



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
S. McMillan, D. Feldman, J. Navarro	ADAIR VILLAGE, CITY OF	ADAIR VILLAGE STP	5/31/2011	3/14/2017	11:08	3/31/2018	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?
101701	500	967824	OR0023396	3/14/2017	12:08	4	Yes
Critical Issuance:	Permit type:	DEQ Region:	City:	County:		Basin:	Sub basin:
No	NPDES-DOM-Da	WR	ADAIR VILLAGE	BENTON		Willamette	Upper Willamette
Indicate permit status and/or reasons for delay	administratively extended	Category for delay	Permitting process – external factor		Reason for delay	Other permitting process external factor (describe):	
Readiness summary (to be completed by reviewer after checklist is completed): The permittee may be switching to a major individual permit; therefore, more information is needed to draft the permit renewal. Need to confirm if any TMDLs have a WLA for this facility.							
Readiness Score ((# of "action required" + Sum of estimated time rankings) * Complexity)						456	
Checklist quality review completed by project manager (sign and date):							

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	Other incomplete permit application (describe):	
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		N/A	No action			
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)		Yes	Action Required	2	Other incomplete permit application (describe):	
7	Oregon Form R (Renewal application national pollutant discharge elimination permit or EPA form 1 for new permits)		Yes	Action Required	2	Other incomplete permit application (describe):	
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	3	Yes	Action Required	5	Mixing Zone
10	Provide reasoning for not requiring a mixing zone:		If the permittee is reclassified as a major, a new mixing zone study will be required				
11	Mixing zone information is available (acute, chronic, dilution)		No	Action Required	5	Mixing Zone	
12	Whole Effluent Toxicity (WET) Testing Results		No	Action Required	2	WET	
13	Land Application Plan for Industrial Wastewater		No	No action			

14	Solids or industrial residuals management plan is needed	No	No action		
15	Biosolids management plan	No	Action Required	4	Facility Plan
16	Recycled water use plan (or update) is completed	Yes	Action Required	4	Facility Plan
17	Site location map received and complete and latitude and longitude verified	No	Action Required	3	Facility Plan
18	Is the receiving water body 303(d) listed	Yes	Action Required	2	TMDL
19	List pollutants of concern that receiving body is listed for and user discharges:	Copper, Dioxin, Iron, DO, Lead, Temperature, E. coli, Mercury			
20	*Effluent monitoring data for parameters associated with 303(d) listing are available	No	Action Required	3	TMDL
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	3	Data Analysis
23	*Required data are available for all pollutants in discharge including data for effluent limitation guidelines or category listing	N/A	No action		
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	No	Action Required	3	Facility Plan
26	Design capacity available for domestic facilities	No	Action Required	3	Facility Plan
27	*Facility description (list processes and treatment systems) see EPA form 2C and/or Oregon form R question 1:	No	Action Required	2	Facility Plan
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): DMR 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	5	Facility Plan
31	If Yes to [30] List actions required:	Establish a pretreatment program, address infrastructure issues, upgrade the facility			

32	Mutual Agreement Order (MAO) with ELG and compliance schedule with interim limits	No	No action		
33	Has compliance schedule in current permit with interim limits been satisfied	Yes	No action		
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:	No	No action		
37	Public Notice (340-045-0027(1)(d) and (3)):	Category 3	Action Required	3	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	Yes	Action Required	2	TMDL
39	*Facility discharges a 303(d) listed pollutant and mass load increase is requested for the listed pollutant	Yes	Action Required	3	TMDL
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	4			
42	There are outstanding complaint or compliance issues with facility (describe): SSO events, I/I,	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): ODF&W will be consulted for the RWUP	Yes	Action Required	3	Other local/state/ federal/tribal/review/
44	*Active criminal or civil enforcement (describe):	No	No action		
45	Groundwater review completed (if necessary)	Yes	Action Required	3	Data analysis
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	3	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: Copper, Ammonia, Cadmium	Yes	Action Required	2	WQ Standards – new standards