October 2024

Form TCEQ-10053-Instructions

INSTRUCTIONS FOR COMPLETING THE DOMESTIC WASTEWATER PERMIT APPLICATION

**Texas Commission on Environmental Quality**

Table of Contents

[Purpose 6](#_Toc180049354)

[Objectives 6](#_Toc180049355)

[Statutory Citations 6](#_Toc180049356)

[Texas Water Code Chapters 5 and 26 6](#_Toc180049357)

[Primary Regulatory Citations 6](#_Toc180049358)

[Abbreviations and Acronyms 7](#_Toc180049359)

[Definitions and Terms 8](#_Toc180049360)

[Definitions Relating to Pretreatment Defined in 40 CFR PART 403 15](#_Toc180049361)

[Definitions Relating to Sewage Sludge Defined in 30 TAC § 312.8 17](#_Toc180049362)

[Who Should Apply for a Wastewater Permit? 18](#_Toc180049363)

[What Application Forms Are Required? 19](#_Toc180049364)

[How is the Application Completed? 19](#_Toc180049365)

[When is the Application Submitted? 20](#_Toc180049366)

[How is the Application Submitted? 20](#_Toc180049367)

[What Fees are Required? 22](#_Toc180049368)

[How Do I Cancel or Transfer a Permit? 24](#_Toc180049369)

[How Do I Obtain More Information? 25](#_Toc180049370)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION ADMINISTRATIVE REPORT 1.0 26](#_Toc180049371)

[Section 1. Application Fee 26](#_Toc180049372)

[Section 2. Type of Application 26](#_Toc180049373)

[Section 3. Facility Owner (Applicant) and Co-Applicant Information 26](#_Toc180049374)

[Section 4. Application Contact Information 27](#_Toc180049375)

[Section 5. Permit Contact Information 27](#_Toc180049376)

[Section 6. Billing Information 27](#_Toc180049377)

[Section 7. DMR/MER Contact Information 27](#_Toc180049378)

[Section 8. Public Notice Information 27](#_Toc180049379)

[Section 9. Regulated Entity and Permitted Site Information 29](#_Toc180049383)

[Section 10. TPDES Discharge Information 31](#_Toc180049384)

[Section 11. TLAP Disposal Information 32](#_Toc180049385)

[Section 12. Miscellaneous Information 32](#_Toc180049386)

[Section 13. Attachments 33](#_Toc180049387)

[Section 14. Signature Page 34](#_Toc180049388)

[INSTRUCTIONS FOR](#_Toc180049389) [DOMESTIC WASTEWATER PERMIT APPLICATION](#_Toc180049390) [ADMINISTRATIVE REPORT 1.1 36](#_Toc180049391)

[Section 1. Affected Landowner Information 36](#_Toc180049392)

[Section 2. Original Photographs 38](#_Toc180049393)

[Section 3. Buffer Zone Map 38](#_Toc180049394)

[Supplemental Permit Information Form 41](#_Toc180049395)

[Water Quality Permit Payment Submittal Form 41](#_Toc180049396)

[Attachment 1 Individual Information 41](#_Toc180049397)

[Checklist of Common Deficiencies 41](#_Toc180049398)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION TECHNICAL REPORT 1.0 42](#_Toc180049399)

[Section 1. Permitted or Proposed Flows 42](#_Toc180049400)

[Section 2. Treatment Process 42](#_Toc180049401)

[Section 3. Site Information and Drawing 43](#_Toc180049402)

[Section 4. Unbuilt Phases 44](#_Toc180049403)

[Section 5. Closure Plans 44](#_Toc180049404)

[Section 6. Permit Specific Requirements 44](#_Toc180049405)

[Section 7. Pollutant Analysis of Treated Effluent 49](#_Toc180049406)

[Section 8. Facility Operator 49](#_Toc180049407)

[Section 9. Sludge and Biosolids Management and Disposal 50](#_Toc180049408)

[Section 10. Permit Authorization for Sewage Sludge Disposal 52](#_Toc180049409)

[Section 11. Sewage Sludge Lagoons 53](#_Toc180049410)

[Section 12. Authorizations/Compliance/Enforcement 54](#_Toc180049411)

[Section 13. RCRA/CERCLA Wastes 55](#_Toc180049412)

[Section 14. Laboratory Accreditation 55](#_Toc180049413)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION TECHNICAL REPORT 1.1 56](#_Toc180049414)

[Section 1. Justification for Permit 56](#_Toc180049415)

[Section 2. Proposed Organic Loading 58](#_Toc180049416)

[Section 3. Proposed Effluent Quality and Disinfection 58](#_Toc180049417)

[Section 4. Design Calculations 58](#_Toc180049418)

[Section 5. Facility Site 59](#_Toc180049419)

[Section 6. Permit Authorization for Sewage Sludge Disposal 59](#_Toc180049420)

[Section 7. Sewage Sludge Solids Management Plan 60](#_Toc180049421)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 2.0 - RECEIVING WATERS 63](#_Toc180049433)

[Section 1. Domestic Drinking Water Supply 63](#_Toc180049434)

[Section 2. Discharge into Tidally Affected Waters 63](#_Toc180049435)

[Section 3. Classified Segments 63](#_Toc180049436)

[Section 4. Description of Receiving Waters 63](#_Toc180049437)

[Section 5. General Characteristics of Water Body 64](#_Toc180049438)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 2.1 - STREAM PHYSICAL CHARACTERISTICS 65](#_Toc180049439)

[Section 1. General Information 65](#_Toc180049440)

[Section 2. Data Collection 65](#_Toc180049441)

[Section 3. Summarize Measurements 65](#_Toc180049442)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 3.0 - LAND APPLICATION OF EFFLUENT 67](#_Toc180049443)

[Section 1. Type of Disposal System 67](#_Toc180049444)

[Section 2. Land Application Site 67](#_Toc180049445)

[Section 3. Storage and Evaporation Lagoons 67](#_Toc180049446)

[Section 4. Flood and Run-on Protection 67](#_Toc180049447)

[Section 5. Annual Cropping Plan 67](#_Toc180049448)

[Section 6. Well and Map Information 68](#_Toc180049449)

[Section 7. Groundwater Quality 68](#_Toc180049450)

[Section 8. Soil Map and Soil Analyses 69](#_Toc180049451)

[Section 9. Effluent Monitoring Data 70](#_Toc180049452)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 3.1 - SURFACE LAND DISPOSAL OF EFFLUENT 71](#_Toc180049453)

[Section 1. Surface Disposal 71](#_Toc180049454)

[Section 2. Edwards Aquifer Recharge Zone 72](#_Toc180049455)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 3.2 - SUBSURFACE LAND DISPOSAL OF EFFLUENT 73](#_Toc180049456)

[Section 1. Subsurface Application 73](#_Toc180049457)

[Section 2. Edwards Aquifer Recharge Zone 73](#_Toc180049458)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 3.3 - SUBSURFACE AREA DRIP DISPERSAL SYSTEMS 74](#_Toc180049459)

[Section 1. Administrative Information 74](#_Toc180049460)

[Section 2. Subsurface Area Drip Dispersal System 74](#_Toc180049461)

[Section 3. Required Plans 74](#_Toc180049462)

[Section 4. Floodway Designation 75](#_Toc180049463)

[Section 5. Surface Waters in the State 75](#_Toc180049464)

[Section 6. Edwards Aquifer Recharge Zone 75](#_Toc180049465)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 4.0 - POLLUTANT ANALYSES REQUIREMENTS 76](#_Toc180049466)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 5.0 – WHOLE EFFLUENT TOXICITY (WET) TESTING REQUIREMENTS 86](#_Toc180049467)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 6.0 – INDUSTRIAL WASTE CONTRIBUTION 87](#_Toc180049468)

[Section 1. All POTWs 87](#_Toc180049469)

[Section 2. POTWs with Approved Programs or Those Required to Develop a Program 87](#_Toc180049470)

[Section 3. Significant Industrial User information 88](#_Toc180049471)

[INSTRUCTIONS FOR DOMESTIC WASTEWATER PERMIT APPLICATION WORKSHEET 7.0 - CLASS V INJECTION WELL INVENTORY/AUTHORIZATION 90](#_Toc180049472)

[EXAMPLE 1 – Wastewater Treatment Processes or Process Modifications 92](#_Toc180049474)

[EXAMPLE 2 – Treatment Units 94](#_Toc180049475)

[EXAMPLE 3 – Flow Diagram 96](#_Toc180049476)

[EXAMPLE 4 – Design Calculations 97](#_Toc180049477)

[EXAMPLE 5 – Sludge Management Plan 102](#_Toc180049478)

[EXAMPLE 6 – EPA Effluent Categorical Guidelines 103](#_Toc180049479)

[EXAMPLE 7(a) – Adjacent and Downstream Landowners 105](#_Toc180049480)

[EXAMPLE 9 – Water Balance and Storage Calculation 108](#_Toc180049481)

[EXAMPLE 10 – Summary of Application in Plain Language 113](#_Toc180049482)

[EXAMPLE 11 – Regionalization Request Letter 115](#_Toc180049483)

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

WATER QUALITY DIVISION

DOMESTIC WASTEWATER PERMIT APPLICATION

Purpose

The purpose of this application is to allow owners of public and private domestic wastewater treatment plants and surface water treatment plants to apply for a permit to discharge or dispose of wastewater.

Objectives

These instructions will answer the following questions.

* Who should apply for a wastewater permit?
* What application forms are required?
* When must the application be submitted?
* How is the application submitted?
* What fees are required?
* How do I obtain more information?

Statutory Citations

Texas Water Code Chapters 5 and 26

Title 40 of the Code of Federal Regulations

Primary Regulatory Citations

Rules of the Texas Commission on Environmental Quality (TCEQ) are found in Title 30 of the Texas Administrative Code (TAC). The TAC can be viewed through the [Texas Secretary of State website](http://www.sos.state.tx.us/tac/)[[1]](#footnote-2) and the [TCEQ website](https://www.tceq.texas.gov/rules/current.html)[[2]](#footnote-3).

In addition, printed copies of TCEQ rules are available through TCEQ Publications. The mailing address is TCEQ Publications, MC-118, P.O. Box 13087, Austin, Texas 78711-3087. The telephone number is (512) 239-0028. The fax number is (512) 239-4488. The initial copy is free.

Chapter 21 - Water Quality Fees

Chapter 39 - Public Notice

Chapter 40 - Alternative Dispute Resolution Procedure

Chapter 50 - Action on Applications and Other Resolutions

Chapter 55 - Requests for Reconsideration and Contested Hearings; Public Comment

Chapter 60 - Compliance History.

Chapter 80 - Contested Case Hearings

Chapter 210 – Use of Reclaimed Water

Chapter 213 - Edward Aquifer

Chapter 217 - Design Criteria for Sewerage Systems

Chapter 222 - Subsurface Area Drip Dispersal Systems

Chapter 281 - Applications Processing

Chapter 305 - Consolidated Permits

Chapter 307 - Texas Surface Water Quality Standards

Chapter 308 - Criteria and Standards for the National Pollutant Discharge Elimination System

Chapter 309 - Domestic Wastewater Effluent Limitation and Plant Siting

Chapter 311 - Watershed Protection

Chapter 312 - Sludge Use, Disposal, and Transportation

Chapter 314 - Toxic Pollutant Effluent Standards

Chapter 315 - Pretreatment Regulations for Existing and New Sources of Pollution

Chapter 317 – Design Criteria Prior to 2008

Chapter 319 - General Regulations Incorporated into Permits

Chapter 325 - Certificates of Competency

Chapter 332 - Composting

Chapter 351 - Regionalization

Abbreviations and Acronyms

AMU - Agricultural Management Unit

BOD5 - Biochemical Oxygen Demand (5-day)

CAFO - Confined Animal Feeding Operation

CASRN - Chemical Abstract Service Registration Number

CBOD5 - Carbonaceous Biochemical Oxygen Demand (5-day)

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

CN – Customer Number

DMR - Discharge Monitoring Report

DO - Dissolved Oxygen

EPA - Environmental Protection Agency

IU - Industrial User

MAL - Minimum Analytical Level

MER - Monthly Effluent Report

MGD - Million Gallons per Day

MLSS - Mixed Liquor Suspended Solids

mg/L - Milligrams per Liter

µg/L - Micrograms per Liter

NPDES - National Pollutant Discharge Elimination System

NH3-N - Ammonia Nitrogen

OCC - Office of the Chief Clerk

P2 - Pollution Prevention

POTW - Publicly Owned Treatment Work

QA/QC - Quality Assurance/Quality Control

RN - Regulated Entity Number

SADDS - Subsurface Area Drip Dispersal System

SAR - Sodium Adsorption Ratio

SPIF - Supplemental Permit Information Form

SIC - Standard Industrial Classification

SIU - Significant Industrial User

SWDA - Solid Waste Disposal Act

TAC - Texas Administrative Code

TBLL - Technically Based Local Limits

TLAP - Texas Land Application Permit

TMDL - Total Maximum Daily Load

TCEQ - Texas Commission on Environmental Quality

TPDES - Texas Pollutant Discharge Elimination System

TSS - Total Suspended Solids

USDA - United States Department of Agriculture

USGS - United States Geological Survey

WTP – Water Treatment Plant

WWTP - Wastewater Treatment Plant

Definitions and Terms

Numeric

2-Hour Peak Flow – The maximum flow sustained for a two-hour period during the period of daily discharge.

303(d)-List - A list of water bodies identified as impaired or threatened in accordance with the Federal Clean Water Act Section 303(d).

A-B

Act of God - If a person can establish that an event that would otherwise be a violation of a permit, an order, the rules adopted by the Commission, or the Texas Water Code was caused solely by an act of God, war, strike, riot, or other catastrophe, the event is not a violation of that permit, order, rule, or statute.

Annual Average Flow - The arithmetic average of all daily flow determinations taken within the preceding 12 consecutive calendar months.

Biochemical Oxygen Demand, 5-day (BOD5) - The amount of dissolved oxygen consumed in five days by biological processes breaking down organic matter.

C

***Carbonaceous Biochemical Oxygen Demand, 5-day (CBOD5) -*** The amount of dissolved oxygen consumed in five days by biological and chemical processes breaking down organic matter, but in which the contribution from nitrogenous bacteria has been suppressed.

Classified Waters - Water bodies classified as segments with specific uses and criteria in Appendix A in 30 TAC § 307.10 of the Texas Surface Water Quality Standards.

Class I Sludge Management Facility - Any publicly owned treatment works (POTW) identified under 40 CFR §403.10(a) as being required to have an approved pretreatment program and any other treatment works treating domestic sewage classified as a Class I sludge management facility by the regional administrator in conjunction with the executive director because of the potential for its sludge use or disposal practices to adversely affect public health and the environment.

Commercial User - Industrial Users who are not considered to be a significant single source of toxics because of their small size, generally low flow and insignificant pollutant levels or loadings, including but not limited to, radiator shops, car washes, small laundries, gasoline stations, dry cleaners, and restaurants.

Commission - The Texas Commission on Environmental Quality

Composite Sample - A sample made up of a minimum of three effluent portions or, as specified in 30 TAC § 319.9, collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected no closer than two hours apart. For purposes of the TPDES Pretreatment Program, a composite sample is defined in 40 CFR §403, Appendix E.

Continuous Discharge - A discharge which occurs without interruption throughout the operating hours of the facility, except for infrequent shutdowns for maintenance, process changes, or other similar activities.

Crop - Proposed permanent plant cover on the application site.

D

Daily Average Concentration - The arithmetic average of all effluent samples, composite or grab as required by a permit, within a period of one calendar month, consisting of at least four separate representative measurements.

Daily Average Flow - The arithmetic average of all determinations of the daily discharge within a period of one calendar month. The daily average flow determination shall consist of determinations made on at least four separate days. If instantaneous measurements are used to determine the daily discharge, the determination shall be the average of all instantaneous measurements taken during a 24-hour period or during the period of daily discharge if less than 24 hours. Daily average flow determination for intermittent discharges shall consist of a minimum of three flow determinations on days of discharge.

Design Flow - The wet weather maximum 30-day average flow of wastewater.

Disinfection - A chemical or physical process that kills pathogenic organisms in water.

Discharge Monitoring Report - The EPA uniform national form, including any subsequent additions, revisions, or modifications for the reporting of self-monitoring results by permittees. Permittees with TPDES permits are required to submit this form. Monitoring results must be reported online using NetDMR or on an approved TPDES self-report form, DMR Form EPA No. 3320-1, signed and certified.

Disposal - The disposal, deposit, injection, dumping, spilling, leaking, or placing of any solid, liquid, or hazardous waste into or on any land or water so that such waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including groundwater.

***Dissolved Oxygen (DO)*** - the concentration of oxygen dissolved in wastewater or surface water.

Domestic sewage - Waste and wastewater from humans or household operations that is discharged to a wastewater collection system or otherwise enters a treatment works. Domestic wastewater includes wastewater from connections to houses, hotels, non-industrial office buildings, institutions, or sanitary waste from industrial facilities.

E

Effluent - Wastewater, treated or untreated, that flows out of a treatment plant.

Effluent Limitations - Restrictions established by TCEQ or EPA on quantities, rates, and concentrations in treated wastewater discharges.

Executive Director - The Executive Director of the Texas Commission on Environmental Quality or his/her designee.

Existing Facility - Any facility used for the storage, processing, or disposal of domestic wastewater and which has obtained approval of construction plans and specifications as of March 1, 1990.

F-G

Facility - All contiguous land and fixtures, structures, or appurtenances used for storing, processing, or disposing of waste. (See also the definition relating to sewage sludge.)

Fixture of the Land - An item that has become so annexed to the realty that it is regarded as part of the land (i.e., ponds, lagoons).

Glide - Portion of the water column that resembles flow that would be found in a shallow canal. Water surface gradient over a glide is nearly zero, so velocity is slow, but flow is shore to shore without eddy development.

Grab Sample - An individual sample collected in less than 15 minutes.

***Groundwater*** - Water below the land surface in the saturated zone.

I

Industrial wastewater - Wastewater generated in a commercial or industrial process.

Intermittent Stream - A stream which has a period of zero flow for at least one week during most years. Where flow records are available, a stream with a two-year, seven-day flow of less than 0.1 cubic feet per second is considered intermittent.

***Land Application*** - The spraying of wastewater onto the land surface; the injection of wastewater below the land surface; or the incorporation of wastewater into the soil so that the wastewater can fertilize crops or vegetation grown in the soil.

M

Major Amendment of Permit – See 30 TAC § 305.62. A major amendment changes a substantive term, provision, requirement, or limiting parameter of a permit.

Minimum Analytical Level (MAL) - The lowest concentration at which a particular substance can be quantitatively measured with a defined precision level, using approved analytical methods. The MAL is not the published method detection limit for an EPA-approved analytical method, which is based on laboratory analysis of the substance in reagent (distilled) water. The MAL is based on analyses of the analyte in the matrix of concern (i.e., wastewater effluents). The commission will establish general MALs that will be applicable when information on matrix-specific minimum analytical levels is unavailable.

Minor Amendment of Permit - An amendment to improve or maintain the permitted quality or method of disposal of waste or injection of fluid if there is neither a significant increase of the quantity of waste or fluid to be disposed of or injected nor a material change in the pattern or place of discharge, disposal, or injection. A minor amendment includes any other change to a permit issued under 30 TAC §305, Subchapter D that will not cause, or relax a standard or criterion which may result in a potential deterioration of quality of water in the state. A Minor amendment may also include, but is not limited to: except for TPDES permits, changing an interim compliance date in a schedule of compliance; provided the new date is not more than 120 days after the date specified in the existing permit and does not interfere with attainment of the final compliance date; and except for TPDES permits, requiring more frequent monitoring or reporting by the permittee.

Minor Modification of Permit - Under 40 CFR §122.63 and 30 TAC § 305.62(c)(3), a minor modification may only:

* correct typographical errors;
* require more frequent monitoring or reporting by the permittee;
* change an interim compliance date in a schedule of compliance (not to exceed 120 days of date specified in existing permit and will not interfere with final compliance date);
* change the construction schedule for a discharger which is a new source;
* delete a point source outfall when the discharge from that outfall is terminated;
* incorporate conditions of a POTW pretreatment program as enforceable conditions of the POTW’s permits; or
* allow for a change in ownership or operational control of a facility where the Director determines that no other change in the permit is necessary.

Monthly Effluent Report - Facilities with Texas Land Application Permits or Sludge Permits are required to complete this form or equivalent.

N

***National Pollutant Discharge Elimination System (NPDES)*** - The national program for issuing, amending, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under CWA Sections 307, 402, 318, and 405. The term includes an approved program.

New Discharger - Any building, structure, facility or installation from which there is or may be a discharge of pollutants that did not commence the discharge of pollutants at a particular site prior to August 13, 1979, which is not a new source, and which has never received a finally effective NPDES permit for discharges at that site.

New Facility - Any domestic wastewater treatment facility which is not an existing facility.

***Non-Stormwater Wastestreams*** - Wastewater that is listed in TXR050000, the TPDES Industrial Stormwater Multi-Sector General Permit, Part II, Section A, Item 6, as follows:

* discharges from emergency firefighting activities and uncontaminated fire hydrant flushings (excluding discharges of hyperchlorinated water, unless the water is first dechlorinated and discharges are not expected to adversely affect aquatic life);
* potable water sources (excluding discharges of hyperchlorinated water, unless the water is first dechlorinated and discharges are not expected to adversely affect aquatic life);
* lawn watering and similar irrigation drainage, provided that all pesticides, herbicides, and fertilizer have been applied in accordance with the approved labeling;
* water from the routine external washing of buildings, conducted without the use of detergents or other chemicals;
* water from the routine washing of pavement conducted without the use of detergents or other chemicals and where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed);
* uncontaminated air conditioner condensate, compressor condensate, and steam condensate, and condensate from the outside storage of refrigerated gases or liquids;
* water from foundation or footing drains where flows are not contaminated with pollutants (e.g., process materials, solvents, and other pollutants);
* uncontaminated water used for dust suppression;
* springs and other uncontaminated groundwater;
* incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of the facility, but excluding intentional discharges from the cooling tower (e.g., “piped” cooling tower blowdown or drains); and other discharges described in Part V of TXR050000 that are subject to effluent guidelines and effluent limitations.

Nuisance Odor Prevention - The reduction, treatment, and dispersal of potential odor conditions that interfere with another’s use and enjoyment of property that are caused by or generated from a wastewater treatment plant unit, which conditions cannot be prevented by normal operation and maintenance procedures of the wastewater treatment unit.

O

Operator - The person responsible for the overall operation of a facility or beneficial use site.

Outfall - The point or location where waterborne waste discharges from a sewer system, treatment facility, or disposal system into or adjacent to water in the state.

Owner - The person who owns a facility or part of a facility.

P

Peak Flow - The highest two hour average flow rate expected to be delivered to the treatment units under any operational conditions, including periods of high rainfall (generally the two-year, 24 hour storm is assumed) and prolonged periods of wet weather.

Permit - A written document issued by the Commission which, by its conditions, may authorize the permittee to construct, install, modify, or operate in accordance with stated limitations a specified facility for waste discharge, for solid waste storage, processing or disposal, or for underground injection.

Perennial Stream – A normally flowing stream.

Persistent Pools - Enduring pools containing sufficient habitat to maintain significant aquatic life uses.

Person - An individual, corporation, organization, government, governmental subdivision or agency, business trust, estate, partnership, or any other legal entity or association.

Pool - An area of the water column that has slow velocity and is deeper than a riffle, run, or glide. The water surface gradient of pools is very close to zero and their channel profile is usually concave. Pools often have eddies with varying directions of flow.

Process Wastewater - Any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

Publicly Owned Treatment Works (POTW) - Any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature which is owned by the State or a municipality (and including certain political subdivisions created by the State of Texas that provide regional municipal and industrial wastewater treatment). This definition includes sewers, pipes, and other conveyances only if they convey wastewater to a POTW treatment plant. For a complete legal definition of POTW, see *40 CFR §403.3(q).*

R

Renewal of Permit - An extension of the effective date of a permit that authorizes the continued discharge or disposal of wastewater without substantive changes in term, provision, requirement, or limiting parameters of a permit.

Renewal of Permit With Changes (or Minor Amendment with Renewal)- An extension of the effective date of a permit that authorizes the continued discharge or disposal of wastewater without substantive changes in term, provision, requirement, or limiting parameters of a permit but with a change that would be considered a minor amendment if the applicant was not seeking to extend the expiration date of the permit.

Riffle – A portion of the water column that is usually constricted where water velocity is fast due to a change in surface gradient. Stream depth is generally shallow and the channel profile is usually straight to convex. Surface flow through riffles usually ripples due to constriction, shallowness, and presence of irregular bottom substrates.

Riparian Zone - Area that includes the stream bank and flood plain.

Run - Portion of the water column that has rapid non-turbulent shore to shore flow. A run is too deep to be a riffle and flow is too fast to be a pool. The channel profile under a run is usually a uniform flat plane.

S

***Saltwater*** - A coastal water which has a measurable elevation change due to normal tides. In the absence of tidal information, saltwater is generally considered to be a coastal water which typically has a salinity of two parts per thousand or greater in a significant portion of the water column.

Site - The land or water area where any facility or activity is physically located or conducted, including adjacent land used in connection with the facility or activity.

Stream Bend - Curved part of a stream. A well-defined bend has a deep outside area and shallow inside area accentuated by point bar development. Due to sharp bending, stream flow is forced to the outside and eddies develop on the inside of the bend. A moderately developed bend forces some flow to the outside and has only a slight change in depth across the channel. A poorly defined bend has no noticeable change in water depth across the channel, and stream flow is generally not forced to one side.

Stream Depth - The vertical height of the water column from the existing water surface level to the channel bottom.

Stream Width - The horizontal distance along the transect line from shore to shore along the existing water surface.

Substantial Change in the Function or Use - An increase in the pollutant load or modification in the existing purpose of the unit.

Substrate - The mineral or organic material that forms the bottom of the stream.

