



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Water Permitting & Enforcement Division

Notification User Guide

General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works

December 2025

IMPORTANT DISCLAIMER

This document is provided by CT DEEP for guidance only and does not replace or supersede any statutory or regulatory requirements. The enforceable obligations of regulated facilities are established solely by the Non-SIU General Permit and applicable federal and state laws. In the event of any conflict or inconsistency, the provisions of the Non-SIU General Permit control. Use of this guidance does not create new requirements, confer rights, or provide a defense for noncompliance.

Permittees are responsible for reviewing the permit in its entirety and ensuring full compliance.

Purpose of This Guidance

The Connecticut Department of Energy and Environmental Protection (“CT DEEP” or “DEEP”) has developed this Non-SIU GP Notification Guidance document to assist permittees in preparing a complete Notification Form which complies with the 2025 Non-SIU General Permit. Use of this guidance will help to ensure that your Notification Form appropriately addresses all elements required under the Non-SIU General Permit.

Where to Find More Information

Information on the Non-SIU General Permit is maintained on DEEP’s Non-SIU GP webpage: <https://portal.ct.gov/deep-NON-SIU-GP>. The information on this page includes a copy of the general permit, the fact sheet, and guidance documents such as FAQs and templates.

If you have any questions or comments about the Non-SIU GP, you can contact the Pretreatment Program Team via email at DEEP.Pretreatment@ct.gov.

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Notification Form Guidance for the Non-SIU General Permit

Introduction

The Non-SIU General Permit

The Non-SIU General Permit regulates nondomestic discharges from Industrial Users classified as Non-Significant Industrial Users (“Non-SIUs”) throughout Connecticut. An Industrial User is a facility that is an indirect discharger of nondomestic wastewater or a facility that discharges nondomestic wastewater to a publicly owned treatment works (“POTW”). A Significant Industrial User an Industrial User that meets any of the following criteria:

- Discharges an average of 25,000 gallons per day or more of process wastewater to a POTW.
- Is subject to federal categorical pretreatment standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N.
- Contributes process wastewater that makes up 5% or more of the POTWs average dry-weather hydraulic or organic capacity.
- Is designated as significant by the POTW or DEEP due to its potential to impact the treatment plant, worker safety, or environmental health.

Permits set terms and conditions for conducting an activity which, when complied with, are protective of the environment. DEEP uses both individual and general permits to regulate industrial pretreatment discharges. Individual permits are issued directly to an Applicant and are tailored specifically for your site. General permits, on the other hand, are written broadly to authorize discharges from activities that are similar to each other (such as activities at Non-SIUs). Under a general permit, Permittees do not get a tailored permit but are instead governed by the Master General Permit – which can be found on the issuing program’s webpage. General permits are a quicker and more cost-effective way to permit specific activities for both the Applicant and the Department.

Notification Process for Permit Coverage

The Non-SIU General Permit requires a notification, not an application. Facilities that are classified as Non-SIUs fall under the Non-SIU GP, which requires only a Notification Form. Only notifications are required for Non-SIUs because discharges from these sites are considered lower risk which does not require a detailed technical review. Submitting the Notification Form serves to inform both DEEP and the POTW Authority. Coverage is typically immediate or quickly acknowledged, without formal approval.

How to Notify

The Notification Process

The notification process for the Non-SIU General Permit consists of five general parts:

- Step 1** Read the General Permit
- Step 2** Collect Information Needed for the Notification Form
- Step 3** Fill Out the Notification Form
- Step 4** Submit the Notification Form to DEEP
- Step 5** Submit the Notification Form to the POTW Authority(ies)



DEEP has moved to an entirely electronic notification process for this permit. Ensuring that you are ready to begin the process is essential. You will have to fill out the Notification Form through DEEP’s online portal entirely in one session. You cannot save information and go back. Once the Notification Form has been submitted, the Applicant will receive an email with a PDF copy of the form and instructions to submit a copy of the PDF form to any applicable POTW Authority(ies).

This document covers each part of this process in detail, including what to expect and guidance on each question as you encounter them.

Who Must Register

The Non-SIU General Permit authorizes nondomestic wastewater discharges from manufacturing and commercial sites. Any site meeting the eligibility criteria must register for coverage. The main eligibility criterion is that the site is not a Significant Industrial User. This can be determined by using the following criteria:

- No discharges to a POTW from the site are subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; **AND**
- The total average process wastewater flow from the site is less than 25,000 gallons per day; **AND**
- The discharge of all process wastewater from the site does not contribute 5% or more of the average hydraulic or organic capacity of the receiving POTW; **AND**
- The facility is not designated as a Significant Industrial User by the Commissioner.

Notification Form Deadlines

There are different submittal deadlines for certain sites depending on their previous permitted status. Please read the following to determine what type of Applicant you are and what the applicable deadline is.

Please note that eligible dischargers that do not submit a Notification Form by the applicable submittal deadline are maintaining an illegal, unpermitted discharge at their site and may be opening themselves up to legal actions by the state or other entities.

Existing Permittees

Existing Permittees are those sites that were authorized under the previous version of the permit when it expired. These sites will have continued coverage under the 2025 permit as long as a new Notification Form is submitted by March 1, 2026 (i.e., within 90 days of the effective date of the general permit).

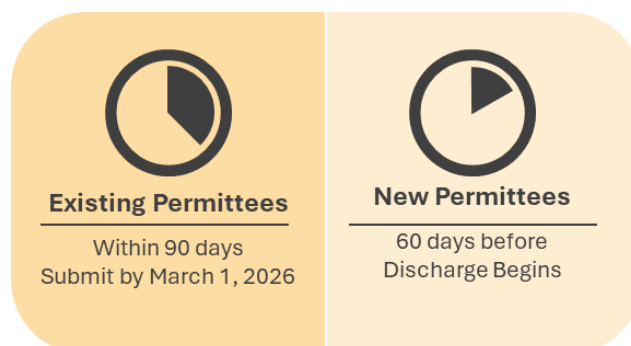
New Permittees

New Permittees are those sites which were not registered under the previous version of the permit when it expired. These sites must submit a complete Notification Form prior to initiating a discharge.

