



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

Bureau of Clean Water

**CHAPTER 102
ePERMIT USER GUIDE
PAG-02 GENERAL PERMIT**

January 25, 2021

INTRODUCTION

The Department of Environmental Protection (DEP) has developed a web-based application for the submission of applications and Notices of Intent (NOIs) for Chapter 102 National Pollutant Discharge Elimination System (NPDES) permits (ePermit System). This user guide has been developed to assist applicants with the preparation of NOIs for the PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (PAG-02) using the ePermit System. At this time, applicants who register to use the ePermit System can submit NOIs for new PAG-02 coverage and amendments to PAG-02 coverage when the original NOI for new PAG-02 coverage was submitted through the ePermit System.

This user guide provides instructions on how to use the ePermit System. For additional guidance on PAG-02 and the Chapter 102 program please refer to DEP's PAG-02 NOI Instructions document (3800-PM-BCW0405a), available in [DEP's eLibrary](#).

TECHNICAL SUPPORT

For questions and technical support related to the ePermit System, contact DEP's Application Support Help Desk:

Phone Number: (717) 787-HELP

Hours: Monday to Friday 8:00 am to 4:30 pm

Contact via Web: <https://www.depgreenport.state.pa.us/gpl/home/contactus>

For questions relating to the Chapter 102 program, contact DEP's Bureau of Clean Water at (717) 787-5017 or RA-EPCHAPTER102@pa.gov. If contacting the Bureau by telephone, identify that you have a technical question regarding the Chapter 102 Program or the Chapter 102 ePermit System for the Stormwater Construction Section.

SYSTEM REQUIREMENTS

Applicants and their consultants must be able to access DEP's ePermit System through the internet. A 10 Mb internet connection is recommended, but not required. In addition to the internet connection, the user will need an internet browser program. The ePermit System is verified to work with the latest version of Microsoft Internet Explorer, which can be downloaded for free from <http://www.microsoft.com/downloads>, as well as the latest version of Google Chrome. Users may find that other Internet browsers such as FireFox will work but DEP cannot guarantee that all of the features of the ePermit System will be available.

Please be advised that DEP and its delegated county conservation districts (CCDs) generally do not have specialized software to view AutoCAD and similar types of files. In general, all attachments uploaded to the ePermit System should be in PDF, Word or Excel format. If you must attach a file that is in a different format, you should contact the office of DEP/CCD that will receive your submission to ensure that the reviewer will be able to view the file.

ACCESSING THE ePermit SYSTEM

1. Open your internet browser, type www.depgreenport.state.pa.us in the address bar and press the [ENTER] key. The DEPGreenPort login screen will be displayed.
2. Enter your username and password credentials and click the Log into DEPGreenPort button. For information on how to obtain a username and password for GreenPort, refer to the [GreenPort User Guide](#).
3. A list of clients to which you have access will be displayed.
4. Click the ePermit button.

NOTE – If at any time you time out of DEPGreenPort, you must close all of your browser windows before logging back in.

DASHBOARD

Once you click the ePermit button, you will enter the Dashboard as shown below.

ePermit Dashboard

Access ID Submission Type

Drafts (1)		Submitted (1)		Correction Required (1)			
Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete
06/10/2020		NPDES General (PAG-02)	NEW	SEANE	06/10/2020	Grant Authorization Access	Edit Delete

NOTE – When an applicant logs in for the first time, there will nothing displayed below the Access ID and Submission Type lines.

The Dashboard summarizes all of the pending and completed authorizations and identifies any correction notices for NOIs under review.

DRAFT. NOI(s) which is pending by the applicant and have not been submitted to DEP/CCD.

SUBMITTED. Any NOI(s) which has been submitted to DEP/CCD and are undergoing or waiting to undergo a review.

CORRECTION REQUIRED. Any NOI(s) which has been reviewed by DEP/CCD and returned to the applicant for a correction (i.e., deficiency).

APPROVED. Any NOI(s) which has been reviewed by DEP/CCD and authorization under the PAG-02 has been approved.

WITHDRAWN/DENIED. Any NOI(s) which has been withdrawn by the applicant or for which coverage under the PAG-02 was denied.

The clients (applicants) for which the user has been associated during the self-registration process will be displayed in a drop-down menu next to “Access ID.”

Access ID

Submitted (1)

Site

The “Submission Type” drop-down menu allows the user to filter authorizations by NPDES General (PAG-02) or New Client Registrations, or select all authorizations (see below). If nothing is displayed below the Access ID and Submission Type fields, it means there is no pending or complete authorizations for the client.

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Submission Type

ALL ▲

ALL

NPDES General (PAG-02)

New Client Registration

The user can return to the Dashboard at any time by clicking on the Home icon.

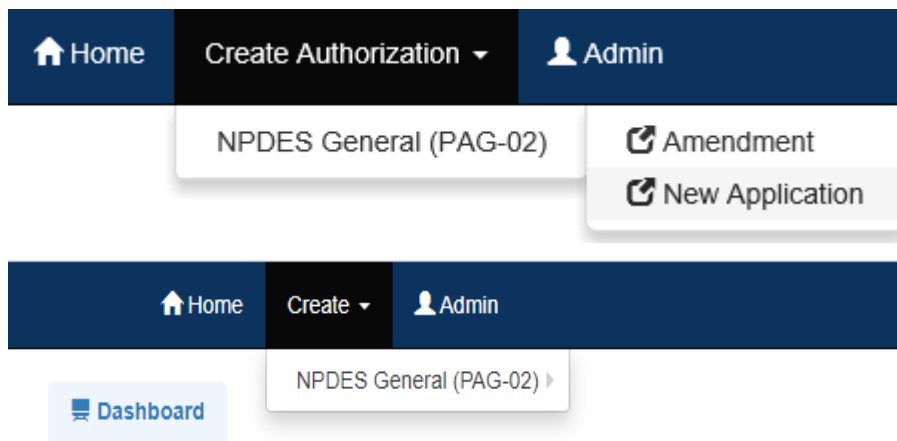


NOIs that are in progress will be shown in the Drafts folder in the Dashboard. To open a draft NOI, click on the Edit icon. The Electronic Filing Administrator (EFA) for the client can also grant access to the NOI by clicking on the Grant Authorization Access button. NOIs can also be deleted by clicking on the Delete icon.

Access ID: 28366 - PA STATE SYS OF HIGHER ED CLARION UNIV Submission Type: ALL

Drafts (1)						Grant Authorization Access	Edit	Delete
Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date			
06/01/2020		NPDES General (PAG-02)	NEW	SEFURJANIC	06/01/2020	Grant Authorization Access		

To create a new authorization, click on the Create Authorization link in the menu bar at the top of the page. NPDES General (PAG-02) will be displayed. Then select either New Application (NOI) or Amendment. Note that Amendment may only be selected if a New Application had been previously submitted through the ePermit System and DEP or a delegated county conservation district (CCD) had previously approved coverage under the PAG-02 General Permit.



AUTHORIZATION OVERVIEW

Once the user chooses to create a new PAG-02 NOI or an amendment, or chooses to edit a draft NOI, the Authorization Overview screen is shown. This screen shows all of the modules associated with the NOI and the status of completion. A red circle indicates the module has not been started. A black triangle indicates the module has been started but is not complete. A green circle indicates the module is complete. Note that the last module on the bottom right side of this screen, Application (NOI) Fee, is for information purposes only and will always show that it is complete.

Under the column for “Included” is a checkbox. When the box is checked, the module must be completed. When the box is not checked, the module is optional. A user may not uncheck a box when it is checked by default.

NPDES General (PAG-02) - New Application									
Included	Go To	Status	Completed	Included	Go To	Status	Completed		
<input checked="" type="checkbox"/>	Permit Eligibility	⊗		<input checked="" type="checkbox"/>	Cultural Resource Notice	⊗			
<input checked="" type="checkbox"/>	Client Information	⊗		<input checked="" type="checkbox"/>	Erosion and Sediment Control Module	⊗			
<input type="checkbox"/>	Operator Information	⊗		<input checked="" type="checkbox"/>	Riparian Buffer	⊗			
<input checked="" type="checkbox"/>	Consultant Information	⊗		<input checked="" type="checkbox"/>	Post Construction Stormwater Management (PCSM) / Primary Stage Site Restoration (SR) Module	⊗			
<input checked="" type="checkbox"/>	Site Information	⊗		<input checked="" type="checkbox"/>	Compliance History and Certification	⊗			
<input checked="" type="checkbox"/>	Project Information	⊗		<input checked="" type="checkbox"/>	Project/Permit Coordination	⊗			
<input checked="" type="checkbox"/>	County and Municipal Notifications	⊗		<input checked="" type="checkbox"/>	Application Fee	⊙	06/01/2020		
<input checked="" type="checkbox"/>	PNDI Information	⊗							

The Authorization Overview screen also displays documents that have been attached to the NOI and allows for the upload of new attachments. A “Final Completeness Check” button is provided to allow the user to verify that the NOI is complete before submitting the NOI to DEP/CCD. The “Pay & Submit” button allows the user to pay fees to DEP electronically (credit card or telecheck) prior to submitting the NOI for review.

NOTE – If DEP will be the reviewing entity (applicable to Forest, Philadelphia, and Beaver counties and for projects to be reviewed by DEP’s Regional Waterways and Wetlands Programs or DEP’s Regional Permit Coordination Office), the fee that is due will be the Administrative Filing Fee (base fee of \$500) plus the Additional Administrative Filing Fee (disturbed acreage fee of \$100 times the number of disturbed acres, rounded to the nearest acre). If a CCD will be the reviewing entity, only the disturbed acreage fee will be charged electronically, and the applicant must submit a paper check to the applicable CCD for the base Administrative Filing Fee of \$500 plus any CCD-specific service fees.

General Attachments(1)							Download All
Date Added	Document Name	Document Type	Description	Edit	Delete	Download	
06/01/2020	025_0102.pdf	Wetland Determination	Wetland Determination Document				

Final Completeness Check
Pay & Submit
Back

All users must complete the Permit Eligibility module first. On the Authorization Overview screen, click on the link for Permit Eligibility.

Included	Go To Permit Eligibility	Status	Completed
<input checked="" type="checkbox"/>	Permit Eligibility	✘	

PERMIT ELIGIBILITY MODULE

The Permit Eligibility Module is completed to ensure that the applicant, the discharge, and/or the activity is eligible for coverage under the PAG-02 General Permit.

Check the appropriate box for True or False in response to the statements listed relating to eligibility for PAG-02 coverage. A response of False to any statement will render the applicant ineligible to use PAG-02 and the applicant will not be able to complete and submit a PAG-02 NOI.

1. **Stormwater discharges from the project site will not drain to surface waters, including wetlands, that are classified for special protection.**

Identify the surface water(s) that will receive drainage from the earth disturbance area during and following construction, and visit DEP's [Statewide Existing Use Classifications website](#) to determine if those water(s) have existing uses of High Quality (HQ) or Exceptional Value (EV). If an existing use is not listed for the surface waters, review 25 Pa. Code §§ 93.9a to 93.9z to determine whether the surface waters are designated as HQ or EV. If either the existing or designated uses of the surface waters is HQ or EV, the applicant is ineligible to use PAG-02.

NOTE – Special protection waters include exceptional value wetlands as defined at 25 Pa. Code § 105.17. If any stormwater discharges will be to wetlands, the applicant is expected to determine whether the wetlands are exceptional value wetlands by consulting appropriate resources including but not limited to the Pennsylvania Fish and Boat Commission's list of wild (i.e., natural reproduction) trout waters, 25 Pa. Code Chapter 93, and other resources.

NOTE – If there will be no discharges to wetlands, applicants should rely solely on DEP's Existing Use website and 25 Pa. Code Chapter 93 in addressing this question.

2. **The applicant is not in violation of any DEP or EPA enforceable document, including any permit, schedule of compliance, consent assessment of civil penalty, or order at the project site or other sites or facilities owned or operated by the applicant in Pennsylvania, and has not shown a lack of ability or intention to comply with laws administered by DEP or EPA as indicated by past or continuing violations.**

If the applicant is presently in violation – as notified through a Notice of Violation, inspection report or other documentation from DEP or CCD or EPA – at any site or facility owned or operated by the applicant in Pennsylvania, and the violation has not been resolved through satisfaction of a settlement agreement, implementation of corrective action, payment of a civil penalty assessment, or satisfaction of the terms and conditions of any other enforcement action, the applicant should select False; otherwise select True. In general, where False is selected, the applicant will be ineligible to use PAG-02 unless it is determined by DEP or CCD that complying with the terms and conditions of PAG-02 will resolve the violation(s).

3. **The PNDI receipt indicates either 1) “No Impact”, or 2) “Conservation Measures”, or 3) “Avoidance Measures” that have been agreed to by the applicant, or 4) “Potential Impact” or “Avoidance Measures” not agreed to by the applicant but clearance letters from jurisdictional agencies are attached to the NOI or otherwise will be submitted prior to General Permit coverage.**

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Applicants may select True where the PNDI search reveals No Known Impact or Conservation Measures, Avoidance Measures that will be fulfilled, or Potential Impact/Avoidance Measures where clearance letters from jurisdictional agencies have been or are expected to be received.

- 4. Soils in the area of the earth disturbance are not contaminated at levels exceeding residential and non-residential medium-specific concentrations (MSCs) in 25 Pa. Code Chapter 250 at residential and non-residential construction sites, respectively, unless a site-specific standard has been met or evidence is provided that the contamination is naturally occurring or the result of widespread atmospheric deposition.**

Applicants with project sites having soil contamination exceeding MSCs may select True in response to this statement if appropriate documentation illustrating achievement of a site-specific standard or evidence of naturally occurring contamination is attached to the Permit Eligibility Module. If analytical testing has been conducted as a result of environmental due diligence, the applicant must attach the analytical results to the Permit Eligibility Module.

NOTE – Projects that include contaminated soils that are undergoing remediation during the earth disturbance activity are not eligible for coverage under the PAG-02.

- 5. Stormwater will not be discharged to MS4 or CSO systems OR will be discharged to MS4 or CSO systems with no net change in volume, rate or water quality OR will be discharged to MS4 or CSO systems with a net change (i.e., increase) and written consent of the MS4 or CSO permittee.**

If stormwater will not be directed to an MS4 or a combined sewer system with combined sewer overflows (CSOs), select True. If stormwater will be directed to an MS4 or a CSO system, select True if there will either be no net change (i.e., increase) in stormwater volume, rate or water quality (pollutant loading) or if there will be a net change but the applicant has received written consent from the MS4 or CSO permittee. If written consent has been received, the applicant should attach it to the Permit Eligibility Module.