Table 1: Classification of substrate materials by particle size

| **Type of Substrate** | **Size (inches)** | **Size (metric)** |
| --- | --- | --- |
| **Bedrock** | Solid | Solid |
| **Large Boulders** | >17.7 | >45 cm |
| **Boulders** | 9.8 – 17.1 | 25 – 45 cm |
| **Rubble** | 2.4 – 9.8 | 6 – 25 cm |
| **Gravel** | 0.2 – 2.4 | 6 – 60 mm |
| **Sand** | 0.002 – 0.2 | 0.06 – 6 mm |
| **Mud/Silt** | <0.002 | <0.06 mm |

Subsurface Area Drip Dispersal System (SADDS) - a waste dispersal system that 1) uniformly injects processed wastewater effluent into the ground at a depth of not more than 48 inches; and 2) spreads the waste over the entire disposal area so that the soil hydrologic absorption rate and crop/plant root absorption rate are not exceeded. The following systems are not subsurface area drip dispersal systems: 1) wastewater disposal systems authorized under Chapter 285 of this title [30 TAC] (On-Site Sewage Facilities) and Texas Health and Safety Code 366; 2) disposal systems for oil and gas waste, tar sands, sulfur, brine from desalination plants and hazardous waste as defined by The Texas Health and Safety Code, Section 361.003; and/or 3) drainfields, leaching chambers, or other gravity trench systems.

T

Texas Land Application Permit (TLAP) - An authorization issued by the Commission for the discharge of waste adjacent to water in the state in compliance with the Texas Water Code.

Texas Pollutant Discharge Elimination System (TPDES) - The state program for issuing, amending, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under CWA, Sections 307, 402, 318, and 405, the Texas Water Code, and Texas Administrative Code regulations.

Total Dissolved Solids (TDS) – A measure of the dissolved solids in wastewater or effluent.

Total Maximum Daily Load (TMDL) - The maximum amount of a pollutant that a lake, river, stream, or estuary can receive without seriously harming its beneficial uses. A detailed water quality assessment that provides the scientific foundation for a watershed action plan. A watershed action plan outlines the steps necessary to reduce pollutant loads in a certain body of water to restore and maintain uses or aquatic life.

Total Suspended Solids (TSS) - A measure of the suspended solids in wastewater or effluent.

TPDES Wastewater Permit - An authorization issued by the Commission for the discharge of waste into water in the state in compliance with the Clean Water Act and the Texas Water Code.

Transect Line - A straight line, perpendicular to stream flow, between two points on opposite stream banks.

Tree Canopy - The uppermost spreading branchy layer of streamside trees that shades the water surface.

U-W

Unclassified Water - Smaller water bodies which are not designated as segments with specific uses and criteria in Appendix A or D of 30 TAC § 307.10 or the Texas Surface Quality Standards.

Wastewater Treatment Facility (facility) - Wastewater facilities used in the conveyance, storage, treatment, recycling, reclamation and/or disposal of domestic sewage, industrial wastes, agriculture wastes, recreational wastes, or other wastes including sludge handling or disposal facilities under the jurisdiction of the Commission.

Wastewater Treatment Plant Unit - Any apparatus necessary for the purpose of providing treatment of wastewater (i.e., aeration basins, splitter boxes, bar screens, sludge drying beds, clarifiers, overland flow sites, treatment ponds or basins that contain wastewater, etc.). For purposes of compliance with the requirements of 30 TAC § 309.13(e) (relating to Unsuitable Characteristics), this definition does not include off-site bar screens, off-site lift stations, flow metering equipment, or post-aeration structures needed to meet permitted effluent minimum dissolved oxygen limitations.

Wetlands - Those areas that are inundated or saturated by surface water or groundwater at a frequency and duration to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Definitions Relating to Pretreatment Defined in 40 CFR PART 403

***Categorical Industrial User (CIU)*** - An industrial user that is subject to Categorical Pretreatment Standards according to 40 CFR § 403.6 and 40 CFR Chapter I, Subchapter N, §405 - 471, which are technology-based standards developed by the EPA setting industry-specific effluent limits. (A list of industrial categories subject to Categorical Pretreatment Standards is included on page 50.)

***Commercial User*** – An Industrial User who is not considered to be a significant single source of toxics because of its small size, generally low flow, and insignificant pollutant levels or loadings, including but not limited to, radiator shops, car washes, small laundries, gasoline stations, dry cleaners, and restaurants.

***Composite Sample*** - For purposes of the TPDES Pretreatment Program, a composite sample is defined in 40 CFR § 403, Appendix E.

***Industrial User (IU)*** - Any industrial or commercial facility that discharges wastewater to the treatment works that is not domestic wastewater. Domestic wastewater includes wastewater from connections to houses, hotels, non-industrial office buildings, institutions, or sanitary waste from industrial facilities. A non-regulated IU does not meet the definition of SIU or CIU.

***Interference*** - A discharge that, alone or in conjunction with a discharge or discharges from other sources, both: (1) inhibits or disrupts the treatment system, its treatment processes or operations, or its sludge processes, use, or disposal; and (2) therefore is a cause of a violation of any requirement of the facility’s NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent State or local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) (including title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to subtitle D of the SWDA), the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.

***Non-Process Wastewater*** – Wastewater, including sanitary and other non-regulated wastestreams, as referenced in 40 CFR § 403.6(e)(1).

***Nonsubstantial Modification*** - A modification initiated by a POTW with a TCEQ-approved pretreatment program that is not considered to be a significant modification as defined in 40 CFR § 403.18(b).

***Other Industrial User*** - IU that does not meet the definition of an SIU or CIU, but may discharge industrial wastewater which results in a pollutant loading that may have reasonable potential to adversely affect the operation and maintenance of a POTW.

***Pass Through*** - A discharge which exits the publicly owned treatment works (POTW) into waters of the United States in quantities or concentrations that, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW’s NPDES permit (including an increase in the magnitude or duration of a violation).

***Significant Industrial User (SIU)*** - An industrial user defined in 40 CFR § 403.3(v) as follows:

* Subject to Categorical Pretreatment Standards according to 40 CFR § 403.6 and 40 CFR Chapter I, Subchapter N; and
* Any other industrial user that:
* Discharges an average of 25,000 gallons per day or more of process wastewater to the treatment works (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
* Contributes a process waste stream that makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the treatment works; or
* Is designated as such by the Control Authority as defined in 40 CFR § 403.3(f) on the basis that the industrial user has a reasonable potential for adversely affecting the treatment works operation or for violating any pretreatment standard or requirement (according to 40 CFR § 403.8(f)(6)).

***Significant Industrial User*** - Non-Categorical - An industrial user defined in 40 CFR § 403.3(v) but not subject to Categorical Pretreatment Standards according to 40 CFR § 403.6 and 40 CFR Chapter I, Subchapter N.

***Substantial Modification*** - A modification as defined in 40 CFR § 403.18(b) initiated by a POTW with a TCEQ-approved pretreatment program or a POTW developing a new pretreatment program.

***Technically Based Local Limits (TBLLs)*** - Specific discharge limits developed and enforced by POTWs upon industrial or commercial users to prevent interference and pass through and address the general and specific prohibitions, needs and concerns of a POTW. This will include consideration of its receiving waters, sludge contamination and worker health and safety problems.

# 

Definitions Relating to Sewage Sludge Defined in 30 TAC § 312.8

***Active Sludge Unit*** - A sludge unit that has not closed and/or is still receiving sewage sludge.

***Aerobic Digestion*** - The biochemical decomposition of organic matter in sewage sludge into carbon dioxide, water and other by-products by microorganisms in the presence of free oxygen.

***Agricultural Management Unit*** - A portion of land application area contained within an identifiable boundary, such as a river, fence, or road, where the area has a known crop or land use history.

***Agronomic Rate*** - The whole sludge application rate (dry weight basis) designed: (A) to provide the amount of nitrogen needed by the crop or vegetation grown on the land; and (B) to minimize the amount of nitrogen in the sewage sludge that passes below the root zone of the crop or vegetation grown on the land to the groundwater.

***Beneficial Use*** - Placement of sewage sludge onto land in a manner which complies with the requirements of 30 TAC Chapter 312, Subchapter B, and does not exceed the agronomic need or rate for a cover crop or any metal or toxic constituent limitations which the cover crop may have. Placement of sewage sludge on the land at a rate below the optimal agronomic rate will be considered a beneficial use.

***Bulk Sewage Sludge*** - Sewage sludge that is not sold or given away in a bag or other container for application to the land.

***Class A Sewage Sludge*** - Sewage sludge meeting one of the pathogen reduction requirements on 30 TAC § 312.82(a).

***Class B Sewage Sludge*** - Sewage sludge meeting one of the pathogen reduction requirements on 30 TAC § 312.82(b).

***Domestic Septage*** - Either liquid or solid material removed from a septic tank, cesspool, portable toilet, Type III marine sanitation device, or similar treatment works that receives only domestic sewage. Domestic septage does not include liquid or solid material removed from a septic tank, cesspool, or similar treatment works that receives either commercial wastewater or industrial wastewater and does not include grease removed from a grease trap.

***Dry Weight Basis*** - Calculated on the basis of having been dried at 105 degrees Celsius until reaching a constant mass (i.e., essentially 100% solids content).

***Facility*** - Includes all contiguous land, structures, other appurtenances, and improvements on the land used for the surface disposal, land application for beneficial use, or incineration of sewage sludge.

***Groundwater*** - Water below the land surface in the saturated zone.

***Land Application*** - The spraying or spreading of sewage sludge onto the land surface; the injection of sewage sludge below the land surface; or the incorporation of sewage sludge into the soil so that the sewage sludge can either condition the soil or fertilize crops or vegetation grown in the soil.

***Monofill*** - A landfill trench in which sewage sludge is the only type of solid waste placed.

***Off-site*** - Property which cannot be characterized as on-site.

***On-site*** - The same or contiguous property owned, controlled, or supervised by the same person. If the property is divided by public or private right-of-way, the access shall be by crossing the right-of-way or the right-of-way shall be under the control of the person.

***Place Sewage Sludge or Sewage Sludge Placed*** - Disposal of sewage sludge on a surface disposal site.

***Process or Processing of Sewage Sludge*** - These terms shall have the same meaning as treat or treatment of sewage sludge.

***Saltwater*** - A coastal water which has a measurable elevation change due to normal tides. In the absence of tidal information, saltwater is generally considered to be a coastal water which typically has a salinity of two parts per thousand or greater in a significant portion of the water column.

***Sewage Sludge*** - Solid, semi-solid, or liquid residue generated during the treatment of domestic sewage in treatment works. Sewage sludge includes, but is not limited to, domestic septage, scum, or solids removed in primary, secondary, or advanced wastewater treatment processes; and material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works.

***Sludge Unit*** - Land on which only sewage sludge is placed for disposal. A sludge unit shall be used for sewage sludge. This does not include land on which sewage sludge is either stored or treated.

***Sludge Unit Boundary*** - The outermost perimeter of a surface disposal site.

***Transporter*** - Any person who collects, conveys, or transports sewage sludge, water treatment plant sludge, grit trap waste, grease trap waste, chemical toilet waste and/or septage by roadway, ship, rail, or other means.

***Treat or Treatment of Sewage Sludge*** - The preparation of sewage sludge for final use or disposal including thickening, stabilization, and dewatering. This does not include storage.

***Vector Attraction*** - The characteristic of sewage sludge that attracts rodents, flies, mosquitos, or other organisms capable of transporting infectious agents.

***Water Treatment Sludge*** - Sludge generated during the treatment of either surface water or groundwater for potable use, which is not an industrial solid waste as defined in 30 TAC § 335.1.

Who Should Apply for a Wastewater Permit?

The owner(s) of a facility which treats domestic wastewater seeking authorization from TCEQ to either (1) discharge wastewater into water in the state (TPDES) or (2) dispose of wastewater adjacent to waters in the state by irrigation, evaporation, or subsurface disposal (TLAP), must be the applicant for a permit. For TPDES permits, whoever has overall financial responsibility for the operation of the facility must apply as a co-permittee with the facility owner. The facility operator is not required to apply as co-permittee if they do not have overall financial responsibility of the facility operations.

This application is not applicable for entities seeking an industrial wastewater permit. An industrial wastewater permit application (TCEQ-10411 and TCEQ-10055) must be submitted in order to obtain an industrial wastewater permit. These forms can be located using [TCEQ’s Form Lookup](https://www.tceq.texas.gov/search_forms.html)[[3]](#footnote-4) feature.

Entities seeking discharge from a reverse osmosis water treatment plant must apply for an industrial wastewater permit.

What Application Forms Are Required?

The new, major amendment, minor amendment, and renewal applications with instructions are available in Microsoft Word format and can be located using [TCEQ’s Form Lookup](https://www.tceq.texas.gov/search_forms.html) feature.

You will need to download the following forms:

* TCEQ-10053: Domestic Wastewater Administrative Report
* TCEQ-10054: Domestic Wastewater Technical Report
* TCEQ-10053ins: Instructions for Completing the Domestic Wastewater Permit Application
* TCEQ-10400: Core Data Form
* TCEQ-20971: Supplemental Permit Information Form
* TCEQ-20972: Summary of Application in Plain Language Form
* TCEQ-20960: Public Involvement Plan Form
* TCEQ-20960-ins: Instructions for Completing the Public Involvement Plan Form

All applications for new permits or major amendments to permits must include the Public Involvement Plan form.

If you don't already have one, you will be assigned a Customer Number (CN) and Regulated Entity Number (RN). You can locate CN and RN information using the [TCEQ Central Registry Query](https://www15.tceq.texas.gov/crpub/)[[4]](#footnote-5).

You can search by the RN, CN, permittee name, or permit number under the search field Additional ID.

The customer (permittee) is responsible for providing current information to TCEQ, and for updating all CN and RN data for all authorizations as changes occur.

How is the Application Completed?

THESE INSTRUCTIONS MUST BE FOLLOWED WHILE COMPLETING THE DOMESTIC WASTEWATER PERMIT APPLICATION. Each item in the application is cross-referenced to a page number in the instructions to assist with finding needed information and guidance.

The Administrative Report and Technical Report must be submitted by all applicants; however, only those sections and worksheets that are relevant should be submitted, depending on the type(s) of authorizations being sought by the applicant. Rarely will all sections and worksheets of the application be submitted. The Administrative Report 1.0 and Technical Report 1.0 must be submitted by all applicants, while others are used only for specific authorization requests. If there is a question as to which section must be submitted, please call the Wastewater Permitting Section at (512) 239-4671. When submitting the application, arrange the sections of the application as listed in the Submission Checklist. Indicate on the Submission Checklist of the Administrative Report which sections of the application are included.

If the answer to a question requires a lengthy response, submit a separate attachment to answer the question. The separate attachments must be clearly cross-referenced back to the original question. Failure to clearly cross-reference attachments may result in delays in processing the application.

All items must be addressed. If an item is not applicable, enter N/A as the response to indicate it was considered. An item without a response will be considered a deficiency. An incomplete or incorrectly completed item will be considered a deficiency. If an item is not addressed, a Notice of Deficiency letter will be sent to the applicant’s representative unless an explanation is provided as to why the item is not applicable. Failure to follow the instructions while completing the application may result in significant delays in processing the application. If a renewal application has to be returned after the current permit has expired, the facility will be operating without a permit and in violation of TWC Chapter 26.

Applicants are required to keep records of all data used to complete the permit application and any supplemental information submitted as part of the application process for a period of at least three years from the date the application is signed.

THE APPLICATION FORM MAY NOT BE ALTERED IN ANY WAY. APPLICATIONS THAT ARE ALTERED WILL NOT BE PROCESSED AND WILL BE RETURNED. QUESTIONS CANNOT BE DELETED OR REARRANGED.

Please note: Older versions of the application forms will not be accepted after 6 months from the date of the updated or revised forms.

When is the Application Submitted?

For new and amendment applications, the completed application should be submitted at least 330 days before the date the proposed construction (if applicable) or modified permit terms are to occur. For renewal applications, the completed application must be submitted at least 180 days before the expiration date of the current permit. If an application is not submitted before the existing permit expires, the permit will be terminated. The application will be processed as a new facility, with all applicable forms and fees required.

How is the Application Submitted?

TCEQ offers two methods to submit a completed application. Applicants may complete and submit an application using **TCEQ’s online e-permitting system** [STEERS](https://www3.tceq.texas.gov/steers/)[[5]](#footnote-6). Alternatively, applicants may submit a completed physical application (i.e., paper copy) and submit an exact electronic copy of the application via TCEQ’s file transfer protocol (FTP) server. An application only needs to be submitted using one of the available methods.

**STEERS Submittal**

Applicants may complete and submit an application using **TCEQ’s online e-permitting system** [STEERS](https://www3.tceq.texas.gov/steers/)[[6]](#footnote-7). If an application is submitted via STEERS, **additional copies (paper or electronic) are not required** to be submitted.

To submit an application through STEERS:

1. Register an account at <https://www3.tceq.texas.gov/steers/>
2. Add the program, Water Quality Individual Permit (EPR\_WQIP)
3. Select the program access type (Read-only, Edit, Preparer, or Sign)
4. Sign the STEERS Participant Agreement (SPA) using a Texas Driver’s License.

Signatory must meet requirements under 30 TAC § 305.44. The account status will indicate **PROBATION** until the SPA is signed.

1. Create an application for the permit action needed:

* Specify the authorization type (Domestic Wastewater)
* Specify the needed permit action (New permit, or Renewal or Amendment of an existing permit).

1. Fill out each application item within the STEERS application module.
2. Fill out and attach any other relevant portions of the application, including Administrative Report 1.1, Technical Report, and all required Worksheets and attachments within STEERS, when prompted.

Portable document format (pdf) file type preferred. Please ensure any map files have a resolution of at least 600 dots per inch (dpi).

1. Electronically sign the application.

The application must be in Ready to Sign status. The application may be shared with other accounts with access type Sign using the Set Access Rights option.

1. Pay the application fee.

The application must be in Ready to Pay status.

NOTE: The application process is not done after the payment has been made. You will need to click the Return to STEERS button after the payment confirmation screen to select and submit the application to TCEQ.

1. Select and submit the application.

The application must be in Ready to Submit status.

The submitted application along with the attachments and confirmation letters can be viewed at any time under STEERS Home > Submissions.

**Physical Application Submittal**

Applicants may submit a completed physical application (i.e., paper copy) and submit an electronic copy of the application via TCEQ’s file transfer protocol (FTP) server, as directed under items 1 and 2 below. If a completed physical application is submitted, an electronic copy of the application must be uploaded via TCEQ’s FTP server for the application to be considered complete.

1. Paper Application Submittal

One original completed application, including the entire Administrative Report, Technical Report, and all required Worksheets and attachments, must be submitted. Please do not staple or bind the original application. Do not use plastic sleeves for the maps in the original application.. Use the following addresses to deliver the application. One additional paper copy for subsurface area drip dispersal system (SADDS) applications is required.

*Regular U.S. mail:*

Texas Commission on Environmental Quality

Water Quality Division

Application Review and Processing Team (MC148)

P.O. Box 13087

Austin, Texas 78711-3087

*Hand delivery:*

Texas Commission on Environmental Quality

Application Review and Processing Team

Building F, Room 2101

12100 Park 35 Circle

Austin, Texas 78753

*Express mail:*

Executive Director

Application Review and Processing Team (MC148)

Texas Commission on Environmental Quality

12100 Park 35 Circle

Austin, Texas 78753

1. Electronic Application Submittal

An exact electronic copy of the original individual wastewater permit application must be uploaded via TCEQ’s file transfer protocol (secure) (FTPS) site at https://ftps.tceq.texas.gov/ and shared to [WQDeCopy@tceq.texas.gov](https://tceq-my.sharepoint.com/personal/shannon_gibson_tceq_texas_gov/Documents/011023/Application%20Project/Muni%20IP%20Paper%20App/WQDeCopy@tceq.texas.gov). Portable document format (pdf) file type preferred. Please ensure any map files have a resolution of at least 600 dots per inch (dpi).

Submittal of an exact electronic copy of the completed application does not relieve applicants of the requirement to submit a hardcopy original, per TCEQ Rule 30 TAC §305.48. For instructions on using the agency's FTP, or other questions about the submittal of electronic copies, please view https://www.tceq.texas.gov/help/helpcmpr.html

What Fees are Required?

Wastewater permits are subject to two different types of fees: 1) an application fee and 2) an annual water quality fee. Payment of the fees may be made either by check or money order payable to TCEQ or through [ePay](https://www3.tceq.texas.gov/epay/index.cfm)[[7]](#footnote-8) (TCEQ’s online payment application on the TCEQ web site).

1. Application fee

This fee is required to be paid at the time the application is submitted. Failure to submit payment at the time the application is filed will cause delays in processing the permit application.

Postage fees of $50.00 for new and amendments and $15.00 for renewals have been included with the application fees to cover the expense of the notice required by 30 TAC § 305.53. For new and major amendments the $50.00 postage fee covers the expense of notifying up to 100 landowners. An additional $50.00 postage fee will be required for each additional increment of up to 100 landowners.

To verify receipt of payment or any other questions you may have regarding payment of fees to TCEQ, please call the Revenues Section, Cashiers Office at (512) 239-0357. The applicant is responsible for the cost of publishing in a newspaper the public notices concerning the application for a permit. The applicant will be provided the information necessary to publish, including instructions, by Water Quality Applications Team for the first public notice, and by TCEQ’s Office of Chief Clerk for the second public notice.

ePAY electronic payment

Make an electronic payment through [ePay](https://www3.tceq.texas.gov/epay/index.cfm) on the TCEQ website. Payment methods include MasterCard, Visa, and electronic check payment (ACH). A transaction over $500 can only be made by ACH.

When making the payment you must select Water Quality, and then select the fee category **Municipal**..

**NOTE:** A copy of the ePAY payment voucher must be included with the application as an attachment for Administrative Report 1.0. An application will not be considered complete without the payment voucher.

Mailed payments

Payment must be mailed in a separate envelope to one of the addresses below. Include the Water Quality Permit Payment Submittal Form which is located just after the signature page of Administrative Report 1.0.

*Regular U.S. mail:*

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

P.O. Box 13088

Austin, TX 78711-3088

*Express mail:*

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

12100 Park 35 Circle

Austin, TX 78753

1. Annual Water Quality Fee

This fee is assessed to permittees with an authorization in effect on September 1 of each year. The permittee will receive an invoice for payment of the annual fee in November. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is not received by TCEQ by the due date. Annual fee assessments cannot be waived as long as the permit is in effect on September 1, even if the WWTP is not active.

*Important Note to all Applicants and Permittees:*

If your permit is in effect September 1, you will be assessed an annual Water Quality fee. It is the responsibility of the permittee to submit a cancellation or transfer form in a timely manner. Pursuant to 30 TAC § 305.66, failure to pay fees is good cause for permit denial or revocation. If an applicant has outstanding fees, a permit application will not be considered for approval by the Commission or Executive Director. For account balance information, contact the Financial Administration Division, Revenue Section, at (512) 239-0354.

ePAY electronic payment

Make an electronic payment through [ePay](https://www3.tceq.texas.gov/epay/index.cfm) on the TCEQ website. Enter your account number provided at the top portion of your billing statement. Payment methods include MasterCard, Visa, and electronic check payment (ACH). A transaction over $500 can only be made by ACH.

When making the payment you must select Water Quality, and then select the fee category **Municipal**.

Mailed Payments

Return your payment with the billing coupon provided with the billing statement.

*Regular U.S. mail:*

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

P.O. Box 13088

Austin, TX 78711-3088

*Express mail:*

Texas Commission on Environmental Quality

Financial Administration Division

Cashier’s Office, MC-214

12100 Park 35 Circle

Austin, TX 78753

How Do I Cancel or Transfer a Permit?

1. Permit Cancelation

To cancel a domestic wastewater permit, the facility must first submit a closure plan for review and approval to the Municipal Permits Team, Wastewater Permitting Section (MC 148) of the Water Quality Division, for any closure activity at least 90 days prior to conducting such activity.

After the closure plan has been reviewed and approved in writing by TCEQ, complete and submit the Request to Cancel a Water Quality Permit or Registration Form ([TCEQ-20029](https://www.tceq.texas.gov/cgi-bin/comm_exec/forms.pl)) to the Applications Review and Processing Team.

1. Permit Transfer

If the owner has changed (i.e., the charter number has changed), the facility must complete and submit the Application to Transfer a Wastewater Permit or CAFO Permit/Registration ([TCEQ-20031](https://www.tceq.texas.gov/search_forms.html))

If the name of the facility has changed but the owner did not change (i.e., the charter number remains the same), the facility must complete and submit the TCEQ Core Data Form ([TCEQ-10400](https://www.tceq.texas.gov/search_forms.html)).

The forms and instructions are available in Microsoft Word format (.docx). Submit the completed forms to the Applications Review and Processing Team.

How Do I Obtain More Information?

Additional information is available through the [Municipal Domestic Wastewater: The Permitting Process webpage](https://www.tceq.texas.gov/permitting/wastewater/municipal/WQ_Domestic_Wastewater_Permits_Steps.html#applicationsforms)[[8]](#footnote-9) on wastewater permitting and the domestic wastewater permit applications are available on the TCEQ web page at:

Specific questions can also be directed to the following program areas:

* Permit information and application forms (512) 239-4671
* Water Quality Applications Team, administrative information (512) 239-4671
* Municipal Permits Team, technical information (512) 239-4671
* Stormwater & Pretreatment Team, technical information (512) 239-4671
* Sludge (Biosolids Team), technical information (512) 239-4671
* Environmental Law Division (512) 239-0600
* Stream survey and receiving water assessment (512) 239-4671
* Toxicity testing requirements (Municipal Permits Team) (512) 239-4671
* Central Records, copies of records and permits on file (512) 239-0900
* TCEQ Publications (512) 239-0028
* Texas Secretary of State, for Charter Numbers (512) 463-5555
* State Comptroller of Texas to obtain Tax Identification (800) 252-1386

TCEQ rules are found in Title 30 of the Texas Administrative Code (TAC). The TAC can be viewed through the [Texas Secretary of State website](http://www.sos.texas.gov/tac/)[[9]](#footnote-10) and the [TCEQ website](https://www.tceq.texas.gov/rules/current.html)[[10]](#footnote-11).

Printed copies of TCEQ rules are available through TCEQ Publications. The initial copy is free and the customer is allowed to reproduce as many additional copies as needed. Should TCEQ be requested to reproduce additional copies, a fee will be charged as per General Services Commission Guidelines.

*Regular mailing address:*

Texas Commission on Environmental Quality

Publications (MC195)

P.O. Box 13087

Austin, Texas 78711-3087.