New Permittees include those transitioning from the SIU GP due to a change in SIU status evaluation or Permittees transitioning from authorization under an individual permit. Sites transitioning from authorization under the SIU GP shall submit a Notification Form by March 1, 2026 (i.e., within 90 days of the effective date of the general permit).

Transfer of Ownership

This permit is not transferable. If you are looking to transfer ownership or permit responsibility from one entity to another, the new owner or responsible party must submit a new Notification Form online.





STEP 1 – Read the General Permit

The first step in the notification process is to make sure you understand the requirements and are prepared to complete the Notification Form. Review the information below to confirm that you are ready to proceed with the Notification Form:

- **Review the permit**

Permittees are expected to be familiar with the terms of the Non-SIU GP prior to submitting their Notification Form. You will need to certify that you have read and understand the permit as part of the notification.

- **Make sure you qualify for coverage**

Not all manufacturing and commercial sites qualify for coverage under this permit.

To qualify your site must:

- Not have discharges to a POTW that are subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; **AND**
- Have a total average process wastewater flow from the site that is less than 25,000 gallons per day; **AND**
- Have a total flow of all process wastewaters from the site that contributes less than 5% of the average hydraulic or organic capacity of the receiving POTW; **AND**
- Not be designated as a Significant Industrial User by the Commissioner.
- The discharge must not be covered under another permit – such as an individual permit.

Please note that discharges to federally-recognized Indian lands are not covered under this permit.

If you submit a registration for a site that does not meet these eligibility requirements, your discharge will not be authorized under the general permit.

- **Prepare your Operation and Maintenance Plan**

DEEP requires facilities covered under this general permit to maintain an up-to-date, site-specific Operation and Maintenance Plan (“O&M Plan”). The O&M Plan must address all applicable plan elements in Appendix A of the general permit.

- **Prepare your Spill Prevention and Control Plan**

DEEP requires facilities covered under this general permit to maintain an up-to-date, site-specific Spill Prevention and Control Plan (“SPCP”). The SPCP must address all applicable plan elements in Appendix B of the general permit. The SPCP does not need to address facility components or systems already covered by plans prepared or approved under the Resource Conservation and Recovery Act and the Spill Prevention, Control and Countermeasure program.

- **Develop best management practices**

Permittees are responsible for developing, implementing, and maintaining best management practices necessary to comply with all terms and conditions of this general permit.

- **Consider the timelines – plan ahead**

Several steps in this process may require more time than expected. Collecting the wastewater samples and analytical data required for the Notification Form may take longer than expected due to laboratory turnaround times. If you are unsure whether you have all the necessary information, read ahead - this document explains the contents of the Notification Form and how to submit it.

BE PREPARED!

To move on to the next part of the notification process, you should be able to confirm the following:

- This site is eligible for coverage under the Non-SIU General Permit.
- I am familiar with the requirements in the Non-SIU General Permit.
- I have prepared an O&M Plan for my site.
- I have prepared a SPCP for my site.
- I have best management practices established that are needed to comply with the permit.

If you checked all of the boxes above, you are ready to move on to the next step.



STEP 2 – Collect Information

You must complete the Notification Form through DEEP’s online portal in a single session, as the system does not allow you to save your progress and return later. Be sure to gather all required information before opening the form.

A sample PDF copy of the questions that will be asked on the online portal can be found on the Non-SIU General Permit webpage: <https://portal.ct.gov/deep-NON-SIU-GP>

Do not submit the sample form to DEEP by mail or email. The Applicant must use the online portal; the online portal allows DEEP to track and aggregate data on industrial discharges. The data is necessary to further characterize the industrial contributions of pollutants to our POTWs in the state. Applicants who submit the PDF form to DEEP without utilizing the online portal are not authorized under the general permit. The sample PDF form is provided for Applicants to review and take note of the information required to complete the online Notification Form.

Suggestion: As you read through Step 3 of the Guide, use the sample PDF form to draft responses for the online portal

INFORMATION COLLECTION CHECKLIST!

To move on to the next part of the notification process, you will need the following:

- Responses for all applicable sections in the sample PDF form.

If you have this information ready, you are now able to move on to the next step.



STEP 3 – Complete Notification Form

General Pretreatment Permit for Non-Significant Industrial User...

General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works Notification Form

Who Must File a Notification Form

The General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works (Non-SIU GP) authorizes wastewater discharges to Publicly Owned Treatment Works (POTW) from Industrial Users that do not meet the definition of Significant Industrial User. Industrial Users are facilities that discharge wastewater from commercial or

- No discharges to a POTW from the site are subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N.
- The total average process wastewater flow from the site is less than 25,000 gallons per day.
- The discharge of all process wastewater from the site does not contribute 5% or more of the average hydraulic or organic capacity of the receiving POTW.
- The facility is not designated as a Significant Industrial User (SIU) by the Commissioner.

⚠ **Note:** Discharges from groundwater remediation or construction/dewatering activities are not eligible under this permit. Please refer to other applicable general permits for those activities.

Important Before You Begin:

- **Review the General Permit:** Read the full terms and conditions of the General Permit before beginning this form to confirm eligibility and understand all requirements. The permit and fact sheet can be found at: [General Pretreatment Permit for Non-Significant Industrial User Discharges](#).
- **Complete in One Session:** The online form must be completed and submitted in a single session. Progress cannot be saved and resumed later.
- **Prepare Required Information:** Gather all necessary applicant, site, and discharge information, including analytical data and any required documentation.

Steps to Complete the Notification Form:

1. Read the General Permit
2. Gather Required Information
3. Complete and Submit the Online Form
4. Review the Confirmation PDF
5. Send the PDF to the POTW Authority

Tips & Notes for Completing the Notification Form

- Do not leave any fields blank unless the instructions specifically say you can.
- If a question does not apply, enter "N/A" (Not Applicable).
- Submit one Notification Form per discharge location (i.e., one site per form).
- The term "Applicant" refers to the Industrial User seeking coverage under this general permit.

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The online Notification Form is used to submit all wastewater discharge information to DEEP, except for Emergency Discharges and Short-term UST Replacement Discharges.

The online Notification Form is available on the Non-SIU General Permit webpage <https://portal.ct.gov/deep-NON-SIU-GP>.

