

**Standard Operating Procedure (SOP)¹ for Clean Water Program
New and Reissuance PAG-13 NOIs (Stormwater Discharges from Regulated Small MS4s)
SOP No. BCW-PMT-019
Final, November 9, 2012
Revised, September 8, 2017
Version 1.6**

This SOP describes the procedures by which the Clean Water Program will process Notices of Intent (NOIs) for new and reissuance (renewal) MS4 General PAG-13 NPDES permits and waivers. The authorization type covered by this SOP is “MS4GP” (PAG-13 Stormwater Discharges from Small Muni Separate Storm Sewer Sys MS4).

This SOP is intended to comply with DEP’s Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee (021-2100-001) (“PDG Policy”). Only certain types of applications are subject to the Permit Decision Guarantee (PDG) described in the PDG Policy. New and renewal PAG-13 NOIs **ARE NOT** part of the PDG.

The Clean Water Program will refer to existing guidance and the Bureau of Clean Water’s (BCW’s) Program Clarification Memo on Permit Coordination (March 5, 2013) when evaluating the need to coordinate issuance of PAG-13 permit coverage with other permits.

I. Preliminary Data Management and Fee Processing (Administrative Staff)

For decision-making with respect to data management activities, the reader is referred to the eFACTS Program-Specific Guidance for 92a NPDES Authorizations, Facilities and Fees for detailed guidance.

When NOIs are received, administrative staff will promptly:

A. Create the authorization record in eFACTS.

1. Select the proper auth type code. For renewals, ensure the auth type code matches the primary facility (PF) fee category.

If it is determined that eFACTS contains the wrong fee category, or otherwise the fee category has changed, administrative staff will contact BCW to change the fee category in eFACTS.

NOTE – For Chapter 92a authorizations, the selected auth type must match the fee category of the linked PF to allow issuance of the authorization.

NOTE – Only the following clients are exempt from Chapter 92a permit application fees: DEP, EPA, PFBC, DCNR, PennDOT, Amtrak and Port Authorities. Any other applicant

¹ **DISCLAIMER:** The process and procedures outlined in this SOP are intended to supplement existing requirements. Nothing in the SOP shall affect regulatory requirements. The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

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requesting a fee exemption must be referred to the Central Office Bureau of Regulatory Counsel for review.

2. Prepare the physical check payment for transmission to the regional business office following Management Directive OAM-1000-01, and enter the fee payment against the authorization in eFACTS, unless the client is fee exempt. A copy of the check will be made and placed in the application file. Where the fee has not been submitted, treat it as an underpayment in accordance with the Management Directive.
3. Select the proper application type (this SOP covers only NEW and RENEW), using the appropriate regional organization code. Where the client previously was covered by a General Permit and must now apply for an individual permit or the decision is otherwise made to convert the permit to an individual permit, the application type should be RENEW. Where the MS4 applicant has not previously had NPDES permit coverage or a waiver, the application type should be NEW, otherwise the application type should be RENEW.
4. Associate the proper client and site to the project/authorization. If necessary, create the client, site, client/site relationship, at least one subfacility (SF) and the PF. Assign the proper fee category to the PF.

NOTE – Where joint NOIs are submitted on behalf of multiple municipalities, one client must be chosen to enter for the authorization and PF in eFACTS. Administrative staff will follow the [SOP for eFACTS Data Management for Multiple Permittees](#) to document the receipt of joint NOIs.

5. Enter the date the NOI was received (“Recvd”) and the date administrative staff creates the authorization (“Admin”) into eFACTS’ Application Screen.
6. If required by eFACTS to create the authorization, select the lead reviewer as the Section Chief. If the Section Chief identifies the application manager at this step, the assigned application manager may be selected for the lead reviewer.
7. Select the Master Auth or set the current authorization to be the Master Auth, as appropriate.
8. Create a subtask of “COMPL” (B/E Completeness Review) under the Completeness Review task in eFACTS, and enter a start date that corresponds to the date the application was received.