- 6. All fill material imported to the project site will be clean fill or will be regulated fill that has been authorized for use on the project site by DEP's Waste Management Program or will be used on an Act 2 site in accordance with standards established by DEP's Land Recycling and Environmental Remediation Standards Program.**

Refer to DEP's Management of Fill Policy ([258-2182-773](tel:258-2182-773)) when responding to this statement.

- 7. Stormwater discharges will not occur that would contain toxic or hazardous pollutants as defined in sections 307 and 311 of the Clean Water Act (33 U.S.C. §§ 1317 and 1321) or any other substance that – because of its quantity, concentration, or physical, chemical or infectious characteristics – may cause or contribute to an increase in mortality or morbidity in either an individual or the total population, or pose a substantial present or future hazard to human health or the environment when discharged into surface waters.**

Applicants may select True unless there is specific knowledge of toxic or hazardous pollutants that may be discharged during or following earth disturbance activities or unless chemicals such as flocculants will be introduced in a manner that is inconsistent with DEP's E&S Manual and DEP's Bureau of Clean Water has not provided approval.

- 8. Stormwater will not be discharged to impaired waters caused by siltation, suspended solids, turbidity, water/flow variability, flow modification/alterations, or nutrients, or stormwater will be discharged to impaired waters but the applicant will implement non-discharge alternative(s) or ABACT BMPs.**

Applicants may select True where stormwater discharges will not be directed to surface waters identified as impaired in DEP's latest Integrated Report, or will be directed to impaired waters but the applicant will implement non-discharge alternative(s) or ABACT BMPs for E&S and PCSM. The latest Integrated Report is available on DEP's website (visit www.dep.pa.gov, select "Businesses", "Water", "The Bureau of Clean Water", "Water Quality Standards", and "Integrated Water Quality Report").

9. **Stormwater will not be discharged to waters with an EPA-approved or established TMDL for siltation, suspended solids, or nutrients, or will be discharged to TMDL waters (including the Chesapeake Bay) but the applicant will implement non-discharge alternative(s) or ABACT BMPs and any applicable wasteload allocation (WLA) will be achieved.**

Applicants may select True where stormwater discharges will not be directed to surface waters with an EPA-approved or established TMDL, or will be directed to TMDL waters but the applicant will implement non-discharge alternative(s) or ABACT BMPs for E&S and PCSM and in the NOI includes a demonstration that any applicable WLA in the TMDL will be met. TMDLs are available on DEP's website (visit www.ahs.dep.pa.gov/TMDL/).

If there are any attachments to upload to this Module, select the "Upload New Attachment" link.

Upload New Attachment

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization overview click the Back button.

Completeness Check

NOTE – For any Module, you should save your work before running the Completeness Check, as required items may not display until the information has been saved.

NOTE – If a Completeness Check is not run, the Module will still have the red circle (identifying that the Module is not complete) under the Status when you return to the Overview dashboard.

NOTE – You must save your work before returning or going to a different page. There is no auto-save feature. A warning box will be displayed if you made changes without saving.

NOTE – When a save is successful, a green bar will appear at the top of the page. It is important to allow the ePermit System time to properly save the information.

Success: Module Data Saved

TEST EPERMITTING

CLIENT INFORMATION MODULE

The Applicant Name, DEP Client ID Number, Employee Identification Number (EIN), Headquarters Mailing Address, Address Line #2, City, State, and Zip Code will automatically be filled out by the ePermit System based upon the Applicant's information submitted as part of their EFA submission through GreenPort.

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Client Information

Applicant Name	PA STATE SYS OF HIGHER ED CLARION UNIV				
DEP Client ID#	28366				
EIN#	232250505				
Headquarters Mailing Address*	840 WOOD ST				
Address Line #2					
City*	CLARION	State*	PA	Zip code*	16214-1240
Client to Site Relationship*	Owner/Operator				
Is the above information accurate?*	<input checked="" type="radio"/> Yes <input type="radio"/> No				

Client to Site Relationship. A drop-down list is provided for the user to report the relationship that best describes how the client (applicant) is related to the activity or operation at the site for which the permit or other authorization is being sought. The following is the list of Site-to-Client Relationships:

- Agent for Owner or Operator;
- Contractor for Owner or Operator;
- Lessee;
- Lessee/Operator;
- Operator;
- Other;
- Owner;
- Owner/Operator; and
- Property Owner.

NOTE – The inclusion of an asterisk (*) with a question, statement, or field entry denotes that that is a required item in the ePermit System. If a required item is not completed, the NOI will not be able to be submitted.

Is the above information accurate? The user must verify that the applicant's information is correct by answering the question. If the information is not correct, the user will be provided with a message which indicates to contact the Bureau of Clean Water to rectify the incorrect information.

NOTE – If the information is not correct, contact the Bureau of Clean Water as identified, and ask to speak to someone in the Stormwater Construction Section regarding incorrect eFACTS Client information for the Chapter 102 ePermit System. You will need to be prepared to provide the DEP Client ID# and the proper information.


Bureau of Abandoned Mine Reclamation (BAMR) Project. Select "Yes" if the project involves abandoned mine reclamation or abandoned mine drainage treatment in which DEP's BAMR will review the Chapter 102 permit application/NOI, otherwise select "No."

NOTE – If the project is not for abandoned mine reclamation or abandoned mine drainage treatment, answer the question "No."

Legal Name. If the applicant has more than one legal name associated with them in eFACTS, a drop-down list is provided where the user must select the correct legal name.

NOTE – The Legal Name information is pulled from DEP's eFACTS. If there is no legal name in the drop-down list, contact the Bureau of Clean Water as identified above, asking to speak with someone in the Stormwater Construction Section regarding no eFACTS Legal Name. You will need to be prepared to provide the DEP Client ID# and what the Legal Name should be.

Is there a co-applicant? Answer “Yes” or “No” to the question regarding whether there is a co-applicant. If there is a co-applicant(s), complete the information listed below for each co-applicant by selecting the “Add Co-Applicant”

 **Add Co-Applicant** link and attach the [Co-Applicant Certification](#) at the end of the Client Information Module. If permit coverage is authorized co-applicants will become dual permittees, meaning that they will both hold the permit coverage equally together. Operators, as defined by 25 Pa. Code § 102.1, will need to complete the Operator Module.

NOTE – Co-applicants are not to be listed in the Operator Information Module.

Co-Applicant Details

Co-Applicant Name. Provide the name under which the co-applicant conducts the activity or business for which the permit or other authorization will be issued. For partnerships, list the business name of the partnership as it appears on legal partnership papers. For registered fictitious names, as registered by the Pennsylvania Department of State, list the owner of the fictitious name, along with the fictitious name in the following format: Owner of the fictitious name d/b/a Registered Fictitious Name.

Organization Name. Enter the same name as for Co-Applicant Name above.

Mailing Address. Enter the mailing address of the co-applicant identified above; this should *not* include locational data that is not appropriate for a mail piece. In addition to the street number and name, PO Box #, RR #, Box # or Highway Contract # designations, use any appropriate designation and number to further define the mailing address of the applicant.

Address Line 2. Use this line for additional mailing address information. This line can be left blank.

City. Enter an appropriate city, borough, or town designation; do not enter a township designation in this area. Do *not* use abbreviations for the city name.

State. Use the two-character abbreviation for the state.

Zip code. Use the four-digit extension to the ZIP code.

Email. List the email address of the co-applicant contact.

Phone. Report the phone number, including any extension, of the co-applicant contact.

Contact Name. Provide the name of a person representing the co-applicant. This co-applicant contact must be an employee of the organization and must be located at the mailing address of the co-applicant and may receive correspondence on behalf of the co-applicant. This person should be a high-level employee (e.g., CEO, VP, Operations Manager) or someone capable of answering questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Identify the full name of the co-applicant contact.

When finished entering the Co-Applicant information, click the Save button to save your information and return to the Client Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Client Information Module.

Client Contact Information. Provide the name of a person representing the applicant. This applicant contact must be an employee of the organization and must be located at the mailing address of the applicant and may receive correspondence on behalf of the applicant. This individual should be a high-level employee (e.g., CEO, VP, Operations Manager) or someone capable of answering questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Identify the applicant contact first and last names, title, telephone number (including any extension if applicable), and email address.

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Client Information Attachments. If there are any attachments to upload to this Module, select the “Upload New Attachment” link. The most common attachment to this module will be a Co-Applicant Certification. If a Co-Applicant Certification is not attached but must be attached due to the completion of co-applicant information, the Co-Applicant Certification will be shown as a Missing Client Information Attachment. The NOI cannot be submitted if there is a missing attachment.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

OPERATOR INFORMATION MODULE

If known at the time the ePermit NOI is prepared, the applicant should identify all persons who: 1) have oversight responsibility of earth disturbance activities on the project site or a portion thereof; 2) have the ability to make modifications to the E&S Plan, the PCSM Plan or site specifications; and/or 3) have day-to-day operational control over earth disturbance activities to ensure compliance with the E&S or PCSM Plans. All such persons are considered operators and will be considered co-permittees if DEP/CCD approves coverage under the General Permit.

Operator Name*	Operator's Role in Project*	Delete
John Caerphoss	Excavation Contractor	

[Add Operator](#)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
06/01/2020 12:41:37 PM	Operator Certification	Operator Certification	Operator Certification			

[Upload New Attachment](#)

If an operator is unknown at the time the ePermit NOI is prepared, leave the Operator Information blank (i.e., do not check the box next to Operator Information in the Authorization Overview screen). However, the permittee will be responsible for ensuring that new operators selected following permit coverage complete and sign the Co-Permittee Acknowledgement Form for Chapter 102 Stormwater Permits ([3800-FM-BCW0271a](#)).

Add an Operator by selecting the “Add Operator” link and attach the Operator Certification at the end of the Operator Information Module.

Operator Name. Identify the name of the organization or the individual who is considered an operator.

Contact Name. List the name of the contact for the operator whom may be contacted by DEP/CCD.

Operator Address. Provide the mailing address of the operator. The second address line can be used if need, but if not, it can be left blank.

City. Enter the city for the operator’s address.

State. Enter the state for the operator’s address.

Zip code. Enter the zip code for the operator's address.

Telephone #. Enter the telephone number for the operator identified as the contact.

Operator's Role in Project. Select the most appropriate role for the operator.

Operator's Responsibilities. Briefly describe the responsibilities of the identified operator during the earth disturbance activities (e.g., bulk earthmoving, PCSM BMP installation).

When finished entering the operator information, click the Save button to save your information and return to the Operator Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Operator Information Module.

Operator Information Attachments. If there are any attachments to upload to this Module, select the "Upload New Attachment" link. The most common attachment to this module will be an [Operator Certification](#). If an Operator Certification is not attached but must be attached due to the completion of operator information, the Operator Certification will be shown as a Missing Client Information Attachment. The NOI cannot be submitted if there is a missing attachment.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

CONSULTANT INFORMATION MODULE

If the applicant is using a consultant to help prepare any portion of the PAG-02 ePermit NOI, the applicant should respond "Yes" to the question, "Are you planning to use a consultant?" otherwise select "No." If there is more than one consultant, the main or primary consultant should be identified. If there is no consultant, nothing else has to be completed for this module.

The screenshot shows a web form titled "Consultant Information" with a green header bar. The form contains the following fields and options:

- Are you planning to use a consultant?*** with radio buttons for Yes and No.
- Select Consulting Firm*** with a drop-down menu.
- Note:** If you do not see your Consulting Firm listed in the options above, please call the Bureau of Clean Water at 717-787-5017.
- New Employee needed*** with radio buttons for Yes and No.
- Last Name***, **First Name***, and **MI** with text input fields.
- Licensure Number** with a text input field.
- Title*** with a drop-down menu.
- Email*** with a text input field.
- Telephone*** and **Ext.** with text input fields.

Select Consulting Firm. Select the consulting firm from the drop-down list provided. Consultants in this list are contained in DEP's eFACTS database. This is a type-ahead friendly field, to assist in limiting the available selections. If you do not see your consulting firm listed, please contact the Bureau of Clean Water, as identified above, to have the firm entered into the eFACTS database (ask to speak to someone in the Stormwater Construction Section regarding Chapter 102 consultant information in eFACTS for the Chapter 102 ePermit System).

Select Employee. Select the employee at the consulting firm who is the point of contact for the PAG-02 ePermit NOI. This is a type-ahead friendly field, to assist in limiting the available selections. This field is not based upon the consulting firm selected. If the employee is not in the list, then a new entry will need to be made.

New Employee Needed. If the employee is listed in the drop-down list, answer “No” to this question and the Module is complete. If the employee is not listed in the Select Employee drop-down list, answer “Yes” to create a new employee record in eFACTS (the employee name will not be associated with the consulting firm).

Last Name. Enter the last name of the employee.

First Name. Enter the first name of the employee.

MI. Enter the middle initial of the employee. This field can be left blank.

Title. From the drop down list select the type of professional license that the employee has; Professional Engineer, Professional Geologist, or Professional Land Surveyor. If the employee has a professional license that is not listed or does not have a professional license, then select “Other.”

Licensure Number. If “Other” was selected as the Title, then Licensure Number will remain blank. If the employee is a licensed Professional Engineer, Professional Geologist, or Professional Land Surveyor enter their license number in the space provide.

Email. Enter the email address for the employee.

Telephone. Enter the telephone number for the employee. If there is no extension number, that field can remain blank.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

SITE INFORMATION MODULE

The user must answer the question, “Has the project site previously been the subject of an application submitted to DEP for this client?” If “Yes,” select the Site Name from the drop-down list (the Site ID number in eFACTS will be shown following the dash symbol). If the Site has not previously been the subject of an NOI or application submitted to DEP or you do not see the Site Name listed, answer “No” and enter a name for the project site.

If the Site Name and Site ID are selected, the information related to the site will be auto-populated from eFACTS.

Site Information

Is this an existing Site previously provided to DEP?* Yes No

Site Name*

Does this site have a physical street address?* Yes No

Distance to nearest intersection (miles)*

Direction*

Nearest Intersection Name*

City* State* Zip Code*

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Site Name. If an existing site does not exist for the project, enter the name of the project site. Note that if this is a phased project, the Site Name should not include the phase number (e.g. “Rustic Farms” should be used, not “Rustic Farms – Phase 1”).

