

#### **4.7.4.3.4**

### **Application and Review Process/Review of the Permit Application/ Technical Review/Application for Renewal of Expired Permit / Domestic Wastewater Permits**

#### **Applicability:**

This section outlines the standard procedures for review of an application for renewal of a Missouri State Operating Permit for a domestic wastewater treatment facility.

#### **Content:**

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

#### **Complete Applications and Attachments**

Applications for the renewal of operating permits must be received at least one hundred eighty days before the expiration date of the present operating permit in accordance with 10 CSR 20-6.010(5)(C). For the renewal of the operating permit for domestic treatment facilities, the applicant should submit completed application forms:

- Form B – Application for Operating Permits for facilities ≤100,000 gallons per day
- Form B2 – Application for Operating Permits for facilities >100,000 gallons per day
- Form I – Irrigation Systems (if applicable)
- Application for Transfer of Operating Permit

Electronic copies of the forms are available on the DNR Web Page under the Forms and Permits item in the top banner. The forms are available through the Water Pollution Control category.

The completed application form(s) should be accompanied by a variety of attachments such as maps, a water quality study, water use data, a facility design summary, a flowchart of treatment processes by outfall and a facility drawing or sketch. The applicant may choose to attach materials to the application in responding to other items. The regulations and the permit application forms indicate required attachments.

There is no fee associated with the renewal; however, the annual fee must be current for the Department to process the renewal.

10 CSR 20-6.010(3)(A) requires that all applicants for operating permits shall show that a permanent organization exists which will serve as the continuing authority for the operation, maintenance and modernization of the facility.

Should the operating permit expire before re-issuance, the facility is required to continue to operate in accordance with the expired permit until the permit is renewed.

#### **Application Review and Permit Drafting**

An application completeness check should be performed to determine whether necessary forms, attachments, fees and certifications have been submitted. Note that annual operating permit fees must be current before any permit action can proceed. If yes, further review steps follow. If not, the applicant should be informed of the missing information needed to complete the submission.

As part of the preliminary step to the review of the actual permit application, department files should be reviewed including discharge monitoring reports and inspection reports.

The first step of the application review is to check the receiving stream characteristics. Use GIS software 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 (HUC12), and Water Body Identification (WBID). 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 (TMDL) status, for each outfall to the stream. At this point, the proposed effluent limits can be determined in accordance with the Effluent Regulations, 10 CSR 20-7.015.

Compare the proposed effluent limits to the current permit's effluent limits. If the limits are the same, then proceed with processing the permit. If limits are less stringent, then utilize the old permit limits or justify why the old limits were too stringent. If there are new limits or more stringent limits, then compare these effluent limits with the treatment plant technology and influent wastewater flow characteristics to determine if the limits can be met. Check the treatment plant hydraulic and organic capacity with 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 are required by departmental permitting guidance for all "major" facilities. Background information about WET tests is at 10 CSR 20-7.031(3)(I)2.A & B and Permit Manual topic 5.2 WET Tests. See also Permit Application Form B (proposed), Part D, item 18.00. For domestic wastewater treatment facilities, a major facility is one with a design flow greater than one million gallons per day (1 MGD). Additionally, WET tests are recommended for facilities with design flows between 300,000 and 1 million gallons per day. WET Tests are required for Minor facilities with a flow greater than 22,500 gpd.

## **Legal References:**

### *Code of State Regulations:*

- 10 CSR 20-6.010 – Construction and Operating Fees
- 10 CSR 20-6.011 – Fees
- 10 CSR 20-6.015 – No-discharge Permits
- 10 CSR 20-7.031 – Water Quality Standards
- 10 CSR 20-8.110 – Engineering Reports, Plans and Specifications