



**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:<br>Enter First | Common permit name:   | Permit expiration date: | Readiness review start<br>(date and time):        |                     | Planned permit<br>issuance date: | Receiving water<br>body |
|---|-----------------------------------|-----------------------|-------------------------|---|---------------------|----------------------------------|-------------------------|
| D. Feldman, J. Navarro  | CARLTON, CITY OF                  | CARLTON STP           | 6/30/2015               | 7/25/2017   | 9:30 AM             | TBD                              | North Yamhill River     |
| Permit number:  | DEQ file number:                  | Application number:   | EPA ID number:          | Readiness review<br>completion (date and<br>time) |                     | Complexity (see<br>question #41) | 303(d) Listed?          |
| 101902  | 14195                             | 959332                | OR0020541               | 7/25/2017   | 12:13 PM            | 2                                | Yes                     |
| Critical Issuance:  | Permit type:                      | DEQ Region:           | City:                   | County:   |                     | Basin:                           | Sub basin:              |
| No  | NPDES-DOM-Db                      | WR                    | CARLTON                 | YAMHILL   |                     | Willamette                       | Yamhill                 |
| Indicate permit status and/or<br>reasons for delay  | administratively<br>extended      | Category for<br>delay | Resource limitations    |   | Reason for<br>delay | Technical staff unavailable      |                         |
| <b>Readiness summary (to be completed by reviewer after checklist is completed):</b> The Carlton STP operates a minor POTW that discharges to the Yamhill River. The facility had several overflow events, and percent removal violations for BOD and TSS. There was a mixing zone developed for this facility in 2010. It should be reviewed to determine if it is still accurate. The previous permit required a biosolids management plan. None was found in the file. The site map and updated flow process diagram were not included in the application package. The application listed I/I of 0.148 GPD. TMDL for phosphorus may have a WLA for the facility. |                                   |                       |                         |   |                     |                                  |                         |
| <b>Readiness Score ((# of "action required" + Sum of estimated time rankings) * Complexity)</b>   |                                   |                       |                         |   |                     | 98                               |                         |
| <b>Checklist quality review completed by project manager (sign and date): J. Navarro 8-7-17</b>   |                                   |                       |                         |   |                     |                                  |                         |

## Application Readiness

| Verify that information is available and complete<br><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?   |                | No                                 | No action                 |                                       |  |             |
| 3   | *EPA Form 2C NPDES Section V Part A, B and C monitoring requirements for each outfall<br>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                                | 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) |                | No                                 | Action Required           | 1                                     | LUCS                                       |             |
| 9   | Mixing Zone Study needed and/or available  | Level of study | 1                                  | Yes                       | Action Required                       | 2  | Mixing Zone |
| 10  | Provide reasoning for not requiring a mixing zone:   |                | N/A                                |                           |                                       |  |             |
| 11  | Mixing zone information is available (acute, chronic, dilution)  |                | Yes                                | Action Required           | 2                                     | Mixing Zone                                |             |
| 12  | Whole Effluent Toxicity (WET) Testing Results  |                | N/A                                | 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)   | No   | Action Required | 3 | Facility Plan |
| 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 | Facility Plan |
| 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:   | Biological Criteria, Copper, Dissolved Oxygen, E. coli, Fecal Coliform, Flow Modification, Iron, Phosphorus, Temperature |                 |   |               |
| 20 | *Effluent monitoring data for parameters associated with 303(d) listing are available   | Yes  | Action Required | 2 | Data Analysis |
| 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)  | Yes  | No action       |   |               |
| 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 | 2 | Facility Plan |
| 25 | Average flows available, maximum monthly flow, average 1 year flow, average 5 year flow <b>ADD TO MWH TABLE</b>   | N/A  | 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 | 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): Hardcopy                      | No   | Action Required | 2 | Data Format   |

## Community/Facility Readiness

| Verify that information is available and complete<br><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   | <b>Facility will likely need upgrades and/or permittee will have to take other significant action(s) during next permit term</b> | Yes  | Action Required           | 2                                     | Facility plan                              |
| 31   | <b>If Yes to [30] List actions required:</b>   | The facility may have to slip line the sewer pipes to reduce I/I |                           |                                       |  |

|    |   |            |           |
|----|---|------------|-----------|
| 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      | No         | No action |
| 34 | Is it anticipated that a compliance schedule will be needed in next permit        | No         | No action |
| 35 | Significant financial burden on facility/community due to permit renewal          | No         | No action |
| 36 | Recommended consultation with regional solutions team, describe:                  | No         | No action |
| 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<br><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  | 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   | 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   | 2   |                           |                                       |  |
| 42  | There are outstanding complaint or compliance issues with facility (describe): The facility has several instances where the percent removals for BOD and TSS were not met as reported in DMRs. | Yes                                       | Action Required           | 1                                     | 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):  | No  | No action       |   |                              |
| 45 | Groundwater review completed (if necessary)  | Yes | Action Required | 1 | 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: Ammonia, Copper                                     | Yes | Action Required | 3 | WQ Standards – new standards |