



Information Required for Domestic Wastewater NPDES Permit Renewal Checklist to be filled out by DEQ and Applicant

Note: If information is out of date at time of permit development, DEQ may request updates.

Water Quality Permitting

Instructions on the use of this checklist:

1. 21 months ahead of permit expiration (39 months after permit issuance), the DEQ permit writer will fill out this checklist and send to applicant.
2. 12 months prior to permit expiration (48 months after permit issuance), DEQ will send applicant an application form and a duplicate copy of the checklist.
3. 9 months prior to permit expiration (51 months after permit issuance), DEQ will send a reminder that the completed application is due in 3 months and the completed checklist needs to accompany it.
4. 6 months prior to permit expiration (54 months after permit issuance), permittee will submit completed checklist to DEQ with NPDES permit renewal application.

DEQ will include a cover letter with each correspondence. Completing the checklist will help the applicant and DEQ ensure that the application is complete. Information requested by DEQ that is not provided by the applicant may result in an incomplete application.

Applicant Name:	DEQ File No:
Applicant Phone #:	Permit Expiration Date:
Permit Writer:	Date Checklist Sent:
Permit Writer Phone #:	Application Due Date:

	Name of Form	DEQ – Is this needed?	APPLICANT – Have you included?
Basic Application Information	Oregon NPDES-R	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	EPA Form 2A NPDES	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Average Dry Weather Design Flow	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Land Use Compability Statement (only required in the event that a modification has been completed during the permit term). The LUCS form is available at: http://www.deq.state.or.us/pubs/permithandbook/lucs.htm	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supplemental Application Information	Name of Form	Applicability	DEQ – Is this needed?	APPLICANT – Have you included?
Effluent Testing Data	EPA Form 2A, Part A.12: Effluent Testing Data	All design flows	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

(<u>monitoring results to be included in a spreadsheet on a CD</u>)	EPA Form 2A, Part B.6: Effluent Testing Data	Design flow > 0.1 mgd	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	EPA Form 2A, Part D: Expanded Effluent Testing Data EPA Form 2A, Part E: Toxicity Testing Data	Design flow ≥ 1 mgd or with pretreatment program	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pretreatment Information	EPA Form 2A, Part F: Pretreatment	Any facility with Significant Industrial User discharge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Combined Sewer Systems Information	EPA Form 2A, Part G: Combined Sewer Systems	Any facility with a Combined Sewer System	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Type of Data	DEQ – Is this needed?	APPLICANT – Have you included?
Additional Effluent Data (<u>monitoring results to be included in a spreadsheet on a CD</u>)	Alkalinity – for discharges that have a mixing zone. DEQ requires a minimum of 10 samples collected over multiple seasons.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Grab <input type="checkbox"/> Composite	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ammonia – for discharges ≥ 0.1 mgd. DEQ requires a minimum of 10 samples collected over multiple seasons, including the summer time low flow period.	<input type="checkbox"/> Yes <input type="checkbox"/> Grab <input type="checkbox"/> Composite <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hardness for metals – for discharges that monitor for metals. DEQ requires a minimum of 10 samples collected over multiple seasons.	<input type="checkbox"/> Yes <input type="checkbox"/> Grab <input type="checkbox"/> Composite <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Salinity – for marine discharges. Federal requirements specify a minimum of 3 samples. DEQ requires a minimum of 10 samples collected over multiple seasons.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Effluent monitoring data for parameters for which receiving stream is water quality-limited – for discharges that have a mixing zone. DEQ requires a minimum of 10 samples collected over multiple seasons. <i>Instructions to permit writer: list the parameters for which receiving stream is water quality-limited here:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Description	DEQ – Is this needed?	APPLICANT – Have you included?
Studies/Plans Assessments	<i>Instructions to permit writers: do not ask applicant to provide reports that have already been submitted.</i>		
	Design AWWF Calculations – only needed if applicant is requesting a Wet Weather Mass Load increase. If requesting such an increase, applicant should discuss with permit writer prior to submittal of application.	This is at the discretion of the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spreadsheet of daily effluent flows for the most recent 3 years.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p><i>Instructions to permit writer: Use space below to modify this request as needed.</i></p>		<input type="checkbox"/> N/A
	<p>Mixing Zone Study Level of study needed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 For more information on what is meant by each level of study, see pages 8-11 and page 21 of the Regulatory Mixing Zone IMD at: http://www.deq.state.or.us/wq/pubs/imds/rmz/RMZIMDpart2.pdf</p> <p><i>Instructions to permit writer: review existing plan for adequacy and use space below to ask for an updated plan if necessary.</i></p> <p><i>Note to applicant: if the information provided by the applicant is insufficient to justify the use of a mixing zone, DEQ may elect to not include one in the permit.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes Date of study: _____ Level of Study: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not known <input type="checkbox"/> No
	<p>Biosolids Management Plan <i>Instructions to permit writer: for information on what should be included in such plans, go to the following internal document in Sharepoint:</i> What to look for in biosolids management and land application plans</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes Date of plan: _____ <input type="checkbox"/> No
	<p>Land Application Plan – for applicants that land apply Class B biosolids. <i>Instructions to permit writer: for information on what should be included in such plans, go to the following internal document in Sharepoint:</i> What to look for in biosolids management and land application plans</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes Date of plan: _____ <input type="checkbox"/> No
	<p>Recycled Water Use Plan <i>Instructions to permit writer: for information on what should be included in such plans, go to the following internal document in Sharepoint:</i> What to look for in recycled water use plans</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes Date of plan: _____ <input type="checkbox"/> No
	<p>Scheduled Improvements (EPA Form 2A, Part B.5) <i>This is only required if the applicant has an incomplete compliance schedule under Schedule C of permit or a Mutual Agreement and Order.</i></p>	<i>Consult with applicant.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p>Groundwater Impact Assessment <i>Instructions to permit writer: use the internal Groundwater Review Prioritization Worksheet at the link below to Sharepoint and consult with regional groundwater hydrologist to determine if an assessment is needed. If yes, and DEQ does not have a plan on file, applicant must submit one.</i> Groundwater Review Prioritization Worksheet</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes Date of study: _____ <input type="checkbox"/> No

