



DEQ

State of Oregon
Department of
Environmental
Quality

Information Required for Industrial Wastewater NPDES Permit Readiness Review

Checklist to be completed by permit readiness team

Water Quality Permitting

Use this checklist to determine Industrial NPDES permit readiness. Complete one readiness review for each individual permit

*Key documents required to complete this review - application, correspondence and permit

Reviewer name(s):	Legal permit name: Enter First	Common permit name:	Permit expiration date:	Readiness review start (date and time):		Planned permit issuance date:	Receiving water body
Mark Hynson, Dave Feldman, Kate Strohecker, Jeff Navarro	ARCH CAPE SANITARY DISTRICT	ARCH CAPE STP	8/31/2016	1/23/2017	915	12/31/2016	Arch Cape Creek
Permit number:	DEQ file number:	Application number:	EPA ID number:	Readiness review completion (date and time)		Complexity (see question #40)	303(d) Listed?
100967	3300	957297	OR0027499	1/23/2017	953	1	No
Critical Issuance:	Permit type:	DEQ Region:	City:	County:		Basin:	Sub basin:
No	NPDES-DOM-Da	NWR	ARCH CAPE	CLATSOP		Northern Oregon Coastal	Necanicum
Indicate permit status and/or reasons for delay	renewed without effluent modification	Category for delay	Permitting process – external factor		Reason for delay	Data analysis	
<p>Readiness summary (to be completed by reviewer after checklist is completed): Form 2A not on checklist but is required for POTW (NPDES-Dom); mixing zone study on file for 2011; discovered ambient pH data issues in the RPA; minor complexity regarding TDS addressed in PQAR;</p> <p>Permit is currently complete and ready for issue. Largest hurdles to overcome: 1. adjusting permit to match new permit template which came out during permit writing, this also created a more detailed and larger permit that required more information and research. 2. TDS issues discovered in the PQAR also required additional time. 3. concerns regarding ambient river data collection methods (calibration) 4. permit writing standards or lack thereof (i.e. tribal knowledge)</p>							
Readiness Score ((# of "Action Required" + estimated additional days) * Complexity)						2	

Checklist quality review completed by project manager (sign and date): Jeff Navarro - 1-23-16

Application Readiness

Verify that information is available and complete <small>*indicates critical step, proceed with readiness review</small>		Information available and complete	Permit Development impact	Estimate time required (enter if red)	Comment for action required (enter if red)
1	Industrial wastewater NPDES permit renewal checklist complete?	Yes	No action		
2	Renewal application was submitted on time?	No	No action		
3	*EPA Form 2C NPDES Section V Part A, B and C monitoring requirements for each outfall Verify pollutants via TRI report, inspections, ELG's, major process changes	No	No action		
4	EPA Form 2E NPDES (For dischargers of non-process wastewater only)	No	No action		
5	EPA Form 2F NPDES (For dischargers of industrial storm water only)	No	No action		
6	Oregon Form R (Renewal application national pollutant discharge elimination permit or EPA form 1 for new permits)	Yes	No action		
7	*Land Use Compatibility Statement (LUCS) Form that demonstrates compatibility with local and land use regulations (most current department signed and approved form is required)	Yes	No action		
8	Mixing Zone Study needed	No	No action		
	Level of study				
9	Provide reasoning for not requiring a mixing zone:	N/A			
10	Mixing zone information is available (acute, chronic, dilution)	Yes	No action		
11	Whole Effluent Toxicity (WET) Testing Results	No	No action		
12	Land Application Plan for Industrial Wastewater	No	No action		
13	Solids or industrial residuals management plan is needed	No	No action		
14	Biosolids management plan	Yes	No action		
15	Recycled water use plan (or update) is completed	Yes	No action		

16	Site location map received and complete and latitude and longitude verified	Yes	No action		
17	Is the receiving water body 303(d) listed	No	No action		
18	List pollutants of concern that receiving body is listed for and user discharges:	N/a			
19	*Effluent monitoring data for parameters associated with 303(d) listing are available	No	No action		
20	Is there a TMDL for the receiving water body	No	No action		
21	Ambient data for receiving water body are available (data may be from state database and/or user provided)	Yes	No action		
22	*Required data are available for all pollutants in discharge including data for effluent limitation guidelines or category listing	Yes	No action		
23	*Updated process flow diagram or schematic with complete water balance which includes inflow, outflow, location of flow	Yes	No action		
24	Average flows available, maximum monthly flow, average 1 year flow, average 5 year flow	Yes	No action		
25	Design capacity available for domestic facilities	Yes	No action		
26	*Facility description (list processes and treatment systems) see EPA form 2C and Oregon form R question 1:	Yes	No action		
27	Five years of production data for industry with ELG related to production rate	No	No action		
28	*Excel spreadsheet of the last 3 years' effluent data including flow data (if no, indicate data format i.e. PDF, msWORD, Hardcopy): Data from DMR converted to excel generated by permit writer	No	Action Required	1	Data format
Community/Facility Readiness					
Verify that information is available and complete <small>*indicates critical information, proceed with readiness review</small>		Information available and complete	Permit development impact	Estimate time required (enter if red)	Comment for action required (enter if red)
29	Facility will likely need upgrades and/or permittee will have to take other significant action(s) during next permit term	No	No action		

30	If Yes to [29] List actions required:	N/A			
31	Mutual Agreement Order (MAO) with ELG and compliance schedule with interim limits	No	No action		
32	Has compliance schedule in current permit with interim limits been satisfied	No	No action		
33	Is it anticipated that a compliance schedule will be needed in next permit	No	No action		
34	Significant financial burden on facility/community	No	No action		
35	Recommended consultation with regional solutions team, describe:	No	No action		
36	Public Notice:	Category 3	No action		
Regulatory Readiness					
Indicate regulatory impacts to permit development <small>*indicates critical impact, proceed with readiness review</small>		Regulation will impact permit development	Permit development impact	Estimate time required (enter if red)	Comment for action required (enter if red)
37	Facility discharges a 303(d) listed pollutant and has a TMDL with WLA for the pollutant receiving water body	No	No action		
38	*Facility discharges a 303(d) listed pollutant and mass load increase is requested for the listed pollutant	No	No action		
39	Facility is new and discharges a 303(d) listed pollutant	No	No action		
40	Permit will be significantly more complex compared to existing permit (e.g., includes trading, new standard/regulation, guidance, litigation) Rank 1-5	Yes	1		
41	There are outstanding complaint or compliance issues with facility (describe):	No	No action		

42	Active State or Federal agency actions - coordination with external agencies will be required i.e. 404/401 permit, biological opinion, NEPA, ESA (describe):	No	No action
43	*Active criminal or civil enforcement (describe):	No	No action
44	Groundwater review completed (if necessary)	Yes	No action
45	Will additional monitoring data be required for domestic facilities per 40 CFR 122.21(e)	No	No action
46	Will best professional judgement be used to develop permit limits	No	No action
47	New WQ standards apply (i.e. copper BLM, Ammonia, etc.) list: Ammonia, pH, Temperature, TDS	Yes	No action