



Standard Operating Procedure (SOP)¹ for Clean Water Program Joint Chapter 91.38 Permits (Algicides, Herbicides and Fish Control Chemicals)

SOP No. BPNPSM-PMT-021

Final, November 9, 2012

Revised, January 17, 2013

Version 1.3

This SOP describes the procedures by the Clean Water Program will process applications for new joint pesticide permits under Chapter 91.38, in which the PA Fish and Boat Commission (PFBC) and DEP jointly approve issuance of the permit. The authorization type covered by this SOP is "JCH91" (Joint Chapter 91.38 Pesticides Permit).

This SOP is intended to comply with DEP's Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee (021-2100-001) ("PDG Policy"). Only certain types of applications are subject to the Permit Decision Guarantee (PDG) described in the PDG Policy. New joint Chapter 91 permit applications **ARE NOT** part of the Permit Decision Guarantee (PDG).

I. Preliminary Data Management and Fee Processing (Administrative Staff)

When applications are received, administrative staff will:

A. Create the authorization record in eFACTS.

1. Select the proper auth type code.

NOTE – There is no fee for joint Chapter 91.38 permits.

NOTE – The Program-Specific ID (permit number) will be assigned using the same numbering system as for Water Quality Management (WQM) permits, where "8" will be used as the program code in the number.

NOTE – A new Project (APS) is required for each Chapter 91.38 permit application. Each new, renewal, amendment and transfer application will need to have a unique APS ID. The reason is that PFBC will be entering their comments in the Project Description field, and this field needs to be empty at the time they enter their comments.

2. Select the proper application type, using the appropriate regional organization code.
3. Associate the proper client and site to the project/authorization. If necessary, create the client, site, client/site relationship, at least one subfacility (SF) and the PF.

¹ **DISCLAIMER:** The process and procedures outlined in this SOP are intended to supplement existing requirements. Nothing in the SOP shall affect regulatory requirements. The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**SOP for Joint Chapter 91.38 Permits
Revised, January 17, 2013**

4. Enter the name of the county and water body that will be treated as the Project (APS) Name. (This name will be transferred to PFBC staff along with other information via email once the authorization is created, and will assist PFBC with matching their paper application to the authorization in eFACTS). For example, "York County – Pinchot Lake."
 5. Enter the date the application was received ("Recvd") and the date administrative staff creates the authorization ("Admin") into eFACTS' Application Screen.
 6. If required by eFACTS to create the authorization, select the lead reviewer as the Permits Chief. If the Permits Chief identifies the application manager at this step, the assigned application manager may be selected for the lead reviewer.
 7. Select the Master Auth or set the current authorization to be the Master Auth, as appropriate.
 8. Create a subtask of "COMPL" (B/E Completeness Review) under the Completeness Review task in eFACTS, and enter a start date that corresponds to the date the application was received.
 9. Link the SF to the authorization record.
- B. Enter or otherwise review and update PF and SF Details.
1. Update PF Mailing Address (client address) and Location Address (site address) in accordance with the application, as necessary.
 2. Update the PF Kind to "Pesticides" as necessary.
 3. Update the SIC or NAICS code for the PF, as necessary, and identify one SIC and/or NAICS code as the "Primary" code.
 4. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF.
- C. Push Master Auth to NMS (if not done so previously), unless the current auth is the Master.

If the current auth is not the Master Auth, ensure the Master Auth linked to the current auth has been pushed to NMS already (otherwise, push the Master Auth to NMS).

II. Coordination and Prioritization (Permits Chief)

Once Step I is completed by administrative staff, the application will be given to the Permits Chief. The Permits Chief will:

- A. Determine whether coordination with other applications is required. If this is the case, the Permits Chief will note on the application file or a permit tracking sheet so that the application manager is aware of needed coordination.

NOTE – The Permits Chief will evaluate whether an NPDES pesticide permit (individual permit or PAG-15 coverage) is required in addition to the joint Chapter 91.38 permit using the annual treatment thresholds contained in the PAG-15 General Permit and the latest version of the "Pesticides FAQ" document. If an NPDES permit is required, the Permits Chief will indicate this on the permit application folder or tracking sheet to ensure the application manager is aware.

**SOP for Joint Chapter 91.38 Permits
Revised, January 17, 2013**

Where an NPDES permit is required, joint Chapter 91.38 permits will be coordinated with the NPDES permit.