The Applicant is responsible for ensuring the accuracy of the notification and has a legal obligation to answer the questions truthfully. If you provide information that does not accurately reflect your site – knowingly or otherwise – you may be subject to legal actions by the state or other entities. If you become aware of any inaccuracies after submitting the documents to DEEP, you are responsible for reporting the inaccuracies.

Notification Form: Introduction

The introduction page provides important information about eligibility requirements and instructions for preparing and completing the Notification Form. After reading this information, press the NEXT button in the bottom left corner of the page. You can go back to this page at any time while filling out the form by pressing the BACK button until you reach the introduction page; pressing the BACK button will not erase your progress.

Part I: Notification Type

Select one of the Notification Types based on the instructions below:

- Select **New Site Notification** if the Applicant did not have authorization under the 2020 issuance of the MIU GP and has not yet received authorization under this general permit.
- Select **Renewal Notification** if the Applicant is an existing permittee under the 2020 issuance of the MIU GP and is renewing permit coverage under the 2025 General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works.
- Select **Notice of Change** if the Permittee has received permit coverage under the 2025 Non-SIU General Permit and is submitting information about changes associated with the permitted discharge.
- Select **PFAS Status Report** if the Permittee is submitting an annual PFAS Source Reduction and Identification Status Report as required by Section 4.14.2 of the 2025 Non-SIU General Permit.

General Pretreatment Permit for Non-Significant Industrial User...

Part 1: Notification Type

Please select one of the options below to indicate the status of your activity under the 2025 General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works:

- New Site Notification: This is a new activity and discharge seeking permit coverage.
- Renewal Notification: This activity and discharge are currently covered under the existing permit, and you are seeking renewal under the 2025 General Permit.
- Notice of Change
- PFAS Status Report

By clicking on the highlighted Notification Types above, you will advance to the appropriate section of the guide to continue filling out the form.

Part I: Notification Type – New Site Notification

At the bottom of the page, select “Yes” if the discharge was previously authorized by a DEEP-issued permit (other than the 2020 MIU GP).

- If ‘Yes’ is selected, a field will be available to enter the name of the previous permit the discharge was authorized under and the associated permit number.
Example: Individual Permit – SP0001234; or SIU GP – CTSIU0001
- Select ‘No’ if you are a New Applicant that has never been authorized to discharge.

Select ‘Next’.

Jump to [Part 2: Applicant and Site Information](#)

Please answer the following questions regarding previous authorizations for the discharge:

Was the discharge previously authorized under a permit issued by DEEP?*

Yes

No

Provide the name of the previous permit and permit number (if applicable):

SIU GP: CTSIU0001

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Part I: Notification Type – Renewal Notification

At the bottom of the page, select 'Yes' if the discharge was previously authorized under the 2020 MIU GP.

Discharges previously authorized under the 2020 MIU GP are considered Renewal Notifications.

A field will be available to enter the name of the previous permit the discharge was authorized under and the associated permit number, when applicable. Enter 'MIU GP.' There is no permit number associated with MIU GP authorizations.

Select 'Next'.

Jump to [Part 2: Applicant and Site Information](#)

Was the discharge previously authorized under a permit issued by DEEP?*

Yes

No

Provide the name of the previous permit and permit number (if applicable):

MIU GP

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Part I: Notification Type – Notice of Change

When 'Notice of Change' is selected as the Notification Type, additional questions appear. Select the reason(s) for the Notice of Change Notification. At least one must be selected; multiple can be selected.

- **Adding a discharge serial number ("DSN")** – choose this option if you are adding a new discharge/monitoring location that connects to the sanitary sewer.
- **Modifying the wastewater description** – choose this option if the activities contributing to the discharge reported in the prior Notification Form are no longer accurate.
- **Introducing a pollutant to the authorized discharge that was indicated as not known or suspected present in the original Notification Form** – Choose this option if a new pollutant may be present in the discharge that was not reported on the prior Notification Form.
- **Increasing the maximum daily flow of any discharge** – Choose this option if the Applicant wishes to increase the flow beyond the quantity listed in the prior Notification Form submitted.
- **Decreasing the maximum daily flow of a DSN that would result in a change in the monitoring frequency prescribed in Table 4-4 of this general permit** – Choose this option if the change in flow of a discharge/monitoring location will result in a change in required monitoring frequency.
- **Changing the monitoring location** – Choose this option if the Applicant wishes to update the monitoring location specified on the most recent Notification Form submitted.
- **Request for a variance of a numeric effluent limit in the general permit** – Choose this option if you would like to request a variance from the effluent limits.
- **Submittal of discharge screening analysis upon initiation of a discharge** – Choose this option if you are a New Applicant, have initiated discharge, and are now submitting your screening results from a sample within the first thirty (30) days of discharge.
- **Change of name after the initial approval to discharge** – Choose this option if you have changed names since the last Notification was submitted.
- **Correction of inaccurate or misleading information** – Choose this option if the Applicant needs to correct inaccurate or misleading information submitted in the most recent Notification Form submitted.
- **Expansion or alteration of the wastewater treatment system** – Choose this option if there has been an expansion or alteration of the wastewater treatment plant.

Modification Description

Describe the proposed modification in the field.

Effects of Modification

Enter a response to how the modification will affect the discharge quality and quantity. Include analytical data as applicable.

Modification Timeline

Enter a narrative on the timeline for implementing the proposed timeline.

Enter the expected completion date of the proposed modification.

At the bottom of the page, select 'Yes' to indicate that the discharge was previously authorized by a DEEP-issued permit.

A Notice of Change is only available for currently authorized discharges under the Non-SIU GP.

A field will be available to enter the name of the previous permit that the discharge was authorized under and the associated permit number, when applicable. Enter 'Non-SIU GP'. There is no permit number associated with Non-SIU GP authorizations.

Select 'Next'.

Jump to [Part 2: Applicant and Site Information](#) directions.

Part I: Notification Type – PFAS Status Report

When 'PFAS Status Report' is selected as the Notification Type, six additional questions appear.

PFAS Status Reports are due on or before July 31st of each year, starting the year after the actions required by the PFAS Plan begin and continuing for as long as the general permit is in effect.

