

Annual Wasteload Management (Chapter 94) Report Electronic Submission

February 12, 2021

Wasteload Management is a planning process that requires owners and operators of wastewater collection, conveyance, and treatment facilities to monitor the flow and organic strength of the wastewater tributary to their facilities, to take appropriate action to eliminate existing overloads to their facilities, and to prevent overloads from occurring.

All publicly owned treatment works (POTWs) and sewer systems owned by or serving a municipality are covered by DEP's Wasteload Management Regulations in 25 Pa Code Chapter 94. The purpose of these regulations is to ensure that facilities provide adequate conveyance and treatment for future needs, prevent sewage facilities from becoming overloaded, limit additional connections to overloaded facilities, correct overload conditions, and prevent introduction of industrial discharges into municipal sewer systems that will interfere with operations or pass through the plant.

In order to satisfy the obligation under the Wasteload Management Program, the Department has developed a Chapter 94 Spreadsheet and a Chapter 94 Report template which can be found at the link below:

Chapter 94 Spreadsheet:

http://files.dep.state.pa.us/Water/Wastewater%20Management/EDMRPortalFiles/Chapter_94_Spreadsheet.xls

Chapter 94 Template:

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=3138>

The forms must be downloaded, completed, and saved to your computer. Once completed they can be used to satisfy the annual reporting obligation. Although the use of these two tools is not mandatory, their use is encouraged as it helps to make the Department's review of these reports more efficient.

The Department is now accepting permit applications and other required submissions electronically through the OnBase Electronic Forms Upload tool. The tool is available at the following website:

www.dep.pa.gov/DataandTools/Pages/Application-Form-Upload.aspx

The website includes a link to the OnBase DEP Upload Form, and guidance on the use of the tool. Also note that at the top of the form, there is a link to a User Guide for your convenience.

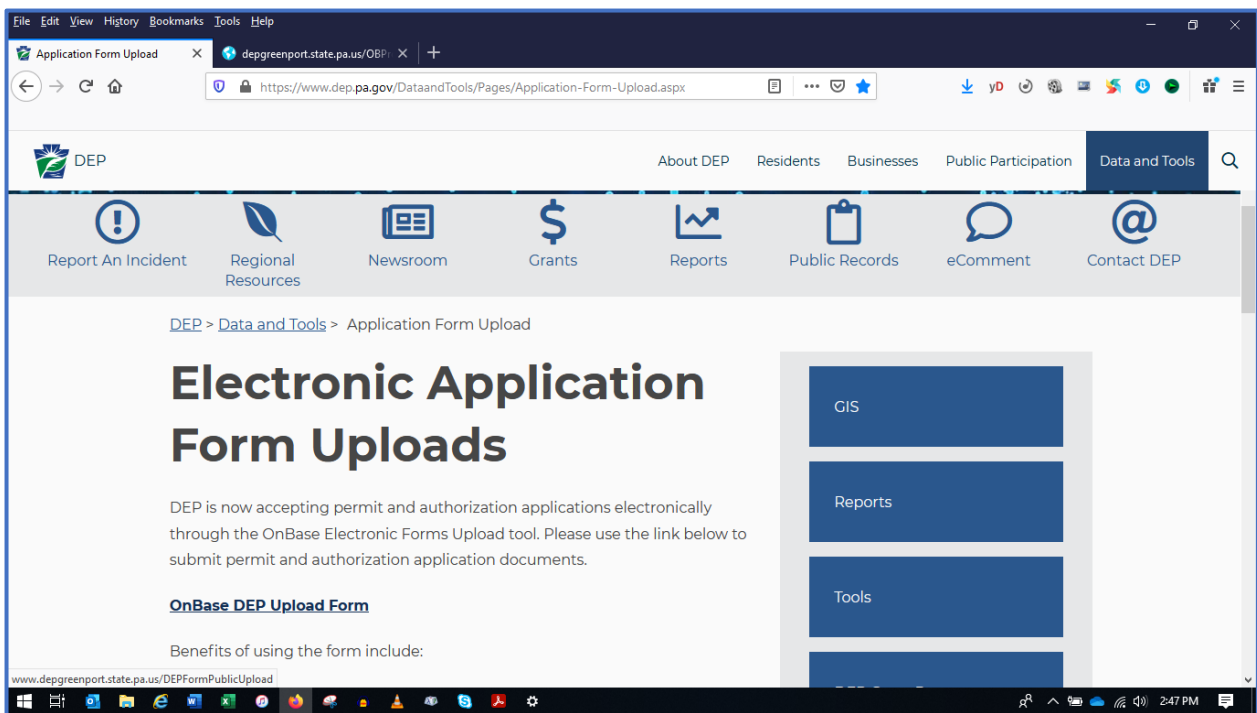
The Department encourages the use of OnBase for submission of Wasteload Management Annual Reports and supporting information. This will provide the assurance that the form or application gets to the correct staff in a timely manner which also assures the entity meets their reporting obligation.

