

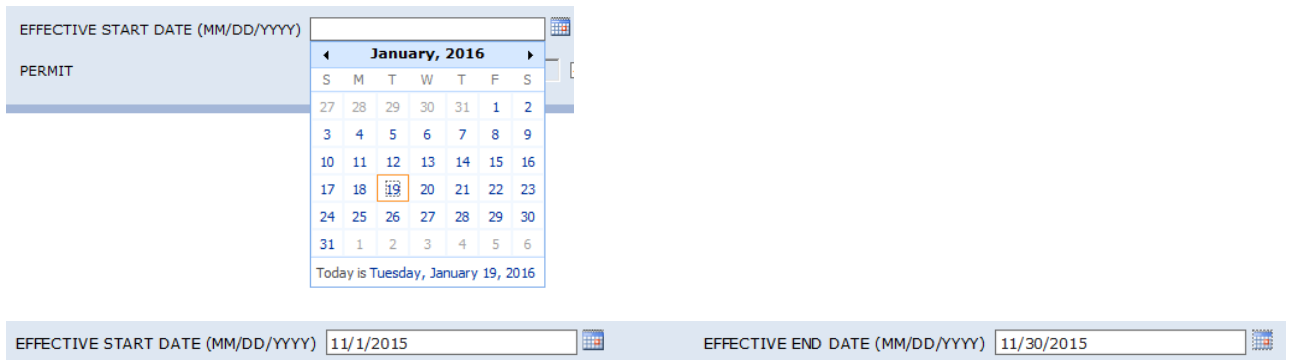
Instructions for Using DEP's Final Issued Individual NPDES Permit Documents Report


These instructions are intended to provide guidance on using [DEP's Final Issued Individual NPDES Permit Documents Report](#). The report will generate a list of issued individual NPDES permits with links to access the permit documents. The report will generate a table of all permits with permit effective dates* within a specified time frame. As a disclaimer, DEP does not guarantee that all issued individual permits will be represented in the report. General Permit authorizations are not included in this report. The electronic (PDF) permit documents are not a substitute for the official, signed hard copies that can be reviewed at DEP regional offices.

* Note – If DEP revised an issued permit after the effective date (e.g., to correct typographical errors), the document may be included in search results. For example, if you conduct a search of permit effective dates within the period 1/1/2015 to 12/31/2015, you may see a permit that was effective on 1/1/2012 but was updated during 1/1/2015 to 12/31/2015.

Instructions:

1. Use the Effective Start Date and Effective End Date to specify the desired time period. Either enter dates manually or click the calendar icon to select a date. Effective Start Date and Effective End Date are required fields.





EFFECTIVE START DATE (MM/DD/YYYY) 

PERMIT

January, 2016						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today is Tuesday, January 19, 2016

EFFECTIVE START DATE (MM/DD/YYYY) 

EFFECTIVE END DATE (MM/DD/YYYY) 

2. To find a specific permit uncheck the NULL box and enter the permit number in the box label PERMIT. Effective Start Date and End Date are still required to be entered.

PERMIT NUMBER NULL

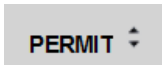
3. To populate a report click the VIEW REPORT button.

4. The Report will return information under column headings presented on a gray background as follows:

- **Permit** - The permit number and a link to a PDF copy of the permit.
- **Permittee** – The responsible party for the permit.
- **Facility** – The facility for which the listed permit is issued.
- **Application Type** – The type of application submitted for the authorization.

Instructions – Final Issued Individual NPDES Permit Documents

- **Issue Date** – The date the permit was issued.
 - **Effective Date** – The date the permit became effective. For New and Renewal application types the date will typically be the first of the next month after the issue date.
 - **Expiration Date** – The date the permit will expire.
 - **Region** – The DEP regional office which issued the permit
 - **Update Date** – The date the permit was updated after issuance. This column will be blank if the permit was never updated.
5. The report is automatically sorted alphabetically by Permittee. The data can be sorted using the arrows next to any of the column headers.

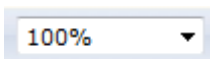


6. The following controls are available to manage the report:

- **Navigation Bar** – Allows the user to navigate through the pages of a report.



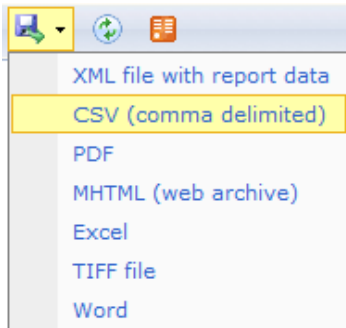
- **Zoom** – Allows the user to change the display size of the report within the browser.



- **Find Text in Report** – Allows the user to search for specific terms within the report data.

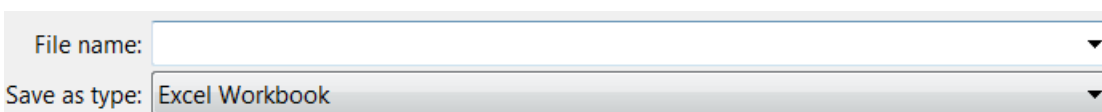


- **Export** – Allows the user to export (save) the report. Click on the Export button for a list of file formats.



If the user intends to sort or filter the data, DEP recommends using CSV. Clicking on CSV generates a popup that asks whether the user wants to save or open the file. Select “Open”.

Hint: To save the CSV file, the “Save as type” must be changed from the default “Unicode Text” to “Excel Workbook” so that the file will be saved as an excel document.



For a graphic of the data, DEP recommends using PDF.

Instructions – Final Issued Individual NPDES Permit Documents

NOTE: Once data is exported in any format links to permit documents will no longer be active.

- **Refresh** – Allows the user to refresh the report. 

For questions on the Final Issued Individual NPDES Permit Documents Report, please contact DEP, Bureau of Clean Water, Division of Planning & Permitting, at (717) 787-8184.