

**Standard Operating Procedure (SOP)¹ for Clean Water Program
New and Reissuance PAG-12 NOIs (CAFOs)
SOP No. BCW-PMT-018
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Version 1.3**

This SOP describes the procedures by which application managers in the Clean Water Program will process Notices of Intent (NOIs) for new and reissuance (renewal) Concentrated Animal Feeding Operation (CAFO) General PAG-12 NPDES permits. The authorization type covered by this SOP is “CAF12” (PAG-12 Concentrated Animal Feed Operations).

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 CAFO PAG-12 NOIs **ARE** part of the PDG, with a guaranteed permit decision within **43 business days**. Renewal CAFO PAG-12 NOIs **ARE NOT** part of the PDG.

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

For decision-making with respect to data management activities, administrative staff will follow the eFACTS Program-Specific Guidance for 92a NPDES Authorizations, Facilities and Fees.

When NOIs are received, administrative staff will promptly:

A. Create the authorization record in eFACTS.

1. Select the proper auth type code (no fee is required for PAG-12 NOIs but a fee category must still be assigned to each primary facility (PF) that will be covered under the PAG-12).

If it is determined that eFACTS contains the wrong fee category, or otherwise the fee category has changed, administrative staff will contact Central Office 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, PA Turnpike Commission, Amtrak and Port Authorities. Any other applicant requesting a fee exemption must be referred to the Central Office Bureau of Regulatory Counsel for review.

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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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.

NOTE – There is no fee for PAG-12 renewal NOIs.

3. Select the proper application type (this SOP covers only NEW and RENEW), using the appropriate regional organization code. Where the client has an individual permit and is seeking PAG-12 coverage, the application type should be NEW.
 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.
 5. Enter the date the application 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 Permits Chief. If the Permits 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.
 9. Validate the authorization from eFACTS to WMS. If the authorization cannot be validated to WMS and if the problem(s) cannot be resolved by the application manager, the application manager will first work with administrative staff to resolve the problem(s) and then contact the Bureau of Clean Water, Data Management Division if administrative staff cannot resolve them.
- 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 “Concentrated Animal Feeding Operation,” 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.
4. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF.

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- D. Validate the Master Auth to 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 pushed to WMS already (otherwise, validate the Master Auth to WMS).

- E. Send 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.

II. Prioritization and Assignment (Permits Chief)

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

- A. Prioritize the NOI in accordance with the “Permit Review Hierarchy” contained in the PDG Policy. The Permits 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 Permits 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 application is for a permit renewal 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 Permits Chief, the application manager will:

- A. Review the NOI for administrative completeness and overall technical adequacy. A complete and technically adequate NOI includes the following:
 - 1. One copy of the completed General Information Form (GIF) including a completed Land Use Questionnaire (new NOIs only).
 - 2. One original and two copies of the completed NOI form. Alternatively, one electronic copy can be accepted.
 - a. Verify that all applicable owner/operator/integrator addresses have been included.
 - b. Verify the owner/operator information and addresses to ensure that it matches other information provided and to determine whether a transfer application is required. Ensure the name on the Nutrient Management Plan (NMP) is the same as the applicant/permittee.
 - c. Verify that the latitude and longitude coordinates are reasonable.

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- d. Verify the reported SIC and NAICS Code(s).
 - e. Review the facility description to ensure that all required information has been provided.
 - f. Review AEUs, acres owned/leased, and importer information for consistency with the NMP and erosion and sediment control (E&S) Plan in the application package.
 - g. Verify that the production area of the CAFO is not located
3. A copy of the current approved NMP and approval letter from the County Conservation District (CCD) or State Conservation Commission (SCC). Verify the following components of the NMP:
- a. Verify the NMP is signed by the permittee, is dated, the CAFO box is checked, the plan is approved by the CCD, and includes the current crop year.
 - b. The AEU calculations are reasonable. Compare to the last permit and fact sheet, if applicable.
 - c. Conduits to surface waters are identified, setback requirements are met and the setbacks and BMPs are presented on a site map (in the NMP or application).
 - d. P-index sheets are present and complete, if applicable.
 - e. Measures to prevent discharges from raw materials, such as chemicals, silage and feed storage areas are identified in the NMP.
 - f. A statement is present in the NMP that if manure is stockpiled outdoors for 15 consecutive days, the stockpile(s) will be covered.
 - g. If winter manure application is specified in the NMP, acceptable land application areas and winter spreading restrictions or conditions are described in detail.
 - h. Agricultural process wastewaters are identified and considered in the NMP and application.
 - i. Manure will be analyzed annually and soils will be tested once every three years, at a minimum.
 - j. Adequate procedures are included to address animal mortalities (including mass animal mortalities, unless addressed in a separate Preparedness, Prevention, and Contingency (PPC) Plan).
 - k. Adequate storage of manure, litter and agricultural wastewater for proper operation of the storage facilities and implementation of the NMP.
 - l. Existing or proposed BMPs are identified to ensure that clean water is diverted, as appropriate, from the production area.
 - m. Manure brokering or importer agreements are included to account for manure leaving the operation. The agreement forms should be signed and dated, and they should reflect current manure volumes, acreage, fields and setbacks.

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NOTE –When an NMP is received by SCC or a CCD, information about the location and type of CAFO and other pertinent information will be transmitted to the DEP for publication as an “Application” for notice of public review in the PA Bulletin. A copy of the NMP will be sent by the plan writer, on behalf of the permittee, to the DEP Southcentral Regional Office, so that permitting staff can review the plan and make comments before it is approved by the CCD or SCC. Once the NMP is approved, the SCC or CCD will notify the DEP and the approval will be noticed by the DEP as “Approved” in the PA Bulletin.

4. An E&S Plan for animal heavy use areas (AHUAs) and for plowing and tilling operations (i.e., “conservation plan”) (collectively, “Ag E&S Plans”) for all land owned or operated by the applicant if the crop fields or AHUAs exceed 5,000 square feet in total, as applicable. Verify the following components of the E&S Plan:
 - a. The Ag E&S Plan(s) are reflective of the current farming practices and are consistent with the NMP.
 - b. Documentation that soil loss will be limited to the soil loss tolerance (T) over the planned crop rotation.
 - c. BMPs to minimize erosion and manure-contaminated stormwater runoff from crop fields and AHUAs, if any are present on the operation or proposed in the plan’s BMP Implementation Schedule.
 - d. Animals do not have direct access from AHUAs to waterways as required in 25 Pa. Code § 83.311.
 - e. If plowing and tilling activities occur on fields with less than 25% vegetative cover or crop residue within 100 feet of a perennial or intermittent stream, the Ag E&S Plan(s) should include additional BMPs that will be implemented to minimize erosion.

NOTE – For plowing and tilling activities and AHUAs that are less than 5,000 square feet, a written Ag E&S Plan is not required, but agricultural BMPs must still be implemented as needed, to reduce the potential for accelerated soil erosion.

5. For new or expanding CAFOs, a WQM Permit application for manure storage facilities, as applicable under 25 Pa. Code § 91.36.

NOTE – Engineering certifications for existing manure storage facilities are not required but may be requested by DEP in response to concerns identified during inspections. Corrective actions and/or permit conditions in an Individual Permit may be necessary if manure storage facilities are determined to be deficient by DEP. The application manager should also review inspection reports for earthen manure storage facilities submitted as attachments to annual reports and consider whether review and/or certification by an engineer is warranted. Significant manure storage facility deficiencies noted in inspection reports or observed by the application manager (overtopping, leaking, structural instability) should be discussed with Operations staff.

6. A PPC Plan that generally meets DEP’s PPC Plan Guidelines, including but not limited to:
 - a. The PPC Plan should include chemical and fuel storage areas and steps taken to prevent accidental releases.
 - b. The PPC Plan should include a plan detailing what steps will be taken if a release of manure or chemicals occurs.