The telephone number is (512) 239-0028. The fax number is (512) 239-4488.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
ADMINISTRATIVE REPORT 1.0

This report is required for all permit applications – renewal, amendment, and new.

Section 1. Application Fee

Domestic Wastewater Permit Application fees are dependent on the size of the facility (proposed or permitted daily average flow of final phase). For application purposes, a major amendment at the time of renewal pays the major amendment rate. A minor amendment at the time of renewal pays the renewal rate.

Select the application fee based on the flow and the type of application.

Provide the requested information about your payment.

Section 2. Type of Application

Indicate the appropriate authorization type, facility status, and permit type for the application being submitted.

Indicate the type of application being submitted. If you are submitting an amendment or modification to an existing permit, please describe the changes being requested (e.g., increasing flow from 0.1 to 0.2 MGD, decreasing the monitoring frequency, increasing the irrigation site acreage, adding an outfall, etc.).

For existing permits, provide the TCEQ permit number which begins with WQ00, the EPA ID number which begins with TX, and the permit expiration date.

Section 3. Facility Owner (Applicant) and Co-Applicant Information

Important Note: More than one entity may be required to apply for the permit as co-applicant.

For TPDES permits, whoever has overall responsibility for the operation of the facility must apply for the permit as a co-applicant with the facility owner. The facility operator is not required to apply as co-applicant if they do not have overall responsibility of the facility operations. If a co-applicant is required, please provide the requested information about the co-applicant.

If the facility is considered a fixture of the land (e.g., ponds, units half-way in the ground), there are two options. The owner of the land can apply for the permit as a co-applicant or a copy of an executed deed recorded easement must be provided. The deed recorded easement must give the facility owner sufficient rights to the land for the operation of the treatment facility. Provide the following information for the applicant and co-applicant (if applicable):

**Legal name**

Provide the current legal name of the applicant, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), on other legal documents forming the entity, or on documents that are filed in the county where the entity is doing business. You may contact the Texas Secretary of State at 512-463-5555, for more information related to filing in Texas. If filed in the county where you are doing business, provide a copy of the legal documents showing the legal name.

**Customer Number (CN)**

TCEQ’s Central Registry assigns each customer a number that begins with CN, followed by nine digits. This is not a permit number, registration number, or license number. If the applicant is an existing TCEQ customer, the CN can be located using [TCEQ’s Central Registry Customer Search](http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch)[[11]](#footnote-12). If the applicant is not an existing TCEQ customer, leave the space for CN blank.

Core Data Form

Complete and include as an attachment a core data form (TCEQ 10400) for each customer. If a customer is indicated as an “Individual” on the core data form, include Attachment 1 of the Administrative Report.

Section 4. Application Contact Information

Provide the name and contact information for the person that TCEQ can contact for additional information regarding this application.

Two contacts may be provided in the application for administrative and/or technical questions. If additional contacts are provided, please provide a separate attachment to the application.

Section 5. Permit Contact Information

Provide the names and contact information for two individuals that can be contacted by TCEQ as needed during the term of the permit. The individuals should be of the level of Vice President or higher of a corporation, an Elected Official of a City or County, or a General Partner of a Partnership.

Section 6. Billing Information

An annual fee is assessed to each permittee on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. [Verify the address](https://tools.usps.com/go/ZipLookupAction!input.action)[[12]](#footnote-13) with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number and email address, if available, for the permittee's representative responsible for payment of the invoice.

Section 7. DMR/MER Contact Information

Provide the name and contact information for the person responsible for receiving and submitting DMRs (for TPDES permits) or for recording MERs (for TLAP permits).

Submit online through the [**NetDMR**](https://www.tceq.texas.gov/permitting/netdmr/netdmr.html)**[[13]](#footnote-14)** system.

Establish an electronic reporting account when you get your permit number.

Section 8. Public Notice Information

The applicant will be required to publish two public notices in a newspaper of the largest general circulation in the county where the facility is or will be located. Detailed information may be obtained by referring to TCEQ’s web site and 30 TAC Chapters 39, 50, 55, and 281regarding notice, public comments, and response to comment procedures.

The first notice, the “Notice of Receipt of Application and Intent to Obtain a Water Quality Permit” (NORI) must be published within 30 days of the application being declared Administratively Complete.

The second notice, “Notice of Application and Preliminary Decision” (NAPD) must be published within 45 days of a draft permit being filed with the Office of Chief Clerk (OCC). All information necessary to publish the second notice, as well as proof of publication, will be mailed by the OCC. The address to mail the required information back to TCEQ will be included in the information from the OCC.

In addition to the applicant publishing notice, TCEQ will post notice documents online at the time of Administrative Completeness and again at the time of Technical Completeness. Notice documents will be also available online in an alternative language, where applicable.

A. Individual publishing the notices

Provide the person’s name and contact information that will publish the notices required during the processing of the application. Only one person can be provided. This person (not the newspaper) will be contacted by TCEQ regarding publication of the notices and must be available during application processing.

B. Method of receiving NORI Package

Provide the method of receiving the NORI public notice information package. When the application is declared Administratively Complete, the NORI public notice information package will be sent to the individual identified in item 8A via the method selected. The NORI public notice information package includes the TCEQ declaration of completeness, a notice ready for publication, instructions for publishing the notice, and a publication affidavit.

C. Contact in the notice

The applicant must provide the contact information for an individual who may be contacted by the public to answer general and specific questions about aspects of the permit application.

D. Public viewing location

The information requested in this portion of the application regards a public place where the complete application must be made available for viewing and copying by the general public by the date the first notice is published. Once the draft permit is filed with the OCC, a copy of the draft permit and technical summary/statement of basis or fact sheet, if applicable, must be available at the public viewing location. Please verify with the proper authority that the application will be made available for public viewing and copying. The public place must be located within the county or counties in which the facility and outfall(s) are or will be located. If an outfall discharges directly to a water body that borders more than one county, a public place for each county must be provided. The address must be a physical address. Post office box addresses are not acceptable.

E. Bilingual notice requirements

Bilingual notices may be required for new, major amendment, minor amendment or minor modification, and renewal permit applications. If an elementary school or middle school nearest to the facility offers a bilingual program, the applicant may be required to publish notices in an alternative language. The Texas Education Code, upon which the TCEQ alternative language notice requirements are based, requires a bilingual education program to apply to an entire school district should the requisite alternative language speaking student population exist. However, bilingual-speaking students may not be present at a particular school within a district which is required to offer the bilingual education program. For this reason, the requirement to publish notices in an alternative language is triggered if:

* the nearest elementary or middle school, as a part of a larger school district, is required to make a bilingual education program available to qualifying students **and**
* the school either has students enrolled at such a program on-site, or has students who attend such a program at another location in satisfaction of the school’s obligation to provide such a program.

The applicant is required to call the bilingual/ESL coordinator for the nearest elementary and middle schools and obtain information to determine if alternative language notices are required. If it is determined that bilingual notices are required, the applicant is responsible for ensuring that the publication in the alternate language is complete and accurate in that language.

1. Summary of Application in Plain Language Template

Download, complete, and attach the Summary of Application in Plain Language Form (TCEQ Form 20972). **Note: If you are subject to the alternative language notice requirements in** [**30 Texas Administrative Code § 39.426**](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=66532&p_tloc=&p_ploc=1&pg=17&p_tac=&ti=30&pt=1&ch=39&rl=351)**,** **you must also provide a translated copy of the completed summary of application in the appropriate alternative language as part of your application package**. Please see Example 10 for an example of a completed summary of application in plain language.

1. Public Involvement Plan Form

Complete and attach one Public Involvement Plan (PIP) Form (TCEQ Form 20960) for each application for a new permit or major amendment to a permit. This form is not required for renewal or minor amendment applications.

Section 9. Regulated Entity and Permitted Site Information

1. Regulated Entity Reference Number (RN)

This is a number issued by TCEQ’s Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. If this regulated entity has not been assigned an RN, leave this space blank.

If the site of your business is part of a larger business site, an RN may already be assigned for the larger site. Use the RN assigned for the larger site. Use the [TCEQ’s Central Registry Regulated Entity Search](http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch)[[14]](#footnote-15) to see if the larger site may already be registered as a regulated site at:

If the site is found, provide the assigned RN and provide the information for the site to be authorized through this application below. The site information for this authorization may vary from the larger site information.

1. Name of the Project or Site

Provide the name of the site as known by the public in the area where the site is located. The name you provide on this application will be used in TCEQ’s Central Registry as the Regulated Entity. An RN will be assigned by Central Registry if this site is not currently regulated by TCEQ.

1. Owner of Treatment Facility

Provide the name of the owner of the facility**. The plant owner must be the applicant for the permit (same as Section 3)**. Indicate with a check mark the type of ownership.

1. Owner of Land Where Treatment Facility Is or Will Be Located

Provide the name, mailing address, phone number, and email address of the owner of the land where the facility is located. If the owner of the land is not the same as the applicant, a long-term lease agreement for the life of the facility must be provided. A lease agreement can only be submitted if the facility is not a fixture of the land (e.g., above-ground package plant). If a long-term lease agreement is required, provide the attachment number in the space provided.

If the facility is considered a fixture of the land (e.g., ponds, units half-way in the ground), there are two options. The owner of the land can apply for the permit as a co-applicant or a copy of an executed deed recorded easement must be provided. A long-term lease agreement is not sufficient if the facility is considered a fixture of the land.

Both the long-term lease agreement and the deed recorded easement must give the facility owner sufficient rights to the land for the operation of the facility.

1. Owner of the Effluent Disposal Site

**This item is only applicable for effluent disposal sites (e.g., irrigation, subsurface drip irrigation, evaporation). It is not for the point of discharge to the receiving waters.** Provide the name, mailing address, phone number, and email address of the owner of the effluent disposal site (e.g., irrigation, evaporation), if applicable. If the owner of the land is not the same as the applicant, a long-term lease agreement must be provided. The lease agreement must give the facility owner uses of the land for effluent disposal. If the term of the lease agreement is less than five years, the permit may be drafted for a term equivalent to the term of the lease.

If ponds (i.e., holding ponds, evaporation ponds) are located on land not owned by the applicant, there are two options: 1) the owner of the land can apply for the permit as a co-applicant **or** 2) the applicant must provide a copy of an executed deed recorded easement. The deed recorded easement must give the facility owner sufficient rights to the land for the operation of the facility and must be recorded in the county where the facility is located.

If the land is to be acquired by the facility owner, a copy of an executed option to purchase agreement must be submitted. The option to purchase must give a legal description of the land to be purchased and identify when the option to purchase agreement expires. An option to purchase may only be submitted with a new permit application.

1. Owner of the Sewage Sludge Disposal Site:

**If sludge is hauled by a registered transporter to a separate site that is permitted or registered by TCEQ, such as a municipal solid waste landfill or a registered land application site, ownership information does not need to be provided.**

Provide the name, mailing address, phone number, and email address of the owner of the sewage sludge disposal site. The owner of the sewage sludge disposal site only needs to be provided if authorization for the disposal of sewage sludge on property owned or under the direct control of the applicant is being sought in the permit. If the owner of the land where the sewage sludge disposal site is located is not the same as the applicant, a long-term lease agreement for at least the term of the permit must be provided.

Section 10. TPDES Discharge Information

This section is required for applicants requesting authorization to discharge into water in the state.

1. WWTP Facility Location

Confirm if the facility site location description in the existing permit is accurate. If not, or if this application is for an unbuilt facility, please provide either a physical address or accurate description for the treatment facility location. Do not provide directions to the disposal site. The description must include the distance in feet or miles from road intersections. Two examples of acceptable location descriptions are: 1) The effluent disposal site is located 2,600 feet southwest of the intersection of State Highway 20 and Farm-to-Market Road 1200; 2) The effluent disposal site is located 1.2 miles east of the intersection of Farm-to-Market Road 345 and County Road 10.

1. Point of discharge and discharge route

Confirm whether the point of discharge and discharge route in the existing permit are correct. If not, or if this application is for a new or amendment application, please provide a description of the effluent discharge route.

The discharge route must follow the flow of effluent from the point of discharge to the nearest major watercourse (from the point of discharge to a classified segment as defined in 30 TAC Chapter 307). Two examples of a discharge route are: (1) through a six-inch pipe to a county drainage ditch; thence to Doe Creek; thence to the Brazos River, or; (2) from the plant site to an unnamed tributary of Joe Creek; thence to Joe Creek; thence to Quail Creek; thence to the Jane River Below Charles Lake.

Classified segments can be found in 30 TAC § 307.10 Appendix A and segment location descriptions can be found in 30 TAC § 307.10 Appendix C*.*

The issuance of a permit does not grant a permittee the right to use the specific discharge route or to use private or public property for conveyance of wastewater along the discharge route described above. The permittee must acquire all property rights as may be necessary to use the discharge route.

Please note: The relocation of the discharge point or discharge route may be subject to a Major Amendment to the permit.

1. Discharge to public ditch or right-of-way

Indicate whether the treated effluent is discharged to public right-of-way or flood control district drainage ditch. Authorization from the entity must be obtained prior to commencing discharge. A permit does not grant this authorization. It must be authorized by the owner of the structure.

If authorization is still pending, provide a copy of the proof of contact. If approved, provide the approval letter.

1. Daily discharge of 5 million gallons per day or more

For all applications permitted for, or requesting an increase to 5 MGD or more, provide the name of each county or counties within 100 statute miles downstream of the point(s) of discharge.

Section 11. TLAP Disposal Information

This section is required for applicants requesting authorization for disposal adjacent to water in the state (i.e., irrigation, subsurface drip irrigation, evaporation).

1. Disposal site location

Indicate if the existing permit includes an accurate description of the effluent disposal site**.** If no, or if this is a new site, provide a location description of the effluent disposal site. Do not provide directions to the disposal site. The description must include the distance in feet or miles from road intersections. Two examples of acceptable location descriptions are: 1) The effluent disposal site is located 2,600 feet southwest of the intersection of State Highway 20 and Farm-to-Market Road 1200; 2) The effluent disposal site is located 1.2 miles east of the intersection of Farm-to-Market Road 345 and County Road 10.

NOTE: A change in the location or an increase in acreage requires a major amendment.

1. City nearest the disposal site

Provide the name of the city nearest to where the disposal site is located.

1. County where the disposal site is located

Provide the county or counties in which the disposal site is located.

1. Effluent routing description

Provide a description of how the treated effluent gets from the treatment facility to the effluent disposal site. An example of the flow of effluent to the disposal site is: from the treatment plant through a six-inch pipe to a one acre holding pond; thence via a four-inch pipe to the irrigation site. A major amendment to the permit is required in order to use an effluent disposal site different than the one described in an existing permit.

1. Nearest watercourse

Provide the name of the nearest watercourse to the effluent disposal site to which rainfall runoff might flow if not contained within the disposal site. The name of the nearest watercourse for a TLAP is included as part of the permit.

Section 12. Miscellaneous Information

1. Native American Land

Indicate whether the facility is located on, or the discharge route passes through, American Indian Land.

1. Sewage Sludge Disposal Site

**If sewage sludge is disposed of at a site permitted or registered by another entity, it is not necessary to address ownership or the location description of the sewage sludge disposal site.**

If authorization is sought in the permit for sewage sludge disposal at a site owned by the applicant, provide a location description for the sewage sludge site. If the existing permit includes an accurate description, indicate so by checking ‘yes’ on the application form. If no, provide this information only if authorization for the disposal of sewage sludge is being sought in the permit. The location description must use easily identifiable landmarks found on the USGS map submitted as an attachment to the application. The description must include the distance in feet or miles from road intersections.

1. Previous employment with TCEQ

List each person formerly employed by TCEQ who represented your company and was paid for service regarding the application. Any violation of the Health and Safety Code, Texas Water Code, or Government Code relating to conflict of interest may result in denial of the application and filing charges with the appropriate office.

D-E. Delinquent fees and penalties

TCEQ will not issue, amend, or renew permits, registrations, certifications, or licenses to an entity or person who is delinquent on a penalty or fee owed to TCEQ. TCEQ will not declare any application administratively complete that is submitted by a person or entity who is delinquent on a fee or penalty until the fee or penalty is paid, or if on an approved installment plan, that payments under the plan are current. TCEQ will withhold final action on an application until the fee or penalty is paid and the account is current, if after the application is considered administratively complete, the owner or entity who submitted the application is delinquent on a fee or penalty.

Please identify whether you owe any fees or penalties to TCEQ. If fees or penalties are owed, please identify the type of fee or penalty owed, the amount past due, and TCEQ identifying number. For penalties, please provide TCEQ docket number. For further information on the [Delinquent Fee & Penalty Protocol](https://www.tceq.texas.gov/agency/fees/delin/index.html)[[15]](#footnote-16).

Section 13. Attachments

Indicate by checkmark which attachments are included in the application.

Lease Agreements or deed recorded easements

These documents must be submitted with the application if the treatment facility or effluent disposal site is not owned by the applicant or co-applicant.

USGS Topographic Map

For Renewal, Major Amendment, and Minor Amendment applications, provide an 8 1/2 x 11, reproduced portion of the most current and original USGS Topographic map(s) that meets the 1:24,000 scale.

For New applications, provide an original, full size, 7.5 Minute USGS Topographic Quadrangle Map(s). The original USGS quadrangle map(s) must be in color, have a scale, and have the latitude and longitude on all four sides of the map. You can obtain an original, full size, 7.5 Minute USGS Topographic Quadrangle map by calling the USGS at 1-888-275-8747.

For all USGS Map submittals, the maps must contain the applicable information below, clearly outlined and labeled on the map:

* one mile in all directions from the facility. If more than one map is required to show one mile in all directions from the facility, provide each individual map. Do not splice together,
* effluent or permitted sludge disposal sites,
* the applicant’s property boundary,
* the boundaries of the treatment facility,
* the point(s) of discharge (i.e an X or a dot),
* the highlighted discharge route for a distance of three stream miles or until the effluent reaches a classified segment (only use a yellow or light colored highlighter, do not mark over the discharge route with dark ink),
* the boundaries of the effluent disposal site such as the irrigation tract or subsurface drainfield,
* all ponds including storage, evaporation, and holding ponds,
* the sewage sludge disposal site if currently authorized in the existing permit or if the applicant is seeking authorization through a new or amended permit application,
* all new and future commercial developments, housing developments, industrial sites, parks, schools, and recreational areas,
* all springs, public water supply wells, monitor wells, surface water supply intakes, water treatment plants, potable water storage facilities, and sewage treatment facilities located within one mile of the treatment facility,
* all parks, playgrounds, and schoolyards around the point of discharge and one mile downstream of the discharge route must be highlighted and the name provided on the map

Attachment 1

Attachment 1 is required for all co-applicants listed as “Individual” on the Core Data form (TCEQ 10400).

Section 14. Signature Page

Each applicant and co-applicant applying for the permit is required to sign the certification statement. The certification must bear an original signature of a person meeting the signatory requirements specified under *30 TAC § 305.44.*

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact TCEQ's Environmental Law Division at 512-239-0600.

30 TAC § 305.44. Signatories to Applications.

1. All applications shall be signed as follows.
   1. For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.
   2. For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.
   3. For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

INSTRUCTIONS FOR

DOMESTIC WASTEWATER PERMIT APPLICATION

ADMINISTRATIVE REPORT 1.1

This report is required for new permits and major amendments only.

Section 1. Affected Landowner Information

The following information is required for the affected landowner list and other interested parties. Please use the format described below. Affected landowner information is critical to the processing of the application and any errors may cause significant delays.

The landowners list is used by TCEQ to notify affected landowners of the application by mail. These individuals, as well as others, may provide comments on the application or request a contested case hearing on the application.

1. Landowner map components

All applicants shall submit a map that clearly shows:

* the applicant’s property boundaries (including all contiguous property owned by the applicant);
* the location of the treatment facility within the applicant’s property;
* the property boundaries of landowners surrounding the applicant’s property;
* the required buffer zone if the buffer zone requirement is not satisfied by ownership; and
* requirement on Page 49 of the instructions or in 30 TAC § 309.13(e).

For applications to discharge treated effluent to waters in the state, the map must clearly show:

* the discharge point;
* the highlighted discharge route for one mile downstream from discharge point;
* the property boundaries of all landowners surrounding the discharge point and on both sides of the discharge route for one full stream mile downstream of the discharge point; or
* If the discharge point is to a lake, bay, estuary, or affected by tides, the property boundaries of landowners along the shoreline for a one-half mile radius from discharge point.

For applications to use land disposal of effluent, the map must clearly show:

* the property boundaries of the effluent disposal sites;
* all effluent holding/storage/evaporation lagoons; and
* the property boundaries of all landowners surrounding the disposal site.

For applications to beneficially use sewage sludge on a land application site; the map must clearly show the property boundaries of:

* the beneficial use land application site within the applicant’s property boundaries; and
* the landowners surrounding the applicant’s property boundaries where the beneficial use land application site is located.

For applications for sewage sludge disposal in a monofill, the map must clearly show the property boundaries of

* the sludge disposal site within the applicant’s boundaries; and
* the landowners within one-half mile in all directions from the applicant’s property boundaries where the sewage sludge disposal site is located.

If there are questions as to which landowners must be identified, call the Wastewater Permitting Section staff at (512) 239-4671. The landowners map should be a city or county plat, another map sketch, or a drawing with a scale adequate enough to show the cross-referenced affected landowners. The landowners map must include a scale so that TCEQ can verify that all landowners within the required distances have been identified.

Examples of landowner maps have been provided for review and assistance (see Example 7 – Adjacent and Downstream Landowners at the end of this instruction booklet).

For example 7(a) each type of affected landowner must be identified on the above maps. For increases in flow at a plant and disposal of wastewater via irrigation, landowners from items1 and 3 above must be shown.If the application is for a new permit in which irrigation and beneficial land application of sewage sludge is being proposed, landowners from items 1, 3 and 4 must be shown.

Example 7(b) shows all the landowners adjacent to the applicant’s property, surrounding the point of discharge, and all landowners along the discharge route for a distance of one mile downstream. In this map, landowners 1-10 must be identified as affected landowners with the landowner’s name and mailing address submitted with the application in the format described in item 1.B. below.

1. Cross-referenced landowner list

All landowners identified on the map must be clearly cross-referenced to a list of the landowner names and complete mailing addresses. The cross reference must be in consecutive numeric order (1, 2, 3). The complete list of affected landowners must be provided on a separate sheet of 8.5x11" paper. DO NOT USE THE PROPERTY TAX TRACT NUMBER SYSTEM.

1. Landowner list media

To expedite processing of the application, TCEQ requires applicants to provide the affected landowner list in mailing label format (Avery 5160). The electronic copy of the mailing labels can either be included with the electronic copy of the application uploaded in PDF format or, if provided separately from the application, the mailing labels can be provided in a Microsoft Word document file by email. Each name and corresponding address must appear only once on the mailing labels or USB Drive even if the entity owns more than one tract of land identified on the landowner map. Please remove duplicate names and addresses.

Please ensure the names and mailing addresses are in Avery 5160 label format (3 columns across, 10 columns down, for a total of 30 labels per page)..

Names and addresses must be typed in the format indicated below according to US Postal Service regulations for machine readability. Each letter in the name and address must be capitalized, contain no punctuation, and the appropriate two-character abbreviation must be used for the state. Each entity listed must be blocked and spaced consecutively as shown below.

EXAMPLES:

SHARMAN DUNN

RR 1 BOX 34

SEA TX 76724

MR AND MRS EDWARD PEABODY

1405 MONTAGUE LN

SEA TX 76710-1234

BRIAR LP

PO BOX 249

SEA TX 76710-0249

1. Landowner data source

Provide the source of the landowners’ names and mailing addresses including the date the source material was compiled.

1. School Fund Land

Answer the question **yes** or **no** whether any permanent school fund land is affected by this application. This information is required by the Texas Water Code § 5.115. If **yes**, provide the location of the property and foreseeable impacts and effects this application has on the land(s).

Section 2. Original Photographs

Photographs of each of the following must be submitted with the application:

* At least one photograph of the new or expanded treatment unit(s) location.
* At least two photographs of the existing or proposed discharge point and as much area downstream (photo 1) and upstream (photo 2) as can be captured. If the discharge is to an open water body (e.g., lake, bay), the discharge point should be in the right or left edge of each photograph showing the open water and with as much area on each respective side of the discharge as can be captured.
* At least one photograph of the existing/proposed effluent disposal site.

Submit a plot plan or map that indicates the location of each photograph and the direction (e.g., northwest) the camera was facing when the photograph was taken.

Section 3. Buffer Zone Map

The buffer zone map is used to show how the applicant will comply with the requirements of 30 TAC § 309.13(e). This part of the regulations pertains to abating and controlling nuisance odor conditions from wastewater treatment facilities. The buffer zone, either 150 or 500 feet from the treatment units (depending on the type of treatment unit, see below) can be met by ownership, legal restrictions preventing residential structures within the buffer zone, an approved nuisance odor prevention plan, or a variance to the buffer zone.

Ownership means that the applicant owns all the land surrounding the treatment units that fall within the buffer zone. The other three alternatives pertain to the portion of the buffer zone that is not owned by the applicant.

Legal restrictions are legal documents such as a deed recorded easement that prohibit residential structures within the part of the buffer zone that is not owned by the applicant. An approved nuisance odor prevention plan contains specific information and actions by the applicant to abate and control nuisance odor conditions. A variance to the buffer zone is an option that is considered on a case-by-case basis. A variance should only be requested when all other options to satisfy the buffer zone requirements have been explored and deemed infeasible. The applicant shall provide proof during the application process that the other options are not feasible. The following is a portion of 30 TAC § 309.13, which identifies the buffer zone requirements:

e. One of the following alternatives must be met as a compliance requirement to abate and control nuisance of odor prior to construction of a new wastewater treatment plant unit, or substantial change in the function or use of an existing wastewater treatment unit

1. Lagoons with zones of anaerobic activity (e.g., facultative lagoons, un-aerated equalization basins, etc.) may not be located closer than 500 feet to the nearest property line. All other wastewater treatment plant units may not be located closer than 150 feet to the nearest property line. Land used to treat primary effluent is considered a plant unit. Buffer zones for land used to dispose of treated effluent by irrigation shall be evaluated on a case -by-case basis. The permittee must hold legal title or have other sufficient property interest to a contiguous tract of land necessary to meet the distance requirements specified in this paragraph during the time effluent is disposed by irrigation;

2. The applicant must submit a nuisance odor prevention request for approval by the Executive Director. A request for nuisance odor prevention must be in the form of an engineering report, prepared and sealed by a licensed professional engineer in support of the request. At a minimum, the engineering report shall address existing climatological conditions such as the average direction and velocity of the prevailing winds (i.e., wind rose), surrounding land use which exists or which is anticipated in the future, wastewater characteristics in affected units pertaining to the area of the buffer zone, potential odor generating units, and proposed solutions to prevent nuisance conditions at the edge of the buffer zone and beyond.