The following provides details on how to submit the completed and saved annual report and supporting information through OnBase. If the reporting entity does not choose to use the report template and the spreadsheet tools provided, the entity may still upload their annual reports in the same manner as indicated below.

1. Open the **OnBase DEP Upload Form** using the following link:

<https://www.dep.pa.gov/DataandTools/Pages/Application-Form-Upload.aspx>

and fill out the Submitter Information.



2. In the **Form Name** drop down menu, select Chapter 94 Municipal Wasteload Management Annual Report 3800-FM-BPNPSM0507. The Bureau should autofill with “Clean Water.”

Submitter's Organization * Phone Number *

FORM UPLOAD INFORMATION

Form Information

FORM NAME/NO. – Select from the list – Use * before and after the search term *

- CAPTIVE TREATMENT PMT CONSTRUCTION CERTIFICATION
- CAPTIVE UNPERMITTED FACILITY CLOSURE PLAN
- CHAPTER 102 GENERAL NPDES PERMIT (PAG-01)
- CHAPTER 102 GENERAL NPDES PERMIT (PAG-02)
- CHAPTER 102 INDIVIDUAL NPDES PERMIT
- CHAPTER 94 MUNICIPAL WASTELOAD MANAGEMENT ANNUAL REPORT 3800-FM-BPNPSM0507**
- CHEMICAL ADDITIVES NOTIFICATION FORM 3800-FM-BPNPSM0507

Resubmittal

Is this a resubmittal? *

Yes

No

ZipCode

DEP Processing Notes

Provide comments below

3. In the **Application Type** drop down menu select “*Other*”.

Submitter's Organization * Phone Number *

FORM UPLOAD INFORMATION

Form Information

FORM NAME/NO. – Select from the list – Use * before and after the search term *

BUREAU

Application Type *

- ORDER
- OTHER**
- RECIPROCITY CLASS A,B,C,D
- RECIPROCITY CLASS E, WDC
- REGISTRATION
- REISSUE
- RENEWAL

Resubmittal

Is this a resubmittal? *

Yes

No

Project Address

Address

City State

ZipCode

4. In the **Permit #/Project # box**, include the NPDES permit number. For systems that do not have an NPDES permit, use the WQM permit number. For tributary municipalities, do not enter a permit number.

The screenshot shows a web browser window with the URL <https://www.depgreenport.state.pa.us/OBProdAppNet/UnityForm.aspx?key=UFKey>. The page is titled "Application Form Upload". At the top, there are two input fields: "Submitter's Organization*" and "Phone Number*". Below this is a section titled "FORM UPLOAD INFORMATION".

