



## INSTRUCTIONS FOR COMPLETING PLANNED CHANGES TO WASTE STREAM REPORTING FORM

Use this form to report planned changes to a facility's influent waste stream under the following circumstances:

1. New pollutants are being proposed for introduction into the treatment facility. New pollutants are those that (1) were not detected in the facilities' influent waste stream as reported in the permit application, or were otherwise not analyzed in the influent and reported to DEP prior to permit issuance; (2) have not been previously approved for the permittee's influent waste stream by DEP and/or EPA in writing; or (3) were not previously approved and originate from an indirect discharger which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging.
2. Increased loading of pollutants already approved are being proposed for introduction into the treatment facility, in which the proposed cumulative loading will exceed 10% of the approved influent load. Approved pollutants are those that (1) were detected in the facilities' influent waste stream as reported in the permittee's permit application or were otherwise analyzed and reported to DEP prior to permit issuance; (2) have an effluent limitation or monitoring requirement in the permit; or (3) have been previously approved for the permittee's influent waste stream by DEP in writing.

### Instructions

1. Record the name of the facility, the month and year the form was submitted, the county and municipality the facility is located in, and the NPDES permit number of the facility.
2. Indicate the name of the pollutant. Each form pertains to one pollutant; use a separate form if approval of multiple pollutants is requested. Check the box next to "Introduction of New Pollutant" or "Increased Loading of Approved Pollutant", as applicable.
3. For the column, "Description of Waste Containing Pollutant", specify the type of waste being received that contains the pollutant of interest. For example, "landfill leachate" or "natural gas drilling and production wastewater."
4. For the column, "Source(s) of Waste Containing Pollutant", specify the site or facility where the waste originates. For example, "ABC Landfill". For waste combined from multiple sources, a general description such as "oil and gas production sites" may be used.
5. Indicate whether the waste will be received through a connection to the treatment facility's collection system ("Indirect Discharge") or hauled into the treatment facility ("Hauled In").
6. Estimate the average and maximum anticipated daily volume of the waste to be received (gallons), as well as the anticipated daily load of the pollutant (lbs/day). DEP may request sample results of the waste.
7. Provide brief descriptions of the location(s) where the waste(s) will be introduced into the facility, and the method that will be used to provide treatment of the pollutant load in the appropriate columns.
8. Indicate whether the pollutant is subject to an Effluent Limitation Guideline (ELG), and if applicable the 40 CFR citation for the ELG.
9. Specify the date planned to begin receiving the new or increased pollutant loading (waste).
10. Only those requests for increased loading of an approved pollutant should complete the table at the bottom of the form. Indicate (1) the pollutant loads listed in the most recent permit application or otherwise authorized by DEP, (2) the additional increased pollutant load requested, (3) design conditions for flow and organic loading as specified in a Water Quality Management (WQM) permit or other state-issued permit, and (4) current conditions for flow and organic loading. Also indicate whether the facility is in a condition of existing or projected hydraulic or organic overload, and enter any additional comments in the space provided.
11. Record the name of the individual who prepared the form, the title of the preparer, and the phone number where the preparer can be contacted. The preparer should also sign and date the form.
12. Mail the form at least 45 days prior to the anticipated date for accepting the new pollutant or increased loading to the DEP regional office that issued the permit and to EPA Region 3 at the following address: Pretreatment Coordinator (3WP41), U.S. Environmental Protection Agency, 1650 Arch Street, Philadelphia, PA 19103-2029.