Does this site have a physical street address? If the site has a physical address of the location where the earth disturbance activities will occur, answer “Yes” to the question, otherwise answer “No.”

If the answer is “Yes,” enter the address (i.e., physical address where earth disturbance will occur, PO Box numbers are not acceptable); city; and Zip code. Note that the default state is “PA” and cannot be changed.

If the answer is “No,” enter the distance to the nearest intersection in miles; the direction (N for North, S for South, E for East, or W for West) to the nearest intersection; the name of the nearest intersection (e.g., Grand Junction Road & Market Street); city; and Zip code. Note that the default state is “PA” and cannot be changed.

Site Location. Specify all counties and municipalities in which the project site is located by selecting the “Add Location” link. Select the county and municipality from drop-down lists. Enter an email address for each municipality so that the municipality can be copied on ePermit System automated messages concerning the NOI.

[Add Location](#)

Site Location

County* Adams ▼

Municipality* Huntington Township ▼

Municipality Email Address* test@huntingtontwp.org

Primary

Check the box for Primary for the municipality with the greatest amount of earth disturbance in the county with the greatest amount of earth disturbance. For example, a linear project will involve earth disturbance in the following municipalities and counties:

County	Municipality	Earth Disturbance (Ac)
Adams	Huntington Township	5
Adams	Latimore Township	4
York	Franklin Township	6
York	Carroll Township	2

The county with the greatest earth disturbance is Adams (9 acres vs. 8 acres for York County). The municipality with the greatest earth disturbance in Adams County is Huntington Township. The user would select the combination of Adams County and Huntington Township as the Primary site location. In the event that two or more counties have an equal amount of earth disturbance, select Primary for the municipality with the greatest earth disturbance area in the first (by alphabetical order) county.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

PROJECT INFORMATION MODULE

Project Name. Report the name that the project will be known by. This may be the same name as is used for Project Site Name.

Total Project Area/Project Site (Ac). Report the total area of the project site, in acres. A project site is the entire area of activity, development, lease, or sale including: 1) the area of an earth disturbance activity, 2) the area planned for an earth disturbance activity, and 3) other areas which are not subject to an earth disturbance activity. Values should be rounded to the nearest one-hundredth of an acre (i.e., two decimal places).

Total Disturbed Acres (Ac). Report the total area of earth disturbance, in acres. Include the area associated with all off-site support activities that are part of the project and are not independent construction sites if these areas have been identified at the time the ePermit NOI is prepared. Report Total Disturbed Acres to the nearest one-hundredth of an acre. Per the Earth Disturbance Threshold section of the PAG-02 NOI Instructions (3800-PM-BCW0405a), acreage between 0.991 and 0.999 should be rounded to 1.00 acre. Values should be rounded to the nearest one-hundredth of an acre (i.e., two decimal places).

The Total Disturbed Area must be fully within the Total Project Area/Project Site.

Project Information
▼

Project Name*	<input style="width: 90%;" type="text" value="Residential Subdivision"/>		
Total Project Area/Project Site (Ac)*	<input style="width: 90%;" type="text" value="25"/>		
Total Disturbed Acres (Ac)*	<input style="width: 90%;" type="text" value="20"/>		
Project Site Impervious Area - Pre-Construction (Ac)*	<input style="width: 80%;" type="text" value="1"/>	Percent of Total (%)*	<input style="width: 80%;" type="text" value="4"/>
Project Site Impervious Area - Post-Construction (Ac)*	<input style="width: 80%;" type="text" value="10"/>	Percent of Total (%)*	<input style="width: 80%;" type="text" value="50"/>
Pre-Construction Impervious Area within Earth Disturbance (sf)*	<input style="width: 90%;" type="text" value="0"/>		
Post-Construction Impervious Area within Earth Disturbance (sf)*	<input style="width: 90%;" type="text" value="435600"/>		
Has the disturbed acreage fee been previously paid for this project?*			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Project Site Impervious Area – Pre-Construction. Report the area of impervious surface within the Total Project Area/Project Site prior to construction, in acres, and list the percentage of impervious area relative to the Total Project Area/Project Site. Note that the actual impervious area is requested rather than the impervious remaining after application of 25 Pa. Code § 102.8(g)(2)(ii). Values should be rounded to the nearest one-hundredth of an acre (i.e., two decimal places).

Project Site Impervious Area – Post-Construction. Enter the area of impervious surface within the Total Project Area/Project Site following construction, in acres, and list the percentage of impervious area relative to the Total Project Area/Project Site. Values should be rounded to the nearest one-hundredth of an acre (i.e., two decimal places).

Pre-Construction Impervious Area within Earth Disturbance. Identify the area of pre-construction impervious surface within the earth disturbance area in square feet (sf). This field is restricted to positive, whole numbers.

Post-Construction Impervious Area within Earth Disturbance. Identify the area of planned post-construction impervious surface within the earth disturbance area in sf. This field is restricted to positive, whole numbers.

Has the disturbed acreage fee been previously paid for this project? If the Additional Administrative Filing Fee (i.e., Disturbed Acreage Fee) has not been previously paid for the exact same project (whether or not it is the same applicant), answer No and pay the appropriate fee with the ePermit NOI. If the Disturbed Acreage Fee has been

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previously paid for the exact same project, answer “Yes” and identify the Project Name and Permit Application Number that is associated with the previously paid fee.

Project Type. Provide the appropriate six-digit North American Industry Classification System (NAICS) code that represents the primary economic activity of the project site by selecting the “Add Project Type” link.

 [Add Project Type](#)

Project Type Details

NAICS Code*	<input type="text" value="Other"/>	NAICS Manual
Full NAICS Code List*	<input type="text" value="All Other Specialty Food Stores"/>	
Primary?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	

NAICS Code. An initial set of NAICS Code descriptions is provided in a drop-down list. If the NAICS Code is not listed in the initial set, select “Other” and identify the NAICS Code description in the additional drop-down list.

Full NAICS Code List. The full list of NAICS Code descriptions is provided. This is a type-ahead friendly field. The NAICS codes can be found on the NAICS section of the United States Census Bureau’s website at www.census.gov/eos/www/naics (the “Downloads” list on the left side of the screen contains the most recent list).

Primary? Identify if the NAICS Code selected is the primary NAICS Code for the project.

When finished entering the NAICS Code, click the Save button to save your information and return to the Project Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Project Information Module.

If there is a secondary NAICS Code(s) associated with the project, repeat the steps above to enter the additional relevant NAICS Code(s).

Project Description. Enter a brief narrative of the project in the space provided. Explain the purpose of the earth disturbance activities and construction objectives for the project. This field is limited to 1500 characters. In addition, from the drop-down list provided select the most appropriate description of your project.

Does this project meet the criteria of a site restoration project across the entire project site? Answer the question “Yes” if the project meets the criteria of a site restoration project as identified in the [PAG-02 NOI Instructions](#) (3800-PM-BCW0405a) across the entire project site.

Is this project part of a larger common plan of development or sale? Answer the question “Yes” if the project is part of a larger common plan of development or sale. If “Yes,” specify the anticipated number of phases in the project and the number of phases that have already been completed, currently under construction, or currently under existing PAG-02 coverage. For the purpose of this question, the term “phase” is used to describe a portion of a common plan of development or sale that is incorporated into General Permit coverage following initial approval through a major amendment to that coverage. These fields are restricted to positive, whole numbers.

Was there a pre-application meeting with the Department/CCD? Answer the question “Yes” if a pre-application meeting was held with DEP and/or the CCD. If “Yes,” identify all pre-application meeting dates by selecting the “Add Meeting Date” link.

Meeting Date. Identify the date of the Pre-Application Meeting.

Met With. Identify who the Pre-Application Meeting was with from the drop-down list provided.

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Notes. A space has been provided such that the applicant can provide additional information related to the Pre-Application Meeting. This portion may be left blank.

If there are any attachments to upload with this Pre-Application Meeting, select the “Upload New Attachment” link.

When finished entering the Pre-Application Meeting, click the Save button to save your information and click on the Back button to return to the Project Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Project Information Module.

Type of Ownership. Identify the type of ownership from the drop-down list provided. Private entities should generally select either “Non-Government” or “Mixed Ownership (e.g.: Public/Private).”

Is this a local project that has federal transportation funding and PennDOT oversight? Answer the question “Yes” if the project is a local project where PennDOT is providing oversight and the project involves federal transportation funding.

Is this a linear project? Select “Yes” if the project is a linear project (e.g., road construction, utility lines, etc.), otherwise select “No.”

Start or Centroid Latitude / Longitude. If the project is a linear project, report the latitude of the beginning of the proposed disturbed area. If the project is not a linear project, report the latitude of the center (centroid) of the proposed disturbed area. Report latitude coordinates in decimal degrees with five digits to the right of the decimal. These fields are restricted to valid latitude and longitude coordinates within Pennsylvania.

End Latitude / Longitude. If the project is a linear project, report the longitude of the end of the proposed disturbed area, in decimal degrees with a minimum of five digits to the right of the decimal. These fields are restricted to valid latitude and longitude coordinates within Pennsylvania. If the project is not a linear project these fields are not applicable.

Collection Method. Indicate the Horizontal Reference Datum used to determine the coordinates by selecting the item from the drop-down list provided. If GPS, WAAS, or LORAN are selected identify the **Date of Collection**. If eMap is selected, the **Horizontal Reference Datum** is WGS84 (and cannot be changed). If HGIS is selected, the **Horizontal Reference Datum** is NAD83 (and cannot be changed). If GISDR, ITPMP, GPS, WAAS, or LORAN are selected identify the **Horizontal Reference Datum** from the drop-down list provided.

USGS 7.5 min. Quad Map Name. Identify the USGS 7.5 min Quad Map where the project site is located by selecting the “Add Map” link. Additional Quad Maps may be entered. The Quad Map with the greatest amount of the project site should be identified as the Primary.

Pre-Construction/Present Land Use(s). Identify the actual dominant land uses of the project site for the five years preceding the ePermit NOI submission by selecting the “Add Land Use” link.

Land Use Description. Identify the best description of the land use. Use of agricultural, residential, and urban for land use descriptions is recommended, although the applicant may opt to use more detailed land use descriptions or may use land cover descriptions (e.g., descriptions used by the National Land Cover Database are acceptable). Land cover descriptions of pervious and impervious are also acceptable.

NOTE – Applicants should consider using the same land use/cover descriptions as is used in DEP’s PCSM Spreadsheet – Volume Worksheet, if the spreadsheet is used.

% value. Identify the percentage of the Total Earth Disturbance Area that is comprised of this land use. This field is restricted to positive, numeric values only and cannot be greater than 100. The sum of the percentages for all land uses entered should be 100.

When finished entering a Pre-Construction/Present Land Use, click the Save button to save your information and return to the Project Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Project Information Module.

Post-Construction Land Use(s). Identify all post-construction land uses within the earth disturbance.

Land Use Description. Identify the best description of the post-construction land use. Use of agricultural, residential, and urban for land use descriptions is recommended, although the applicant may opt to use more detailed land use descriptions or may use land cover descriptions (e.g., descriptions used by the National Land Cover Database are acceptable). Land cover descriptions of pervious and impervious are also acceptable.

NOTE – Applicants should consider using the same land use/cover descriptions as is used in DEP’s PCSM Spreadsheet – Volume Worksheet, if the spreadsheet is used.

% value. Identify the percentage of the Total Earth Disturbance Area that is comprised of this land use. The sum of the percentages for all land uses entered should be 100.

When finished entering a Post-Construction Land Use, click the Save button to save your information and return to the Project Information Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Project Information Module.

Other Pollutants. If the stormwater discharges will contain pollutants other than sediment, answer the question “Yes”. If the answer is “Yes”, provide an explanation in the area provided.

NOTE – You do not need to answer “Yes” to address the likelihood that Total Nitrogen (TN) and Total Phosphorus (TP) will be present in stormwater discharges. This question is meant for an applicant to consider the likelihood of pollutants such as heavy metals or organic compounds that may be present in soils as a result of a prior release or that exist naturally that should be considered in the design of BMPs for the site.

Will fuels, chemicals, solvents, pesticides, fertilizers, lime, petrochemicals, wastewater, wash water, core drilling wastewater, cement, sanitary wastes, solid wastes or other hazardous materials stores used or transported onto, on, or from the project site? Answer either “Yes,” “No,” or “Unknown at this time.”

Fill Material. All fill material imported to a project site with coverage under PAG-02, must be one of the following, as defined in DEP’s Management of Fill Policy ([258-2182-773](#)):

- a. Clean fill (i.e., fill that is uncontaminated material meeting clean fill concentration limits and has not been blended, mixed, or treated to meet the definition of uncontaminated material);
- b. Regulated fill used on Act 2 sites, as defined in DEP’s Management of Fill Policy, that does not require authorization under DEP’s Waste Management General Permit No. WMGR096 but is used in accordance with standards established by DEP’s Land Recycling and Environmental Remediation Standards Program; or
- c. Regulated fill (i.e., fill that has been affected by the release of a regulated substance and is not uncontaminated material but meets regulated fill concentration limits and has not been blended, mixed, or treated to meet the definition of regulated fill) that has been authorized for use on the project site under DEP’s Waste Management General Permit No. WMGR096.

Check the appropriate box(es) concerning the use of fill material at the project site. Applicants should review DEP’s Management of Fill Policy to ensure understanding of the requirements relating to fill material. Prior to submission of the PAG-02 ePermit NOI, the applicant has a responsibility to conduct environmental due diligence, as defined in the Policy, to verify the nature of any fill that will be imported to the project site. If the applicant (or permittee) determines, either prior to ePermit NOI submission or following approval of coverage under PAG-02, that fill will be imported to the project site that has not already been determined to be clean fill, or is not already authorized for use on the project site by Waste Management General Permit WMGR096 or by DEP’s Land Recycling and Environmental Remediation Standards Program, the applicant (the person utilizing the fill) and the person donating the fill to the applicant (or permittee) must do the following:

- Complete DEP’s [online Certification of Clean Fill form](#) and maintain a copy of the form at the project site for review by DEP/CCD upon request if the fill has been determined to be clean fill.

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- If the fill is not clean fill, is not covered by WMGR096, and is not being used on an Act 2 site, the applicant (or permittee) must obtain authorization under WMGR096 or the fill may not be used on the project site.

Plan Drawings must include a note explaining the need for permittees and operators to conduct environmental due diligence and comply with DEP's Management of Fill Policy.