- B. Prioritize the application in accordance with the "Permit Review Hierarchy" contained in the PDG Policy. The Permits Chief will note on the application file or a permit tracking sheet the hierarchy number as contained in the Policy.
- C. Assign an application manager (i.e., "lead reviewer") to the application unless this has been done previously. The Permits Chief will enter the name of the application manager into eFACTS for the authorization unless administrative staff has already completed this step.

III. Completeness Review (Application Manager)

- A. A complete joint Chapter 91.38 permit application contains adequate responses to each question on the application form and a topographic map with the water body to be treated identified. If the information submitted is not adequate, the application manager will contact the applicant by phone and request updates within one business day. If there are, in the application manager's judgment, significant deficiencies, the application manager will deny the application using the NMS template at *Letters – Application Denial Letter*. PFBC will be copied on the letter.
- B. If an NPDES permit NOI or application is required and has not been received:
 - 1. A "CRR" (B/E Coordinated Application Required) subtask will be entered into eFACTS under the Completeness Review task.
 - 2. The application manager (or Permits Chief) will place a phone call to the applicant to explain the need to submit an NPDES permit NOI or application.
 - 3. If the applicant fails to submit the NOI or application within 15 business days of the phone call, or a longer period of time if agreed to by the application manager, the application manager will deny the application using the NMS template at *Letters – Application Denial Letter*. PFBC will be copied on the letter.
- C. Complete the following data management tasks in eFACTS:
 - 1. Create, or otherwise review and edit, one Pesticide Treatment Area ("PEST") SF for each treatment area. Where there are more than 10 treatment areas, one representative PEST SF may be used per water body or watershed. Use the mid-point of the treatment area for the latitude and longitude.
 - 2. Enter, or otherwise review and edit, the PF latitude and longitude, using the coordinates reported on the NOI, or otherwise the mid-point of the largest treatment area.
 - 3. Link the applicable SFs to the authorization record.
 - 4. Push the authorization from eFACTS to NMS. If the authorization cannot be pushed to NMS and if the problem(s) cannot be resolved by the application manager, the application manager will first work with administrative staff to resolve the problem(s) and then contact Central Office if administrative staff cannot resolve them.
 - 5. Enter an end date for the "COMPL" subtask.

IV. Technical Review and Preparation of Permit (Application Manager)

Applications will be reviewed in order of priority; in the event of a conflict, the matter will be resolved by the Permits Chief.

Once Step III is completed by the application manager, the application manager will:

- A. Enter a "DR" (Decision Review) subtask in eFACTS under the Technical Review task, with a start date corresponding to the day following the determination that the application is complete.
- B. Determine whether there are any public water supplies downstream within 5 miles of the point of application. If yes, the application manager will look at the product label or instructions to determine restrictions in the vicinity of water supplies. The application manager will specify those restrictions on the Chapter 91 joint permit. If there are no such restrictions, and there are public water supplies within 5 miles, apply a condition in the joint Chapter 91.38 permit that notification to the water supplier is required at least 24 hours in advance of treatment, unless it is determined that sufficient dilution exists or otherwise the product will not reach the intake.
- C. Apply any other conditions to the joint Chapter 91.38 permit that the application manager believes are pertinent based on the product label or instructions.
- D. If the product or an active ingredient has a federal MCL/MCLG and a water supply intake exists less than 5 miles downstream, or the product label specifies that downstream water supply intakes should be shut off following application, the application manager should do one of the following:
 1. Require monitoring in the permit at or above the intake following the pesticide application unless it is determined that sufficient dilution exists or otherwise the product will not reach the intake.
 2. Issue a letter to the applicant requesting that they develop an agreement with or otherwise obtain concurrence from the public water supplier on the proposed treatment(s), and hold issuance of the permit until confirmation of this agreement or concurrence is received.
- E. In general, issuance of a technical deficiency letter is unnecessary and the application manager may acquire any deficient information by phone.
- F. Complete the following data management tasks:
 1. The anticipated effective and expiration dates of coverage will be entered into NMS.

NOTE – For standalone joint Chapter 91.38 permits, provide a 3-year effective period if the pesticide applications will be to HQ/EV watersheds, and provide a 5-year effective period if the applications will be to non-HQ/EV watersheds. If the joint Chapter 91.38 permit will be coordinated with an NPDES permit, use the same effective and expiration dates as for the NPDES permit.