Attachments	Description	Applicability	DEQ – Is this needed?	APPLICANT – Have you included?
	<i>Instructions to permit writers: do not ask applicant to provide information that has already been submitted.</i>			
	Topographic site location map with receiving water outfalls (EPA Form 2A, Part B.2)	All applicants	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Process Flow Diagram or Schematic with water balance (EPA Form 2A, Part B.3)	All applicants	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<i>For facilities that have mixing zones: Additional Receiving Stream Data (monitoring results to be included in a spreadsheet on a CD)</i>	Type of Receiving Stream Data	DEQ – Is this needed?	APPLICANT – Have you included?
	Alkalinity – DEQ requires a minimum of 10 samples collected over multiple seasons.	<input type="checkbox"/> Yes <input type="checkbox"/> Grab <input type="checkbox"/> Composite <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Hardness for metals –DEQ requires a minimum of 10 samples collected over multiple seasons, including the summertime low flow period.	<input type="checkbox"/> Yes <input type="checkbox"/> Grab <input type="checkbox"/> Composite <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Other? Describe. <i>Instructions to permit writer: use space below to request data for other parameters as appropriate. These may include, but are not limited to: pH, temperature and salinity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Miscellaneous	Applicability	DEQ – Is this needed?	APPLICANT – Have you included?
EPA Form 2A, Part C Certification Statement	Required for all applicants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Narrative of dates and activities for a compliance schedule	Required for all applicants that may have a compliance schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Narrative of dates and activities from MAO Compliance Schedule	Required for all applicants that have a Mutual Agreement and Order (MAO).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Narrative of dates and activities from an Enforcement Order	Required for all applicants that have an Enforcement Order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other – describe.		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other – describe.		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

For information on **permit fees**, see “Fee tables for WPCF and NPDES (OAR 340-045-0075)” on the following webpage: <http://www.deq.state.or.us/wq/wqpermit/doinfo.htm>. Refer to tables 70C through 70F.

For information on **operator fees**, see the [Application for Operator Certification](http://www.deq.state.or.us/wq/opcert/opcert.htm#news) at <http://www.deq.state.or.us/wq/opcert/opcert.htm#news>.

Review Summary (to be filled out by DEQ permit writer)

Name of Missing Item	Comments