NOTE – In general only one box concerning fill material should be checked per project, although it is possible to check multiple boxes if appropriate.

Act 2 Enrollment. Check the box for “Yes” if the site has been enrolled in DEP’s Act 2 Program, otherwise select the box for “No”. Act 2 sites undergoing remediation may use PAG-02 for NPDES permit coverage if contaminated soils and groundwater are not disturbed.

Karst Geology: If the project site is located in an area of known Karst Geology, answer the question “Yes”, otherwise answer “No”.

Act 2 Release. Check the box for “Yes” if the site was previously enrolled in DEP’s Act 2 Program and cleanup standards have been met, otherwise answer “No”. If applicable, attach the Act 2 release of liability letter to the ePermit NOI. These letters generally identify the media and pollutant(s) addressed by the release of liability.

Act 537 Status. Indicate whether Act 537 sewage planning approval is needed for the project. If “Yes”, indicate whether the approval letter is attached to the ePermit NOI.

NOTE – If Act 537 sewage planning is necessary but the approval is not available at the time the PAG-02 ePermit NOI is submitted, the ePermit NOI will not be considered incomplete and coverage under the PAG-02 can still be authorized. Act 537 approval, if needed, is required prior to conducting earth disturbance activities.

Chapter 105 Permit or Authorization. Check the box for “Yes” if the project requires a permit or other authorization under 25 Pa. Code Chapter 105, otherwise select the box for “No”. If “Yes”, identify the type of permit or authorization necessary for the project under 25 Pa. Code Chapter 105 by checking the appropriate box(es).

Other Required DEP/CCD Permits or Authorizations. Check the box for “Yes” if the project requires any other authorizations or permits from DEP or CCD; otherwise, select the box for “No”. If “Yes”, report all other authorizations or permits from DEP or CCD necessary for the project. If available, attach the approval letter to the ePermit NOI.

Existing Permits. Identify if there are any permits that have been issued or are pending for this facility or project site by DEP or CCD or EPA within the past five years, including those that have been terminated. Include any NPDES and Water Quality Management (WQM) permits, Chapter 105 permits, and any other environmental permits. Provide the permit number, the date of permit issuance, and the name of the agency which issued the permit, as applicable. If “Yes”, add the existing permit by selecting the “Add Permit” link.

Type of Permit. Identify the type of permit needed.

Permit Number. If a permit number or permit application number has been assigned, identify the number. If not, leave this box blank.

Date Issued. If the permit has been issued or authorized, identify the date of issuance/authorization. If not, leave this box blank.

Issued By. If the permit has been issued or authorized, identify the entity that issued/authorized the permit. If not leave this box blank.

When finished entering an Existing Permit, click the Save button to save your information and return to the Project Information Module. If you have entered information and do not want to save your work, click the Back button to return to the Project Information Module.

Riparian Forest Buffers. If an existing or proposed riparian forest buffer is located on the project site, answer the question “Yes”. If there are no existing or proposed riparian forest buffers on the project site, answer the question “N/A”.

NOTE – If an existing or proposed riparian forest buffer is located on the project site it must be identified on the E&S and PCSM Plan drawings.

Stormwater Discharge Information

Point of Discharge During Construction. Identify all discharge points and the receiving waters to which they discharge during construction by selecting the “Add Discharge Point” link.

Will there be any discharge points during construction? If there will be no discharge points (i.e., all stormwater flows will be sheet flows or shallow concentrated flows as may occur for example with a linear project such as utility installation or replacement where disturbed areas will be restored to approximate original condition) during construction, answer the question “No”. Otherwise answer the question “Yes”. If “Yes,” click on the link for “Add Discharge Point” to create a discharge point for the project.

[Add Discharge Point](#)

NOTE – Discharge points are all engineered structures, drainageways and areas of concentrated flow where runoff leaves a project site, except for areas of shallow concentrated flow that are controlled by perimeter BMPs. For example, water filtering through a compost sock should not be considered a discharge point. Discharge points are not only pipes (i.e., outlets from BMPs) but also include areas where stormwater flows will concentrate by natural means or by design and areas of concentrated flow prior to level spreaders or other diffusion of flows. Discharge points may be situated at or near surface waters or at another location, at or prior to the project site boundary.

NOTE – Even if there are no discharge points associated with the project, you must still add a discharge point to properly identify the receiving surface water(s).

Pre-Construction Point of Discharge Details
▼

Point of Discharge ID*

Latitude* Longitude*

Name of Receiving Waters*

Is this point of discharge located within the Chesapeake Bay watershed and the receiving waters drain to the Chesapeake Bay?* Yes No

Does this point of discharge have a stormwater discharge to areas other than surface waters?* Yes No

Chapter 93 Classification*

Is this discharge point's receiving water impaired for siltation, suspended solids, turbidity, water/flow variability, flow modifications/alterations or nutrients?* Yes No

Is this discharge point's receiving water(s) have an EPA-approved or estimated TMDL for siltation, suspended solids, or nutrients?* Yes No

Discharge Point No. Provide a three-digit identification number consisting of numerals only (i.e., no letters or other symbols) for each discharge point receiving stormwater discharges associated with construction activity from the earth disturbance area, starting with 001 and continuing with 002, 003, and so forth. The permittee is authorized to discharge through the discharge points identified in this table if coverage under PAG-02 is approved.

Latitude / Longitude. Report the latitude and longitude coordinates in decimal degrees with five digits to the right of the decimal place for the discharge point. This location should correspond to the point where stormwater will

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enter surface waters or, for discharges to non-surface waters, the point where stormwater will leave the project site.

Name of Receiving Waters. Report the receiving surface waters for the discharges following any applicable conveyances such as storm sewers, off-site swales, etc. If the receiving waters are not identified in 25 Pa. Code Chapter 93, use the term “Unnamed tributary to XXX”, where “XXX” is the first named surface water downstream. If the discharge is to a storm sewer, list the name of the receiving surface waters followed by, “via storm sewer” (e.g., “Muddy Run via storm sewer”). If the discharge is to existing wetlands, list the name of the receiving waters followed by, “via wetland.”

Chesapeake Bay? Answer the question “Yes” if the discharge point is located within the Chesapeake Bay watershed or the receiving waters drain to the Chesapeake Bay.

Non-Surface Waters. Check the box if the applicant is proposing any stormwater discharge to areas other than surface waters, either on or off the project site, during construction. For example, an applicant should check this box if a stormwater discharge point will be located at a property boundary to a swale that eventually reaches surface waters.

NOTE – If there will be off-site discharges (e.g., discharges to a non-surface water such as a swale, ditch, or ground surface via level spreader, that will flow through a property or properties not owned by the applicant prior to reaching a surface water), the applicant is expected to secure an easement (e.g., common law or express easement) providing legal authority for the off-site discharge, unless waived by the property owner, and to provide for adequate BMPs to prevent accelerated erosion on off-site property. Stormwater management to prevent accelerated erosion is also required for discharges to non-surface waters on property owned by the applicant. Submission of an easement for off-site discharges is not required as part of the ePermit NOI. The PAG-02 General Permit does not grant property rights.

Chapter 93 Classification. Report the existing use or, if DEP’s [Statewide Existing Use Classifications website](#) does not list the water, the designated use of the receiving waters under 25 Pa. Code Chapter 93.

Impairment status. Answer the question “Yes” if the receiving water is “**impaired**” (i.e., not attaining water quality standards) **for siltation, suspended solids, turbidity, water/flow variability, flow modifications/alterations, or nutrients** according to DEP’s latest published Integrated Report. If not, answer the question “No”.

TMDL. Answer the question “Yes” if the receiving water has an **EPA-approved or established TMDL for siltation, suspended solids, or nutrients**. If not, answer the question “No”.

If there is a TMDL, answer the follow-up question if there are any Wasteload Allocations (WLAs) in the TMDL that apply to the stormwater discharge. If “Yes,” describe how the discharge will comply with the WLAs. Applicants are encouraged to attach to the calculations demonstrating compliance with WLAs to the Project Information Module; if not submitted, DEP or CCD may request such calculations.

If the project discharges to the Chesapeake Bay, the receiving surface water is impaired as identified above or has a TMDL as identified above, then additional information will be required.

Chesapeake Bay; Impaired; TMDL follow-up

Stormwater will be managed using:*

Non-discharge alternative

ABACT BMP(s)

Description of E&S BMP(s)*

Description of PCSM BMP(s)*

- Check the appropriate box to indicate whether stormwater volume, rate, and water quality up to the design storm events (or as otherwise approved in an approved and current Act 167 Plan) will be managed using a non-discharge alternative or an ABACT BMP.
- Describe the E&S and PCSM BMP(s) preceding the discharge point, as applicable. If the BMP is ABACT, the applicant should refer to the section number in DEP's E&S Manual and/or [Pennsylvania Stormwater Best Management Practices Manual](#) (Document ID No. 363-0300-002) (BMP Manual), as amended, or alternative BMP list, that refers to the BMP as meeting ABACT.

When finished entering the Pre-Construction Discharge Point, click the Save button to save your information. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Project Information Module click the Back button.

Point of Discharge During Construction. Identify all discharge points and the receiving waters to which they discharge during construction by selecting the "Add Discharge Point" link.

Will there be any discharge points following construction? If there will be no discharge points following construction, answer the question "No". Otherwise answer the question "Yes". If "Yes," click on the link for "Add Discharge Point" to create discharge points for the project.

NOTE – Even if there are no concentrated flows associated with the project, you must still add a discharge point to properly identify the receiving surface water(s).

Discharge Point previously identified. If the point of discharge will be the same between pre- and post-construction, answer the question "Yes", and then select from the previously entered Point of Discharge ID from the pre-construction information. If not, answer the question "No" and enter new information on the discharge point.

Complete the information for the discharge point consistent with the instructions provided above for discharge points during construction.

When finished entering the Post-Construction Discharge Point, click the Save button to save your information. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Project Information Module click the Back button.

Discharges to Storm Sewers or Combined Sewers. Answer the question (i.e., "Yes" or "No") to indicate whether any of the discharge points identified discharge to a storm sewer system. If "Yes", indicate whether the storm sewer is also an MS4 or a CSS with CSOs (i.e., "Yes" or "No"). Identify the name of the storm sewer owner/operator and list

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all discharge point numbers that will discharge to the storm sewer. If unsure whether the storm sewer is also classified as an MS4 or CSS with CSOs, contact the municipality in which the facility is located. If there are no discharges to storm sewers, check the box for “No”.

NOTE – If the answer is “Yes”, an off-site discharge analysis must be attached to the Project Information Module. Refer to DEP’s [Frequently Asked Questions \(FAQ\) for Chapter 102 Off-Site Discharges of Stormwater to Non-Surface Waters](#) for additional guidance on what is required with an off-site discharge analysis.

Non-Stormwater Discharges. Answer the question (i.e., “Yes” or “No”) to indicate whether there will be non-stormwater discharges that are expected to occur during permit coverage. Include off-site support areas that are part of the Total Earth Disturbance Area. If “Yes”, list each type of non-stormwater discharge anticipated, the discharge point that is expected to receive the discharge, and the expected frequency and volume of discharges. If there are no non-stormwater discharges, check the box for “No”.

Discharges to Non-Surface Waters. Check the box for “Yes” if the applicant is proposing any new or increased stormwater discharge to areas other than surface waters or storm sewers, either on or off the project site, during or following construction; otherwise select “No”.

NOTE – If the answer is “Yes”, an off-site discharge analysis must be attached to the Project Information Module. Refer to DEP’s [Frequently Asked Questions \(FAQ\) for Chapter 102 Off-Site Discharges of Stormwater to Non-Surface Waters](#) for additional guidance on what is required with an off-site discharge analysis.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

COUNTY AND MUNICIPAL NOTIFICATIONS MODULE

The Location Type and Location will be automatically entered based upon the county(ies) and municipality(ies) information entered in the Site Information Module. The applicant will need to select the Edit button to enter the Date of Notification for each line.

Identify the Date of Notification. The County and Municipal Notification Forms must be uploaded to the ePermit System by selecting the “Upload New Attachment” link. If the user answers “No” to the question, “Did the county or municipality sign and return the form?”, a Proof of Receipt (e.g., certified mail return receipt) must also be uploaded to this module. This process must be completed for each county and municipality in which the project site is located.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the County and Municipal Notifications Module click the Back button.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization overview click the Back button.

PNDI INFORMATION MODULE

The applicant must upload the PNDI Search Receipt for the project into the PNDI Information Module by selecting the “Attach” button in the PNDI Missing Required Attachments.

The applicant must then identify the response from each resource agency. If prompted, answer any corresponding questions. While not necessary to be deemed complete, Avoidance Measures must be accepted or otherwise a clearance letter must be provided, and a clearance letter must be provided for Potential Impacts prior to authorization

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of new coverage under PAG-02. Applicants should upload the clearance letters to the PNDI Information Module if available at the time of NOI preparation, or following submission of the NOI, when received.

NOTE – The Avoidance Measures can be accepted by signing the PNDI Search Receipt.

NOTE – The clearance letters from the resource agencies can be uploaded by selecting the “Upload New Attachment” button.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization overview click the Back button.

CULTURAL RESOURCE NOTICE MODULE

Affect Historic Resource? Answer the question on whether or not the permitted activity may affect a Historic Resource on the National Register of Historic Places. Applicants should check the U.S. Department of Interior, National Park Service’s website at <https://www.nps.gov/subjects/nationalregister/index.htm> to answer this question. If “Yes”, coordination with the Pennsylvania Historical and Museum Commission (PHMC) must be provided by uploading the Cultural Resource Notice Form and the Proof of Submission by selecting the “Attach” button. If “No,” nothing else is required for this module.


You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization overview click the Back button.

EROSION AND SEDIMENT CONTROL MODULE

Completion of the Erosion and Sediment Control (E&S) Module constitutes an E&S Plan required by 25 Pa. Code § 102.4(b)(5) for the purpose of PAG-02 coverage when accompanied by E&S Plan Drawings and supporting calculations.

E&S Plan Information

Topography. In the space provided, describe the existing topographic features of the project site and the immediate surrounding area. Describe land cover, structures, drainage patterns, surface waters and other features of the pre-construction (i.e., present) land surface.

Soils. Identify the soils present at the project site by selecting the “Add Soil Type” link. 

Map Unit Symbol. Identify the Natural Resources Conservation Service (NRCS) soil survey map unit symbol of soils present at the project site.

Map Unit Name. Identify the NRCS soil survey map unit name.

Acres. Identify the acres associated with each soil map unit.

