

Instructions for Public OnBase Upload for NPDES Permit Applications June 17, 2022

General instructions for uploading documents to OnBase are available on the Department of Environmental Protection's (DEP's) [OnBase website](#). These instructions are a supplement to the general instructions and should be used when submitting any NPDES permit application or Notice of Intent (NOI). DEP encourages but does not require the submission of NPDES permit applications or NOIs through OnBase.

To get started, go to DEP's OnBase website and click on link for "DEP OnBase Upload Form." All items with a * must be filled in for the form to be submitted. Selecting the block title in OnBase will expand or collapse the cells.

SUBMITTER INFORMATION

1. Enter the Submitter Name. This should be the name of the person who should be contacted with questions regarding the application.
2. Enter the submitter's email address, organization name and phone number. The Status will automatically populate. A system-generated email will be sent to the email address entered here.



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

DEP – Forms (Public Uploads)

Reference # – UPLOAD [User Guide](#)

SUBMITTER INFORMATION

Submitter Name *	Submitter Email Address *	Status <input type="text" value="OPEN"/>
Submitter's Organization *	Phone Number *	

FORM UPLOAD INFORMATION

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Form Information

1. Use the drop-down menu to select the Form Name/No. The Form Name/No. should correspond to the fee category of the permit being applied for. You can search the list of Form Name/No. by entering text into the cell with a * before and after your search text. See **Attachment A** for further descriptions of NPDES categories and guidelines for choosing the most appropriate category.
2. The Bureau will automatically populate based on the Form Name/No. selected and cannot be changed manually. This should be Bureau of Clean Water; refer to **Attachment A** for appropriate Form Name/No.

3. Select the Application Type from the drop-down menu. For NPDES applications use one of the following:

NEW
RENEWAL
TRANSFER
AMENDMENT, MAJOR (for individual permits only)
AMENDMENT, MINOR (for individual permits only)
AMENDMENT (for general permits only)
RECISSION

If you are submitting a report or supplemental form for a NPDES permit, the Application Type is Other. The Form Name/No. should be the fee category of the permit for which you are submitting the report or supplemental form.

For transfer permit applications the Form Name/No. should be the fee category of the permit you are transferring and then choose Transfer in the OnBase "Application Type" dropdown menu.

4. For all Application Types other than NEW, include the Permit Number.
5. Enter the Applicant EIN number if known.

Resubmittal

Indicate if the submission is a resubmittal of a previously uploaded application. If you are using this to append information to an application that has already been submitted select Yes. If Yes is chosen, then the prior Reference # (reference number from the top of the page from the original submittal) must be entered. If you are submitting a report or supplemental form for an existing NPDES permit, select No.

Project Address

Enter the address of the facility as listed on the permit application.

DEP Processing Notes

Enter any comments for DEP.

County/Municipality/Region

1. Select the County and Municipality in which the project is located from the drop-down menu.
2. The Region cell will automatically populate based on the County. The submittal will be sent to the region listed.
3. If the project is located in more than one County and/or Municipality, select the Add button to add more Counties and Municipalities.

FORM UPLOAD

Select Attach Scanned Form to upload the files. More than one file can be uploaded. Include all information as required by the permit application instructions and checklist (if applicable) or the permit application will not be considered complete.

Select Submit to send the submission to DEP. A confirmation should be sent to the email address listed in the Submitter Information Section.

If an application fee is due it must be mailed to the regional office that will review the application. Check or money orders should be made payable to “Commonwealth of Pennsylvania.” Include the Reference # of the OnBase submission with the check or money order. Applications/NOIs will not be considered complete until the fee is received, where a fee is due. Refer to permit application and NOI instructions to determine if a fee is required.

Attachment A

This table links the fee category and type of application being submitted to DEP (DEP Forms Category) to the OnBase Form Name/No box. The Wastewater Management NPDES Permitting Programs DEP Forms Category is organized by the type of DEP Forms being submitted to OnBase and can be found on DEP’s website following this link: [NPDES and WQM Permitting Programs \(pa.gov\)](http://www.dep.state.pa.us/water/npdes/npdes_wqm_permitting_programs). The DEP Forms Category for the Chapter 102 program is organized by the permit types found on the DEP website at the following link: [Construction Stormwater \(pa.gov\)](http://www.dep.state.pa.us/water/102/construction_stormwater).

