claimed as confidential, but claims for information which are effluent data will be denied. If a claim of confidentiality is not asserted at the time of submitting the information, DEP may make the information public without further notice. Claims of confidentiality will be handled in accordance with EPA's business confidentiality regulations in 40 CFR Part 2.

Other permits and/or approvals. Where necessary, the applicant shall be responsible to apply for and obtain other permits and/or approvals. DEP's General Information Form (GIF) (1300-PM-IT0001) must be attached to the application and must indicate other permits that are necessary for the project, as applicable.

COMPLETING THE APPLICATION

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent NPDES permit issued to the applicant. If unknown, leave these fields blank.

GENERAL INFORMATION

1. Enter the Applicant/Operator Name as it appears on the GIF in the Client section (Organization Name or Registered Fictitious Name).
2. Check the appropriate box to indicate whether the application is for a new permit or renewal of an existing permit. If a renewal, list the current NPDES permit number, the expiration date of the current NPDES permit in effect, the permit renewal application due date (i.e., 180 days before the expiration date unless DEP has granted permission to submit the application at a later date), identify the most recent Water Quality Management (WQM) permit number issued to the applicant (for construction of or modification to sewage treatment facilities, and the date the WQM permit was issued).
3. Identify whether the facility operated by operator(s) certified in compliance with the Water and Wastewater Systems Operators Certification Act. If Yes, indicate the number of certified operators available to the facility.
4. Check the appropriate box for the facility fee category. Contact DEP's Central Office at 717.787.6744 if you need assistance.
5. Check the box for "Yes" if the facility's self-monitoring data is being submitted to DEP using the electronic Discharge Monitoring Report (eDMR) system (www.dep.pa.gov/edmr), otherwise check the box for "No." If the eDMR system is being used, specify the start date for use of the system.

TRIBUTARY INFORMATION

If the sewage treatment facility is a publicly owned treatment works (POTW) or otherwise provides sewage treatment service to municipal customers, identify the name(s) of municipalities served, the percentage of flow derived from the municipalities (on a design basis), and the population served. The total percentage of flow should equal 100 percent. If the facility is not a POTW or does not provide service to municipal customers, this section may remain blank. Also indicate the percentage of each municipality's sewer system flow that is "separate" and the percentage that is "combined." The total of the "separate" and "combined" entries should be 100 percent for each municipality. If there are no combined sewers in the collection system, the column for "combined" should remain blank.

TOPOGRAPHIC AND DISCHARGE INFORMATION

1. Attach to the application a USGS topographic map that extends at least one mile beyond the property boundaries of the treatment plant identifying the treatment facility, discharge locations, sewer service area, wells where fluids from the treatment plant are injected underground, sewage sludge management facilities, and locations at which hazardous waste enters the treatment plant. If a topographic map is not available use a map that depicts surface waters within the one mile boundary.

2. If there are any bypasses or sanitary sewer overflows within the sewage collection system or at the treatment plant, provide the following information on a separate sheet:
 - a. Physical location of bypass or overflow (e.g., Market Street pump station) and latitude/longitude coordinates.
 - b. Under what condition(s) do bypasses or overflows occur?
 - c. How frequently has a bypass or overflow occurred in the last 5 years?
 - d. What are the plans to eliminate the bypass or overflow?
3. List all treatment discharge outfalls associated with the facility. Include the outfall number (use same number as in existing permit or, if a new discharge, number sequentially starting with "001"), latitude, longitude, stream name and Chapter 93 classification (e.g., Warm Water Fishery, High Quality Cold Water Fishery, etc.). Chapter 93 classifications for Pennsylvania's waters are available at www.pacode.com, select Title 25 and Chapter 93.

NOTE – For new or expanded discharges to High Quality or Exceptional Value waters, the applicant must conduct an alternatives analysis that includes a consideration of non-discharge alternatives. In general, this should have been completed during the sewage planning approval process. If this has not been completed as part of sewage planning, DEP will require the completion of the alternatives analysis as part of the NPDES permit application.
4. Describe any uses of sewage effluent that are alternatives to stream discharges. These may include off-site uses for golf course irrigation or other reuse or land application of effluent.

TREATMENT PLANT DESIGN CAPACITIES AND FLOWS

1. For new facilities, enter the annual average design flow, hydraulic design capacity and organic design capacity. If the facilities are being expanded, enter the proposed design information.
2. For existing facilities, enter the annual average design flow, hydraulic design capacity, organic design capacity, the annual average flow for the previous three calendar years, the highest monthly average flow for the previous year, and the month in which the highest average flow occurred.

TREATMENT PLANT PROCESS INFORMATION

1. If the facility's existing or proposed annual average design flow is greater than or equal to 0.1 MGD, attach a diagram illustrating all facilities associated with the treatment plant, including but not limited to treatment units, disinfection facilities, piping, discharge points, overflows and bypass locations, sampling locations, and sewage sludge or biosolids processing facilities. For facilities with design flows less than 0.1 MGD, attachment of a diagram is optional.
2. Provide a narrative description of the proposed or existing wastewater treatment process. Identify all unit processes and the number of process tanks. For example, "Influent flow enters one primary clarifier followed by two extended aeration treatment units and two final clarifiers. Solids are wasted to one aerobic digester. Effluent is discharged from final clarifiers to a chlorine contact tank and then the outfall."
3. Identify the type of disinfection used (e.g., gaseous chlorine, liquid chlorine, ultraviolet, etc.). If chlorine is used and a dechlorination process is also used, specify this in the space provided.
4. Identify all wastewater treatment chemicals introduced to the wastewater as a part of current operations. For example, if alum or other chemicals are introduced to control phosphorus, specify this in the application. Indicate the trade or common name of the chemical, the purpose of the chemical, the maximum anticipated usage rate, and the units associated with the usage rate (e.g., gallons/day).
5. If facility upgrades are anticipated in the next five years, describe the upgrades in the application.
6. For new and expanding facilities, specify the design BOD₅, TSS, Nitrogen, and Phosphorus removal percentages for the treatment facility.

SEWAGE SLUDGE / BIOSOLIDS MANAGEMENT

1. Record the total sewage sludge / biosolids production within the facility for the previous year, in dry tons. Do not include sewage sludge or biosolids received from off-site sources.

2. Indicate whether the facility received off-site sources of sewage sludge or biosolids during the previous year. If Yes, identify the sources, the total gallons received from each source, the percent solids of the sludge received, and the dry tons received. Calculate dry tons for liquid sewage sludge or biosolids by multiplying the volume (gallons) by the percent solids and by a conversion factor of 0.0000417. For example, if 2,500 gallons of liquid biosolids is received, and the percent solids is 3.0%, dry tons is calculated as: $2,500 \text{ gallons} \times 3.0\% \times 0.0000417 = 0.31 \text{ dry tons}$.
3. Indicate whether the sewage sludge or biosolids produced by the facility is currently being (or expecting to be) managed under beneficial use permit(s) issued by DEP. If Yes, identify the permit number(s) and attach the results of the most recent chemical analysis report submitted to EPA. Also, identify the date(s) the permit(s) were issued, and the date(s) the permit(s) expire.
4. Identify the names and locations (counties) of all sites (e.g., farms) used for land application in the previous year, including site reclamation, if applicable. If no sewage sludge or biosolids were land applied, this section may remain blank.
5. Indicate whether the applicant is currently in compliance with the federal 40 CFR Part 503 regulations and has submitted the necessary forms and reports required by EPA. If No, provide an explanation.
6. Identify all other sewage sludge / biosolids disposal practices used in the previous year or are proposed that have not identified above (e.g., landfill, other processing facility, etc.). Provide the name and permit number of all facilities receiving sewage sludge / biosolids from the facility.
7. Provide a summary of sewage sludge or biosolids production and disposal over the previous year:
 - Total sewage sludge / biosolids produced and received (total of items 1 and 2), in dry tons.
 - Total biosolids land applied under DEP-issued PAG-07 or PAG-08 General Permits, in dry tons.
 - Biosolids land applied under DEP-issued individual site permits for biosolids, in dry tons.
 - The number of sites on which biosolids were land applied.
 - Total biosolids land applied for site reclamation activities, in dry tons.
 - The number of reclaimed sites on which biosolids were land applied (e.g., mining sites).
 - Total sewage sludge disposed of at landfills, in dry tons.

Where a field is not applicable to the facility, it may remain blank.

COMBINED SEWER OVERFLOWS

If there are no combined sewer overflows (CSOs) in the sewage collection system, this section should remain blank.

1. Attach a CSO system map that identifies all CSO outfalls, locations of major sewer trunk lines, locations where separate sanitary sewers feed into the CSO, in-line and off-line storage facilities, locations of flow regulating devices and locations of pump stations.
2. List all CSO discharges associated with the facility. Include the outfall number (use same number as in existing permit), latitude, longitude, stream name and Chapter 93 classification (e.g., Warm Water Fishery, High Quality Cold Water Fishery, etc.). Chapter 93 classifications for Pennsylvania's waters are available at www.pacode.com, select Title 25 and Chapter 93.
3. Provide information on number of storm events monitored in the past year, number of CSO events in the past year, average duration (hours) per CSO event, average volume discharged (gallons) per CSO event, and minimum amount of rainfall (inches) that caused a CSO event.
4. Provide information on the implementation status of Nine Minimum Controls (NMCs) and the Long-Term Control Plan (LTCP). Check the box for "YES" if documentation of the NMCs and LTCP have been submitted to DEP, otherwise check the box for "NO" and specify a date by which it is anticipated that the NMC documentation and/or LTCP will be submitted to DEP.

INFLUENT TESTING INFORMATION

1. Influent testing is required for existing sewage facilities with annual average design flows greater than or equal to 0.1 MGD for the following parameters (denoted with an asterisk): Biochemical Oxygen Demand (BOD₅), Total

Suspended Solids (TSS), Ammonia (as N) (NH₃-N), Total Nitrogen (Total N), Total Phosphorus (Total P), and Total Dissolved Solids (TDS).

2. All results should be summarized for the past two years. Both concentration and load results are required. Calculate influent loading by multiplying flow on the day of sampling (influent flow preferred) in MGD by the measured concentration result (mg/L) and a conversion factor of 8.34. Report the minimum or maximum and average results over the past two years (if "(Minimum)" is listed next to the parameter, record the minimum value in the "Min/Max Value" column, otherwise record the maximum value).
3. If no data exist for one or more of these parameters at the time the application is being prepared, the applicant must collect at least one sample and analyze it for the needed parameters.
4. Report the number of samples analyzed for each parameter over the past two years and the sample type used for sample collection (e.g., grab, 8-hour composite, 24-hour composite). Twenty four hour composite influent samples are preferred. All samples must be analyzed using EPA methods as identified in 40 CFR Part 136.
5. If results are available for other parameters including but not limited to pH, Fecal Coliform, Total Kjeldahl Nitrogen (TKN) or Nitrite plus Nitrate-Nitrogen (NO₂-N + NO₃-N) within the past two years, report the results.

NOTE – DEP may, during technical review of the application, request additional sampling, particularly where there are industrial contributors.

6. Report "non-detect" results using the less than (<) symbol where appropriate for maximum and average results. When averaging data sets with one or more non-detect results, ignore the less than symbol and calculate the average using the laboratory quantitation limit (i.e., "reporting limit"). If there are one or more non-detect results in a data set, report the statistical result with the less than symbol. For example, three results are obtained as follows: < 1.0 mg/L, < 1.0 mg/L, and 4.0 mg/L. The average result is $< (1.0 + 1.0 + 4.0) / 3 = < 2.0$ mg/L.
7. **Influent testing and reporting is not required for sewage facilities with existing annual average design flows less than 0.1 MGD.** However, if samples have been analyzed in the past two years for any influent parameters, the results should be reported.
8. New facilities should project influent concentrations and loads for BOD₅, TSS, and NH₃-N, at a minimum.
9. It is in an applicant's best interests to complete a thorough characterization of influent pollutant loads to establish a baseline for future permit compliance. In the event that the applicant wishes to accept hauled-in wastes or indirect discharges from industrial or commercial sources in the future, the baseline influent pollutant load will help the applicant determine whether notification to DEP is required prior to accepting the new sources of wastewater and will help DEP determine whether an amendment to the permit is required.
10. Indicate where flow is measured at the facility (influent, effluent or both) and check the appropriate box.

