

Instructions for Completing the Permit Application for Wastewater Discharges from Domestic Sewage Treatment Works (to Surface Waters)

Use these instructions to complete the permit application form DEEP-WPMD-APP-300; prepare supporting documents and publish the applicant's notice of permit application if applicable. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

This permit program, administered by the Water Planning and Management Division (WPMD) of the Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection (DEEP), regulates wastewaters treated by domestic sewage treatment facilities which discharge to surface waters of the state.

Discharges from *Domestic Sewage Treatment Facilities* include discharges from Publicly Owned Treatment Works (POTWs) and privately owned domestic sewage treatment facilities. "Domestic sewage" is "sewage that consists of water and human excretions or other waterborne wastes incidental to the occupancy of a residential building or non-residential building but not including manufacturing process water, cooling water, wastewater from water softening equipment, commercial laundry wastewater, blowdown from heating or cooling equipment, water from cellar or floor drains or surface water from roofs, paved surfaces or yard drains."

Who Needs a Permit?

Any person or municipality that discharges water, substance or material into the waters of the state, which includes surface waters, storm drains, and ground waters, is required to obtain

a permit from DEEP prior to initiating the discharge.

Any person or municipality who proposes to initiate, create, originate or maintain a *new* discharge must submit a completed permit application to DEEP and obtain a permit from DEEP prior to discharging.

Any person proposing to continue a previously permitted discharge, must apply for renewal of the existing permit by submitting a sufficient permit application **at least one hundred eighty (180) days prior to the expiration date of the existing permit**. If your application is or may be untimely, (i.e. submitted less than 180 days before the expiration date), please refer to section 22a-6j of the Connecticut General Statutes (CGS). **If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.**

Any person proposing to transfer a DEEP permit must submit a completed [License Transfer Form](#) (DEEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning permit transfers or to

obtain a *License Transfer Form*, please contact the Office of Innovative Partnerships and Planning at DEEP.OPPD@ct.gov.

For further information concerning modifications, please contact WPMD at 860-424-3704.

Notice of Permit Application

Section 22a-6g of the Connecticut General Statutes imposes public notification requirements on applicants for certain permits issued by DEEP.

In order to comply with these requirements, you must:

1. Publish notice of the permit application in a [newspaper of general circulation](#) in the area potentially affected by the activity that is the subject of your permit application. This notice *must follow the format* specified at the end of these notice instructions and must be published **before** you submit your application to the DEEP. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct. Refer to the following list, ([newspaper of general circulation](#)) for newspapers of general circulation in Connecticut.
2. If the applicant is not municipally owned, the applicant must send a copy of the published notice to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, 1st selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which

is available on the Secretary of the State's website (portal.ct.gov/SOTS), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list of mayors and first selectmen available: [Find Your Town Clerk Registrar of Voters and Elected Officials](#). If you have questions, you can call the Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.

3. Include a copy of the published notice of permit application and a completed [Certification of Notice Form - Notice of Application](#) (DEEP-APP-005A) as Attachment AA to the permit application.

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published that displays the notice, the name of the newspaper and the date of publication.

The [Certification of Notice Form - Notice of Application](#) asks you to:

- a) specify the date and newspaper in which the notice was published;
- b) certify that a copy of the notice was provided to the chief elected municipal official; and
- c) identify the municipal official(s) to whom the notice was provided.

If you have any questions about these notice requirements contact the Municipal Facilities Permit Coordinator of the Bureau of Water Protection and Land Reuse at 860-424-3704.

Your application will not be processed **until** DEEP receives the copy of the notice as described above and a completed Certification of Notice Form - Notice of Application.

In addition, DEEP may notify you that other forms of notice are required, including the posting of a sign in accordance with CGS section 22a-6l.

The applicant is responsible for publishing legal notice in accordance with the requirements of [CGS section 22a-6g](#), and all applicable laws.

Also, when the application review is complete and DEEP has made a final decision on your permit application, DEEP will publish a Notice of Tentative Determination in the newspaper. Please note that you will receive an invoice for the public notice fee and you will be responsible for payment.

The following format must be used when publishing notice of an application:

Notice of Permit Application

Town(s): **[LIST ALL TOWNS IN WHICH THE REGULATED
ACTIVITY IS LOCATED OR WILL HAVE AN EFFECT]**

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the "applicant") of **[INSERT ADDRESS OF APPLICANT HERE]** will submit to the Department of Energy and Environmental Protection an application under section 22a-430 of the Connecticut General Statutes for a permit to initiate, create, originate or maintain a discharge of water, substance or material to the waters of the state.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT AT A STREET ADDRESS GIVE THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS E.G., ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity will potentially affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY (I.E., WETLANDS; WATERCOURSES, BY NAME; GROUND WATERS; AIR; LAND; TIDAL WETLANDS)]**.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application will be available for inspection at the Department of Energy and Environmental Protection, Bureau of Water Protection and Land Reuse, Water Planning and Management Division, Municipal Wastewater Section, 79 Elm Street, Hartford, CT 06106-5127; 860-424-3704 from 8:30 to 4:30 Monday through Friday. Please call in advance to schedule review of the application.

How to Apply

Your permit application must include the following:

- A [Permit Application for Wastewater Discharges from Domestic Sewage Treatment Works](#) (DEEP-WPMD-APP-300) and all supporting documents;
- One copy of the application package;
- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection” or through the online E-payment portal.
- A copy of the published notice of permit application, as described in these instructions with a completed Certification of Notice form ((DEEP-APP-005A).

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND
ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

Refer to the Available Resources Section at the end of these instructions to obtain all required documents related to the subject permit application.

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on your application form. Be sure to list these supporting documents in your table of contents in the Executive Summary.

If additional pages are attached to the form concerning an application response, they should be numbered and titled to correspond to the specific number and title of the request for information on the application form and include the name of the applicant as indicated on the main application form.

You should retain a copy of all documents for

your files.

Permit Application Instructions (DEEP-WPMD-APP-300)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter “N/A” in the space provided.

If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Check the “Available Resources” section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

Part I: Application Type and Description

Please indicate whether you are applying for a new permit, a replacement of an authorization or a general permit, for a renewal of an existing permit, or for a modification of an existing permit, by checking the appropriate box. A permit is deemed to be "existing" *only* if it has not yet expired on the date you file your application. Please provide the existing permit number.

Provide the town location of the subject activity, the name of the facility and where it discharges to. For example, Heritage Springs discharging to the Connecticut River.

Part II: Fee and Public Notice Information

1. *Fee Information* - The initial fee as shown on the application form must be submitted with the application. If the applicant is a municipality, the 50 percent fee discount applies.

DEEP will not process an application and will deem such application to be insufficient unless the required initial fees have been paid. The payment should be in the form of a check or money order made payable to “Department of Energy and Environmental Protection” or through the E-Payment portal.

Check the box if paying online through the E-Payment portal.

After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed.

The remaining balance for the permit application fee will be invoiced at a later date.

2. *Public Notice Information* - The public notice of application must be published **prior** to submitting an application, as required in CGS section 22a-6g. A copy of the published notice of application, as described in these instructions, and the completed Certification of Notice Form must be included as Attachment AA to this application. Your application will **not** be processed if Attachment AA is not included. Indicate the public notice date of publication.