2. If a standalone joint Chapter 91.38 permit will be issued (i.e., the permit will not be attached to an NPDES permit), the joint Chapter 91.38 permit and approval letter will be generated, edited as needed and saved to NMS. The templates that will be used are in the *Chapter 91.38 Pesticides* folder and are named *Joint Chapter 91.38 Permit* and *Joint Chapter 91.38 Approval Letter*, respectively.
3. If the joint Chapter 91.38 permit will be issued concurrently with an NPDES permit, the joint Chapter 91.38 permit will be generated, edited as needed and saved to NMS. The template

**SOP for Joint Chapter 91.38 Permits
Revised, January 17, 2013**

that will be used is in the *Chapter 91.38 Pesticides* folder and is named *Joint Chapter 91.38 Permit*.

NOTE – Where the joint Chapter 91.38 permit is coordinated with an NPDES permit, use a cover letter in the appropriate NPDES folder that describes the coordinated permit issuance.

NOTE – Fact sheets or Internal Review and Recommendations (IRRs) will not be prepared for joint Chapter 91.38 permits.

NOTE – Application managers should verify that PFBC has reviewed the application before generating the permit document. This can be done by running the NMS query at *Permits – Authorizations – Joint Chapter 91 Permit Applications*. PFBC staff will enter any comments they have for the permit in eFACTS' Project – Description field, and these comments will automatically transfer to the joint permit document in NMS. (If PFBC has no comments, it will indicate “No Comments” in the Project – Description field). Additional comments for the permit may be made by the application manager based on Step IV B and C, above.

4. The documents identified in IV.E.2 and E.3, above, will be set to a status of Final and a disposition of Pending. There will be only one version of each of these documents. The permit document, in Word, will have the effective and expiration dates of coverage identified.
5. Print the documents generated through NMS, assemble the final permit package, and submit the package with the NOI to the Permits Chief.

NOTE – If the joint Chapter 91.38 permit is coordinated with an NPDES permit, the joint Chapter 91.38 permit will be attached to the NPDES permit (following the NPDES Annual Report).

6. Enter an end date for the “DR” subtask in eFACTS.

V. Final Review (Permits Chief)

The Permits Chief will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents.
- B. Verify that the minimum required documents from Step IV are in NMS as Final – Pending documents.
- C. Verify that any applicable permit coordination has been completed.
- D. Submit the final permit package to the Program Manager.

VI. Final Decision (Program Manager)

The Program Manager will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents.
- B. Sign the final permit cover letter and sign and date the first page of the permit document if the Program Manager is in agreement with the content, or otherwise return the package to the Permits Chief for edits.

**SOP for Joint Chapter 91.38 Permits
Revised, January 17, 2013**

- C. Submit the final, signed permit package to administrative staff or the application manager (at regions' discretion).

VII. Final Processing (Administrative Staff or Application Manager)

Administrative staff or the application manager will complete the following tasks upon receipt of the final, signed permit package:

- A. Open the permit document in NMS, apply a signature indicator ("/s/") on Page 1, and ensure that the correct effective and expiration dates are on Page 1.
- B. Change the Disposition of the final permit cover letter and final permit from "Pending" to "Issued (Mailed)." Ensure there are no documents in the list with a Disposition of "Pending".
- C. Issue the authorization in eFACTS.

NOTE – Documents will be changed to a Disposition of "Issued (Mailed)" on the same day as the authorization is issued in eFACTS.

- D. Make copies, and mail the copies to the applicant, consultant, PFBC and the regional PFBC law enforcement officer. The final permit cover letter will not be sent via Certified Mail.
- E. Transmit the case files to the regional file room.

SOP for Joint Chapter 91.38 Permits
Revised, January 17, 2013

Version History

Date	Version	Revision Reason
1/17/2013	1.3	Added clarification that staff should use the County name as well as the Water Body name when naming the project (APS). Provided an alternative in Section IV D to requiring monitoring in the permit (issuing a letter to the applicant to obtain agreement from water supplier).
12/28/2012	1.2	Clarified that a new Project (APS ID) should be assigned to each Joint Chapter 91 application because of PFBC's entry of comments against Projects (rather than authorizations). Identified an NMS query that can be run to see which applications have already received PFBC's comments.
12/17/2012	1.1	Modified references to PF Kind ("Pesticides") and SF Type ("Pesticides Treatment Area"). Added reference to PFBC's use of the Project Description field to add comments pertaining to treatments that will be transferred to joint permit document in NMS. Added WQM permit numbering upon receipt of applications. Added requirement to use the name of the water body receiving treatment for the Project (APS) Name.
11/9/2012	1.0	Original