

Instructions for Using DEP's Individual NPDES Permit Documents Report

DEP has prepared this reporting tool – [Individual NPDES Permit Documents Report](#) – for the public's use to search for and to generate a report that lists wastewater facilities with individual NPDES permits issued by DEP's Clean Water Program. The report includes a hyperlink to access and retrieve a copy of the permit document.

General Permit documents are not included in this report; they are available through the permit and authorization packages folder in DEP's [eLibrary](#).

These individual permits cover sewage and industrial waste treatment, municipal and industrial stormwater, concentrated animal feeding operations (CAFOs), and groundwater cleanup facilities.

DEP recommends that you review these instructions before using the report.

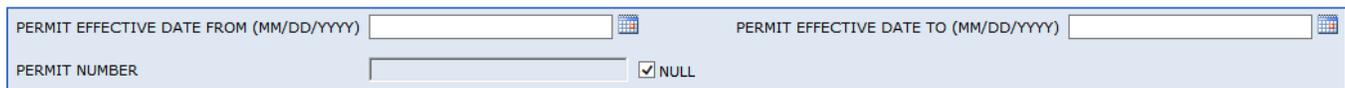
All data presented on this report are updated daily at the close of business. As a disclaimer, DEP does not guarantee that all issued individual permits will be represented in the report. The electronic (PDF) permit documents are not a substitute for the official, signed hard copies that can be reviewed at DEP regional offices.

Instructions:

1. Access the report at the following link:

www.depreportingservices.state.pa.us/ReportServer/Pages/ReportViewer.aspx?/WMS/WMS_Permit_Docs

The link opens to the report webpage containing the search selection parameters, as shown here:



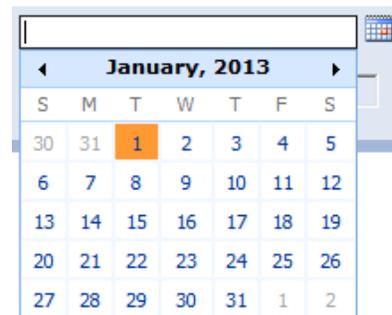
PERMIT EFFECTIVE DATE FROM (MM/DD/YYYY)  PERMIT EFFECTIVE DATE TO (MM/DD/YYYY) 
 PERMIT NUMBER NULL

2. Users must enter dates to generate a report.

Select a *Permit Effective Date From* and a *Permit Effective Date To* for the desired time period.

Enter dates manually or click the calendar icon to select a date.

DEP recommends selecting a five-year time frame. Alternatively, select a ten-year time frame to capture permits that may have been updated during the standard five-year permit term.



3. To find a specific permit, uncheck the NULL box and enter the permit number in the text field.

PERMIT NUMBER NULL

4. To generate a report, click the View Report button or hit Enter.

Instructions – Individual NPDES Permit Documents

Upon loading, the report will be displayed in the browser with the data sorted alphabetically by Permittee (name). The data can be sorted using the arrows next to any of the column headers.



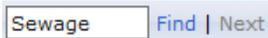
The following describes the column headings and data presented in the report:

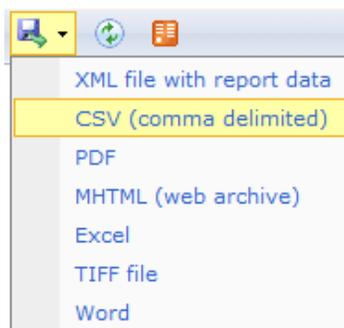
- **Permit** – The permit number as a link to a PDF copy of the permit.
- **Permittee** – The responsible party to whom the permit is issued.
- **Facility** – The name of the facility where the permitted activity occurs.
- **Application Type** – The type of permit application submitted by the permittee, either Renewal, Amendment, Transfer or New.
- **Issue Date** – The date the permit was issued.
- **Effective Date** – The date the permit became effective. For New and Renewal application types, the effective date will typically be the first day of the next month after the issue date. For example, a permit issued on May 16 would be effective on June 1.

If a permit was revised or updated by DEP during the time period selected, a permit may be included that was effective prior to the selected time period.

- **Expiration Date** – The date the permit will expire, typically 5 years from the effective date.
- **Region** – The DEP regional office that issued the permit
- **Update Date** – The date the permit was updated after issuance. Generally, this column will be blank.

5. The following controls are available in the browser:

- **Page Bar:**  to navigate through the pages of a report, to a specific page number, to the last page or to the first page.
- **Zoom:**  to change the display size of the report within the browser.
- **Find Text in Report:**  to search for specific terms within the report data.
- **Export:**  to export (open and save) the report as a file document to the location of choice. Click on the Export button for a list of file formats.



If the user intends to sort or filter the data, DEP recommends exporting as a CSV document.

Hint: If the column data were sorted in the browser, the report will export in the sort order selected.

Clicking on any file format generates a popup that asks whether the user wants to open or save the file. Select “Open” or “Save As”.

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Note: CSV documents open in Excel, however, to save a CSV file, the “Save as type” must be changed from the default “Unicode Text” to “Excel Workbook” so that the file will be saved as an Excel document.

File name:	<input type="text"/>
Save as type:	Excel Workbook

Once data are exported (in any format) the link to the permit documents is no longer active.

- **Refresh:**  If the report has been sorted, refresh returns the report to the original sort order.

For questions about the Report, please contact DEP’s Bureau of Clean Water at (717) 787-8184.

For questions about the facilities or the permit documents listed on the *Individual NPDES Permit Documents Report*, contact the Clean Water Program at the applicable regional office:

Regional Offices

Southeast Regional Office
2 East Main St.
Norristown, PA 19401-4915

Telephone: 484-250-5900
24-Hour Emergency: 484-250-5900

Counties: Bucks, Chester, Delaware, Montgomery and Philadelphia

Northeast Regional Office
2 Public Square
Wilkes-Barre, PA 18701-1915

Telephone: 570-826-2511
24-Hour Emergency: 570-826-2511

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

South-central Regional Office
909 Elmerton Ave.
Harrisburg, PA 17110-8200

Telephone: 717-705-4700
24-Hour Emergency: 866-825-0208

Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

North-central Regional Office
208 W. Third St., Suite 101
Williamsport, PA 17701-6448

Telephone: 570-327-3636
24-Hour Emergency: 570-327-3636

Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

Southwest Regional Office
400 Waterfront Drive
Pittsburgh, PA 15222-4745

Telephone: 412-442-4000
24-Hour Emergency: 412-442-4000

Counties: Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington and Westmoreland

Northwest Regional Office
230 Chestnut St.
Meadville, PA 16335-3481

Telephone: 814-332-6945
24-Hour Emergency: 800-373-3398

Counties: Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango and Warren