



# Information Required for Industrial 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*Note: If information is out of date at time of permit development, DEQ may request updates.*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 issuance), the DEQ permit writer will fill out this checklist and send to applicant.
2. 12 months prior to permit expiration (48 months after issuance), DEQ will send permit holder an application form and a duplicate copy of the checklist.
3. 9 months prior to permit expiration (51 months after issuance), DEQ will send a reminder that the completed application is due in 3 months and the completed checklist should 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.*

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

	Description	DEQ - Is this needed?	APPLICANT – Have you included?
	<i>Instructions to permit writer: do not ask applicant to provide information that has already been submitted.</i>		
<b>Basic Application Information</b>	<b>Oregon NPDES-R</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>EPA Form 2B NPDES</b> (For aquatic animal production facilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>EPA Form 2C NPDES</b> (For all industrial facilities not covered by 2B, 2D, or 2E)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>EPA Form 2D NPDES (For new sources and dischargers)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>EPA Form 2E NPDES</b> (For dischargers of non-process wastewater only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>EPA Form 2F NPDES</b> (For industrial sources that discharge stormwater. May also be required to submit 2C, 2D or 2E.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p><b>Land Use Compatibility Statement (LUCS) Form</b> (only required in the event that a modification has been completed during the permit term). The LUCS form is available at:  <a href="http://www.deq.state.or.us/pubs/permithandbook/lucs.htm">http://www.deq.state.or.us/pubs/permithandbook/lucs.htm</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No-on file.	<input type="checkbox"/> Yes <input type="checkbox"/> No-application is incomplete
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Studies/Plans/ Assessments	Description	DEQ – Is this needed?	APPLICANT – Have you included?
	<p><b>Mixing Zone Study</b>  Level of study needed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> N/A  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 <a href="http://www.deq.state.or.us/wq/pubs/imds/rmz/RMZIMDpart2.pdf">http://www.deq.state.or.us/wq/pubs/imds/rmz/RMZIMDpart2.pdf</a></p> <p><i>Instructions to permit writer: review existing study for adequacy and ask for an updated plan if necessary. Record results below.</i>  Mixing zone study on file: <input type="checkbox"/> Yes <input type="checkbox"/> No  Date of study: _____  Is study adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note to applicant: If the information you provide 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"/> Yes Date of Study: _____ Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not known  <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p><b>Whole Effluent Toxicity (WET) Testing Results</b>  <i>Instructions to permit writer: If WET test studies have already been submitted and are on file, there is no need to request duplicates.</i>  Dates on file: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No-on file. <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p><b>Land Application Plan for Industrial Wastewater</b>  <i>Instructions to permit writer and applicant: for more information, refer to the document entitled “Operations, Monitoring and Management (OM&amp;M) Plans for Land Application of Non-Sanitary Wastewater - Nov. 2002” under the heading “WQ Internal Management Directives” on the following webpage:</i>  <a href="http://www.deq.state.or.us/pubs/reports.htm#WQ">http://www.deq.state.or.us/pubs/reports.htm#WQ</a>  <a href="http://www.deq.state.or.us/pubs/reports.htm#WQ">http://www.deq.state.or.us/pubs/reports.htm#WQ</a></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No-on file <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	<p><b>Effluent monitoring data for parameters for which receiving stream is water quality-limited</b>  <i>Instructions to permit writer: list the parameters for which receiving stream is water quality-limited here:</i></p> <p><i>Instructions to applicant: for robust and timely development of permit limits, DEQ requires a minimum of 10 samples collected over multiple seasons.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments	Description	Applicability	DEQ – Is this needed?	APPLICANT – Have you included?
	Outfall Locations (EPA Form 2C, Part I.)	All applicants	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Process Flow Diagram or Schematic with water balance (EPA Form 2C, Part II.A. and Figure 2C-1)	All applicants	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Description of each outfall including description of diffuser (if any), type of wastewater, treatment, volume, receiving stream (EPA Form 2C, Part II.B.)	All applicants	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Site location map with outfalls to receiving water shown	For new applicants or applicants that have modified outfall	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Excel spreadsheet of the last 3 years' effluent data including flow data. Spreadsheet should have data in rows by date collected and in columns by parameter, and should contain no extra lines or non-numeric entries. (Non detect results should be listed as the numeric value of the DL. Do not use the symbol "<"; Indicate Non detect by highlight color so data remains "visible" to excel as data.  <i>Instructions to permit writer: include any additional instructions here.</i>	All applicants	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No