Hydrologic Soil Group. Identify the Hydrologic Soil Group for the soil map unit from the drop-down list provided. For soils assigned dual soil groups (e.g., A/D, B/D, etc.), use the first group for your selection.

Percent Disturbed Area. Identify percentage of each soil map unit within the disturbed area.

Depth. Identify the average depths of each soil map unit. For example, if the soil depth is identified as 1.1 – 2.5 feet, report an average depth of 1.8 feet.

Hydric Soils. Identify the presence of hydric soils within the soil map unit on the project site.

When finished entering the Soils Information, click the Save button to save your information and return to the E&S Module. If you have entered information and do not want to save your work, click the Cancel button to return to the E&S Module.

Soil Limitations. Discuss the presence of any soil limitations (e.g., steep slopes) and how the E&S Plan was developed to address those limitations. If no limitations exist the applicant may enter, "N/A."

Soil Contamination. Identify if soils are known to be contaminated on the project site. If "Yes", identify the pollutants exceeding Act 2 standards (MSCs contained in 25 Pa. Code Chapter 250), ensure that E&S Plan Drawings illustrate the extent of soil contamination and check the appropriate box, and describe the methods that will be used to avoid or minimize disturbance of the contaminated soils.

Land Use. Describe past, pre-construction (i.e., present) and post-construction (i.e., proposed) land uses of the project site and how earth disturbance activities will alter the land uses of the project site. For past land uses, provide a description of the historical uses of the land (i.e., at least 50 years ago).

Runoff. Describe the volume and rate of runoff from the project site and any area upgradient of the project site that flows onto the project site, to supplement supporting E&S BMP design calculations. Discuss the management of this runoff during construction. This may be a qualitative description.

E&S BMPs. Identify all E&S BMPs that will be used during construction by selecting the "Add BMP" link.



E&S BMP. Identify the E&S BMP from the drop-down list provided, which is populated from the E&S Manual. If "Alternative" is selected provide the alternative BMP demonstration required by 25 Pa. Code § 102.11(b) in the space provided. Alternative E&S BMPs should be identified on DEP's list of reviewed alternative BMPs prior to proposing their use in a PAG-02 NOI (see www.dep.pa.gov/constructionstormwater, select E&S Resources).

NOTE – If additional documents are required for the alternative BMP demonstration those should be uploaded in the E&S Module as described below.

Detail Location. Identify the E&S Plan Drawing Number(s) where the detail for the E&S BMP is presented.

Operation and Maintenance Location. Identify the E&S Plan Drawing Number(s) where the operation and maintenance information for the E&S BMP is provided.

Deviation from E&S Manual. Identify if the design of the E&S BMP deviates from the recommendations in the E&S Manual. If "Yes", describe the deviation(s) from the E&S Manual and provide the demonstration for any alternative BMP design standard as required by 25 Pa. Code § 102.11(b).

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When finished entering the E&S BMP, click the Save button to save your information and return to the E&S Module. If you have entered information and do not want to save your work, click the Cancel button to return to the E&S Module.

Standard E&S Worksheets. Check the box if all applicable Standard E&S Worksheets from Appendix B of the E&S Manual have been completed and are attached.

Other Equivalent Worksheets. Check the box if information and calculations equivalent to the Standard E&S Worksheets from Appendix B of the E&S Manual have been completed and are attached. **The submission of completed Standard E&S Worksheets or equivalent providing the same information is required for applicants seeking PAG-02 coverage.**

Sequence. In the space provided, identify the E&S Plan Drawing Number(s) that describes the sequence of BMP installation and removal in relation to the scheduling of earth disturbance activities prior to, during, and after earth disturbance activities that ensure the proper functioning of all BMPs.

Plan Drawings Attached. Check the box to identify that the E&S Plan drawings have been attached to the E&S Module. **The submission of plan drawings is required for applicants seeking PAG-02 coverage.**

Consistency. Check the appropriate box to indicate that the E&S Plan has been planned, has been designed, and will be implemented to be consistent with the PCSM Plan.

Inspections. Check the box to confirm the applicant's understanding that inspections of earth disturbance activities must occur weekly and following measurable storm events (i.e., at least 0.25 inch). An inspection must be conducted within 24 hours following a 24-hour period in which at least 0.25 inch of precipitation occurs, or when snowmelt occurs that is sufficient to produce a discharge.

Temporary Stabilization. In the space provided, identify the E&S Plan Drawing Number(s) that contain the following information relating to temporary vegetative stabilization measures: 1) vegetative species, 2) % pure live seed, 3) seed application rate, 4) fertilizer type, 5) fertilizer application rate, 6) mulch type, 7) mulching rate, and 8) liming rate.

Permanent Stabilization. In the space provided, identify the E&S Plan Drawing Number(s) that contain the following information relating to permanent vegetative stabilization measures: 1) vegetative species, 2) % pure live seed, 3) seed application rate, 4) fertilizer type, 5) fertilizer application rate, 6) mulch type, 7) mulching rate, 8) liming rate, 9) anchor material, 10) anchoring method, 11) rate of anchor material application, 12) topsoil placement depth, and 13) seeding season dates.

NOTE – If Standard E&S Worksheets will be attached to the E&S Module that address temporary and permanent stabilization, the applicant may refer to the attachment(s).

Recycling or Disposal. Describe how the applicant will ensure that proper recycling or disposal of materials will be conducted at the project site.

Sensitive Features. Identify the presence of any naturally occurring soil conditions or geologic formations (e.g., karst) that may have the potential to cause pollution during earth disturbance activities and identify BMPs that will be implemented to avoid or minimize potential pollution caused by these features. If no such features are known, the applicant may report, "unknown" or "none". These sensitive areas must also be identified on the E&S Plan Drawings.

Thermal Impacts. Identify whether the potential exists for thermal impacts to surface waters **during** the earth disturbance activity and, if such potential exists, identify BMPs that will be implemented to avoid, minimize, or mitigate potential thermal impacts.

Buffers. If applicable, in the space provided identify the E&S and PCSM Plan Drawing Number(s) that show existing and proposed riparian forest buffers (select the box for N/A if not applicable).

Consistency. Check the appropriate box to indicate that the E&S Plan has been planned, has been designed, and will be implemented to be consistent with the PCSM Plan.

E&S Plan Developer

The developer of the E&S Plan for the project must be identified.

Check the box to identify that the E&S Plan developer is trained and experienced in E&S control methods. In that statement, “trained and experienced” also refers to the size and scope of the project. Enter the E&S Plan developer’s information (all fields are required).

Answer the question to identify if the E&S Plan developer is a licensed professional (i.e., professional engineer, landscape architect, geologist, or land surveyor licensed to practice in this Commonwealth). If “Yes”, enter the License Type (i.e., engineer, landscape architect, geologist and/or land surveyor), License No., and Expiration (“Exp.”) Date of the license.

The required uploads for the E&S Module are the E&S Plan Drawings and the Worksheets and/or Calculations. In addition, a Wetland Determination must be uploaded if the applicant indicated that hydric soils are present. These files should be uploaded individually in the Missing Required Attachments portion by selecting the “Attach” buttons.

If there are any other attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

RIPARIAN BUFFER MODULE

Identify if the project will be protecting, converting or establishing a voluntary riparian forest buffer. If “Yes”, identify if the riparian forest buffer will be protected, converted or established. If “No”, nothing else is required for the Module.

If a riparian forest buffer is being utilized, then a riparian forest buffer management plan will need to be uploaded to this Module.

If there are any other attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

POST-CONSTRUCTION STORMWATER MANAGEMENT / SITE RESTORATION MODULE

Completion of the PCSM/SR Module constitutes a PCSM Plan required by 25 Pa. Code § 102.8(f) for PAG-02 coverage when accompanied by PCSM Plan Drawings and supporting calculations.

NOTE – Certain information required by 25 Pa. Code § 102.8(f) is intentionally left out of the PCSM/SR Module because the same information is required by the E&S Module. For these instances DEP has approved the E&S and PCSM Plans to be combined, in accordance with 25 Pa. Code §§ 102.4(b)(5)(xiv) and 102.8(d).

PCSM Plan Information

PCSM BMPs. Report all structural and non-structural PCSM BMPs by selecting the “Add BMP” link. The user should enter all PCSM BMPs during this step as later on in this module there are questions concerning BMPs in series that will require all available BMPs to select from.



BMP ID Number. The BMP ID Number is unique three-digit number as entered by the user. Once a BMP ID Number is entered it cannot be changed. The BMP ID numbering should begin with 001. These BMP IDs numbers need to be identified on PCSM Plan Drawings.

BMP Type. From the drop-down list provided identify the type of BMP as contained within the BMP Manual. If “Other” is selected provide a description of the BMP Type in the space provided.

Latitude / Longitude. Report the latitude and longitude coordinates at the center of the BMP in decimal degrees with five digits to the right of the decimal place. The coordinates must be within Pennsylvania.

Drainage Area Treated. List the drainage area, in acres, treated by the BMP. This number must be positive.

NOTE – For the purpose of the PAG-02 NOI, this drainage area should be the entire drainage area treated by the BMP. DEP’s PCSM Spreadsheet is different in that only the drainage area that is within the disturbed area should be reported (on the Volume Worksheet).

Deviation from BMP Manual. Identify if the design of the PCSM BMP deviates from the recommendations in the BMP Manual. If “Yes,” describe the deviation(s) from the BMP Manual and provide a demonstration for the alternative BMP as required under 25 Pa. Code § 102.11(b).

NOTE – If additional information (e.g., calculations) for the alternative BMP design standard are necessary, they be uploaded to this grid detail page as described below.

Associated Discharge Point ID. Identify all post-construction Discharge Point ID Numbers that are associated with the BMP. Discharge Point ID Numbers are created in the Stormwater Discharges section of the Project Information Module. In general, only one Discharge Point ID Number should be associated to a BMP. For example, if BMP No. 001 is in series with BMP Nos. 002 and 003, and BMP No. 003 discharges to Discharge Point No. 001, BMP No. 001 should be associated with Discharge Point No. 001.

BMP in a Series. Identify if the BMP contributes to another BMP. If “Yes”, identify the BMP ID Number of the BMP that is immediate downstream. If “No,” nothing else needs to be provided. Be sure to create the BMP that is referenced in this field before submitting the NOI.

Infiltration BMP. Identify if the PCSM BMP is designed as an infiltration BMP. If “Yes,” provide the additional follow-up information. If the PCSM BMP is not designed as an infiltration BMP, answer this question “No.”

Number of Tests. Enter the number of infiltration tests completed for the identified BMP. In general, the number of tests completed should be consistent with Appendix C of the BMP Manual or other published and defensible methods.

Test Method(s). Report the method used to determine the infiltration rate. In general, the method and location(s) of infiltration testing should be consistent with Appendix C of the BMP Manual or other published and defensible methods.

Test Pit Identifiers. Identify all test pits completed for the BMP (e.g., TP-1, TP-2). These identifiers should correspond with test pits identified on PCSM Plan Drawings.

Average (Avg.) Infiltration Rate. Report the average infiltration rate determined through infiltration testing for the BMP, in inches per hour (in/hr).

Factor of Safety (FOS). Specify the factor of safety used when translating the average infiltration rate to the rate used in the design of the BMP (e.g., 2:1).


Design Infiltration Rate. Report, in inches per hour (in/hr), the design infiltration rate used for the design of the BMP and incorporating the factor of safety.

Separation Distance Between BMP and Bedrock. An experienced professional should be on-site during completion of test pits or soil borings to determine the depth, in feet, to bedrock. The depth to bedrock should be measured from the proposed bottom bed elevation of the BMP to the uppermost elevation where bedrock

is encountered. If the depth to bedrock varies below the BMP, report the elevation corresponding to the minimum depth to bedrock.

Separation Distance Between BMP and Seasonal High-Water Table. To determine the separation distance from the bottom bed elevation of the BMP and the seasonal high-water table, DEP expects that applicants will employ the services of an experienced professional to evaluate subsurface conditions through test pits or other procedures. In general, the depth to the seasonal high-water table should be determined by identifying the depth of the shallowest observed redoximorphic feature encountered: 1) directly above the observed water table, or 2) directly above the gleyed horizon. A gleyed horizon is a soil horizon with a reduced matrix color less than or equal to two chroma, although soils with lithic chroma colors of two chroma or less are not considered gleyed. If redoximorphic features are encountered but are not indicative of a seasonal high-water table, the attached test results should identify this as such, including what caused the redoximorphic features to form.


Comments. The PCSM Plan developer may provide any additional information related to the infiltration information provided.

If there are any other attachments to upload to this grid detail page, select the  [Upload New Attachment](#) “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Post-Construction Stormwater Management / Site Restoration Module click the Back button.

Undetained Area. If there are undetained areas (i.e., areas in which stormwater will not be treated by a BMP), list the total area in acres of the undetained areas within the project site. This value is not limited to a specific number of decimal places. If there is no undetained area, enter “0”.

Stormwater Analysis. If the project does not meet the criteria of a site restoration project across the entire project site (as answered in the Project Information Module), a stormwater analysis will be required.

Stormwater Analysis – Runoff Volume. A Stormwater Analysis must be performed that addresses each discharge point. DEP allows applicants to complete the analysis on a surface water basis (i.e., all discharge points to a single surface water may be considered collectively). To add an analysis, select the “Add” link .

Stormwater Analysis-Runoff Volume*

Surface Water	Discharge Point	Properly Managed?	Status	Edit	Delete
Muddy Stream	001	Yes			

NOTE – Following completion, the number of analyses (rows) displayed in the table should correspond with the number of receiving waters (if analyses are done on a surface water basis) or the number of discharge points (if not done on a surface water basis).

Surface Water Name. Identify the name of the surface water receiving stormwater discharges. This surface water should have been reported previously through the Project Information Module, Stormwater Discharges section.

Discharge Points. Identify all post-construction Discharge Point ID Numbers that are associated with the BMP. Discharge Points are created in the Stormwater Discharges section of the Project Information Module.

Design Standard. Identify the design standard for the PCSM Plan with respect to volume management. Only one box may be checked.

Act 167. Check the box if the applicant is using a design standard for volume management that is contained in an Act 167 Plan approved by DEP within the past five years. In general, DEP or CCD will only accept design standards based on Act 167 Plans when those plans have been approved by DEP within the past five years (this does not include municipal ordinances enacted under Act 167 Plans).