EFFLUENT TESTING INFORMATION

Use the appropriate table for either a design flow greater than or equal to 0.1 MGD or a design flow less than 0.1 MGD.

Report effluent concentration results as instructed below for each treatment outfall. If there is more than one treatment outfall, attach additional sheets.

1. Effluent testing is required for all existing sewage facilities for the following parameters (denoted with an asterisk): pH (Minimum and Maximum), TRC (if applicable), BOD₅ or CBOD₅, TSS, Fecal Coliform, NH₃-N, Total N, and Total P.
2. All results should be summarized for the past two years. Report the minimum or maximum and average results over the past two years (if "(Minimum)" is listed next to the parameter, record the minimum value in the "Min/Max Value" column, otherwise record the maximum value). A minimum of one result for each of these parameters is required for facilities with annual average design flows less than 0.1 MGD*, and a minimum of three results for each of these parameters is required for facilities with design flows greater than or equal to 0.1 MGD.

* If a facility with a design flow less than 0.1 MGD receives industrial or commercial contributions, at least one result is required for Total Copper, Total Lead, Total Zinc and any other parameters that are known or suspected to be present in effluent.

3. In addition, a minimum of one result for each of the following parameters is required for existing facilities with design flows greater than or equal to 0.1 MGD: Dissolved Oxygen (Minimum), Temperature, TKN, NO₂-N + NO₃-N, TDS, Chloride, Bromide, Sulfate, Oil and Grease, Total Copper, Total Lead, Total Zinc, and Total Maximum Daily Load (TMDL) parameters**. Results for all other parameters that are known or suspected to be present in effluent as a result of industrial or commercial contributions should be reported in this section.

** If the facility's discharge is directly to waters that are covered by an EPA-approved TMDL, the applicant must analyze for the parameters of concern in the TMDL. For more information on TMDLs, visit DEP's TMDL website: <http://www.ahs.dep.pa.gov/TMDL>.

NOTE – DEP may, during technical review of the application, request additional sampling, particularly where there are industrial contributors.

4. Report the number of samples analyzed for each parameter over the past two years and the sample type used for sample collection (e.g., grab, 8-hour composite, 24-hour composite). Twenty-four hour composite effluent samples are preferred. All samples must be analyzed using EPA methods as identified in 40 CFR Part 136.
5. Report "non-detect" results using the less than (<) symbol where appropriate for maximum and average results. When averaging data sets with one or more non-detect results, ignore the less than symbol and calculate the average using the laboratory quantitation limit (i.e., "reporting limit"). If there are one or more non-detect results in a data set, report the statistical result with the less than symbol. For example, three results are obtained as follows: < 1.0 mg/L, < 1.0 mg/L, and 4.0 mg/L. The average result is $< (1.0 + 1.0 + 4.0) / 3 = < 2.0$ mg/L.
6. New facilities should project effluent concentrations for pH (Minimum and Maximum), TRC (if applicable), BOD₅ or CBOD₅, TSS, Fecal Coliform, NH₃-N, Total N, and Total P.

NOTE – It is critical that applicants and their laboratories use the best available technology to achieve the lowest possible quantitation limit (QL) for effluent analysis, particularly for parameters that are not usually tested for Discharge Monitoring Reports. DEP recommends applicants and their laboratories achieve the "Target QLs" contained in **Attachment A** of these instructions, where available. Failure to achieve the Target QLs may result in DEP requesting additional sampling for the application or otherwise assuming that the pollutant is present in the effluent at levels greater than the Target QLs. The Target QLs in Attachment A are intended to meet the requirements of EPA's "Sufficiently Sensitive Methods" rule (79 FR 49001). Where a laboratory's QL is greater than the Target QL in Attachment B, but the Method Detection Limit (MDL) is at or below the Target QL, DEP will accept estimated values ("J" values) at the Target QL (e.g., "< 0.5 µg/L J").

INDUSTRIAL / COMMERCIAL WASTEWATER CONTRIBUTIONS

List the name and type of business for all industrial and commercial users that are connected to the sewage collection system along with the average wastewater flow to the treatment facility (MGD). If none, check the box. If available, attach to the application the most recent analytical results for the wastewater.

If the facility has an EPA-approved pretreatment program, select the box for "Yes," otherwise select the box for "No."

HAULED-IN WASTES

Hauled-in wastes are any wastes that are introduced into a treatment facility through any method other than a direct connection to the sewage collection system. The term includes wastes transported to and disposed of within the treatment facility or other entry points within the collection system.

Indicate whether the facility has received hauled-in wastes within the previous three calendar years or expects to receive such wastes in the next five calendar years. If yes to either question, report (1) the type of wastes received (e.g., septage), (2) the location at the treatment facility where the wastes are accepted or introduced into the treatment process, and (3) the average annual volume received, in gallons.

SEWERAGE FACILITIES (ACT 537) PLANNING

Any applicant planning to construct or expand sewage treatment or conveyance facilities must obtain approval from the municipality in which the activity will take place. DEP must approve any revision to the municipality's Official Sewage Facilities Plan. If the applicant is seeking an NPDES permit for a new or expanding facility, attach the Sewage Planning Approval Letter issued by DEP.

LABORATORY INFORMATION

List off-site laboratories used for analytical results reported in the application and the analyses performed.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate whether the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility at the time the application is submitted to DEP. If the answer is "No," no further information is needed in this section. If the answer is "Yes," list each permit, order, or compliance schedule and provide compliance status of the permitted facility or activity. If needed, use additional sheets to provide all information.

HIGH FLOW MANAGEMENT PLAN

If the current permit requires the review and update of a peak flow or High Flow Management Plan (HFMP) to be used to address the impact of high flows to the treatment plant during wet weather attach it to the application.

The HFMP should contain a process for treating the maximum amount of flow through the plant while protecting the components of the treatment plant and minimizing the potential impact to the receiving stream. The HFMP should include measures to be taken when wet weather is predicted to prepare the plant for the high flow conditions as well as operational activities to be undertaken when high flows actually occur. The HFMP should identify peak instantaneous flow that can be handled by the limiting plant unit and indicate how long that flow can be maintained without a bypass or overflow.

CERTIFICATION AND SIGNATURE OF APPLICANT

The applicant must certify that the information contained in the application is true, accurate and complete.

The application must be signed as follows:

For individually owned operations - the owner of the facility must sign the application.

For a Corporation - by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship - by a general partner or the proprietor, respectively.

For a Municipality - state, federal or other public agency - by either a principal executive officer or ranking elected official. For purposes of this the application, a principal executive officer of a federal agency includes:

- The chief executive officer of the agency, or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

CHECKLIST

To assist the applicant in ensuring the application is complete, a checklist has been developed (3800-PM-BCW0342c). **This checklist should be completed and submitted with the complete application.**

ATTACHMENT A

TARGET QUANTITATION LIMITS (QLs) FOR EFFLUENT ANALYSES

Parameter	Target QL Value	Units
pH (S.U.)	-	
Dissolved Oxygen (mg/L)	-	
Total Residual Chlorine (TRC) (mg/L)	0.02	mg/L
Fecal Coliform (No./100 mL)	-	
BOD5 or CBOD5 (mg/L)	3.0	mg/L
Total Suspended Solids (TSS) (mg/L)	2	mg/L
Ammonia-Nitrogen (mg/L)	0.02	mg/L
Total Nitrogen (N) (mg/L)	-	
Total Phosphorus (P) (mg/L)	0.01	mg/L
Temperature (°F)	-	
Total Kjeldahl Nitrogen (TKN) (mg/L)	1	mg/L
Nitrite as N (mg/L)	0.01	mg/L
Nitrate as N (mg/L)	0.04	mg/L
Total Dissolved Solids (TDS) (mg/L)	2.0	mg/L
Chloride (mg/l)	0.5	mg/L
Bromide (mg/l)	0.2	mg/L
Sulfate (mg/l)	1	mg/L
Oil and Grease (mg/L)	5	mg/L
Total Copper (mg/L)	0.004	mg/L
Total Lead (mg/L)	0.001	mg/L
Total Zinc (mg/L)	0.005	mg/L

DOCUMENT REVISION HISTORY

Date	Revision Reason
October 2017	Added Sewage Sludge/Biosolids Management Section
November 2016	Updated document number; Changed topographic map requirements.
May 2016	Included reference to Sample Act 4 Notification Letter; Clarified wastewater treatment chemicals reporting requirements; Updated note to Target QLs to include reference to SSM rule and clarify "J" value allowances; Updated Target QL for BOD from 0.2 mg/L to 3.0 mg/L.

DRAFT



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
APPLICATION FOR POINT SOURCE DISCHARGES FROM THE
APPLICATION OF PESTICIDES
INSTRUCTIONS**

GENERAL INFORMATION

To Obtain DEP Application Packages. To expedite the processing of the applicant's request, the Department of Environmental Protection (DEP) asks that the most up-to-date application package available be used. The most recent version of this package can be obtained by contacting the appropriate DEP regional office or through the DEP website. This package, as well as other DEP-wide and/or program-specific permit packages, is available in Microsoft Word format at this same web location. Applicants can download the appropriate form to a personal computer, complete the form electronically and print the document for submittal to DEP using the following steps:

- Type in DEP's website: www.dep.pa.gov
- Select: Businesses
- Select: Water
- Select: Bureau of Clean Water
- Select: Wastewater Management
- Select: NPDES and WQM Permitting Programs

The General Information Form (GIF) is required for new applicants only (i.e., applicants that do not have existing NPDES coverage for pesticide applications).

The GIF form can be obtained as follows:

- Go to DEP's website: www.dep.pa.gov
- Select: Business
- Select: Other Programs
- Select: Licensing, Permits and Certification
- Select: Department-Wide Permit/Authorization Packages Select: General Information Form (GIF)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

- Go to DEP's website: www.dep.pa.gov
- Select: Data and Tools
- Select: Tools
- Select: eFACTS
- Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. This package is designed to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. If the information requires more than the space allows, attach additional sheets as necessary. If a question is not applicable to the project, write NA in the appropriate box.

The scope of the permit is limited to application of biological pesticides and chemical pesticides which leaves residue and results in a discharge to waters of the Commonwealth which are eligible for coverage under the terms and conditions of the permit.

Who may use this application form? This form may be used by eligible Operators (Decision Makers) seeking coverage under this individual permit. For purposes of this permit, all Operators are defined as either an Applicator or a Decision Maker or both an Applicator and a Decision Maker.

When an Operator is both an Applicator and a Decision Maker, the Operator must comply with all applicable requirements imposed on both Applicators and Decision Makers. When the permit references "All Operators," both Applicators and Decision Makers must comply.

The Decision Maker who is required to submit the application form described below should file an administratively complete, acceptable application form with DEP at least 90 days prior to commencing any biological and chemical pesticide application for the following use categories:

Pesticide Use Patterns

Mosquito and Other Flying Insect Pest Control – to control public health/nuisance and other flying insect pests that develop or are present during a portion of their life cycle in or above standing or flowing water. Public health/nuisance and other flying insect pests in this use category include mosquitoes and black flies.

Weeds and Algae Pest Control – to control weeds, algae, and pathogens that are pests in water and at water's edge, including ditches, and canals..

Animal Pest Control – to control animals pests in water and at water's edge. Animal pests in this use category include fish, lampreys, insects, mollusks, and pathogens.

Forest Canopy Pest Control - application of a pesticide to a forest canopy to control the population of a pest species (e.g., insect or pathogen) where, to target the pests effectively, a portion of the pesticide unavoidably will be applied over and deposited to water.