Proposed solutions shall be supported by actual test data or appropriate calculations. The request shall be submitted, prior to construction, either with a permit application and subject to review during the permitting process or submitted for executive director approval after the permitting process is completed: or,

3. The permittee must submit sufficient evidence of legal restrictions prohibiting residential structures within the part of the buffer zone not owned by the applicant. Sufficient evidence of legal restriction may, among others, take the form of a suitable restrictive easement, right-of-way, covenant, deed restriction, deed recorded, or a private agreement provided as a certified copy of the original document. The request shall be submitted, prior to construction, either with a permit application and subject to review during the permitting process or submitted for Executive Director approval after the permitting process is completed.

f. For a facility for which a permit application, other than a renewal application, is made after October 8, 1990, if the facility will not meet the buffer zone requirements by one of the alternatives described in subsection (e) of this section, the applicant shall include in the application for the discharge permit a request for variance. A variance will be considered on a case-by-case basis and, if granted by the Commission, shall be included as a condition in the permit. This variance may be granted by the Commission, consistent with the policies set out in Texas Water Code, §26.003.

1. **Buffer zone map components**

The buffer zone map submitted as part of the application will become part of the permit if the applicant does not own the required buffer zone; therefore, please provide the buffer zone map on 8.5 by 11-inch paper. It is very important that the map be accurate and clearly labeled. The buffer zone map must clearly show the following information: (Please label each item on the map)

* the applicant’s property boundaries
* each treatment unit and the distance in feet from each treatment unit to the applicant’s property boundaries
* the required buffer zone (500 feet for lagoons with zones of anaerobic activity, 150 feet for all other treatment units)
* If the buffer zone is not owned by the applicant, the map must show the distance in feet the buffer zone extends into all surrounding property

An example of a buffer zone map has been provided as Example 8 at the end of this document. In the example, the applicant does not own all of the required buffer zone. At least one of the three options discussed above must be chosen in order to satisfy the buffer zone requirements. A draft permit cannot be prepared until the buffer zone requirements are satisfied.

1. Buffer zone compliance method

Indicate which requirement is being used to satisfy the buffer zone requirements. More than one method may be used. For existing permits, changing the method in which the buffer zone will be satisfied requires a minor amendment.

1. Unsuitable site characteristics

If the site meets the requirements below, check yes. If one of the following is not met, check no. If no, additional information may be requested by TCEQ.

The treatment facility must also meet the requirement of 30 TAC 309.13(a) through (d). The unsuitable site characteristics, as defined in the rules are as follows:

A wastewater treatment plant unit may not be located in the 100-year flood plain unless the plant unit is protected from inundation and damage that may occur during that flood event.

A wastewater treatment plant unit may not be located in wetlands (not applicable to constructed wetlands.)

A wastewater treatment plant unit may not be located closer than 500 feet from a public water well as provided by 30 TAC § 290.41, nor 250 feet from a private water well. Exceptions to these requirements will be considered at the request of a permit applicant on a case-by-case basis, and alternative provisions will be established in a permit if the alternative condition provides adequate protection to potable water sources and supplies.

A wastewater treatment plant unit, land where surface irrigation using wastewater effluent occurs, or soil absorption systems (including low pressure dosing systems, drip irrigation systems, and evapotranspiration beds) must be located a minimum horizontal distance of 150 feet from a private water well.

A wastewater treatment plant unit, or land where surface irrigation using wastewater effluent occurs, must be located a minimum horizontal distance of 500 feet from an elevated or ground potable-water storage tank as provided by 30 TAC § 290.43.

A wastewater treatment plant unit, or land where surface irrigation using wastewater effluent occurs, must be located a minimum horizontal distance of 500 feet from a public water well site as provided by 30 TAC § 290.41, spring, or other similar sources of public drinking water.

A wet well or pump station at a wastewater treatment facility must be located a minimum horizontal distance of 300 feet from a public water well site, spring, or other similar sources of public drinking water as provided by 30 TAC § 290.41.

A wastewater treatment plant unit, or land where surface irrigation using wastewater effluent occurs must be located a minimum horizontal distance of 500 feet from a surface water treatment plant as provided by 30 TAC § 290.41.

A wastewater treatment facility surface impoundment may not be located in areas overlying the recharge zones of major or minor aquifers, as defined by the Texas Water Development Board, unless the aquifer is separated from the base of the containment structure by a minimum of three feet of material with a hydraulic conductivity toward the aquifer not greater than 10-7 cm/sec or a thicker interval of more permeable material which provides equivalent or greater retardation of pollutant migration. A synthetic membrane liner may be substituted with a minimum of 30 mils thickness and underground leak detection system with appropriate sampling points.

Supplemental Permit Information Form

This form applies to TPDES permit applications only. Download, complete, and attach the Supplemental Permit Information Form (TCEQ Form 20971) if this application is for a TPDES permit.

The application will not be declared administratively complete without this form being completed in its entirety including all attachments.

Water Quality Permit Payment Submittal Form

The application fee is required to be paid at the time the application is submitted. Failure to submit payment at the time the application is filed will cause delays in processing your application. Payment of the fee may be made by check or money order, payable to TCEQ, or through [ePAY](https://www3.tceq.texas.gov/epay/index.cfm) (electronic payment through the web).

**Mailed Payments:**

Complete and submit this Water Quality Permit Payment Submittal Form. The application fee is submitted to a different address than the application form. Read the Water Quality Permit Payment Submittal Form for further instructions.

[ePAY](https://www3.tceq.texas.gov/epay/index.cfm) **Electronic Payment**

When making the payment you must select Water Quality, and then select the fee category “Municipal”. You must include a copy of the payment voucher with your application. Your application will not be considered complete without the payment voucher.

Attachment 1 Individual Information

If the applicant or co-applicant is an individual, provide information on the individual as required by the Texas Water Code. The address provided must be the individual’s home address.

Checklist of Common Deficiencies

To ensure the timely processing of this application, please review the items below and indicate by checking Yes that each item is complete and in accordance applicable rules. If an item is not required this application, indicate by checking N/A where appropriate. Complete this checklist for each permit application. Please do not submit the application until the items below have been addressed.

**End of Instructions for TCEQ Form 10053**

INSTRUCTIONS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION  
TECHNICAL REPORT 1.0

The following items are required for all permit applications - renewals, amendments and new permit applications. Please read the instructions carefully.

Please provide detailed technical information as needed. If more than one outfall is included in the application, provide applicable information for each outfall. If an item does not apply to your facility, write N/A to indicate that you have considered it. Attach separate reports or additional sheets as needed. Cross-reference all attachments to the question in the Technical Report. You are not required to submit worksheets that do not apply to your application.

Section 1. Permitted or Proposed Flows

Provide the design flow rate of the treatment facility for the facility that is operational or that will be constructed within the next five years. If there is only one phase, fill out Item A only. If construction of facilities for specific phases will not be started within this five-year time period, then the phase may not be included in the proposed permit. This scenario is addressed in the Unbuilt Phases section (Section 5) of Domestic Technical Report 1.0.

If the applicant is requesting an increase in the permitted flow, a major amendment to the permit is required.

Specify which phase the facility is currently operating in on Item D, as defined by the existing permit. Provide the startup date of the current treatment facility. For example, if the facility was first built in 2000 for 0.10 MGD capacity, but the facility was expanded in July 2006 to accommodate a flow of 0.5 MGD, the answer to this question is July 2006.

Section 2. Treatment Process

a. Treatment process description

Provide a detailed description of the treatment process. Describe the type of treatment system (e.g., activated sludge, lagoon system, trickling filter) and mode of operation (e.g., extended aeration mode, complete mix mode, conventional mode, lagoon system). Provide a detailed description that traces the flow of wastewater through the entire treatment process and starts with the headworks and finishes with the discharge point. Include in a detailed description the sludge processing and drying units. Provide a separate description for each phase of the permit (e.g., interim, final). A list of common processes or process modifications is provided as Example 1 in the instructions.

b. Treatment units

Provide the type and dimensions (length x width x height) of each treatment unit. A list of common treatment units is provided as Example 2 in the instructions.

c. Process flow diagrams

Attach flow diagrams for an existing facility and/or each proposed phase of construction. The flow diagram must demonstrate the flow of wastewater through the facility from the headworks to the discharge point (or disposal site) as well as the sludge processing sequence. Clearly show and label any on-site lift stations, bypass piping, and constructed emergency overflows within the treatment system. An example flow diagram has been provided as Example 3 in the instructions.

Section 3. Site Information and Drawing

Provide the [latitude and longitude](https://www.tceq.texas.gov/gis/sqmaview.html)[[16]](#footnote-17) for the TPDES discharge outfall authorized or to be authorized under this permit. Enter the latitude and longitude coordinates in either decimal-degrees to a precision of six decimal places (dd.dddddd) or degrees-minutes-seconds to a precision of two decimal places for seconds (dd mm ss.ss). **NOTE:** The outfall’s latitude and longitude coordinates are the location where the effluent exits the discharge pipe and enters water in the state.

Provide the [latitude and longitude](https://www.tceq.texas.gov/gis/sqmaview.html) for the TLAP land application or disposal site authorized or to be authorized under this permit. Enter the latitude and longitude coordinates in either decimal-degrees to a precision of six decimal places (dd.dddddd) or degrees-minutes-seconds to a precision of two decimal places for seconds (dd mm ss.ss).

Provide a site drawing on an 8.5x11-inch paper that shows the boundaries of the treatment facility and the area served by the treatment facility.

For facilities that dispose of effluent via land application (irrigation, subsurface disposal, evaporation, etc.), indicate the general slope of the land.

For facilities that include authorization to dispose of sludge by beneficial land application or surface disposal, this information can be shown on the USGS map submitted in response to Section 13 of the Administrative Report 1.0 so long as it is copied to an 8.5x11-inch paper.

Provide the name and a description of the area served by the treatment facility (e.g. the Red Oaks subdivision-a strictly residential area with 200 single family homes).

Collection system information is required for wastewater TPDES permits only. It is not required for water treatment plants or wastewater treatment facilities that dispose of effluent via land application.

Provide information for each uniquely owned collection system served by the wastewater treatment facility. Provide a name for the collection system and the owner of the collection system. Indicate if the collection system is publicly owned, privately owned, or federally owned. State an estimate of the population served by the collection (i.e. number of people, not the number of connections). If applying for a multi-phase permit, include information for the Final phase only.

**Example 1:** Bluebonnet Hills, a residential subdivision, owns and operates the private Bluebonnet Hills WWTP and the entirety of the collection system serving the subdivision.

Collection System Information - Example 1

| **Collection System Name** | **Owner Name** | **Owner Type** | **Population Served** |
| --- | --- | --- | --- |
| **Bluebonnet Hills Collection System** | Bluebonnet Hills | Privately Owned | 500 |

**Example 2:** The City of Sandy Hill (population 100,000) operates three wastewater treatment facilities– Happy Creek WWTP, Northside WWTP, and Rolling Hills WWTP–and owns the entirety of the collection systems serving these facilities. In the renewal application for the Northside WWTP’s permit, only the collection system serving the Northside WWTP is included.

Collection System Information - Example 2

| **Collection System Name** | **Owner Name** | **Owner Type** | **Population Served** |
| --- | --- | --- | --- |
| **Northside WWTP Collection System** | City of Sandy Hill | Publicly Owned | 35,000 |

**Example 3:** The Central Texas Regional Water District owns and operates several regional wastewater treatment facilities. The CenTex Region No. 1 WWTP provides wastewater treatment service for three municipalities: the City of Paintbrush, the City of Thistle, and the City of Primrose. The cities own and maintain their respective collection systems per their agreement with Central Texas Regional Water District.

Collection System Information - Example 3

| **Collection System Name** | **Owner Name** | **Owner Type** | **Population Served** |
| --- | --- | --- | --- |
| Paintbrush Collection System | City of Paintbrush | Publicly Owned | 28,000 |
| Thistle Collection System | City of Thistle | Publicly Owned | 10,000 |
| Primrose Collection System | City of Primrose | Publicly Owned | 18,000 |

Section 4. Unbuilt Phases

Indicate if the existing permit contains phases that have not been constructed within five years of being authorized in an issued permit. If yes, the remainder of the questions must be answered and the information provided.

The commission is charged with the responsibility of determining the need for a permit. If the permit contains a phase that has not been constructed or is not in operation, provide a detailed discussion of the continued need for the unbuilt phase. For unbuilt phases, provide an anticipated construction and operation schedule for each phase. If construction is dependent upon housing/commercial development, provide information from the developer for the scheduled start dates for development phases. Attach this schedule to the application. Failure to provide sufficient justification for the continued need for the permit and/or each identified phase may result in a recommendation for denial of the application or removal of unbuilt phases from the permit. The deletion of an unbuilt phase does not prevent a permittee from applying for a major amendment to increase flow in the future. However, in implementing regionalization, the permittee will be required to provide additional information to justify the increase in flow.

Section 5. Closure Plans

Permits require an approved closure plan when a treatment unit or facility is permanently closed. Contact the Municipal Permits Team at 512-239-4671 for more information.

Section 6. Permit Specific Requirements

This section applies to existing permits.

a. Summary transmittal

Indicate whether a summary transmittal letter and/or engineering plans and specifications have been submitted to TCEQ for review and provide the date approval was granted, if applicable. If plans and specifications were submitted to and approved by the Texas Water Development Board, include a copy of the TWD approval letter as an attachment.

If there is a requirement in the existing permit for a summary transmittal letter, please state whether this has been fulfilled and any applicable dates. Include a copy of any correspondence from TCEQ.

b. Buffer zones

Indicate if the buffer zone requirements have been met. For a full explanation of buffer zone requirements please reference Administrative Report 1.1 of the instructions.

If buffer zone requirements have been met, indicate which method(s) were used. If there is a buffer zone requirement such as the submission of easements or a nuisance odor plan, please state what actions have been taken, including dates.

c. Other actions required by the current permit

If there were any other required actions, please summarize what actions were taken to comply with the requirement or provision. Include dates of any correspondence sent into TCEQ as regarded the requirements or provisions.

d. Grit and grease treatment

1. Acceptance of grit and grease waste

Notes for grit and grease and septage: Anyone who plans to operate a municipal liquid waste transfer facility must obtain an authorization from TCEQ. A municipal liquid waste transfer facility is a municipal solid waste (MSW) Type V processing facility that is used only in the transfer of grease trap waste, grit trap waste, septage, or other similar liquid waste. Except for temporary storage, facilities that will receive 32,000 gallons per day or less must obtain a registration under *30 TAC § 330.9(o)*. Facilities that will receive more than 32,000 gallons per day must apply for a permit under *30 TAC § 330.7*.

A temporary storage facility that stores 8,000 gallons or less for a period of four days or less in containers must notify in accordance with *30 TAC § 330.11(e)(5)*. Such a facility is not required to follow the requirements of Chapter 330, Subchapter E.

An MSW processing facility that processes only grease trap waste, grit trap waste from commercial car washes, septage, or a combination of these wastes, may do so under a registration according to *30 TAC § 330.9(g)*, if 1) the facility can attain a 10 percent recovery of material for beneficial use from the incoming waste, 2) the processing facility is located within the permit boundaries of a commission-permitted Type I landfill, or 3) the processing facility is located at a manned public wastewater treatment facility permitted to discharge at least one million gallons per day. Facilities meeting any of these exemptions must obtain a registration by following the procedures in *30 TAC §§330.57–330.73* and meeting the operational criteria and design criteria established in Chapter 330, Subchapter E.

All other fixed liquid waste processing facilities must apply for a permit under *30 TAC § 330.57*.

2. Grit and grease processing

Provide an overall description of how grit and/or grease waste is introduced and treated at the treatment plant. Provide a flow diagram showing the path and treatment units involved from the introduction of the grit and grease through the final fate of the grit and the final fate of the decant and grease.

3. Grit disposal

Describe how the grit is disposed of. The grit must be separated from the sludge the plant is producing. See *30 TAC § 217.124-126* or *30 TAC § 317.4(b)* for the requirements for grit removal system design requirements. See *30 TAC § 217.123* and 30 TAC Chapter 330 for more information about grit disposal. See *30 TAC § 217.245* for more information about excluding grit and grease from sludge treatment units.

4. Grease and decanted liquid disposal

Describe how the decant and grease are treated and disposed of after grit separation. See 30 TAC Chapter 330 for more information about the requirements for grease disposal.

e. Stormwater management

1. Applicability

Discharges of stormwater from a facility with a design flow of 1.0 MGD or greater or from a facility required to have an approved pretreatment program (under 40 CFR Part 403) are required to be permitted under the general TPDES permit TXR050000 (the Multi-Sector General Permit, or MSGP) or under the permittee’s individual TPDES permit. This applies to stormwater discharges from the facility site including any discharges from dedicated lands for sewage sludge disposal located within the onsite property boundaries. For facilities that do not meet either of the above criteria, stop here.

2. MSGP coverage

Indicate if the stormwater runoff is permitted via the MSGP, TXR050000. If yes, provide the MSGP authorization number and stop here. If the facility is not permitted under the MSGP and you intend to apply for coverage under the MSGP, note that a Notice of Intent (NOI) for coverage, or a No Exposure Certification (NEC) for a conditional no exposure exclusion, would need to be submitted under the MSGP before this wastewater application is submitted to TCEQ. For more information, please refer to the [Stormwater Permits webpage](https://www.tceq.texas.gov/permitting/stormwater)[[17]](#footnote-18).

3. Conditional exclusion

As indicated in Part V, Section T of the MSGP (TXR050000), facilities with a design flow of 1.0 MGD or greater or from facilities required to have an approved pretreatment program (under 40 CFR Part 403) are considered “Treatment Works,” and are identified by industrial activity code TW. These activities are regulated under Sector T of the MSGP for stormwater discharges.

If you intend to apply for a conditional exclusion from the MSGP based on having no exposure of industrial activity to stormwater, please note that there may be no exposure of industrial materials or activities to precipitation or runoff. To qualify for a no exposure exclusion from permit requirements, the operator of the facility must provide certification that industrial activities and materials are isolated from stormwater by storm resistant shelters and must be able to sign and certify on a no exposure certification (NEC) form that no regulated area of the facility would be exposed.

4. Existing coverage in individual permit

If stormwater discharge from the wastewater treatment site is currently permitted through the individual TPDES or TLAP permit that this application is for (not through the MSGP), please describe the current stormwater management practices and any management practices that are authorized in the existing wastewater permit (e.g., routing stormwater runoff to the headworks, separate effluent and stormwater outfalls, the stormwater management practices implemented through an approved stormwater pollution prevention plan (SWP3), etc.).

5. Zero stormwater discharge

If there is no discharge of stormwater from the wastewater treatment plant site and any dedicated lands for sewage sludge disposal located within the onsite property boundaries, please describe how zero discharge is accomplished here. This includes disposing of stormwater via evaporation ponds or irrigation, but it does not include areas where there may still be a potential to discharge stormwater during severe storms. Reference any structures used to accomplish no discharge of stormwater such as stormwater/evaporation ponds and include a site map indicating the location of these structures.

6. Request for coverage in individual permit

If the applicant does not intend to obtain coverage for the discharge of stormwater from the plant site under the MSGP, then coverage will be provided through additional authorizations and requirements in the individual wastewater permit the applicant holds. This coverage will be needed for any outfall that discharges stormwater or comingled stormwater or for any applicant that intends to route stormwater back to the treatment plant headworks.

Coverage through the individual permit will require the development and implementation of a stormwater prevention plan (SWPPP) and will be subject to additional monitoring and reporting requirements. The applicant should contact TCEQ’s Stormwater & Pretreatment Team at (512) 239-4671 or by email at SWGP@tceq.texas.gov as early in the application process as possible in order to facilitate the submission of additional information. It is recommended for direct discharges of stormwater that an applicant obtain stormwater coverage under the MSGP rather than through the individual TPDES permit.

f. Discharges to the Lake Houston Watershed

Any facilities that discharge in the Lake Houston watershed are required to submit a Sewage Sludge Solids Management Plan in accordance with *30 TAC § 311.35*.

The Lake Houston Watershed is defined in 30 TAC § 311.31 as the entire drainage area of Lake Houston, with the exception of that portion of the drainage basin of the West Fork of the San Jacinto River that lies upstream of the Lake Conroe Dam. The Lake Houston Watershed includes all permit applications for facilities that discharge to Segment Numbers 1002, 1003, 1004, 1008, 1009, 1010, 1011, and 1015. A sample solids management plan is provided as Example 5 of these instructions.

g. Other wastes received including sludge from other WWTP and septic waste

Wastewater plants accepting sludge from other WWTPs and/or septic wastes via the collection system or transported to the plant are required to notify TCEQ’s Municipal Permits Team about this activity.

1. Acceptance of sludge from other WWTPs

Information should include when sludge waste acceptance started or is anticipated to start, an estimate of how many gallons per month of sludge waste are being accepted or will be accepted, specify the location introduced into the collection system or at the plant, and an estimate of the BOD5 concentration of the sludge waste. This information will be used to determine if influent BOD5 monitoring will be added to the permit.

In addition, a Sewage Sludge Solids Management Plan is required for WWTPs that accept sludge from other facilities.

Indicate the permittee name, permit number, and the amount of sludge accepted from other plants and the treatment and disposal process for the commingled sludge.

The solids management plan should include the following:

* The dimensions (length x width x height) and capacities (gallons or cubic feet) of all sewage sludge handling and treatment units and processes.
* Calculations showing the amount of solids generated at design flow and at 75, 50, and 25% of design flow.
* Operating range for mixed liquor suspended solids in the treatment process based on the projected actual and design flow expected at the facility.
* A description of the procedure and method of solids removal from both the wastewater and sludge treatment processes.
* Quantity of solids to be removed from the process and schedule for removal of solids designed to maintain an appropriate solids inventory.
* Identification and ownership of the ultimate disposal site and a system of documenting the amount of solids disposed of recorded by dry weight.

If the treatment system uses facultative lagoons, provide calculations describing the design life of the sludge holding volume in the lagoons. Provide the location and depth of any monitoring wells located in the area of, and adjacent to, the facultative lagoons. Describe how the sludge will ultimately be disposed of upon reaching the design life of the facultative and other lagoons, if used.

Finally, state if any information has changed since the last permitting action. Plants that accept sludge waste are responsible for meeting all of their permit effluent and sludge testing requirements.

2. Acceptance of septic waste

Information should include when septic waste acceptance started or is anticipated to start, an estimate of how many gallons per day and month of septic waste are being accepted or will be accepted, specify the location introduced into the collection system or at the plant, and an estimate of the BOD5 concentration of the septic waste. This information will be used to determine if influent BOD5 monitoring will be added to the permit. Additional information needed is the design BOD5 concentration of the influent from the collection system. Also state if any of the information has changed since the last permit action. Plants that accept septic waste are responsible for meeting all of their permit effluent and sludge testing requirements. See instructions above for D(1) for additional details and information about accepting septic waste.

3. Acceptance of other wastes (not including septic, grease, grit, or RCRA, CERCLA or as discharged by IUs listed in Worksheet 6)

If the facility is accepting any wastes at the plant site (either for processing in treatment units or for any other type of waste handling) either via the collection system or transported to the plant, list all such wastes. Other wastes may include, but not be limited to, surface water treatment plant filter backwash and chemical toilets. Describe the nature and characteristics of the waste and specify the industries or other sources generating the waste. Specifically note if there are any toxic characteristics of the waste. Additionally state where transported waste is introduced into the plant and into the collection system; when waste acceptance or discharge into the collection system started or is anticipated to start, an estimate of the frequency and how many gallons per day and month of waste are being accepted or discharged or will be accepted or discharged, and state if any of the information has changed since the last permit action. Plants that accept other wastes are responsible for meeting all of their permit conditions such as notification, effluent and sludge testing requirements.

Section 7. Pollutant Analysis of Treated Effluent

Provide an analysis of the effluent discharge for all the listed constituents considering the details noted below. Analyses are required for all existing facilities (including both discharge and land disposal of effluent). Minor amendment requests without renewal are not required to complete a pollutant analysis.

* Facilities that dispose of effluent via land application are not required to submit analyses for dissolved oxygen (DO) or alkalinity.
* Facilities that dispose of effluent via irrigation are required to submit analyses of electrical conductivity.
* Facilities that discharge directly into the Houston Ship Channel, Segment Nos. 1006 and 1007, and facilities that discharge into salt water are required to provide an analysis for Enterococci.
* Facilities that discharge into fresh water are required to provide an analysis for *E. coli* bacteria.
* Facilities that land-apply effluent must test for *E. coli* bacteria if the application is located in a freshwater watershed and Enterococci bacteria if the application is located in a salt water watershed.
* Water Treatment Facilities must complete Domestic Technical Report 1.0, Table 1.0(b).
* Facilities with a design/permitted flow of 1.0 MGD or greater are required to provide an analysis for oil and grease and alkalinity.

Provide the number of samples analyzed, the type of sample, whether grab or composite, and the date and time the sample(s) were collected. Include the maximum concentration if more than one sample is taken.

Analytical data provided in the application must be sampled within one year of the date the application is submitted to TCEQ. All sampling and laboratory testing methods must be performed according to 30 TAC Chapter 319, General Regulations Incorporated into Permits, and 30 TAC Chapter 25, Environmental Testing Laboratory Accreditation and Certification. All testing must conform to EPA approved methodologies for sample collection, preservation, analysis, and detection levels. In addition, this data must comply with the QA/QC requirements of *40 CFR Part 136* and other appropriate QA/QC requirements for standard and suggested methods for analytes not addressed by *40 CFR Part 136.*

Collect DO in the early morning, before 9:00 a.m. Sample chlorine residual at the same time as *E. coli* bacteria or Enterococci bacteria. If the sample for the other parameters is not obtained at the same time as the DO sample, provide the additional time of sampling. For pH, provide minimum and maximum values. Provide copies of the laboratory results sheet(s). Laboratory QA/QC documentation and chain of custody forms are not required to be submitted with the application but may be requested on a case-by-case basis and are required to be kept a period of at least three years from the date the application is submitted.