B. Enter consultant information.

If a consultant is identified on the NOI, select the appropriate client or otherwise create the consultant as a client on the Application Screen.

C. Enter or otherwise review and update PF Details.

1. Update PF Mailing Address (client address) and Location Address (site address) in accordance with the NOI, as necessary.
2. Update the PF Kind to “Stormwater - Municipal,” as necessary.
3. Update the SIC or NAICS code for the PF per the application, as necessary, and identify one SIC and/or NAICS code as the “Primary” code. For SIC code, 9199 may be used for municipalities.

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4. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF.
- D. Validate the Master Auth for the Water Management System (WMS) (if not done so previously), unless the current auth is the Master.

If the current auth is not the Master Auth, ensure the Master Auth linked to the current auth has been validated for WMS already (otherwise, push the Master Auth to NMS).
- E. Mail a complete copy of the NOI to Erie County Health Department (ECHD), Allegheny County Health Department (ACHD), or Delaware River Basin Commission (DRBC) if applicable, unless administrative staff is aware that the applicant mailed a copy directly to those agencies.
- F. Publish notice of the receipt of the NOI in the *Pennsylvania Bulletin* using the template, 07_13_##_NOI_PAG_13_MS4_BPA15.

II. Prioritization and Assignment (Section Chief)

Once Step I is completed by administrative staff, the NOI will be given to the Section Chief. The Section Chief will:

- A. Prioritize the NOI in accordance with the “Permit Review Hierarchy” contained in the PDG Policy. The Section Chief will note on the application file or a permit tracking sheet the hierarchy number as contained in the Policy.
- B. Assign an application manager (i.e., “lead reviewer”) to the NOI unless this has been done previously. The Section Chief will enter the name of the application manager into eFACTS for the authorization unless administrative staff has already completed this step.
- C. Optionally, route a copy of the NOI or a permit tracking sheet to Operations staff for a determination of non-compliance issues that may affect permit issuance.
- D. Notify the regional Late Application Coordinator if the NOI is for a renewal of permit coverage and was submitted late.

III. Completeness Review (Application Manager)

Application managers should finish the Completeness Review within 10 business days of DEP’s receipt of an NOI.

When the application manager receives the NOI from the Section Chief, the application manager will:

- A. Review the NOI for administrative completeness. A complete PAG-13 NOI includes the following, not including the NOI fee that will be addressed in Step I:
 1. One original and two copies of complete NOI (3800-PM-BCW0100b).
 2. One original and two copies of complete Waiver Application (3800-PM-BCW0100e), if submitted. If a waiver application is submitted, ensure that all questions are answered and the application is signed.
 3. Complete storm sewer system map (existing permittees only).

NOTE – If an existing MS4 has new urbanized area as a result of the 2010 Census, and completion of all components of the storm sewer system map is incomplete for those new urbanized areas, this item can be considered complete.

4. Topographic map or storm sewer system map (new permittees and existing waivers only).
5. MOU or written agreement for third party BMP implementation (if applicable).

NOTE – This MOU or written agreement is necessary only when an MS4 indicates that a component of its stormwater management plan is being implemented by another party, and is separate from written agreements described below relating to joint PRP development.

6. Stormwater Management Ordinance (municipal applicants seeking renewed coverage only).
7. Stormwater Management Ordinance Checklist (3800-PM-BCW0100g) (if applicable).

NOTE – The submission of a Stormwater Management Ordinance Checklist is required only when the applicant has developed a customized ordinance that meets the requirements of the checklist. It is not required if the applicant indicates that a stormwater management ordinance has been enacted that is consistent with either the 2013 or 2022 DEP Model Ordinances or indicates that an ordinance has been enacted that is consistent with an Act 167 Plan approved by DEP in 2005 or later.