Part III: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of

Innovative Partnerships and Planning at DEEP.OPPD@ct.gov . For any other changes you must contact the specific program from which you hold a current DEEP license.

When completing this part, please use the following standards:

- *Name* - If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division. Provide the full, legal company/firm name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [onlineBusinessSearch \(ct.gov\)](#). If identifying an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the town/city/company whom DEEP may contact.
- *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP.

1. *Applicant* - Complete the information concerning the applicant.
2. *Billing Contact* – Complete the information concerning the applicant’s billing contact, if different than the applicant.
3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other

individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

4. *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
5. *Wastewater Treatment Contract Operator* - Please list wastewater treatment contract operator at which the activity generating the discharge is to be conducted.
6. *Property Owner* - Please list the owner of the property at which the activity generating the discharge is to be conducted.
7. *Engineers or Consultants* - Please list engineers or consultants employed or retained to assist in preparing the application or to design or construct the activity, which will generate the proposed discharge(s).

Part IV: Pre-Application Meeting

If a pre-application meeting was held for the subject activity, provide the DEEP contact staff name and the meeting date. Also check the appropriate box indicating whether multiple permits or a single permit were required for the subject activity.

Part V: Site Information

1. *Site Location*

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a

street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

2. *Tribal Reservation Lands*

Check the appropriate box to specify if the activity which is the subject of the application will be located on federal or state recognized tribal lands or if the facility is or will be discharging to a receiving water that flows through Tribal reservation lands.

DEEP requires all applicants to conduct a review of the following Coastal, Natural Diversity Data Base, Aquifer Protection and Environmental Justice information as soon as possible and to resolve any outstanding issues, before submitting their permit application to DEEP to ensure a more timely and efficient review of their permit application.

3. *Coastal Management Act Consistency*

If the application is for a new permit or a modification of an existing permit where the physical footprint of the subject activity is modified you must further evaluate your activity as detailed below.

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a Coastal Consistency Review Form (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The coastal area, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River	Milford	Stonington (Borough and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and Town of)	Norwich	
	Old Lyme	

The *coastal boundary*, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Land and Water Resources Division (LWRD), the DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from [DEEP Store](#). The map can also be viewed at:

www.cteco.uconn.edu/map_catalog.asp (Select the town and then select coastal boundary. If the town is not within the coastal boundary you will not be able to select the coastal boundary map.)

Activities within the coastal boundary:

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for a new permit or a modification of an existing permit where the physical footprint of the subject activity changes, you must complete a *Coastal Consistency Review Form* (DEEP-APP-004) and submit it with your application as Attachment E.

For renewals or other modifications of existing permits for activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you that submission of this form is required to process your application depending upon the

specific activities to be conducted and their potential impact on coastal resources.

Activities outside the coastal boundary but within the coastal area:

For permit applications (new permits, modifications, or renewals) for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the [Coastal Consistency Review Form](#), refer to the Available Resources Section at the end of these instructions. For assistance in completing the form, or if you have questions on this process, call LWRD at 860-424-3034.

4. Natural Diversity Data Base (NDDB) - Endangered and Threatened Species

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

If the discharge is in an area mapped by the [NDDB Freshwater Mussel Map](#), with the exception of the Connecticut River, then prior to submitting the subject application, you must submit a [Request for NDDB State Listed Species Review](#) form (DEEP-APP-007) to NDDB. Please note that NDDB review generally takes 4 to 6 weeks and may

require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject permit application. A copy of the NDDDB Determination response letter that has not expired **must** be submitted with the completed subject application as Attachment F. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Do *not* submit any NDDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDDB Determination if it expires before project work commences.

5. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS section 22a-354a through 22a-354bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas.

Review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take

appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However, you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [DEEP-Aquifer Protection](#) or contact the program at 860-424-3019.

6. *Conservation or Preservation Restriction*

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment G. The municipality where the site is located may have information concerning such restrictions.

7. *Affecting Facility/Environmental Justice Communities*

If the application is for a new permit or an expansion of an existing permit and the design capacity of the facility is 50 MGD or more, you must further evaluate your activity as detailed below.

Applicants seeking a permit for a new or expanded affecting facility, with a design capacity of 50 million gallons or more, that is proposed to be located in an “environmental justice community,” must 1) file an [Environmental Justice Public Participation Plan](#) with DEEP and receive approval from DEEP prior to filing any application for such permit and 2) consult with the chief elected official(s) of the town(s) in which the affecting applicable facility is proposed to be located or expanded to evaluate the need for a community environmental benefit agreement. DEEP strongly encourages

applicants to reach out to communities in advance of site selections.

To determine if the subject facility is 1) an affecting facility and 2) if it is located within an environmental justice community, refer to the [Environmental Justice Public Participation Guidelines](#) (Guidelines). For further information and resources refer to our department webpage: [Environmental Justice \(ct.gov\)](#). For further assistance, you may contact the Office of Environmental Equity at 860-424-3044.

Such applicants must prepare an [Environmental Justice Public Participation Plan](#) (DEEP-EJ-PLAN-001) as described in the Guidelines and submit such Plan to:

Office of Environmental Equity
Office of the Commissioner
Department of Energy and Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127

prior to submitting a permit application. Once the Plan has been approved in writing by DEEP, submit your completed permit application with a copy of the written approval as Attachment H. A final report, as described in the Guidelines, documenting the implementation of the Plan must be submitted to the Office of Environmental Equity prior to issuance of the Permit Notice of Tentative Determination. [CGS section 22a-20a]

Part VI: Facility or Activity Information

1. List the principal raw materials used, products produced and/or services provided at this facility.
3. SIC code for domestic wastewater treatment is 4952.
3. Identify in the table the type, quantity and method of disposal of all wastes, including wastewaters which are not included as

discharges that are the subject of this permit application (e.g., wastewaters hauled away or covered under a different permit). For domestic sewage treatment facilities, include, at a minimum, grit, screenings, and sludges. In the middle column identify the amount of waste produced with the length of time associated with such production (e.g., 20 gallons per day). In the right column, identify the method of disposal (i.e., incineration, waste hauler, coverage under a different permit) of the wastes identified, as well as the name of the resource recovery facility, waste hauler, or permit, etc.

4. Itemize in the table, by name and maximum quantity, the toxic or hazardous substances, including oil and petroleum liquids, stored on site or expected to be used or present in a raw material, intermediate or final product or byproduct, or used as a chemical additive or treatment substance, in quantities greater than five gallons. See Appendix B and D of RCSA section 22a-430-4, and Title 40 of the Code of Federal Regulations (40 CFR) Part 261 Appendix VIII and 40 CFR Part 116.4 for a listing of toxic and hazardous substances. For substances stored in quantities of five gallons or less, a general description by category (i.e., acids, bases, cyanides, organic chemicals and heavy metals) with an estimated total by category should be provided.

The storage locations for the substances listed must also be shown on the Site Plans that must be submitted with this application as Attachment F.

Also, identify whether the substance is listed in the Toxic Chemical Release Inventory (TRI) rule under Section 313 of the Emergency Planning and Community Right-to-Know Act by checking the box in the TRI column. For an updated list of toxic chemicals call the U.S. Environmental Protection Agency's RCRA, Superfund & ECRA Hotline at 1-800-424-9346 or visit their webpage www.epa.gov (TRI Chemical List).