Choose the Year

Enter the year the PFAS status report covers.

PFAS Sources

List any potential current or historical sources of PFAS at the site that could enter the wastewater.

Describe the proposed modifications:*

We will be adding an outfall of water treatment wastewater, specifically filter backwash wastewater.

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How will this affect the discharge?*

Include any supporting analytical data, as applicable.

We estimate the new outfall will contribute 1,000 gpd on average and a max of 1,500 gpd. No discharge has occurred to submit analytical results. Estimated that effluent limits will be met without treatment.

49

What is the timeline for implementation?*

Plan to install the system in May '26 and discharge by July '26.

What is the expected completion date of the proposed modification(s)?*

7/31/2026

Choose the year you are submitting the PFAS Status Report for.*

2027

Provide a list of potential current and historical PFAS sources.*

Cleaning chemicals in car wash operation may contain PFAS.

197

Describe the minimization methods under consideration and implemented under the PFAS Plan during the past year.*

We are looking into identifying which of our supplies contain PFAS and looking into what products can replace the one identified

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Minimization Methods

Describe any minimization methods that are being considered for implementation since the last filing of a PFAS Status Report. Describe any methods implemented and the results.

Issues Identified and Corrective Measures

If any implemented minimization method is not performing as expected, explain the issues identified and any corrective measures taken or planned.

Adjustment of PFAS Plan

Describe any proposed adjustments to the PFAS Plan based on sample results and findings.

Overall Progress

Describe the overall progress made in performing the actions required by the PFAS Plan, including discharge trends over the previous year.

Prior Authorizations

At the bottom of the page, where it asks if the discharge was previously authorized by a DEEP-issued permit, select 'Yes' since you are submitting a Notice of Change and are currently authorized under the Non-SIU GP.

A field will be available to enter the name of the previous permit the discharge was authorized under and the associated permit number. Enter 'Non-SIU GP.' There is no permit number associated with Non-SIU GP authorizations.

Select 'Next'.

Jump to [Part 2: Applicant and Site Information](#) directions.

If any implemented minimization method is not performing as expected, explain the issues identified and any corrective measures taken or planned.*

We noticed one of the replacement chemicals was not as effective as the original one containing PFAS. We are adding a few other chemicals to evaluate

105

Describe any proposed adjustments to the PFAS Plan based on sample results and findings.*

We are hoping to add Cleaner X, Y, and Z which are PFAS free to trial as replacements.

169

Describe the overall progress made in performing the actions required by the PFAS Plan, including discharge trends over the previous year.*

We have been on track in performing PFAS identification and minimization plans. When Cleaner X was eliminated, we saw a decrease in our effluent. We just need to find a more permanent replacement Cleaner.

Part 2: Applicant and Site Information

This section is used to collect information about the Applicant, Property Owner, Site, and any Qualified Professionals used in preparing the information for this Notification Form

Use the blue circled arrow to expand/collapse each section as needed.

Applicant Information

For those entities registered with the Secretary of the State, please make sure that the name used in this form as 'Applicant Name' is exactly the same as the registered name. This information can be accessed at the Secretary of State's database ([Business Records Search](#)).

As seen in the example on the right, provide the Applicant's mailing address, including street, city/town, state, and zip code (format #####-####).

Applicant Contact Information

In the fields for Primary Contact, list the preferred contact person for DEEP or the POTW to contact with questions about this notification. The email address provided in this section will be the email address that receives the confirmation email with a copy of the completed Notification Form.

- Primary Contact's First Name
- Primary Contact's Last Name
- Primary Contact's Title
Example: EH&S Manager
- Primary Contact's Email
- Primary Contact's Phone Number

Property Owner/Property Contact Information

If the Property Owner is different than the Applicant, fill out the fields below. If the Property Owner is the Applicant, leave these fields blank.

- Property Owner's Company Name
- Property Owner's Mailing Address, City/Town, State, Zip
- Property Owner Contact Person's Name
- Property Owner Contact Person's Title
- Property Owner Contact Person's Phone Number
- Property Owner Contact Person's Email

Applicant/Applicant Contact: Expand/Collapse

Applicant Name:*
Applicant Name is the entity seeking permit coverage.
DEEP Factory

Mailing Address:*
79 Elm Street

City/Town:*
Hartford

State:*
CT

Zip code:*
Please use the #####-#### zipcode format.
06106-5127

Site Information

If the Site Name is different than the Applicant's Name, enter Site Name into the respective field.

Using the Site Address Locator, start typing in the address of the site and select the Site Address.

If the address cannot be found in the locator, answer 'No' to the question below to enter the address manually in the address fields: Site Address, City/Town, Zip Code.

Indicate if the facility is or will be located on federally recognized Indian Lands.

Select 'Yes' or 'No.'

If 'Yes' is selected, the site is not eligible for permit coverage under the Non-SIU GP.

Qualified Professional or Consultant(s) Contact

List the following contact information for each qualified professional, engineer, or other consultant used to prepare the Notification Form, or in the design or construction of the activity.

- Select the number of professions used (1, 2, or 3).
- Service Provided
- Company or Firm Name
- First Name
- Last Name
- Title
- Mailing Address
- City/Town
- State
- Zip Code
- Business Phone
 - o Phone Extension
- E-mail

Site: 

Site Name:

If different than applicant name.

Enter Site Name Here

Site Address Locator:*

Please start entering Street Number, Name, Town, Zip, etc. and the locator will provide a list of options to select from.

79 Elm St, Hartford, CT, 06109, USA

Is the address above correct?*

Yes

No (manual field input options below)

Is or will the facility be located on federally recognized Indian Lands?*

Note: If yes, the facility is not eligible for coverage under a state permit

Yes

No

Qualified Professionals (if applicable): 

Number of Qualified Professionals:

1 2 3

Services Provided 1:

First Name 1:

Last Name 1:

Title 1:

Mailing Address 1:

Part 3: Municipal Publicly Owned Treatment Works Information

Please provide the following information about the publicly owned treatment works (POTW) receiving the wastewater discharge. If the wastewater is conveyed through a town that is not the same as the receiving POTW, provide the Water Pollution Control Authority (WPCA) conveying the wastewater.

Select the name of the receiving POTW.