EPA Form 2-C Instructions	Part	Industrial Source with Process Wastewater or Mixed Wastewater: Applicant must complete Section V for each outfall. <i>Note: Though EPA Form 2C only asks for one sample, this form asks for four samples. This is because the minimum needed by DEQ to complete an analysis of whether or not permit limits are needed for a particular parameter is four. DEQ may ask for additional monitoring as needed under 40 CFR Part 122.21(e).</i>	DEQ – Is monitoring data needed?	APPLICANT – Have you included?
<u>(monitoring results to be included in a spreadsheet on a CD)</u>	Part A: Page V-1	<u>Part A – Monitoring Requirements</u>  Applicant must submit all parameters listed unless a waiver request is submitted and approved. Include 4 sets of sample results or all results from permit cycle, whichever is greater. Include QLs for all data.	<input type="checkbox"/> Yes (unless a waiver is approved)	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Waiver request included

<b>EPA Form 2-C Instructions</b>  <i>(<u>monitoring results to be included in a spreadsheet on a CD</u>)</i>	<b>Part</b>	<b>Industrial Source with Process Wastewater or Mixed Wastewater: Applicant must complete Section V for each outfall.</b>  <i>Note: Though EPA Form 2C only asks for one sample, this form asks for four samples. This is because the minimum needed by DEQ to complete an analysis of whether or not permit limits are needed for a particular parameter is four. DEQ may ask for additional monitoring as needed under 40 CFR Part 122.21(e).</i>	<b>DEQ – Is monitoring data needed?</b>	<b>APPLICANT – Have you included?</b>
	<b>Part B:</b> Pages V1-V2	<p><b>Part B – Monitoring Requirements</b></p> <p><i>Instructions to permit writer:</i></p> <ol style="list-style-type: none"> <li>Review Effluent Limitation Guidelines for this industry. Then go to column 2a on Part B on page V1-V2 of EPA Form 2C and review to see which if any parameters are either directly or expressly limited by the federal Effluent Limit Guidelines (ELG).</li> <li>Complete the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> There are no applicable ELGs.</li> <li><input type="checkbox"/> There are applicable ELGs for the following parameters: (List here for applicant)</li> </ul> <hr/> </li> <li>Provide QLs for the parameters that must be monitored if the applicant’s current permit does not already have them, or if it does but they are not current.</li> </ol> <p><i>Instructions to applicant:</i></p> <ol style="list-style-type: none"> <li>Go to Part B on page V1-V2 of EPA Form 2C and for each parameter, check the box under column 2a for any parameter listed in 2 above as having Effluent Limitation Guidelines for your industry.</li> <li>Also go to Part B on page V1-V2 of EPA Form 2C and for each parameter, check the box under column 2a “Believed Present” or column 2b “Believed Absent”.</li> <li>For each parameter that is believed present, as well as for the parameters which the permit writer has indicated there is an ELG, provide 4 sample results or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL.</li> </ol>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Yes. A minimum of 4 samples at the correct QL is included for all those parameters known or believed to be present, or that have ELGs.  <input type="checkbox"/> No-application is incomplete  <input type="checkbox"/> NA

<b>EPA Form 2-C Instructions</b>  <i>(<u>monitoring results to be included in a spreadsheet on a CD</u>)</i>	<b>Part</b>	<b>Industrial Source with Process Wastewater or Mixed Wastewater: Applicant must complete Section V for each outfall.</b>  <i>Note: Though EPA Form 2C only asks for one sample, this form asks for four samples. This is because the minimum needed by DEQ to complete an analysis of whether or not permit limits are needed for a particular parameter is four. DEQ may ask for additional monitoring as needed under 40 CFR Part 122.21(e).</i>	<b>DEQ – Is monitoring data needed?</b>	<b>APPLICANT – Have you included?</b>
	<b>Part C:</b> Pages V3-V9	<b>Part C – <u>Monitoring Requirements for Some Industries</u></b>  <i>Instructions to permit writer:</i> Refer to the list of industries in Table 2C-2 of EPA form 2C to see if the applicant’s <i>Industrial Category</i> is listed and check the appropriate box at the right. If they are in a listed Industry Category, stop here and go on to the next section.  Also, review the list of <i>Specific Parameters</i> on page 7 of this form, mark parameters where data is needed from applicant. Indicate minimum number of samples for each parameter to be required.  <i>Instructions to applicant:</i> 1. Go to application form 2C pages V3-V9. Review all parameters in all categories . Do not use column 2a. For each parameter, check either column 2b (“Believed present”) or column 2c (“Believed Absent”). 2. For each parameter that is believed to be present in column 2b provide 4 sample results or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL. 3. Review the list of <i>Specific Parameters</i> required in the table on page 7. For each Specific Parameter required, provide the number of sample results required or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL.	<input type="checkbox"/> This permittee is not a listed industrial category  -or-  <input type="checkbox"/> This permittee is included in the list of industrial categories (see next section).	<input type="checkbox"/> Yes. A minimum of 4 samples at the correct QL is included for all those parameters in Part C known or believed to be present and all specific parameter samples required.  <input type="checkbox"/> No-application is incomplete  <input type="checkbox"/> NA

