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State "Transmittal Checklist" to Assist in Targeting Municipal and Industrial Individual NPDES Draft Permits for Review

Part I. State Draft Permit Submission Checklist

In accordance with the MOA established between the Commonwealth of Virginia and the United States Environmental Protection Agency, Region III, the Commonwealth submits the following draft National Pollutant Discharge Elimination System (NPDES) permit for Agency review and concurrence.

Facility Name: Missionary Learning Center STP

NPDES Permit Number: VA0067105

Permit Writer Name: Virginia Kelly

Date: 10 Mar 08

Major [ ] **Minor** [X] **Industrial** [ ] **Municipal** [X]

I.A. Draft Permit Package Submittal Includes:	**Yes**	**No**	**N/A**
1. Permit Application?	✓		
2. Complete Draft Permit (for renewal or first time permit – entire permit, including boilerplate information)?	✓		
3. Copy of Public Notice?		X	
4. Complete Fact Sheet?	✓		
5. A Priority Pollutant Screening to determine parameters of concern?		✓	
6. A Reasonable Potential analysis showing calculated WQBELs?	✓		
7. Dissolved Oxygen calculations?		✓	
8. Whole Effluent Toxicity Test summary and analysis?			✓
9. Permit Rating Sheet for new or modified industrial facilities?			✓

I.B. Permit/Facility Characteristics	**Yes**	**No**	**N/A**
1. Is this a new, or currently unpermitted facility?		✓	
2. Are all permissible outfalls (including combined sewer overflow points, non-process water and storm water) from the facility properly identified and authorized in the permit?	✓		
3. Does the fact sheet **or** permit contain a description of the wastewater treatment process?	✓		

I.B. Permit/Facility Characteristics – cont.	Yes	No	N/A
4. Does the review of PCS/DMR data for at least the last 3 years indicate significant non-compliance with the existing permit?		✓	
5. Has there been any change in streamflow characteristics since the last permit was developed?		✓	
6. Does the permit allow the discharge of new or increased loadings of any pollutants?		✓	
7. Does the fact sheet **or** permit provide a description of the receiving water body(s) to which the facility discharges, including information on low/critical flow conditions and designated/existing uses?	✓		
8. Does the facility discharge to a 303(d) listed water?	✓		
a. Has a TMDL been developed and approved by EPA for the impaired water?	✓		
b. Does the record indicate that the TMDL development is on the State priority list and will most likely be developed within the life of the permit?			✓
c. Does the facility discharge a pollutant of concern identified in the TMDL or 303(d) listed water?	✓		
9. Have any limits been removed, or are any limits less stringent, than those in the current permit?		✓	
10. Does the permit authorize discharges of storm water?		✓	
11. Has the facility substantially enlarged or altered its operation or substantially increased its flow or production?		✓	
12. Are there any production-based, technology-based effluent limits in the permit?	✓		
13. Do any water quality-based effluent limit calculations differ from the State's standard policies or procedures?		✓	
14. Are any WQBELs based on an interpretation of narrative criteria?		✓	
15. Does the permit incorporate any variances or other exceptions to the State's standards or regulations?		✓	
16. Does the permit contain a compliance schedule for any limit or condition?		✓	
17. Is there a potential impact to endangered/threatened species or their habitat by the facility's discharge(s)?		✓	
18. Have impacts from the discharge(s) at downstream potable water supplies been evaluated?	✓		
19. Is there any indication that there is significant public interest in the permit action proposed for this facility?		✓	
20. Have previous permit, application, and fact sheet been examined?	✓		

Part II. NPDES Draft Permit Checklist

Region III NPDES Permit Quality Checklist – for POTWs

(To be completed and included in the record only for POTWs)

II.A. Permit Cover Page/Administration	Yes	No	N/A
1. Does the fact sheet or permit describe the physical location of the facility, including latitude and longitude (not necessarily on permit cover page)?	✓		
2. Does the permit contain specific authorization-to-discharge information (from where to where, by whom)?	✓		

II.B. Effluent Limits – General Elements	Yes	No	N/A
1. Does the fact sheet describe the basis of final limits in the permit (e.g., that a comparison of technology and water quality-based limits was performed, and the most stringent limit selected)?	✓		
2. Does the fact sheet discuss whether "antibacksliding" provisions were met for any limits that are less stringent than those in the previous NPDES permit?	✓		

II.C. Technology-Based Effluent Limits (POTWs)	Yes	No	N/A
1. Does the permit contain numeric limits for ALL of the following: BOD (or alternative, e.g., CBOD, COD, TOC), TSS, and pH?	✓		
2. Does the permit require at least 85% removal for BOD (or BOD alternative) and TSS (or 65% for equivalent to secondary) consistent with 40 CFR Part 133?	✓		
a. If no, does the record indicate that application of WQBELs, or some other means, results in more stringent requirements than 85% removal or that an exception consistent with 40 CFR 133.103 has been approved?			✓
3. Are technology-based permit limits expressed in the appropriate units of measure (e.g., concentration, mass, SU)?	✓		
4. Are permit limits for BOD and TSS expressed in terms of both long term (e.g., average monthly) and short term (e.g., average weekly) limits?	✓		
5. Are any concentration limitations in the permit less stringent than the secondary treatment requirements (30 mg/l BOD5 and TSS for a 30-day average and 45 mg/l BOD5 and TSS for a 7-day average)?		✓	
a. If yes, does the record provide a justification (e.g., waste stabilization pond, trickling filter, etc.) for the alternate limitations?			✓