5. If you are subject to requirements or compliance schedules from a federal, state or local authority which affect the discharges which are the subject of your permit application, or for construction, upgrading or operation of the wastewater treatment system, please identify on the table the requirement or schedule and describe the project or process change(s). Also, list the required and projected final compliance dates.
6. Indicate all environmental permits or construction approvals received or applied for (including dates) under the noted programs. Print or type the corresponding permit number for each.
7. Specify the municipalities served by the treatment works, including unincorporated connector districts. For each municipality, indicate the population served, the percentage of each collection system type if known (e.g., separate sanitary or combined storm and sanitary), and collection system ownership status. Finally, indicate the total miles of sewer line each type comprises.

Do not report privately owned collection systems discharging industrial waste to the treatment works here. Those facilities must be reported beginning with item 30.
8. Provide the facility's *design* flow rate in million gallons per day (MGD). Next, specify the facility's *actual* annual average daily flow rate and maximum daily flow rate for each of the previous three years (in MGD).
9. Provide the facility's total number of effluent discharge points to waters of the United States by type (e.g., treated effluent, untreated effluent, combined sewer overflows, bypasses, and constructed emergency overflows).
10. Indicate whether the POTW discharges wastewater to basins, ponds, or other surface

impoundments that do not have outlets for discharge to waters of the United States. If yes, Specify the location of each surface impoundment, the average daily volume discharged to each surface impoundment in gallons per day (gpd), and whether the discharge is continuous or intermittent. If no, skip to Item 11.

11. Indicate if the facility applies wastewater to land. If yes, provide the location of each land application site; the size of each land application site (in acres); the average daily volume applied to each land application site (in gpd), and whether the land application is continuous or intermittent.. If no, skip to Item 12.
12. Note whether the facility's effluent is transported to another facility for treatment prior to discharge. If yes, describe the means by which the effluent is transported, such as by tank truck or pipe. If no, skip to Item 13.
13. Specify whether the facility's effluent is transported by a party other than the applicant. If yes, provide the name, mailing address, contact person, phone number, and email address of the entity that transports the discharge. If no, skip to Item 14.
14. Provide the name, mailing address, contact person, phone number, email address, and NPDES permit number (if any) of the receiving facility. Also specify the average daily flow rate from the facility into the receiving facility in million gallons per day (MGD).
15. Indicate if wastewater is disposed of in a manner other than those already mentioned in Items 9 through 14 that do not have outlets to waters of the United States, such as underground percolation and underground injections. If yes, provide a description of the disposal method, including the location and size of each disposal site; the annual average daily discharge volume (in gallons per day (gpd)), and whether disposal through this method is continuous or

intermittent. If no, skip to Item 16.

16. Indicate if any of the operational or maintenance activities associated with wastewater treatment and effluent quality of the POTW are the responsibility of a contractor. If yes, provide a listing of all contractors (by company name). For each, specify the mailing address, a contact name, telephone number, and email address. Also summarize the operational and maintenance responsibilities of each contractor. If no, skip to Item 17.
17. Specify the POTW's current average daily volume of inflow and infiltration (in gpd) and steps the facility is taking to minimize inflow and infiltration.
18. Indicate whether any improvements to the facility are scheduled. If yes, list and briefly describe each scheduled improvement and for each improvement indicate the outfall number of each outfall affected and the scheduled or actual dates of completion for the following: (1) commencement of construction, (2) completion of construction, (3) commencement of discharge, and (4) attainment of operational level. Then note whether the appropriate permits/clearances concerning other federal/state requirements have been obtained and briefly explain your response. If no, skip to Item 19.
19. Provide a description of each of the POTW's wastewater discharge outfalls. The application form provides reporting space for three outfalls. If your facility has more than this number, attach additional sheets as necessary. For each outfall, provide the outfall number. Indicate the state, county, and city or town where each outfall is located. Note the distance from shore in feet and the depth below the surface in feet. Specify the average daily flow rate through the outfall in MGD. Also specify the latitude and longitude of each outfall to the nearest second. Latitude and longitude coordinates may be obtained in a variety of ways, including use of hand held devices (e.g., a GPS enabled smartphone), geographic information systems (e.g., ArcView), internet mapping tools (e.g., <https://mynasadata.larc.nasa.gov/latitude-longitude-finder/>), or paper maps from trusted sources (e.g., USGS). The location of each outfall (i.e., where the coordinates are collected) shall be the point where the discharge is released into a water of the United States. For further guidance, refer to <http://www.epa.gov/geospatial/latitude-longitude-data-standard>.
20. Indicate whether any of the outfalls described under Item 19 have seasonal or periodic discharges. If yes, specify the following for each applicable outfall: (1) number of times per year discharge occurs, (2) average duration of each discharge, (3) average flow of each discharge in MGD, and (4) months in which discharge occurs. If no, skip to Item 21.
21. Note whether any of the outfalls listed under Item 20 are equipped with a diffuser. If yes, briefly describe the diffuser type at each applicable outfall. If no, skip to Item 22.
22. Note whether the POTW discharges or plans to discharge wastewater to waters of the United States from one or more discharge points. If yes, provide receiving water and related information in the table provided on the form (if known): (1) name of receiving water, (2) name of watershed/river/stream system and U.S. Soil Conservation Service 14-digit watershed code, (3) name of state management/river basin and U.S. Geological Survey (USGS) 8-digit hydrologic unit code, (4) acute and chronic critical low flow in cubic feet per second (cfs) and total hardness of receiving stream at critical low flow, in milligrams per liter (mg/l) of calcium carbonate, if applicable. If no, skip to Part VII.
23. Specify the highest level of treatment provided for discharges from each outfall (e.g., primary, equivalent to secondary, secondary, or advanced). Also indicate the

following design removals (in percent) for the following parameters for each outfall: (1) biochemical oxygen demand (BOD5 or CBOD5), (2) total suspended solids (TSS), (3) phosphorus (if applicable), (4) nitrogen (if applicable), and (5) any other removals that an advanced treatment system is designed to achieve.

24. Provide a description of the type(s) of disinfection used for wastewater discharged through each outfall. Indicate the seasons the disinfection type is used. Note whether the POTW dechlorinates if disinfection is accomplished through chlorination. Otherwise, check "Not Applicable."

25. For each applicable outfall, note the number of acute and chronic WET tests conducted since the last permit reissuance of the facility's discharges or of the receiving water near the discharge points.

26. Report the dates the testing data were submitted to your NPDES permitting authority and provide a summary of the results.

27. Indicate if any of the WET tests resulted in toxicity. If yes, describe the cause(s) of toxicity. If no, skip to Item 29.

28. Indicate if the POTW has conducted a toxicity reduction evaluation. If yes, Provide details of any toxicity reduction evaluations performed. If no, skip to Item 29.

29. Indicate if the POTW receives discharges from significant industrial users (SIUs) or non-significant categorical industrial users (NSCIUs), including SIUs and NSCIUs that truck or haul waste. If yes, continue to Item 30. If no, skip to Item 32.

SIUs are defined as:

- a. All industrial users subject to categorical pretreatment standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N (CIUs); and
- b. Any other industrial user per 40 CFR

403.3 that:

- i. Discharges an average of 25,000 gpd or more of process wastewater to the treatment works (with certain exclusions); or
- ii. Contributes a process wastestream that makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the treatment plant; or
- iii. Is designated as an SIU by the control authority.

