

SDWGP-03
SAFE DRINKING WATER GENERAL PERMIT - 03:
COMMUNITY WATER SYSTEM BULK WATER LOADING STATION
INSTRUCTIONS

Remove and recycle these instructions prior to mailing to the approving agency.

GENERAL INSTRUCTIONS AND CHECKLIST

A complete Safe Drinking Water General Permit Application for Community Water System (CWS) Bulk Water Loading Station (**3940-PM-BSDW####**) shall be submitted for approval prior to installing a bulk water loading station. This application must be signed by the appropriate individual identified in [25 Pa. Code § 109.503\(a\)\(1\)\(i\)](#) of DEP's Safe Drinking Water regulations

Note, each bulk water loading station requires a separate application.

In order to qualify for SDWGP-03, the bulk water loading station project (project) must meet the requirements in **Section B** of the application. Projects not meeting these requirements may still be approved; however, the public water system will be required to obtain a Public Water System Minor Amendment Construction Permit that meets the requirements of [25 Pa. Code § 109.503](#).

All application packages for a General Permit Application **must** contain, at a minimum:

- Completed **General Permit Application: Community Water System Bulk Water Loading Station (3940-PM-BSDW####)**
- **\$100 General Permit Fee** (payable to the "Commonwealth of Pennsylvania")
- **Specifications for the materials used in the Bulk Water Loading Station**
- **ANSI/NSF Standard 61 Certifications for the Bulk Water Loading Station** (include all pipes, pumps, fittings, valves, transfer tubing, etc.)
- **A Detailed Schematic of the Bulk Loading Station**
- **A Distribution System Map Showing Locations of the Bulk Water Loading Station, the Entry Point and all Storage Tanks.**
- **Calculation demonstrating the water system has excess capacity of at least 25% excess capacity based on the system's permanent sources**

Original documents (as well as one additional set if paper copies are submitted), of the above information are required and are to be submitted to the appropriate Regional Office.

For additional information on gathering the supporting data for an application, refer to DEP's [Public Water Supply Manual, Part II](#) available on DEP's website at www.depgreenport.state.pa.us/elibrary/.

SECTION A: APPLICANT INFORMATION

Public Water System (PWS) Name: Enter the organization name of the facility that will be used on official documents by the water PWS.

Public Water System Identification Number (PWSID No.): Enter the PWSID Number.

Contact Person Information: Enter the name, title, address, telephone number, and email address for the contact person of the system.

Site Information: Enter the name, address, latitude, and longitude of the bulk water loading station.

SECTION B: PROJECT REQUIREMENTS AND INFORMATION

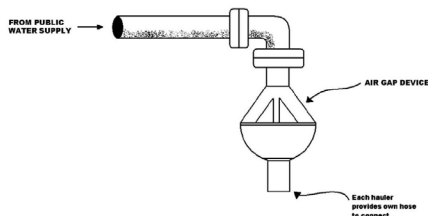
In order to qualify for SDWGP-03, the bulk water loading station project (project) must meet the requirements in **Section B** of the application. Projects not meeting these requirements may still be approved; however, the public water system will be required to obtain a Public Water System Minor Amendment Construction Permit that meets the requirements of [25 Pa. Code § 109.503](#).

Eligibility

1. **Community water system:** Applicant must be a community water supplier.
2. **Water Supply:** The water supply for the bulk water loading station must be finished water at a permanent location from the community water supplier's system.
3. **Bulk Water loading Station Location and Distribution Pressure:** The bulk water loading station must be located near a storage tank and an area that ensures the station will not change flow direction or adversely affect the distribution supply or pressure.
4. **Disinfectant Residual:** The bulk water loading station must be in a location that will ensure the water served will have a minimum disinfection residual of at least 0.2 mg/L free or 0.2 mg/L total for systems using chloramines.
5. **Water System Excess Capacity:** The community water selling system must have at least 25% excess capacity based on the system's permanent sources (calculations must be included).

Bulk Water loading Station

6. **ANSI/NSF Standard 61 Materials:** All the materials of the bulk water loading station that come in contact with the water including pipes, pumps, fittings, valves, and fill lines must be certified for conformance with [American National Standards Institute \(ANSI\)/NSF Standard 61](#).
7. **Backflow Prevention:** The bulk water loading station must have an air gap or reduced pressure zone device (RPZD) back flow preventer.
8. **Fill Line:** If a fill line is provided, the bulk water loading station must:
 - Be designed so that the fill line cannot be stored on the ground,
 - Be designed so that the fill line will be self-draining,
 - Have an air gap on the fill line.