8. SOPs (non-municipal applicants seeking renewed coverage only).
9. Chesapeake Bay Pollutant Reduction Plan (PRP) (Appendix D) and/or Impaired Waters PRP (Appendix E), where required. If required, the application manager will ensure that the PRP(s) contain the following:
 - a. PRP public participation requirements – the PRP contains a copy of the public notice advertising the PRP, a copy of all written comments received from the public to the PRP, and a copy of the permittee’s record of consideration of all timely comment received in the public comment period.
 - b. PRP contains a map that identifies land uses and/or impervious/pervious surfaces and the storm sewershed boundary(ies) (note – this map may be combined with item #3 for existing permittees).
 - c. PRP contains a section that describes the pollutants of concern.
 - d. PRP contains existing load calculations for pollutants of concern.
 - e. PRP selects BMPs to achieve the minimum required reductions in pollutant loading.
 - f. PRP identifies funding mechanisms.
 - g. PRP identifies responsible parties for operation and maintenance (O&M) of BMPs.
 - h. For joint PRPs, a written agreement amongst the parties is attached (if applicable).

NOTE – Application managers will refer to the MS4 Requirements Table ([municipal](#) and [non-municipal](#)) and “[due dates report](#)” to determine whether or not PRP(s) are required, and contact BCW for assistance as necessary.

10. Complete NOI packages for each co-applicant (joint NOIs only).

NOTE – If an authority is named as the applicant on an NOI, the application manager must ensure that NOI packages are also submitted for the municipalities served by the authority. An authority may be a permittee, but only if the municipalities served by the authority are co-permittees. In other words, NOIs submitted by authorities must be joint NOIs. If the application manager is unsure of the municipalities served by an authority, the application manager may request the authority’s articles of incorporation or other documentation.

11. Evidence that the discharger is eligible for coverage under the PAG-13 General Permit. The application manager will make this determination based on the eligibility criteria in the General Permit and 25 Pa. Code § 92a.54(e). Some of these criteria are to be considered on a case-by-case basis. For example, if a discharge is proposed to waters with a designated or existing use of High Quality or Exceptional Value, the discharge is not eligible for coverage under the General Permit. If the MS4 is required to prepare a TMDL Plan it is ineligible for coverage under the General Permit.

The application manager will document the completeness review by utilizing the checklist referenced in Section V.D.2 of this SOP.

NOTE – In general, if the applicant submits an older NOI form that is not the most recent, the application manager may deem any information that is missing an insignificant or significant deficiency, at the application manager’s discretion. If the NOI is not denied as a result, the application manager will notify the consultant or applicant that a more recent version of the NOI is available for future use.

- B. Follow the procedures contained in the SOP for Management of Late NPDES Permit Renewal Applications (BPNPSM-ENF-001) if the application is for a permit renewal and was received late.
- C. Complete the following data management tasks in eFACTS:
 1. Create, or otherwise review and edit, all Discharge Point (DP) subfacilities (SFs) listed on the NOI, and add a comment to the PF on the total number of DPs, if known. Enter SF latitude and longitude. Snap DPs to the NHD using the NHD Locator Tool in eFACTS.
 2. Enter, or otherwise review and edit, the PF latitude and longitude, using the coordinates reported on the NOI or the central point of the site.
 3. Select, if necessary, the Type of Discharge (“Stormwater”) and enter the Design Flow (“0”) for each DP.
 4. Link all applicable SFs to the authorization record.
 5. Validate the authorization in eFACTS for WMS.
- D. If none of the criteria in A.1 – 11 are found to be deficient, the application manager will proceed to Step III H. No “completeness letter” will be issued.
- E. If the applicant is determined to be ineligible for PAG-13 General Permit coverage (criterion A.11), the NOI will be returned using the template in WMS found at *Letters – Application Denial Letter*. The letter will provide the basis for the determination that the applicant is ineligible, using regulatory citations wherever possible. The application manager will choose one of the optional paragraphs for the letter as determined by the application type in eFACTS.

