

Instructions for Using DEP's MS4 Permitted Facilities Report

DEP has prepared the [MS4 Permitted Facilities](#) reporting tool for the public's use to search for and to retrieve information recorded in the [eFACTS](#)¹ data system, and to generate a report that lists National Pollutant Discharge Elimination System (NPDES) permits issued by DEP's Clean Water Program as individual permits for municipal separate storm sewer system (MS4) facilities and PAG-13 general permits for stormwater discharges from small MS4s. Also included are small MS4 facilities that have been issued a permit waiver as described in the [waiver application instructions](#).

MS4 permits and waivers are issued to municipalities, counties, and other entities, such as universities and other institutions with a stormwater collection system that discharges directly to surface waters.

DEP recommends that you review these instructions before using the report.

All data presented on this report are updated at the close of business daily. As a disclaimer, DEP does not guarantee that all NPDES MS4 permitted facilities or that all information will be represented in the report.

For a report listing individual NPDES MS4 permits issued since 2013 with a link to an electronic PDF file of the permit document, use DEP's [Individual NPDES permit documents](#) report.

Instructions

1. Access the report at the following link:

http://cedatareporting.pa.gov/ReportServer/Pages/ReportViewer.aspx?%2fPublic%2fDEP%2fCW%2fSSRS%2fWMS_Permitted_Facilities_MS4

The link opens the report webpage containing the search selection parameters, as shown here:

REGION	<input type="text" value=" <Select a Value>"/>	COUNTY	<input type="text" value=" All"/>
MUNICIPALITY	<input type="text" value=" All"/>	MS4 STATUS	<input type="text" value=" ACTIV - Active"/>
FEE CATEGORY	<input type="text" value=" NO FEE CATEGORY,22 - MS4 Individual"/>	PERMIT NO.	<input type="text" value=""/> <input checked="" type="checkbox"/> NULL
CLIENT	<input type="text" value=" All"/>	SHOW ADDRESSES	<input type="text" value=" No"/>
PAID/UNPAID	<input type="text" value=" All"/>		

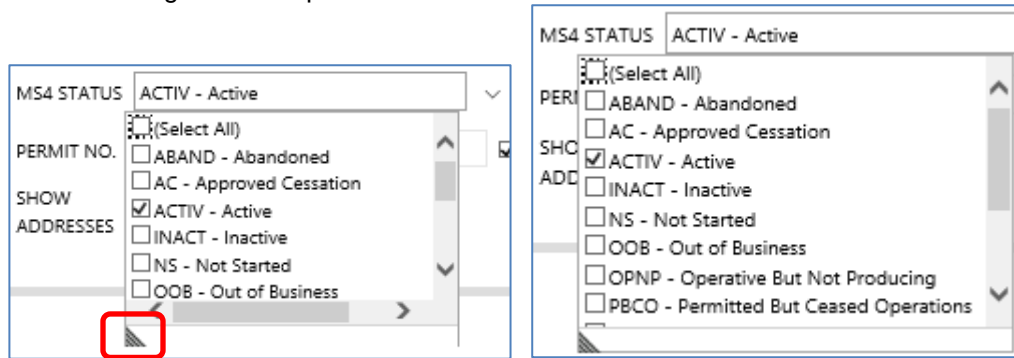
Search fields with dropdown lists shown as: are set at "All" by default. Only one value can be selected from these dropdown lists.

The search fields with this arrow box has the (Select All) checkbox (Select All) checked by default. The user may select one or more specific parameters by unchecking the (Select All) checkbox first. When one or more checkboxes are checked, the search field will always show the first item selected from the list.

¹ Environment Facility Application Compliance Tracking System

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When the item is too long for the field area, this search field is expandable by clicking and dragging the corner to allow for easier viewing. For example:



- To prepare a report, the user must select a value for the following criteria:

Region – select either “All” or one of the six Regional Offices that issues permits and regulates MS4 facilities located in the region. See [page 5](#) for the counties in each of the regions.

The other parameters are set at default values. Viewing a report after selecting “All” regions without changing any of the default settings will generate a list of more than 1,000 active MS4 facilities.

- To focus or narrow a search for facilities, the other search selection parameters can be modified as described below. In general, only change one or two parameters at a time for the best results.

Hint: In general, if a search for facilities is focused on any of the other parameters, select “All” under Region.

- County and Municipality** – to find permitted MS4 facilities located in a specific area, select the municipality from the drop-down list. When more than one municipality with the same name is listed, narrow the search by selecting the county.

Hint: Selecting a county first narrows the list of municipalities to just those in that county.

- MS4 Status** – the default selection is set at “Active”. Generally, this parameter will not need to be changed from this default setting.
- Fee Category** – refers to a facility’s annual fee based on flow and kind for individual NPDES permits required by [Chapter 92a.62](#), and for General Permit NOI (notice of intent) fees required by [Chapter 92a.26 \(g\)](#). Generally, this parameter will not need to be changed from the default setting.
- Permit No.** – the permit number assigned to the regulated activity at the facility; PA0 or PAI for individual permits and PAG13 for general permits. To find a specific MS4 facility by its permit number, uncheck the “NULL” box and enter the permit number in the search field, for example:

PERMIT NO. NULL

This parameter can also be used to narrow a search to individual or general permits only. For example, to find all facilities regulated under the PAG13 general permit, enter the permit number prefix with wildcards (%), as shown:

PERMIT NO. NULL

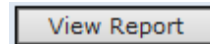
This search returns over 700 PAG13 general permits.

