



DEQ

State of Oregon
Department of
Environmental
Quality

Information Required for Individual Wastewater NPDES Permit Readiness Review

Checklist to be completed by permit readiness team

Water Quality Permitting

Use this checklist to determine Individual 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
Rob Burkhart, Jeff Navarro, David Feldman, Mark Hynson	PORT OF ST. HELENS	PORT OF ST. HELENS INDUSTRIAL OUTFALL	12/31/2007	3/16/2017	10:15	8/31/2018	Columbia River
Permit number:	DEQ file number:	Application number:	EPA ID number:	Readiness review completion (date and time)		Complexity (see question #41)	303(d) Listed?
102650	111746	975240	OR0034231	3/16/2017	11:00	5	Yes
Critical Issuance:	Permit type:	DEQ Region:	City:	County:		Basin:	Sub basin:
No	NPDES-IW-B14	NWR	CLATSKANIE	COLUMBIA		Lower Columbia	Lower Columbia
Indicate permit status and/or reasons for delay	administratively extended	Category for delay	Resource limitations		Reason for delay	Technical staff unavailable	
Readiness summary (to be completed by reviewer after checklist is completed): Complicated scenerio for multiple dischargers - potential for multiple dischargers through one outfall; application is now over 10 years old - needs complete review and possible updating. Dechlorination system needs to be designed and installed - may need compliance schedule to implement. Need to evaluate if existing compliance schedule has been fully addressed by permittee.							
Readiness Score ((# of "action required" + Sum of estimated time rankings) * Complexity)						390	
Checklist quality review completed by project manager (sign and date): Jeff Navarro 3/16/17							

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/Domestic wastewater NPDES permit renewal checklist complete?		No	Action Required	2	Data analysis	
2	Renewal application was submitted on time?		Yes	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		Yes	Action Required	3	Other incomplete permit application (describe):	
4	EPA Form 2E NPDES (For dischargers of non-process wastewater only)		N/A	No action			
5	EPA Form 2F NPDES (For dischargers of industrial storm water only)		N/A	No action			
6	EPA Form 2A (For POTW)		N/A	No action			
7	Oregon Form R (Renewal application national pollutant discharge elimination permit or EPA form 1 for new permits)		Yes	No action			
8	*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			
9	Mixing Zone Study needed and/or available	Level of study	3	No	Action Required	3	Mixing zone
10	Provide reasoning for not requiring a mixing zone:		MZ Study needs to be reviewed and possibly updated.				
11	Mixing zone information is available (acute, chronic, dilution)		Yes	Action Required	2	Data analysis	
12	Whole Effluent Toxicity (WET) Testing Results		No	Action Required	3	WET	
13	Land Application Plan for Industrial Wastewater		N/A	No action			

14	Solids or industrial residuals management plan is needed	N/A	No action		
15	Biosolids management plan	N/A	No action		
16	Recycled water use plan (or update) is completed	N/A	No action		
17	Site location map received and complete and latitude and longitude verified	Yes	No action		
18	Is the receiving water body 303(d) listed	Yes	Action Required	2	Data analysis
19	List pollutants of concern that receiving body is listed for and user discharges:	As, PCB, DDE 4,4; dioxin, temperature, TDG			
20	*Effluent monitoring data for parameters associated with 303(d) listing are available	No	Action Required	4	Data analysis
21	Is there a TMDL for the receiving water body	Yes	No action		
22	Ambient data for receiving water body are available (data may be from state database and/or user provided)	Yes	Action Required	2	Data analysis
23	*Required data are available for all pollutants in discharge including data for effluent limitation guidelines or category listing	Yes	Action Required	2	Data analysis
24	*Updated process flow diagram or schematic with complete water balance which includes inflow, outflow, location of flow meters, process uses and consumptive uses	No	Action Required	3	Facility plan
25	Average flows available, maximum monthly flow, average 1 year flow, average 5 year flow	Yes	No action		
26	Design capacity available for domestic facilities	N/A	No action		
27	*Facility description (list processes and treatment systems) see EPA form 2C and/or Oregon form R question 1:	No	Action Required	3	Facility plan
28	Five years of production data for industry with ELG related to production rate	Yes	Action Required	2	Data analysis
29	*Excel spreadsheet of the last 3 years' effluent data including flow data (if no, indicate data format i.e. PDF, msWORD, Hardcopy): DMS excel spreadsheet	Yes	Action Required	2	Data analysis

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)
30	Facility will likely need upgrades and/or permittee will have to take other significant action(s) during next permit term	Yes	Action Required	4	Facility plan
31	If Yes to [30] List actions required:	Dechlorination system needs to be designed and installed.			

32	Mutual Agreement Order (MAO) with ELG and compliance schedule with interim limits	Yes	Action Required	3	Compliance schedule
33	Has compliance schedule in current permit with interim limits been satisfied	Yes	Action Required	3	Compliance schedule
34	Is it anticipated that a compliance schedule will be needed in next permit	Yes	Action Required	3	Compliance schedule
35	Significant financial burden on facility/community due to permit renewal	No	No action		
36	Recommended consultation with regional solutions team, describe:	Yes	Action Required	3	Facility plan
37	Public Notice (340-045-0027(1)(d) and (3)) :	Category 3	Action Required	2	Public comment

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)
38	Facility discharges a 303(d) listed pollutant and has a TMDL with WLA for the pollutant receiving water body	No	No action		
39	*Facility discharges a 303(d) listed pollutant and mass load increase is requested for the listed pollutant	No	No action		
40	Facility is new and discharges a 303(d) listed pollutant	No	No action		
41	Permit will be significantly more complex compared to existing permit (e.g., includes trading, new standard/regulation, guidance, litigation) Rank 1-5	5			
42	There are outstanding complaint or compliance issues with facility (describe):	No	No action		

43	Active State or Federal agency actions - coordination with external agencies will be required i.e. tribal communities, 404/401 permit, biological opinion, NEPA, ESA (describe):	No	No action		
44	*Active criminal or civil enforcement (describe):	No	No action		
45	Groundwater review completed (if necessary)	No	No action		
46	Will additional monitoring data be required for domestic facilities per 40 CFR 122.21 (data missed due to new standards, missing from application, etc)	No	No action		
47	Will best professional judgement be used to develop permit limits	Yes	Action Required	3	Data analysis
48	New WQ standards apply (i.e. copper BLM, Ammonia, etc.) and most recent version of RPA spreadsheet used. List new standards: Copper BLM,	Yes	Action Required	3	Data analysis