- F. If the NOI is incomplete and the deficiencies are determined to be insignificant (i.e., an item that in the application manager's judgment can be corrected within one business day), the application manager will contact the applicant (or the applicant's authorized representative) by phone to explain the deficiency and offer the opportunity to submit the necessary materials informally by the end of the next business day to make the NOI complete. The application manager may or may not (at the application manager's discretion) follow up the phone call with an email to the applicant and/or consultant.

NOTE – The application manager should attempt to communicate with the applicant directly. Where this fails, the application manager may attempt to communicate with the consultant, if any.

A phone log will be kept by each application manager that details the name of the person contacted, the day and time of the conversation, and notes for all communications regarding the completeness and technical reviews. All phone logs will be retained with the application file during and following permit issuance, or otherwise a database or spreadsheet will be used and made accessible to allow others to check latest correspondence for a case if the application manager is out of the office.

In the event the application manager is unable to contact the applicant or consultant by phone within 5 business days, the application manager will proceed to Step III G. After the necessary materials have been received (receipt by email or fax is acceptable except when original signatures, plans or seals are needed), and assuming the NOI can then be considered complete, the application manager will then proceed to Step III H. If the submission does not correct the original insignificant deficiencies, the application manager will proceed to Step III G.

- G. If the applicant fails to submit the requested information by the next business day following a phone call (or multiple attempts to contact the applicant or consultant by phone), or if the deficiencies are determined to be significant, the application manager will transmit a letter identifying the deficiencies. The template in WMS found at *Letters – Renewal Application Incomplete Letter* will be used. A deadline will be established in the letter to correct the deficiencies, generally not to exceed 90 days. The application manager will enter a subtask of "SDN" (Send Deficiency Notice/Receive Response) into eFACTS with a start date corresponding to the date of the letter.

If a renewal NOI is satisfactorily corrected prior to the expiration date, the application manager will issue an administrative extension letter using the WMS template at *Letters – Administrative Extension Letter*. If the renewal NOI is not corrected prior to the expiration date, the application manager will notify the regional Operations Section for possible enforcement.

- H. Enter an end date for the "COMPL" subtask, when the NOI is deemed complete.

IV. Technical Review of NOI (Application Manager)

- A. Enter a "DR" (Decision Review) subtask in eFACTS under the Technical Review task, with a start date corresponding to the date following the determination that the application is complete.
- B. Technical Reviews of PRPs – The technical review of PRPs is documented by completing the PRP Technical Review Checklist in WMS. The following topic areas are evaluated during the technical review:
- Mapping;
 - Pollutants of Concern;
 - Existing Loading;

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- BMP Selection;
- Funding Mechanism;
- O&M; and
- Joint PRP/TMDL Plan Agreements (if applicable).

Where a significant deficiency is identified in either a PRP or a TMDL Plan, the application manager will transmit a technical deficiency letter by mail or email to the applicant and consultant(s), as applicable, in accordance with Step IV E.