Section 8. Facility Operator

Provide the name, operator certification number, and class for the facility operator as listed in the Central Registry. If the operation of the facility is provided by an operations company, provide the name of the company and company’s certificate number.

Section 9. Sludge and Biosolids Management and Disposal

This section is required for all facilities; however, Items A through C are not required for water treatment plants. Applications for new permits of unbuilt facilities shall indicate the proposed sludge disposal method in Item D, but Items E and F are to be completed only if the information is known.

a. WWTP’s Sewage Sludge or Biosolids Management Facility Type

This item is applicable for wastewater treatment plants only, i.e., it is not required for water treatment plants. Check all that apply to the treatment facility that will be regulated by the permit.

b. WWTP’s Sewage Sludge or Biosolids Treatment Processes

This item is applicable for wastewater treatment plants only, i.e., it is not required for water treatment plants. Check all that apply to the treatment facility that will be regulated by the permit. Do not indicate treatment processes conducted by a disposal site or third-party treatment facility.

c. Sewage Sludge or Biosolids Management

This item is applicable for wastewater treatment plants only, i.e., it is not required for water treatment plants. Provide information on the intended sewage sludge or biosolids management practice. Do not enter every management practice that you want authorized in the permit, as the permit will authorize all sewage sludge or biosolids management practices listed. Rather indicate the management practice the facility plans to use.

Choose an option from the drop-down menu provided in the electronic application form. For applicants completing a paper application form, choose the most appropriate option listed below for each category.

| **Management Practice** | **Handler or Preparer Type** | **Bulk or Bag Container** | **Amount (dry metric tons)** | **Pathogen Reduction Options** | **Vector Attraction Reduction Option** |
| --- | --- | --- | --- | --- | --- |
| Agricultural Land Application  Distribution & Marketing-Composting  Distribution & Marketing- Heat Dried  Distribution & Marketing-Advanced Alkaline Stabilizations  Distribution & Marketing- Other  Disposal in Landfill  Use as Landfill Cover  Alternative Energy at Cement Kiln  Production of Syngas  Deep-well Injection  Reclamation Site Application  Use in Construction  Storage  Other | Off-site Third-Party Handler or Preparer  On-site Owner or Operator  Off-site Third-Party Preparer | Bulk  Bag  Not Applicable |  | Class B: Density of Fecal Coliform  Class B: PSRP Aerobic Digestion  Class B: PSRP Air Drying  Class B: PSRP Anaerobic Digestion  Class B: PSRP Composting  Class B: PSRP Lime Stabilization  Class B: PSRP Addition of Lime (Septage)  Class B: PSRP Equivalency  Class A: Thermally treated  Class A: High pH – High Temperature  Class A: Limit Enteric viruses/viable helminth ova  Class A: Density of Enteric viruses/viable helminth ova  Class A: PFRP Composting  Class A: PFRP Heat Drying  Class A: PFRP Liquid Heat Treatment  Class A: Thermophilic Aerobic Digestion  Class A: PFRP Beta Ray Irradiation  Class A: PFRP Gamma Ray Irradiation  Class A: PFRP Pasteurization  Class A: PFRP Equivalent (explain)  Domestic Septage: pH  N/A: Disposal in Landfill  N/A: Transported to another facility for further processing | Option 1: Volatile solids reduced by 38%  Option 2: Lab demonstration of volatile solids reduction anaerobically  Option 3: Lab demonstration of volatile solids reduction aerobically  Option 4: SOUR ≤ 1.5 mg O2/hr/g/total solids at 20°C (<2% solids)  Option 5: Aerobic process for 14 days at >40°C  Option 6: pH ≥ 12 for 2 hrs and retain at 11.5 for 22 hrs  Option 7: Stabilized sludge is ≥75% solids  Option 8: Unstabilized sludge is ≥90% solids  Option 9: Subsurface injection  Option 10: Incorporate within 6 hrs  Option 11: Biosolids covered at end of each day  Option 12: Septage pH >12 for at least 30 min  N/A: Disposal in Landfill  N/A: Transported to another facility for further processing |

d. Disposal site

Provide detailed information for each disposal site. The information must include the name of the site, the site’s permit or registration number, and the county in which each disposal site is located.

e. Transportation method

Provide the method used to transport the sludge to the disposal site. The hauler’s sludge transporter registration number must also be provided, if applicable. Check whether the sludge is hauled in liquid, semi-liquid, semi-solid, or solid form.

Section 10. Permit Authorization for Sewage Sludge Disposal

a. Beneficial use authorization

If the existing permit includes authorization for land application of sewage sludge for beneficial use and the applicant is requesting to continue this authorization, complete and submit the following application form: Application for Permit for Beneficial Land Use of Biosolids (TCEQ Form No. 10451) with this permit application.

Adding a new authorization to the wastewater permit for beneficial land application of biosolids on property located adjacent to the wastewater treatment facility requires a major amendment to the permit. The application requires a list of adjacent landowners, additional fees, and other technical information concerning the land application of biosolids for beneficial use. For questions on completing this form, please contact TCEQ’s Municipal Permits Team at 512-239-4671.

b. Sludge processing authorization

Complete and submit the applicable portions of the Domestic Wastewater Permit Application: Sewage Sludge Technical Report (TCEQ Form No. 10056) if the applicant requests a renewal of an existing authorization for the following sludge processing, storage, or disposal options: 1) sludge composting, 2) marketing and distribution of biosolids, 3) sludge surface disposal, 4) sludge monofill, or 5) temporary storage of sludge in sludge lagoons.

Adding a new authorization for these sludge disposal options to a permit requires a major amendment. Authorization for composting of sewage sludge requires a major amendment to the permit if the composting operation has the potential to cause a degradation of water quality or the addition of treatment units that will encroach upon the buffer zone. Prior to submitting an application, contact the Municipal Permits Team for a determination of whether a major amendment is required.

Section 11. Sewage Sludge Lagoons

A. Location information

The following are descriptions of the required maps and information on the maps. Indicate the attachment number for the following items:

General Highway (County) Map (one original) showing the location of the sludge lagoons with a scale sufficient to show the distance from the disposal area to the property line in accordance with 30 TAC §312.63 and all areas within 1,000 feet of the site. Mark in red ink the applicant’s property boundaries and the sludge lagoons location. (Copies may be submitted on 8.5x11-inch sheets). For County Highway Maps, you may call the Texas Department of Transportation Map Sales in Austin.

USDA Natural Resources Conservation Service (NRCS) Soil Map (one legible copy) with soil legend and necessary interpretative information. Contact the nearest NRCS office for map information. If county is not mapped, have a soil scientist identify the soils.

Federal Emergency Management Agency (FEMA) Map (one legible copy) showing the 100-year flood plain. These maps can be obtained by requesting a Flood Insurance Study (no charge) from the FEMA Flood Map Distribution Center at (800) 358-9616. The Flood Insurance Study will contain a booklet and the FEMA maps.

Check the appropriate spaces if the sludge lagoon(s) contains certain features, and a description of protective measures to be used to protect the sludge lagoon(s) from a 100-year frequency flood if a portion of the sludge lagoon(s) lies within the flood plain.

B. Temporary Storage Information

Digested sludge may be stored in a sludge lagoon(s) for a period not to exceed two years unless otherwise authorized by the executive director.

Digested sludge may be stored the in a sludge lagoon for a period not to exceed five years if the person who prepares the sludge demonstrates that the land where the sewage sludge remains is not an active sludge unit or surface disposal site pursuant to 30 TAC § 312.61(c).

The demonstration must include the following information that must retained by the person who prepares the sewage sludge for the period that the sewage sludge remains on the land:

* an explanation of why sewage sludge needs to remain on the land for longer than two years prior to final use or disposal; and
* the date by which the sewage sludge will be used or disposed. This date must clearly indicate a storage period less than five years.

The final disposal of the sludge at the facility site is a violation of this permit. Sludge placed in sludge lagoon(s) is for temporary storage only. Sludge must ultimately be disposed of in accordance with the closure plan.

An analysis of the following pollutants in milligrams per kilogram (mg/kg) must be submitted with the application:

Arsenic

Cadmium

Chromium

Copper

Lead

Mercury

Molybdenum

Nickel

Nitrate Nitrogen

Total PCBsPhosphorus

Potassium

TKN

Total Nitrogen

Selenium

Ammonia Nitrogen

Zinc

pH, Standard Units

The latest sludge analysis (e.g., TCLP toxicity, priority pollutants) must be submitted with the application. Analytical procedures for sludge testing must be in accordance with Standard Methods for the Examination of Water and Wastewater and American Society of Agronomy. Additional descriptive information may be required.

c. Liner information

Describe the liner material and thickness for any proposed or existing sludge lagoons. Lagoon liners must comply with the liner permeability requirements in *30 TAC § 217.203*.

d. Site development plan

Describe the methods used to deposit sludge in the sludge lagoon(s). This description should include site layout plan, site entrance roads from public access roads, rate of sludge deposition, average lift size, maximum lift, average trench or cell size, maximum cell or trench size, protection from floods, and other information necessary to depict how the surface disposal unit will be developed.

Indicate with check marks that the following information has been provided.

* A plan view and cross-section of the sludge lagoon(s).
* A copy of a closure plan that has been developed for the sludge lagoon(s).
* Size of the sludge lagoon(s) in surface acres and capacity in cubic feet and gallons.
* The method of controlling infiltration of ground water and run-on of surface water.
* Description of procedures used to prevent the occurrence of nuisance conditions.

e. Groundwater monitoring

Additional descriptive information may be required. Monitoring wells may be required in the permit.

Section 12. Authorizations/Compliance/Enforcement

a. Additional authorizations

Indicate if the applicant has additional authorizations that pertain to pollution control activities conducted at this facility (site), such as a 30 TAC Chapter 210 reuse authorization, a separate sludge processing or sludge land application permit, etc. If yes, provide the TCEQ authorization number and description of each authorization.

b. Permittee enforcement status

Indicate if the applicant is currently required to meet an implementation schedule for the construction, operation, or upgrading of the wastewater treatment facility. If yes, provide a background discussion of the implementation schedule and a progress report on satisfying the schedule. This requirement includes federal, state, or local authority permit conditions, administrative or enforcement orders, enforcement compliance agreements, stipulations, court orders, or grant and loan conditions.

Section 13. RCRA/CERCLA Wastes

a. RCRA hazardous wastes

Answer yes if the facility receives, will receive, or has received in the past three years Resource Conservation Recovery Act (RCRA) hazardous wastes by truck, rail, or dedicated pipeline.

b. Remediation activity wastewater

Answer yes if the facility received, will receive, or has received in the past three years Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) wastewater, RCRA remediation/corrective action wastewater, and/or other remedial activity wastewater.

c. Details about wastes received

If yes to either items a. or b., a detailed attachment to the application must be provided. The attachment should include the origin of the waste(s), a description of the waste(s) including the hazardous waste number, quantity, concentration, any waste treatment(s) prior to the waste(s) being accepted at the treatment facility, frequency of acceptance at the treatment facility, and the method(s) of transportation to the treatment facility (e.g., pipeline, railcar, truck).

Section 14. Laboratory Accreditation

Effective July 1, 2011, TCEQ will begin assessing laboratories using the standards adopted in 2009 by the NELAP Institute (i.e., the 2009 TNI standards). This will include all requirements related to proficiency testing. All laboratory tests performed must meet the requirements of 30 TAC Chapter 25, Environmental Testing Laboratory Accreditation and Certification. The applicant should review *30 TAC Chapter 25* for specific requirements.

If using a third-party laboratory, it is the permittee’s responsibility to verify the laboratory’s accreditation status to the best of their ability. Signatures for this page shall follow the requirements of *30 TAC § 305.44*.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
TECHNICAL REPORT 1.1

NEW AND AMENDMENT

The following items are required only for new permit applications and major amendment applications. The following items are not required for renewal applications and minor amendments.\*

\*Some of the following information may be needed for minor amendments on a case-by-case basis. If the minor amendment is to replace the existing treatment facilities with new facilities without an increase in flow, please provide design calculations (see item 4 below).

Section 1. Justification for Permit

A. Justification of permit need

Provide justification for the proposed flows indicated on page 1 of Technical Report 1.0. The commission is charged with the responsibility of determining the need for a permit. Provide an anticipated construction start date and operation schedule for each phase being proposed. If construction is dependent upon housing/commercial development, provide information from the developer. Provide information such as the size of the development (number of lots), the date construction on the development is scheduled to begin, and the anticipated growth rate of the development (number of houses per month or year). Failure to provide sufficient justification for the continued need for the permit and/or each proposed phase may result in a recommendation for denial of the application or proposed phases. If additional space is needed, submit the justification information as an attachment.

Attach population estimates and/or projections used to derive the flow estimates and anticipated growth rates for developments. Provide the source and basis upon which population figures were derived (census and/or other methodology). Also, provide population projections at the end of the design life of the treatment facility (usually 50+ years) and the source and basis upon which population figures were derived.

B. Regionalization of facilities

TCEQ is required to implement the state policy to encourage and promote the development and use of regional and area-wide waste collection, treatment, and disposal systems to serve the disposal needs of the citizens of the state and to prevent pollution and maintain and enhance the quality of the water in the state.

Requests for service must be mailed to all applicable wastewater treatment facilities with active permits (constructed facilities, both TPDES and TLAP, with the capacity to serve the proposed service area). Applicants must provide proof of post via certified mail. A sample of an acceptable request for service can be found in Example 10 of this document.

Applicants requesting a new permit because the previous authorization was allowed to expire and that 1) have a built/existing facility, 2) have a satisfactory or high compliance history classification, **and** 3) are in good standing with the TCEQ, do not have to complete the regionalization portion of the application. Such an applicant would be able to successfully demonstrate that an exception to regionalization should be granted based on costs, affordable rates, and the capabilities of their own existing facility.

Applicants with an **unbuilt** facility requesting a new permit because the previous authorization expired shall complete the regionalization portion of the application.

For assistance in determining whether there are existing wastewater treatment facilities with in a three-mile radius of the proposed facility site, please use the TCEQ [Wastewater Outfall Map Viewer](http://tceq.maps.arcgis.com/apps/webappviewer/index.html?id=d47b9419f42c49dea592203aeda99da1).[[18]](#footnote-19) To obtain a map with the location of domestic wastewater treatment facilities, contact the TCEQ Information Services staff at 512-239-DATA.

The TCEQ may request additional information to verify any cost analyses submitted with the application. Cost estimates and rate fees regarding regionalizing must be provided from the entity agreeing to provide service, either on appropriate letterhead or from an official email account. That is, the applicant must submit documentation of the quoted costs and rates given in writing by the entity agreeing to provide service.

For additional guidance, please review [TCEQ’s Regionalization Policy for Wastewater Treatment](https://www.tceq.texas.gov/permitting/wastewater/tceq-regionalization-for-wastewater)[[19]](#footnote-20).

1. Municipally incorporated areas

If the applicant is not a city, indicate if any portion of the proposed service area is located in an incorporated city. If yes, provide the name of the city and provide correspondence from the city concerning service for the proposed wastewater treatment facility (consent to provide service or denial to provide service from the city). If consent to provide service is available from the city, provide justification and a cost analysis of expenditures that shows the cost of connecting to the city versus the cost of the proposed facility or expansion.

2. Utility CCN areas

Indicate if any portion of the proposed service area is inside another utility’s sewer Certificate of Convenience and Necessity (CCN) area. To obtain information concerning regional providers with sewer CCNs, contact TCEQ’s Utilities and Districts Section at 512/239-4691 or by fax at 512/239-6972. If yes, provide justification and a cost analysis of expenditures that shows the cost of connecting to the CCN facilities versus the cost of the proposed facility or expansion.

3. Nearby wastewater treatment facilities or collection systems

If there are any permitted domestic wastewater treatment facilities or sanitary sewer collection systems located within a three-mile radius of the proposed wastewater treatment facility, identify these facilities on an area map. If a collection system and the facility that serves the collection system have different owners, identify the facility that serves the collection system, not the collection system. Provide each facility’s name and wastewater permit number, proof of mailing a request for service by certified mail, a copy of the request, and any correspondence received from the facility concerning the proposed service area (consent or denial to provide service from the facility).

If any of these facilities agree to provide service, provide justification and a cost analysis of expenditures that shows the cost of connecting to these facilities versus the cost of the proposed facility or expansion. Applicants are not required to send correspondence requesting service to permittees with unbuilt facilities; however, the facilities must still be included in the list of facilities and located on the map.

Section 2. Proposed Organic Loading

A. Current organic loading

This item is only required for amendment applications or for new applications for an existing WWTP that allowed a permit to expire. Provide the total average flow, the average organic strength of the influent, and the average loading in pounds per day at the treatment facility for design purposes.

The average influent strength is from actual influent measurements taken over the past 12 months and is representative of the influent to the treatment facility. If the influent strength will be impacted by the amendment, Table 1.1(4) in item 2B. must be completed showing the source, flow, and strength of the new source(s). For example, if the permit is being revised to accept large flows from a meat processing facility, the increased flow will likely increase the BOD5 strength received by the facility and impact the ability of the facility to consistently meet the permitted effluent limitations.

If the influent BOD5 concentration is less than 200 mg/L and the proposed design calculations use an influent strength of less than 200 mg/L BOD5, provide data for a minimum of 12 months that consistently show the actual BOD5 concentration. The data should be based on 24-hour flow weighted composite samples taken a minimum of once per week for the duration of the study. Data must include the BOD5 concentration, flow, and day and time samples were taken. The samples must be taken on different days of the week to be considered representative samples. A permit may require monitoring of the influent at regular intervals to verify that the influent strength has not increased. A permit may also contain an influent loading limitation if the design calculations use an influent strength of less than 200 mg/L BOD5.

B. Proposed organic loading

This item is only required for (1) new applications or (2) if increased organic strength is expected, as noted above. Provide the sources of influent contributions, the total average flows, and organic strengths for each proposed phase for design purposes. Provide the total average flow, the average organic strength of the influent to the treatment plant, and the average loading in pounds per day at the treatment facility. The average BOD5 concentration should be calculated on a flow-weighted average basis.

Section 3. Proposed Effluent Quality and Disinfection

Provide the proposed effluent quality for each phase, based on a 30-day average, for the listed constituents. Indicate the type of disinfection and type of dechlorination, if applicable. As of this revision, dechlorination is generally required for facilities operating at a permitted flow of 1.0 MGD or greater. An 85% reduction in BOD5 and TSS, based on influent versus effluent quality, must be achieved to comply with the Clean Water Act.

Section 4. Design Calculations

Provide detailed design calculations that show the ability of the treatment system to meet the proposed effluent quality for each phase, according to the requirements of 30 TAC Chapter 217, Design Criteria for Domestic Wastewater Systems.

Describe the design features (auxiliary power, alarm systems, standby and duplicate units, holding tanks, stormwater clarifiers, etc.) and functional arrangements (flexibility of piping and of valves to control flow through the plant, reliability of power source, etc.) to prevent bypasses or overflows of untreated wastewater that might result from:

* excessive inflow or infiltration,
* power failure,
* equipment malfunction,
* facility unit maintenance and repair, or
* any other cause.

Each one of the above situations ***must*** be addressed. If the facility does not include a design feature or functional arrangement to address each one, include an explanation with the design calculations. An example of design criteria and features has been provided as Example 4.

Section 5. Facility Site

a. 100-year floodplain

Provide the information concerning flood protection and wetlands. Treatment units must be protected from inundation from a 100-year frequency flood event. The data source should be verifiable (for example, the FEMA map panel number). If locating in a wetland, contact the U.S. Army Corps of Engineers to obtain all necessary authorization, including a Federal Clean Water Act Chapter 404 Dredge and Fill permit.

b. Wind rose

Submit a wind rose that indicates the direction of the prevailing winds. Wind roses can be obtained through the [National Climatic Data Center website](https://www.nrcs.usda.gov/wps/portal/wcc/home/)[[20]](#footnote-21) or by phone at (828) 271-4800.

Section 6. Permit Authorization for Sewage Sludge Disposal

a. Beneficial use authorization

If the applicant is requesting authorization to land apply sewage sludge for beneficial use on property located adjacent to the wastewater treatment facility, the applicant shall complete and submit the following application form: Application for Permit for Beneficial Land Use of Sewage Sludge (TCEQ Form No. 10451) with this permit application. The application requires a list of adjacent landowners, additional fees, and other technical information concerning the land application of sewage sludge for beneficial use. For questions on completing this form, please contact the TCEQ Biosolids Team of the Wastewater Permitting Section at 512-239-4671.

b. Sludge processing authorization

Complete and submit the applicable portions of the Domestic Wastewater Permit Application: Sewage Sludge Technical Report (TCEQ Form No. 10056) if the applicant is requesting authorization for any of the following options in this permit: sludge composting, marketing and distribution of sludge, sludge surface disposal, or sludge monofill or for temporary storage of sludge in sludge lagoons.

Section 7. Sewage Sludge Solids Management Plan

If this application is for a new permit or for a major amendment to a permit, submit a sewage sludge solids management plan. The solids management plan should include the following:

1. The dimensions (length x width x height) and capacities (gallons or cubic feet) of all sewage sludge handling and treatment units and processes.
2. Calculations showing the amount of solids generated at design flow and at 75%, 50%, and 25% of design flow.
3. Operating range for mixed liquor suspended solids in the treatment process based on the design flow and the projected actual flow expected at the facility.
4. A description of the procedure and method of solids removal from both the wastewater and sludge treatment processes.
5. Quantity of solids to be removed from the process and schedule for removal of solids designed to maintain an appropriate solids inventory.
6. Identification and ownership of the ultimate disposal site and a system of documenting the amount of solids disposed of, recorded in dry weight.
7. If the treatment system uses facultative lagoons, provide calculations describing the design life of the sludge holding volume in the lagoons. Provide the location and depth of any monitoring wells located in the area of, and adjacent to, the facultative lagoons. Describe how the sludge will ultimately be disposed of when the design life of the facultative or other lagoons is reached. An example of a sewage sludge solids management plan has been provided as Example 5.

WORKSHEETS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION  
TECHNICAL REPORT

The following worksheets may be required based on the method of disposal, authorization sought, and the permitted flow from the facility.

Worksheet 2.0: Receiving Waters

Complete and submit this worksheet if the application includes the discharge of treated effluent directly to surface waters in the state (e.g., to Doe Creek, or to an unnamed tributary).

Worksheet 2.1: Stream Physical Characteristics

Complete and submit this worksheet if the application is for a new permit, an amendment to add an outfall, or a renewal or amendment for a permit with an existing or proposed phase of 1.0 MGD or greater.

Worksheet 3.0: Land Disposal of Effluent

Complete and submit this worksheet if the application includes the disposal of treated effluent via land disposal (irrigation, subsurface disposal, evaporation, etc.).

Worksheet 3.1: Land Disposal of Effluent – New and Amendment

Complete and submit this worksheet if the application is for a new permit or a major amendment. For example, increasing an application rate or increasing the size of the irrigation site requires an amendment.

Worksheet 3.2: Subsurface Irrigation Systems (Not Drip)

Complete and submit this worksheet if the land disposal method is a subsurface land application non-drip system (conventional gravity drainfield, pressure dosing, mound system, etc). NOTE: All applicants authorized or proposing subsurface disposal MUST complete and submit Worksheet 7.0.

Worksheet 3.3: Subsurface Area Drip Dispersal Systems

Complete and submit this worksheet if the land disposal method is a subsurface area drip dispersal system as defined by 30 TAC Chapter 222. Please submit one original and four copies of the application. **NOTE: All applicants authorized or proposing subsurface disposal must complete and submit Worksheet 7.0.**

Worksheet 4.0: Pollutant Analyses Requirements

Complete and submit this attachment if the application addresses any of the following:

* an existing facility with a design/permitted flow of 1.0 MGD or greater;
* a facility with multiple permit phases that includes a phase at a design flow of 1.0 MGD or greater;
* a facility designated as a “major” facility; or
* the applicant is a POTW that has or is required to have an approved pretreatment program, unless the facility is less than 1.0 MGD and the applicant has submitted certification to the Stormwater & Pretreatment Team that the facility does not have any significant industrial users. This certification requirement may be satisfied when submitting an accurate Worksheet 6.0 with the permit application.

Worksheet 5.0: Toxicity Testing Requirements

Complete and submit this attachment if the application addresses any of the following:

* facilities with a currently-operating design flow greater than or equal to 1.0 MGD;
* applicants with an approved pretreatment program (or those that are required to have one under 40 CFR Part 403); unless the facility is a minor (less than 1.0 MGD) and the applicant has submitted certification to the Stormwater & Pretreatment Team that the facility does not have SIUs: (this certification requirement may be satisfied when submitting an accurate Worksheet 6.0 with the permit application); or
* other facilities required by TCEQ to perform Whole Effluent Toxicity (WET) testing.

Outfalls where routine toxicity testing is being conducted as a requirement of the current permit do not need to retest or submit full test results. However the summary of submitted test information should be submitted.

Worksheet 6.0: Industrial Waste Contribution

Complete and submit this worksheet if the applicant is a Publicly Owned Treatment Work (POTW). Privately-owned facilities do not need to submit this worksheet with the technical report.

Worksheet 7.0: Class V Injection Well Inventory & Authorization

Complete and submit this worksheet if the applicant is requesting a new, amendment, or renewal of a permit to dispose of treated effluent via subsurface disposal. Submit this worksheet to the address specified for the Radioactive Materials Division.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 2.0 - RECEIVING WATERS

Worksheet 2.0 is required for all renewal, amendment, or new applications for TPDES permits.

Worksheet 2.0 is not required for applications to dispose of all wastewaters via land disposal.

All applicants shall submit USGS quadrangle maps showing the location of the facility and the discharge point(s) and the land treatment/land application site(s)/area(s), as appropriate. USGS quadrangle maps must be submitted that depict the discharge route for at least 3.0 miles from the discharge point or until a classified segment is reached as defined in 30 TAC Chapter 307, Appendix C, Texas Surface Water Quality Standards, whichever is first. Use highlighter (not black marker) to show the discharge route. The map(s) submitted as part of the Administrative Report 1.0 may be used for this worksheet. Copies of the original USGS quadrangle maps with the appropriate information may suffice provided that they are color copies of original quality and scale and all the features of the original map, and the information provided are legible and can be clearly deciphered. The permittee should retain a copy of the information for reference in subsequent applications.