The control authority may determine that an Industrial User subject to categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N is a NSCIU rather than a SIU on a finding that the Industrial User never discharges more than 100 gpd of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met:

- a. The Industrial User, prior to the control authority's finding, has consistently complied with all applicable categorical Pretreatment Standards and Requirements;
- b. The Industrial User annually submits the certification statement required in 40 CFR 403.12(q) together with any additional information necessary to support the certification statement; and
- c. The Industrial User never discharges any untreated concentrated wastewater.

30. Indicate the number of SIUs and NSCIUs that discharge to the POTW.

31. Answer whether the POTW has an approved pretreatment program, which is defined at 40 CFR 403.3 as a program administered by a POTW that meets the criteria established in 40 CFR 403.8 and 403.9 and that has been approved by the NPDES permitting authority (CT DEEP).

32. Answer whether you have submitted either of the following to the NPDES permitting authority that contains information substantially identical to that required in Item 33: (1) a pretreatment program annual report submitted within one year of the application or (2) a pretreatment program. If yes, identify the title and date of the pretreatment program annual report or pretreatment program and then skip to Item 34. If no, skip to Item 33.

33. Complete this table by providing the following information for each SIU that discharges to the POTW: (1) name and mailing address; (2) description of all industrial processes that affect or contribute to each SIU's discharge; (3) a list of the principal products and raw materials that affect or contribute to the SIU's discharge; (4) average daily volume of wastewater discharged by each SIU, indicating the amount attributable to process flow and non-process flow; (5) whether the SIU is subject to local limits; whether the SIU is subject to categorical standards and the categories/subcategories under which the SIU is subject; and whether any problems (e.g., upsets, pass-through interference) have occurred at the POTW that can be attributed to the SIU in the past 4.5 years.

34. Indicate if the POTW receives or has been notified that it will receive by truck, rail, or dedicated pipe any wastes that are regulated as RCRA hazardous wastes pursuant to 40 CFR 261. If yes, provide for each hazardous waste received, provide the hazardous waste number, the method by which the waste is received (e.g., by truck, dedicated pipe, rail, etc.), and the amount of waste received annually (specify units). If no, skip to Item 35.

Note: SIUs include users that truck or haul industrial waste to the POTW. Information for these users must be provided in Item 33.

35. Answer whether the POTW receives, or has

been notified that it will receive, wastewaters that originate from remedial activities, including those undertaken pursuant to Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Sections 3004(u) or 3008(h) of RCRA.

36. Answer whether the POTW receives (or expects to receive) less than 15 kilograms per month of non-acute hazardous wastes as specified at 40 CFR 261.30(d) and 261.33(e). If yes, skip to Item 37. If no, provide an attachment to the application, with the identification and description of the site(s) or facility(ies) at which the wastewater originates; the identities of the wastewater's hazardous constituents, as listed in Appendix VII of 40 CFR 261, if known; and the extent of treatment, if any, the wastewater receives or will receive before entering the POTW.

37. Indicate if the treatment works has a combined sewer system. If no, skip to Part VII. If yes, fill out the table.

Provide the following information for each CSO outfall: (1) outfall number; (2) state, county, city or town and ZIP code in which the outfall is located; (3) latitude and longitude of the outfall, to the nearest second, (4) distance of the outfall from shore and depth of the outfall below water surface. Latitude and longitude coordinates may be obtained in a variety of ways, including use of hand held devices (e.g., a GPS enabled smartphone), internet mapping tools (e.g., <https://mynasadata.larc.nasa.gov/latitude-longitude-finder/>), geographic information systems (e.g., ArcView), or paper maps from trusted sources (e.g., USGS). The location of each CSO outfall (i.e., where the coordinates are collected) shall be the point where the discharge is released into a water of the United States.

Indicate whether the POTW has monitored any of the following items in the past year for each of its CSO outfalls: (1) rainfall, (2)

CSO flow volume, (3) CSO pollutant concentrations; (4) receiving water quality, (5) CSO frequency, and (6) number of storm events.

For each CSO outfall, record (1) the number of CSO events in the past year, (2) the average duration in hours per event, the average volume per CSO event in million gallons, and the minimum rainfall that caused a CSO event in inches of rainfall in the past year. Note whether your responses for sub-items (2) through (4) above are based on actual or estimated data.

For each CSO outfall, record the following receiving water information: (1) name of receiving water; (2) name of watershed/stream system and the U.S. Soil Conservation Service watershed (14-digit) code, if known; (3) name of the state management/river basin and the USGS 8-digit hydrologic cataloging unit code, if known; and (4) a description of any known water quality impacts on the receiving water caused by the CSO (e.g., permanent or intermittent beach closings, permanent or intermittent shellfish bed closings, fish kills, fish advisories, other recreational loss, or exceedance of any applicable state water quality standard).

Part VII: Supporting Documents

All permit applications must include Attachments A through Z, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the permit application form.

Attachment AA: Notice of Permit Application

Submit as Attachment AA, a copy of the published notice of permit application, and a completed [*Certification of Notice Form - Notice*](#)

[*of Application*](#) (DEEP-APP-005A).

The copy of the published notice of permit application must be a photocopy of the page of the newspaper where the notice was published, that displays the notice, the name of the newspaper and the date of publication.

Attachment A: Executive Summary

All permit applications must include, on the form provided by DEEP, a completed [*Executive Summary*](#) (DEEP-WPED-APP-101) as Attachment A.

Attachment B: Applicant Background Information

A completed [*Applicant Background Information Form*](#) (DEEP-APP-008) must be submitted as Attachment B for all permit applications.

Attachment C: Applicant Compliance Information Form

Section 22a-6m of the Connecticut General Statutes provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications for activities not previously permitted by DEEP must include a completed [*Applicant Compliance Information Form*](#) (DEEP-APP-002) as Attachment C.

Attachment D: United States Geological Survey (USGS) Map

Submit as Attachment D an 8 1/2" x 11" copy of the relevant portion or an original of a USGS topographic quadrangle map, at a scale of 1:24,000 indicating the exact location of the project site and the proposed activities. DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the

GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

The quadrangle name should be noted on the copy of the map submitted. See Figure A, at the end of these instructions, for an example of how a USGS Map must be labeled when submitted.

For surface water discharges only: In addition to indicating the exact location of the project site and the proposed activities, please provide the latitude and longitude to the nearest fifteen seconds of each point at which the discharge enters the surface waterbody(ies) and show, as labeled dots on the topographic map, each numbered discharge point. If the discharge enters a storm drain indicate on the map the point of discharge to the storm drain and to the surface water, but provide latitude and longitude at the surface water entry only. You must also complete the separate form, provided by DEEP, [Latitude and Longitude](#) (DEEP-APP-003) giving the latitude and longitude of each numbered discharge point and submit it with the USGS Map as Attachment D.

Attachment E: Coastal Consistency Review Form

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. Please refer to the instructions in Part V, item 3, to determine if this requirement pertains to you.