- C. Review of Other NOI Components – Beyond verifying that required components of the NOI are present in accordance with section III.A, application managers will generally evaluate the appropriateness and accuracy of all submitted documentation. If the documentation is complete but does not fully address NOI or General Permit requirements, the application manager will make a determination on whether to issue a technical deficiency letter.
- D. Review of Waiver Applications – In general, if BCW has granted “advanced waiver approval” to an MS4, which has excused an MS4 from the need to develop a PRP, regional offices should evaluate the waiver application for consistency with the previous decision and approve the waiver. However, regional offices may deviate from this general procedure where the office has information that was not submitted to or was not available to BCW at the time the advanced waiver approval was granted.
1. If a waiver application is submitted and contains a copy of BCW’s advanced waiver approval, the application manager may conduct an independent review of the information leading to BCW’s decision. If the application manager agrees with BCW’s decision, the application manager may proceed to Step V. If the application manager disagrees with BCW’s decision, the application manager will document, in the appropriate checklist or fact sheet, the basis for the application manager’s decision. The decision is not final until the Section Chief and Program Manager concur with the decision.
 - a. If the applicant will be required to develop a PRP as a result of the decision, the Section Chief will transmit a letter to the applicant explaining the decision and providing the applicant no more than 180 days to submit a complete and technically adequate PRP.
 - b. If the applicant will not be required to develop a PRP as a result of the decision, the application manager may proceed to Step V. The cover letter transmitting approval of coverage under the General Permit will contain an explanation for why the waiver application was denied.
 2. If a waiver application is submitted but BCW did not previously grant advanced waiver approval, the application manager will perform an evaluation of waiver eligibility utilizing the checklist located in WMS at *PAG-13 – Waiver Review Checklist*.
- E. If necessary, transmit a technical deficiency letter.
1. In the event, upon a detailed technical review of the application, the application manager determines that information beyond the scope of the Completeness Review is not available or otherwise there are technical problems with the application or proposals therein, the application manager will make a determination on whether the deficiency is significant or non-significant. In general, non-significant deficiencies are those that can be corrected quickly by the applicant (e.g., one day) so that there is only a minimal processing delay.
 2. If the deficiencies are determined to be non-significant, the application manager will contact the applicant and/or the project consultant by phone and request a response by the close of

the next business day. A phone log will be maintained by the application manager to record the results of all such conversations. A follow-up email may be transmitted at the application manager's discretion.

3. If a) the insignificant deficiencies are not corrected by the timeline requested, b) multiple phone calls to the applicant and consultant fail to establish communication, or c) the application manager determines that the deficiencies are significant, the application manager will prepare a Technical Deficiency (TD) Letter using the WMS template at *Letters – Technical Deficiency Letter* (if there are deficiencies other than with PRPs) or *Letters – MS4 PRP Technical Deficiency Letter* (if there are deficiencies with PRP(s)), and provide a deadline by which to correct the deficiency(ies), generally not to exceed 90 days. The number of TD Letters will be limited to one in most circumstances, and will be issued prior to development of the draft permit. The application manager will enter a subtask of "SDN" (Send Deficiency Notice/Receive Response) into eFACTS with a start date corresponding to the date of the letter.
4. If the applicant responds to the TD letter by the deadline provided, or an alternative deadline if agreed to, the application manager will enter an end date for the "SDN" subtask in eFACTS corresponding to the date the submission was received, review the submission and, assuming it addresses the concerns raised in the TD letter, proceed with Step V. If the submission does not address the concerns in the TD letter, return to Step IV E.1.
5. If the applicant fails to respond to the TD letter by the deadline provided, or an alternative deadline if agreed to, or if the response fails to address the issues raised in the TD letter, the application manager will follow the procedures contained in the SOP for Compliance and Program Activities for Municipal Separate Storm Sewer Systems (MS4s).

V. Finalization of General Permit (Application Manager)

Once Step IV is completed by the application manager, the application manager will:

- A. Enter a "DR" (Decision Review) subtask in eFACTS under the Technical Review task, with a start date corresponding to the date following the determination that the NOI is complete and is technical adequate.
- B. For renewals, verify that an inspection has occurred in the past five years.

The application manager will review the Inspections file and/or run the WMS Report at *Inspections & Inspectors – [Inspections Report](#)* to verify that an inspection has been done at the facility within the past five years. If not, the application manager will request that regional Operations staff schedule an inspection. The application manager will not, however, wait for the inspection to occur before issuing the permit.

- C. For new and existing facilities, application managers will run the WMS Report at *Violations & Enforcement – [Open Violations for Client](#)* to determine whether there are any unresolved violations associated with the client that will affect issuance of the permit (per CSL Section 609). Additionally, application managers will (1) verify compliance history with compliance staff and (2) review recent inspection reports.

NOTE – If the option in Step II C is exercised, this step may be omitted. Nonetheless, a compliance history review must be performed.