If the facility has or is proposing multiple discharge points (outfalls) and the outfalls do not enter the same receiving water, attach additional sheets for each outfall. The outfalls that flow into each receiving water should be listed.

Section 1. Domestic Drinking Water Supply

Indicate and identify any surface water intakes for domestic drinking water supply located within five miles downstream of the existing/proposed outfall(s). Accurately label the intake point for the drinking water supply on the USGS 7.5-minute topographic map.

Section 2. Discharge into Tidally Affected Waters

This section is only applicable to discharges into tidally affected waters. The information is specific to each discharge point. Provide the re quested information for each outfall as needed.

Section 3. Classified Segments

Indicate if the discharge is directly into or within 300 feet of a classified segment as defined in Appendix C or a partially classified waterbody as defined in Appendix D of the Texas Surface Water Quality Standards (30 TAC § 307.10). Contact the Standards Implementation Team of the Water Quality Assessment Section to determine if the receiving water is a classified segment.

If yes, the worksheet is complete. It is not necessary to complete Worksheet 2.1 - Stream Physical Characteristics Worksheet.

If no, and the discharge goes into a watercourse such as a creek, ditch, or series of tributaries prior to flowing into a classified segment, then complete Sections 4 and 5.

Section 4. Description of Receiving Waters

1. These items refer to the immediate receiving water (at the point the treated effluent is discharged). Check the item that best describes the first receiving water into which the discharge will flow after it leaves the outfall.
2. If a stream, man-made channel, or ditch was checked in item 4.a, answer item 4.b. Existing dischargers check only one of the characteristics that best describes and characterizes the area upstream of the discharge point. For a new permit application, check only one of the characteristics that best describes and characterizes the area downstream of the proposed discharge. Check the method used to determine the characteristic for describing the area upstream or downstream.
3. List the names of all perennial streams that join the receiving water (discharge route) within three miles downstream of the existing or proposed discharge point.
4. Indicate if the receiving water characteristics change within three miles downstream of the discharge point and provide a discussion of how they change.
5. Provide general observations of the water body during normal dry weather conditions.

Section 5. General Characteristics of Water Body

1. Check all activities that influence the area upstream of the existing or proposed discharge point. These items refer to the immediate receiving water (e.g., a drainage ditch, a stream, a lake, a bay, etc.).
2. Check all uses of the waterbody, either observed or evidences of uses. If the waterbody has a use that is not listed, check “other” and specify.
3. Check one of the descriptions provided to best describe the aesthetics of the receiving water and surrounding area.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 2.1 - STREAM PHYSICAL CHARACTERISTICS

Worksheet 2.1 is required for the following permit applications:

1. New permit;
2. Amendment or renewal applications for an existing or proposed phase to discharge 1.0 MGD or greater; and
3. Request to add a new outfall (at any permitted flow).

Worksheet 2.1 **is** not **required** if the discharge is to an intermittent stream.

Worksheet 2.1 applies only to perennial streams and intermittent streams with persistent (perennial) pools as identified in Worksheet 2.0, Item 4.b. It is not necessary to complete Worksheet 2.1 if the discharge is directly to a classified segment as defined in Appendix C or to a partially classified water body as defined in Appendix D of the Texas Surface Water Quality Standards (30 TAC § 307.10). If the information required in this section has been provided in a previous application, please resubmit the information.

Questions on conducting a stream assessment or completing this worksheet should be directed to the Water Quality Standards Team of the Water Quality Assessment Section.

Section 1. General Information

Conduct the physical assessment downstream of the proposed or existing outfall.

Provide the requested information regarding the stream study.

Section 2. Data Collection

Summarize the measurements in Section 2. The worksheet is divided into two portions. The first is for general observations made over the entire reach. The second is a table for measurements and observations made at specific transect locations.

Transect measurements are usually made beginning at the discharge point (outfall) and continuing downstream. Once these are completed, general observations are made over the reach while returning to the discharge point.

Observe or measure stream widths with a minimum of four and a maximum of ten equally spaced locations over a 0.5-mile reach. The number of transects depends upon width variability. At each point where width measurements are made, also measure the water depth at 4-10 points across the transect. Include transects within each habitat type (pool, riffle, run, glide) that exist. If pools are present, include measurements across the deepest area. Show the location of the transects on the USGS map and the proposed discharge point.

Characterize each transect site as riffle, run, glide or pool. For a definition of each, see the Definitions and Terms section of this document.

Section 3. Summarize Measurements

After finishing the transect measurements, complete the general observation portion of the worksheet. Count the number of stream bends and determine their definition (i.e. well, moderate, or poor). Count the number of riffles and estimate the magnitude of flow fluctuations. Look for evidence of debris in bank trees or its position on stream banks (upper, middle, lower). Another indication of flow fluctuations is how well stream flow covers the channel. If water has receded from the banks exposing bottom substrates, fluctuations may be severe. The best source of evidence is historical USGS stream flow records, if available. Indicate observed channel obstructions (e.g., fences, log jams, culverts, low water bridges, etc.) and channel modifications (i.e., channelized, cleared, leveed, concrete lined, riprapping, etc.).

Measure the stream flow at an appropriate location within the stream reach. It is very important to identify the flow measurement method.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 3.0 - LAND APPLICATION OF EFFLUENT

Worksheet 3.0 is required if you are currently authorized or requesting new or amended authorization to use land application as a method of disposal for treated effluent. An example water balance and storage calculation can be found in Example 9 of this document.

Worksheets 3.1, 3.2, or 3.3 **are required** for new and major amendment permit applications requesting land disposal, or on a case-by-case basis for renewals and minor amendments.

Section 1. Type of Disposal System

Check the type of existing/proposed system used for land disposal of treated effluent. If the method used is not listed, check “Other” and describe the disposal system in detail. All applications proposing subsurface disposal must complete and submit Worksheet 7.0. Submit this worksheet separately to the address shown on the upper left corner of Worksheet 7.0.

Section 2. Land Application Site

Complete Table 3.0(1) in its entirety, filling in each field with the appropriate information. If the crops irrigated are rotated, provide the number of acres for each crop and the growing seasons. Also indicate if the irrigation/land disposal site is/will have public access.

Section 3. Storage and Evaporation Lagoons

Provide information on the storage and/or evaporation ponds or lagoons. Indicate the total number of each type of pond. Provide the surface area in acres and the storage capacity in acre-feet of each effluent storage pond or evaporation lagoon. A minimum of 2.0 feet of freeboard is required. Describe the type of liner (e.g., compacted clay, synthetic liner).

Provide documentation completed by a Texas licensed professional engineer that the liner meets the requirements of 30 TAC Chapters 217 and 309.

Section 4. Flood and Run-on Protection

Indicate if the existing/proposed disposal site is located within the 100-year frequency flood plain and list the source(s) used to determine the 100-year frequency flood plain. Describe how rainfall run-on will be controlled so that extraneous water does not enter the land application site, and describe the tailwater control facilities and operations.

Section 5. Annual Cropping Plan

Submit an annual cropping plan that includes but is not limited to the following items:

1. A soils map depicting the location of the crops proposed or currently being grown. These locations should be identified by field and crop on the soils map.
2. All types of crops and acreage irrigated for each crop, including warm and cool season crops.
3. Crop yield goals or estimates.
4. Growing seasons for each crop including months the field is left fallow (no crops).
5. Nutrient requirements for each crop, including additional fertilizer requirements for each crop, proposed additional fertilizer applications for each crop, and methods of fertilizer application for each crop, based on annual soil sampling and analysis.
6. Provide the minimum and maximum harvest height for the crop (e.g., mowing height of grasses).
7. Supplemental watering requirements for each crop.
8. Salt tolerances of each crop.
9. Describe the harvesting method and the proposed number of harvests for each crop.
10. If the proposed crop is existing native vegetation that will not be harvested, include a justification that the non-removal of crops will not lead to a buildup in nutrients. If the proposed system is drip irrigation with a proposal to use the existing forested vegetation as a crop, then provide a vegetation survey by a certified arborist describing at a minimum: (1) the number of mature ashe juniper (*Juniperus ashei*) and oaks (*Quercus viginiana*) trees per acre, (2) the number of other trees per acre, (3) percent of overstory canopy cover, (4) the extent of open spaces, and (5) areas with forbs and grasses expressed as percent of the land of each application site. A mature tree is one with a minimum height of 14 feet.

Section 6. Well and Map Information

Indicate the exact boundaries of the land application site on an original USGS topographic map (7.5-minute scale) of the area. Indicate on the original USGS topographic map (7.5-minute scale) all land that is to be a part of the disposal operation in addition to the following: on-site buildings; waste disposal or treatment facilities; effluent storage and tail water control facilities; buffer zones; all water wells located within a one-mile radius of disposal site or property boundaries; and all springs, seeps, sinkholes, faults, and surface waters in the state located on the site and within 500 feet of the property boundaries.

Complete Table 3.0(3) for all of the water wells onsite and located within a half-mile radius of the disposal site or property boundaries. Each well should be given a unique ID that can be cross referenced from the map to the table. Fill in the well use (private, public, livestock, etc); state whether the well is producing (yes or no); whether the well is open, cased, capped, or plugged; and the proposed best management practice for that well (meeting appropriate buffers, plugging, etc). Provide aspects of well construction such as casing, yield, static elevation, water quality, and age for each well. Submit copies of State Water Well Reports (drillers’ logs, completion data), and data on depths to ground water for water supply wells, including a description of how the depths to ground water were obtained. Well reports may be obtained by contacting the Central Records Offices of TCEQ at (512) 239-2900. Well reports are also available online through the [Water Well Report Viewer](https://www.tceq.texas.gov/gis/waterwellview.html)[[21]](#footnote-22) and [Texas Water Development Board’s Water Data Interactive site](https://www3.twdb.texas.gov/apps/waterdatainteractive/groundwaterdataviewer)[[22]](#footnote-23).

Section 7. Groundwater Quality

Provide a short technical report that includes the information required in *30 TAC § 309.20(a)(4)(A and B)*. This report must fully assess the impact of the waste disposal operation on the uses of local groundwater resources. The report must include a description of the local groundwater that may be used as a domestic supply (including a summary of the depth to groundwater and existing groundwater quality). The report shall assess how the proposed wastewater irrigation methods and application rates as well as the wastewater ponds are protective of groundwater.

Indicate whether groundwater monitoring wells or lysimeters are planned around the land application site. If yes, then a map identifying the proposed location of the monitoring wells or lysimeters should be submitted, along with the proposed depth of the wells or lysimeters, proposed sampling schedule, and proposed monitoring parameters.

Section 8. Soil Map and Soil Analyses

a. Soil map

A soil map is only needed for renewals on a case-by-case basis. For new and amendment requests, accurately locate the area to be used for land application on a U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Soil Survey Map. Updated soil information may be obtained from [NRCS](http://websoilsurvey.sc.egov.usda.gov/)[[23]](#footnote-24) or from the [NRCS Web Soil Survey](http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm)[[24]](#footnote-25). Include engineering properties (No. 200 sieve, liquid limit, plasticity), soil permeability for each texture class, and seasonal high-water table. Soil evaluations will be provided with all the information required in 30 TAC § 222.73. See Instructions for Domestic Worksheet 3.3, Subsection 2, Required Plans.

b. Soil analyses

Provide analyses of the soil in the land application site(s) for pH [2:1 (v/v) water/soil mixture]; electrical conductivity [2:1 (v/v) water/soil mixture]; sodium adsorption ratio (SAR) from a water saturated paste and its constituent parameters (water-soluble Na, Ca and Mg reported in mg/L); total Kjeldahl nitrogen (TKN); total nitrogen (organic-nitrogen + nitrate-nitrogen + ammonium-nitrogen); nitrate-nitrogen (from a 1 N KCl soil extract); potassium, phosphorous; calcium; magnesium; sulfur; and sodium. The nutrient parameters should be analyzed on a plant-available basis. Phosphorus shall be analyzed according to the Mehlich III procedure with inductively coupled plasma and potassium, calcium, magnesium, sodium, and sulfur may also be analyzed in the Mehlich III soil extract. Plant-available phosphorus, potassium, calcium, magnesium, sodium and sulfur shall be reported on a dry weight basis in mg/kg; electrical conductivity, in mmho/cm [same as deciSiemens/meter (dS/m)]; and pH, in standard units. When reporting the results, include all information concerning fertilizer recommendations. Provide a copy of this plan to the analytical laboratory prior to sample analysis.

Composite or benchmark sampling techniques should be used when sampling the soils of the wastewater application area. Individual soil types, as defined by the USDA Soil Conservation Service Soil Survey, should be sampled individually at zones 0-6, 6-18, and 18-30 inches. Each composite sample must represent no more than 80 acres with no less than 15 subsamples representing each composite sample. Each benchmark sample must represent no more than 80 acres with at least 7 subsamples for each benchmark composite sample. Subsamples must be composited by individual site, zone, and soil type for analysis and reporting.

In addition, provide the information requested on Table 3.0(4), including the soil series name; total depth of the soil series; permeability of the soil series by depth; and available water capacity of the soil series by depth.

Note for renewal applications, the current annual soil analyses required by the permit is acceptable as long as the test date is less than one year prior to the submission of the application.

Section 9. Effluent Monitoring Data

**This item is required for all renewal and amendment applications.** Provide the monitoring data for the previous 2 years (for a minimum of 24 months) for the parameters regulated in the current permit. Provide the 30-day average data if the permit includes a 30-day average limit. If the permit includes only a single grab limit, provide the maximum single grab value for the month. This information is not required for a new permit application unless the facility’s permit expired and operation continued.

Provide the daily average flow (30-day average) in gallons per day for each month and the total number of acres irrigated. Explain any persistent excursions and discuss any corrective actions for the parameter(s) shown or other parameters regulated in the current permit.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 3.1 - SURFACE LAND DISPOSAL OF EFFLUENT

NEW AND MAJOR AMENDMENT\*

Worksheet 3.1 is required to request changes to existing permit conditions, for a new and major amendment permit applications requesting land disposal, or on a case-by-case basis for renewals and minor amendments**.**

Section 1. Surface Disposal

Complete the applicable section and provide water balance and storage calculations, as needed. An example of a water balance and storage calculation is provided as Example 9.

a. Irrigation

Provide the information requested for the area under irrigation. Describe the application method and equipment, (e.g., row irrigation, spray irrigation using a center pivot sprinkler system). Estimate the irrigation efficiency.

Irrigation must be limited to prevent excessive nitrogen application. The annual liquid loading must not exceed that which would introduce more nitrogen than is annually required by the crop plus 20% volatilization. Values for crop nitrogen requirements must be justified in the design report. The application rate must be calculated by the formula L = N/2.7C, where L is the annual liquid loading in acre-feet, C is the effluent nitrogen concentration in mg/L, and N is the annual crop requirement of nitrogen plus 20% volatilization in pounds per acre per year. The nitrogen loading rate will not be the limiting factor for most land disposal permits.

Provide a separate engineering report of water balance and storage volume calculations according to 30 TAC § 309.20*.* Provide a nitrogen balance for the crop system.

b. Evaporation ponds

For evaporation lagoons, provide a separate engineering report of evaporation calculations for average long-term conditions and worse case conditions (i.e., high rainfall and low evaporation from the past 25 years of climatological data). The evaporation calculation consists of items 12 - 20 of the water balance and storage calculation. For column 13, provide the amount of effluent sent to the evaporation lagoon (normally the permitted flow converted to inches per month per acre of surface area of the evaporation lagoon(s)).

c. Evapotranspiration beds

Provide the requested information on the evapotranspiration beds. Describe any lining to protect groundwater. Provide a separate engineering report of water balance and storage volume calculations. Visit the [Texas A&M Agrilife Extension](https://ossf.tamu.edu/evapotranspiration-bed/)[[25]](#footnote-26) for additional information on evapotranspiration beds.

d. Overland flow

For overland flow, describe the method of application and design requirements according to 30 TAC Chapter 217.

Section 2. Edwards Aquifer Recharge Zone

Indicate yes or no whether the waste disposal activities are located on the Edwards Aquifer Recharge Zone as defined in 30 TAC Chapter 213, Edwards Aquifer rules. The Edwards Aquifer regulatory zones are viewable on the [Edwards Aquifer Map Viewer](https://www.tceq.texas.gov/permitting/eapp/viewer.html)[[26]](#footnote-27) on the TCEQ website.

If yes, provide a report prepared by a Texas licensed professional geoscientist or engineer that describes the surface geologic units present in the proposed land application site and identifies the location and extent of any potential recharge features in the land application site. Potential recharge features may include water wells, sinkholes, caves, solution cavities, closed depressions, outcrops, borrow pits, etc. The report must include proposed best management practices which will protect surface and groundwater quality from the proposed wastewater irrigation. If a geologic assessment prepared in accordance with 30 TAC Chapter 213 is available, please include a copy of the report.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 3.2 - SUBSURFACE LAND DISPOSAL OF EFFLUENT

NEW AND MAJOR AMENDMENT\*

Worksheet 3.2 is required to request changes to existing permit conditions, for a new and major amendment permit applications requesting land disposal, or on a case-by-case basis for renewals and minor amendments**.**

**Note: This worksheet applies to any subsurface disposal system that does** not **meet the definition of a subsurface area drip dispersal system as defined in 30 TAC 222, Subsurface Area Drip Dispersal System.**

Section 1. Subsurface Application

For subsurface soil absorption, check the type of system being used or proposed. New conventional gravity drainfields, beds, or trenches must have a design flow of less than 5,000 gallons per day (GPD). Provide all the requested information that is specific to the type of system used or proposed. Include a separate engineering report as noted in 30 TAC §309.20, excluding items b(3)(A) water balance and b(3)(B) storage calculations. On a case-by-case basis, you may be asked to provide the water balance and storage calculation.

Note: For all proposed and existing subsurface disposal systems, the Class V Injection Well Inventory/Authorization Form (Worksheet 7.0) must be submitted in accordance with 30 TAC Chapter 331. See Instructions for Worksheet 7.0 for further guidance.

Section 2. Edwards Aquifer Recharge Zone

Indicate whether the subsurface system is located on the Edwards Aquifer Recharge Zone or Edwards Aquifer Transition Zone as designated in 30 TAC Chapter 213, Edwards Aquifer rules. The official Edwards Aquifer boundaries are viewable on the [Edwards Aquifer Map Viewer](https://www.tceq.texas.gov/permitting/eapp/viewer.html) on the TCEQ website.

If the subsurface system is located on the Edwards aquifer recharge zone or the Edwards aquifer transition zone, then the system may be prohibited by 30 TAC § 213.8. Call the Wastewater Permitting Section at (512) 239-4671 to determine if the proposed activity is affected by this rule.

INSTRUCTIONS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION   
WORKSHEET 3.3 - SUBSURFACE AREA DRIP DISPERSAL SYSTEMS

NEW AND MAJOR AMENDMENT\*

Worksheet 3.3 is required to request changes to existing permit conditions, for a new and major amendment permit applications requesting land disposal, or on a case-by-case basis for renewals and minor amendments**.**

Note: This worksheet applies to any subsurface disposal system that meets the definition of a subsurface area drip dispersal system as defined in 30 TAC 222, Subsurface Area Drip Dispersal System.

Section 1. Administrative Information

Provide the information requested regarding ownership of the facility, dispersal system, and disposal site.

Section 2. Subsurface Area Drip Dispersal System

Describe the subsurface area drip dispersal system that is being proposed or used at this facility to include at a minimum, remote control capability of the automated drip dispersal system, description of the filters prior to entering the dispersal system, distance between drip lines, distance between emitters in a drip line, rating of each emitter (G/hr), flushing capability of the dispersal system, and the placement of drip lines [surface (depth) or below ground level (depth)].

For the information regarding irrigation operations, provide the following: acres irrigated, soil infiltration rate, the average and maximum slope of the irrigation site, storage volume, major soil series, and depth to groundwater.

For the application rate, note that if you are not proposing a native grass over seeded with a cool season grass during the winter months, the application rate may be less than the rule maximum of 0.1 gallons/square foot/day.

If the facility is proposing to use trees (mature Ashe juniper or Texas live oaks) as the cover crop, please provide a vegetation survey conducted by a certified arborist. At a minimum, this survey must identify the total number of each mature tree species per acre of the proposed land application site, the extent of open spaces, and percent canopy coverage.

Provide the information requested for the application rate and dosing practices.

Note: For all proposed and existing subsurface disposal systems, the Class V Injection Well Inventory/Authorization Form (Worksheet 7.0) must be submitted in accordance with 30 TAC Chapter 331. See Instructions for Worksheet 7.0 for further guidance.

Section 3. Required Plans

For new facilities or facilities proposing to expand a subsurface area drip dispersal system, indicate that a Recharge Feature Plan is provided with all information required in 30 TAC § 222.79.

For new facilities or facilities proposing to expand a subsurface area drip dispersal system, indicate that a soil evaluation is provided with all information required in 30 TAC § 222.73. The soil evaluation must contain at a minimum, at least one profile hole per soil type and its description; total depth of the profile hole; primary rooting depth (depth where most plant roots are concentrated); secondary rooting depth (base of primary rooting depth to the depth where plant roots are no longer discernible); description of each soil horizon to include description of its texture, structure, color, presence of mottling and percent coarse fragments; restrictive horizons; potential water bearing zones; and active water bearing zones. Soil evaluations are to be performed by a licensed Texas professional geoscientist or engineer qualified in the subject.

For new facilities or facilities proposing to expand a subsurface area drip dispersal system, indicate that a Site Preparation Plan is provided with all information required in 30 TAC § 222.75. This plan must list the soil limitations of the affected area and how each limitation will not restrict the intended use of the affected area. This plan must include the following, if applicable: a site plan to minimize rainfall run-on and maximize rainfall runoff from the dispersal zones, design criteria to compensate for any restrictive horizon within the soil column, soil importation with descriptions of the chemical and physical characteristics of the proposed import material, and any planned removal of existing vegetation and large stones from the terrain surface to 12 inches below the proposed placement of the drip lines.

For new facilities or facilities proposing to expand a subsurface area drip dispersal system, indicate that soil sampling and testing results have been submitted with all information required in *30 TAC § 222.157*.

Section 4. Floodway Designation

Indicate whether the subsurface area drip dispersal system is within a designated floodway. New or expanding subsurface area drip dispersal systems are not permitted in a designated floodway. Provide the source of data used to determine the floodway.

Section 5. Surface Waters in the State

Indicate that a map is provided that shows the buffers required for surface water in the state, water wells, and springs/seeps as required in 30 TAC § 222.81. The acreage of the buffers should be calculated and removed from the acreage calculated for the total land application acreage.

If a facility is existing, a variance may be requested from the surface waters in the state buffer distances provided that the variance is in accordance with 30 TAC § 222.81. Indicate whether a variance will be requested for the surface waters in the state and provide all information required in 30 TAC § 222.81.

Section 6. Edwards Aquifer Recharge Zone

Indicate whether the subsurface area drip dispersal system and/or wastewater treatment facility is located on the Edwards Aquifer recharge zone as designated in 30 TAC Chapter 213, Edwards Aquifer Rules. The Edwards Aquifer boundaries are viewable on the [Edwards Aquifer Map Viewer](https://www.tceq.texas.gov/permitting/eapp/viewer.html) on the TCEQ website.

Indicate whether the subsurface area drip dispersal system and/or wastewater treatment facility is located on the Edwards aquifer transition zone as designated in 30 TAC Chapter 213, Edwards Aquifer Rules. If the subsurface area drip dispersal system and/or wastewater treatment facility is located on the Edwards aquifer recharge zone or the Edwards aquifer transition zone, then the system may be prohibited by 30 TAC § 213.8*.* Call the Wastewater Permitting Section at (512) 239-4671 to determine if the proposed activity is affected by this rule.

INSTRUCTIONS FOR  
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 4.0 - POLLUTANT ANALYSES REQUIREMENTS

Worksheet 4.0 **is required** for existing facilities that discharge into surface waters of the state and that meet the following requirements:

1. Facilities with a design/permitted flow of 1.0 MGD or greater;
2. For facilities with multiple phases, facilities with an authorized or proposed phase at a design flow of 1.0 MGD or greater; or
3. Facilities where the applicant is a POTW that has or is required to have an approval pretreatment program; unless the facility is a minor (less than 1.0 MGD) AND the applicant has submitted certification to the Stormwater & Pretreatment Team that the facility does not have SIUs. This certification requirement may be satisfied when submitting an accurate Worksheet 6.0 with the permit application.
4. Facilities with less than a 1.0 MGD permitted phase that are designated major facilities.

Facilities that dispose of effluent via land application, without authorization to discharge into waters in the state, are not required to complete and submit this worksheet.

Table 4.0(1) and Table 4.0(2) should be completed with the pollutant analyses results by the applicant’s authorized laboratory representative. All laboratory sheets for all tests shall be submitted with the application and signed by the applicant’s authorized laboratory representative.

Analytical data provided in the application must be sampled within one year prior to the date the application is submitted to TCEQ.

All sampling and laboratory testing methods should be performed according to 30 TAC Chapter 319, General Regulations Incorporated into Permits. All testing must conform to EPA approved methodologies for sample collection, preservation, analysis, and detection levels. In addition, this data must comply with the QA/QC requirements of 40 CFR Part 136 and other appropriate QA/QC requirements for standard and suggested methods for analytes not addressed by 40 CFR Part 136. Effective July 1, 2008, all laboratory tests performed must meet the requirements of 30 TAC Chapter 25, Environmental Testing Laboratory Accreditation and Certification. The applicant should review 30 TAC Chapter 25 for specific requirements and general exemptions.

Test methods must be sensitive enough to detect the pollutants at the Minimum Analytical Level (MAL). These values are subject to change and you may wish to contact the Municipal Permits Team at (512) 239-4671 before requesting these tests. Failure to use tests capable of meeting the MAL may compromise the analyses and retesting may be required. See the following for MALs, suggested method of analyses and other information for pollutants listed in Worksheet 4.0.