Wastewater Management NPDES Programs ([NPDES and WQM Permitting Programs \(pa.gov\)](http://www.dep.state.pa.us/water/npdes/npdes_wqm_permitting_programs))

DEP Forms Category	Form Name/No. In OnBase
PAG-03 Discharges of Stormwater Associated with Industrial activities	PAG-03 DISCHARGE OF STORMWATER ASSOC W INDUSTRIAL ACTIVITIES
	NO EXPOSURE CERTIFICATION, DISCHARGE OF STORMWATER ASSOC W IND ACTIVITIES, PAG-03
PAG-04 Discharges from Small Flow Sewage Treatment Facilities	PAG-04 SRSTP
	PAG04 SFTF
PAG-05 Discharge from Petroleum Contaminated Groundwater Systems	PAG-05 DISCHARGE FROM GASOLINE CONTAMINATED GROUND WATER REMEDIATION SYSTEMS
PAG-06 Discharges from Combined Sewer Systems	PAG-06 WET WEATHER OVERFLOW DISCHARGE FROM COMBINED SEWER SYS
PAG-10 Discharges from Hydrostatic Testing of Tanks and Pipelines	PAG-10 DISCHARGE RESULTING FROM HYDROSTATIC TESTING OF TANKS & PIPELINES
PAG-11 Discharges from Aquatic Animal Production Facilities	PAG-11 AQUATIC ANIMAL PRODUCTION FACILITY DISCHARGES
PAG-12 Concentrated Animal Feeding Operations	PAG-12 CONCENTRATED ANIMAL FEED OPERATIONS
PAG-13 Discharges from Small Municipal Separate Storm Sewer Systems	PAG-13 STORMWATER DISCHARGES FROM SMALL MUNI SEPARATE STORM SEWER SYS MS4
PAG-15 Discharges from the Application of Pesticides	NPDES GP PMT PESTICIDES
Joint DEP/PFBC Permit Applications for Algicides, Herbicides and Fish Control Chemicals	JOINT CHAPTER 91.38 PESTICIDES PERMIT
Individual NPDES Permit Application for Small Flow Sewage Facilities	SRSTP INDIVIDUAL PERMIT
	SFTF INDIVIDUAL PERMIT

DEP Forms Category	Form Name/No. In OnBase
Individual NPDES Permit Application for Minor Sewage Facility	MINOR SEWAGE FACILITY <0.05 MGD
	MINOR SEWAGE FACILITY >=0.05 AND <1 MGD
	MINOR SEWAGE FACILITY WITH CSO
Individual NPDES Permit Application for Major Sewage Facilities	MAJOR SEWAGE FACILITY >=1 AND <5 MGD
	MAJOR SEWAGE FACILITY >=5 MGD
	MAJOR SEWAGE FACILITY WITH CSO
Individual NPDES Permit Application for Discharges of Industrial Wastewater	MINOR IW FACILITY WITH ELG
	MINOR IW FACILITY WITHOUT ELG
	MAJOR IW FACILITY < 250 MGD
	MAJOR IW FACILITY >= 250 MGD
	CAAP INDIVIDUAL PERMIT
Individual NPDES Permit Application for Discharges of Industrial Stormwater	NPDES PERMIT STORMWATER INDUSTRIAL SITE RUNOFF (INDIVIDUAL)
Individual NPDES Permit Application for the Application of Pesticides	NPDES INDIVIDUAL PMT PESTICIDES
Individual NPDES Permit Application for Small Municipal Separate Storm Sewer Systems	NPDES PERMIT STORMWATER MUNICIPAL SITE RIUNOFF (MS4)
Individual NPDES Permit Application for Concentrated Animal Feeding Operations	CONCENTRATED ANIMAL FEED OPERATIONS INDIV NPDES PMT

Construction Stormwater (Chapter 102 NPDES Permits) ([Construction Stormwater \(pa.gov\)](http://www.pa.gov))

PAG-01 NPDES General Permit for Discharges of Stormwater Associated with Small Construction Activities	CHAPTER 102 GENERAL NPDES PERMIT (PAG-01)
PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities	CHAPTER 102 GENERAL NPDES PERMIT (PAG-02)
Individual NPDES Permit Application for Discharges of Stormwater Associated with Construction Activities	CHAPTER 102 INDIVIDUAL NPDES PERMIT
Erosion and Sediment Control (E&S) Permit	EROSION & SEDIMENT CONTROL PMT
E&S General Permit (ESCGP-3)	EROSION AND SEDIMENT CONTROL GENERAL PERMIT 3