Where annual treatment area thresholds are met for one or more of these use patterns, and the Decision Maker does not qualify for PAG-15 General Permit coverage, an individual permit application must be submitted by the Decision Maker. Where the application of pesticides for these activities is less than the thresholds, a Decision Maker is not required to submit a Notice of Intent (NOI) for PAG-15 coverage or an individual permit application. The thresholds are as follows:

- For any state or federal agency for which pest management for land resource stewardship is an integral part of the organization's operations, and for mosquito, irrigation and weed control districts and similar pest control districts, the annual treatment area threshold is **zero**. All pesticide applications performed by these entities must be covered by an NPDES permit and a permit application must be submitted prior to the pesticide applications.
- For local governments and all other entities, the following annual treatment area thresholds apply:
 - For the mosquito and other flying insect pest control AND the forest canopy pest control pesticide use patterns - **adulticide treatment of at least 6,400 acres during a calendar year**. Each application's treatment area should be counted; for example, if a decision is made to treat the same 3,200 acres twice in one calendar year, the threshold has been met. This threshold is also cumulative; for example, if 3,200 acres will be treated in one county and another 3,200 acres will be treated in a neighboring county during the same calendar year by the same Decision Maker, the threshold has been met.
 - For the weed and algae control and animal pest control pesticide use patterns – **treatment in water or at water's edge of at least 20 linear miles OR at least 80 acres of water during a calendar year**. If the same acreage or linear miles are treated more than once during the same calendar year, those acres or miles are counted only once. The threshold for treatment in water is cumulative for acres treated by the same Decision Maker; for example, if 40 acres on a lake will be treated during a calendar year and a separate 40 acres will be treated at the same lake or a different lake by the same Decision Maker, the threshold has been met. The threshold for treatment by a Decision Maker at water's edge is not cumulative, unless the miles are continuous; for example, if 10 linear miles will be treated during a calendar year and a separate 10 miles will be treated by the same Decision Maker, the threshold has not been met (i.e., the criterion is a continuous 20 linear miles).

Instructions

The term, “at water’s edge” means pesticide applications that occur within 35 feet from surface waters (top of bank) unless there is no vegetated buffer, in which case “at water’s edge” means pesticide applications that occur within 100 feet from surface waters.

NOTE – Entities planning to use an Algicide, Herbicide or Fish Control Chemical in surface waters must obtain joint approval from the Pennsylvania Fish and Boat Commission (PFBC) and DEP under 25 Pa. Code § 91.38(2) and 58 Pa. Code Chapter 51.61(b)(18). Annual treatment area thresholds do not apply to such uses.

Where to file the application form. Three (3) copies of the application form should be submitted to the appropriate DEP regional office serving the county in which the facility is located.

When to file the application for coverage. Persons seeking coverage under an individual NPDES Pesticides Permit must submit an administratively complete and acceptable application form, along with required documentation, at least 90 days prior to commencing any discharge under the individual permit.

In the event of a declared pest emergency situation (as defined below), a Decision Maker may commence use of pesticides immediately and exceed annual treatment area thresholds, as long as 1) an application is submitted to DEP within 30 days of commencing use and 2) the Decision Maker complies with the requirements of the individual permit during use.

Application Filing Fee. The required application fee of ~~\$3,000 (for new permits) or \$500 (for permit renewals)~~ must accompany the application for new permits. There is no fee for reissuance of existing permits. The check should not be more than 10 days old and should be made payable to “Commonwealth of Pennsylvania”. The application fee is not required for federal or state agencies that meet the requirements of 25 Pa. Code 92a.26(ghi).

DEFINITIONS

To provide the applicant with a better understanding of terminology, DEP has included the following definitions.

Annual Treatment Area Threshold – the size of a treatment area which, if exceeded during a calendar year, requires NPDES permit coverage. For any state or federal agency for which pest management for land resource stewardship is an integral part of the organization’s operations, and for mosquito, irrigation and weed control districts and similar pest control districts, the annual treatment area threshold is zero. For local governments and all other entities, the annual treatment area thresholds are 6,400 acres of adulticide treatment for mosquito and other flying insect pest control and forest canopy pest control, and 80 acres or 20 linear miles (continuous) for weed and algae control and animal pest control.

Authorization – Any DEP approval. For example: permits, plans, approvals, licenses, registrations, certifications, etc. Authorization information is documented and assigned an internal DEP Auth ID# for tracking purposes.

Client (Responsible Party) – A client (also referred to as applicant or permittee) is a person or organization that requests approval from DEP to perform a regulated activity. Client information is documented and assigned an internal DEP Client ID# for tracking purposes.

Decision Maker – Any entity with control over the decision to perform pesticide applications including the ability to modify those decisions that result in a discharge to waters of the Commonwealth. Note – DEP considers Decision Makers as clients.

Declared Pest Emergency Situation – An event defined by a public declaration by a federal agency, state, or local government of a pest problem determined to require control through application of a pesticide beginning less than ten days after identification of the need for pest control. This public declaration may be based on: (1) significant risk to human health; (2) significant economic loss; or (3) significant risk to: endangered species, threatened species, beneficial organisms, or the environment. (See 40 CFR Part 166).

eFACTS (Environment, Facility, Application, Compliance Tracking System) – DEP’s electronic application system to document and maintain client, site data for purposes of authorizing regulated activities and tracking compliance.

Large Entity – any (1) public entity that serves a population greater than 10,000 or (2) private enterprise that exceeds the Small Business Administration size standard as identified at 13 CFR 121.201

Pest Management Area – The area of land, including any water, for which an operator has responsibility for and is authorized to conduct pest management activities as covered by this permit (e.g., for an Operator who is a mosquito control district, the pest management area is the total area of the district).

Treatment Area – The “treatment area” includes the entire area, whether over land or water, where the pesticide application is intended to provide pesticidal benefits within the pest management area. In some instances, the treatment area will be larger than the area where pesticides are actually applied. For example, the treatment area for a stationary drip treatment into a canal includes the entire width and length of the canal over which the pesticide is intended to control weeds. Similarly, the treatment area for a lake or marine area is the water surface area where the application is intended to provide pesticidal benefits. Treatment areas are contiguous.

APPLICATION INFORMATION

Permit Application Type. On the application form, check the box next to New Permit or Permit Renewal. If the application is for a permit renewal, indicate the existing NPDES Permit No.

When DEP issues an individual permit, it is authorizing the use of pesticides for the use patterns, pesticides, dosages, and treatment areas identified in the application for a period of five years. The following changes must be authorized by a permit amendment prior to commencing pesticide use: 1) a change in the use pattern for a treatment area, 2) a change in the pesticide that will be used for a treatment area, 3) an increase in the total amount (dosage) of pesticide that will be used in a treatment area, 4) an increase in the treatment area, and 5) new treatment areas not included on the original application for a new permit or permit renewal. All such changes will be considered a Minor Amendment by DEP. Permittees should use the NPDES Permit Amendment Application form (3800-PM-BCW0027b) when such changes are proposed. To reduce the occurrence of permit amendments, it is suggested that applicants report all potential pesticide treatment areas for the next five years. Authorization for all such areas as part of a new permit or permit renewal will help minimize requests for amendments during the permit term.

DECISION MAKER (CLIENT) INFORMATION

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. When replying to DEP, inclusion of this number will make it easier to process the request in a timely manner. If known, enter the Client ID#. Otherwise skip to the next request for information.

Client Type/Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity.

Government		Non-Government		Individual	
AUTH	Authority	ASSOR	Association/Organization	INDIV	Individual
CNTY	County	LLC	Ltd. Liability Company		
FED	Federal Agency	LLP	Ltd. Liability Partnership		
MUNI	Municipality	NPACO	Non-Pennsylvania Corporation		
NONPG	Non-PA Govt	OTHER	Other (Non-Govt)		
OTHG	Other (Govt)	PACOR	Pennsylvania Corporation		
SCHDI	School District	PARTG	Partnership-General		
STATE	State Agency	PARTL	Partnership-Limited		
		SOLEP	Sole Proprietorship		

Note: If two individuals' names are listed as the Application's clients, the Client Type Code of "Partnership-General" should be used.

Organization Name or Registered Fictitious Name. Clients other than individuals must provide the name under which the activity or business is conducted for which the permit or other authorization will be issued.

Individuals should complete the "Organization Name" only if they conduct their business or activity under a name other than their own (for example, "Jones Construction Company," rather than "Mary Jones").

For partnerships, list the business name of the partnership as it appears on the legal partnership papers.

If the applicant is an individual or partnership, also provide the appropriate information on the individual name lines.

Employer ID#. Also referred to as “Federal Tax ID#.” The Employer ID# (EIN) aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

Dun & Bradstreet ID#. (Optional) If known, supply the applicant's Dun & Bradstreet Identification Number.

Operator / Individual Last Name, First Name, MI, Suffix, Social Security Number (SSN). This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, SSN. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

City, State, ZIP+4, Country. Enter an appropriate city, borough or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

Client Contact Information. Clients that are organizations must provide the name of the person representing the client (organization). This client contact must be an employee of the organization and must be located at the mailing address of the client and able to receive correspondence on behalf of the client. Include the individual's name, title, daytime phone number and e-mail address. DEP will use this contact information for maintaining client data. This individual should be a high-level employee such as CEO, VP, Operations Manager, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Project contact information should be entered in the Site Contact found in the Site Information section.

SITE INFORMATION

DEP Site ID#. DEP-wide unique identification number assigned to the site after site information is entered into DEP's computer system. This one number identifies the site regardless of the program with which the applicant is working. When replying to DEP, inclusion of this number will make it easier to process the NOI in a timely manner. If known, enter the Site ID#. Otherwise skip to the next request for information.

Site Name. The name of the site at the specific physical location. Do not use abbreviations or acronyms.

Estimated Number of Employees to be Present at Site. To assist with future Pollution Prevention and Compliance Assistance initiatives, please include the estimated number of employees to be present at the site once it is active.

Description of Site. Provide a written description of the proposed treatment site (e.g., water, forest, etc.).

County, Municipality, State. Indicate the county and municipality in which the site is located. Check the appropriate box to identify the type of municipality.

Site Location. Provide the physical address of the location where the permitted activities will occur. No PO Box Numbers will be accepted for site location information. Provide the City (or Municipality), State and the ZIP+4. If you have multiple sites, please check the box and attach details along with your NOI.

Detailed Written Directions to Site. When providing written directions, do not use PO Box address data. Include landmarks and approximate distances from the nearest highway.

Site Contact Information. Provide the name of the person having overall responsibility for environmental matters at the site. Include the individual's name, title, firm, mailing address, daytime phone number and e-mail address (optional).

NAICS Codes. Clients applying for an authorization from DEP need to provide the appropriate North American Industry Classification System (NAICS) code(s) at the Sector level (at a minimum). The list of NAICS Sector and Subsector level codes can be found by referencing GIF NAICS Codes. This document can be found on the DEP website with this GIF package or by contacting a DEP office identified at the end of this instructions document.

Site-to-Client Relationship. Enter the relationship code that best describes how the client is related to the activity or operation at the site for which the permit is being sought.

Code	Type
OWN	Owner
AGENT	Agent for the Owner or Operator
OWNOP	Owner/Operator
LESSE	Lessee

Code	Type
LESOP	Lessee/Operator
CONTR	Contractor for the Owner or Operator
OPR	Operator

TREATMENT AREA INFORMATION

Attach a copy of a topographical map or similar map showing the location of all treatment areas and surface waters. For large treatment areas, electronic submissions in PDF are acceptable (contact DEP prior to the submission).

Application Methods. Provide a description of the method(s) of pesticide application(s) being proposed (e.g., “aerial via helicopter”, “manual treatment avoiding surface waters”, etc.).

Treatment Area Table. Complete the Treatment Area Table as follows for all treatment areas anticipated over the next five years (attach a separate sheet if the number of treatment areas exceeds available space and see Note below):

- **Treatment Area No.** – Assign each treatment area an ID number, starting with 1. Treatment areas that are not contiguous should be identified as different treatment areas.
- **Pesticide Use Pattern** – Identify the use pattern for the treatment area by entering 1, 2, 3 or 4, as follows:
 - 1 – Mosquito and Other Flying Insect Pest Control
 - 2 – Forest Canopy Pest Control
 - 3 – Weed and Algae Control
 - 4 – Animal Pest Control
- **Area or Length of Treatment** – For each treatment area report the area or length of treatment. Include units of “acres” (ac) or “miles” (mi).
- **Treatment Frequency** – Report the anticipated frequency of treatments for the treatment area (e.g., “1/year”, “2/year”, “1/5 years”, etc).
- **Latitude and Longitude of Treatment Area** – Provide the latitude and longitude coordinates at the geographic center of the treatment area. Indicate the Horizontal Reference Datum used to determine the coordinates by checking the box for North American Datum of 1927 (“NAD of 1927”), North American Datum of 1983 (“NAD of 1983”), World Geodetic System of 1984 (“WGS of 1984”) or “Unknown”.

Surface Water Table. Complete the Surface Water Table as follows for all treatment areas anticipated over next five years (attach a separate sheet if the number of treatment areas exceeds available space and see Note below):

- **Treatment Area No.** – Identify all treatment areas in the same order as done for the Treatment Area Table.
- **Surface Water Name** – Identify the name of all surface waters that are within the treatment area. For unnamed surface waters, use an identifier that associates the water body to the next downstream water body that is named (e.g., “Unnamed Tributary of Muddy Run”).