**Minimum Analytical Levels and Suggested Methods for Application Screening**

| **POLLUTANT** | **CASRN\*** | **MAL (µg/L)** | **Suggested Method** |
| --- | --- | --- | --- |
| Acenaphthene | 83-32-9 | 10 | 625 |
| Acenaphthylene | 208-96-8 | 10 | 625 |
| Acrolein | 107-02-8 | 50 | 624 |
| Acrylonitrile | 107-13-1 | 50 | 624, 1624B |
| Aldrin | 309-00-2 | 0.01 | 608 |
| Aluminum, total | 7429-90-5 | 2.5 | 200.8 |
| Aniline | 62-53-3 | 10 | 625 |
| Anthracene | 120-12-7 | 10 | 625 |
| Antimony, total | 7440-36-0 | 5 | 200.8 |
| Arsenic, total | 7440-38-2 | 0.5 | 200.8 |
| Asbestos | 1332-21-4 | — | 100.1 and 100.2 |
| Barium, total | 7440-39-3 | 3 | 200.8 |
| Benzene | 71-43-2 | 10 | 624 |
| Benzidine | 92-87-5 | 50 | 625 |
| Benzo(a)anthracene | 56-55-3 | 5 | 625 |
| Benzo(a)pyrene | 50-32-8 | 5 | 625 |
| 3,4-Benzofluoranthene  [Benzo(b)fluoranthene] | 205-99-2 | 10 | 625 |
| Benzo(g,h,i)perylene | 191-24-2 | 20 | 625 |
| Benzo(k)fluoranthene | 207-08-9 | 5 | 625 |
| Beryllium, total | 7440-41-7 | 0.5 | 200.8 |
| Bis(2-chloroethoxy)methane | 111-91-1 | 10 | 625 |
| Bis(2-chloroethyl)ether | 111-44-4 | 10 | 625 |
| Bis(2-chloroisopropyl)ether | 108-60-1 | 10 | 625 |
| Bis(chloromethyl)ether | 542-88-1 | \*\* | \*\* |
| Bis(2-ethylhexyl)phthalate | 117-81-7 | 10 | 625 |
| Boron, total | 7440-42-8 | 20 | 200.7 |
| Bromodichloromethane  [Dichlorobromomethane] | 75-27-4 | 10 | 624 |
| Bromoform | 75-25-2 | 10 | 624 |
| 4-Bromophenyl phenyl ether | 101-55-3 | 10 | 625 |
| Butylbenzyl phthalate | 85-68-7 | 10 | 625 |
| Cadmium, total | 7440-43-9 | 1 | 200.8 |
| Carbaryl | 63-25-2 | 5 | 632 |
| Carbon tetrachloride | 56-23-5 | 2 | 624 |
| Chlordane | 57-74-9 | 0.2 | 608 |
| Chlorobenzene | 108-90-7 | 10 | 624 |
| Chlorodibromomethane | 124-48-1 | 10 | 624 |
| Chloroethane | 75-00-3 | 50 | 624 |
| 2-Chloroethylvinyl ether | 110-75-8 | 10 | 624 |
| Chloroform [Trichloromethane] | 67-66-3 | 10 | 624 |
| p-Chloro-m-cresol | 59-50-7 | 10 | 625 |
| 2-Chloronaphthalene | 91-58-7 | 10 | 625 |
| 2-Chlorophenol | 95-57-8 | 10 | 625 |
| 4-Chlorophenyl phenyl ether | 7005-72-3 | 10 | 625 |
| Chlorpyrifos | 2921-88-2 | 0.05 | 1657 |
| Chromium, total | 7440-47-3 | 3 | 200.8 |
| Chromium, hexavalent | 18540-29-9 | 3 | 218.6, rev. 3.3 |
| Chromium, trivalent | 16065-83-1 | \*\*\* | \*\*\* |
| Chrysene | 218-01-9 | 5 | 625 |
| Copper, total | 7440-50-8 | 2 | 200.8 |
| Cresols (all isomers) | 1319-77-3 | 10 | 625 |
| m-Cresol [3-Methylphenol] | 108-39-4 | 10 | 625 |
| o-Cresol [2-Methylphenol] | 95-48-7 | 10 | 625 |
| p-Cresol [4-Methylphenol] | 106-44-5 | 10 | 625 |
| Cyanide, total | 57-12-5 | 10 | 335.4, 4500-CN D, or 4500-CN E |
| Cyanide, available | 57-12-5 | 10 | 4500-CN G |
|  |  | 2 | OIA-1677 |
| 4,4'-DDD | 72-54-8 | 0.1 | 608 |
| 4,4'-DDE | 72-55-9 | 0.1 | 608 |
| 4,4'-DDT | 50-29-3 | 0.02 | 608 |
| 2,4-D | 94-75-7 | 0.7 | 615 or SM6640B |
| Demeton | 8065-48-3 | 0.20 | 1657 |
| Diazinon | 333-41-5 | 0.5 | 1657 |
|  |  | 0.1 | 614 |
| Dibenzo(a,h)anthracene | 53-70-3 | 5 | 625 |
| 1,2-Dibromoethane | 106-93-4 | 10 | 1624 |
| m-Dichlorobenzene  [1,3-Dichlorobenzene] | 541-73-1 | 10 | 624 |
| o-Dichlorobenzene  [1,2-Dichlorobenzene] | 95-50-1 | 10 | 624 |
| p-Dichlorobenzene  [1,4-Dichlorobenzene] | 106-46-7 | 10 | 624 |
| 3,3'-Dichlorobenzidine | 91-94-1 | 5 | 625 |
| 1,1-Dichloroethane | 75-34-3 | 10 | 624 |
| 1,2-Dichloroethane | 107-06-2 | 10 | 624 |
| 1,1-Dichloroethene  [1,1-Dichloroethylene] | 75-35-4 | 10 | 624 |
| Dichloromethane  [Methylene chloride] | 75-09-2 | 20 | 624 |
| 2,4-Dichlorophenol | 120-83-2 | 10 | 625 |
| 1,2-Dichloropropane | 78-87-5 | 10 | 624 |
| 1,3-Dichloropropene  [1,3-Dichloropropylene] | 542-75-6 | 10 | 624 |
| Dicofol [Kelthane] | 115-32-2 | 1 | ASTM D5812-96(02) |
| Dieldrin | 60-57-1 | 0.02 | 608 |
| Diethyl phthalate | 84-66-2 | 10 | 625 |
| 2,4-Dimethylphenol | 105-67-9 | 10 | 625 |
| Dimethyl phthalate | 131-11-3 | 10 | 625 |
| Di-n-butyl phthalate | 84-74-2 | 10 | 625 |
| 4,6-Dinitro-o-cresol | 534-52-1 | 50 | 625 |
| 2,4-Dinitrophenol | 51-28-5 | 50 | 625 |
| 2,4-Dinitrotoluene | 121-14-2 | 10 | 625 |
| 2,6-Dinitrotoluene | 606-20-2 | 10 | 625 |
| Di-n-Octyl phthalate | 117-84-0 | 10 | 625 |
| **Dioxins/Furans (TCDD Equivalents)** | (see below) | (see below) | (see below) |
| 2,3,7,8-TCDD | 1746-01-6 | 10 ppq | 1613B |
| 1,2,3,7,8-PeCDD | 40321-76-4 | 50 ppq | 1613B |
| **2,3,7,8-HxCDDs** |  |  |  |
| 1,2,3,4,7,8-HxCDD | 39227-28-6 | 50 ppq | 1613B |
| 1,2,3,6,7,8-HxCDD | 57653-85-7 | 50 ppq | 1613B |
| 1,2,3,7,8,9-HxCDD | 19408-74-3 | 50 ppq | 1613B |
| 1,2,3,4,6,7,8 HpCDD | 35822-46-9 | 50 ppq | 1613B |
| OCDD | 3268-87-9 | 100 ppq | 1613B |
| 2,3,7,8-TCDF | 51207-31-9 | 10 ppq | 1613B |
| 1,2,3,7,8-PeCDF | 57117-41-6 | 50 ppq | 1613B |
| 2,3,4,7,8-PeCDF | 57117-31-4 | 50 ppq | 1613B |
| **2,3,7,8-HxCDFs** |  |  |  |
| 1,2,3,4,7,8-HxCDF | 70648-26-9 | 50 ppq | 1613B |
| 1,2,3,6,7,8-HxCDF | 57117-44-9 | 50 ppq | 1613B |
| 1,2,3,7,8,9-HxCDF | 72918-21-9 | 50 ppq | 1613B |
| 2,3,4,6,7,8-HxCDF | 60851-34-5 | 50 ppq | 1613B |
| OCDD | 3268-87-9 | 100 ppq | 1613B |
| 2,3,7,8-TCDF | 51207-31-9 | 10 ppq | 1613B |
| 1,2,3,7,8-PeCDF | 57117-41-6 | 50 ppq | 1613B |
| 2,3,4,7,8-PeCDF | 57117-31-4 | 50 ppq | 1613B |
| 1,2-Diphenylhydrazine  (as Azobenzene) | 122-66-7 | 20 | 1625 |
| Diuron | 330-54-1 | 0.090 | 632 |
| Endosulfan I (alpha) | 959-98-8 | 0.01 | 608 |
| Endosulfan II (beta) | 33213-65-9 | 0.02 | 608 |
| Endosulfan sulfate | 1031-07-8 | 0.1 | 608 |
| Endrin | 72-20-8 | 0.02 | 608 |
| Endrin aldehyde | 7421-93-4 | 0.1 | 608 |
| Epichlorohydrin  [1-Chloro-2,3-epoxypropane] | 106-89-8 | — | 624.1 ‡ |
| Ethylbenzene | 100-41-4 | 10 | 624 |
| Ethylene Glycol | 107-21-1 | — | TBD ‡‡ |
| Fluoranthene | 206-44-0 | 10 | 625 |
| Fluorene | 86-73-7 | 10 | 625 |
| Fluoride | 16984-48-8 | 500 | 300.0, 300.1 |
| Guthion [Azinphos methyl] | 86-50-0 | 0.1 | 1657 |
| Heptachlor | 76-44-8 | 0.01 | 608 |
| Heptachlor epoxide | 1024-57-3 | 0.01 | 608 |
| Hexachlorobenzene | 118-74-1 | 5 | 625 |
| Hexachlorobutadiene | 87-68-3 | 10 | 625 |
| Hexachlorocyclohexane (alpha) | 319-84-6 | 0.05 | 608 |
| Hexachlorocyclohexane (beta) | 319-85-7 | 0.05 | 608 |
| Hexachlorocyclohexane (gamma)  [Lindane] | 58-89-9 | 0.05 | 608 |
| Hexachlorocyclohexane (delta) | 319-86-8 | 0.05 | 608 |
| Hexachlorocyclopentadiene | 77-47-4 | 10 | 625 or 1625B |
| Hexachloroethane | 67-72-1 | 20 | 625 |
| Hexachlorophene | 70-30-4 | 10 | 604.1 |
| Indeno(1,2,3-cd)pyrene | 193-39-5 | 5 | 625 |
| Isophorone | 78-59-1 | 10 | 625 |
| 4,4’-Isopropylidenediphenol  [bisphenol A] | 80-08-7 | 1.0 | ASTM D-7065-17 |
| Lead, total | 7439-92-1 | 0.5 | 200.8 |
| Magnesium, total | 7439-95-4 | 20 | 200.7 |
| Malathion | 121-75-5 | 0.1 | 1657 or SM6630C |
| Mercury, total | 7439-97-6 | 0.005 | 245.7, Rev. 2.0 |
|  |  | 0.0005 | 1631E |
| Methoxychlor | 72-43-5 | 2.0 | 617 or SM6630B and C |
| Methyl bromide [Bromomethane] | 74-83-9 | 50 | 624 |
| Methyl chloride [Chloromethane] | 74-87-3 | 50 | 624 |
| Methyl ethyl ketone | 78-93-3 | 50 | 624 |
| Methyl tert-butyl ether (MTBE) | 1634-04-4 | — | 624.1 ‡ |
| Mirex | 2385-85-5 | 0.02 | SM6630B and C |
| Naphthalene | 91-20-3 | 10 | 625 |
| Nickel, total | 7440-02-0 | 2 | 200.8 |
| Nitrate-nitrogen | 14797-55-8 | 100 | 300.0, Rev. 2.1  300.1, Rev. 1.0 |
| Nitrobenzene | 98-95-3 | 10 | 625 |
| 2-Nitrophenol | 88-75-5 | 20 | 625 |
| 4-Nitrophenol | 100-02-7 | 50 | 625 |
| N-Nitrosodiethylamine | 55-18-5 | 20 | 625 |
| N-Nitrosodimethylamine | 62-75-9 | 50 | 625 or 1625B |
| N-Nitroso-di-n-butylamine | 924-16-3 | 20 | 625 |
| N-Nitrosodi-n-propylamine | 621-64-7 | 20 | 625 or 1625B |
| N-Nitrosodiphenylamine | 86-30-6 | 20 | 625 or 1625B |
| Nonylphenol | 25154-52-3 | 333 | 1625 |
| Parathion (ethyl) | 56-38-2 | 0.1 | 1657 or SM6630C |
| Pentachlorobenzene | 608-93-5 | 20 | 625 |
| Pentachlorophenol | 87-86-5 | 5 | 625 |
| Phenanthrene | 85-01-8 | 10 | 625 |
| Phenol, total | 108-95-2 | 10 | 625 |
| Polychlorinated Biphenyls (PCBs) | 1336-36-3 |  |  |
| PCB 77 | 32598-13-3 | 0.0005 | 1668B †† |
| PCB 81 | 70362-50-4 | 0.0005 | 1668B †† |
| PCB 126 | 57465-28-8 | 0.0005 | 1668B †† |
| PCB 169 | 32774-16-6 | 0.0005 | 1668B †† |
| PCB 1016 | 12674-11-2 | 0.2 | 608 |
| PCB 1221 | 11104-28-2 | 0.2 | 608 |
| PCB 1232 | 11141-16-5 | 0.2 | 608 |
| PCB 1242 | 53469-21-9 | 0.2 | 608 |
| PCB 1248 | 12672-29-6 | 0.2 | 608 |
| PCB 1254 | 11097-69-1 | 0.2 | 608 |
| PCB 1260 | 11096-82-5 | 0.2 | 608 |
| Pyrene | 129-00-0 | 10 | 625 |
| Pyridine | 110-86-1 | 20 | 625 |
| Selenium, total | 7782-49-2 | 5 | 200.8 |
| Silver, total | 7440-22-4 | 0.5 | 200.8 |
| 1,2,4,5-Tetrachlorobenzene | 95-94-3 | 20 | 1625 |
| 1,1,2,2-Tetrachloroethane | 79-34-5 | 10 | 624 |
| Tetrachloroethene  [Tetrachloroethylene] | 127-18-4 | 10 | 624 |
| Thallium, total | 7440-28-0 | 0.5 | 200.8 |
| Toluene | 108-88-3 | 10 | 624 |
| Toxaphene | 8001-35-2 | 0.3 | 608 |
| 2,4,5-TP [Silvex] | 93-72-1 | 0.3 | SM6640B |
| 1,2-Trans-Dichloroethylene  [1,2-Trans-Dichloroethene] | 156-60-5 | 10 | 624 |
| Tributyltin | 688-73-3 | 0.01 | TCEQ 1001 |
| 1,2,4-Trichlorobenzene | 120-82-1 | 10 | 625 |
| 1,1,1-Trichloroethane | 71-55-6 | 10 | 624 |
| 1,1,2-Trichloroethane | 79-00-5 | 10 | 624 |
| Trichloroethene [Trichloroethylene] | 79-01-6 | 10 | 624 |
| 2,4,5-Trichlorophenol | 95-95-4 | 50 | 1625 |
| 2,4,6-Trichlorophenol | 88-06-2 | 10 | 625 |
| TTHM (Total Trihalomethanes)  Bromodichloromethane  Dibromochloromethane  Tribromomethane (Bromoform)  Trichloromethane (Chloroform) | 75-27-4  124-48-1  75-25-2  67-66-3 | 10  10  10  10 | 624  624  624  624 |
| Vinyl chloride | 75-01-4 | 10 | 624 |
| Zinc, total | 7440-66-6 | 5.0 | 200.8 |

— MAL not yet developed. When no MAL is established, any result will be treated as a hard value and cannot be reported as ‘zero’ or ‘non-detect’ for application screening purposes. Non-detectable results should be entered as “< #” where # is the numerical concentration of the quantitation level achieved.

\* Chemical Abstracts Service Registry Number

\*\* Hydrolyzes in water. No analysis required at this time.

\*\*\* Trivalent Chromium (Cr) determined by subtracting Hexavalent Cr from Total Cr.

† EPA procedure not approved. TCEQ will not require applicants to analyze at this time.

†† Until Method 1668B or equivalent method to measure PCB congeners is approved in *40 CFR Part 136*, compliance with PCB criteria is determined using Arochlor data or any alternate method listed in a TCEQ-approved Quality Assurance Plan.

‡ This pollutant is approved in EPA Method 624.1; however, there is no method detection limit or minimum level provided for this pollutant in the method.

‡‡ To be determined (TBD). There is no approved method listed in 40 CFR Part 136 for this pollutant. TCEQ has requested EPA to provide suggested methods. Applicants may use any suitable analytical method in compliance with 40 CFR §122.21(e)(3).

Report an average and/or a maximum value, indicating the number of samples analyzed if more than one analytical result is available. Grab samples must be used for pH, temperature, cyanide, total phenols, residual chlorine, oil and grease, fecal coliform, volatile organic compounds (VOC), *E. coli*, and Enterococci. For all other pollutants, 24-hour composite samples must be used. Include the date and time the sample(s) was collected. Indicate units if different from micrograms per liter (µg/1). Note that it is quite common for laboratories to report metal results in milligrams per liter. Provide a definition for any abbreviation or acronyms used in completing the analytical tables.

TABLE 4.0(1)

Provide the results of an analysis of the treated effluent for these pollutants included in the Texas Surface Water Quality Standards at 30 TAC § 307.6.

Tributyltin: Not all facilities are required to test for Tributyltin; testing will be required for domestic facilities that receive wastewater from the types of industrial/commercial operations listed as follows:

1. Manufacturers and formulators of tributyltin or related compounds, including, but not limited to SIC code 2879.
2. Painting of ships, boats and marine structures, including, but not limited to SIC code 1721.
3. Ship and boat building and repairing, including, but not limited to SIC codes 3731, 3732 and 3441.
4. Ship and boat cleaning, salvage, wrecking and scaling, including, but not limited to SIC codes 4499 and 7699.
5. Operation and maintenance of marine cargo handling facilities and marinas, including, but not limited to SIC codes 4491 and 4493.
6. Facilities engaged in wood preserving, including, but not limited to, SIC code 2491.
7. Any other industrial/commercial facility for which tributyltin is known to be present, or for which there is any reason to believe that tributyltin may be present in the effluent.

TABLE 4.0(2)F

Partial completion of Table 4.0(2)F (only those pollutants that are required by the conditions specified) is required for each outfall.

Under certain conditions, the applicant may be responsible for providing analyses of the effluent from its wastewater outfalls for Dioxin/Furan compounds. Please review the specified conditions and proceed as instructed. The applicant is required to report that 2,3,7,8 Tetrachlorodibenzo-P-Dioxin (TCDD) may be discharged if the applicant knows or has reason to believe that TCDD or any congeners of TCDD will or may be present in the effluent.

1. Review the following list of compounds and answer either “yes” or “no” whether any of these compounds are believed to be present in the WWTP’s influent from an industrial contributor to the plant.

* 2,4,5-trichlorophenoxy acetic acid (2,4,5-T) CAS #93-76-5
* 2-(2,4,5-trichlorophenoxy) propanoic acid (Silvex, 2,4,5-TP) CAS #93-72-1
* 2-(2,4,5-trichlorophenoxy) ethyl 2,2-dichloropropionate (Erbon) CAS #136-25-4
* 0,0-dimethyl 0-(2,4,5-trichlorophenyl) phosphorothioate (Ronnel) CAS #299-84-3
* 2,4,5-trichlorophenol (TCP) CAS #95-95-4
* Hexachlorophene (HCP) CAS #70-30-4

Indicate with a check mark in the space provided which compound(s) apply and provide a brief description of the conditions of its presence at the facility.

Answer either “yes” or “no” as to whether you know or have any reason to believe that 2,3,7,8 Tetrachlorodibenzo-P-Dioxin (TCDD) or any congeners of TCDD may be present in your effluent. Provide a brief description of the conditions for its presence in the space provided.

If any of the compounds in Subsection A or B are present, complete one analysis of a composite sample of each process wastewater outfall for Dioxin/Furan compounds. An additional sample of sludge from the wastewater treatment system must also be analyzed. The samples shall be analyzed and reported for congeners of chlorinated dibenzo-p-dioxins and dibenzofurans and also reported as toxicity equivalents (TEQ) based on the relative toxic equivalence factors provided in Interim Procedures for Estimating Risks Associated with Exposures to Mixtures of Chlorinated Dibenzo-p-Dioxins and Dibenzofurans (CDDs and CDFs) and 1989 Update, EPA/625/3-89/016, March 1989. Provide the data from the results in Worksheet 4.0 Table 2(F).

Table 2(F) is provided to report the concentrations and the equivalents of the congeners in units of parts per quadrillion (ppq) for wastewater and parts per trillion (ppt) for sludges. The analyses should be made using EPA method 1613 or an equivalent method if approved by TCEQ. An example of a completed Table 12 for wastewater is shown below:

**Example of Dioxin/Furan Analysis**

| **Compound** | **Equivalent Factors** | **Concentration (ppq)** | **Equivalent (ppq)** |
| --- | --- | --- | --- |
| 2,3,7,8-TCDD | 1 | 13 | 13 |
| 1,2,3,7,8-PeCDD | 0.5 | 22 | 11 |
| 2,3,7,8-HxCDDs | 0.1 | 17 | 1.7 |
| 1,2,3,4,6,7,8 HpCDD | 0.01 | 110 | 1.1 |
| 2,3,7,8-TCDF | 0.1 | 20 | 2.0 |
| 1,2,3,7,8-PeCDF | 0.05 | 100 | 5.0 |
| 2,3,4,7,8-PeCDF | 0.5 | 120 | 60 |
| 2,3,7,8-HxCDFs | 0.1 | 100 | 10 |
| 2,3,4,7,8 HpCDFs | 0.01 | 150 | 1.5 |
| OCDD | 0.0003 | 100 | 0.03 |
| OCDF | 0.0003 | 120 | 0.036 |
| PCB 77 | 0.0001 | 100 | 0.01 |
| PCB 81 | 0.0003 | 150 | 0.045 |
| PCB 126 | 0.1 | 20 | 2.0 |
| PCB 169 | 0.03 | 150 | 4.5 |
| Total |  |  | 111.921 |

Test methods used must be sensitive enough to quantify the constituents at the minimum analytical level (MAL) specified.

INSTRUCTIONS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION   
WORKSHEET 5.0 – WHOLE EFFLUENT TOXICITY (WET) TESTING REQUIREMENTS

Worksheet 5.0 is required for applications that include the following:

1. a currently-operating design flow greater than or equal to 1.0 MGD;

2. an EPA-approved pretreatment program (or those that are required to have one under 40 CFR Part 403); unless the facility is a minor (less than 1.0 MGD) AND the applicant has submitted certification to the Stormwater & Pretreatment Team that the facility does not have SIUs (this certification requirement may be satisfied when submitting an accurate Worksheet 6.0 with the permit application); or

3. other facilities required by TCEQ to perform Whole Effluent Toxicity testing.

Outfalls where routine toxicity testing is being conducted as a requirement of the current permit do not need to retest or submit full test results.

If the information requested in this section has been previously submitted to TCEQ, the information need not be resubmitted in Section 3 of Worksheet 5.0.

At a minimum, these results must include quarterly testing for a 12-month period within the past year or annual testing over the previous 4.5 years prior to submission of the application. A minimum of two species, as specified by the permit (where applicable), must be used. Therefore, the applicant shall submit a minimum of the results of eight tests. These results will be used to determine reasonable potential for the facility’s effluent to affect toxicity of the receiving waters at the discharge location.

If the application is for a new discharge or for a permit that does not currently specify WET testing and still meets one of the three criteria listed above, the applicant may contact the Water Quality Standards Team of the Water Quality Division to obtain the appropriate information (e.g., freshwater versus saltwater, acute versus chronic) to perform the application WET testing. If the applicant prefers not to obtain the site-specific information, quarterly testing using chronic test species and a dilution series of 6%, 13%, 25%, 50%, and 100% may be performed instead.

All testing must be in accordance with 40 CFR Part 136 methods (including QA/QC requirements), TPDES permit requirements (where applicable), and other appropriate QA/QC requirements in Standard Methods for analytes not addressed by 40 CFR Part 136.

In addition, the applicant shall submit the results of any other WET tests from the past 4.5 years. If any of those tests demonstrated toxicity, provide any information on the cause or any results of a Toxicity Reduction Evaluation (TRE), if one was conducted.

Test summaries (full reports) that provide all of the information requested in Parts 3 of Worksheet 5.0 may be submitted in place of parts 3 of Worksheet 5.0.

If no WET testing is required, do not complete Worksheet 5.0.

INSTRUCTIONS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION  
WORKSHEET 6.0 – INDUSTRIAL WASTE CONTRIBUTION

Worksheet 6.0 is required for all publicly owned treatment works (POTWs)

This worksheet **is not required** for privately-owned facilities.

Section 1. All POTWs

a. Industrial users (IUs)

Provide the number of each of the listed types of industrial users that discharge to your POTW (CIUs, SIUs - non-categorical, and Other IUs). The definition of each type of industrial user can be found in the Definitions section of the instructions. Provide the total flow (include process, non-process, and sanitary from each type of industrial user. If there are no IUs, enter “None” or “0”. Do not leave any blanks or the worksheet will be returned.

b. Treatment plant interference

Answer yes if the POTW has experienced treatment facility interference in the past three years. The definition of interference can be found in the Definitions section of the instructions. If the POTW has experienced interference, provide all dates, duration, description of the interference, probable cause(s), and possible source(s) in the space provided. Submit a separate attachment, if necessary.

c. Pass through

Answer yes if the POTW has experienced treatment facility pass through in the past three years. The definition of pass through can be found in the Definitions section of the instructions. If the POTW has experienced pass through, provide all dates, description of pollutants passing through the treatment facility, probable cause(s), and possible source(s) in the space provided. Submit a separate attachment if necessary.

d. Pretreatment program

Indicate if the POTW has an approved pretreatment program or is developing an approved pretreatment program. If yes, answer all applicable questions in Section 2, but skip Section 3 questions. **If no to either question in this section**, skip Section 2 and answer all questions in Section 3 for each significant industrial user and categorical industrial user.