The "Form Information" section contains the following fields:

- FORM NAME/NO. - Select from the list - Use * before and after the search term* (dropdown menu)
- BUREAU (dropdown menu)
- Application Type* (dropdown menu)
- Permit #/Project # (text input field containing "PA0000000")
- Applicant EIN (text input field)

The "Resubmittal" section contains the following field:

- Is this a resubmittal?* (radio buttons for Yes and No)

The "Project Address" section contains the following fields:

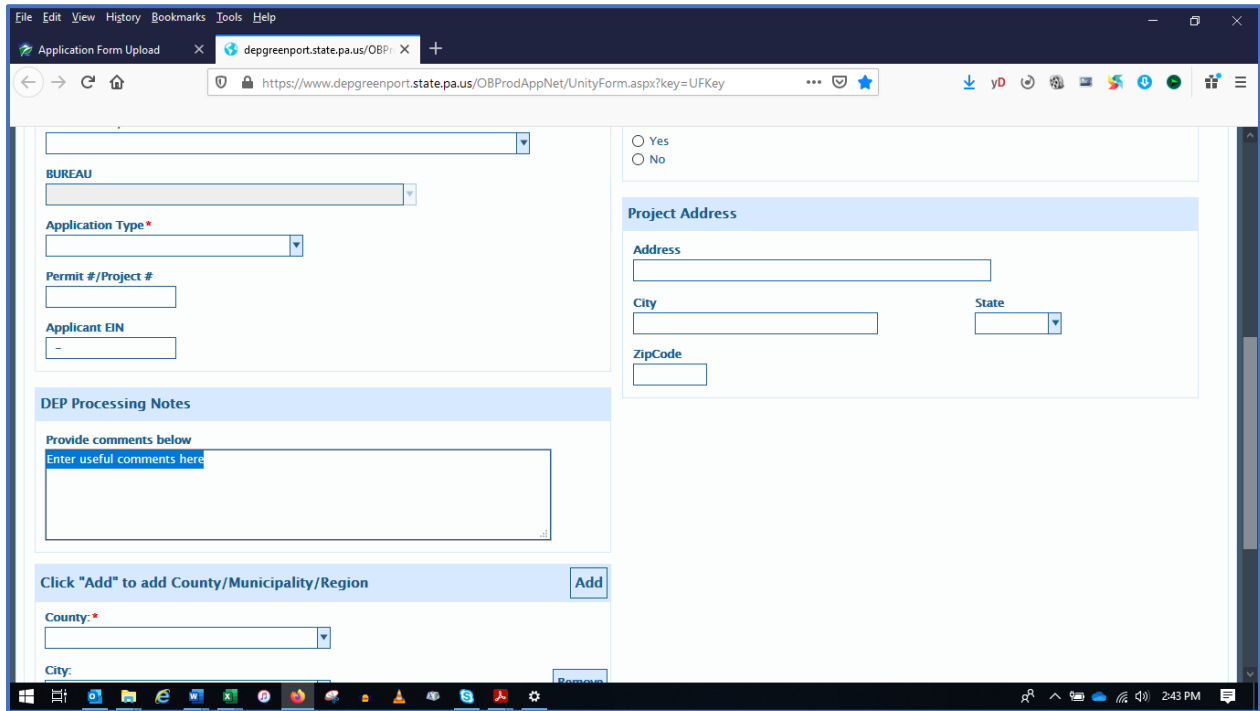
- Address (text input field)
- City (text input field)
- State (dropdown menu)
- ZipCode (text input field)

At the bottom, there is a "DEP Processing Notes" section with the text "Provide comments below" and a text area.

