SUPPLEMENTAL APPLICATION FORM TO NJPDES-1 FOR DOMESTIC NJPDES/DSW PERMITS Form A

INSTRUCTIONS

This form shall accompany all NJPDES-DSW permit applications for domestic wastewater discharges. If additional sheets are used to provide information as attachments to Form A, each sheet should be labeled with the applicant's name, and NJPDES permit number (except new facilities).

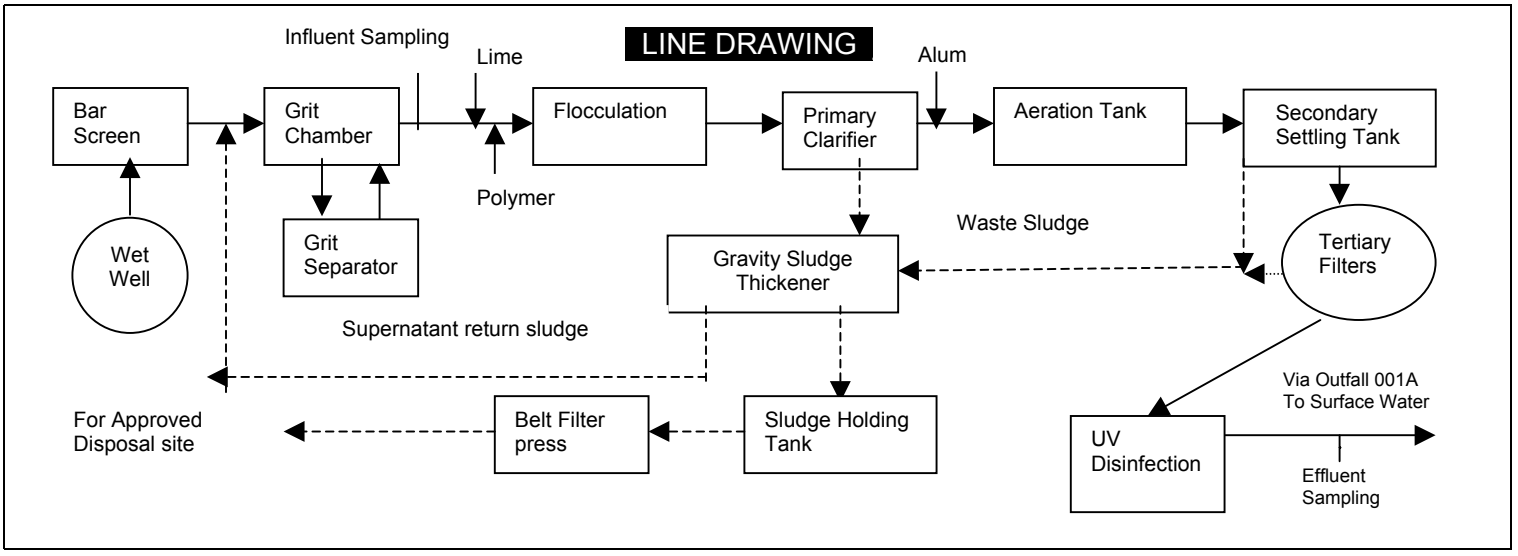
Item 1 - Provide the name of the facility as it appears in Item 3 of the NJPDES – 1 form.

Item 2 - Provide the NJPDES No. For new facilities, leave the item blank.

Item 3a - Attach a line drawing of wastewater flow through the treatment works. Include the following in the line drawing:

- All bypass piping. Bypass piping is an arrangement of pipes, conduits, gates and valves used to intentionally divert all or a portion of the wastewater flow from any portion of the treatment works directly to a discharge point.
- All treatment units (such as all treatment processes, such as settling tank, chlorination and dechlorination units etc.).
- Locations of chemical additions (such as alum, ferric chloride, polymer etc.); influent and effluent compliance monitoring locations; and points of septage acceptane and return flows (such as supernatant return sludge, return activated sludge etc.).

An example of the required drawing is shown in Figure A below. All drawings should be either on (8.5"X11") paper or other material appropriate for reproduction. All discharge points should be identified by outfall number. Specify the date of drawing.



Item 3b – Attach a copy of the portion of the United States Geological Survey (USGS) Topographical Map, 7.5 minute Quadrangle Series (provide the quadrangle name on the copy) extending one mile beyond the property boundaries depicting the facility. Indicateall outfall(s), including the combined sewer overflow discharge points that are authorized under this individual permit, if any, through which the wastewater is discharged from the facility and the point at which it enters the receiving water.

Item 4 - For each outfall discharging from your facility, list the latitude and longitude to the nearest second and the name of the receiving water. If effluent is not discharged directly into the indicated receiving waterbody provide names of immediate receiving waters and downstream waters (to extent known) or specify an unnamed tributary to a named receiving water or via a public or private storm drainage system.

Item 5a – Indicate the respective outfall numbers. Do not include information on combined sewer overflow discharge points in this section.

Item 5b – "Tidal waters" means fresh or saline water under tidal influence, up to the head of tide. Provide the receiving water information for each outfall if there is more than one and discharging into different receiving waters.

Item 5c – "MA7CD10" means the minimum average seven consecutive day flow with a statistical recurrence interval of 10 years. "MA1CD10" means the minimum average one day flow with a statistical recurrence interval of 10 years. MA30CD10 flow means the average 30 consecutive day flow with a statistical recurrence interval of ten years. 75th percentile flow is defined as the flow that is exceeded 75 percent of the time for the appropriate "period of record" as determined by the USGS. USGS can provide this information.

Item 5d – For the hardness value, "critical low flow" means the summer MA7CD10 flow. USGS can provide this information.

Item 6a – Indicate the respective outfall numbers. Do not include information on combined sewer overflow discharge points in this section.

Item 6b-6c – For discharges to estuaries and oceans, provide the distance of the discharge point from the shore and the depth of the discharge point below the surface. Provide the distances at the lowest point of low tide.

Item 6d-6f – Provide the requested information and a diagram to show the configuration for each outfall.

Item 6g – Indicate whether the outfall is a periodic or intermittent discharge. A "periodic discharge" is one that occurs with regularity (e.g., monthly or seasonally), but is not continuous throughout the year. An "intermittent discharge" is one that occurs occasionally. Discharges that originate from holding ponds, lagoons, etc. may be periodic or intermittent. Do not include treatment works' bypass points and combined sewer overflows in this item.

Item 7 - For all areas served by the treatment works (municipalities and other service areas), enter the best estimate of the actual population served at the time of the application. If another treatment works discharges into this treatment works, give the name of the other treatment works and the actual population it serves.

Item 8 - Enter the flow in million gallons per day (MGD) to two decimal places for which the treatment plant is designed to treat (e.g., 4.55 translates to four million five hundred fifty thousand gallons per day).

Item 8a - "Design flow rate" means the average flow the treatment is designed or built to treat.

Item 8b & 8c - Enter the monthly average flow rate and maximum daily flow rate for each of the last three years. Each year's data must be based on a 12-month time period with the 12th month of "this year" occurring no more than three months prior to the date of this application.

Item 9 – Indicate the type(s) of collection system (s) used by this treatment works and provide an estimate of the treatment works' percent contribution (by miles) of separate sanitary and of combined storm and sanitary sewer lines.

Also, provide the name of each entity and the type of collection system (combined vs. separate) and its ownership (municipal or private, etc.).

Item 10a – List the number of each type of outfall to waters of the State. If there are discharge points that discharge other than treated sanitary effluent, provide the total number of such outfalls.

Item 10b-e – Provide the requested information for each type of discharge as applicable.

Item 11 – Provide the requested information. This information will assist the Department in providing guidance to the applicant in enhancing the facility's beneficial effluent reuse.

Reclaimed Water for Beneficial Effluent Reuse involves taking what was once considered waste, giving it a high degree of treatment, and using the resulting high-quality reclaimed water for new, beneficial uses, such as, Agricultura l Irrigation, Fire Protection, Aesthetic Fountains and Lagoons, Construction Uses and Vehicle Washing, etc. For additional guidance, you may refer to the Guidance Manual on R**eclaimed Water for Beneficial Effluent Reuse** in the NJDEP web site.

Item 12 – "Inflow" is the uncontrolled entrance of water into the sewer system from surface sources, which typically occurs when surface water passes over unsealed manhole access point s. It may also include illegal connection s of foundat ion drains, roof leaders, cellar drains, yard drains and catch basins. "Inf iltration" is the water, other than wastewater, that enters the sewer system from the ground through such means as defective pipes, pipe joints, connections, manholes or other means. Enter the flow in gallons per day (gpd).

Item 13a-d – Indicate the requested information for each oufall. If you have more than one outfall and the requested information differs, please provide information for other outfalls on a separate sheet.

Item 13e – Provide requested information regarding the wastewater treatment and the units. If the units are not made of concrete or steel, indicate the type of material(s); th is information will enable the Department to assess potential discharge to groundwater.

Item 14 – Identify any Administrative Orders (AO), Administrative Consent Orders (ACO), Judicial Consent Orders (JCO), Notice of Violations (NOV), complaints filed (COMP), or other (OT) corrective or enforcement action required by any governmental agency (i.e., NJDEP, USEPA, etc.) concerning water pollution issues at this facility within the last 5 years or any other open action still in effect. Provide a summary of these action(s).

Item 15 – List any improvements required to be made to your facility. Complete all parts of the table or attach a copy of any previous submission you have made to USEPA or the Department containing the same information.