Select if the wastewater is conveyed to the POTW through the sanitary sewer or is hauled via truck to a POTW.

If the discharge is conveyed through a town that is not the same as the receiving POTW, select the town conveyed through.

Select 'Next'

Part 3: Municipal Publicly Owned Treatment Works Information

Please provide the following information about the municipal POTW(s) receiving the wastewater discharge. If the wastewater is conveyed through a town that is not the same as the municipal POTW, provide the municipal Water Pollution Control Authority (WPCA) conveying the wastewater.

Name of the municipal POTW receiving the wastewater:*

Waterbury WPCF, CT0100625

How does the wastewater reach the POTW?*

Sanitary Sewer

Truck/Hauled

Name(s) of additional municipal WPCA that will be provided copies of this notification form:

Watertown

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Pre-Discharge Check

This page allows Applicants who are submitting a Notice of Change who have already provided discharge information during their initial submittal of the Notification Form to skip Part 4: Discharge Information.

Respond 'Yes' or 'No'

Are you submitting a Notice of Change for one of the following?

- Request for variance of an effluent limit
- Change of name after the initial approval to discharge
- Correction of inaccurate or misleading information
- Expansion or alteration of the wastewater treatment system

Select 'Next'

If yes was selected, skip to [Part 5: Variance Request](#).

Part 4: Discharge Information

Note: If you are submitting a Notice of Change, only submit this Part of the form for the DSN's that are affected by the change (a DSN is added, the pollutant load of the DSN changed, PFAS Status Report, etc.)

Each non-domestic discharge to the sanitary sewer needs to be identified at the site. The information on this page needs to be filled out for each representative discharge location (or monitoring location). To add a discharge location, select the '+' button. To delete a discharge location, select the trash can icon. Use the instructions below to fill out the information for each discharge location.

If the site has multiple discharges of the same type of wastewater with similar water quality a single discharge location can be entered accounting for all the flows of the similar wastewater. A single monitoring location may represent other monitoring locations with similar pollutant and flow characteristics.

Discharge Serial Number

The **discharge serial number (DSN)** is a unique 3-digit number to identify the discharge location at the point of entry to the sanitary sewer pipe. Typically, pretreatment discharge locations are numbered 201, 202, 203, etc., but the site can choose their own numbering if preferred (must be 3-digits).

Monitoring Location

Describe the location where representative samples can be taken of the discharge, after any treatment units and prior to mixing with domestic wastewater. An example is 'Sample port after the oil-water separator.'

Method of Flow Measurement

Select how the Applicant plans to measure the flow of the discharge. Options include:

- Flow meter – open channel (e.g. flume or weir)
- Flow meter – closed pipe (magnetic or ultrasonic)
- Totalizing flow meter
- Time proportional auto-sampler with flow estimation
- Pump run time and pump rate calculation
- Batch volume divided by time
- Water meter – incoming water use accounting for domestic losses
- Weir/flume with manual measurement
- Estimated based on equipment
- Other

Note: If 'Other' is selected, a field appears to manually add method of flow measurement. Note: Estimates of flow shall be based on information from a generally acceptable engineering practice.



Discharge Serial Number:*

Tip: Each discharge location must be assigned a Discharge Serial Number (DSN). Number them sequentially using three digits, for example: 001, 002, 003.

Monitoring Location:*

Note: Describe the exact location where the wastewater samples for this discharge will be taken (i.e. sampling port located after the junction of noncontact cooling water and contact cooling water, in the southeast corner of building 5).

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Method of flow measurement:*

Note: If flow is being estimated or calculated rather than directly measured, please describe the method used for the estimation or calculation (i.e. pump run time and rate, water meter readings, batch volume over time).

Is the pH monitored continuously?

Select 'Yes' or 'No.'

Note: Process Wastewater requiring pH adjustment must have continuous pH monitoring unless the discharge is a batch discharge. Batch discharges can maintain a log of pH readings from each batch in lieu of continuous pH monitoring.

Date discharge began or will begin:

Use the calendar to select the date the discharge began. For new discharges that have not commenced, select a date the discharge is anticipated to begin. If an exact date is not known, use the first day of the month in which the discharge began. If the month is unknown, use the first of January of the year the discharge began.

Discharge Duration?

Select if the discharge is continuous or intermittent. Dependent on which option is selected, more prompts will appear requesting further information about the discharge.

- **Continuous** – The discharge occurs without interruption during operating hours (with the exception of infrequent shutdowns for maintenance, process changes, etc.)
 - If continuous was selected, enter the average number of hours per day the discharge occurs.
- **Intermittent** – The discharge is not continuous. There are frequent and variable times of no discharge.
 - If intermittent was selected, enter the **average number of discharge events per day**.
 - Select the days of the week the discharge may occur.
 - Enter the **average duration of each discharge** event (Use hours as a unit. Use decimals for partial hours. For example: 4 hours and 15 minutes would be entered as 4.25.)

Continuous

Is pH monitored continuously?*

Tip: Process wastewaters that require pH adjustment must be monitored for pH continuously.

Yes No

Date discharge began or will begin:*

Discharge Duration?*

Select either continuous or intermittent and then provide additional details. An intermittent discharge is one that is not continuous. A continuous discharge is one that occurs without interruption during the operating hours of the facility, except for infrequent shutdowns for maintenance, process changes, or other similar activities. Base your answers on actual data if available.

Continuous

Intermittent (batch and seasonal discharges)

If continuous, how many hours per day does the discharge occur?*

Intermittent

Average number of discharges per day:*

Days of the week the discharge can or will occur?*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Average duration (in hours) per discharge event:*

Use decimals for partial hours.

- Enter **the earliest time the intermittent discharge may occur** during the day.
- Enter **the latest time the intermittent discharge may occur** during the day.
- Any other **relevant characteristics that describe the discharge frequency or flow pattern** (e.g., intermittent, seasonal, batch discharges)? Use the blank field to add any other information about the flow pattern or frequency. This may include seasonality, batch descriptions, etc.

Description of the Activities/Processes Generating the Discharge

Provide a description for each of the activities or processes generating the discharge. Be descriptive and make sure to include every process/activity associated with the discharge location. See example description in image on the right.