9. **Detailed instructions:** The bulk water loading station must have detailed instructions on the filling procedures for the user of the loading station that emphasis on preventing cross-contamination of the transfer tubing and equipment.
10. **Security:** The bulk loading station must have restricted access. The transfer pump, meter and controls must be located with a locked cabinet

11. **Records:** The bulk loading station must have the ability to meter and record the total volume of water sold each day.
12. **Expiration:** The base general permit, SDWGP-03, will expire ten years from the date of its issuance. If DEP reissues SDWGP-03 upon expiration or modifies SDWGP-03 during its current term, a Permittee with approval under SDWGP-03 may perform the approved work with the terms and conditions of the modified or reissued SDWGP-03, unless DEP notifies the Permittee in writing that a new application is required.
13. **Other Requirements:** No condition of SDWGP-03 releases the permittee from any responsibility or requirements under other Federal, State, or Local regulations, statutes, or ordinances.

SECTION C: APPLICATION CHECKLIST

The application must include:

- SDWGP-03: Safe Drinking Water General Permit - 03: Community Water System Water Bulk Water Loading Station Application **(3940-PM-BSDW####)**
- \$100 General Permit Fee (check payable to the “Commonwealth of Pennsylvania” or using the Public Upload with Payment Submission)
- The Bulk Water Loading Station Specifications
- The Bulk Water Loading Station ANSI/NSF Standard 61 Certifications (include all pipes, pumps, fittings, valves, transfer tubing, etc.)
- A Detailed Schematic of the Bulk Loading Station
- Map showing location where the bulk water loading will be installed including nearby entry points locations and storage tanks.
- Calculation demonstrating the water system has excess capacity of at least 25% excess capacity based on the system’s permanent sources

SECTION D: SIGNATURE

Applicant’s Signature: The applicant must print their name, sign the application, and provide the date of signature. The application must be signed as follows:

- In the case of corporations, by a principal executive officer of at least the level of vice president, or an authorized representative, if the representative is responsible for the overall operation of the facility.
- In the case of a partnership, by a general partner.
- In the case of a sole proprietorship, by the proprietor.
- In the case of a Municipality, State, or other public facility, by either a principal executive officer, ranking elected official, or other authorized employee.

WHERE TO FILE

DEP accepts Applications via the [Public Upload with Payment Submission Page](#), including electronic payments. The fee must be paid online at the time of submission through the Public Upload site.

Users will first be asked whether they are resubmitting a form that was previously submitted to DEP and requires an update. For all new submissions, select “**No**” and click Continue.

The applicant’s information should be provided under the **Submitter Information** header.

For this general permit, users should select **Safe Drinking Water SDW** from the drop-down menu next to **Filter Submission Types by Program (optional)** then select **SDW General Permit Application**.

Please enter it in the **Permit#/Project#** box the system’s **PWSID No.**

Provide the water system’s [EIN No.](#) for in **Applicant EIN** box.

Enter the address of the facility as listed on the application under the **Project Address** header.

Select **Add County/Municipality/Region** and select the **County and Municipality** in which the project is located from the drop-down menus. Check the box next to **Primary** to indicate if this is the primary **County and Municipality** for the project.

The **Region/District** office will automatically populate based on the **County**. The submittal will be sent to the offices(s) listed.