Attachment F: CT NDDB Information

Submit as Attachment F, a copy of the NDDB Determination response letter that has not expired, if applicable. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Do *not* submit any NDDB Preliminary Site Assessments with your application. Be aware that you must renew your

NDDB Determination if it expires before project work commences. Please refer to Part V, item 4 of these instructions to determine if this requirement pertains to you.

Attachment G: Conservation or Preservation Restriction

If the property is subject to a conservation or preservation restriction, submit proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment G.

Attachment H: Environmental Justice Public Participation Plan

You may be required to submit a copy of a written Plan approval as Attachment H. Please refer to the instructions in Part V, item 7, to determine if this requirement pertains to you.

Attachment I-1: Site Plans

For discharges previously licensed by DEEP for which a Site Plan and Floor Plan were submitted to DEEP, such plans may be incorporated by reference into an application provided a certification is attached (see [Attachment X](#)) indicating that such plans accurately represent the facility and its operations as of the date the application is submitted. For all other discharges, submit up to date plans as Attachment I-1.

Site Plan:

Submit as Attachment I-1, a site plan consisting of a legible drawing of the site where the discharge(s) will occur. The site plan must show, at a minimum, a north meridian arrow and the relative locations of all features indicated below:

- the boundaries of the site, and all buildings;
- all intake and discharge locations, including all wells where fluids are injected underground;
- water bodies adjacent to the site and their names;

- roads adjacent to the site and their names;
- catch basins and storm drains on the site and indicate where each basin and drain discharges to;
- monitoring and/or supply wells on site;
- the location of discharges included in this application and for discharges previously authorized by DEEP, all monitoring points;

all outdoor areas, above and below ground, where virgin and waste liquids (chemicals, oils, solvents, sludges, process wastewaters, etc.) and toxic or hazardous substances are used, stored or handled including loading and unloading areas.

Attachments I, M, and N

For discharges previously licensed by DEEP for which Attachments I, M, and N) were submitted to DEEP, such documents may be incorporated by reference into an application provided a certification is attached (see [Attachment X](#)) indicating that such documents accurately represent the facility and its operations as of the date the application is submitted. For all other discharges, submit up to date plans or plan checklists and certifications as Attachment I, M, and N, as applicable.

Attachment I: Operation and Maintenance of Collection and Treatment Systems - Description, Plan Checklist and Certification

Please complete the form provided by DEEP, [Operation and Maintenance of Collection and Treatment Systems: General Description, Plan Checklist, and Certification](#) (DEEP-WPED-APP-103) and submit it as Attachment I.

Use the following instructions to complete Attachment I:

If you are applying for more than one permit and the collection and treatment systems are different for each permit, reproduce and complete the entire form for each permit you are applying for.

Check the appropriate box to identify the type of receiving water for which you are completing the form [Operation and Maintenance of Collection and Treatment Systems: General Description, Plan Checklist, and Certification](#) (DEEP-WPED-APP-103).

Part A: Please provide a general description of the methods and provisions for the operation and maintenance of the wastewater collection, storage and treatment and control systems. Include in the description, at a minimum, a discussion of the items listed as plan elements No. 1, 6, and 9 of the Plan Checklist (DEEP-WPED-APP-103).

Part B: Prepare an Operation and Maintenance Plan for the wastewater collection, storage, treatment and control systems. The plan should consider effective performance of the collection and treatment systems, adequate funding, operator training, laboratory and process controls and quality assurance procedures. For domestic sewage treatment facilities, the plan should include documentation of operator certification as required by RCSA sections 22a-416-1 through 22a-416-10. Based on the Operation and Maintenance Plan prepared for your application, complete the Operation and Maintenance Plan Checklist. Do not submit the Operation and Maintenance Plan itself; instead submit the completed Operation and Maintenance Plan Checklist and the signed certification certifying that the Operation and Maintenance Plan contains all applicable items listed on the checklist. Include on the certification form, the name and qualifications of the preparer of the Operation and Maintenance Plan. DEEP suggests that the Operation and Maintenance Plan be prepared by the same person who designed the treatment system. Remember that you must keep the Operation and Maintenance Plan on site once the discharge(s) begin. DEEP will notify you if a copy of the Operation and Maintenance Plan must be submitted to review your application.

Attachment M: Process Flow Diagram

An example of a process flow diagram for a domestic sewage treatment facility is provided as Figure M.

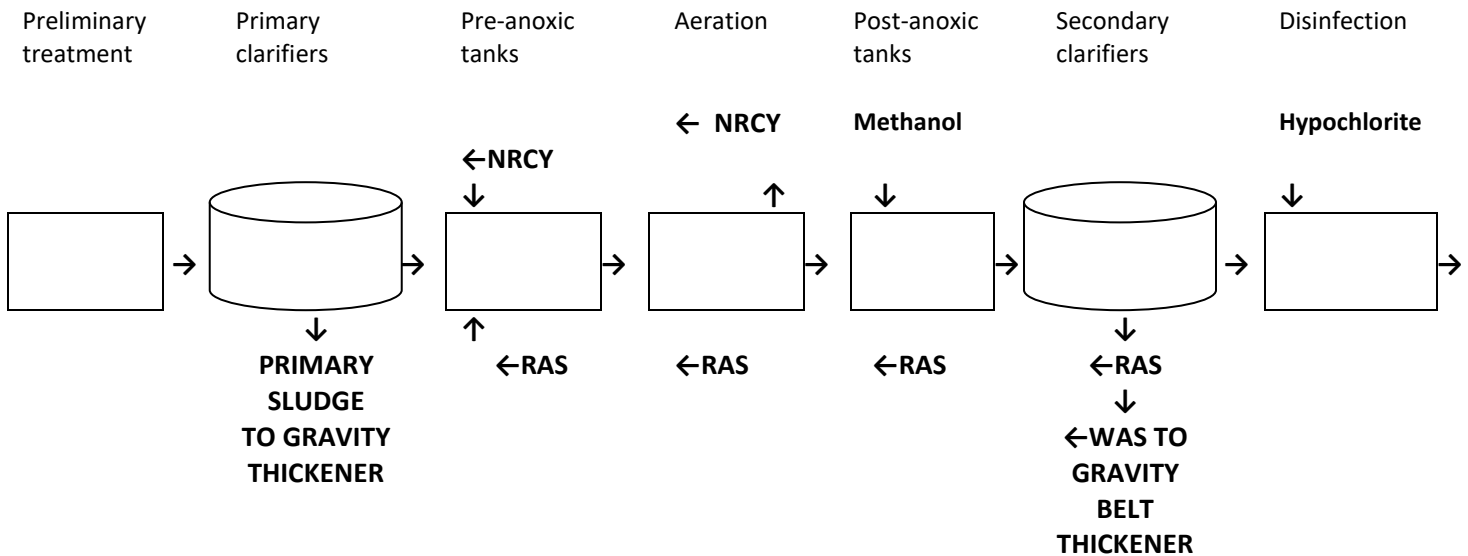
Include, as Attachment M, a flow diagram showing those processes generating wastewater. The process flow diagram should identify each process step or tank, its work flow position, size, contents, ultimate disposal location and the discharge rate of its contents. Include in the process flow diagram any treatment units integrated with a process. Other diagram formats are acceptable provided all the information requested above is included.

