Revised 2/2003

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: Henrico Co WTP

NPDES Permit Number: VA0091197

Permit Writer Name: Virginia Kelly

Date: 4 Dec 2007

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

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 Review Checklist – For Non-Municipals

(To be completed and included in the record for all non-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 (Effluent Guidelines & BPJ)	Yes	No	N/A
1. Is the facility subject to a national effluent limitations guideline (ELG)?		✓	
a. If yes, does the record adequately document the categorization process, including an evaluation of whether the facility is a new source or an existing source?			✓
b. If no, does the record indicate that a technology-based analysis based on Best Professional Judgement (BPJ) was used for all pollutants of concern discharged at treatable concentrations?			✓
2. For all limits developed based on BPJ, does the record indicate that the limits are consistent with the criteria established at 40 CFR 125.3(d)?			✓
3. Does the fact sheet adequately document the calculations used to develop both ELG and /or BPJ technology-based effluent limits?			✓
4. For all limits that are based on production or flow, does the record indicate that the calculations are based on a "reasonable measure of ACTUAL production" for the facility (not design)?			✓
5. Does the permit contain "tiered" limits that reflect projected increases in production or flow?		✓	
a. If yes, does the permit require the facility to notify the permitting authority when alternate levels of production or flow are attained?			✓
6. Are technology-based permit limits expressed in appropriate units of measure (e.g., concentration, mass, SU)?	✓		

II.C. Technology-Based Effluent Limits (Effluent Guidelines & BPJ) – cont.	Yes	No	N/A
7. Are all technology-based limits expressed in terms of both maximum daily, weekly average, and/or monthly average limits?	✓		
8. Are any final limits less stringent than required by applicable effluent limitations guidelines or BPJ?		✓	

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 record indicate that any WQBELs were derived from a completed and EPA approved TMDL?			✓
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 where data are available)?		✓	
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 (e.g., average monthly) AND short-term (e.g., maximum daily, weekly average, instantaneous) effluent limits established?	✓		
7. Are WQBELs expressed in the permit using appropriate units of measure (e.g., mass, concentration)?	✓		
8. Does the fact sheet 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?	✓		
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 testing for Whole Effluent Toxicity in accordance with the State's standard practices?			✓

II.F. Special Conditions	Yes	No	N/A
1. Does the permit require development and implementation of a Best Management Practices (BMP) plan or site-specific BMPs?		✓	
a. If yes, does the permit adequately incorporate and require compliance with the BMPs?			✓
2. If the permit contains compliance schedule(s), are they consistent with statutory and regulatory deadlines and requirements?			✓
3. Are other special conditions (e.g., ambient sampling, mixing studies, TIE/TRE, BMPs, special studies) consistent with CWA and NPDES regulations?	✓		

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 existing non-municipal dischargers regarding pollutant notification levels [40 CFR 122.42(a)]?	✓		

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	4 Dec 2007