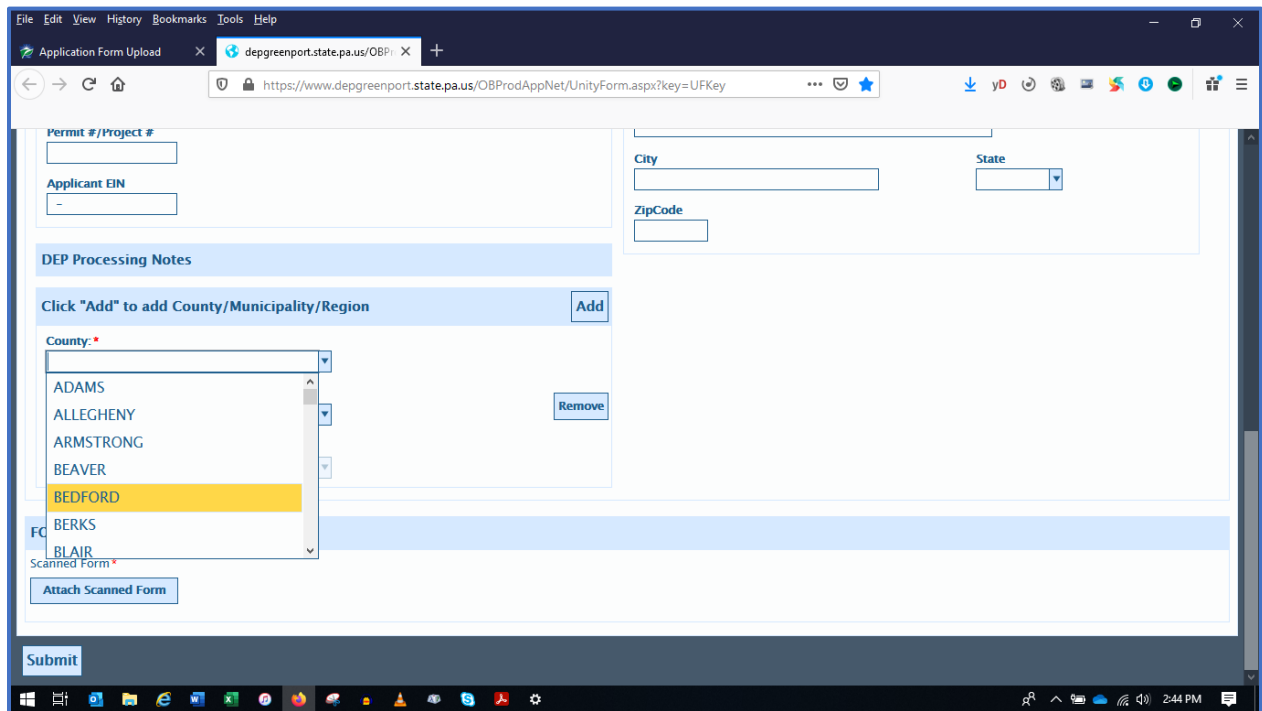
5. Enter the appropriate EIN number in **Applicant EIN box**.

This screenshot is identical to the one above, showing the same web browser window and form fields. The only difference is in the "Applicant EIN" field, which now contains the value "12-3456789".

6. In the **DEP Processing Notes** box, please enter any comments that would be helpful to the processing staff. Tributary municipalities should enter “Tributary to [NAME OF TREATMENT PLANT].”



7. In the **County and Municipality** drop down menus, use the county and location of the treatment facility.



8. In the **Resubmittal box**, select “N” if this is the first submission of the report for the current year. Select “Y” if the report has been returned to the applicant and this is a resubmission.