- **Application Type** – For each treatment area and surface water, check the appropriate box to indicate whether the application of pesticides will 1) provide general coverage (e.g., typical for forest canopy pest control), where discharges to surface waters may occur incidentally (“General”); 2) involve direct application of pesticides to surface waters (“Direct”); and/or 3) involve application that may be within 35 feet (if vegetated) or 100 feet (if not vegetated) of a surface water (“Water’s Edge”). More than one box may be selected.
- **Chapter 93 Classification (Ch 93 Class)** – Report the existing use of the surface waters under Chapter 93. Existing uses (e.g., HQ-CWF) may differ from designated uses (e.g., CWF). The applicant should consult DEP’s existing use website and if an existing use is listed for the surface waters, it should be reported on the NOI (visit www.dep.pa.gov, select “Businesses”, “Water”, “Bureau of Clean Water”, “Water Quality Standards”, and “Statewide Existing Use Classifications”). If no existing use is available on DEP’s website, the designated use under Chapter 93 is the existing use. Designated uses can be searched online by visiting www.pacode.com (Title 25, Chapter 93) or www.depgis.state.pa.us/emappa.
- **Pesticide Impairment** – Check the box if the receiving waters are “impaired” (i.e., not attaining water quality standards or existing uses) according to DEP’s latest published Integrated Water Quality Monitoring and Assessment Report (“Integrated Report”) where the cause or source is listed as pesticides (visit www.dep.pa.gov, select “Businesses”, “Water”, “The Bureau of Clean Water”, “Water Quality Standards”, and “Integrated Water Quality Report”).

NOTE – Following approval of coverage under the PAG-15 General Permit, additional treatment areas, pesticides and pesticide doses may be approved through either the submission of a new NOI for amendment of coverage or through submission of an annual report that requests modifications to the original NOI. Unless specifically required by DEP, the submission of an NOI to renew coverage for a new 5-year term is unnecessary.

PNDI ENVIRONMENTAL REVIEW

All applicants must attach a copy of a Pennsylvania Natural Diversity Index (PNDI) Environmental Review Receipt to the NOI (see <https://conservationexplorer.dcnr.pa.gov/content/environmental-review>). Check the appropriate box(es) to document the results of the PNDI review. One PNDI Environmental Review section should be completed for each treatment area or, if the answers are consistent for all treatment areas, one PNDI Environmental Review section may be completed for all treatment areas.

PESTICIDE USE INFORMATION

Product labels for each proposed pesticide must be attached to the NOI. The applicant must identify all proposed pesticides for application within each treatment area. Indicate whether the list applies to one or more specific treatment areas or all treatment areas. Attach separate sheet(s) as necessary.

- **Pesticide** – Record the name of the product to be utilized (e.g., list “Reward” rather than “diquat dibromide). The product proposed for use must be registered with the U.S. EPA, labeled for aquatic use and listed with the PA Department of Agriculture.
- **Manufacturer** – Report the company that produces the pesticide proposed for use.
- **Approved for Aquatic?** – Check the box to indicate whether or not the product is approved for use in aquatic environments.
- **EPA Registration No.** – Report the U.S. EPA registration number for the product proposed for use.
- **Planned Max Dose** – The proposed maximum dose (dosage rate) for the product in the treatment area. The dose listed must be within the dose range on the product label.
- **Units** – Indicate the units associated with the planned dose. The dose for products used to treat area is usually expressed in pounds or gallons per surface area (e.g., lbs/acre). The dose for products used to treat water volume is usually expressed as pounds or gallons per acre-foot.
- **No. Treatments / Year** – Indicate the number of planned treatments of the pesticide within the treatment area per year.

- **Target Pest(s)** – Target species to be controlled by the pesticide.

NOTIFICATION

If potential users of treated water may be affected by pesticide applications, notification at least 24 hours in advance is required. It should be recognized that products applied to water can drift to non-target areas or be discharged downstream.

Indicate whether or not notification has occurred by the time the application is submitted or will occur prior to treatment. Indicate if you are aware of any objections to treatment from potential users of treated water. If you are aware of objections, describe them in the space provided or on a separate sheet.

SUMMARY OF APPLICATIONS BY USE PATTERNS

Using the information reported in the Treatment Area Information section, total the number of treatment areas for each use pattern, and report the maximum annual pesticide treatment area, with units (acres or linear miles). For example, if there are three treatment areas for forest canopy control with treatment areas of 3,000 acres, 6,000 acres and 9,000 acres, report “3” for the total number of treatment areas in the row for forest canopy pest control, “9,000” for the maximum annual pesticide treatment area, and “acres” for units.

EXISTING PERMITS

List all permits that have been issued to the applicant by DEP or EPA. Include any NPDES and Water Quality Management (WQM) permits, Chapter 102 permits and any other environmental permits. Provide the issued permit number, the issue date and the name of the agency which issued the permit.

COMPLIANCE HISTORY REVIEW

Check the appropriate box to indicate if the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility. If the answer is “NO,” no further information is needed in this area. If “YES,” list each permit, order or schedule of compliance and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

PESTICIDES DISCHARGE MANAGEMENT PLAN (PDMP)

A Pesticide Discharge Management Plan (PDMP) must be attached to the Application if the applicant (Decision Maker) is considered a “Large Entity.” A Large Entity is any public entity (i.e., government organization) that serves a population greater than 10,000 or private enterprise that exceeds the Small Business Administration size standard as identified at 13 CFR § 121.201. Note that the development of a PDMP will require input from the pesticide applicator.

The PDMP documents how Decision Makers will implement technology-based and water quality-based effluent limitations of the pesticides permit, including the evaluation and selection of Pest Management Measures to meet those effluent limitations in order to minimize discharges. Decision Makers may incorporate by reference in the PDMP any procedures or plans in other documents that meet the requirements of the permit. If Decision Makers rely upon other documents to comply with the effluent limitations in the permit, such as a pre-existing pest management plan, the Decision Maker must attach to the PDMP a copy of any portions of any documents that are used to document the implementation of the effluent limitations.

Contents of the Pesticide Discharge Management Plan. The PDMP must include the following elements:

- Pesticide Discharge Management Team;
- Problem Identification;
- Pest Management Options Evaluation;
- Response Procedures (for spills and adverse incidents); and
- Appropriate signatures.

PDMP Team. The Decision Maker must identify all the persons (by name and contact information) that compose the team as well as each person's individual responsibilities, including:

- Person(s) responsible for managing pests in relation to the pest management area;
- Person(s) responsible for developing and revising the PDMP; and
- Person(s) responsible for developing, revising, and implementing corrective actions and other effluent limitation requirements.

Problem Identification. Decision Makers must document the following:

- Pest problem description. Document a description of the pest problem at the pest management area, including identification of the target pest(s), source(s) of the pest problem, and source of data used to identify the problem in Part C I of the General Permit, Pest Management Measures;
- Action Threshold(s). Describe the action threshold(s) for the pest management area, including data used in developing the action threshold(s) and method(s) to determine when the action threshold(s) has been met;
- General location map. In the plan, include a general location map (e.g., USGS quadrangle map, a portion of a city or county map, or other map) that identifies the geographic boundaries of the area to which the plan applies and locations of surface waters of the Commonwealth; and
- Water quality standards. Document any Special Protection water (High Quality and Exceptional Value Waters) and any water(s) identified as impaired by a substance which either is an active ingredient or a degradate of such an active ingredient.

Pest Management Options Evaluation. Decision Makers must document the evaluation of the pest management options, including combination of the pest management options, to control the target pest(s). Pest management options include the following: No action, prevention, mechanical/physical methods, cultural methods, biological control agents, and pesticides. In the evaluation, Decision Makers must consider the impact to water quality, impact to non-target organisms, feasibility, cost effectiveness, and any relevant previous Pest Management Measures.

Response Procedures. Decision Makers must document the following procedures in the PDMP:

- Spill Response Procedures – At a minimum the Decision Maker must have:
 - Procedures for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases. Employees who may cause, detect, or respond to a spill or leak must be trained in these procedures and have necessary spill response equipment available. If possible, one of these individuals should be a member of your PDMP team.
 - Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies.
- Adverse Incident Response Procedures – At a minimum the Decision Maker must have:
 - Procedures for responding to any adverse incident resulting from pesticide applications.
 - Procedures for notification of the adverse incident, both internal to Decision Makers agency/organization and external. Contact information for state/federal permitting agency, nearest emergency medical facility, and nearest hazardous chemical responder must be in locations that are readily accessible and available.

Signature Requirements. The Decision Maker must sign, date and certify the PDMP as specified below (Certification section).

CERTIFICATION

The applicant must certify that the information contained in the application is true, accurate and complete and agree to abide by the terms and conditions of this permit. In addition, the responsible official's signature also certifies that the

facility is eligible for coverage under the Pesticides Permit and ensures that water quality standards and effluent limits are attained.

The Application Form shall be signed as follows:

For individually owned operations – the owner of the facility must sign the Application Form.

For a Corporation – by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application originates.

For a Partnership or Sole Proprietorship – by a general partner or the proprietor, respectively.

For a Municipality, State, Federal or other public agency – by either a principal executive officer, ranking elected official or other authorized employee. For purposes of this application, a principal executive officer of a federal agency includes:

- a. The chief executive officer of the agency, or
- b. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

APPLICANT'S CHECKLIST

DEP provides a checklist (3800-PM-BCW0025c) to ensure the application is complete. This checklist must be returned with the completed application.

DEP OFFICES

A listing of DEP regional offices can be found on DEP's website (www.dep.pa.gov, select Regional Resources).



NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) APPLICATION FOR INDIVIDUAL PERMIT TO DISCHARGE SEWAGE EFFLUENT FROM SMALL FLOW TREATMENT FACILITIES INSTRUCTIONS

GENERAL INFORMATION

NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

The Department of Environmental Protection (DEP) requests that applicants use the most recent versions of applications as posted on DEP's website. The most recent version of the Application for Individual Permit to Discharge Sewage Effluent from Small Flow Treatment Facilities can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a personal computer, complete the form electronically and print the document for submission to DEP. The application and checklist can be obtained electronically as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Water
Select: Bureau of Clean Water
Select: Wastewater Management
Select: NPDES and WQM Permitting Programs

The GIF form can be obtained as follows:

Go to DEP's website: www.dep.pa.gov
Select: Businesses
Select: Permits, Licensing and Certification
Select: Department-Wide Permit/Authorization Packages
Select: General Information Form (GIF)

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's website: www.dep.pa.gov
Select: Data and Tools
Select: Tools
Select: eFACTS
Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's HelpDesk for assistance at 717.705.3768.

General Instructions. These instructions are intended to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. Attach additional sheets as necessary to complete all questions. If a question is not applicable to the project, write N/A in the appropriate field.

Who Must Apply for NPDES Permits? Persons who operate facilities or conduct activities that discharge pollutants into surface waters of the Commonwealth (including dry streams, ditches and storm sewers).

Who Can Use This Form? This form should be used by any applicant with a small flow sewage treatment facility (SFTF), including single residence sewage treatment plants (SRSTPs). A small flow treatment facility is a sewage

treatment facility with a design flow less than or equal to 2,000 gallons per day (GPD). An SRSTP is a small flow treatment facility serving one residential unit.

Where to File Applications. Three (3) copies of all application materials should be submitted to the DEP regional office that covers the county where the facility is located. A list of counties and DEP regional offices can be viewed at DEP's website (go to www.dep.pa.gov and select Regional Resources). If the facility is located in Erie County, a fourth copy of the application should be submitted to the DEP regional office.

If the facility discharges to a stream in the Delaware River Basin (i.e., directly to the Delaware River or its tributaries), send one complete copy of the application to the Delaware River Basin Commission (DRBC) at:

Delaware River Basin Commission
25 State Police Drive
P.O. Box 7360
West Trenton, NJ 08628-0360
Phone: 609.883.9500

If the facility is located in Allegheny County, send one complete copy of the application to the Allegheny County Health Department at:

Allegheny County Health Department
Frank B. Clack Health Center
Water Pollution Control Program
Building #5
40th Street & Penn Avenue
Pittsburgh, PA 15224
Phone: 412.578.8040

When to File Applications. Unless permission has been granted by DEP for submission at a later date, applications must be filed at least 180 days BEFORE your present NPDES permit expires or 180 days PRIOR TO start up and commencement of discharge for new facilities.

