



**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
J. Navarro, D. Feldman	RAY, HELEN; RICE HILL INVESTMENTS CORP.; SWEET HOME HOSPITALITY, LLC; EK	RICE HILL EAST LAGOON	11/30/2009	9/5/2017	3:15 PM	TBD	Yoncalla Creek
Permit number:	DEQ file number:	Application number:	EPA ID number:	Readiness review completion (date and time)		Complexity (see question #41)	303(d) Listed?
101158	73705	971738	OR0029564	9/5/2017	16:08	3	no
Critical Issuance:	Permit type:	DEQ Region:	City:	County:		Basin:	Sub basin:
No	NPDES-DOM-Db	WR	RICE HILL	DOUGLAS		umpqua	umpqua
Indicate permit status and/or reasons for delay	administratively extended	Category for delay	Resource limitations	Reason for delay	Technical staff unavailable		
<b>Readiness summary (to be completed by reviewer after checklist is completed):</b> Wastewater consists of restaurant and hotel discharges, combined commercial and domestic discharges may increase the complexity of permit renewal; temperature data is missing from section A.12 of Form 2A, additional data may be required depending on commercial activity and discharges; initial discharge enters a drainage swale which flows into Yoncalla Creek 1/4 mile downstream, this may add complexity to the permit especially if a mixing zone is used, fact sheet indicates that previous mixing zone was removed and limits are end of pipe; compliance schedule includes a requirement for inflow measurement device, leak test lagoons and submit biosolids plans prior to land application of biosolids; There are erosion issues with the lagoons, which may cause compliance issues; Facility maps, descriptions and schematic are missing from the application; MAO WQ/I-WR-08-061 for multiple discharge and treatment system issues; Warning Letter WL-RICEHILLEASTWRE-13-0079 for several permit limit exceedances; Consider alternate permit strategies... WPCF or UIC							
<b>Readiness Score ((# of "action required" + Sum of estimated time rankings) * Complexity)</b>						195	
<b>Checklist quality review completed by project manager (sign and date):</b> D. Feldman 9/11/17							

## 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	no action		
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		no	action required	1	administratively incomplete
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	EPA Form 2A (For POTW)		no	action required	2	administratively incomplete
7	Oregon Form R (Renewal application national pollutant discharge elimination permit or EPA form 1 for new permits)		no	action required	3	administratively incomplete
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)		no	action required	1	LUCS
9	Mixing Zone Study needed and/or available	Level of study	no	no action		
10	Provide reasoning for not requiring a mixing zone:		end of pipe			
11	Mixing zone information is available (acute, chronic, dilution)		n/a	no action		
12	Whole Effluent Toxicity (WET) Testing Results		no	no action		
13	Land Application Plan for Industrial Wastewater (Industrial permits only)		n/a	no action		

14	Solids or industrial residuals management plan is needed (industrial permits only)	n/a	no action		
15	Biosolids management plan (Domestic permits only)	yes	no action		
16	Recycled water use plan (or update) is completed (Domestic permits only)	no	no action		
17	Site location map received and complete and latitude and longitude verified	no	action required	1	administratively incomplete
18	Is the receiving water body 303(d) listed	no	no action		
19	List pollutants of concern that receiving body is listed for and user discharges:	drainage swale is not listed			
20	*Effluent monitoring data for parameters associated with 303(d) listing are available	n/a	no action		
21	Is there a TMDL for the receiving water body	yes	action required	2	TMDL
22	Ambient data for receiving water body are available (data may be from state database and/or user provided)	no	action required	2	ambient data
23	*Required data are available for all pollutants in discharge including data for effluent limitation guidelines or category listing	no	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	1	data analysis
25	Average flows available, maximum monthly flow, average 1 year flow, average 5 year flow <b>ADD TO MWH TABLE</b>	yes	no action		
26	Design capacity available for domestic facilities <b>ADD TO MWH TABLE</b>	yes	no action		
27	*Facility description (list processes and treatment systems) see EPA form 2C and/or Oregon form R question 1: <b>ADD TO MWH TABLE</b>	no	action required	1	administratively incomplete
28	Five years of production data for industry with ELG related to production rate	n/a	no action		
29	*Excel spreadsheet of the last 3 years' effluent data including flow data (if no, indicate data format i.e. PDF, msWORD, Hardcopy):	no	action required	2	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)
30	Facility will likely need upgrades and/or permittee will have to take other significant action(s) during next permit term	yes	action required	3	Economic-community impact
31	If Yes to [30] List actions required:	lagoon and treatment improvements, possible conversion to alternate permit type			

32	Mutual Agreement Order (MAO) with ELG and compliance schedule with interim limits	yes	action required	2	enforcement
33	Has compliance schedule in current permit with interim limits been satisfied	no	action required	2	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	yes	action required	2	Economic-community impact
36	Recommended consultation with regional solutions team, describe:	yes	action required	3	Other local/state/ federal/tribal/review/
37	<a href="#">Public Notice (340-045-0027(1)(d) and (3)):</a>	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)
38	Facility discharges a 303(d) listed pollutant and has a TMDL with WLA for the pollutant receiving water body	yes	action required	2	TMDL
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	n/a	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	3			
42	There are outstanding complaint or compliance issues with facility (describe): MAO and Warning letter WL-RICEHILLEASTWRE-13-0079	yes	action required	2	enforcement

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): see 42	yes	action required	2	enforcement
45	Groundwater review completed (if necessary)	yes	action required	2	facility plan
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)	yes	action required	2	data analysis
47	Will best professional judgement be used to develop permit limits	no	no action		
48	New WQ standards apply (i.e. copper BLM, Ammonia, etc.) and most recent version of RPA spreadsheet used. List new standards:	no	no action		