



**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	INTERNATIONAL PAPER COMPANY (albany)	ALBANY PAPER MILL	9/30/2000	8/22/2017		TBD	Willamette River
Permit number:	DEQ file number:	Application number:	EPA ID number:	Readiness review completion (date and time)		Complexity (see question #41)	303(d) Listed?
101345	97042	989475	OR0000442	8/22/2017		1	Yes/No
Critical Issuance:	Permit type:	DEQ Region:	City:	County:		Basin:	Sub basin:
No	NPDES-IW-B01	WR	ALBANY	LINN		Willamette	Upper Willamette
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): International Paper in Millersburg Oregon has been demolished. The company is in the process of converting the site of the wastewater facilities (primary settling lagoon and large aerated stabilization basin) into a natural setting. The permit is still active and fees are being paid. recommend terminating permit.</b>							
<b>Readiness Score ((# of "action required" + Sum of estimated time rankings) * Complexity)</b>						0	
<b>Checklist quality review completed by project manager (sign and date): J. Navarro 8/22/17</b>							

## 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?		Yes/No			
2	Renewal application was submitted on time?		Yes/No			
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/No			
4	EPA Form 2E NPDES (For dischargers of non-process wastewater only)		Yes/No			
5	EPA Form 2F NPDES (For dischargers of industrial storm water only)		Yes/No			
6	EPA Form 2A (For POTW)		Yes/No			
7	Oregon Form R (Renewal application national pollutant discharge elimination permit or EPA form 1 for new permits)		Yes/No			
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			
9	Mixing Zone Study needed and/or available	Level of study	Yes/No			
10	Provide reasoning for not requiring a mixing zone:					
11	Mixing zone information is available (acute, chronic, dilution)		Yes/No			
12	Whole Effluent Toxicity (WET) Testing Results		Yes/No			
13	Land Application Plan for Industrial Wastewater (Industrial permits only)		Yes/No			

14	Solids or industrial residuals management plan is needed (industrial permits only)	Yes/No			
15	Biosolids management plan (Domestic permits only)	Yes/No			
16	Recycled water use plan (or update) is completed (Domestic permits only)	Yes/No			
17	Site location map received and complete and latitude and longitude verified	Yes/No			
18	Is the receiving water body 303(d) listed	Yes/No			
19	List pollutants of concern that receiving body is listed for and user discharges:				
20	*Effluent monitoring data for parameters associated with 303(d) listing are available	Yes/No			
21	Is there a TMDL for the receiving water body	Yes/No			
22	Ambient data for receiving water body are available (data may be from state database and/or user provided)	Yes/No			
23	*Required data are available for all pollutants in discharge including data for effluent limitation guidelines or category listing	Yes/No			
24	*Updated process flow diagram or schematic with complete water balance which includes inflow, outflow, location of flow meters, process uses and consumptive uses	Yes/No			
25	Average flows available, maximum monthly flow, average 1 year flow, average 5 year flow <b>ADD TO MWH TABLE</b>	Yes/No			
26	Design capacity available for domestic facilities <b>ADD TO MWH TABLE</b>	Yes/No			
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>	Yes/No			
28	Five years of production data for industry with ELG related to production rate	Yes/No			
29	*Excel spreadsheet of the last 3 years' effluent data including flow data (if no, indicate data format i.e. PDF, msWORD, Hardcopy):	Yes/No			

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/No			
31	If Yes to [30] List actions required:				

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

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

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):	Yes/No			
44	*Active criminal or civil enforcement (describe):	Yes/No			
45	Groundwater review completed (if necessary)	Yes/No			
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/No			
47	Will best professional judgement be used to develop permit limits	Yes/No			
48	New WQ standards apply (i.e. copper BLM, Ammonia, etc.) and most recent version of RPA spreadsheet used. List new standards:	Yes/No			