Application Fee. The required application fee payable to "Commonwealth of Pennsylvania" must accompany the application. See ~~the table~~ below for the appropriate application fee for new permits. There is no fee for reissuance of existing permits for SFTFs. The check should not be more than 10 days old. Any federal or state agency or independent state commission that provides funding to DEP for the implementation of the NPDES program through terms and conditions of a mutual agreement may be exempt from the fees.

Single residence sewage treatment plant SRSTP:	\$2100 for new; \$100 for reissuance
Small flow treatment facility:	\$50,250 for new; \$250 for reissuance

If you need assistance in determining the appropriate application fee, you may contact DEP's Central Office at 717.787.6744. If your application has been denied previously and you are resubmitting your application, the application fee must be included with the resubmission.

Public Notification of Permit Application and Public Access to Application Information. Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984), requires every applicant for a new, amended, or renewed NPDES permit to give written notice to each municipality and county in which the facility is located. The written notices must be received by municipalities and counties at least 30 days before DEP action on a permit application. A sample Act 14 notification letter (3850-PM-BCW0402) is available on DEP's eLibrary website.

Please submit with your application:

1. A copy of your correspondence notifying your intentions to the municipality(ies) and the county(ies) in which the permitted activity will occur.

- Evidence that the municipality(ies) and county(ies) have received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgment of the notification from the municipality(ies) and county(ies).

Failure to provide a copy of your notification correspondence and evidence of municipal and county receipt of your notification with the application may result in denial of your application.

Note that any information submitted to DEP which goes beyond that required by this form may be claimed as confidential, but claims for information which are effluent data will be denied. If a claim of confidentiality is not asserted at the time of submitting the information, DEP may make the information public without further notice. Claims of confidentiality will be handled in accordance with EPA's business confidentiality regulations in 40 CFR Part 2.

Other permits and/or approvals. Where necessary, the applicant shall be responsible to apply for and obtain other permits and/or approvals. DEP's General Information Form (GIF) (1300-PM-BIT0001) must be attached to the application and must indicate other permits that are necessary for the project, as applicable.

CHECKLIST

To assist the applicant in ensuring the application is complete, a checklist has been developed (3800-PM-BCW0018c). **This checklist should be completed and submitted with the complete application.**

COMPLETING THE APPLICATION

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent NPDES permit issued to the applicant. If unknown, leave these fields blank.

GENERAL INFORMATION

- Enter the Applicant/Operator Name as it appears on the GIF in the Client section (Organization Name or Registered Fictitious Name).
- Check the appropriate box to indicate whether the application is for a new permit or renewal of an existing permit. If a renewal, list the current NPDES permit number, the expiration date of the current NPDES permit in effect, and the permit renewal application due date (i.e., 180 days before the expiration date unless DEP has granted permission to submit the application at a later date).

NOTE – The Application for Permit Amendment form (3800-PM-BCW0027b) should be completed for all requests for amendments to previously issued permits.

- Check the appropriate box for facility fee category. Contact DEP's Central Office at 717.787.6744 if you need assistance.

TOPOGRAPHIC AND DISCHARGE INFORMATION

- Attach to the application a USGS topographic map that extends at least one mile beyond the property boundary. If a topographic map is not available use a map that depicts surface waters within the one mile boundary.
- List all treatment discharge outfalls associated with the facility. Include the outfall number (use same number as in existing permit or, if a new discharge, number sequentially starting with "001"), latitude, longitude, stream name and Chapter 93 classification (e.g., Warm Water Fishery, High Quality Cold Water Fishery, etc.). Chapter 93 classifications for Pennsylvania's waters are available at www.pacode.com, select Title 25 and Chapter 93.
- Describe any uses of sewage effluent that are alternatives to stream discharges. These may include off-site uses for golf course irrigation or other reuse or land application of effluent.

NOTE – For new or expanded discharges to High Quality or Exceptional Value waters, the applicant must conduct an alternatives analysis that includes a consideration of non-discharge alternatives. In general, this should have been

completed during the sewage planning approval process. If this has not been completed as part of sewage planning, DEP will require the completion of the alternatives analysis as part of the NPDES permit application.

TREATMENT PLANT FLOW INFORMATION

1. For new facilities, enter the annual average design flow in gallons per day (GPD). If the facilities are being expanded, enter the proposed design flow in GPD.
2. For existing facilities, enter the annual average design flow in GPD, the highest average monthly flow for the previous year in GPD, and the month in which the highest average flow occurred. If flow has not been measured, indicate "N/A."

TREATMENT PLANT PROCESS INFORMATION

1. Provide a narrative description of the proposed or existing wastewater treatment process. Identify all unit processes and the number of process tanks. For example, "Influent flow enters one 1,000-gallon septic tank followed by a 200-gallon dosing tank and a 1,500-square foot aboveground sand filter."
2. Identify the type of disinfection used (e.g., gaseous chlorine, liquid chlorine, ultraviolet, etc.). If chlorine is used and a dechlorination process is also used, specify this in the application.
3. If facility upgrades are anticipated in the next five years, describe the upgrades in the application.

EFFLUENT TESTING INFORMATION

For renewal applications, provide the maximum daily and average monthly statistical results for the listed pollutants over the past two years. SRSTPs/SFTFs should report the results of pH (Minimum and Maximum), BOD5 or CBOD5, TSS, Fecal Coliform and Total Residual Chlorine (TRC) (if chlorine is used for disinfection). If pH data are not available, these fields may remain blank. At least one sample result for all other parameters is required.

Applicants for new discharges should report estimated results for pH (Minimum and Maximum) and estimated average monthly results for BOD5 or CBOD5, TSS, Fecal Coliform and TRC (if chlorine is used for disinfection).

SEWERAGE FACILITIES (ACT 537) PLANNING

Any applicant planning to construct or expand sewage treatment or conveyance facilities must obtain approval from the municipality in which the activity will take place. DEP must approve any revision to the municipality's Official Sewerage Facilities Plan. If the applicant is seeking an NPDES permit for a new facility, attach the Sewerage Planning Approval Letter issued by DEP. For the question that asks whether the sewage discharges covered by this application are consistent with the DEP-approved official Sewerage Facilities Plan(s), select "Yes" if planning approval has been obtained, otherwise select "No," and provide an explanation of the status of sewage planning approval.

NOTE – The application may be denied if sewage planning approval has not been obtained before applying for an NPDES permit.

LABORATORY INFORMATION

List off-site laboratories used for analytical results reported in the application and the analyses performed.

COMPLIANCE HISTORY

Check appropriate box to indicate whether the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility at the time the application is submitted to DEP. If the answer is "No," no further information is needed in this section. If the answer is "Yes," list each permit, order, or compliance schedule and provide compliance status of the permitted facility or activity on a separate attached sheet.

CERTIFICATION AND SIGNATURE OF APPLICANT

The applicant must certify that the information contained in the application is true, accurate and complete.

The application must be signed as follows:

For individually owned operations - the owner of the facility must sign the application.

For a Corporation - by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship - by a general partner or the proprietor, respectively.

For a Municipality - state, federal or other public agency - by either a principal executive officer or ranking elected official. For purposes of this the application, a principal executive officer of a federal agency includes:

- The chief executive officer of the agency, or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

DRAFT

DOCUMENT REVISION HISTORY

Date	Revision Reason
November 2016	Updated pathway to find documents on website; Included reference to Sample Act 14 Notification Letter; Updated topographic map requirements; Updated document number and references to document numbers.

DRAFT



APPLICATION FOR SINGLE RESIDENCE SEWAGE TREATMENT PLANT NPDES AND WQM PERMIT TRANSFER INSTRUCTIONS

GENERAL INFORMATION

To Obtain DEP Application Packages. To expedite the processing of the application, the Department of Environmental Protection (DEP) requests that the most up-to-date application package available be used. The most recent version of this package can be obtained by contacting the appropriate DEP regional office, or through our website noted below. This package, as well as other DEP-wide and/or program-specific permit application form packages are available in Microsoft Word format at this same web location. Applicants can download the appropriate form to a personal computer, complete the form electronically and print the document for submittal to DEP using the following steps:

- Go to DEP's website: www.dep.pa.gov
- Select: Businesses
- Select: Water
- Select: Bureau of Clean Water
- Select: Wastewater Management
- Select: NPDES and WQM Permitting Programs

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION

In general, DEP will not notify you if the Application is considered complete and technically adequate. You may view the status of your NOI/Application as follows:

- Go to DEP's website: www.dep.pa.gov
- Select: Data and Tools
- Select: Tools
- Select: eFACTS
- Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Helpdesk for assistance at 717.705.3768.

General Instructions. This package is designed to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. If information needed is more than space allows, attach additional sheets as necessary. If a question is not applicable to the facility, write NA in the appropriate box.

This application for transfer of National Pollutant Discharge Elimination System (NPDES) and Water Quality Management (WQM) permits is intended solely for use by permittees of single residence sewage treatment plants (SRSTPs). SRSTPs are treatment facilities designed and utilized for single family homes. There are generally four types of permits that may be issued by DEP to authorize construction, operation and surface water discharge for SRSTPs and may be transferred to new ownership through this form:

- PAG-04 General NPDES Permit Coverage;
- Individual NPDES Permit;
- WQG-01 General WQM Permit; and
- WQM Permit.

The permittee must notify the appropriate DEP regional office by letter of such pending change at least 30 days prior to the change in ownership or control. Both the current permittee and the new owner must complete the *Application for Single Residence Sewage Treatment Plant NPDES and WQM Permit Transfer*.

Applications for all transfers must be submitted in duplicate to the appropriate DEP regional office that has jurisdiction over the county where the facilities are located.

The original permit must be surrendered if available. If the permittee cannot produce his copy of the permit, the application must so indicate.

The regional office will review the application with particular regard to compliance with requirements of DEP's Rules and Regulations and conformity of facilities with those approved in the permit.

If DEP determines that the permit can be transferred, an amended permit will be issued. The amended permit will be mailed to the **new** permittee with a letter of transmittal. Copies of the letter of transmittal will be sent to the **old** permittee.

If DEP determines that the permit cannot be transferred, the regional office will return the transfer request and permit documents to the former permittee and notify him that the transfer is denied, stating the reason(s) for the denial and the permittees rights of appeal. A copy of the notification letter will be sent to the proposed new permittee. When the denial is based on facility changes, the proposed new permittee will be asked to apply for a new permit(s) due to substantial operating changes from the existing permit(s). In such situations the normal permit application processes will be followed (including application fees, Act 14 local municipality/county notification, etc.).

Permit Transfer Fees. The required transfer fee, identified below, must accompany the application. The check or money order should not be more than 10 days old and be made payable to "Commonwealth of Pennsylvania."

- PAG-04 General NPDES Permit Coverage - \$0
- Individual NPDES Permit - \$50
- WQG-01 General WQM Permit - \$0
- WQM Permit - \$50

Applicant Responsibility. It is the applicant's responsibility to demonstrate eligibility for coverage under the permit. The demonstration must be made as part of the application submittal.

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent permit(s) issued to the applicant. If unknown, leave these fields blank.

In the space provided, enter the assigned number(s) of the DEP-issued permit(s) in which the applicant is requesting transfer to a new permittee. In addition, enter the date of the proposed sale or transfer of ownership or operation.

DEP OFFICES

A listing of DEP's regional offices can be found on DEP's website (www.dep.state.pa.us) by selecting "Regional Resources".

PRESENT PERMITTEE INFORMATION

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. When replying to DEP, inclusion of this number will make it easier to process the request in a timely manner. If known, enter the Client ID#.

Client Type/Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity.

Government		Non-Government		Individual	
AUTH	Authority	ASSOR	Association/Organization	INDIV	Individual
CNTY	County	LLC	Ltd. Liability Company		
FED	Federal Agency	LLP	Ltd. Liability Partnership		
MUNI	Municipality	NPACO	Non-Pennsylvania Corporation		
NONPG	Non-PA Govt	OTHER	Other (Non-Govt)		
OTHG	Other (Govt)	PACOR	Pennsylvania Corporation		
SCHDI	School District	PARTG	Partnership-General		
STATE	State Agency	PARTL	Partnership-Limited		
		SOLEP	Sole Proprietorship		

Note: If two individuals' names are listed as the clients, the Client Type/Code of "Partnership-General" should be used.

Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g.,	APT	(Apartment)	DEPT	(Department)	RM	(Room)
	BLDG	(Building)	FL	(Floor)	STE	(Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough, or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

PERMIT INFORMATION

Existing Permits. List all NPDES and WQM permits that were issued for this facility. Provide the permit type, issued permit number and the date issued.

COMPLIANCE HISTORY REVIEW

Check the appropriate box to indicate if the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility. If the answer is "No," no further information is needed in this area. If "Yes," list each permit, order and schedule and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

CERTIFICATION

The present permittee must certify that the information contained in the application is true, accurate and complete.

The transfer application shall be signed by the owner of the facility.

If signed by other than the above, written notification of delegation of signatory authority must be submitted to DEP along with this form.

PROPOSED PERMITTEE INFORMATION

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. When replying to DEP, inclusion of this number will make it easier to process the request in a timely manner. Enter the Client ID# if known. If a new client to DEP, skip to the next request for information.

Client Type/Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity.

Government		Non-Government		Individual	
AUTH	Authority	ASSOR	Association/Organization	INDIV	Individual
CNTY	County	LLC	Ltd. Liability Company		
FED	Federal Agency	LLP	Ltd. Liability Partnership		
MUNI	Municipality	NPACO	Non-Pennsylvania Corporation		
NONPG	Non-PA Govt	OTHER	Other (Non-Govt)		
OTHG	Other (Govt)	PACOR	Pennsylvania Corporation		
SCHDI	School District	PARTG	Partnership-General		
STATE	State Agency	PARTL	Partnership-Limited		
		SOLEP	Sole Proprietorship		

Note: If two individuals' names are listed as the clients, the Client Type/Code of "Partnership-General" should be used.

Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g., APT (Apartment) DEPT (Department) RM (Room)
 BLDG (Building) FL (Floor) STE (Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough, or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate if the proposed facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at any other facility. If the answer is "No," no further information is needed in this area. If "Yes," list each permit, order and schedule and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

CERTIFICATION

The proposed permittee must certify that the information contained in the application is true, accurate and complete and agree to abide by the terms and conditions of the permit.

The transfer application shall be signed by the proposed owner of the facility.

If signed by a person other than the above, written notification of delegation of signatory authority must be submitted to DEP along with this form.

DOCUMENT REVISION HISTORY

Date	Revision Reason
	Updated pathway to find documents on website; Updated document number and references to document numbers.

DRAFT



APPLICATION FOR NPDES OR WQM PERMIT TRANSFER INSTRUCTIONS

GENERAL INFORMATION

To Obtain DEP Application Packages. To expedite the processing of the applicant's request, the Department of Environmental Protection (DEP) requests that the most up-to-date application package available be used. The most recent version of this package can be obtained by contacting the appropriate DEP regional office, or through our website noted below. This package, as well as other DEP-wide and/or program-specific permit application form packages, are available in Microsoft Word format at this same web location. Applicants can download the appropriate form to a personal computer, complete the form electronically and print the document for submittal to DEP using the following steps:

- Go to DEP's website: www.dep.pa.gov
- Select: Businesses
- Select: Water
- Select: Bureau of Clean Water
- Select: Wastewater Management
- Select: NPDES and WQM Electronic Permitting Programs

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION

In general, DEP will not notify you if the Application is considered complete and technically adequate. You may view the status of your application as follows:

- Go to DEP's website: www.dep.pa.gov
- Select: Data and Tools
- Select: Tools
- Select: eFACTS
- Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's HelpDesk for assistance at 717.705.3768.

General Instructions. This package is designed to assist the applicant in completing the application form identified above. Type or print clearly when completing the form. If information needed is more than space allows, attach additional sheets as necessary. If a question is not applicable to the facility, write N/A in the appropriate box.

The transfer application form (3800-PM-BCW0041b) may be used by anyone holding a National Pollutant Discharge Elimination System (NPDES) individual permit or coverage under an NPDES General Permit who wishes to transfer ownership or operation under the permit to a new permittee, with the exception of single residence sewage treatment plants (SRSTPs), which should use a separate application (3800-PM-BCW0016b). It may also be used for those holding a Water Quality Management (WQM) permit for construction and operation of sewage (except SRSTPs), industrial waste or manure storage facilities, including land application, and those who operate under a "No Exposure" Certification issued by DEP.

A transfer application fee must accompany the transfer application form for most NPDES permits (see Permit / Facility Category section below). No Exposure Certifications may be transferred without charge to the new owner or operator of a facility provided the facility is the same as originally approved. Requests for permit transfers may be denied where the permitted facilities are in violation of the Clean Streams Law or other environmental statutes or regulations (unless the transfer would help to resolve and correct the violation). Requests may also be denied where the proposed new permittee has shown a lack of ability or intention to comply with such laws, regulations, permits and orders (as indicated by past or continuing violations).

In the event of any pending change in control or ownership of regulated facilities, the permittee must notify the appropriate DEP regional office of such pending change at least 30 days prior to the change in ownership or operation. Both the current permittee and the new owner or operator must complete the transfer application.

Applications for all transfers must be submitted in duplicate to the appropriate DEP regional office that has jurisdiction over the county where the facilities are located.

If the transfer involves change in the permittee's name only for a facility covered by an individual NPDES permit, the permittee should use the Application for a Permit Amendment form (3800-PM-BCW0027b). For facilities covered by a General NPDES Permit or a WQM Permit, this form (3800-PM-BCW0041b) should be used for all transfer actions including name changes, except for SRSTPs.

The original permit must be surrendered to DEP as part of the transfer. If the permittee cannot produce a copy of the permit, the application must indicate this.

The regional office will review the application with particular regard to compliance with requirements of DEP's Rules and Regulations and conformity of facilities with those approved in the permit.

If DEP determines that the permit can be transferred, an amended permit will be issued. The amended permit will be mailed to the **new** permittee with a letter of transmittal. Copies of the letter of transmittal will be sent to the **prior** permittee. When transferring **sewage NPDES** permits and **sewage WQM permits with a discharge to groundwater**, the **new** permittee must record the permit with the County Recorder of Deeds under the provisions of the Clean Streams Law.

If DEP determines that the permit cannot be transferred, the regional office will return the transfer request and permit documents to the prior permittee with notification that the transfer is denied, stating the reason(s) for the denial and the permittee's rights of appeal. A copy of the notification letter will be sent to the proposed new permittee. When the denial is based on facility changes the proposed new permittee will be asked to apply for a new permit(s) due to substantial operating changes from the existing permit(s). In such situations the normal permit application processes will be followed (including permit application fees, Act 14 local municipality/county notification, local newspaper notice for industrial waste discharge permits, etc.).

Applicant Responsibility. It is the applicant's responsibility to demonstrate eligibility for coverage under the permit. The demonstration must be made as part of the application submittal.

If known, enter Client ID, Site ID, APS ID and Facility ID. These are identification numbers specific to the applicant, facility, and the most recent permit(s) issued to the applicant. If unknown, leave these fields blank.

In the space provided, enter the assigned number(s) of the DEP-issued permit(s) in which the applicant is requesting transfer to a new permittee. In addition, enter the date of the proposed sale or transfer of ownership or operation.

If the facility is using the eDMR system, the applicant must attach the eDMR Registration Form (3800-FM-BCW0424) and Trading Partner Agreement (3800-FM-BCW0425) to register the proposed permittee. Without these forms the application will be considered incomplete. The forms can be found on DEP's eDMR website: www.dep.pa.gov/eDMR.

DEFINITIONS

To provide the applicant with a better understanding of terminology, we are including the following definitions.

eDMR system. DEP's electronic Discharge Monitoring Report (DMR) system used to manage DMR reporting requirements of National Pollutant Discharge Elimination System (NPDES) and Water Quality Management (WQM) permits.

eFACTS (Environment, Facility, Application, Compliance Tracking System). DEP's electronic application system to document and maintain client, site and facility data for purposes of authorizing regulated activities and tracking compliance.

eNotice. DEP has developed a comprehensive environmental compliance information reporting system to give the public access to permitting and compliance information on individual facilities by program and by geographic area. This system is available by logging on to DEP's website and selecting eNOTICE.

Client (Responsible Party). A client (also referred to as applicant or permittee) is a person or organization that requests approval from DEP to perform a regulated activity. Client information is documented and assigned an internal DEP Client ID# for tracking purposes.

Site (Place). A site is a physical location of importance to DEP. A site may include locations where a regulated facility is physically located or where a regulated activity occurs that has the potential to impact the health and safety of the citizens and/or the natural resources of the Commonwealth. A site is not solely defined by geographical location (can span several municipalities and even counties in some cases) but rather by the client/applicant's purpose of doing business. All DEP programs' involvement at a physical location of importance to DEP is grouped under one "entity" – site. This holistic view of site will promote an understanding of the interrelationships of facilities to support pollution prevention; multi-media inspections; a DEP-wide view of compliance; and public understanding and access of information. Site information is documented and assigned an internal DEP Site ID# for tracking purposes.

Site-to-Client Relationships. DEP will create internal records to relate (link) each site with all clients associated with the site and/or its facilities.

Facility. A facility (also referred to as Primary Facility (PF)) is a logical bridge between sites and sub-facilities that allows DEP to provide a framework for a facility's or an activity's regulation. PF is a way to group a program's involvement at a site (what it regulates) under one heading. For example: One area of the water program groups all of their involvement (regulated entities) under a PF type of "Water Pollution Control Facility." Facility information is documented and assigned an internal DEP Facility ID# for tracking purposes.

Sub-Facility. A sub-facility (SF) is program-specific. An SF is what DEP regulates. For example: An Outfall Structure and a Production Service Unit are SFs of a Water Pollution Control Facility PF.

Authorization. Any DEP approval. For example: permits, plans, approvals, licenses, registrations, certifications, etc. Authorization information is documented and assigned an internal DEP Auth ID# for tracking purposes.

DEP OFFICES

A listing of DEP's regional offices can be found on DEP's website (www.dep.pa.gov) by selecting "Regional Resources".

PERMIT / FACILITY CATEGORY

Specify the type of permit(s) and facility the transfer application applies to by checking the appropriate box. Sewage facilities with individual NPDES permits should be checked as either "Small Flow Treatment Facility" (if flow is less than 2,000 GPD and not serving a single residence) or "Other Domestic Wastewater" (all other sewage facilities where flow > 2,000 GPD). Facilities with stormwater discharges only and pesticide activities that are covered by an individual NPDES permit should select "Industrial Waste". Facilities covered by an NPDES General Permit should select "NPDES General Permit," and the appropriate General Permit should be identified (e.g., "PAG-03"). If none of the options are applicable, select the box for "Other" and specify the type of permit in the space provided.

Permit Transfer Fees. Where applicable in accordance with the schedule below, the required transfer fee payable to "Commonwealth of Pennsylvania" must accompany the application. The check or money order should not be more than 10 days old.

Permit Type ⁽¹⁾	Facility Type ⁽²⁾	Transfer Fee ^{(3),(4)}
Individual NPDES Permit	Small Flow Treatment Facility (Sewage ≤ 2,000 gallons per day, not an SRSTP)	\$100
Individual NPDES Permit	Other Domestic Wastewater (All Sewage Facilities > 2,000 gallons per day)	\$200
Individual NPDES Permit	Industrial Waste (including industrial stormwater, <u>Concentrated Aquatic Animal Production (CAAP) facilities</u> and pesticides)	\$500
Individual NPDES Permit	Municipal Separate Storm Sewer System (MS4)	\$500
Individual NPDES Permit	Concentrated Animal Feeding Operation (CAFO)	\$200
General NPDES Permit	All facilities covered by this permit type except SRSTPs and CAFOs (facilities covered by PAG-03, PAG-04 (SFTFs), PAG-05, PAG-06, PAG-10, PAG-11, PAG-13 and PAG-15)	\$50
Water Quality Management (WQM) Permit (Including WQG- General Permits)	All facilities covered by this permit type except SRSTPs-	\$5100
<u>WQM Permit</u>	<u>Small Flow Treatment Facility</u>	<u>\$100</u>
<u>WQM Permit</u>	<u>Major industrial waste treatment facilities</u>	<u>\$500</u>
<u>WQM Permit</u>	<u>All other facilities or activities covered by a WQM Permit</u>	<u>\$250</u>
Joint PFBC/DEP Pesticide Permits (Chapter 91.38 Permit ²)	All facilities covered by this permit type	\$50
No Exposure Certification	All facilities covered by this authorization type	\$50

NOTES:

- (1) For a change to the permittee's name only (i.e., not a transfer of ownership or operation), a minor amendment fee of \$200 is required for facilities with individual NPDES permits and DEP's Form No. 3800-PM-BPNPSM0027b should be used. For facilities covered by any other permit type (except SRSTPs), this form should be used for name changes.
- (2) For transfers of all permit types related to SRSTPs, use the transfer application specific to SRSTPs (3800-PM-BPNPSM0016b). The transfer fees for SRSTPs are \$50 for Individual NPDES Permits and WQM Permits and \$0 for General NPDES Permits (PAG-04) and ~~WQM/WQG-01~~ Permits.
- (3) If multiple permits are being transferred, the fee that should be attached to the application is the sum of all individual transfer fees identified in this schedule.
- (4) Transfer fees are not required for federal or state agencies that meet the requirements of 25 Pa. Code 25 Pa. Code § 92a.26(gh) (contact DEP for clarification if necessary prior to submission).