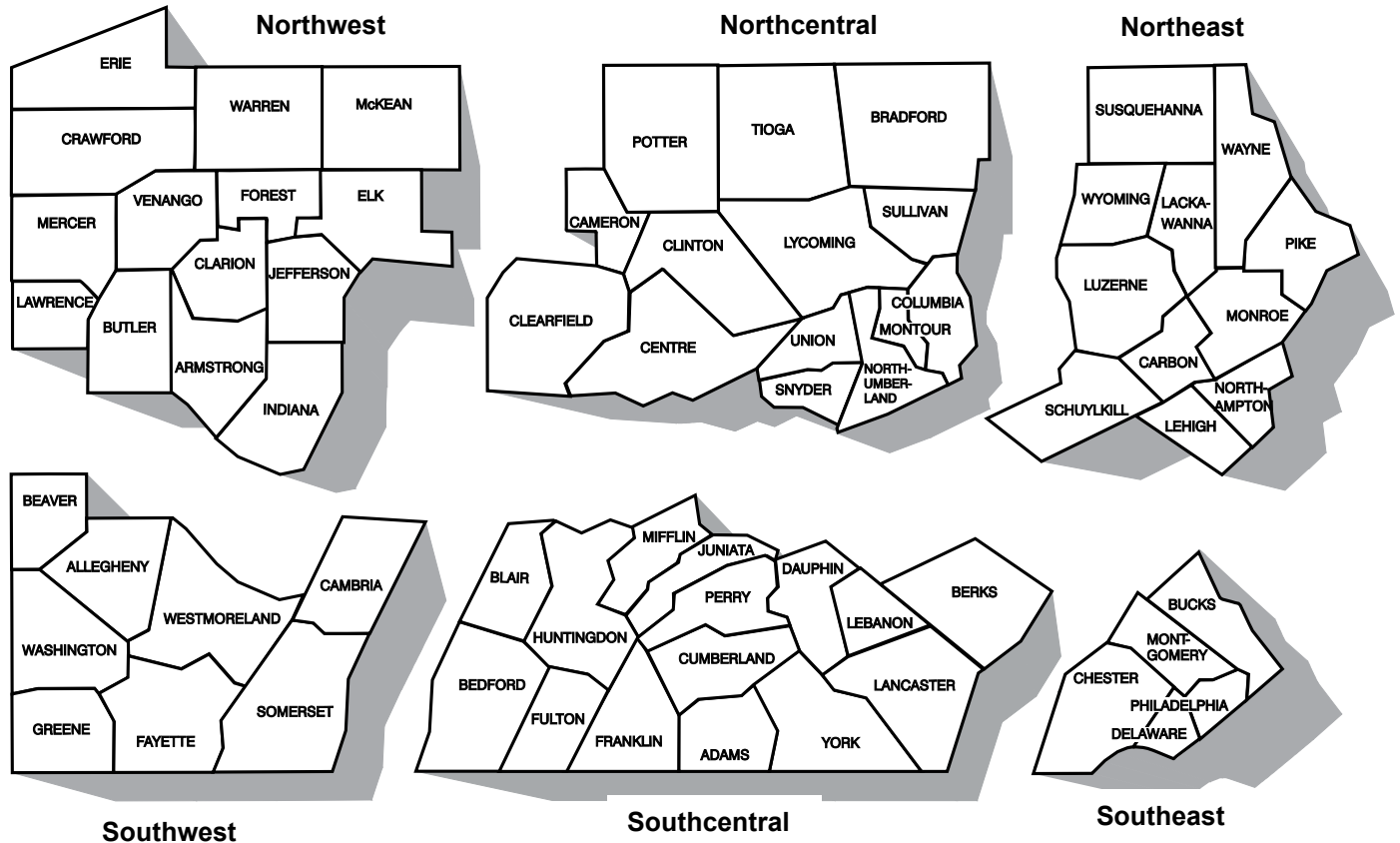
For more detailed instruction see [Instructions for Public Upload with Payment for Safe Drinking Water Permit Applications](#)

PERMIT STATUS

You can track the status of your application using the Department of Environmental Protection’s online Permit Tracker, available at <https://www.pa.gov/agencies/dep/data-and-tools/track-permits>. Instructions can be found on the Permit Tracker’s home page under “Learn more about permit tracking.”

DEP Regional Offices

For submittals not made through [Public Upload with Payment Submission Page](#), paper copies of the application with a physical check should be addressed to: *PA DEP - Safe Drinking Water Program* and be mailed to the DEP Regional Office having jurisdiction in the applicant's county



Northwest Regional Office

230 Chestnut St.
 Meadville, PA 16335-3481
 Main Telephone: 814-332-6945
 24-Hour Emergency: 1-800-373-3398
 RA-NWROSDWPERMITS@pa.gov

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

Northcentral Regional Office

208 W. Third St., Suite 101
 Williamsport, PA 17701
 Main Telephone: 570-327-3636
 24-Hour Emergency: 570-327-3636
 RA-NCROSDWPERMITS@pa.gov

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

Northeast Regional Office

2 Public Square
 Wilkes-Barre, PA 18701-1915
 Main Telephone: 570-826-2511
 24-Hour Emergency: 570-826-2511
 RA-NEROSDWPERMITS@pa.gov

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

Southwest Regional Office

400 Waterfront Drive
 Pittsburgh, PA 15222-4745
 Main Telephone: 412-442-4000
 24-Hour Emergency: 412-442-4000
 RA-SWROSDWPERMITS@pa.gov

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

Southcentral Regional Office

909 Elmerton Ave.
 Harrisburg, PA 17110
 Main Telephone: 717-705-4700
 24-Hour Emergency: 1-800-541-2050
 RA-SCROSDWPERMITS@pa.gov