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- c. The PPC Plan should include emergency medical facilities, Fire Departments, downstream public water supplies, if applicable, and contact numbers including the appropriate DEP contact number.
- d. If manure storages are on the operation, the plan should include a list of contractors with earth moving and pumping equipment or a list of equipment on site at the operation that could be used to construct berms, pump manure, or mitigate a spill.
- e. An action plan to respond to mass mortality events should be included in the PPC Plan or NMP.

NOTE – The PPC may be a separate document or items a through e above may be addressed in the NMP.

- 7. A description of measures to be taken to prevent discharge of contaminated water from raw material storages, such as feed or silage, to surface waters.
- 8. When treatment facilities are proposed, the applicable modules of the IW NPDES permit application and a WQM permit application, as applicable.
- 9. Site map(s) that include field and property boundaries, surface waters, structures, AHUAs, BMPs, soils, setbacks and roads.
- 10. For new or expanded operations, a copy of Act 14 notifications to municipal and county governments where the facility is located.
- 11. A USGS topographic map showing the location of the farm (may be included in the NMP).
- 12. Evidence that the applicant is eligible for coverage under the PAG-12 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).
- 13. If applicable, an E&S Plan approval from the CCD for earth disturbance related to proposed construction. If earth disturbance is over 1 acre, an NPDES permit for Stormwater Associated with Construction Activities as approved by the regional DEP office or CCD.

NOTE – If this E&S Plan approval or NPDES permit is not part of the NOI the NOI may still be considered complete, but permit coverage will not be approved until documentation is received demonstrating that Chapter 102 requirements have been met.

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. If applicable, application managers will evaluate the reasonable potential to cause or contribute to an impairment as quantified by the CAFO Reasonable Potential Analysis (RPA) Spreadsheet. This evaluation will be applicable for all CAFOs seeking PAG-12 coverage that are in a watershed that is impaired due to nutrients and/or sediment (i.e., siltation, turbidity or Total Suspended Solids), regardless of whether there is an EPA Approved TMDL, including the Chesapeake Bay watershed. A copy of the completed RPA tool will be retained in WMS and/or OnBase when applicable.

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1. The application manager will follow the instructions outlined within the RPA Spreadsheet and program training when performing the evaluation.
2. If the reasonable potential to cause or contribute to an impairment is determined to be “LOW/MODERATE” by the RPA Spreadsheet, the application manager will proceed to Step III.C, below.
3. If the reasonable potential to cause or contribute to an impairment is determined to be “HIGH” by the RPA Spreadsheet, the application manager will prepare and transmit the WMS letter template at *PAG-12 – Potential Ineligibility Letter* to the applicant, signed by the Permits Chief.
 - a. If the applicant agrees to implement BMPs to reduce reasonable potential, the application manager may consider the CAFO to be eligible for PAG-12 coverage and proceed to Step III.C, below, upon 1) receiving a final, updated NMP or Ag E&S Plan that contains a reasonable schedule (not to exceed 5 years) to implement new BMPs; and 2) verifying through an additional analysis using the RPA Spreadsheet that reasonable potential is no longer “HIGH” with the addition of these BMPs.
 - b. If the applicant does not agree to implement additional BMPs that reduce the reasonable potential to cause or contribute to an impairment to “LOW/MODERATE” as quantified on a subsequent evaluation using the RPA Spreadsheet, the application manager will proceed to Step III.F, below.
- C. Follow the procedures contained in the SOP for Management of Late, Incomplete, and Deficient NPDES Permit Renewal Applications (BCW-ENF-001) if the NOI is for a permit renewal and was received late.
- D. Complete the following data management tasks in eFACTS:
 1. Create, or otherwise review and edit, all Discharge Point (DP), Internal Monitoring Point (IMP), Storage Unit (SU) and Land Discharge (LD) SFs listed in the application. Enter SF latitude and longitude. Snap DPs to the NHD using the NHD Locator Tool in eFACTS.
 2. Review and edit the PF latitude and longitude, using the coordinates reported on the application or the central point of the operation.
 3. Select, if necessary, the Type of Discharge (use all applicable types available to best characterize the discharge) and enter the Design Flow (“0”) for each DP.
 4. Link all applicable DP and LD SFs to the authorization record.