Manage Net Change. Check the box if the applicant is using the net change in the 2-year/24-hour storm, comparing post-construction conditions to pre-construction conditions, as the volume management design standard.

Alternative. Check the box if the applicant is using a volume management design standard that differs from an Act 167 Plan and the net change in the 2-year/24-hour storm. While use of alternative design standards is authorized by 25 Pa. Code § 102.8(g)(2)(iv), please be advised that ePermit packages using an alternative design standard may require additional review by DEP or CCD. In the space provided identify the alternative design standard and provide the demonstration for the alternative design standard.

NOTE – If additional information (e.g., calculations) for the alternative design standard are necessary, they be uploaded to this grid detail page as described below.

DEP Spreadsheet-Volume Worksheet. Identify if a printout of DEP’s Spreadsheet-Volume Worksheet has been uploaded. If “Yes”, nothing else is required after DEP’s Spreadsheet-Volume Worksheet has been uploaded. If “No”, enter the follow-up information.


2-Year/24-Hour Storm Event. Enter the total precipitation associated with the 2-year/24-hour storm event for the project site location, in inches. Attach the source for the precipitation amount reported in question #5. [NOAA Atlas 14](#) values are preferred, but other sources may be used. This value must be numeric.

Pre-Construction Volume. Calculate and report the total stormwater runoff volume, in cubic feet (CF), for the disturbed area under pre-construction conditions. Attach calculations supporting the reported value. This must be a whole number.

NOTE – If the applicant chooses not to use the PCSM Spreadsheet, the applicant may complete and submit calculations in an alternative format.

Post-Construction Volume. Calculate and report the total stormwater runoff volume, in CF, for the disturbed area under post-construction conditions (i.e., the runoff volume before PCSM BMPs are implemented). Attach calculations supporting the reported value. This must be a whole number.

Net Change. The difference, in CF, between Post-Construction Volume and Pre-Construction Volume, is automatically calculated.

Structural PCSM BMPs. Report the following information for  **Add Structural BMP for Volume** structural BMPs that will treat post-construction stormwater. Attach calculations supporting the information reported in the table. Note that BMPs that are “self-crediting” including Riparian Buffer, Landscape Restoration, and Vegetated Roof should not be used in this table since credit should already be received through selection of appropriate land covers in the calculation of post-construction runoff volume. To add a BMP, select the “Add Structural BMP for Volume” link.

BMP ID. Select the BMP ID Number from the drop-down list, which is populated from the information reported in the PCSM Plan Information section.

DP No. Based upon the information provided in the PCSM Plan Information section, the Discharge Point Number(s) will be automatically filled out and cannot be changed. If there is a discrepancy between the Discharge Point Number and the BMP ID, return to the PCSM Plan Information section to make the revision.

Series. BMPs that are in series should be entered in the same order they will be configured in the field. For example, a vegetated swale that is followed by a rain garden should be entered with the vegetated swale first and the rain garden second. When BMPs are in series, select the BMP ID Number that the BMP is in series with from the drop-down list provided, which is automatically filled from the PCSM Plan Information section. If a BMP is not in series, answer “No”. BMPs that are in series are separate and distinct BMPs, such as a vegetated swale followed by a rain garden. A BMP’s components cannot be broken down and treated as separate BMPs. For example, a rain garden that dewateres in more than 24 hours cannot be broken into soil amendments followed by a dry extended detention basin.

Volume Routed to BMP (CF). Calculate and report the volume routed to the BMP during the 2-year/24-hour storm event, in cubic feet (CF). Include the area associated with the BMP as part of the volume calculation, as applicable. For example, the volume routed to an infiltration basin must include stormwater from the drainage area routed to the BMP along with direct precipitation on the infiltration basin. As another example, for a vegetated swale that reduces the runoff volume and then discharges to a rain garden, the volume routed to the rain garden would not include the volume reduced by the vegetated swale. Attach calculations supporting the reported value.

Infiltration Area (SF). Enter the infiltration area of the BMP in square feet (SF), if applicable. If the BMP is not designed as an infiltration BMP, enter zero.

Infiltration Rate (in/hr). Report the design infiltration rate or saturated hydraulic conductivity (Ksat) associated with the infiltration area, in inches per hour (in/hr) utilizing methods contained in Appendix C of the BMP Manual or other published and defensible methods. If the BMP is not designed as an infiltration BMP, enter zero. The design infiltration rate value entered should be the tested infiltration rate adjusted with factors of safety (and other additional factors) where appropriate.

Infiltration Period (days). Select the infiltration period, in days, for sitewide structural BMPs. DEP may accept infiltration periods up to 4 days (96 hours). However, 1) the maximum ponding depth for infiltration and bioretention BMPs may not exceed 2 feet at the 2-year/24-hour storm event, and 2) local ordinance requirements must be met, where applicable. Many local ordinances require infiltration periods no greater than 3 days (72 hours). If the BMP is not designed as an infiltration BMP, enter zero.

Vegetated? Answer the question “Yes” if the structural BMP will be “vegetated.” A vegetated PCSM BMP is a permanent BMP where vegetation is a dominant or significant component within the storage area. Vegetation must include species other than lawn/turf grasses. Grasses may be used, but may not be the only species planted.

Media Depth (ft). Enter the design depth of media used for the BMP, in feet (e.g., 1.5 feet of planting soil for a rain garden or 2 feet of stone for an infiltration trench). This does not apply to certain BMPs. If an underdrain is used, report the depth from the bottom of the media to the invert of the underdrain.

Storage Volume (CF). Enter the design storage volume for the BMP in cubic feet (CF) at the 2-year, 24-hour storm event. For storage within media, utilize an appropriate void space percentage for the chosen media (e.g., typically 30-40%). Note that storage volume is not a credit because it does not represent volume reduction; when storage volume infiltrates, evaporates, transpires, is released or otherwise is reused, storage volume converts to credit. Attach calculations supporting the reported value.

Infiltration Credit (CF). Report the infiltration credit for the BMP. The approved calculation for infiltration credit is identified in DEP’s PCSM Spreadsheet and instructions. Alternative methods for calculating this credit may be proposed but may require additional review by DEP or CCD. Attach calculations supporting the reported value.

ET Credit (CF). Report the evapotranspiration (ET) credit for the BMP. The approved calculation for ET credit is identified in DEP’s PCSM Spreadsheet and instructions. Alternative methods for

calculating this credit may be proposed but may require additional review by DEP or CCD. Attach calculations supporting the reported value.

NOTE – The sum of the Infiltration Credit and the ET Credit cannot exceed the Storage Volume. If there are any additional attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Stormwater Analysis – Runoff Volume details page click the Back button.

Total Infiltration & ET Credits (CF). The infiltration and ET credits for all BMPs will be automatically calculated based upon the Infiltration and ET Credits enter for all of the structural BMPs. This value is read only and cannot be changed.

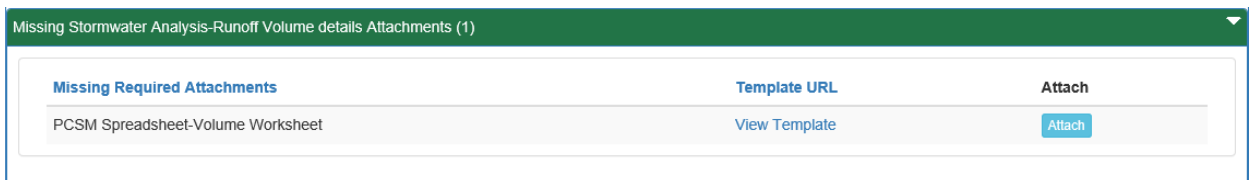
Non-Structural BMP Volume Credits (CF). Identify if non-structural BMP volume credits are proposed. If “Yes”, identify the non-structural BMP volume credits in CF and attach a detailed description of the non-structural BMPs and calculations warranting the credit as described below. If there are no non-structural BMP volume credits, answer “No.”


Managed Release Credits (CF). Indicate whether any volume will be managed through a Managed Release Concept (MRC) alternative BMP. If “Yes”, the applicant must; 1) identify the managed release credits in CF, 2) attach the MRC Design Summary Sheet as described below, and 3) attach a detailed explanation of the design as described below. This value should correspond to the value entered for “2-Yr/24-Hr Volume Managed (cf)” on the MRC Design Summary Sheet. If an MRC BMP is not being utilized, answer “No.”

Volume Required to Reduce/Manage (CF). The Volume Required to Reduce/Manage is the Net Change volume reported above. This is read only and cannot be changed.

Total Credits. The Total Credits is the sum for Total Infiltration & ET Credits, Non-Structural BMP Volume Credits, and Managed Release Credits. This is read only and cannot be changed. If this value meets or exceeds the Volume Required to Reduce/Manage the stormwater analysis for runoff volume has been satisfied and the ePermit NOI can be submitted. **If this value does not meet or exceed the Volume Required to Reduce/Manage the stormwater analysis for runoff volume has not been satisfied and the ePermit NOI cannot be submitted.**

If the DEP Spreadsheet-Volume Worksheet will be provided it will be required to be uploaded in the Missing Required Attachments section, this is done by selecting the “Attach” button.



If there are any additional attachments to upload to this Module, select  [Upload New Attachment](#) the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Post-Construction Stormwater Management / Site Restoration Module click the Back button.

Stormwater Analysis – Peak Rate. A Stormwater Analysis must be performed that addresses each discharge point. DEP allows applicants to complete the analysis on a surface water basis (i.e., all discharge points to a single surface water may be considered collectively). To add an analysis, select the “Add” link.

Stormwater Analysis-Peak Rate*

Surface Water	Discharge Point	Status	Edit	Delete
Muddy Stream	001			

Add

NOTE – Following completion, the number of analyses (rows) displayed in the table should correspond with the number of receiving waters (if analyses are done on a surface water basis) or the number of discharge points (if not done on a surface water basis).

Surface Water Name. Identify the name of the surface water receiving stormwater discharges. This surface water should have been reported previously through the Project Information Module, Stormwater Discharges section.

Discharge Points. Identify all post-construction Discharge Point ID Numbers that are associated with the BMP. Discharge Points are created in the Stormwater Discharges section of the Project Information Module.

Design Standard. Identify the design standard for the PCSM Plan with respect to peak rate management. Only one box may be checked.

Act 167. Check the box if the applicant is using a design standard for peak rate management that is contained in an Act 167 Plan approved by DEP within the past five years. In general, DEP or CCD will only accept design standards based on Act 167 Plans when those plans have been approved by DEP within the past five years (this does not include municipal ordinances enacted under Act 167 Plans). Identify the name of the Act 167 Plan in the space provided.

Manage Net Change. Check the box if the applicant is using the net change in the 2-, 10-, 50-, and 100-year/24-hour storms, comparing post-construction conditions to pre-construction conditions, as the peak rate management design standard.

Alternative. Check the box if the applicant is using a peak rate management design standard that differs from an Act 167 Plan and the net change in the design storms. While use of alternative design standards is authorized by 25 Pa. Code § 102.8(g)(3)(iii), please be advised that ePermit NOIs using an alternative design standard may require additional review by DEP or CCD. In the space provided identify the alternative design standard and provide the demonstration for the alternative design standard.

NOTE – If additional information (e.g., calculations) for the alternative design standard are necessary, they may be uploaded to this grid detail page as described below.

NOTE – Applicants of projects meeting the Small Site/Small Impervious Area Exception for Peak Rate Mitigation Calculations (Worksheet 6 in Chapter 8 of the BMP Manual) may identify the exception as an alternative but must also attach Worksheet 6 or DEP’s PCSM Spreadsheet demonstrating that the exception has been met to this Stormwater Analysis-Peak Rate details page. Even if an exception applies, a rate analysis and implementation of BMPs for rate control may be required under local ordinances.

DEP Spreadsheet-Rate Worksheet. Identify if a printout of DEP’s Spreadsheet-Rate Worksheet has been uploaded. If “Yes”, upload DEP’s Spreadsheet-Rate Worksheet. If “No”, enter the follow-up information.

If an applicant is required to complete this section and the Rate Worksheet is not attached, or if the Rate Worksheet reports a summary of peak rates only, the applicant must submit supporting calculations as an attachment and must complete the remainder of this section.

Precipitation Amounts. Enter the source of the precipitation amounts. In addition, enter the total precipitation associated with the 2-, 10-, 50-, and 100-year/24-hour storms for the project site location. NOAA Atlas 14 values are preferred, but other sources may be used.

NOTE – If there are design storm events other than the 2-, 10-, 50, and 100-year/24-hour storms, that precipitation amount must be identified in the attached supporting calculations or as a separate attachment.

Peak Discharge Rates. For each design storm report the peak discharge rates, in cubic feet per second (cfs), for pre-construction, post-construction conditions without BMPs, and the post-construction conditions with BMPs. The ePermit System will automatically calculate the Difference without BMPs and the Difference with BMPs. Report total rates for each storm event, summed for all flow patterns.

NOTE – When the Design Standard is Manage Net Change, the design storm summary table will be pre-populated with the 2-, 10-, 50-, and 100-year/24-hour storms. To enter the peak rates for each design storm, click the “Edit” button.

Design Storm	Pre-Construction Peak Rate (cfs)	Post-Construction Peak Rate (cfs) without BMPs	Difference (cfs) without BMPs	Post-Construction Peak Rate (cfs) with BMPs	Difference (cfs) with BMPs	Edit
2-Year/24-Hour						
10-Year/24-Hour						
50-Year/24-Hour						
100-Year/24-Hour						

NOTE – When the Design Standard is Act 167 or Alternative, the design storm summary table will be blank. To enter the design storms and their peak rates, click the “Add Peak Discharge Rate” link.

Design Storm	Pre-Construction Peak Rate (cfs)	Post-Construction Peak Rate (cfs) without BMPs	Difference (cfs) without BMPs	Post-Construction Peak Rate (cfs) with BMPs	Difference (cfs) with BMPs	Edit	Delete
There are no items to display							

[Add Peak Discharge Rate](#)

When finished entering the peak discharge rate information, click the Save button to save your information and return to the Stormwater Analysis-Peak Rate details page. If you have entered information and do not want to save your work, click the Cancel button to return to the Stormwater Analysis-Peak Rate details page.

Rate Control BMPs. Identify all BMPs used to mitigate peak rate differences between pre- and post-construction conditions. To add a BMP, select the “Add BMP to mitigate peak rate” link.


BMP ID. Select the BMP ID Number from the drop-down list, which is populated from the information reported in the PCSM Plan Information section.

Inflow to BMP. Report the calculated inflow rates (in cfs) to the BMP at each storm event.

