

**Standard Operating Procedure (SOP)¹ for Clean Water Program
Permit Numbering for New Authorizations
SOP No. BPNPSM-PMT-034
Final, January 11, 2013
Revised, February 1, 2017
Version 1.2**

This SOP describes the numbering system in that will be used by the statewide Clean Water Program and the Bureau of Clean Water (BCW) for new NPDES, WQM and Biosolids Permits. Specifically, this SOP addresses the Program ID number that should be recorded within the application screen of eFACTS and, where applicable, the Other ID number that should be recorded within the primary facility screen (collectively “permit numbers”). This SOP only addresses permit numbers for new authorizations. Permit numbers for renewal applications will generally remain the same as the previously issued permit, with certain exceptions. Permit numbers for amendments and transfers are described in the SOP for Amendments and Transfers.

Portions of many permit numbers are drawn from blocks of numbers assigned to organizational units by BCW, or are otherwise assigned by sequence for a specific type of permit based on the number of permit applications received. It is therefore imperative that administrative staff maintain an inventory, preferably in hard copy format, that tracks the selection of permit numbers by the permit types identified in this SOP, to avoid the assignment of duplicate numbers. The Permits Chief must be aware of this recordkeeping process to ensure continuity of business upon the departure of administrative staff. BCW may conduct audits of regional programs to ensure adequate recordkeeping is being maintained.

In the event that an application is assigned a permit number and is subsequently denied prior to issuance, the permit number associated with the denied application should be assigned to the same client for the same project if a new application is submitted for the project following the denial.

NOTE – In the event that a permit has expired before receipt of a permit renewal application or Notice of Intent (NOI), the permit number should remain the same as the existing permit but the application type in eFACTS should be “NEW” and the application fee for a new permit should be collected.

I. New Individual NPDES and Biosolids Permits

- A. Permit applications for sewage, industrial waste, industrial stormwater, pesticides and CAFOs:

“PA0XXXXXX” where XXXXXX = EPA-generated number. BCW has assigned each regional program a “block” of random numbers to use. When the inventory of remaining unused numbers reaches no less than 100, administrative staff will contact BCW to request a new block of numbers.

NOTE – For statewide individual NPDES pesticide permit applications administered by BCW, staff will request the permit number from the BCW Division of Operations.

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.

SOP – Clean Water Program Permit Numbering for New Authorizations
Revised, February 1, 2017

NOTE – Existing industrial stormwater permits that are not in the “PAS” format will not be converted upon renewal. New individual industrial stormwater permits will not receive the “PAS” format.

- B. Permit applications for municipal stormwater (MS4s):

“PAIXXXXXX” where XXXXXX = EPA-generated number, as described in Section I.A.

- C. Permit applications for individual biosolids sites:

“PABISXXYY” where XX = organizational codes listed below and YY = sequential number that indicates the number of new individual biosolids site permits issued by the organization.

NOTE – The organizational codes below should be increased sequentially when the number of permits exceeds 99. For example, the 99th individual site application has been received in NERO, and a permit number of “PABIS2299” was assigned. The 100th individual site application received in NERO will have a permit number of “PABIS2300”.

| | |
|-------|----|
| SERO: | 00 |
| NERO: | 22 |
| SCRO: | 35 |
| NCRO: | 48 |
| SWRO: | 61 |
| NWRO: | 83 |
| BCW: | 99 |

- D. Permit applications for individual biosolids generators:

“PABIGXXYY” where XX = regional codes as listed in Section I.C and YY = sequential number that indicates the number of new individual biosolids generator permits issued by the organization.

II. New General NPDES and Biosolids Permits

- A. Notices of Intent (NOIs) for PAG-03, PAG-05, PAG-06, PAG-10, PAG-11, PAG-12, PAG-13, and PAG-15:

“PAGXXYYYY” where XX = the General Permit number (i.e., 05, 06, 10, 11, 12, 13, and 15) and YYYYY = sequential number from the block of numbers identified below by organization:

| | |
|-------|-------------|
| SERO: | 0001 – 2200 |
| NERO: | 2201 – 3500 |
| SCRO: | 3501 – 4800 |
| NCRO: | 4801 – 6100 |
| SWRO: | 6101 – 8300 |
| NWRO: | 8301 – 9600 |
| BCW: | 9601 – 9999 |

- B. NOIs for PAG-04:

The same numbering system will apply as described in Section II.A, except that the block of numbers has been modified as follows:

**SOP – Clean Water Program Permit Numbering for New Authorizations
Revised, February 1, 2017**

| | |
|-------|-----------------------------|
| SERO: | 0001 – 1000 |
| NERO: | 2201 – 3500 |
| SCRO: | 3501 – 4800 |
| NCRO: | 4801 – 6100 |
| SWRO: | 6101 – 8300 |
| NWRO: | 8301 – 9600 and 1001 – 2200 |
| BCW: | 9601 – 9999 |

C. NOIs for PAG-07, PAG-08, and PAG-09:

“PAGXXYYZZ” where XX = the General Permit number (i.e., 07, 08, and 09), YY = organizational codes listed in Section I.C and ZZ = sequential number that indicates the number of new NOIs approved.