- D. Complete the following data management tasks:

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1. The application manager or other staff at the discretion of the Program Manager will record scheduled permit requirements into WMS, using the Permit Schedules tab. The following milestones and due dates will be recorded in WMS, at a minimum:
 - MS4 – Submit Annual MS4 Status Report (due dates of September 30th for the next five years).
 - MS4 – Submit Final PRP Implementation Report for Appendix D (Chesapeake Bay PRP), where applicable (due date is September 30th following the end of the 5th year of General Permit coverage).
 - MS4 – Submit Final PRP Implementation Report for Appendix E (Impaired Waters PRP), where applicable (due date is September 30th following the end of the 5th year of General Permit coverage).
 - MS4 – Submit Stormwater Ordinance or SOP (for existing permittees the due date is September 30, 2022 to submit a new ordinance that satisfies the 2022 Model Ordinance; for new permittees the due date is September 30th following the end of the fourth year of General Permit coverage).
 - MS4 – Submit PCM Mapping for Appendix A, Appendix B and/or Appendix C, where applicable (for existing permittees the due date is September 30, 2019; for new permittees the due date is September 30th following the end of the second year of General Permit coverage).
 - MS4 – Submit PCM Source Inventory for Appendix A, Appendix B and/or Appendix C, where applicable (for existing permittees the due date is September 30, 2020; for new permittees the due date is September 30th following the end of the third year of General Permit coverage).
 - MS4 – Submit PCM Investigation Report for Appendix A, Appendix B and/or Appendix C, where applicable (for existing permittees the due date is September 30, 2022; for new permittees the due date is September 30th following the end of the fifth year of General Permit coverage).
 - MS4 – Submit PCM Ordinance for Appendix B, where applicable (for existing permittees the due date is September 30, 2018 if an ordinance already exists or September 30, 2022 if a new ordinance must be enacted; for new permittees the due date is September 30th following the first year of coverage if an ordinance already exists or September 30, 2022 if a new ordinance must be enacted; if ordinance is provided with NOI, this milestone is not needed).
 - MS4 – Submit Complete Storm Sewer System Mapping (MCM 3), where applicable (for new permittees the due date is September 30, 2022 or September 30th following the fourth year of General Permit coverage, whichever is later; for existing permittees this requirement should have been demonstrated as part of the NOI, except that existing permittees with new urbanized areas will have until September 30, 2022 or September 30th following the fourth year of General Permit coverage, whichever is later, to complete all mapping for new urbanized areas).

Other scheduled permit requirements may be entered into WMS for schedule tracking purpose as deemed necessary (e.g., permit renewal application due dates, etc.).

2. The PAG-13 permit document and coverage approval letter will be generated, edited as needed, and saved to WMS. The templates that will be used are in the *PAG-13* folder and are named *PAG-13 Permit* and *PAG-13 Coverage Approval Letter* respectively.

In lieu of a fact sheet, the application manager will generate the WMS template at *PAG-13 – PAG-13 Checklist*, check boxes to confirm that the necessary elements of the completeness review are satisfactory, optionally add comments, save and print the checklist, and sign it for the final permit package.

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3. The documents identified in V.D.2, above, will be set to a status of Pending and the box for Final will be checked. There will be only one version of each of these documents. The permit document, in Word, will have the effective date of coverage identified.
4. Print the documents generated through WMS, assemble the final permit package, and submit the package with the NOI to the Section Chief.

VI. Final Review (Section Chief)

The Section Chief will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents and sign the fact sheet, if applicable, if the Section Chief is in agreement, or otherwise return the final permit package to the application manager for edits.
- B. Verify that the minimum required documents from Step V are in WMS as Final – Pending documents.
- C. Verify that all applicable milestones have been entered into WMS based upon the anticipated approval date.
- D. Verify that any applicable permit coordination has been completed.

Where other DEP permits are required and coordinated permit issuance is determined to be necessary, the Section Chief will notify the Program Manager and Assistant Regional Director that the NPDES permit is ready for issuance, and the application manager will enter a “CRR” subtask (B/E Coordinated Application Required) into eFACTS, with a start date corresponding to the day after the end of the PA Bulletin comment period and an end date on the date of final permit issuance when authorization is given to issue the permit.