<p>EPA Form 2-C Instructions</p> <p><i>(monitoring results to be included in a spreadsheet on a CD)</i></p>	<p>Part</p>	<p><b>Industrial Source with Process Wastewater or Mixed Wastewater: Applicant must complete Section V for each outfall.</b></p> <p><i>Note: Though EPA Form 2C only asks for one sample, this form asks for four samples. This is because the minimum needed by DEQ to complete an analysis of whether or not permit limits are needed for a particular parameter is four. DEQ may ask for additional monitoring as needed under 40 CFR Part 122.21(e).</i></p>	<p>DEQ – Is monitoring data needed?</p>	<p>APPLICANT – Have you included?</p>
	<p>Part C: Pages V3-V9 (con't)</p>	<p><u>Part C – Monitoring Requirements for Listed Primary Industries</u></p> <p><i>Instructions to permit writer:</i></p> <ol style="list-style-type: none"> <li>1. Refer to the list of Industry Categories in Table 2C-2 of EPA form 2C to see if the applicant's Industry Category is listed. If listed, review the GC/MS Fraction Categories required for the industry; mark those that apply on the <i>Parameter Category List</i> on this form page 7. Also mark the Metals, cyanide and total phenols category which applies to all Primary Industries.</li> <li>2: Review the list of <i>Specific Parameters</i> on page 7, mark parameters where data is needed from applicant. Indicate minimum number of samples for each parameter to be required.</li> </ol> <p><i>Instructions to applicant:</i></p> <ol style="list-style-type: none"> <li>1. Review the categories checked in the table on page 7. On the EPA application form 2C mark column 2a for every parameter in the checked categories. For each parameter checked, provide 4 sample results or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL.</li> <li>2. Review the categories not checked in the table on page 7. On the EPA form 2C review the list of individual parameters in those categories and use column 2b or 2c to indicate if the parameter is believed present or believed absent. Do not use column 2a. For each parameter believed present, provide 4 sample results or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL.</li> <li>3. Review the list of specific parameters listed in the table on page 7. For each specific parameter indicated, provide the number of sample results required or all sample results collected during the permit cycle, whichever is greater. For all data, include the QL and the DL.</li> </ol>	<p><input type="checkbox"/> Yes. This is a listed primary industry and Parameter Categories for which data is required are indicated in the table on page 7. Specific Parameters required are marked as well.</p> <p><input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes. A minimum of 4 samples at the correct QL is included for all those parameters in required categories or known or believed to be present or required from the Specific Parameters list.</p> <p><input type="checkbox"/> No-application is incomplete</p> <p><input type="checkbox"/> NA</p>

Parameters	Parameter Category List	To be filled out by permit writer:		To be filled out by applicant:	
		Min. # effluent samples needed	Min. # ambient samples needed	# effluent samples included in application	# ambient samples included in application
	<input type="checkbox"/> Metals (Total), Cyanide, Total Phenols				
	<input type="checkbox"/> Dioxin				
	<input type="checkbox"/> GC/MS Volatiles				
	<input type="checkbox"/> GC/MS Acid Compounds				
	<input type="checkbox"/> GC/MS Base/Neutral Compounds				
	<input type="checkbox"/> GC/MS Pesticides				
	Specific Parameters	To be filled out by permit writer:		To be filled out by applicant:	
		Min. # effluent samples needed	Min. # ambient samples needed	# effluent samples included in application	# ambient samples included in application
<input type="checkbox"/> Hardness <sup>1</sup>					
<input type="checkbox"/> Inorganic Arsenic					
<input type="checkbox"/> Mercury, Methylmercury					
<input type="checkbox"/> pH <sup>2</sup>					
<input type="checkbox"/> Temperature					
<input type="checkbox"/> Alkalinity					
<input type="checkbox"/> Salinity					
<input type="checkbox"/> TDS					
<input type="checkbox"/> Ammonia <sup>3</sup>					
<input type="checkbox"/> Chlorine, TRC					
<input type="checkbox"/> DO <sup>3</sup>					
<input type="checkbox"/> CBOD <sup>3</sup>					
<input type="checkbox"/> TKN <sup>3</sup>					

<sup>1</sup>Permit Writer- if monitoring for metals is required, monitoring for hardness will also be needed. For both effluent and ambient, the minimum is 10 samples. For ambient, the data can come from either the applicant or another source, if available.

<sup>2</sup>Permit Writer- if pH monitoring is needed for the pH RPA, simultaneous monitoring results for temperature and alkalinity samples are also needed. For both effluent and ambient, the minimum is 10 samples. For ambient, the data can come from either the applicant or another source, if available.

<sup>3</sup>Permit Writer- if Streeter Phelps DO modeling is to be conducted, monitoring data for DO, CBOD, NH<sub>3</sub>, temperature and TKN are required. For both effluent and ambient, the minimum is 10 samples. For ambient, the samples must have been collected during the seasons modeled. The data can come from either the applicant or another source, if available.

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

Name of Missing Item	Comments