- Client** – the client is the name of the entity that was issued the permit, also referred to as the permittee or, for joint MS4 permits, the co-permittee. The client ID number assigned by the eFACTS system is shown with the client name. To find a client by name, click on the Client drop down arrow and

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scroll through the list or type the first few letters of a name to jump to that letter of the alphabet. In general, this parameter will not need to be changed from the default setting of “All”.

- **Show Addresses** – this parameter is set by default to “No” where the facilities’ contact information will not show on the webpage. Regardless of the selection made, a contact name, mailing address, phone and email, if recorded in eFACTS, will be included on the exported report document.
 - **Paid/Unpaid** – this parameter indicates whether the client has paid the annual fee.
4. To generate a report that returns facility data meeting the default or selected settings of the search parameters, click the “View Report” button.



The user does not have to clear all other selections to modify the report criteria and generate a revised report.

To generate a precise report, only make one or two criteria selections. If the results appear incomplete, reselect “All” and view the report again. If the report returns too many results, add one criteria selection at a time.

Upon loading, the report will be displayed with 19 columns of information sorted by Facility Name. The data can be sorted as needed by using the arrows next to any of the column headers.



In addition, the parameter selections are listed with a count of the number of permitted MS4 facilities found. For example:


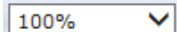
```
Region: All; County: 22 - Dauphin; Municipality: All
MS4 Status: ACTIV - Active
Fee Category: All
Client: All
Show Addresses: No
Paid/Unpaid: All

# of Facilities: 26
```


The following describes column headings and data that are not self-explanatory and not already described.

- **Facility ID** – The number assigned to the facility by the eFACTS system.
- **Facility Name** – The name of the MS4 facilities where the permitted activity occurs.
- **Joint Permittee** – “Yes” indicates that one MS4 permit has been issued to cover activities by more than one client. Currently, three joint permits have been issued.
- **Latest Permit / Waiver Issuance Date** – The most recent date a permit or waiver was issued.
- **Permit / Waiver Effective Date** – The date the permit or waiver became effective as stated on the permit, typically the first day of the next month after the issuance date.
- **Permit / Waiver Expiration Date** – The date the permit or waiver will expire as stated on the permit, typically 5 years from the date of issuance. General permits do not expire, but are
- **Reason** – An explanation, if entered into eFACTS, of why the fee was or was not paid.

Report Controls: The following controls are available in the browser that allow you to manage the report:

- **Page Bar:**  to navigate through the pages of a report, to a specific page number, to the last page, or back to the first page.
- **Zoom:**  to change the display size of the report within the browser.

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- **Export:**  to export (open and save) the report as a file document to the location of choice.

Click on the Export button for a list of file formats.

If the user intends to sort or filter the data, DEP recommends exporting as a CSV document.


For a graphic of the data, DEP recommends exporting as a PDF.



Clicking on any file format generates a popup that asks whether the user wants to save or open the file.

Note: CSV documents open in Excel, however, 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.

File name:	<input type="text"/>
Save as type:	Excel Workbook

Hint: If the column data were sorted in the browser, the report will export in the sort order selected.

- **Refresh:**  If report data were sorted, refresh returns the report to the original sort order – by Facility Name.

 
Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

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For questions about MS4 facilities listed on the *MS4 Permitted Facilities* report, please contact the Clean Water Program at the applicable regional office:

Regional Offices

Southeast Regional Office
2 East Main St.
Norristown, PA 19401-4915
Telephone: 484-250-5900
24-Hour Emergency: 484-250-5900
Counties: *Bucks, Chester, Delaware, Montgomery and Philadelphia*

Northeast Regional Office
2 Public Square
Wilkes-Barre, PA 18701-1915
Telephone: 570-826-2511
24-Hour Emergency: 570-826-2511
Counties: *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming*

South-central Regional Office
909 Elmerton Ave.
Harrisburg, PA 17110-8200
Telephone: 717-705-4700
24-Hour Emergency: 866-825-0208
Counties: *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York*

North-central Regional Office
208 W. Third St., Suite 101
Williamsport, PA 17701-6448
Telephone: 570-327-3636
24-Hour Emergency: 570-327-3636
Counties: *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union*

Southwest Regional Office
400 Waterfront Drive
Pittsburgh, PA 15222-4745
Telephone: 412-442-4000
24-Hour Emergency: 412-442-4000
Counties: *Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington and Westmoreland*

Northwest Regional Office
230 Chestnut St.
Meadville, PA 16335-3481
Telephone: 814-332-6945
24-Hour Emergency: 800-373-3398
Counties: *Armstrong, Butler, Clarion, Crawford, Elk, Erie, Indiana, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren*