

4.7.4.1.3 Application and Review Process/Review of the Permit Application/ Technical Review/Permit Application for New Facilities/Municipal Wastewater Permits

Applicability:

This section outlines the standard procedures for review of an application for a new Missouri State Operating Permit for a municipal wastewater treatment facility. The word “new” indicates the first or original permit issued for a municipal wastewater facility.

Content:

In general, the procedures discussed in the following paragraphs refer to all new municipal facilities. Some specific information is provided that relates to different design flows of facilities.

Complete Applications and Attachments

For the new or original operating permit for municipal treatment facilities, the municipality should submit completed application forms:

- Form A – Construction or Operating Permit,
- Form B (proposed)– CP’s and OP’s for Facilities Which Receive Primarily Domestic Waste,
- Form I – Irrigation Systems, if appropriate.

The completed application form(s) should be accompanied by a variety of attachments such as maps, a water quality study, water use data, facility design summary, a flowchart of treatment processes by outfall and a facility drawing or sketch. The regulations and the permit application forms indicate required attachments; for specifics, see:

- 10 CSR 20-6.010(2)(A) and (5)(D),
- Form A, items 7.10, 8.00 and 9.00,
- Form B (proposed), items 7.15, 7.20, 7.40, 7.70, 7.95, 8.40, 8.50, 8.80, 9.00, 12.10, 12.20, 17.00, 19.15 and 19.60,
- Form I, items 1.20, 2.20, 3.10, 3.70, 3.80, 3.81 and 3.82.

The applicant may chose to attach materials to the application in responding to other items.

The fee is not included with the original application for a new municipal permit. After the permit is issued and put into WQIS, the Permits and Engineering Section forwards a sewer service connection fee form to the municipality. The municipality completes the form and returns with the appropriate fee.

Additionally, associated with the application for an operating permit for a new or modified municipal facility, 10 CSR 20-6.010(5)(D) requires that an engineer or the appropriate municipal official certify in writing that the project has been completed in accordance with approved plans and specifications.

Timely Receipt of and Action Related to the Application

10 CSR 20-6.010(5)(B) requires that applications for an original operating permit for a facility that had a valid construction permit and a prior public notice shall be received by the department at least 30 days before the facility begins to receive wastewater. Applications shall include the earliest date on which the discharge is scheduled to begin. The department will issue or deny the permit within 60 days of the receipt of the application. No facility shall discharge without a valid operating permit.

The permit writer will need to closely coordinate with the applicant related to this requirement. Based on the date that the facility begins to receive wastewater, the potential discharge date could be several weeks to a month before the department is required to issue or deny the permit.

Application Review and Permit Drafting

An application completeness check should be performed to determine whether necessary forms, attachments, fees and certifications have been submitted. If yes, further review steps follow. If no, the applicant should be informed of the missing information needed to complete the submission. If this is an application for a new (original) operating permit for a facility that had a valid construction permit, the supporting information may be part of the construction permit application.

As a preliminary step to the review of the actual permit application, department files should also be reviewed. Such files importantly include the Construction Permit and supporting engineering report, detailed plans and specifications, maps and drawings for the new facility. Additionally, financial assistance, compliance and general municipal files should be consulted.

The first step of the application review is to determine the receiving stream characteristics. Use ArcView to verify the legal description and obtain receiving stream information, including the classification, first classified stream including its classification (see 10 CSR 20-7 Tables G and H), USGS Basin and Sub-watershed Number, and stream identification number (0XXXX). The "Locational and Water Body Information Manual" (see Other Links below) provides guidance on this process. Verify the stream classification, beneficial uses, distance to the classified stream, 303(d) applicability, Total Maximum Daily Load status –(TMDL), for each outfall to the stream. As a possible, additional source of information, for facilities with a design flow greater than 22,500 gallons per day, a receiving stream water study may have been submitted in accord with 10 CSR 20-8.110(4)(A) 9.C as part of the engineering report for the construction permit. Neither Chapter 7 Effluent Regulations and Water Quality Standards nor Chapter 8 Design Guides specifically require an applicant for a permit to provide a receiving stream study. If information in addition to that from ArcView and what the applicant has submitted is required to develop proposed effluent limits, the permit writer will have to obtain what is needed. At this point, the proposed effluent limits can be determined in accord with the Effluent Regulations, 10 CSR 20-7.015.

Compare these effluent limits with the treatment plant technology and influent wastewater flow characteristics to determine if the limits can be met. The engineering report submitted with the Construction Permit is a key resource for this. Check the treatment plant hydraulic and organic capacity for the design flow listed on the application. Loading from industrial sources and potential wet weather flows must be considered. Upon confirmation of treatment plant capacity, an operating permit may be drafted, additional information requested, or the application denied.

Sampling requirements differ based on the receiving stream and design flow of the treatment plant. The Monitoring Requirements paragraphs in each Effluent Limitation section of the Effluent Regulations, 10 CSR 20-7.015, present the required features of the facility-sampling program.

Whole Effluent Toxicity (WET) tests should be considered for all permits and is required by departmental permitting guidance for all "major" facilities. Background information about WET tests is at 10 CSR 20-7.031(3)(l)2.A & B and Permit Manual topic 5.2 WET Tests. See also

Permit Application Form B (proposed), Part D, item 18.00. For municipal wastewater treatment facilities (i.e. POTWs), a major facility is one with a design flow greater than one million gallons per day (1 mgd). Additionally, WET tests are recommended for POTWs that are termed "significant minors"; that is, facilities with design flows between 300,000 and 1 million gallons per day.

Term of an Original Operating Permit

10 CSR 20-6.010(10)(A) states that the first operating permit issued to new sources and new discharges will be issued for a period of time sufficient only to allow the completion of construction of the facility, but not to exceed 5 years, but not less than 1 year. When all construction has been completed, the first operating permit may be issued for a period not to exceed 5 years.

Legal References:

Code of State Regulations:

10CSR 20-6.010	Construction an Operating Permits
10 CSR 20-6.011	Fees
10 CSR 20-7.015	Effluent Regulations
10 CSR 20-7.031	Water Quality Standards
10 CSR 20-8.110	Engineering Reports, Plans and Specifications

Other Links:

[T:\Permit Manual Links\Locational and Water Body Information Manual](#)

[5.2 WET Tests](#)

Key Words:

Permit, operating permit, new permit, original permit, application, municipal treatment plant

Page ID: 4.7.4.1.3 Municipal Wastewater Permits

Revised By: Keith Forck

Modification Date: 070/6/2004 JFP 3/8/05