Wastewater Treatment Description

If the wastewater is treated prior to discharge, enter a description of the wastewater treatment processes utilized to achieve compliance with the general permit or any local ordinances. See example in image on right.

From the list of treatment processes, select all wastewater treatments that are associated with this discharge.

Substance List

Provide a list of all substances that are used in your processes or added to the wastewater. This includes, but is not limited to:

- Substances with effluent limits listed in Section 4.2 in the permit
- Substances listed in Appendix E of the Non-SIU GP
- Substances listed in Appendix G of the Non-SIU GP

Earliest time of day discharge can or will occur:*

05:00 AM

Latest time of day discharge can or will occur:*

05:00 PM

Any other relevant characteristics that describe the discharge frequency or flow pattern (e.g., intermittent, seasonal, batch discharges):

Batch discharges only occur in Fall and Winter

Provide a detailed description of each of the industrial activities, processes or activities generating the discharge.*

Note: When different processes or activities produce different discharges, please be specific about each.

Reject water from an RO system mixes with air compressor condensate from 3 onsite air compressors.

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Provide a description of any wastewater treatment processes utilized to achieve compliance with any local ordinances or the effluent limits or conditions of the general permit.

An oil-water separator removes oils from the discharge prior to entering the sanitary sewer.

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Neutralization

Equalization

Coagulation

Dissolved Air Filtration

Substance List: (1)

1

To add multiple substances, click on the plus sign (highlighted yellow). You will only see one substance entry at a time. To make edits, click on the entry number to go back. To delete an entry, click on that entry number, then click on the trash icon.

For each entry, list the substance name, the chemical abstract number (CAS) number.

Emerging Contaminants

Review the list of emerging contaminants. [Emerging Contaminants and Federal Facility Contaminants of Concern | Cleanups at Federal Facilities | US EPA](#)

Select 'yes' or 'no'; if any of the pollutants identified are known or reasonably expected to be present, handled, stored, released, or disposed of at the site where the discharge originates.

Discharge Categories and Flow Information

This portion of the form lists all categories of wastewater referenced in the general permit. **For each category** of discharge, insert the **average daily flow** and the **maximum daily flow** from that category of wastewater.

For example: DSN 201 consists of contact cooling and cutting and grinding wastewater. There is a maximum daily flow of 1,200 gpd and an average daily flow of 1,000 gpd of contact cooling wastewater and a maximum daily flow of 800 gpd and an average daily flow of 500 gpd of cutting and grinding wastewater. In this example, you would fill out the form as seen on the right.

If a category of wastewater is not applicable, no update to the field is necessary. The default value is 0.

The totals of all Group I and Group II Process and Non-Process Discharges will automatically populate based on inputs in the table. From our example above, the total average daily flow of DSN 201 is 1,500 gpd and the total maximum daily flow is 2,000 gpd.

Group 1 Process Wastewaters Total Max Daily Flow (gpd):

Group 1 Process Wastewaters Total Average Daily (gpd):

Substance Name:

Chemical Abstract System (CAS) Number:

Are any pollutants identified as emerging contaminants known or reasonably expected to be present, handled, stored, released or disposed of at the site where the discharge originates?*

Note: "Emerging contaminants" means emerging contaminants as referenced at: [Emerging Contaminants and Federal Facility Contaminants of Concern | Cleanups at Federal Facilities | US EPA](#) or any other contaminant classified as emerging by the Commissioner.

Yes

No

Wastewater Category Group 1 Process Wastewaters: ▼

Commercial Laundry Max Daily Flow (gpd):*

Commercial Laundry Average Daily Flow (gpd):*

Contact Cooling and Heating Max Daily Flow (gpd):*

Contact Cooling and Heating Average Daily Flow (gpd):*

Cutting and Grinding Max Daily Flow (gpd):*

Cutting and Grinding Average Daily Flow (gpd):*

Applicant Status

New Applicants Who Have Not Commenced Discharge

If you are a New Applicant (have not commenced discharge), select 'New Applicant' under Applicant Status. Screening results of the discharge are required to be submitted within thirty days of commencing discharge through a Notice of Change form.

Skip to [PFAS](#).

If submitting a Notice of Change that does not require the submittal of analytical data or a PFAS Status Report, Select 'Returning Applicant' and skip to the next applicable section.

New Applicant

Returning Applicant

Applicants who Have Commenced Discharge

Applicants who have an existing discharge (whether under the 2020 MIU GP or another permit), select 'Returning Applicant'. This will expand the 'Discharge Screening Analysis Parameters' section where you will enter analytical data required by the permit.

Discharge Screening Parameters

Note for PFAS Reports:
Do not enter data in this section. Skip to PFAS section below

Applicants with existing discharge are required to submit screening data from a sample taken within 90 days from submitting the Notification Form. The parameters required for screening are listed in Table 4-3 of the Non-SIU GP (copied at the end of this document) as well as pollutants listed in Appendix E and Appendix G that are known or expected to be present in the discharge.

To submit the required screening data for a discharge, enter the sample results into the appropriate fields for each parameter required for the applicable discharge categories associated with that DSN. If the parameter required is not on the list, click on the plus sign (highlighted yellow below) under the 'Other' heading. Multiple 'other' parameters can be added by selecting the plus symbol. You will only see one 'other' entry at a time. To make edits, click on the entry number to go back. To delete an entry, click on that entry number, then click on the trash icon.

Discharge Screening Analysis ▾

Applicant Status:

Select 'New Applicant' if you are a new applicant who has not yet started the discharge. You are required to submit analytical results as a Notice of Change, using this Notification Form, within 30 days of commencing the discharge.

Select 'Returning Applicant' if you have previously applied and are renewing or modifying your discharge authorization.

If submitting a Notice of Change that does not require the submittal of analytical data or a PFAS Status Report, Select 'Returning Applicant' and skip to the next applicable section.

New Applicant

Returning Applicant

Input analytical results for all pollutants required for the applicable discharge categories associated with the discharge. Leave fields blank for any pollutants that are not required.

Aluminum, Total mg/L Analytical Results:

If only one sample was collected, input the result from that sample in both fields.