Figure M: Example of a Process Flow Diagram

Process Name: Activated Sludge with two stage denitrification

Process Step or # Tank	Contents	Volume	Discharge Location	Comments
Preliminary Treatment	Raw influent		To primary clarifiers	Bar rack, automatic screens and aerated grit removal
Primary Clarifiers	Screened and dewatered wastewater	___gallons	Effluent to pre-anoxic tank Sludge to gravity thickener	Four circular primary clarifiers
Pre-anoxic zones	Primary effluent with high nitrate recycle	___gallons	To aeration tank	Four pre-anoxic zones
Aeration Tanks	Activated sludge	___gallons	To post-anoxic tank	Four aeration tanks
Post-anoxic zones	Activated sludge	___gallons	To secondary clarifiers	Four post-anoxic tanks
Secondary Clarifiers	Activated sludge	___gallons	Effluent to disinfection Sludge to gravity belt thickener	Four circular secondary clarifiers
Disinfection	Final effluent	___gallons		Two rectangular chlorine contact tanks with dechlorination

Process Flow



Attachment N: Collection, Treatment and Disposal Systems, Description and Plans

For discharges previously licensed by DEEP for which Collection, Treatment and Disposal System plans were submitted and approved by DEEP, such plans may be incorporated by reference into an application provided a certification is attached (see [Attachment X](#)) indicating that such plans accurately represent the facility and its operations as of the date the application is submitted.

For facilities undergoing new construction only, submit up to date plans as Attachment N with your application. The up to date plans must be prepared by a professional engineer licensed to practice in Connecticut.

Submit as Attachment N: 1) a complete description of all collection, treatment and disposal systems proposed or installed to collect, treat and dispose of the wastewaters which are the subject of this application and 2) preliminary plans and specifications of such systems. If this application is to discharge to more than one type of receiving water, and different collection, treatment and disposal systems are to be used, please identify on each document submitted in this attachment the type of receiving water (surface water, POTW, ground water).

The submission of plans and specifications of collection, treatment and disposal systems are required as follows:

Preliminary Plans and Specifications:

Provide a detailed schematic, describing the proposed means of collecting, treating and disposing of the wastewaters, which are the subject of this application. It is recommended that a professional engineer licensed to practice in Connecticut prepare preliminary plans.

Final Plans and Specifications:

In general, if the final decision on an application is to issue the requested permit, final plans and specifications for the collection, treatment and disposal systems must be submitted for approval prior to permit issuance, unless DEEP notifies

you that this requirement has been waived pursuant to CGS section 22a-430(j) or regulations adopted thereunder. For applications that are exempt from the public notice requirement under RCSA section 22a-430-2, final plans and specifications for the collection, treatment and disposal systems should be submitted immediately following issuance of the tentative determination to issue the requested permit. For such applications, DEEP will issue an approval of the plans and specifications simultaneously with a final decision to issue the requested permit. Final plans and specifications must be prepared by a professional engineer licensed to practice in Connecticut.

Attachment P: Sewage Sludge Information

Please complete and submit the form provided by DEEP, [Sewage Sludge Information](#) (DEEP-WPED-APP-108) for the discharge that is the subject of this application, as Attachment P.

Attachment W: Renewal of an Existing Permit or Other Discharges Previously Licensed by DEEP

All applications for renewal of an existing permit or for discharges previously licensed by DEEP must complete the form provided by DEEP, [Renewal of an Existing Permit or Other Discharges Previously Licensed by DEEP](#) (DEEP-WPED-APP-102) and submit it as Attachment W.

Reproduce and complete the form (DEEP-WPED-APP-102) for each permit that you are proposing to renew. Provide your existing permit number on each page of the form in the space provided.

1. To complete the table "Summary of Discharge Analyses" on page 1 of the form DEEP-WPED-APP-102:

Label each discharge with the same discharge serial number as indicated on your previous permit. Reproduce and complete page 1 of the form for each discharge serial number listed on your previous permit.

Use the results of all individual chemical measurements conducted during the previous two years on discharge samples which were collected and analyzed using methods specified under 40 CFR Part 136. A grab sample average for one monitoring event constitutes an individual chemical measurement. Do not use other average values, such as average monthly concentration, in preparing the table.

Provide the following information for each respective column:

Name of Permit Parameter:

Enter in the table the chemical name or common name of each parameter monitored.

Average Concentration:

For each parameter monitored, sum the concentrations measured during each monitoring event during the two-year period. Divide the sum by the number of monitoring events and enter this number in the table. For the purpose of completing this table, assume that any values which were reported by the laboratory as less than the Method Detection Limit are equivalent to such Method Detection Limit.

Maximum Concentration:

For each parameter monitored, enter in the table the highest concentration measured during any sampling event. If the maximum concentration is less than the Method Detection Limit, list such concentration as "< "x" ", where "x" is the Method Detection Limit.

Number of Analyses:

For each parameter monitored, enter in the table the number of monitoring events for such parameter.

Number of Exceedances:

For each parameter monitored, enter in the table the number of times each permit parameter exceeded its permit limit.

2. Provide a brief narrative describing any changes in the processes or activities generating or treating the discharge(s), which are proposed and/or have occurred since the date of the last permit application. For example, such information should include the addition, substitution, or elimination of processes, modifications of treatment systems or chemicals added to treat the discharge, pollution prevention measures; and any other changes which may affect the quality or quantity of the discharge(s).
3. If any permit parameter monitored exceeded its permit limit by more than twice the permit limit or more than three times, describe the steps taken to correct the problem.

Attachment X: Certification Regarding Submittal of Previously Approved Documents

1. If your application concerns a discharge previously licensed by DEEP, you may incorporate any of the following documents by reference into your application by completing the form provided by DEEP, [*Certification Regarding Submittal of Previously Approved Documents*](#) (DEEP-WPMD-APP-302) and submit it as Attachment X. Reproduce and complete this form for each permit that you are applying for.

To incorporate a document by reference, the document must have been submitted to DEEP previously and you must certify that such documents accurately represent the facility and its operations as of the date the application is submitted. You are not required to resubmit such documents unless requested by DEEP. The documents that you may incorporate by reference include the following: Site Plan; Floor Plan; Pollution Prevention Plans which include Operation and Maintenance Plan, Solvent Management Plan, Spill Prevention and Control Plan and Resource Conservation Strategies; and CSO

system map; Collection, Treatment and Disposal System Plans and Specifications. Check the appropriate box(es) to indicate which documents you are incorporating by reference and provide the document's final revision date as well as the associated permit number.

2. Provide a general description of all collection and treatment systems of the discharge(s) which are the subject of this application and for which plans and specifications have been previously approved by DEEP.
4. The CSO system map must indicate: (1) all CSO discharge points, (2) sensitive use areas potentially affected by CSOs (e.g., beaches, drinking water supplies, shellfish beds, sensitive aquatic ecosystems, and outstanding national resource waters), and (3) waters supporting threatened and endangered species potentially affected by CSOs, (4) the location of major sewer trunk lines, both combined and separate sanitary; (5) the locations of points where separate sanitary sewers feed into the combined sewer system; (6) in-line and off-line storage structures; (7) the locations of flow-regulating devices; and (8) the locations of pump stations.