NOTE – It is not necessary that any SFs be linked to an authorization record to validate it to WMS. However, if DP and/or LD SF(s) are created, they should be linked to the authorization.
 5. Enter all available information on the CAFO, including animal types and numbers, NMP dates, and manure generated and exported into the PF Detail – CAFO module in eFACTS.
- E. If none of the criteria in III.A and B are found to be deficient, the application manager will proceed to Step IV. No “completeness letter” will be issued.
- F. If the applicant is determined to be ineligible for PAG-12 General Permit coverage (criteria III.A.12 or III.B), 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

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statutory and regulatory citations as applicable. The application manager will choose one of the optional paragraphs for the letter as determined by the application type in eFACTS.

- G. 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.H (for new applications) or Step III.I (for renewal applications). 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 application can then be considered complete, the application manager will then proceed to Step III.J. If the submission does not correct the original insignificant deficiencies, the application manager will proceed to Step III.H (for new applications) or Step III.I (for renewal applications).

- H. For **new** NOIs, 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 prepare a letter that denies the NOI, for the Program Manager's signature. The template in WMS found at *Letters – Application Denial Letter* will be used. The eFACTS authorization record will be closed out by using the disposition code "Denied." A subtask of "DENC" (Application Incomplete – Denied) will be entered into eFACTS against the Completeness Review Task, with start and end dates corresponding to the date of the letter. The NOI fee will not be returned. A new NOI fee will be required as part of a resubmission.
- I. For **renewal** NOIs, 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. 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 the renewal NOI is satisfactorily corrected prior to the specified submission deadline, 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 specified submission deadline, the application manager will notify the appropriate regional operations staff for possible enforcement.

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

IV. Finalization of General Permit (Application Manager)

NOTE – In general, technical deficiency letters will not be issued for NOIs. If the NOI is complete and technically adequate, the application manager will proceed to develop the permit documents.

Applications/NOIs will be reviewed in order of priority; in the event of a conflict, the matter will be resolved by the Permits Chief.

Once Step III 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 application is complete.
- 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 SSRS Report Inspections & Inspectors – Inspection 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.

Application managers may visit CAFO facilities at the application manager’s discretion and as processing time allows.

- C. For new and existing facilities, application managers will run the SSRS Report Violations & Enforcement – Open Violations by Client Report 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. The application manager will document findings that the facility or client is in non-compliance on the Checklist or Fact Sheet.

NOTE – If the option in Step II.C is exercised, this step may be omitted.

- D. Consider public comments received following the PA Bulletin notice for receipt of the NOI.

The application manager will review comments received from the public. In general, if there are five or more independent requests (from separate individuals or organizations that may be affected by issuance of a final permit) for a public hearing under Chapter 92a.82(d) for non-EV waters or at least one request for EV waters, or if the Permits Chief or Program Manager otherwise determine that there is “significant public interest” in holding a hearing, the application manager will coordinate with the regional community relations coordinator to schedule a public hearing and comply with Chapter 92a.83 concerning public notice. The subtask “PH” will be used in eFACTS to document the public hearing and enter a start date corresponding to the date the need for a public hearing was determined. Following the hearing and receipt of the hearing transcript, the application manager will prepare a Comment-Response document using the template in WMS at *NPDES Supporting Documents – Comment-Response*, attach it to the final issuance or denial letter, and copy all commentators on the letter. An end date will be entered into the “PH” subtask in eFACTS corresponding to the final permit issuance date. All commentators and the applicant will receive a copy of the Comment-Response document.

If public comments are received and a hearing is not held, the application manager will review the comments and decide whether the permit will be issued. There will be no formal communication

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with commentators unless the application manager, Permits Chief or Program Manager believe that separate correspondence should be issued to the commentators.