Discharge Screening Analysis - Other: (0) ▾

 Add record

For each parameter selected, the Applicant must provide the maximum concentration and the average concentration observed in the last 90 days. If only one sample was taken within the last 90 days, the maximum and average will be the same number.

Report all results in mg/L except for pH, temperature, and PFAS results. Results for pH are reported in standard units. Results for temperature are reported in degrees Fahrenheit (°F). Units for PFAS results will be addressed in the [PFAS](#) section of this guide.

To report the maximum and average concentration of each parameter, six (6) fields will appear.

- **Maximum** – This is the maximum concentration observed in the past 90 days. If only one sample was taken, that concentration is your maximum. If the lab reports that the concentration is below the minimum level of the test method, leave field blank.
- **Minimum Level** – This field is only needed if the maximum concentration is below the minimum level. Enter the minimum level of the analysis. If the result is above the minimum level. Leave field blank.
- **Average** – Report the average of any analyses taken within the last 90 days. If only one test was taken, enter the one sample result. If any result is below the minimum level of the test, use zero '0' as that result when calculating the average.
- **Number of Analytical Results** – Enter the number of analyses completed of the parameter within the past 90 days. This should be the number of samples used to calculate the average.
- **Sample Type** – Enter the sample type used to collect the samples. Required sample type is based on the table below.
- **Analytical Method** – Enter the analytical method used by the lab. This shall be a method approved under 40 CFR 136, unless another method is required under 40 CFR subchapter N or unless an alternative method has been approved in writing pursuant to 40 CFR 136.5 or as provided in Section 22a-430-3(j)(7). Chemicals, which do not have methods of analysis defined in 40 CFR 136 shall be analyzed in accordance with methods specified by the Commissioner.

Sample Types:

Type of Wastewater	Hexavalent Chromium, Amenable Cyanide, Total Cyanide, Total Oil & Grease, Oil & Grease (Non-polar Material), Total Residual Chlorine	Total Toxic Organics, pH, Temperature, PFAS	All Other Pollutants
Process & Non-Process Wastewater less than 10,000 gpd (maximum daily flow)	Grab	Grab	Grab
Process & Non-Process Wastewater 10,000 gpd or greater (maximum daily flow)	Grab Sample Average ¹	Grab	Composite ¹
Footnotes:			
¹ If the duration of the discharge is less than four hours, a single grab sample may be taken.			

Aluminum, Total mg/L Analytical Results:

If only one sample was collected, input the result from that sample in both fields.

All sample results must be reported in mg/L, with the exception of pH, which shall be reported in S.U.

Maximum:

If the sample result is less than the minimum level (ML), enter the ML in the 'Minimum Level (ML)' results field below.

If the sample result is not less than the ML, enter the result in the first entry field. The other entry field can be left blank.

Non-SIU GP Limit: None

Minimum Level (ML):

Average:*

How many analytical results were used to calculate the average?

Aluminum, Total Sample Type*

Aluminum, Total Analytical Method:*

Per- and Polyfluoroalkyl Substances (PFAS)

Review the types of wastewater requiring PFAS screening for the notification process:

- Commercial Laundry
- Photographic Processing
- Printing
- Process Building Maintenance (Required if ammoniated, petroleum or chlorinated solvent-based cleaning agents are used)
- Water Treatment Wastewater
- Noncontact Cooling (Required if discharges are from vapor degreasers, dry cleaning machines, or other equipment used to cool chlorinated solvent vapors)
- Commercial Carwash
- Wastewater associated with the industry categories listed in Appendix H of the Non-SIU GP
- If PFAS is known or suspected present

Per- and Polyfluoroalkyl Substances ("PFAS") Analysis

Is the Applicant required to analyze for PFAS?*

Yes

No

PFAS Analytical Test Method*

Select the Analytical Test Method for the pollutants specified in Table 5-2 of the general permit for each category of wastewater that is present in the discharge. This is assumed to be the Analytical Test Method for all PFAS Analytes.

EPA 1633

EPA 1633A

This is a required question

Select 'Yes' if PFAS screening is required for this discharge based on the categories listed. Otherwise, select 'No.'

If 'No' is selected, repeat [Part 4: Discharge Information](#) for each discharge location/DSN. After entering discharge information for each discharge location/DSN, select 'Next' to move to [Part 5: Variance Request](#).

If 'Yes' was selected, choose which test method will be used for PFAS analyses: EPA Test Method 1633 or 1633A.

Repeat [Part 4: Discharge Information](#) for each discharge location/DSN.

PFAS Analytes Input

All PFAS sample results must be reported in ng/L. If only one sample was taken for PFAS, the sample result is entered into 'Results 1' field. Only the numeric value is entered. Do not include 'ng/L.'

If the result for the analyte is below the minimum level of the analytical test, enter 'ML' into the results field and enter the minimum level of the test in the 'Minimum Level' field. If the results are above the minimum level, this field can be left blank.

If the Applicant has results from a second sample, the results shall be entered into 'Results 2' and the associated 'Minimum Level' field. If only one sample was taken, leave these fields blank.

Repeat for all 40 PFAS analytes.

Perfluoroalkyl carboxylic acids ▾

Perfluorobutanoic acid, PFBA, CAS # 375-22-4 Analytical Results:

Results 1:

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Minimum Level (ML):

23

Results 2:

23

Minimum Level (ML):

23

Part 5: Variance Request

Variance requests can be used to request an alternate effluent limit. Approvals of requests are evaluated on a site-specific basis. The POTW Authority(ies) must approve the variance. A variance cannot be approved if it may result in a violation of any of the prohibitions listed in the general permit.

Select 'Yes' if the Applicant is requesting a variance. This will open three additional questions.

In the first text field, list the pollutant and the effluent limit which the variance is being requested.

In the second text field, provide a detailed explanation of the variance you are requesting. Include why a variance is needed and why the discharge cannot meet the effluent limit. Include site-specific conditions, technical or economical constraints, or other relevant factors. Describe any treatment alternatives evaluated, measures taken to minimize the discharge, and how the proposed variance will maintain protection of water quality and comply with applicable state and federal requirements.

In the third text field, provide verification that granting of the variance will not result in any violation of the general prohibitions specified in Section 2.2.4 of this general permit.