Attachment Y: Discharge Information

Please complete and submit Part A and Part B, Tables 1 through 4 of the form provided by DEEP, [*Discharge Information*](#) (DEEP-WPMD-APP-301) for **each** discharge that is the subject of this application, as Attachment Y. Photocopy these pages as necessary. For applications for renewals of existing permits, please provide your existing permit number in the space provided. Check to ensure that all discharges have been identified with discharge serial numbers as described below and that separate copies of Part A and Part B, Tables 1 through 4 have been completed for **each** discharge. Table 5 of Part B need only be completed once for all the discharges, which are the subject of this application.

Discharge Information:

Part A: General Discharge Information

Discharge Serial Number: Please number each discharge consecutively starting with discharge serial number 001-1; and identify each page of Attachment Y with the appropriate serial number in the space provided. For discharges previously authorized by DEEP, use the same serial number assigned in the previous permit for each discharge.

1a. Check the appropriate box to identify whether the discharge enters the surface waterbody directly or through a municipal storm sewer or through other drainage systems such as swales, etc. (Please specify the drainage system in the space provided.)

1b & c. The name and surface water classification of the surface waterbody the discharge first enters into may be identified on the "Water Quality Classification Map of Connecticut" produced in 1987 by DEEP. The map is available at:

<https://portal.ct.gov/DEEP/Water/Water-Quality/Water-Quality-Classification-Maps>

or for review at the DEEP File Room located on the store level at 79 Elm Street, Hartford.
[RCSA section 22a-430-4(c)(24)]

1d. Latitude/longitude of the actual discharge location.

2a & b. The groundwater classification goal for the site and the name and surface water classification goal of the surface waterbody the discharge first enters into may be identified on the "Water Quality Classification Map of Connecticut" produced in 1987 by DEEP. The map is available at:

<https://portal.ct.gov/DEEP/Water/Water-Quality/Water-Quality-Classification-Maps>

[RCSA section 22a-430-4(c)(24)]

2c. Latitude/longitude of the actual discharge location.

3. In the spaces provided enter:

- a. Average daily flow. The average daily flow means an average of all total daily flows measured during any calendar month. [RCSA section 22a-430-4(c)(6) - (7)] The total daily flow means the total flow of wastewater over an operating day.
 - b. Maximum daily flow. The maximum daily flow means the greatest volume of wastewater to be discharged over an operating day, not to exceed the design flow rate.
 - c. Average annual design flow in gpd,
 - d. Date the discharge began or will begin.
4. Check yes or no to indicate whether the discharge is continuous. A continuous discharge means a discharge, which occurs without interruption throughout the operating day, except for infrequent stoppages for maintenance, process changes, or other similar activities.
5. For other than a continuous discharge (batch, intermittent or seasonal discharges), enter in the space provided:
- a. the average number of hours per event the wastewater is discharged,
 - b. the maximum number of hours per event the wastewater is discharged,
 - c. the amount of wastewater discharged during a specified time period, its flow rate and frequency of occurrence.
[RCSA section 22a-430-4(c)(8)]
6. Process and/or Treatment Substances: In the table provided, please list the trade or common name of the substances used in treating this wastewater, identify any toxic or hazardous substances contained in each substance listed and list results of any aquatic toxicity tests conducted on the substance. Refer to Safety Data Sheets (SDS) provided by the vendor of the substances and the vendors themselves to determine the presence of toxic and hazardous substances, their concentration

and whether they are used in the manufacture of the substance. Please do not submit the SDS sheets unless requested. You should not rely solely on the SDS information to determine whether a substance used in generating the wastewater contains toxic or hazardous substances. See Appendix B and D of RCSA section 22a-430-4, and 40 CFR Part 261 Appendix VIII and 40 CFR Part 116.4 for a listing of toxic and hazardous substances.

7. List the location of all discharges including any plant bypasses, pumping station bypasses, and collection system overflows and bypasses.

Part B: Discharge Analysis Tables 1 – 4

All applicants (for new permits and renewals of existing permits) must complete Tables 1 through 4 for each discharge as described in these instructions and on the form. All sampling and analyses must be performed, as specified below, in accordance with RCSA section 22a-430-4(c)(20) and for discharges to surface waters, in accordance with any applicable EPA standard analytical method listed in 40 CFR Part 136.

All applicants must include the results of *all* analytical data obtained during the previous two years on discharge samples which were collected and analyzed using methods specified under 40 CFR Part 136.

New Discharges:

Permit applicants for new discharges must complete Tables 1 through 4 using scientific calculations to project expected discharge characteristics, or using information from similar discharges.

Previously Licensed or Existing Discharges:

Permit applicants for renewal of existing discharges or for previously licensed discharges must complete Tables 1 through 4 using analytical data based on actual discharge quality.

For substances that were monitored in the existing permit, indicate in the "Daily Composite or Grab Sample Results" column, "PP" for Permit Parameter. For such substances, you need not

repeat the analytical results in Tables 1 through 4, as long as such results are provided in Attachment W of this application.

All Applicants

All applicants must complete Tables 1 through 4, by using the instructions below for the following columns: "Daily Composite or Grab Sample Results", "Number of Analyses", and "EPA Method".

Domestic Sewage Treatment Facilities, including POTWs **must** analyze the discharge for: All substances in Table 1; and the following categories of substances in Table 2: Base/Neutral Compounds and Pesticides; and any of the other substances in Table 2: Toxic Metals, Cyanides and Phenols, Volatiles, and Acids and Tables 3 and 4, which are known or suspected or can reasonably be ascertained to be present in the discharge. All sampling and analyses must be performed, as specified below, in accordance with RCSA section 22a-430-4(c)(20) and for discharges to surface waters, in accordance with any applicable EPA standard analytical method listed in 40 CFR Part 136.

In addition to completing Table 4, you must analyze the discharge and provide the results of discharge analyses for the substances listed as items 7 through 27 using "EPA Method 1613: Tetra- through Octa-Chlorinated Dioxins and Furans by Isotope Dilution HRGC/HRMS" **if**:

1. your facility uses one of the substances listed as items 1-6 in Table 4, or knows or has reason to believe or can reasonably ascertain that one of these substances may be present in the discharge; or
2. your facility has a discharge resulting from a process regulated under 40 CFR Part 430 - Pulp, Paper, and Paperboard Point Source Category; or
3. you know or have reason to believe or can reasonably ascertain that 2,3,7,8 - Tetrachlorodibenzo-p-dioxin (TCDD) may be present in the discharge.

Complete Tables 1 - 4 by providing the following information for each respective column:

Analysis Required: (Table 2)

If the discharge is required to be analyzed for a substance there will be an "X" in this column by that substance.

Known or Suspected Present: (Tables 2 - 4)

If the applicant knows or has reason to believe or can reasonably ascertain that a substance is or will be present in the discharge, place an "X" in this column by that substance and provide analytical data for that substance in the appropriate column.

Believed Absent: (Tables 2 - 4)

If the applicant knows or has reason to believe or can reasonably ascertain that a substance is **not** or will **not** be present in the discharge, place an "X" in this column by that substance.

Note: Be sure to review your inventory of toxic or hazardous substances, raw materials used and treatment substances used, prepared for this application, when completing the "Known or Suspected to be Present" column or the "Believed Absent" column.