E. Complete the following data management tasks:

1. The PAG-12 permit document, annual report template, supplemental reports, and coverage approval letter will be generated, edited as needed, and saved to WMS. The templates that will be used in the *PAG-12* folder are named *PAG-12 Permit*, *PAG-12 Annual Report and Instructions*, *CAFO Supplemental Reports* and *PAG-12 Coverage Approval Letter*. Manure storage facility self-inspection reports are in the Individual CAFOs folder and should be generated as applicable.

In lieu of a fact sheet, the application manager will generate the WMS template at *PAG-12 – PAG-12 Checklist*, check boxes to confirm that the necessary elements of the completeness review are satisfactory. The application manager will add comments to the checklist, including a description of the operation, a summary of the Reasonable Potential Analysis, and any other comments deemed applicable by the application manager.

If the permit will be issued electronically, the application manager will type their name in the signature line and save the checklist. Otherwise, the application manager will save and print the checklist, and sign it for the final permit package.

2. The documents identified in IV.E.1, above, will be set to a status of Final and a disposition of Pending. There will be only one version of each of these documents. The permit document, in Word, will have the effective and expiration dates of coverage identified. The effective date will be the date the coverage is issued, unless it is issued before the General Permit becomes effective. The expiration date will be the expiration date of the PAG-12 General Permit.
3. Transmit the final permit package with the NOI to the Permits Chief.

V. Final Review (Permits Chief)

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

- A. Review the final permit documents and sign the checklist/fact sheet if the Permits Chief is in agreement, or otherwise return the final permit package to the application manager for edits. If the permit will be issued electronically, the Permits Chief will type their name in the signature line or instruct the application manager to do so with their permission.
- B. Verify that the minimum required documents from Step IV are in WMS as Final – Pending documents.
- C. Verify that any applicable permit coordination has been completed.

Where other DEP permits are required and coordinated permit issuance is necessary, the Permits 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.

- D. If there are unresolved violations associated with the facility, the Permits Chief will discuss the matter with regional counsel and the Program Manager to decide whether the General Permit

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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.

- E. Submit the final permit package to the Program Manager.

VI. 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. This may be completed by the Permits Chief, Application Manager, or Administrative Staff with the permission of the Program Manager. If the Program Manager is not in agreement with the content, return the package to the Permits Chief for edits.
- C. Submit the final, signed permit package to administrative staff or the application manager (at region’s discretion).

VII. 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. Review the permit document in WMS and ensure that the correct effective and expiration dates are on Page 1.
- B. Change the Disposition of the final permit cover letter, final permit, Annual Report and all other documents that will be part of the final permit package issued to the applicant from “Pending” to “Issued (Mailed).” Change the Disposition 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 Disposition of “Pending”.
- C. Enter an end date for the “DR” subtask in eFACTS corresponding to the issuance date.
- D. Issue the authorization in eFACTS.

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

- E. If the applicant agreed to accept the documents electronically, convert the Word documents to PDF and send via email. The checklist completed by the application manager will not be transmitted. The email should notify the permittee that they must acknowledge receipt of the final permit documents. The application manager will retain a copy of the permittee’s written acknowledgment.

If the applicant is unwilling or unable to accept the documents electronically, print the documents, assemble them in the order below and mail them to the applicant.

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- F. Transmit copies of the permit package by email or mail to the Bureau of Clean Water, ECHD, ACHD, DRBC, and other appropriate staff, as applicable.
- G. File permit documentation according to record retention procedures.

Version History

Date	Version	Revision Reason
9/5/2023	1.3	Updates made to reflect procedures associated with the Reasonable Potential (RP) Analysis for Impaired Waters.
7/22/2013	1.2	Updated Section II to indicate that the Permits 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. Also updated Section III to include data entry requirements for PF Detail – CAFO module.
11/21/2012	1.1	Removed reference to “impaired watersheds” in paragraph III A.2.h (PAG-12 coverage may be issued in impaired watersheds but not HQ/EV watersheds).
11/9/2012	1.0	Original