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

Southeast Regional Office

2 E. Main St.
 Norristown, PA 19401
 Main Telephone: 484-250-5900
 24-Hour Emergency: 484-250-5900
 RA-SEROSDWPERMITS@pa.gov

Counties: *Bucks, Chester, Delaware, Montgomery, and Philadelphia*



GENERAL PERMIT APPLICATION:

SDWGP-03					
SAFE DRINKING WATER GENERAL PERMIT – 03:					
COMMUNITY WATER SYSTEM BULK WATER LOADING STATION					
<i>Before completing this application, read the step-by-step instructions provided.</i>					
25 Pa. Code §§ 109.501(b) and (d) state that a person may not substantially modify or operate a substantially modified facility without first obtaining permits from DEP. A substantial modification is defined in 25 Pa. Code § 109.1 as, “A change in a public water system that may affect the quantity or quality of water served to the public or which may be prejudicial to the public health or safety...” Public safety may also be affected by the bulk water loading station due to potential loss of pressure or cross-connection to the PWS.					
Section A	APPLICANT INFORMATION				
Community Water System Name:					
PWSID No.					
Contact Person					
Name				Title	
Street					
City		State		Zip Code	
Telephone No.				Email Address	
Site Information					
Bulk Water Loading Station Name					
Street					
City		State		Zip Code	
Municipality				County	
Location: (DD.MM.SS.SSS)	Lat. ° ' . “N Long. ° ' . “W				
Section B	PROJECT INFORMATION				
In order to qualify for SDWGP-03, the project must meet all of the design requirements in this section. Questions 1 through 11 must all be “Yes” (or NA for No. 8). Projects not meeting these requirements may still be approved. However, the public water system will be required to obtain a Public Water System Minor Amendment Construction Permit that meets the requirements of 25 Pa. Code § 109.503					



Eligibility	
1. Is the applicant a community water supplier?	☐ Yes
2. Is the source of supply for the bulk water loading station finished water from the community water supplier's system?	☐ Yes
3. Is the bulk water loading station located in an area that ensures the station will not change the flow direction or adversely affect the distribution supply or pressure?	☐ Yes
4. Is the bulk water loading station in a location that will ensure the water served will have a minimum chlorine residual of at least 0.2 mg/L free or 0.2 mg/L total for systems using chloramines?	☐ Yes
5. Does the community water system have at least 25% excess capacity based on the system's permanent sources?	☐ Yes
Bulk Water loading Station	
6. Are all the materials of the bulk water loading station that come in contact with the water including pipes, pumps, fittings, valves, transfer and fill line certified for conformance with American National Standards Institute (ANSI)/NSF Standard 61?	☐ Yes
7. Does the bulk water loading station have an air gap or reduced pressure zone device (RPZD) back flow preventer?	☐ Yes
8. If a fill line is provided, will the bulk water loading station fill line:	☐ NA
a) Be designed so that the fill line cannot be stored on the ground	☐ Yes
b) Be designed so that the fill line will be self-draining,	☐ Yes
c) Have an air gap on the fill line.	☐ Yes
9. Are detailed instructions on the filling procedures, with emphasis on preventing cross-contamination of the transfer tubing and equipment, provided at the bulk water loading station?	☐ Yes
10. Does the bulk loading station have restricted access, and the transfer pump, meter and controls are located with a locked cabinet?	☐ Yes
11. Does the bulk loading station have the ability to monitor and record the total volume of water sold each day?	☐ Yes



Section C	Application Checklist
☐	Completed <i>SDWGP-03: Safe Drinking Water General Permit - 03: Community Water System Bulk Water Loading Station Application</i> (3940-PM-BSDW00##)
☐	\$100 General Permit Fee (check payable to the "Commonwealth of Pennsylvania" or using the Public Upload with Payment Submission)
☐	Bulk Water Loading Station Specifications
☐	Bulk Water Loading Station ANSI/NSF Standard 61 Certifications (include all pipes, pumps, fittings, valves, transfer tubing, etc.)
☐	Map showing location where the bulk water loading will be installed including nearby entry points and storage tanks.
☐	Calculations demonstrating the water system has excess capacity of at least 25% excess capacity based on the system's permanent sources
Section D	SIGNATURE
Applicant's Signature (See Chapter 109.503(a)(1)(i))	
I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. See 18 Pa.C.S. § 4904 (relating to unsworn falsification). Applicant's Signature: _____ Date: _____	