PRESENT PERMITTEE INFORMATION

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. When replying to DEP, inclusion of this number will make it easier to process the request in a timely manner. If known, enter the Client ID#. If a new client to DEP, skip to the next request for information.

Client Type/Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity.

Government	
AUTH	Authority
CNTY	County
FED	Federal Agency
MUNI	Municipality

Non-Government	
ASSOR	Association/Organization
LLC	Ltd. Liability Company
LLP	Ltd. Liability Partnership
NPACO	Non-Pennsylvania Corporation

Individual	
INDIV	Individual

NONPG	Non-PA Govt	OTHER	Other (Non-Govt)
OTHG	Other (Govt)	PACOR	Pennsylvania Corporation
SCHDI	School District	PARTG	Partnership-General
STATE	State Agency	PARTL	Partnership-Limited
		SOLEP	Sole Proprietorship

NOTE – If two individuals' names are listed as the clients, the Client Type/Code of “Partnership-General” should be used.

Organization Name or Registered Fictitious Name. Clients other than individuals must provide the name under which they conduct the activity or business for which the permit or other authorization will be issued.

Individuals should complete the “Organization Name” if they conduct their business or activity under a name other than their own (for example, “Jones Construction Company,” rather than “Mary Jones”).

For partnerships, be sure to list the business name of the partnership as it appears on legal partnership papers.

If the applicant is an individual(s) or partnership, be sure to also provide the appropriate information on the individual name lines.

Employer ID#. Also referred to as “Federal Tax ID#.” The Employer ID# (EIN) aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

Dun & Bradstreet ID#. If known, supply the applicant's Dun & Bradstreet Identification Number. This information is optional.

Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g., APT (Apartment) DEPT (Department) RM (Room)
 BLDG (Building) FL (Floor) STE (Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

Client Contact Information. Clients that are organizations must provide the name of a person representing the client (organization). This client contact must be an employee of the organization and must be located at the mailing address of the client and may receive correspondence on behalf of the client. Include the individual's name, title, daytime phone number and e-mail address. DEP will use this contact information for maintaining client data. This individual should be a high-level employee such as CEO, VP, Operations Manager, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Project contact information should be entered in the Site Contact found in the Site Information section.

SITE INFORMATION

DEP Site ID#. DEP-wide unique identification number assigned to the site after site information is entered into DEP's computer system. This one number identifies the site regardless of the program with which the applicant is working. When replying to DEP, inclusion of this number will make it easier to process the application in a timely manner. Enter the Site ID# if known. If identifying a new site to DEP, skip to the next request for information.

Site Name. The name of the site at the specific physical location. Do not use abbreviations, acronyms, etc.

EPA ID#. If known, supply the EPA ID# for the site (this number is also referred to as a FINDS ID#). This is optional.

Estimated Number of Employees to be Present at Site. To assist with future Pollution Prevention and Compliance Assistance initiatives, please include the estimated number of employees to be present at the site once it is active.

Description of Site. Provide a written description of the proposed site (e.g., water treatment plant, sewage treatment plant, toy factory, etc.).

County, Municipality. Indicate the county(ies) and municipality(ies) in which the site is located. Check the appropriate box to identify the type of municipality entered (city, borough, township).

Site Location. Provide the physical address of the location where the permitted activities will occur. No PO Box Numbers will be accepted for site location information. Provide the City (or Municipality), State, and the ZIP+4, if known.

Detailed Written Directions to Site. When providing written directions, do not use PO Box address data. Include landmarks and approximate distances from the nearest highway.

Site Contact Information. Provide the name of the person having overall responsibility for environmental matters at the site. Include the individual's name, title, firm, mailing address, daytime phone number and e-mail address (optional).

NAICS Codes. Clients applying for an authorization from DEP need to provide the appropriate North American Industry Classification System (NAICS pronounced nākes) code(s) at the Sector level (at a minimum). Enter all NAICS codes that pertain to the activity for which the application is being completed. More than one two- or three-digit NAICS code may be entered in the box provided. Enter the six-digit NAICS code if known. This list of NAICS Sector and Subsector level codes is included in this application package or may be found on DEP's website under "Permit and Authorization Packages."

Site to Client Relationship. Enter the relationship code that best describes how the client is related to the activity or operation at the site for which the permit is being sought.

Code	Type	Code	Type
OWN	Owner	LESOP	Lessee/Operator
AGENT	Agent for the Owner or Operator	CONTR	Contractor for the Owner or Operator
OWNOP	Owner/Operator	OPR	Operator
LESSE	Lessee	OTHER	Other (Explain)

FACILITY INFORMATION

Facility Name. Provide the name of the facility (which may be the same as the site name).

Facility eDMR status. Check the box for "Yes" if the facility's self-monitoring data are being submitted to DEP using the electronic Discharge Monitoring Report (eDMR) system (www.dep.pa.gov/edmr), otherwise check the box for "No." If "Yes" the proposed permittee must complete and submit the eDMR Registration Form (3800-FM-BCW0424) and eDMR Trading Partner Agreement (TPA) Form (3800-FM-BCW0425) to DEP's Bureau of Clean Water to register the proposed permittee for continued use of eDMR. These forms should be submitted to DEP's Bureau of Clean Water prior to or at the same time the transfer application is submitted to the appropriate DEP regional office. Attach copies of the Registration and TPA forms to the transfer application as a demonstration that submission to DEP's Bureau of Clean Water was completed by the proposed permittee. Note that under the U.S. Environmental Protection Agency's (EPA's) NPDES Electronic Reporting Rule, most facilities with NPDES permits are now required to submit DMR data electronically. If you have questions about whether your facility must submit DMRs electronically, contact DEP's Bureau of Clean Water at (717) 787-5017.

Existing Permits. List all NPDES and WQM permits that were issued for this facility. Provide the permit type, issued permit number, the date issued, and the name of the agency which issued the permit.

Facility Description. Provide a brief description of the facility. Attach a map or sketch to the application form and indicate the point of discharge. The map can be a sketch of the facility developed on an 8½ x 11 inch or larger size paper.

Facility Location & Drainage Map. Locate the facility and discharge location on a USGS topographical map. If a topographic map is not available use a map that depicts surface waters within the one mile boundary. Submit a copy of the map(s) with the application.

Latitude/Longitude. Latitude and longitude measures aid in providing the physical location of the facility. If known, indicate appropriate degrees, minutes and seconds for the project. The Latitude/Longitude Point of Origin is the place or location where the reading was actually taken.

Additional Locational Data Information. This information is being requested in order to determine the method, accuracy and description of the latitude and longitude information that is being provided with the application. Please provide this information if known for the facility. The list of locational data codes and descriptions can be found electronically on DEP's website under "Permit and Authorization Packages."

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate if the facility owner or operator is in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility. If the answer is "No," no further information is needed in this area. If "Yes," list each permit, order and schedule and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

CERTIFICATION

The present permittee must certify that the information contained in the application is true, accurate and complete. In addition, the responsible official's signature also certifies that BMP, PPC Plans and other controls are, or will be, implemented to ensure that water quality standards and effluent limits are attained.

The transfer application shall be signed as follows:

For individually owned operations - the owner of the facility must sign the application.

For a Corporation - by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application originates.

For a Partnership or Sole Proprietorship - by a general partner or the proprietor, respectively.

For a Municipality - state, federal or other public agency - by either a principal executive officer, ranking elected official or other authorized employee. For purposes of this application, a principal executive officer of a federal agency includes:

1. The chief executive officer of the agency, or
2. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If signed by a person other than the above, written notification of delegation of signatory authority must be submitted to DEP along with this form.

PROPOSED PERMITTEE INFORMATION

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. When replying to DEP, inclusion of this number will make it easier to process the request in a timely manner. Enter the Client ID# if known. If a new client to DEP, skip to the next request for information.

Client Type/Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity.

Government	
AUTH	Authority
CNTY	County
FED	Federal Agency
MUNI	Municipality
NONPG	Non-PA Govt
OTHG	Other (Govt)
SCHDI	School District
STATE	State Agency

Non-Government	
ASSOR	Association/Organization
LLC	Ltd. Liability Company
LLP	Ltd. Liability Partnership
NPACO	Non-Pennsylvania Corporation
OTHER	Other (Non-Govt)
PACOR	Pennsylvania Corporation
PARTG	Partnership-General
PARTL	Partnership-Limited
SOLEP	Sole Proprietorship

Individual	
INDIV	Individual

NOTE – If two individuals' names are listed as the clients, the Client Type/Code of “Partnership-General” should be used.

Organization Name or Registered Fictitious Name. Clients other than individuals must provide the name under which they conduct the activity or business for which the permit or other authorization will be issued.

Individuals should complete the “Organization Name” if they conduct their business or activity under a name other than their own (for example, “Jones Construction Company,” rather than “Mary Jones”).

For partnerships, be sure to list the business name of the partnership as it appears on legal partnership papers.

If the applicant is an individual(s) or partnership, be sure to also provide the appropriate information on the individual name lines.

Employer ID#. Also referred to as “Federal Tax ID#.” The Employer ID# (EIN) aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

Dun & Bradstreet ID#. If known, supply the applicant's Dun & Bradstreet Identification Number. This information is optional.

Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g., APT (Apartment) DEPT (Department) RM (Room)
 BLDG (Building) FL (Floor) STE (Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

Client Contact Information. Clients that are organizations must provide the name of a person representing the client (organization). This client contact must be an employee of the organization and must be located at the mailing address of the client and may receive correspondence on behalf of the client. Include the individual's name, title, daytime phone number and e-mail address. DEP will use this contact information for maintaining client data. This individual should be a high-level employee such as CEO, VP, Operations Manager, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Project contact information should be entered in the Site Contact found in the Site Information section.

COMPLIANCE HISTORY REVIEW

Check appropriate box to indicate if the proposed permittee is in violation of any DEP regulation, permit, order or schedule of compliance at any other facility. If the answer is "No," no further information is needed in this area. If "Yes," list each permit, order and schedule and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

CERTIFICATION

The proposed permittee must certify that the information contained in the application is true, accurate and complete and agree to abide by the terms and conditions of the permit. In addition, the responsible official's signature also certifies that BMP, PPC Plans and other controls are, or will be, implemented to ensure that water quality standards and effluent limits are attained.

The transfer application shall be signed as follows:

For individually owned operations - the owner of the facility must sign the application.

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1. The chief executive officer of the agency, or
2. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If signed by a person other than the above, written notification of delegation of signatory authority must be submitted to DEP along with this form.

DOCUMENT REVISION HISTORY

Date	Revision Reason
February 2017	Updated to include submission of copies of the eDMR Registration Form and eDMR Trading Partner Agreement Form as a requirement for existing eDMR users.
November 2016	Updated document number and document number references; Updated website references; Updated topographic map requirements.

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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

WATER QUALITY MANAGEMENT PERMIT APPLICATION INSTRUCTIONS

GENERAL INFORMATION

FAILURE TO COMPLY WITH THESE INSTRUCTIONS AND SUBMIT ALL REQUIRED INFORMATION MAY RESULT IN DENIAL OF THE APPLICATION.

