

## Instructions for Using DEP's Individual NPDES Permit Documents Report

DEP has prepared the [Individual NPDES Permit Documents Report](#) for the public's use to search for and to generate a report that includes a hyperlink to access and retrieve a copy of the permit document for wastewater facilities and activities covered by an individual NPDES permit issued by DEP's Clean Water Program. This report will only list those permitted facilities and activities where the permit document that has been uploaded into DEP's eFACTS data system.

General Permit documents are not included in this report; they are described on DEP's [NPDES and WQM Permitting webpage](#) and are available through the permit and authorization packages folder in DEP's [eLibrary](#).

This report identifies individual permits issued for sewage and industrial wastewater treatment, municipal and industrial stormwater, concentrated animal feeding operations (CAFOs), and groundwater cleanup facilities.

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

All data presented on this report are updated daily at the close of business. As a disclaimer, DEP does not guarantee that all issued individual permits will be represented in the report. The electronic (PDF) permit documents are not a substitute for the official, signed hard copies that can be reviewed at DEP regional offices.

### Instructions:

1. Access the report at the following link:

[http://cedatareporting.pa.gov/Reportserver/Pages/ReportViewer.aspx?/Public/DEP/CW/SSRS/WMS Permits\\_Docs](http://cedatareporting.pa.gov/Reportserver/Pages/ReportViewer.aspx?/Public/DEP/CW/SSRS/WMS_Permits_Docs)

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

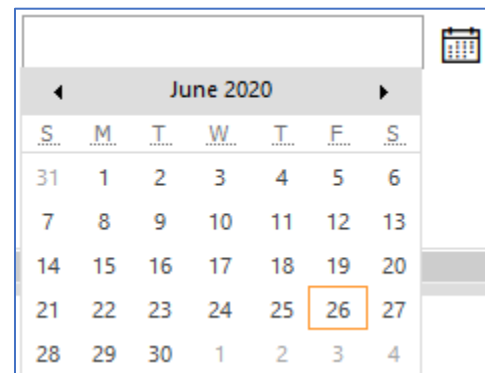
PERMIT EFFECTIVE DATE FROM (MM/DD/YYYY) <input style="width: 80%;" type="text"/>	PERMIT EFFECTIVE DATE TO (MM/DD/YYYY) <input style="width: 80%;" type="text"/>
PERMIT NUMBER <input style="width: 80%;" type="text"/> <input checked="" type="checkbox"/> NULL	

2. Users must enter dates to generate a report.

Select a *Permit Effective Date From* and a *Permit Effective Date To* for the desired time period.

Enter dates manually or click the calendar icon to select a date.

DEP recommends selecting a five-year time frame. Alternatively, select a ten-year time frame to capture permits that may have been amended or transferred during the standard five-year permit term.



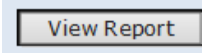
June 2020						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

3. To find a facility by its permit number, uncheck the NULL box and enter the number in the text field.

PERMIT NUMBER <input style="width: 80%;" type="text" value="PA0011501"/> <input type="checkbox"/> NULL
--

## Instructions – Individual NPDES Permit Documents

4. To generate a report, click the View Report button.



Upon loading, the report will be displayed in the browser with the data sorted alphabetically by Permittee (name). The data can be sorted using the arrows next to any of the column headers.




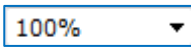

The following describes the column headings and data presented in the report:

- **Permit** – The permit number as a link to a PDF copy of the permit.
- **Permittee** – The responsible party to whom the permit is issued.
- **Facility** – The name of the facility where the permitted activity occurs.
- **Application Type** – The type of permit application submitted by the permittee within the time frame selected, either Renewal, Amendment, Transfer or New.
- **Issue Date** – The date the permit was issued.
- **Effective Date** – The date the permit became effective. For New and Renewal application types, the effective date will typically be the first day of the next month after the issue date. For example, a permit issued on May 16 would be effective on June 1.

If a permit was revised or updated by DEP during the time period selected, a permit may be included that was effective prior to the selected time period.

- **Expiration Date** – The date the permit will expire, typically 5 years from the effective date.
- **Region** – The DEP regional office that issued the permit
- **Update Date** – The last date of permit action by DEP, either the effective date or an update date.

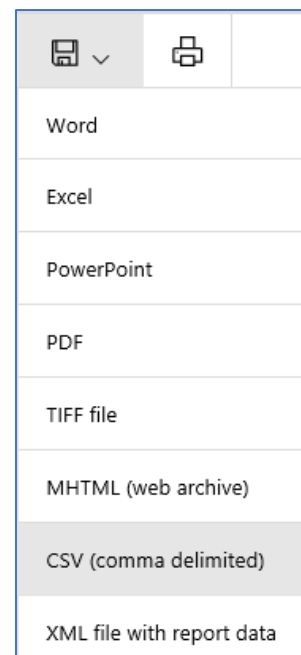
5. The following controls are available in the browser:

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

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

Clicking on any file format generates a popup that asks whether the user wants to open or save the file. Select “Open” or “Save As”.




## Instructions – Individual NPDES Permit Documents

**Note:** CSV documents open in Excel, however, to save a 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

Once data are exported (in any format) the link to the permit documents is no longer active.

- **Refresh:**  If the report has been sorted, refresh returns the report to the original sort order.

For questions about the Report, please contact DEP’s Bureau of Clean Water at (717) 787-6744.

For questions about the facilities or the permit documents listed on the *Individual NPDES Permit Documents Report*, 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, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango and Warren