Outflow from BMP. Report the calculated outflow rates (in cfs) from the BMP at each storm event.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the Stormwater Analysis-Peak Rate details page click the Back button.

When finished entering the Stormwater Analysis-Peak Rate, click the Save button to save your information and return to the PCSM/SR Module. If you have entered information and do not want to save your work, click the Cancel button to return to the PCSM/SR Module.

Long-Term O&M. Answer the question “Yes” if the long-term O&M requirements are provided on the PCSM Plan drawings and identify the location(s) in the plan drawings. If there are no PCSM BMPs that require long-term O&M, select “N/A”. If long-term O&M requirements are not provided in the PCSM Plan drawings answer “No”, add the long-term O&M for each BMP by selecting the “Add BMP O&M” link. 

BMP ID. Select the BMP ID Number from the drop-down list, which is populated from the information reported in the PCSM Plan Information section.

O&M Requirement. Report the O&M requirements, including the repair, replacement, or other routine maintenance needs, including the frequency of maintenance.

When finished entering the BMP O&M requirement, click the Save button to save your information and return to the PCSM/SR Module. If you have entered information and do not want to save your work, click the Cancel button to return to the PCSM/SR Module.

Sequence and Critical Stages. Describe the sequence of PCSM BMP implementation in relation to earth disturbance activities. Additionally, ensure that the critical stages of the PCSM BMP installation are identified and schedule of inspections for the critical stages is provided. If the sequence and critical stages are provided on the PCSM Plan drawings, then identify this in the space provided (including the location in the drawings).

NOTE – The PCSM sequence must include the installation and construction steps necessary to construct and implement each PCSM BMP.

Plan Drawings Attached. Check the box if plan drawings have been attached to the PCSM/SR Module. **Submission of PCSM Plan drawings is required for applicants seeking PAG-02 coverage.**

Waste Management. Check the box if recycling and proper disposal of materials associated with PCSM BMPs are addressed as part of long-term operation and maintenance of the PCSM BMPs.

Sensitive Features. Identify the presence of any naturally occurring soil conditions or geologic formations (e.g., karst) that may have the potential to cause pollution after earth disturbance activities are completed and the PCSM BMPs are operational and identify BMPs that will be implemented to avoid or minimize potential pollution caused by these features. If no such features are known, the applicant may report, “unknown” or “none”. These sensitive areas must also be identified on the PCSM Plan Drawings.

Thermal Impacts. Identify whether the potential exists for thermal impacts to surface waters from post-construction stormwater and, if such potential exists, identify BMPs that will be implemented to avoid, minimize, or mitigate potential thermal impacts.

Consistency. Check the box to indicate that the PCSM Plan has been planned, has been designed and will be implemented to be consistent with the E&S Plan.

Pre-development Site Characterization. Check the box to indicate that a pre-development site characterization has been performed, including appropriate infiltration and geotechnical studies. Attach soil test results, geotechnical study results, and appropriate narrative explanations of methods and study results to the PCSM/SR Module.

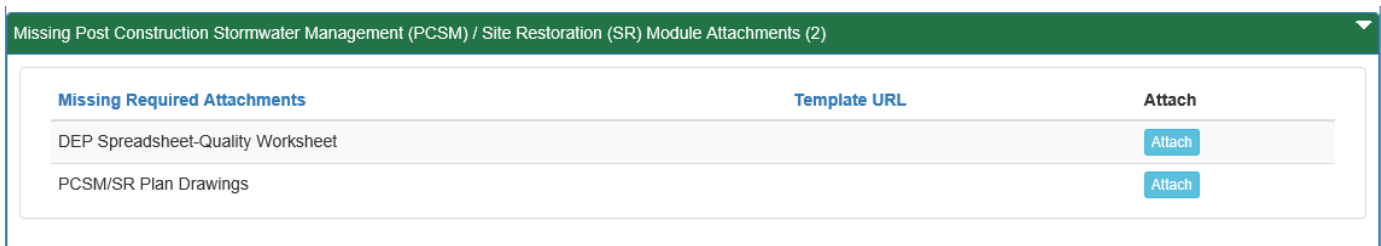
PCSM Plan Developer

The developer of the PCSM Plan for the project must be identified.

Check the box to identify that the PCSM Plan developer is trained and experienced in PCSM methods. In that statement, “trained and experienced” also refers to the size and scope of the project. Enter the PCSM Plan developer’s information (all fields are required).

Answer the question to identify if the PCSM Plan developer is a licensed professional (i.e., professional engineer, landscape architect, geologist, or land surveyor licensed to practice in this Commonwealth). If “Yes”, enter the License Type (i.e., engineer, landscape architect, geologist and/or land surveyor), License No., and Expiration (“Exp.”) Date of the license.

At a minimum, the required upload for the PCSM Module is the PCSM Plan Drawings. This should be uploaded in the Missing Required Attachments portion by selecting the “Attach” button.



NOTE – If the project meets the criteria of a site restoration project across the entire project site, as identified in the Project Information Module, the DEP Spreadsheet-Quality Worksheet will not be a required upload.

If there are any additional attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

COMPLIANCE HISTORY AND CERTIFICATION MODULE

Compliance History

eFACTS Violations. The ePermit System will display all violations associated with the client (for any program) that have been recorded in the last five years in DEP’s eFACTS database. For violations that have not yet been resolved, the applicant must identify the steps that will be taken to achieve compliance and the date compliance is anticipated. If there are no recorded violations within the past five years the table be blank.

Other Violations. Indicate whether the applicant(s) is or has, in the past five years, been in violation of any DEP regulation, permit, order, or schedule of compliance (other than those automatically reported above) at this or at any other facility or project site in Pennsylvania. If the answer is “No,” no further information is needed in this area. If the answer is “Yes,” click the “Add Violation Details: link and list each permit program, permit number, violation date, date the violation was resolved (if applicable), description of non-compliance, steps that will be taken to achieve compliance (if violation is not resolved), and the date compliance will be achieved (if violation is not resolved). When finished entering the Violation Details, click the Save button to save your information and return to the Compliance History and Certification Module. If you have entered information and do not want to save your work, click the Cancel button to return to the Compliance History and Certification Module.

[Add Violation Details](#)

Certification

The applicant(s) must certify that the information contained in the ePermit NOI is true, accurate, and complete, and the applicant(s) must agree to abide by the terms and conditions of the General Permit. Answer the question regarding whether or not the applicant wants to electronically sign the certification. If “Yes,” the electronic certification statement will appear, and the applicant must check the box for agreement, and identify their full name and their title (date of certification will be automatically populated).

Certification

Do you want to complete the application certification electronically?* Yes No

I certify under penalty of law and subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I certify that I will abide by the terms and conditions of the permit until the Notice of Termination (NOT) is submitted. I will not commence in construction resulting in earth disturbance until all criteria specified in the permit are met for commencing construction. I will ensure that a licensed professional or a designee is present on-site and be responsible during critical stages of implementation of the PCSM Plan, as applicable. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I agree to the above statement.*

Full Name*

Title*

Date*

If “No”, the certification must be printed out, from the “Applicant Certification” link provided, and signed by the applicant and then uploaded to the Missing Required Attachments.

Certification

Do you want to complete the application certification electronically?* Yes No

Please download the applicant certification form, complete and upload. [Applicant Certification](#)

Missing Compliance History and Certification Attachments (1)

Missing Required Attachments	Template URL	Attach
Applicant Certification		<input type="button" value="Attach"/>

The NOI must be signed as follows:

- Corporations:
 - (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - (2) The manager of one or more manufacturing, production or operating facilities if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- Partnerships or sole proprietorships - a general partner or the proprietor, respectively.

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- Municipalities, State, Federal or other public agencies - either a principal executive officer or ranking elected official:
 - (1) The chief executive officer of the agency; or
 - (2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).
- For individuals, no indication of title is necessary.

If the person signing for the applicant is signing pursuant to a Power of Attorney or other legal delegation of contractual authority, documentation of such authority must be uploaded with this Module.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

PROJECT/PERMIT COORDINATION MODULE

The Project/Permit Coordination Module must be completed. This information is based upon DEP’s General Information Form (GIF) and the instructions to complete this Module can be found in DEP’s eLibrary at <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4743>.

If there are any attachments to upload to this Module, select the “Upload New Attachment” link.

You may save your work by clicking the Save button. A Completeness Check should be executed by selecting that button, and the ePermit System will identify any issues that would prevent an NOI from being submitted. To go back to the ePermit Authorization Overview screen click the Back button.

APPLICATION FEES

The required fee for submission of the ePermit NOI is identified in this section.

If the Completeness Review will be performed by a delegated CCD, the Administrative Filing Fee will not be charged by the ePermit System. However, the Administrative Filing Fee will have to be paid directly to the CCD. If the Completeness Review will be performed by DEP, the Administrative Filing Fee will be charged by the ePermit System.

NOTE – The fees will not be properly displayed in this module until after the Final Completeness Check has been run and found to be successful.

Any additional fee payable to a delegated CCD must be paid directly to the CCD. Review of an ePermit NOI will not begin until all fees have been paid.

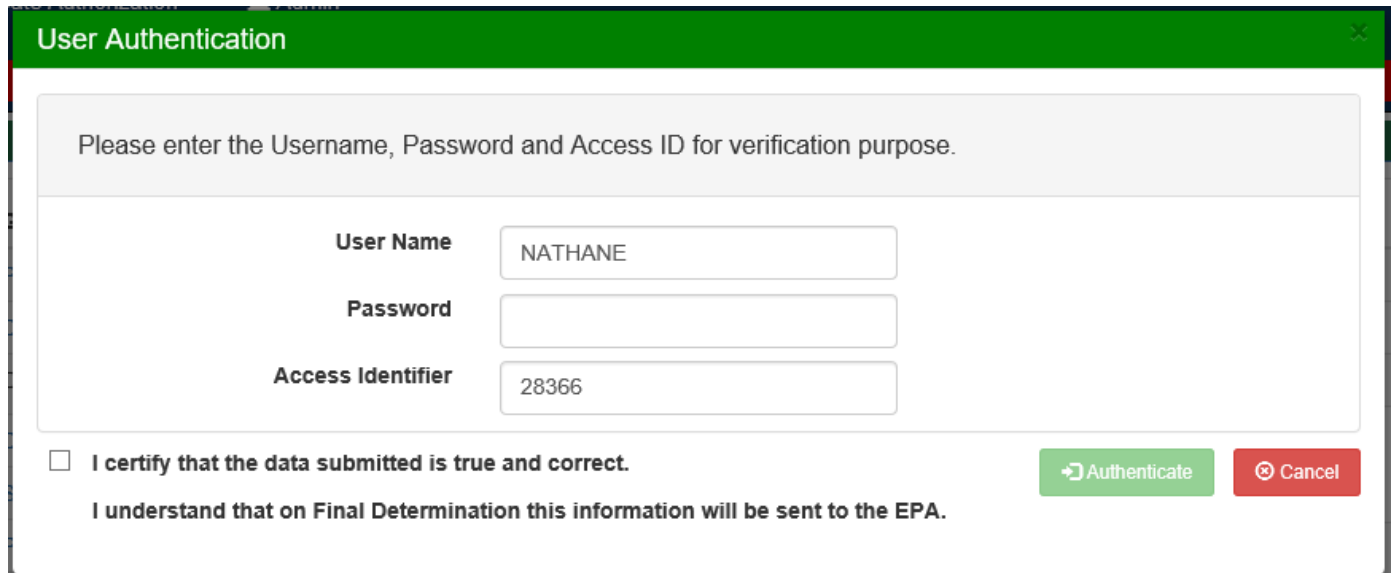
To go back to the ePermit Authorization Overview screen click the Back to Overview button.

SUBMISSION

Click on the Final Completeness Check button to verify that all components of the ePermit NOI are complete. Then click on the Pay & Submit button. A User Authentication screen is displayed. The individual submitting the NOI should enter their GreenPort password and check the box to certify that the information submitted is true and correct and click the Authenticate button.

A green rectangular button with the text "Final Completeness Check" in white.

NOTE – If the user enters a module, for any reason, after the Final Completeness Check has been performed, the Final Completeness Check must be run again.



The image shows a 'User Authentication' dialog box with a green header. Inside, there is a grey box with the text 'Please enter the Username, Password and Access ID for verification purpose.' Below this are three input fields: 'User Name' containing 'NATHANE', 'Password' (empty), and 'Access Identifier' containing '28366'. At the bottom left, there is a checkbox labeled 'I certify that the data submitted is true and correct.' and a statement 'I understand that on Final Determination this information will be sent to the EPA.' To the right of the checkbox are two buttons: a green 'Authenticate' button and a red 'Cancel' button.

[Pay & Submit](#)

Then click on the Pay & Submit button.

NOTE – The Pay & Submit button does not become active until the Final Completeness Check has been run and found successful.

NOTE – The Final Completeness Check and other Completeness Checks are not the Completeness Review, which is part of DEP’s Permit Review Process.

Following submission, you will be directed back to the ePermit Dashboard where you can view the submitted NOI.

CORRECTION REQUIRED

After DEP/CCD has completed the review of the submission, if there are deficiencies (whether during the Completeness Review or Technical Review) with the NOI, a Correction Notice will be sent to the applicant. The NOI for the associated Correction Notice will be identified in the applicant’s dashboard under the Correction Required tab.

Drafts (7)		Submitted (1)		Correction Required (1)						
Revision Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Lead Reviewer	Edit	Withdrawal	
09/21/2020	PC010007E	06232020 Test Site	NPDES General (PAG-02)	NEW	View Document	06/25/2020	Crawford, Nathan	Grant Access		




To view the Correction Notice, click the “View Document” link under the Pending Corrections column.

Pending Corrections

[View Document](#)

The Correction Notice page identifies the Correction Notice information, the Correction Checklist, and Due Date Extension Request.