NOTE – The organizational codes should be increased sequentially when the number of permits exceeds 99 for the codes. For example, the 99th PAG-07 NOI has been received in SCRO, and a permit number of “PAG073599” was assigned. The 100th PAG-07 NOI received in SCRO will have a permit number of “PAG073600”.

D. No Exposure Certifications

| | |
|--------------------|---|
| First 4 digits: | NOEX |
| Digits 5 & 6: | Regional Code (SE, NE, SC, NC, SW, NW) |
| Digits 7, 8 and 9: | Sequential numbers of the authorizations issued (1, 2, 3, etc.) |

As an example, the first three certifications approved/renewed in SERO would be:

NOEXSE001
NOEXSE002
NOEXSE003

III. New WQM Permits

A. WQM permit applications for sewage:

“WWXXYZZ” where:

WW = County Code (see Table 1).
XX = Last two digits of the calendar year the application was received (e.g., “13”).
Y = Program Code = 4 for sewage.
ZZ = Sequential number indicating the number of sewage applications received for the same county in the same calendar year.

B. WQM permit applications for industrial waste and manure storage:

“WWXXYZZ” where:

WW = County Code (see Table 1).
XX = Last two digits of the calendar year the application was received (e.g., “13”).
Y = Program Code = 2 for industrial waste (including manure storage).
ZZ = Sequential number indicating the number of industrial waste and manure storage applications received for the same county in the same calendar year.

C. Permit applications for joint Chapter 91 (pesticides) permits:

SOP – Clean Water Program Permit Numbering for New Authorizations
Revised, February 1, 2017

“WWXXYZZ” where:

WW = County Code (see Section III.A).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

Y = Program Code = 8 for pesticides.

ZZ = Sequential number indicating the number of Chapter 91 applications received for the same county in the same calendar year.

NOTE – In the event that more than 99 applications are received for the same county in the same calendar year, an eighth digit may be added to the permit number to continue the sequential number for “ZZ”.

D. NOIs for WQG-01 sewage permits:

“WQG01WWXXYY” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

YY = Sequential number indicating the number of WQG-01 NOIs received for the same county in the same calendar year.

E. NOIs for WQG-02 sewage permits:

“WQG02WWXXYY” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

YY = Sequential number indicating the number of WQG-02 NOIs received for the same county in the same calendar year.

SOP – Clean Water Program Permit Numbering for New Authorizations
Revised, February 1, 2017

Table 1 – County Codes for WQM Permits

| County | Code | County | Code | County | Code |
|---------------|-------------|---------------|-------------|----------------|-------------|
| Adams | 01 | Delaware | 23 | Monroe | 45 |
| Allegheny | 02 | Elk | 24 | Montgomery | 46 |
| Armstrong | 03 | Erie | 25 | Montour | 47 |
| Beaver | 04 | Fayette | 26 | Northampton | 48 |
| Bedford | 05 | Forest | 27 | Northumberland | 49 |
| Berks | 06 | Franklin | 28 | Perry | 50 |
| Blair | 07 | Fulton | 29 | Philadelphia | 51 |
| Bradford | 08 | Greene | 30 | Pike | 52 |
| Bucks | 09 | Huntingdon | 31 | Potter | 53 |
| Butler | 10 | Indiana | 32 | Schuylkill | 54 |
| Cambria | 11 | Jefferson | 33 | Snyder | 55 |
| Cameron | 12 | Juniata | 34 | Somerset | 56 |
| Carbon | 13 | Lackawanna | 35 | Sullivan | 57 |
| Centre | 14 | Lancaster | 36 | Susquehanna | 58 |
| Chester | 15 | Lawrence | 37 | Tioga | 59 |
| Clarion | 16 | Lebanon | 38 | Union | 60 |
| Clearfield | 17 | Lehigh | 39 | Venango | 61 |
| Clinton | 18 | Luzerne | 40 | Warren | 62 |
| Columbia | 19 | Lycoming | 41 | Washington | 63 |
| Crawford | 20 | McKean | 42 | Wayne | 64 |
| Cumberland | 21 | Mercer | 43 | Westmoreland | 65 |
| Dauphin | 22 | Mifflin | 44 | Wyoming | 66 |
| | | | | York | 67 |

SOP – Clean Water Program Permit Numbering for New Authorizations
Revised, February 1, 2017

Version History

| Date | Version | Revision Reason |
|-------------|----------------|--|
| 2/1/2017 | 1.2 | Updated SOP to include numbering system for No Exposure Certifications. |
| 10/16/2013 | 1.1 | Removed Section II B regarding special permit numbering for PAG-03 NOIs; new NOIs will be given a "PAG03XXXX" number similar to other General Permit NOIs. |
| 1/11/2013 | 1.0 | Original |