Item 16 – This item requires you to colle ct and repor t data on the pollutants discharged from each of your outfalls. Complete one table for ea ch outfall. Each part of this item addresses a different set of pollutants and must be completed as reque sted. Attach a dditional sheets, if necessasry. At a minimum, effluent data must be no more than four and one-half years old.

Provide information on hardness only if the receiving stream is classified as fresh waters (FW2-NT or TM or TP). Hardness is not required to be reported for saline waters (SE or SC).

The following general instructions apply to all parts o f Item 16. The Chemical Abstracts Service (CAS) numbers are provided where available.

SAMPLING: The collection of the samples for the reported analyses should be supervised by a person experienced in performing sampling of municipal wastewater. You may contact the Office of Quality Assurance at (609) 292-3950 for detailed guidance on sampling techniques and for answers to specific questions. Any specific requirements contained in the applicable analytical methods should be followed for sample containers, sample preservation, holding times, the collection of duplicate samples. Samples should be taken at at time representative of normal operations. Samples should be collected from the center of the flow channel (where turbulence is at a maximum), at a location specified in the current NJPDES permit, or at any location adequate for the collection of a representative sample. Grab and Composite samples are defined as follows:

- **GRAB SAMPLE**: An individual sample of at least 100 milliliters collected randomly for a period not exceeding 15 minutes.

- **COMPOSITE SAMPLE**: A sample composed of several discrete samples combined in a known proportion. The sample can be composed of several discrete samples collected at equal time intervals, or proportionally to the flow rate of the discharge.

ANALYSIS: A New Jersey certified laboratory must perform the analysis. You must use test methods promulgated in 40 CFR Part 136 or N.J.A.C. 7:18 and ensure that the test methods are sensitive enough for the Department to compare with surface water quality standards; however, if no method has been promulgated for a particular pollutant, you may propose to use any suitable method for measuring the level of the pollutant in your discharge. Prior to initiation of sampling, you must submit a description of the proposed methodology to the Department for approval for the specific pollutant. Your description shall include the sample holding times, preservation techniques and the quality control measures used. Where no certification program in accordance with N.J.A.C. 7:18 is available for a specific parameter, the permittee shall utilize a laboratory certified for a similar parameter or analytical procedure. Under the column "Analytical Method" indicate only those methods not specified in 40 CFR 136 and/or not approved by N.J.A.C. 7:18 that were used, if any.

REPORTING: All levels must be reported as concentration and loading or as indicated. All levels must be reported with units. Use the following abbreviations in the columns labeled units.

CONCENTRATION		LOADING		
mg/L	milligrams per liter	mg/d	milligrams per day	nCi/g nanocuries/gram
ug/L	micrograms per liter	g/d	grams per day	uCi/g microcuries/gram
col/100 mL	colonies per 100 milliliters	kg/d	kilograms per day	
pCi/L	picocuries per liter			

ML - Method Limit. MDL - Method Detection Limit. For the priority pollutants, the ML/MDLs shall be, at a minimum, as sensitive as the Recommended Quantitation Levels indicated in the permit.

Item 17 – The facilities with an existing NJPDES permit shall include a minimum of at least one acute and one chronic whole effluent toxicity test of the effluent. The test must be conducted in accordance with the laboratory certification regulations for biological testing, N.J.A.C. 7:18 and 40 CFR Part 136.

Item 18 – All analyses must be performed by a laboratory certified under N.J.A.C. 7:18. Provide the name, telephone number, certification number, and the pollutant(s) or pollutant category(ies) analyzed by each certified laboratory.

Item 19 – All treatment works that receive discharges from significant indirect users must complete the requested basic information. If applying for a new permit or expanding sewer service area, the applicant may be required to file information requested on Form SIU – 1.

Item 20 – If the treatment works has combined sewer overflow discharge points and are authorized under this individual permit, the applicant shall provide the requested information for each CSO discharge point.

Item 21 – This form must be certified by the applicant(s) for the NJPDES permit. On the top line of this item, provide the name of the applicant/operating entity as it appears in Item 1 of the NJPDES – 1 form. The signature must be an original signature. The Water Pollution Control Act provides for severe penalties for submitting false information on this application form.

BE ON NOTICE THAT *any person who knowingly makes any false statement, representation, or certification in any application shall upon conviction be punished by a* ***fine of not less than $5,000.00 nor more than $75,000.00*** *or by imprisonment or both (N.J.S.A. 58:10A-10f 2&3).*

WHO MUST SIGN?

A Responsible Official is defined in N.J.A.C. 7:14A – 4.9 as follows:

For a corporation: 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, provided:

(1). The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; or

(2). The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor.

For a government agency: A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator).

A duly authorized representative as defined in N.J.A.C. 7:14A – 4.9(b).