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Correction Notice						
Due Date	09/21/2020					
Correction Type	Review					
Correction Checklist						
Number	Module/Area	Correction Detail	Citation	Corrected	Correction Response	Edit
1	Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Module	The Post-Construction Stormwater Management (PCSM) Plan drawings did not identify the BMP ID Number ...	25 Pa. Code § 102.8(f)(9)	No		
3	Project Information	The ES Plan drawings identify the earth disturbance as 8.87 acres; however, the Total Disturbed Are ...	25 Pa. Code § 102.4(b)(5)(iii), 25 Pa. Code § 102.4(b)(5)(x)	No		
2	Erosion and Sediment Control Module	The compost filter sock identified on the Erosion and Sediment (ES) Plan drawings was not listed in ...	25 Pa. Code § 102.4(b)(5)(vi), 25 Pa. Code § 102.4(b)(5)(vii), 25 Pa. Code § 102.4(b)(5)(viii), 25 Pa. Code § 102.4(b)(5)(ix), 25 Pa. Code § 102.4(b)(5)(x)	No		
Due Date Extension Request						
Date Sent	Requested due date	Calendar days requested	Reason	Status		
There are no items to display						
Add Extension Request						
						Download Correction Notices Back to Dashboard

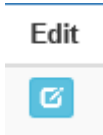
Correction Notice

The Due Date for the Correction Notice is identified, along with the type of correction.

Correction Checklist

The individual correction items are displayed in the order entered by the Lead Reviewer. The Module/Area column identifies the module that was unlocked by DEP/CCD for the applicant to respond to the deficiency. The Correction Detail column is the specific deficiency identified (the user may hover their mouse icon over the Correction Detail cell to display the full text). The Citation column is the regulatory citation(s) associated with the Correction Detail. The Corrected column identifies if the applicant or their consultant has corrected (i.e., entered a response) for the deficiency. The Correction Response column displays the response to the Correction Detail as entered by the applicant or their consultant.

Each Correction Detail must be responded to. To respond to a Correction Detail, click the Edit button to open the Correction Response Details.



If the applicant believes they have satisfactorily addressed the deficiency (i.e., correction detail), the answer for “Has this been corrected?” should be changed to “Yes.” All Correction Details must be identified as corrected before the applicant is able to submit the NOI back to DEP/CCD for review.

A Correction Response is required for each Correction Detail. Enter the information in the box provided on how the applicant has corrected or responded to the deficiency. Sufficient detail should be provided in the response to facilitate the review of the response by DEP/CCD.

You may save your work by clicking the Save button. To go back to the Correction Notice screen click the Back button.

DUE DATE EXTENSION REQUEST

The applicant may request to extend the due date of the Correction Notice by clicking the “Add Extension Request” link.

[Add Extension Request](#)

The applicant can choose to request a new due date or to request an additional number of calendar days to respond. If the applicant opts to request a new due date, click the check box on that line, and enter the new requested due date (the Number of Calendar Days will automatically be calculated by the ePermit System). If the applicant opts to request an additional number of calendar days, click the check box on that line, and enter the number of requested additional calendar days to respond (Calendar Date (i.e., requested new Due Date) will automatically be calculated and displayed by the ePermit System).

The applicant must also explain, in the space provided, why they are requesting the extension.

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To save the Correction Extension Request and send it to DEP/CCD, click the “Save and Send Request” button. To delete the Correction Extension Request and return to the Correction Notice screen click the “back” button.

When the Due Date Extension Request has been sent to DEP/CCD, it will be displayed with a Status of Pending.

Due Date Extension Request				
Date Sent	Requested due date	Calendar days requested	Reason	Status
06/25/2020	12/20/2020	90	The applicant is requesting additional time to respond, so that a submission can be made to the municipality for their land development approval process.	Pending

When a determination has been made by DEP/CCD, the Status will be Granted or Denied.

A PDF document of the Correction Notice can be generated by clicking the “Download Correction Notices” button.

[Download Correction Notices](#)

To go back to the Home screen, click the “Back to Dashboard”

[Back to Dashboard](#)

button.

To continue to respond to the Correction Notice, the user needs to click the “Edit” button from the Correction Required Dashboard, which will take the user back to the Authorization Overview for the NOI.

Drafts (7) Submitted (1) Correction Required (1)										
Revision Due Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Lead Reviewer	Edit	Withdrawal	
06/22/2020	PC010007E	06232020 Test Site	NPDES General (PAG-02)	NEW	View Document	06/25/2020	Crawford, Nathan	Grant Access	Edit	Withdrawal

The Authorization Overview will identify the Modules which were unlocked for editing by DEP/CCD.

NPDES General (PAG-02) - New Application							
Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Correction Notice	⚠		<input checked="" type="checkbox"/>	PNDI Information	✅	06/25/2020
<input checked="" type="checkbox"/>	Permit Eligibility	✅	06/25/2020	<input checked="" type="checkbox"/>	Cultural Resource Notice	✅	06/25/2020
<input checked="" type="checkbox"/>	Client Information	✅	06/25/2020	<input checked="" type="checkbox"/>	Erosion and Sediment Control Module	⚠	
<input type="checkbox"/>	Operator Information	❌		<input checked="" type="checkbox"/>	Riparian Buffer	✅	06/25/2020
<input checked="" type="checkbox"/>	Consultant Information	✅	06/25/2020	<input checked="" type="checkbox"/>	Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Module	⚠	
<input checked="" type="checkbox"/>	Site Information	✅	06/25/2020	<input checked="" type="checkbox"/>	Compliance History and Certification	✅	06/25/2020
<input checked="" type="checkbox"/>	Project Information	⚠		<input checked="" type="checkbox"/>	Project/Permit Coordination	✅	06/25/2020
<input checked="" type="checkbox"/>	County and Municipal Notifications	✅	06/25/2020	<input checked="" type="checkbox"/>	Application Fee	✅	06/25/2020

The user will need to enter each Module that has been unlocked to make the necessary revisions to correct the deficiency(ies). Ensure that the information is properly saved by clicking the Save button, and the Completeness Check should also be run for each unlocked Module.

NOTE – If a Module(s) needs to be unlocked by DEP/CCD, the user will need to contact the Lead Reviewer and request that particular Module(s) to be unlocked.

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After the user has revised the NOI to correct the deficiencies, the Final Completeness Check and User Authentication must be performed. If the Final Completeness Check and User Authentication are successful, the user “Submit” button will become active. The user will click the Submit button to send the NOI to DEP/CCD for review.





NOTE – If additional fees, paid through the ePermit System, are required, the user will be directed to the payment page. Please note the current payment system does not accept email addresses with an .org extension. If your email extension is .org, please use an alternate email address for the payment system.

NOTE – If additional fees, not paid through the ePermit System (e.g., additional CCD service fee), are required, this will be identified in the Correction Notice and the applicant will be required to pay those fees directly to the CCD.

COVERAGE UNDER PAG-02 AUTHORIZED

After coverage under the PAG-02 has been authorized by DEP/CCD, the authorization and related information will be available on the EFA’s dashboard in the Approved tab.

Submitted Date	Permit Number	Site Name	Submission Type	Request Type	Date Finalized	Lead Reviewer	View	View Approval
06/25/2020	PC010007E	06232020 Test Site	NPDES General (PAG-02)	NEW	06/25/2020	Crawford, Nathan		

By click the View button, the user can view the documents (Modules and their attachments) and the ePermit System generated email notifications associated with the approved NOI.

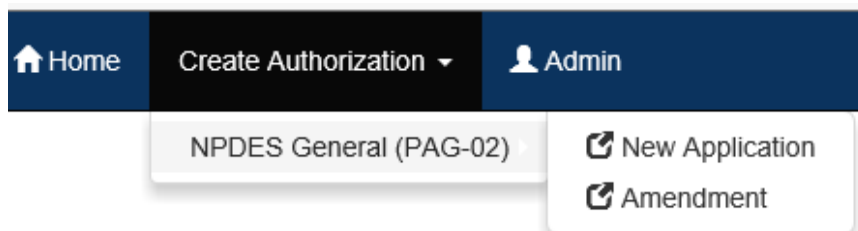


In order to download the Authorization Approval Letter, Authorization to Discharge Page, and the PAG-02, the user will need to click the View Approval button.



MAJOR AND MINOR AMENDMENTS

After coverage under the PAG-02 has been authorized, the Permittee may desire to amend their permit coverage for one reason or another. To amend permit coverage, click the “Create Authorization” button at the top of the Dashboard, select “NPDES General (PAG-02)” and then “Amendment”.



The Permit Selection screen will be displayed.

Permit Selection

Type of Permit* NPDES GENERAL (PAG-02) Amendment

Expired permits cannot be amended.

Select Client PA STATE SYS OF HIGHER ED CLARION UNI

Select the permit you would like to amend.

PC010007E

I don't see my permit number

Continue Back

NOTE – Expired permit coverage cannot be amended.

The user will ensure that they have the proper Client selected in the “Select Client” drop-down list. This list is populated by the user’s access to EFA.

The user will click the button to “Select the permit you would like to amend.” The drop-down list is populated by the existing ePermit authorizations connected to the Client selected. The user will select the Permit Number for which they want to amend. If the user does not see the Permit Number they want to amend in the drop-down list, they will click the button for “I don’t see my permit number.”

NOTE – If the Permit Number is not in the drop-down list, contact the Bureau of Clean Water as identified, and ask to speak to someone in the Stormwater Construction Section regarding a permit amendment in the Chapter 102 ePermit System and that the permit number is not displayed.

After you have selected the Permit Number to amend click the “Continue” button. If you would like to return to the main dashboard, click the “Back” button.

When creating a new NOI for an amendment, most of the information previously entered in the Modules will populate from the approved NOI. All information must be reverified by going into the Module and checking to make the previously entered information is still valid. However, there is some information that must be entered based upon the amendment NOI and there is some information that cannot be changed. The following identifies the information that must be answered or entered as part of the amendment NOI.

Permit and Amendment Eligibility Module

Permit Eligibility

The user will have to answer the Permit Eligibility questions to ensure that they project, activity, and/or operator is eligible for coverage under the PAG-02.

Amendment Eligibility

Identify the Amendment Type, Minor or Major. Additional information related to Minor and Major Amendments can be located at DEP’s [Frequently Asked Questions \(FAQ\) for Chapter 102 Permit Amendments](#).

E&S and PCSM Plan Amendment Confirmation

E&S Plan. Identify if there are revisions to the E&S Plan with the Amendment. Selecting “Yes” will include the Erosion and Sediment Control Module on the dashboard, so that revisions can be made. If “No” is selected, the Erosion and Sediment Control Module will not be displayed on the dashboard.

PCSM Plan. Identify if there are revisions to the PCSM Plan with the Amendment. Selecting “Yes” will include the Post-Construction Stormwater Management (PCSM) / Site Restoration (SR) Module on the dashboard, so that revisions can be made. If “No” is selected, the Post-Construction Stormwater Management (PCSM) / Site Restoration (SR) Module will not be displayed on the dashboard.

Project Information Module

Project Information

Total Disturbed Acres. Report the total area of earth disturbance, in acres, adjusted for the proposed amendment revisions. Include the area associated with all off-site support activities that are part of the project and are not independent construction sites if these areas have been identified at the time the ePermit NOI is prepared. Report Total Disturbed Acres to the nearest one-hundredth of an acre. For example, if the Total Original Disturbed Acres is 7.53 ac., and the proposed amendment will add a new earth disturbance of 0.68 ac. and eliminate 0.14 ac. of previously authorized earth disturbance, the reported Total Disturbed Area would be 8.07 ac. ($7.53 + 0.68 - 0.14$).

New Earth Disturbance. Answer the question “Yes” if there is an increase in the earth disturbance proposed for the revisions with the amendment and enter the following up information below, otherwise, answer “No”.

NOTE – The term “increase” is used with respect to the area of earth disturbance; the term refers to new area to be disturbed rather than the net change of disturbance.

Amount of New Earth Disturbance. Report the amount of increase (or new) to the earth disturbance in acres. For example, if a permit was issued for an original earth disturbance of 5.0 acres, and an amendment is submitted to disturb a new area of 2.0 acres and to eliminate 1.5 acres (for a total earth disturbance of 5.5 acres after the amendment), the increase in earth disturbance would be the 2.0 acres of new area, not the 0.5-acre net change.

Location. Identify the municipality(ies) where the new earth disturbance will be located. The list is auto-populated from the Site Information Module.

NOTE – If the new earth disturbance will be located in a new municipality(ies), those will have to be entered in the Site Information Module.

NOTE – If there is new earth disturbance in a municipality(ies), a new Municipal and County Notifications must be done, in accordance with DEP’s [Frequently Asked Questions \(FAQ\) for Chapter 102 Permit Amendments](#). The ePermit System will require new notifications to be done in the County and Municipal Notifications Module.

Amendment Description. Enter a brief narrative of the project in the space provided which describes the revisions being sought by the amendment. This field is limited to 1500 characters.

Was there a pre-application meeting with the Department/CCD? Answer the question “Yes” if a pre-application meeting was held with DEP and/or the CCD for the amendment (not the original permit authorization submission). If “Yes,” identify all pre-application meeting dates follow the instructions earlier in this guide.

Erosion and Sediment Control Module

If the E&S Plan was identified to have revisions in the Permit and Amendment Eligibility Module, the E&S Plan Drawings and Worksheets and/or Calculations will have to be uploaded. These uploads will need to include the previously approved worksheets/calculations and any plan drawing(s) that did not change (i.e., full information needs to be uploaded, not just the information that was changed).

Post-Construction Stormwater Management (PCSM) / Site Restoration (SR) Module

If the PCSM Plan was identified to have revisions in the Permit and Amendment Eligibility Module, the PCSM Plan Drawings and DEP PCSM Spreadsheet will have to be uploaded. These uploads will need to include the previously approved information and any plan drawing(s) that did not change (i.e., full information needs to be uploaded, not just the information that was changed).

Compliance History and Certification Module

Certification

The applicant(s) must certify that the information contained in the ePermit NOI is true, accurate, and complete, and the applicant(s) must agree to abide by the terms and conditions of the General Permit. Answer the question regarding whether or not the applicant wants to electronically sign the certification. If "Yes," the electronic certification statement will appear, and the applicant must check the box for agreement, and identify their full name and their title (date of certification will be automatically populated). If "No", the certification must be printed out, from the "Applicant Certification" link provided, and signed by the applicant and then uploaded to the Missing Required Attachments.

The NOI must be signed as follows:

- Corporations:
 - (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - (2) The manager of one or more manufacturing, production or operating facilities if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- Partnerships or sole proprietorships - a general partner or the proprietor, respectively.
- Municipalities, State, Federal or other public agencies - either a principal executive officer or ranking elected official:
 - (1) The chief executive officer of the agency; or
 - (2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).
- For individuals, no indication of title is necessary.

If the person signing for the applicant is signing pursuant to a Power of Attorney or other legal delegation of contractual authority, documentation of such authority must be uploaded with this Module.

Version History

Date	Version	Revision Reason
1/25/21	1.0	Original