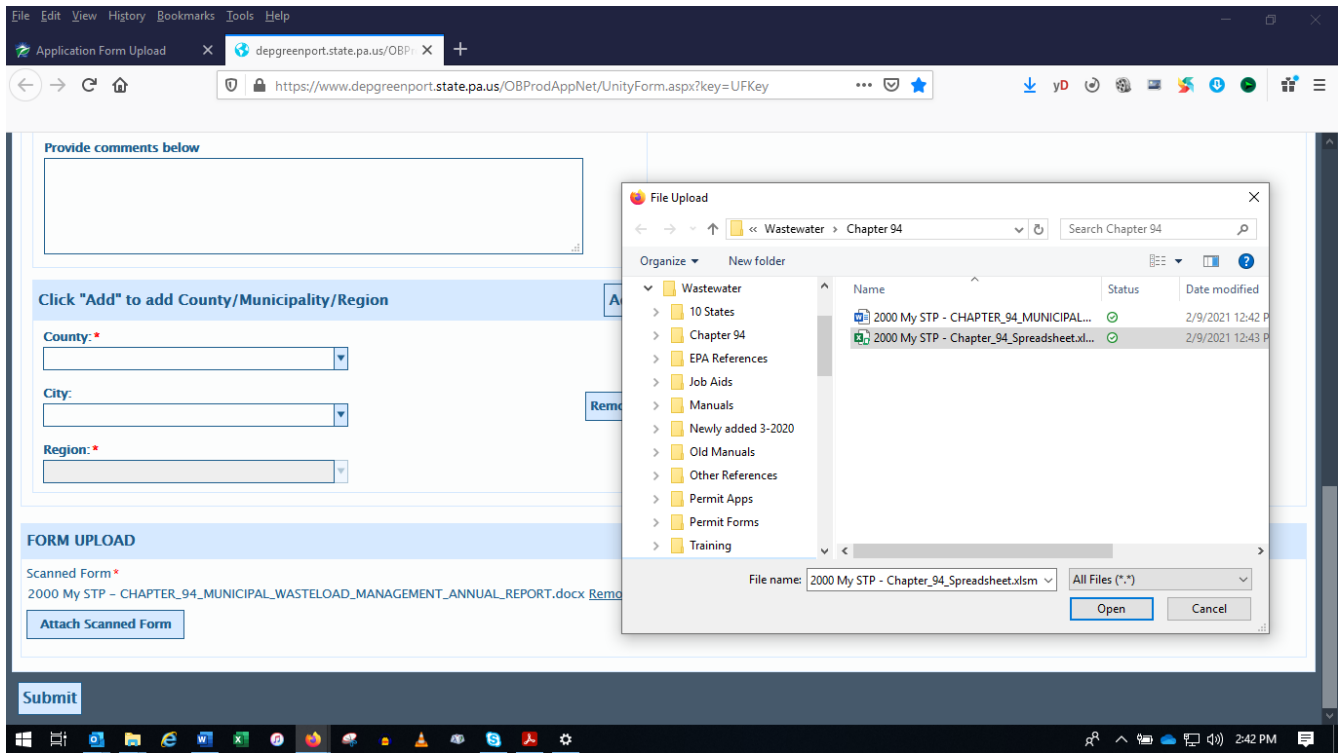
The screenshot shows a web browser window with the URL <https://www.depgreenport.state.pa.us/OBProdAppNet/UnityForm.aspx?key=UFKey>. The page title is "Application Form Upload". The main content area is titled "FORM UPLOAD INFORMATION" and is divided into several sections:

- Form Information:** Includes a dropdown for "FORM NAME/NO. - Select from the list - Use * before and after the search term*", a "BUREAU" dropdown, an "Application Type*" dropdown, a "Permit #/Project #" text box, and an "Applicant EIN" dropdown.
- Resubmittal:** Contains the question "Is this a resubmittal?*" with radio buttons for "Yes" and "No". The "No" option is selected.
- Project Address:** Includes an "Address" text box, "City" and "State" dropdowns, and a "ZipCode" text box.
- DEP Processing Notes:** Features a blue bar with the text "Click 'Add' to add County/Municipality/Region" and an "Add" button. Below this is a "County:*" dropdown menu and a "City:" dropdown menu.

9. When the OnBase Upload Form information is complete, please upload your electronic file(s) that contains the appropriate information along with all supporting information, including the **Chapter 94 Municipal Wasteload Management Annual Report**. The report should be a complete, standalone document. The completed **Chapter 94 Spreadsheet** may also be uploaded. If a complete report is not submitted, it may be returned, and a resubmittal will be necessary. Multiple attachments may be uploaded. To upload, click on the “Attach Scanned Form” button.

This screenshot shows the same web browser window as the previous one, but scrolled down to the "FORM UPLOAD" section. The "Permit #/Project #", "Applicant EIN", "City", "State", and "ZipCode" fields are visible. The "DEP Processing Notes" section now includes a "Region:*" dropdown menu and a "Remove" button. The "FORM UPLOAD" section features a yellow button labeled "Attach Scanned Form". At the bottom of the page, there is a blue "Submit" button.

A dialog box will open. Locate the files on your computer, highlight one file and click “Open.” This procedure should be followed for each file that will be uploaded.



10. After all files have been attached, click on “Submit.”