- E. If there are unresolved violations associated with the facility, the Section Chief will discuss the matter with regional counsel and the Program Manager to decide whether the General Permit coverage will be issued, will be denied, or whether issuance should be held for the development of an enforcement document. If issuance of coverage will be delayed for this reason, a “NC” (Non-Compliance Prohibits Final Decision) subtask will be entered under the Technical Review task.
- F. Submit the final permit package to the Program Manager.

VII. Final Decision (Program Manager)

The Program Manager will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents.
- B. Sign the final permit cover letter and the first page of the permit document if the Program Manager is in agreement with the content, or otherwise return the package to the Section Chief for edits.
- C. Submit the final, signed permit package to administrative staff or the application manager (at regions’ discretion).

VIII. Final Processing (Administrative Staff or Application Manager)

Administrative staff or the application manager will complete the following tasks upon receipt of the final, signed permit package:

- A. Open the permit document in WMS, enter the issuance date on Page 1, apply a signature indicator (“/s/”) on Page 1, and ensure that the correct effective date is on Page 1.
- B. Change the status of the final permit cover letter, final permit, and all other documents that will be part of the final permit package issued to the applicant from “Pending” to “Issued (Mailed).” Change the status of documents that are not part of the final permit package from “Pending” to “Complete.” Ensure there are no documents in the list with a status of “Pending”.

NOTE – Annual report templates will not be issued with the permit because it is expected that MS4s will utilize an electronic reporting system.

- C. Enter an end date for the “DR” subtask in eFACTS corresponding to the issuance date.
- D. Issue the authorization in eFACTS.

NOTE – If the waiver application has been approved, change the disposition from Pending to Waived rather than Disposed.

NOTE – Documents will be changed to a status of “Issued (Mailed)” on the same day as the authorization is issued in eFACTS.

- E. Make copies, and mail the copies to the applicant, consultant, ECHD, ACHD and DRBC, as applicable, with a copy to the Bureau of Clean Water, Operations Division and other appropriate staff. The final permit cover letter will not be sent via Certified Mail. The checklist completed by the application manager will not be mailed.
- F. Generate and save the *Pennsylvania Bulletin* listing for the final permit issuance or waiver approval using the appropriate template in WMS or the following templates:
 - 1. For notice of General Permit coverage approval, use template, 07_13_##_NOI_PAG_13_MS4_BCA27.
 - 2. For notice of waiver approval, use template, 05_##_NPDES_MS4_Waiver_BCA10.
- G. Transmit the case files to the regional file room.

Version History

Date	Version	Revision Reason
9/8/2017	1.6	Revised SOP to conform to expectations for PAG-13 NOIs received under the 2018 PAG-13 General Permit.
12/1/2014	1.5	Added a new Section IV to provide guidelines for the review of TMDL Strategies. Renumbered Sections IV, V, VI, and VII as V, VI, VII, and VIII, respectively.
10/11/2013	1.4	Added Section IV D.2 to indicate that MS4 compliance schedules will be recorded using NMS.
7/16/2013	1.3	Updated Section II to indicate that the Section Chief will notify the regional Late Application Coordinator if a permit renewal application has been submitted late. Updated Section III to indicate that incompleteness letters will be sent to permittees if a renewal application is significantly deficient.
3/7/2013	1.2	Added a reference to the Program Clarification Memo on Permit Coordination in the introduction, and removed the requirement for Section Chiefs to verify coordination requirements in Section II before the completeness review. Revised the SOP to call for the use of a technical deficiency letter for renewal NOIs only, in lieu of denial, when NOIs are considered significantly incomplete.
12/31/2012	1.1	Clarified in Section I. A.2 that if a fee is missing, it should be treated as an underpayment in accordance with the Management Directive.
11/9/2012	1.0	Original