II.D. Water Quality-Based Effluent Limits	Yes	No	N/A
1. Does the permit include appropriate limitations consistent with 40 CFR 122.44(d) covering State narrative and numeric criteria for water quality?	✓		
2. Does the fact sheet indicate that any WQBELs were derived from a completed and EPA approved TMDL?	✓		

II.D. Water Quality-Based Effluent Limits – cont.	Yes	No	N/A
3. Does the fact sheet provide effluent characteristics for each outfall?	✓		
4. Does the fact sheet document that a "reasonable potential" evaluation was performed?	✓		
a. If yes, does the fact sheet indicate that the "reasonable potential" evaluation was performed in accordance with the State's approved procedures?	✓		
b. Does the fact sheet describe the basis for allowing or disallowing in-stream dilution or a mixing zone?	✓		
c. Does the fact sheet present WLA calculation procedures for all pollutants that were found to have "reasonable potential"?	✓		
d. Does the fact sheet indicate that the "reasonable potential" and WLA calculations accounted for contributions from upstream sources (i.e., do calculations include ambient/background concentrations)?		✓	
e. Does the permit contain numeric effluent limits for all pollutants for which "reasonable potential" was determined?	✓		
5. Are all final WQBELs in the permit consistent with the justification and/or documentation provided in the fact sheet?	✓		
6. For all final WQBELs, are BOTH long-term AND short-term effluent limits established?	✓		
7. Are WQBELs expressed in the permit using appropriate units of measure (e.g., mass, concentration)?	✓		
8. Does the record indicate that an "antidegradation" review was performed in accordance with the State's approved antidegradation policy?	✓		

II.E. Monitoring and Reporting Requirements	Yes	No	N/A
1. Does the permit require at least annual monitoring for all limited parameters and other monitoring as required by State and Federal regulations?	✓		
a. If no, does the fact sheet indicate that the facility applied for and was granted a monitoring waiver, AND, does the permit specifically incorporate this waiver?			✓
2. Does the permit identify the physical location where monitoring is to be performed for each outfall?	✓		
3. Does the permit require at least annual influent monitoring for BOD (or BOD alternative) and TSS to assess compliance with applicable percent removal requirements?		✓	
4. Does the permit require testing for Whole Effluent Toxicity?		✓	

II.F. Special Conditions	Yes	No	N/A
1. Does the permit include appropriate biosolids use/disposal requirements?	✓		
2. Does the permit include appropriate storm water program requirements?			✓

II.F. Special Conditions – cont.	Yes	No	N/A
3. If the permit contains compliance schedule(s), are they consistent with statutory and regulatory deadlines and requirements?			✓
4. Are other special conditions (e.g., ambient sampling, mixing studies, TIE/TRE, BMPs, special studies) consistent with CWA and NPDES regulations?	✓		
5. Does the permit allow/authorize discharge of sanitary sewage from points other than the POTW outfall(s) or CSO outfalls [i.e., Sanitary Sewer Overflows (SSOs) or treatment plant bypasses]?		✓	
6. Does the permit authorize discharges from Combined Sewer Overflows (CSOs)?		✓	
a. Does the permit require implementation of the "Nine Minimum Controls"?			✓
b. Does the permit require development and implementation of a "Long Term Control Plan"?			✓
c. Does the permit require monitoring and reporting for CSO events?			✓
7. Does the permit include appropriate Pretreatment Program requirements?			✓

II.G. Standard Conditions	Yes	No	N/A
1. Does the **permit** contain all 40 CFR 122.41 standard conditions or the State equivalent (or more stringent) conditions?	✓		

List of Standard Conditions – 40 CFR 122.41

Duty to comply
Duty to reapply
Need to halt or reduce activity not a defense
Duty to mitigate
Proper O & M
Permit actions

Property rights
Duty to provide information
Inspections and entry
Monitoring and records
Signatory requirement
Bypass
Upset

Reporting Requirements
- Planned change
- Anticipated noncompliance
- Transfers
- Monitoring reports
- Compliance schedules
- 24-Hour reporting
- Other non-compliance

2. Does the permit contain the additional standard condition (or the State equivalent or more stringent conditions) for POTWs regarding notification of new introduction of pollutants and new industrial users [40 CFR 122.42(b)]?	✓		

Part III. Signature Page

Based on a review of the data and other information submitted by the permit applicant, and the draft permit and other administrative records generated by the Department/Division and/or made available to the Department/Division, the information provided on this checklist is accurate and complete, to the best of my knowledge.

Name	Virginia Kelly
Title	Environmental Specialist II
Signature	Virginia Kelly
Date	10 Mar 01