The Department of Environmental Protection (DEP) requests that applicants use the most recent versions of applications as posted on DEP's website. The most recent version of the Application for Water Quality Management Permit can be obtained through DEP's website as noted below. A complete application package includes the application form, the General Information Form (GIF), and all other attachments identified on the checklist for this application. Applicants can download the appropriate form to a computer, complete the form electronically and print the document for submission to DEP. The website address is:

<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9538>

The GIF form can be obtained as follows at the following:

<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9422>

FOLLOWING SUBMISSION OF YOUR APPLICATION, CHECK DEP'S WEBSITE TO MONITOR THE STATUS OF YOUR APPLICATION. In general, DEP will not notify you if the application is considered complete and technically adequate. You may view the status of your application as follows:

Go to DEP's eFACTS website: <http://www.ahs.dep.pa.gov/eFACTSWeb/default.aspx/default.aspx>

Select: Authorization Search and search for the record using the permit number. If unknown, you will need to search using other criteria. If necessary, contact DEP's Help Desk for assistance at 717.705.3768.

General Instructions. This package is designed to assist the applicant in completing the application form for a Water Quality Management (WQM) Permit. Type or print clearly when completing the form. If information needed is more than space allows, attach additional sheets as necessary. If a question is not applicable to the project, write NA in the appropriate box.

Who must obtain a WQM permit? The following situations require issuance of permits:

1. Construction and operation of wastewater treatment facilities that will discharge to waters of the Commonwealth (via stream discharge or to groundwater).
2. Operation of land application systems for wastewater treatment and/or disposal.
3. Construction and operation of underground injection wells and associated pretreatment facilities except groundwater cleanup treatment facilities using demonstrated technology approved by DEP. A permit issued by the Oil and Gas program that satisfies the requirements of 25 Pa Code Chapter 91 is considered to satisfy the permitting requirements pursuant to the Clean Streams Law, and no separate Water Quality Management permit is required.
4. Construction and operation of impoundments used for storing or treating wastewater and residual waste. See Section 91.35 and 289.1 of DEP's Rules and Regulations for permitting requirements for construction and operation of impoundments used to store or treat wastewater and residual wastes.
5. Construction and operation of facilities for storage of animal manure or land application of animal manure where DEP determines that a permit is necessary pursuant to Section 91.36 of DEP's Rules and Regulations. Please refer to "Instructions for Completing Module 18 for Water Quality Management Permit for Manure Storage Facilities" for more detailed instructions.
6. Sanitary sewer systems
 - (a) New public sewer systems (i.e., not extensions).

- (b) Public wastewater interceptors, pumping stations and force mains.
- (c) Public sewer extensions serving or having the potential to serve 250 or more equivalent dwelling units (EDUs) or adding an equivalent wastewater flow of 65,500 gallons per day to an existing sewer system.
- (d) Private sewer systems serving or having the potential to serve 250 or more EDUs or producing an equivalent wastewater flow of 65,500 gallons per day.
- (e) Any alternative, unusual or experimental designs (i.e., not built and operated in accordance with the *Domestic Wastewater Facilities Manual* DEP ID: 362-0300-001 (DWFM)).
- (f) Sewer systems if found to have a potential for polluting waters of the Commonwealth or becoming a public nuisance.

It is the responsibility of the wastewater facility owner to obtain the WQM permit. For further information regarding what permits are required for various activities, refer to the publication *Guide to DEP Permits and Other Authorizations* available on DEP's Web site at www.depweb.state.pa.us.

The requirements for preparing applications and obtaining a WQM permit are included in Chapter 91 of DEP's Rules and Regulations.

If a stream crossing or other encroachment is involved, contact DEP's Regional Water Quality Management Program.

Erosion and Sedimentation (E&S) Control Plan

Prior to construction of the permitted facility, pursuant to Chapter 102, an E&S Control Plan must be developed and implemented prior to, during and after the earth disturbance activity.

If the activity involves 5 or more acres of earth disturbance, or from 1 to 5 acres of earth disturbance with a point source discharge to surface waters of the Commonwealth, a National Pollutant Discharge Elimination System (NPDES) permit for the Discharge of Stormwater Associated with Construction Activity is required.

In addition to the state NPDES permitting requirements, some municipalities, through local ordinances, require the E&S Control Plan to be reviewed and approved by the local County Conservation District office prior to construction. For specific information regarding E&S Control planning approval and NPDES permitting requirements, please contact your local County Conservation District office.

Design Engineer's Report and Seal. A *Design Engineer's Report* as well as drawings and specifications showing clearly the proposed project and the basis of design shall accompany the application. The application form, *Design Engineer's Report* and the front cover of each set of drawings and specifications must bear the name, signature and seal of the licensed professional engineer authorized to practice in Pennsylvania responsible for preparing the application. Each drawing must also bear the imprint, or reasonable facsimile, of this seal.

Where to Submit. Two (2) copies of the application form, *General Information Form* (1300-PM-BIT0001), *Design Engineer's Report*, applicable design modules and related supplemental information shall be submitted to the appropriate DEP regional office. See DEP offices at the end of the instructions.

For projects located within the Delaware River Basin, if the discharge from the treatment facility is greater than 50,000 gallons per day (GPD) or where the wastewater to be treated contains toxic concentrations of waste materials, the applicant must submit an additional copy of the application and all supplemental information so it may be forwarded to the Delaware River Basin Commission (DRBC) for review.

An additional copy of all documents for sewerage and industrial wastewater treatment facilities must also be submitted for projects located within Erie or Allegheny Counties. The regional office will forward this material to the County Health Department for review.

Application Fee. ~~A filing fee of \$25.00 will be required for single residence small flow treatment facilities.~~
~~A filing fee of \$100.00 will be required for sewer extensions.~~
~~A filing fee of \$500.00 will be required for all other facilities.~~ Applicants must submit a fee with the WQM permit application in accordance with the schedule below:

Category	Activity	Fee
Major Sewage Treatment Plants	Application	\$10,000
	Amendment	\$2,000
Major Industrial Waste Treatment Plants	Application	\$15,000

Category	Activity	Fee
	Amendment	\$2,000
<u>Minor and Non-NPDES Sewage Treatment Plants</u>	Application	\$5,000
	Amendment	\$500
<u>Minor and Non-NPDES Industrial Waste Treatment Plants</u>	Application	\$7,500
	Amendment	\$500
<u>SRSTPs</u>	Application	\$200
	Amendment	\$100
<u>Small Flow Treatment Facilities</u>	Application	\$1,000
	Amendment	\$200
<u>Sewer Extensions</u>	Application	\$2,500
	Amendment	\$500
<u>Pump Stations</u>	Application	\$2,500
	Amendment	\$500
<u>Land Application and Reuse of Sewage</u>	Application	\$5,000
	Amendment	\$1,000
<u>Land Application and Reuse of Industrial Waste</u>	Application	\$10,000
	Amendment	\$2,000
<u>Manure Storage and Wastewater Impoundments</u>	Application	\$1,000
	Amendment	\$500

This fee must be submitted with the application in the form of a check (less than 10 days old) made payable to "Commonwealth of Pennsylvania." This fee is **not** required of ~~state~~ Commonwealth agencies or independent Commonwealth commissions that provide funding for the WQM program.

Proof of Notifications. The application must include proof of Act 14 notification to the county and municipality in which the project is located. The application must also include proof of Act 67, 68 and 127 notifications for industrial wastewater treatment facilities and manure storage facilities for concentrated animal feeding operations (CAFOs).

Industrial wastewater treatment facilities and new manure storage facilities for concentrated animal feeding operations that require a WQM permit must also include proof of public notice in a newspaper of general circulation published in the locality where the permit is applied for.

DEFINITIONS

- a. *Animal Equivalent Unit (AEU)* - 1,000 pounds live weight of livestock or poultry animals, regardless of the actual number of individual animals comprising the unit.
- b. *Concentrated Animal Feeding Operation (CAFO)* - Concentrated animal feeding operation--A Concentrated Animal Operation (CAO) with greater than 300 AEUs, any agricultural operation with greater than 1,000 AEUs or any agricultural operation defined as a large CAFO under 40 CFR [122.23(b)(4)] 122.23 (relating to concentrated animal feeding operations)
- c. *Concentrated Animal Operation (CAO)* – an agricultural operation that meets the criteria established by the State Conservation Commission in regulations under the authority of 3 Pa. C.S. Chapter 5 (relating to nutrient management and odor management) in Chapter 83, Subchapter D (relating to nutrient management).
- d. *Connection* - the connecting of a lateral that generates or could generate hydraulic or organic loads to a public sewer system.
- e. *Force Main* - a pressurized sewer that conveys sewage from a wastewater pumping station to a higher elevation in the sewer system from which gravity flow may resume. Force mains must be designed, constructed and operated in accordance with the "Wastewater Pumping Stations" section of the DWFM.
- f. *Hydraulic Design Capacity* - the maximum monthly design flow, expressed in millions of gallons per day, at which a plant is expected to consistently provide the required treatment or at which a conveyance structure, device or pipe is expected to properly function without creating a backup, surcharge or overflow.
- g. *Lateral* - the part of the drainage system carrying sewage from an individual structure or property to the public sewer system. Laterals are not covered by WQM permits.

- h. *Organic Design Capacity* - the highest daily organic load at which a sewage treatment facility or a portion thereof is expected to provide a specific predetermined level of treatment.
- i. *Pressure Sewers/Grinder Pumps* - pressure sewers are an alternative to conventional gravity sewer systems where implementation of conventional practices is impractical, uneconomical or otherwise infeasible. These systems must be designed, constructed and operated in accordance with the "Alternate Sewer Systems" section of the DWFM.
- j. *Private* - belonging to a particular person or persons as opposed to the public or the government.
- k. *Public* - owned or operated by a state, municipality or authority or maintained for or used by the people or the community.
- l. *Pumping Station* - a pumping structure installed in the sewer system to remove sanitary and industrial wastes from remote or low lying areas, which cannot be served hydraulically by gravity sewers. Wastewater pumping facilities must be designed, constructed and operated in accordance with the "Wastewater Pumping Stations" section of the DWFM. Grinder pumps used in laterals are not pumping stations.
- m. *Sanitary Sewer System* - pipelines or conduits, pumping stations and force mains, and other appurtenant construction devices and facilities used for conveying sewage to a treatment works.
- n. *Sewer Extension* - new pipelines or conduits and all other appurtenant constructions, devices and facilities except pumping stations and force mains added to an existing sewer system for the purpose of conveying sewage from individual structures or properties to the existing system.
- o. *Small Flow Treatment Facility (SFTF)* - an individual or community sewerage system designed to adequately treat sewage flows not greater than 2,000 GPD for final disposal using a stream discharge.

SPECIFIC INSTRUCTIONS

Applicant Identifier. Enter the legal name and address of the entity that will own the sewerage or industrial wastewater facilities following completion and/or dedication.

Facility Type. Check the appropriate box(es) for all applicable modules required for the facility.

Compliance History Review. Check appropriate box to indicate if the facility owner or operator is or was in violation of any DEP regulation, permit, order or schedule of compliance at this or any other facility. If the answer is "No," no further information is needed in this area. If "Yes," list each permit, order and schedule of compliance and provide compliance status of the permitted facility or operation. If needed, use additional sheets to provide information on ALL permits.

Certification. The applicant must certify that the information contained in the application is true, accurate and complete.

The application shall be signed as follows:

For individually owned operations - the owner of the facility must sign the application.

For a Corporation - by a responsible corporate officer. For purposes of this section, a responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the facility from which the discharge described in the application form originates.

For a Partnership or Sole Proprietorship - by a general partner or the proprietor, respectively.

For a Municipality, State, Federal or other public agency - by either a principal executive officer or ranking elected official. For purposes of the application, a principal executive officer of a federal agency includes:

- a. The chief executive officer of the agency, or
- b. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of the Environmental Protection Agency (EPA)).

If signed by a person other than the above, written notification of delegation of signatory authority must be submitted to DEP along with this form.

The certification signatures must be notarized.

Licensed Professional Engineer. This section is to be completed by the licensed professional engineer who prepares this permit application, accompanying report and supporting documentation.

APPLICANT'S CHECKLIST

To ensure the application is complete, DEP has provided a convenient checklist of what may need to be attached to the application. This checklist is to be returned with the completed application.

DEP OFFICES

A listing of the Bureau of Water Standards and Facility Regulation (BWSFR) regional offices can be found on DEP's Web site. Follow the steps given on the first page of these instructions to the Water Quality Management Permit Application web page to view BWSFR's Contacts and DEP Regional Offices.

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