

DIRECTIONS FOR REAPPLYING FOR AN INDIVIDUAL TPDES PERMIT

To reapply for your Territorial Pollutant Discharge Elimination System (TPDES) Individual Permit, you will need to fill out three forms: EPA Forms 1 and 2C, and DPNR Fee Form for Individual TPDES Permits. These forms can be found on the Water Pollution Control Program page of the DPNR website (link below).

Additionally, you will need to submit a line diagram, topo map, and sampling data (Section V of Form 2C) as requested in Form 2C. The topography map of the site must be submitted showing the following: location & GPS of the system(s) (WWTP, RO, etc.), location & GPS of the sampling location(s) (where samples or measurements are taken), and the location & GPS of the permitted Outfall(s). These are an absolute requirement to be displayed on the site map.

Form 1 is a general information form and is self-explanatory. Form 2C requests more detailed information. If you have questions after reviewing the instructions, you may contact Mary Stiehler, Water Program Manager (contact information below). The most detailed information will be the effluent characteristics as requested in Section V. If you have a WWTP, we'll need to look at the estimates for flow (average and max), BOD, TSS, pH, enterococci (after disinfection using chlorine, UV, or whatever your system uses), Temperature (max and min), and total chlorine residual if you choose to disinfect with chlorine. If you have an RO plant, we'll need your flow (average and max), pH, Temperature (max and min), and Total Dissolved Solids (TDS).

On the Fee Form, follow the directions to determine your application fee for a new permit. This will be based on information contained in your permit application. Although the form also has a section for calculating your annual discharge fee, you should not fill out this part of the form when you submit your application.

Once you submit the application, it will be reviewed for completeness. If it is considered deficient, you will be sent a list of deficiencies that you must address, either via email or USPS mail. Once all deficiencies are addressed and approved by DPNR, your application will be deemed complete.

After your application is deemed complete, a draft permit will be created and will go through peer and legal review. After a draft has been approved internally at DPNR, the draft permit must go through public notice. This is a required 30-day period in which a brief information sheet about the draft permit and your system is put in a publication of sufficiently wide circulation (usually the newspaper) for two consecutive days. For 30 days after the first publication, anyone may request to review the file and draft permit and provide comments or concerns. They may even request a public hearing, which would delay the notice longer than 30 days, though this is rarely needed. Should there be no public comments or any comments that cannot be addressed in a simple written response, within the 30-day period, then the

final permit may be prepared for signature. Should there be comments that result in a change being made to the permit, you may have another chance to review the changes and provide your own comments as well. Should the changes be significant enough, a second 30-day public notice period may be required. This rarely occurs though.

OPERATIONS, TESTING, INSPECTIONS AND REPORTING: Once the final permit is signed, you will be given the original copy, and may continue discharging. Of course, as you will read in your permit, you will be required to continue to keep your system in proper working order, shown through maintenance and inspection logs. Additionally, you will be required to have your discharge sampled and tested for the required parameters and then fill out the Discharge Monitoring Report (DMR) that you will file electronically in the NetDMR system. Your permit will detail all the requirements of filling out and sending in DMRs, though should you need assistance, you may contact Mary Stiehler (contact information below) as well.

You will be required to allow DPNR to inspect the system as needed to verify the system is working properly and all the operations, maintenance and inspection logs are in order. You will need to have a copy of the permit on the premises at all times as well. DPNR will conduct routine inspections and write follow up reports to determine if your system is in compliance or not. If not, enforcement action may be taken, with possibilities of fines or revocation of the permit.

ANNUAL DISCHARGE FEE: Starting in 2020, you must pay an annual discharge fee based on the discharges you reported for the prior calendar year. The first annual discharge fee is due October 1, 2020. After that, the annual discharge fee will be due March 31st of each year. You will not receive a bill for your annual discharge fee. Instead, determine your annual discharge fee by completing the relevant sections in the Fee Form for an individual permit (found on DPNR's website). Submit your completed form and payment to DPNR at the address given on the form by the due date. If you submit your payment by mail, DPNR will send you a receipt acknowledging your payment and, subsequently, verify your fee payment determination.

Please contact Mary Stiehler at Mary.Stiehler@dpr.vi.gov or (340)774-3320 should you have any questions or concerns.

Water Pollution Control page on DPNR website:

<https://dpr.vi.gov/environmental-protection/water-pollution-control-program/>