Daily Composite or Grab Sample Results: (Tables 1 - 4)

When quantitative data and chemical analyses are required, RCSA section 22a-430-4(c)(20) requires that:

- a. grab sample averages must be used for hexavalent chromium, cyanides, total phenols, oil and grease, sulfide and fecal coliform bacteria;
- b. grab samples must be used for volatile organics;
- c. for pH, temperature and total residual chlorine, the range during the composite sample must be reported;
- d. for the remaining substances, a representative daily composite sample of the effluent must be collected and analyzed;
- e. the maximum concentration for hexavalent chromium, cyanides and total phenols must be reported.

When providing analytical results for a substance that was not detected by the analytical method used, indicate that it was not detected and the minimum detection level of the method used by

employing the following format: "ND< X ppb", where "X" is the minimum detection level of the method used.

All samples collected for testing purposes must be taken at the proper location - after the last treatment unit and before mixing and dilution with other waste streams.

All samples must be collected, handled and analyzed in accordance with methods listed or approved under 40 CFR Part 136.

Number of Analyses: (Tables 1 - 4)

Provide the number of analyses performed for the particular substance in this column.

EPA Method: (Tables 1 - 4)

For discharges to surface water, analytical methods listed or approved by EPA under 40 CFR Part 136 may be used for substances which are present in the sample in sufficient concentration to allow quantifiable results to be achieved using the method chosen. If analytical results by the method chosen are reported as not detected, or if the applicant has reason to believe that the substances present in the sample are of insufficient concentration to allow quantifiable results to be achieved, the EPA Method listed below must be used for the corresponding substance. Please specify the number of the EPA Analytical Method used in this column.

Parameters	EPA Method
Acid and Base Neutral Compounds ...	625
Aluminum (total)	202.2
Antimony (total)	204.2
Arsenic (total)	206.2
Barium (total)	208.2
Beryllium (total)	210.2
Cadmium (total)	213.2
Chromium (total)	218.2
Chromium, Hexavalent	218.4
Cobalt (total)	219.2
Copper (total)	220.2
Cyanide (total)	335.2
Iron (total)	236.2
Lead (total)	239.2
Manganese (total)	243.2
Molybdenum (total)	246.2
Nickel (total)	249.2
Pesticides.....	608
Selenium (total)	270.2
Silver (total)	272.1
Tin (total)	282.2
Thallium (total)	279.2
Total Residual Chlorine	330.1
Volatile Compounds	624
Zinc (total)	289.1

Table 5: Laboratory Identification

Identify any contract laboratory or consulting firm, which performed analyses for substances listed in Tables 1 - 5. Be sure to keep copies of all lab results in case they are required for review at a later date.

Attachment Z: Non-acute Hazardous Wastes

If the POTW receives (or expects to receive) equal to or greater than 15 kilograms per month of non-acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), then provide as Attachment Z, identification and description of the site(s) or facility(ies) at which the wastewater originates; the identities of the wastewater's hazardous constituents as listed in Appendix VII of 40 CFR 261, if known; and the extent of treatment, if any, the wastewater receives or will receive before entering the POTW.

Part VIII: Applicant Certification

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. This includes consultants, professional engineers, surveyors, soil scientists, etc. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The registrant executing the Certification shall sign in accordance with the following signatory criteria:

The certification of the application package must be signed as follows:

1. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.
2. For a corporation: by a principal executive officer of at least the level of vice president;

3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;

An application will be considered insufficient unless all required signatures are provided.

Available Resources:

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEEP website, <https://portal.ct.gov/deep> and your local town hall or library for maps and other reference materials.

The DEEP File Room 860-424-4180 is located on the store level at 79 Elm Street, Hartford, CT. Please call in advance for hours of operation.

The [DEEP Store](#) 860-424-3555 is only available on line or by phone.

For general assistance regarding the subject permit application contact Municipal Facilities Permit Coordinator of the Bureau of Water Protection and Land Reuse at 860-424-3704.

For the subject permit application form, instructions and other required documents visit the DEEP website at:

<https://portal.ct.gov/DEEP/Municipal-Wastewater/Permit-Application-for-Wastewater-Discharges-from-Domestic-Sewage-Treatment-Works>

- Coastal Boundary Areas: Town Hall and/or [DEEP Store](#), 860-424-3555; "Coastal Boundary Map". Additional information: LWRD: 860-424-3034
 - www.cteco.uconn.edu/map_catalog.asp
- Coastal Resource Maps: Town Hall and/or [DEEP Store](#), 860-424-3555
- USGS Topographic Quadrangle Map: <https://portal.ct.gov/DEEP/GIS-and-Maps/Geographic-Information-Systems>; [DEEP Store](#), 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) www.usgs.gov
- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; <https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species>
- Aquifer Protection Area Maps: <https://portal.ct.gov/DEEP/Aquifer-Protection-and-Groundwater/Aquifer-Protection/Aquifer-Protection-Program> , [DEEP Store](#), 860-424-3555
- Ground Water Classification of Connecticut mapping: <https://portal.ct.gov/DEEP/GIS-and-Maps/Geographic-Information-Systems> (GIS data) or for purchase on CD through [DEEP Store](#), 860-424-3555
- Pollution Prevention: For further information on pollution prevention, refer to <https://portal.ct.gov/DEEP/P2/Pollution-Prevention-Home-Page>
- DEEP's Environmental Equity Policy and Environmental Justice Program: 860-424-3044 <https://portal.ct.gov/DEEP/Environmental-Justice/Environmental-Justice>
- Aerial Photographs:
 - ♦ DEEP LWRD 860-424-3034
 - ♦ CTECO internet site maintained by the University of Connecticut [www.cteco.uconn.edu]
- Historic Aerial Photographs:
 - ♦ State Library: 860-566-4301
 - ♦ Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN) <http://magic.lib.uconn.edu/>
 - ♦ CTECO internet site maintained by the University of Connecticut [www.cteco.uconn.edu]
- Tidal Wetland Boundary Maps: [DEEP Store](#), 860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP LWRD 860-424-3034
- Wetlands of Connecticut: [DEEP Store](#), 860-424-3555
- National Wetland Inventory Maps: [DEEP Store](#), 860-424-3555
- [2002 Connecticut Guidelines for Soil Erosion and Sediment Control](#)
- Drainage Basins: [DEEP Store](#), 860-424-3555, "Natural Drainage Basins in Connecticut", 1988; <https://portal.ct.gov/DEEP/GIS-and-Maps/Geographic-Information-Systems>
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or [DEEP Store](#), 860-424-3555; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation

District Offices and the United States
Department of Agriculture Conservation
Service Office

- US Army Corps of Engineers
 - ♦ New England District, Regulatory Office
696 Virginia Road
Waltham, MA 02254
Concord, MA 01742-2751
www.usace.army.mil
800-343-4789; 978-318-8335; 978-318-8338
- Copies of the Structures, Dredging and Fill Statutes, CGS sections 22a-359 through 22a-363f; the Tidal Wetlands Act, CGS sections 22a-28 through 22a-35a; and the Connecticut Coastal Management Act, CGS sections 22a-90 through 22a-112: DEEP LWRD 860-424-3034.
- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes
www.cga.ct.gov/lco/statutes-index.asp
- DEEP website for Statutes and Regulations:
<https://portal.ct.gov/DEEP/Laws/Laws-and-Regulations>
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy Guidance and Legislation: www.epa.gov/lawsregs

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