Part 5: Variance Request

Is the Applicant Requesting a Variance from any Numeric Effluent Limitation Specified in Section 4.2 of this General Permit?*

Note: Variance requests are limited in scope and evaluated on a site-specific basis. If the discharge or conveyance of wastewater is directed to more than one municipal POTW, a separate variance request must be submitted to—and approved by—each POTW.

Note: A variance request may not result in a violation of the general prohibitions specified in Section 2.2.4 of this General Permit.

Yes

No

BOD - 600mg/L

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Provide a detailed explanation of the variance you are requesting:*

Explain why compliance with the specified limit cannot be achieved, including site-specific conditions, technical or economic constraints, or other relevant factor. Describe any treatment alternatives evaluated, measures taken to minimize the discharge, and how the proposed variance will maintain protection of water quality and comply with applicable state and federal requirements.

Requesting BOD limit of 45lbs per day. We are unable to meet the limit of 600mg/L even after installing bag filters to remove larger particulates. Biological onsite treatment is cost prohibitive. POTW has capacity for this BOD load.

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Provide verification that granting of the variance will not result in any violation of the general prohibitions specified in Section 2.2.4 of this general permit.*

POTW has confirmed they have capacity for this pollutant load of BOD without a risk to violating their NPDES permit or resulting in pass through or interference at the POTW.

Applicant Certification

Fill in the Signatory for Applicant Name, Signatory for Applicant Title, Signatory for Applicant Signature, Date of Signature, Signatory Phone Number and Signatory Email Address.

The Applicant Signatory must meet the signatory requirements below based on applicant type:

- **For a corporation:** by a responsible corporate officer. For the purposes of this section, a responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively; or
- **For a municipality, State, Federal, or other public agency:** by either a principal executive officer or a ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (1) the chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency. If the facility is a POTW, the chairperson of the Water Pollution Control Authority may sign these documents.

Signatory for Applicant Name:*

Jane Doe

Signatory for Applicant Title:*

CEO

Signatory for Applicant Signature:*

By typing my name below, I acknowledge that this electronic signature is legally equivalent to my handwritten signature.

Jane Doe

Date:*

12/12/2025

Phone Number:*

860-555-5555

Email Address:*

jane.doe@gmail.com

The Applicant Signatory is certifying the following statement:

"I hereby certify that I am making this certification in connection with a Notification Form under the General Pretreatment Permit for Non-Significant Industrial User Discharges to Publicly Owned Treatment Works (Non-SIU GP), and that all terms and conditions of the general permit are being met for all discharges which have been created, initiated or maintained and such activity is eligible for authorization under such permit. I further certify that a system is in place to ensure that all terms and conditions of this general permit will continue to be met for all discharges authorized by this general permit at the site.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

I understand that the Notification Form filed in connection with such general permit is submitted in accordance with and shall comply with the requirements of Section 22a-430b of Regs. Conn. State Agencies. I further certify that I have made the affirmative determination required in accordance with Section 3 of such general permit and

that my signing this certification constitutes conclusive evidence of my having made such affirmative determination.

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement made in the submitted information may be punishable as a criminal offense, in accordance with Section 22a-6 of the Conn. Gen. Stat., pursuant to Section 53a-157b of the Conn. Gen. Stat., and in accordance with any other applicable statute.”

Select ‘Next.’

Notification Review Page

Review your notification one last time for accuracy.

The page reviews next steps, Step 4 and 5 in this user guide, and provides links to DEEP’s Noncompliance Reporting platform.

[Noncompliance Notification Form](#)

[Noncompliance Follow-up Form](#)

Congrats on completing the form!

NOTIFICATION FORM CHECKLIST!

To move on to the next part of the Notification, you need the following:

- A complete and accurately filled Notification Form

If you have completed the Notification Form, you are ready to move on to the next step.



STEP 4 – Submit the Notification Form to DEEP

Submit to DEEP

Press ‘Submit’!

A PDF copy of the completed form will be transmitted to the email address provided for the Applicant. Another copy is automatically submitted directly to DEEP.

The Commissioner may reject or deny a Notification Form if he or she finds that the subject activity is inconsistent with “Requirements for Authorization” in Section 2 of the general permit, or for any other reason provided by law.



STEP 5 – Submit the Notification Form to the POTW Authority(ies)

Submit to the POTW Authority(ies)

The Applicant must submit a copy of the Notification Form to the POTW Authority(ies) within 48 hours of receipt from the Department.

Documents required to be submitted to the POTW Authority in accordance with this general permit shall be submitted in the format requested by the POTW Authority.

Note: If the Applicant is discharging to a sanitary sewer collection system owned or operated by a POTW Authority that is not the ultimate receiving POTW Authority of the discharge, then the Applicant shall also send the Notification Form to each POTW Authority, as applicable. For example, if an Applicant is in Watertown and discharges to the sanitary sewer, the water is received at the Waterbury POTW. Both Watertown’s Water Pollution Control Authority and Waterbury’s POTW would need to be notified.

The POTW Authority may reject an incomplete or ineligible Notification Form, or a discharge that results in interference, or violation of the facilities NPDES permit, but must provide their justification in a written submittal to the DEEP and the Applicant. If the Applicant believes that the POTW Authority has wrongfully rejected the Notification Form, they may request a review of the determination by the Commissioner. Such request must be submitted in writing to DEEP within 180 days of the date of the rejection.

Congratulations – Permit Coverage

If no rejection or denial was received, you have successfully obtained coverage under the Non-SIU General Permit.

Please be aware that DEEP may administratively extend the general permit, which will change the permit expiration date. As the expiration date of the permit approaches, check the Pretreatment webpage for up-to-date information.

Make sure to keep a copy of the Notification Form for your records.

G expected in the discharge									
Footnotes: 1 Phosphorus monitoring shall be required only for discharges transported to a POTW listed in Appendix C. 2 Required if ammoniated, petroleum or chlorinated solvent-based cleaning agents are used. 3 Required if the wastewater is associated with any of the Industry Categories listed in Appendix H. 4 Required for Commercial Car Washes only. 5 Required if discharges are from vapor degreasers, dry cleaning machines, or other equipment used to cool chlorinated solvent vapors.									