Section 2. POTWs with Approved Programs or Those Required to Develop a Program

a. Substantial modifications

Indicate if there have been any substantial modifications to the approved pretreatment program that have not been approved by the Executive Director. If yes, identify on a separate attachment all substantial modifications that have not been submitted to TCEQ.

**b.** Non-substantial modifications

Indicate if there have been any non-substantial modifications to the approved pretreatment program that have not been approved by the executive director. If yes, identify on a separate attachment all non-substantial modifications that have not been submitted to TCEQ.

c. Parameters above MAL

List parameters measured above the MAL in your facility’s effluent during the past three years' annual monitoring events. If retests were done following the annual testing for any parameters identified in your effluent above the MAL, identify all retest parameters, concentrations, MALs, and dates. Attach additional sheets as necessary.

d. Industrial user interruptions

Answer yes if an SIU has caused or contributed to any problems. Provide information concerning problems the treatment works have experienced that are attributable to discharges from SIUs. Problems may include Acts of God, interferences or pass through at the facility, corrosion in the collection system, or similar events.

Section 3. Significant Industrial User information

POTWs that do not have an approved pretreatment program are required to provide the information in Section 3. (POTWs that have an approved pretreatment program do not need to complete Section 3 unless this is a new wastewater treatment facility or SIUs are discharging to an existing facility where none discharged previously.)

a. General information

Provide the name, address and other information for each SIU discharging to your POTW, as required by 40 CFR Part 403 (Submit additional pages as necessary).

b. Process information

Describe the process(es) at the SIU that affect or contribute to the SIU’s discharge. For example, in describing a metal finishing operation, include such information as how the product is cleaned prior to finishing, what types of plating baths are in operation (e.g., nickel, chromium), how paint is applied, and how the product is polished. Attach additional sheets if necessary.

c. Product and services information

List principal product(s) that the SIU generates, the raw materials, and the rate at which those raw materials are used to manufacture the product(s).

d. Flow rate information

Process wastewater means any water that, during manufacturing or processing, comes in direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product. Indicate the average daily volume, in gallons per day, of process wastewater and non-process wastewater that the SIU discharges into the collection system. Specify whether discharges are continuous or batch (non-continuous).

e. Pretreatment standards

Indicate whether the SIU is subject to Technically Based Local Limits (TBLLs) and/or categorical pretreatment standards. TBLLs are enforceable local requirements developed by treatment works to address federal standards as well as state and local regulations and requirements. Categorical pretreatment standards are national technology-based standards developed by EPA, setting industry-specific effluent limits. These standards are implemented by 40 CFR Parts 405-471.

f. Industrial user interruptions

Provide information concerning problems the treatment works has experienced that are attributable to discharges from the SIUs. Problems may include Acts of God, interferences or pass through at the facility, corrosion in the collection system, or other similar events.

INSTRUCTIONS FOR   
DOMESTIC WASTEWATER PERMIT APPLICATION   
WORKSHEET 7.0 - CLASS V INJECTION WELL INVENTORY/AUTHORIZATION

Worksheet 7.0 is required for amendment, new, and renewal applications that inject treated effluent via subsurface systems. Existing facilities with a registration number need only supply that number and the date of authorization in Section 1 of Worksheet 7.0 in lieu of completing the full worksheet.

Facilities associated with large capacity septic systems (LCSS; design of 5,000 gpd or greater), septic systems that accept industrial waste, and subsurface area drip dispersal systems (SADD) are required to obtain a wastewater discharge permit and submit the Class V inventory form. Subsurface systems include, but are not limited to drainfields, beds, trenches, pressure dosing, mound system, subsurface, or drip/trickle irrigation. For questions regarding whether the method of disposal is subsurface, contact TCEQ’s Underground Injection Control (UIC) Team of the Industrial and Hazardous Waste Section at 512/239-2334. With the exception of LCSS, SADD, and septic systems that accept industrial waste, all other facilities using subsurface injection must obtain approval prior to construction, operation, or conversion.

For assistance in completing Worksheet 7.0, please contact TCEQ’s Underground Injection Control Team at (512) 239-2334.

Please complete and submit an original and one copy to the following address:

TCEQ

UIC Permits Section

Radioactive Materials Division (MC 233)

PO Box 13087

Austin, Texas 78711-3087

Instructions for TCEQ Class V injection well inventory/authorization form

As stated in 30 Texas Administrative Code §331.21, “All geoscientific information submitted to the agency under this chapter shall be prepared by, or under the supervision of, a licensed professional geoscientist or a licensed professional engineer and shall be signed, sealed, and dated by the licensed professional geoscientist or licensed professional engineer in accordance with the Texas Geoscience Practice Act and the Texas Engineering Practice Act.” Any application submitted shall be signed, sealed and dated on the cover letter. In addition to the inventory/authorization form, TCEQ requires that a Core Data Form (Form 10400) be submitted on all incoming applications. For more information regarding the Core Data Form, visit the [Core Data Form and Instructions webpage](https://www.tceq.texas.gov/permitting/central_registry/guidance.html)[[27]](#footnote-28) or call (512) 239-5175.

If you are applying for two or more Class V injection wells that are of similar construction at the same facility you may use one form. If you are applying for Class V injection wells of different construction or at different facilities then use one form per construction type and/or facility.

Complete Sections 1 through 5 as appropriate.

The purpose of this form is to serve as the means for the Class V injection well owner or operator to provide notice to the UIC Program of intent to construct, operate, and/or convert a well in accordance with the inventory and approval requirements of 30 TAC §331.10. No Class V injection well may be constructed, operated, and/or converted without prior approval from the Executive Director.

EXAMPLE 1 – Wastewater Treatment Processes or Process Modifications

Conventional plug flow activated sludge - Settled wastewater and recycled activated sludge enter the head end of the aeration tank and are mixed by diffused air or mechanical aeration. Air application is generally uniform throughout tank length. During the aeration period, adsorption, flocculation, and oxidation of organic matter occur. Activated-sludge solids are separated in a secondary settling tank.

Complete-mix activated sludge - Process is an application of the flow regime of a continuous-flow stirred-tank reactor. Settled wastewater and recycled activated sludge are introduced typically at several points in the aeration tank. The organic load on the aeration tank and the oxygen demand are uniform throughout the tank length.

Denitrification - Denitrification is the process of converting nitrate nitrogen into nitrogen gas, usually accomplished in the effluent from an activated sludge nitrification process.

Tapered aeration activated sludge - Tapered aeration is a modification of the conventional plug-flow process. Varying aeration rates are applied over the tank length depending on the oxygen demand. Greater amounts of air are supplied to the head of the aeration tank, and the amounts diminish as the mixed liquor approaches the effluent end. Tapered aeration is usually achieved by using different spacing of the air diffusers over the tank length.

Step-feed activated sludge - Step feed is a modification of the conventional plug-flow process in which the settled wastewater is introduced at several points in the aeration tank to equalize the F/M ratio, thus lowering peak oxygen demand. Generally, three or more parallel channels are used. Flexibility of operation is one of the important features of this process.

Modified aeration activated sludge - Modified aeration is similar to the conventional plug-flow process except that shorter aeration times and higher F/M ratios are used. BOD removal efficiency is lower than other activated sludge processes.

Contact stabilization activated sludge - Contact stabilization uses two separate tanks or compartments for the treatment of wastewater and stabilization of activated sludge. Stabilized activated sludge is mixed with influent wastewater in a contact tank. Return sludge is aerated separately in a reaeration tank to stabilize the organic matter.

Extended aeration activated sludge- Extended aeration process is similar to the conventional plug flow process except that it operates in the endogenous respiration phase of the growth curve, which requires a low organic loading and long aeration time. This process is used extensively for prefabricated package facilities for small communities and in oxidation ditch (continuous loop reactor) facilities.

High-rate aeration activated sludge- High-rate aeration is a process modification in which high MLSS concentrations are combined with high volumetric loadings. This combination allows high F/M ratios and long mean cell-residence times with relatively short hydraulic detention times. Adequate mixing is very important.

Kraus process - Kraus process is a variation of the step aeration process used to treat wastewater with low nitrogen levels. Digester supernatant is added as a nutrient source to a portion of the return sludge in a separate aeration tank designed to nitrify. The resulting mixed liquor is then added to the main plug-flow aeration system.

High-purity oxygen - High-purity oxygen is used instead of air in the activated-sludge process. Oxygen is diffused into covered aeration tanks and is recirculated. A portion of the gas is wasted to reduce the concentration of carbon dioxide. pH adjustment may also be required. The amount of oxygen added is about four times greater than the amount that can be added by conventional aeration systems.

Membrane Bioreactor Systems - Membrane bioreactors combine suspended growth activated sludge treatment with membrane filtration systems, typically in a common basin. High levels of treatment can be achieved without the need for final clarification and effluent filtration.

Nitrification - Nitrification is the biological oxidation of ammonia into nitrites and then nitrates by microorganisms in the activated sludge treatment process.

Nutrient Removal - Nutrient removal generally refers to the removal of nitrogen and/or phosphorus from wastewater. Biological processes, membrane filtration, sand filtration, or a combination of these processes may be used for nutrient removal.

Oxidation ditch - The oxidation ditch consists of a ring or oval shaped continuous loop activated sludge reactor and is equipped with mechanical aeration devices. Screened wastewater enters the ditch, is aerated, and circulates at a velocity of 0.8 to 1.2 ft/s (0.24 to 0.37 m/s). Oxidation ditches typically operate in the extended aeration mode with long detention and solids retention times.

Sequencing batch reactor - A fill and draw activated sludge treatment system that is identical to conventional activated sludge systems, except that the processes are carried out sequentially in the same tank. An SBR system has the following five steps that are carried out in sequence: fill, react, settle, draw, and idle. Mixed liquor remains in the reactor during all cycles, thereby eliminating the need for separate secondary sedimentation tanks and return activated sludge pumps.

EXAMPLE 2 – Treatment Units

LIQUID TREATMENT PROCESSES

Primary Treatment

01 Pumping raw wastewater

02 Preliminary treatment – bar screen

03 Preliminary treatment – grit removal

04 Preliminary treatment - comminutors

05 Preliminary treatment - others

B1 Imhoff tank

06 Scum removal

07 Flow equalization basins

08 Pre-aeration

09 Primary sedimentation

D2 Septic tank

A5 Facultative lagoon

Secondary Treatment

10Trickling filter – rock media

11 Trickling filter – plastic media

12 Trickling filter – redwood slats

13 Trickling filter – other media

14 Activate sludge – conventional

15 Activate sludge – complete mix

16 Activate sludge – contact stabilization

17 Activated sludge – extended aeration

18 Pure oxygen activate sludge

19 Bio-Disc (rotating biological filter)

20 Oxidation ditch

21 Clarification using tube settlers

22 Secondary clarification

B6 Constructed wetlands

E5 Natural treatment

E6 Overland flow

Advanced Treatment - Biological

23 Biological nitrification – separate stage

24 Biological nitrification - combined

25 Biological denitrification

26 Post aeration (reaeration)

Advanced Treatment – Physical/Chemical

27 Microstrainers – primary

28 Microstrainers – secondary

D1 Dunbar Beds

29 Sand filters

30 Mix media filters (sand and coal)

31 Other filtrations

B2 Bubble diffuser (compressor)

32 Activated carbon – granular

B3 Mechanical surface aerator

33 Activated carbon-powered

34 Two stage lime treatment of raw wastewater

35 Two stage tertiary lime treatment

36 Single stage lime treatment of raw wastewater

37 Single state tertiary lime treatment

38 Recarbonation

39 Neutralization

40 Alum addition to primary

41 Alum addition to secondary

42 Alum addition to separate state tertiary

43 Ferri-chloride addition to primary

44 Ferri-chloride addition to secondary

45 Ferri-chloride addition to separate stage tertiary

46 Other chemical additions

47 Ion exchange

48 Breakpoint chlorination

49 Ammonia stripping

50 Dechlorination

Disinfection

51 Chlorination for disinfection

52 Ozonation for disinfection

53 Other disinfection

D3 Ultra violet lightLand Treatment

54 Land treatment of primary effluent

55 Land treatment of secondary effluent

56 Land treatment of intermediate effluent (less than secondary)

Other Treatment

57 Stabilization lagoons

58 Aerated lagoons

59 Outfall pumping

60 Outfall diffuser

61 Effluent to other plants

62 Effluent outfall

63 Other treatment

64 Evapo-transpiration beds

64 Recalcination

Disposal Method

B4 Evapo-transpiration beds

B6 Constructed wetlands

D4 Pressure dosing system

D5 Percolation system

E1 Evaporation/playa

E4 Injection well(s)

SLUDGE TREATMENT PROCESSES

65 Aerobic digestion – air

66 Aerobic digestion – oxygen

67 Composting

68 Anaerobic digestion

69 Sludge lagoons

70 Heat treatment – dryer

71 Chlorine oxidation of sludge

72 Lime stabilization

73 Wet air oxidation

74 Dewatering – sludge drying beds, sand

F2 Dewatering – sludge drying bed vacuum assisted

75 Dewatering – mechanical-vacuum filter

76 Dewatering – mechanical – centrifuge

77 Dewatering – mechanical – filter press

78 Dewatering – others

79 Gravity thickening

80 Air flotation thickening

D6 Sludge holding tank

Incineration

81 Incineration – multiple hearth

82 Incineration – fluidized beds

83 Incineration – rotary kiln

84 Incineration –others

85 Pyrolysis

86 Co-incineration with solid waste

87 Co-pyrolysis with solid waste

88 Co-incineration - others

MISCELLANEOUS

96 Control/lab/maintenance buildings

97 Fully automated using digital control computer (computer)

98 Fully automated using analog control

99 Semi-automated plant

A1 Manually operated and controlled plant

A2 Package plant

A3 Semi-package plant

A4 Custom built plant

A9 Effluent storage lagoons (irrigation)

D8 Other reuse method

D9 Emergency holding lagoons

E1 Evaporation or playa

E8 Monitoring wells

E9 Biomonitoring

F7 Stormwater (SSO)

F8 Unconventional

EXAMPLE 3 – Flow Diagram

Example 3 illustrates the level of detail that is necessary for an effective flow diagram.  The diagram includes all of the treatment units, equipment to support the treatment units (such as pumps or blowers), and input or output points.  

The key feature in the process flow diagram is the flow of materials through the treatment system.  Arrows illustrate the movement of mateial through the treatment units.  Liquid streams and solid streams are distinguished from each other.  In this case, a solid black arrow represents a liquid stream and a lighter dashed arrow represents a solid stream.  Air inputs are also represnted, in this case, by heavy dashed lines.

Take the liquid stream for example.  A block is used to represent the input the system (plant influent).  In this case liquid flows to a lift station, then to bar screens, then to a grit removal process, then to a flow splitter, then to aeration basins, then to a clarifier flow splitter, then to the final clarifiers, then to effluent filters, then to an ultraviolet disinfection system, with each treatment unit being represented by a shape and a text label.  Flow thorugh the process from unit to unit is illustrated by arrows.  After the ultraviolet disinfection system, the flow splits and is diverted either through a parshall flume to be discharged as effluent, or to a holding tank to be used as process water.  The diagram also shows liquid (decant) streams from the sludge thickener and digester to the headworks or to the disinfection system.

EXAMPLE 4 – Design Calculations

Influent Quality Characteristics - The raw sewage characteristics used for design purposes are as follows:

Parameter Concentration

BOD5 250 mg/L

TSS 240 mg/L

Influent Flow Characteristics - The hydraulic design of the facility must ensure that the facility will operate under the most extreme conditions anticipated. The facility process and hydraulic design for this facility are as follows:

Table EX4(1) – Design Calculations

| Flow | Gallons Per Day | Gallons Per Minute |
| --- | --- | --- |
| Average Daily Flow (Qave) | 225,000 | 156 |
| Peak 2-Hour Flow (Qpk) | 900,000 | 625 |

| Loading | Pounds Per Day |
| --- | --- |
| BOD5 | 469.4 |
| TSS | 450.7 |

Process Design - The treatment facility will be designed to produce an effluent quality in compliance with the proposed permitted parameters of:

CBOD5 = 10 mg/L; TSS = 15 mg/L; NH3-N = 3 mg/L; DO = 4.0 mg/L;

Cl2 Residual = 1 to 4 mg/L after 20 minutes detention time at peak flow.

In order to achieve the required removal efficiencies, the activated sludge process operated in the conventional mode with nitrification has been chosen. The 7-day low reactor temperature is 15°. The anticipated operating ranges for MLSS and RAS are 3,000 mg/L and 6,000 mg/L, respectively. Other assumptions include a single stage aerobic digester with supernatant decant and digester solids concentration of 2%.

Treatment Units

Table EX4(2) - Aeration Basin

| Aeration Basin | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| Organic loading rate (lbs/day/1000 ft3) | 25 (Max) | 20 |
| Total aeration volume (ft3) | 18,776 | 23,470 |

Table EX4(3) - Clarifier

| Clarifier | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| Surface loading rate (Qpk) (gallons/day/ ft2) | 1,200 (Max) | 1,000 |
| Detention time (Qpk) (hr) | 1.8 (Min) | 2.2 |
| Surface area (ft2) | 750 | 908 |
| Volume (ft3) | 9,024\* | 11,029 |
| Side-water depth (ft) | 10 (Min) | 12 |
| Maximum weir loading (Qpk) (gallons/day/ft) | 20,000 (Max) | 15,000 |
| Diameter (ft) | 31 | 34 |
| Weir length (ft) | 45 | 60 |

Table EX4(4) - Aerobic Digester

| Aerobic Digester | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| MCRT at 15°C (days) | 60 (Min) | 60 |
| WAS solids production (ppd) | Not specified | 280 |
| Digested sludge solids production (ppd) | Not specified | 200 |
| Required solids in digester (lbs) | Not specified | 12,000 |
| Digester Volume (ft3) | Not specified | 9,618 |

Table EX4(5) - Chlorine Contact Chamber

| Chlorine Contact Chamber | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| Detention time (Qpk) (minutes) | 20 | 25 |
| Volume (Qpk) (ft3) | 1,672 | 2,089 |

Air Requirements

Table EX4(6) - Aeration Basin

| Aeration Basin | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| Aeration requirements (SCF/day/lb BOD5) | 3,200 | 3,200 |
| Oxygen required (lb O2/lb BOD5) | 2.2 | 2.2 |
| Oxygen required (lb/day) | 1,032 | 1,032 |
| Air provided (SCFM) | 923 | 923 |

Table EX4(7) - Sludge Digester

| Sludge Digester | TCEQ Requires | Actual Provided |
| --- | --- | --- |
| Aeration requirements (SCFM/1,000CF) | 20 | 26 |
| Air Flow Rate (SCFM) | 193 | 250 |

\*Minimum volume needed to meet 1.8 hour detention time in clarifier.

Facility design features

A. Emergency Power Requirements

In accordance with 30 TAC § 217.36 and due to the number and duration of power outages that have occurred in the past, the treatment facility must incorporate an on-site automatically starting generator capable of continuously operating all critical wastewater treatment system units. The fuel tank must be sized for a run time greater than the longest power outage in the power records. This generator will provide sufficient power for the following units:

3 - Influent Lift Station Pumps

1 - Mechanical Bar Screen

2 - Activated Sludge Mechanical Surface Aerators (one in each basin)

2 - Final Clarifier Sludge Scrapers

1 - Return Activated Sludge Pump

Chlorination system

Dechlorination system

Effluent Metering Station

Lighting Panels and Control Equipment

An automatic transfer switch will be included to transfer electrical loads to the generator during an outage. In accordance with 30 TAC § 217.37, the disinfection system will automatically restart during a power outage and upon transfer back to the main power source.

B. Alarm Features

The facility will be equipped with a Supervisory Control and Data Acquisition (SCADA) system to monitor the operation of all critical treatment units. The control room will include a computer with graphic display of the treatment units that will indicate status and alarm conditions. The computer system will include an autodialer to alert facility personnel of the following conditions:

1. Power Outage
2. Influent Lift Station Wet Well High Level
3. Bar Screen Channel High Level
4. Final Clarifier Torque Overload
5. Equipment Failure
6. Chlorine Leak Detection
7. Sulfur Dioxide Leak Detection

The autodialer will store prerecorded messages concerning each alarm condition and the procedure to be followed and will call up to 8 different phone numbers until the alarm condition is acknowledged. The influent lift station and final clarifiers will also be equipped with local alarm lights for high level and high torque respectively.

C. Design Features for Reliability And Operating Flexibility

1. Influent lift station: The influent lift station will include three submersible pumps sized to meet peak flow pumping capacity with the largest unit out of service. Level switches will automatically start and stop the pumps based on influent flows and rising and falling wet well levels. High wet well level will result in an alarm condition.
2. Bar screen: The mechanical bar screen structure will include a bypass channel with a manual screen for use when needed. Slide gates will be used to isolate each channel as required.
3. Grit chamber: The grit chamber will include a bypass channel and slide gates to allow the chamber to be taken out of service for maintenance and repair.
4. Aeration basins: Two aeration basins will be included, each capable of continuous operation. Piping and valves will be included to allow each unit to be individually isolated for draining, cleaning or repairs.

D. Overflow prevention

The following design features will be used to prevent the overflow of wastewater from treatment units.

1. Based on 5 years of historical flow data, the facility design includes a peaking factor of 3.5 to insure adequate hydraulic capacity.
2. The influent lift station will be designed with the capacity to pump peak flow with the largest single pump out of service.
3. The facility hydraulic design, including piping, channels, weirs, troughs and other features, will be sized to allow the 2-hour peak flow to pass through the facility without exceeding minimum freeboard requirements with any single treatment unit out of service.

EXAMPLE 5 – Sludge Management Plan

Influent Design Flow = 0.225 mgd

Influent BOD Concentration = 250 mg/L

Aerobic Digester Volume: 71,950 gallons

Aeration Basin MLSS: 2,000 to 3,000 mg/L

Table EX5(1) – Sludge Production

| Solids Generated | 100% flow | 75% flow | 50% flow | 25% flow |
| --- | --- | --- | --- | --- |
| Pounds Influent BOD5 | 469 | 352 | 235 | 117 |
| Pounds of digested dry sludge produced\* | 164 | 123 | 82 | 41 |
| Pounds of wet sludge produced | 8,210 | 6,157 | 4,105 | 2,052 |
| Gallons of wet sludge produced | 984 | 738 | 492 | 246 |

\*Assuming 0.35 pounds of digested dry sludge produced per pound of influent BOD5 at average temperatures and 2.0% solids concentration in the digester.

Sludge will be wasted from the RAS flow stream to the aerobic digester. Sludge solids will be stabilized in the digester; supernatant will be decanted from the digester and returned to the facility headworks for treatment.

Table EX5(2) – Sludge Removal Schedule

| Removal Schedule (days) | 100% flow | 75% flow | 50% flow | 25% flow |
| --- | --- | --- | --- | --- |
| Days between Sludge Removal | 7 | 10 | 14 | 30 |

Liquid digested sludge will be removed from the digester for disposal on a regular basis as required. The calculated mean cell residence time (MCRT) for the digester storage volume of 71,950 gal will be approximately 73 days at 100% capacity and annual average digested sludge production of 164 ppd. The digested sludge will be transported by registered hauler, ABC Haulers, Registration # 1234 to XYZ Landfill, Permit No. 9876 in Hays County.

EXAMPLE 6 – EPA Effluent Categorical Guidelines

List of effluent limitation guidelines as found in Title 40 Code of Federal Regulation, Parts 405-471.

**INDUSTRY** **40 CFR PART**

Dairy Products Processing 405

Grain Mills 406

Canned and Preserved Fruits and Vegetables 407

Canned and Preserved Seafood Processing 408

Sugar Processing 409

Textile Mills 410

Cement Manufacturing 411

Feedlots 412

Electroplating 413

Organic Chemicals, Plastics, and Synthetic Fibers 414

Inorganic Chemicals 415

Soap and Detergent manufacturing 417

Fertilizer Manufacturing 418

Petroleum Refining 419

Iron and Steel manufacturing 420

Nonferrous Metals Manufacturing 421

Phosphate Manufacturing 422

Steam Electric Power Generating 423

Ferro alloy Manufacturing 424

Leather Tanning and Finishing 425

Glass manufacturing 426

Asbestos manufacturing 427

Rubber manufacturing 428

Timber Products Processing 429

Pulp, Paper and Paperboard 430

Builders’ Paper and Board Mills 431

Meat Products 432

Metal Finishing 433

Coal Mining 434

Oil and Gas Extraction 435

Mineral Mining and Processing 436

Centralized Waste Treatment 437

Pharmaceutical Manufacturing 439

Ore Mining and Dressing 440

Transportation Equipment Cleaning 442

Paving and Roofing Materials 443

Combusters 444

Landfills 445

Paint Formulating 446

Ink Formulating 447

Gum and Wood Chemicals Manufacturing 454

Pesticide Chemicals 455

Explosives Manufacturing 457

Carbon Black Manufacturing 458

Photographic 459

Hospital 460

Battery Manufacturing 461

Plastics Molding and Forming 463

Metal Molding and Casting 464

Coil Coating 465

Porcelain Enameling 466

Aluminum Forming 467

Copper Forming 468

Electrical and Electronic Components 469

Nonferrous Metals Forming and Metal Powders 471

EXAMPLE 7(a) – Adjacent and Downstream Landowners

For applications proposing land application of effluent

Example 7(a) is an illustration of an effective adjacent and downstream landowners map for land application.  The map shows the applicant's property boundary.  The map shows the boundary of the land application area and the buffer zone.  The land application and the buffer zone are entirely contained within the applicant's property boundary.

The map also shows the boundaries of all of the properties that are adjacent to the to the applicant's property.  The adjacent properties are number sequentially from 1 to 7 in a clockwise direction from the upper leftmost property on the map.

Example 7(b) illustrates an effective adjacent and downstream landowner map for a discharge to a stream that flows westward.  The map includes the applicant's property, the plant site, and the point of discharge to the stream.  The map also shows the property boundaries of all landowners that are either adjacent to the applicant or within 1 mile downstream.  

In this map, there five adjacent properties that share a common border with the applicant's property and five properties that border the stream within 1 mile downstream of the discharge point. 

The properties are numbered sequentially in a clockwise direction.  Property 1 is upstream of the discharge point on the south side of the stream, but is adjacent because it shares a common border with the east side of the applicant's property.  Property 2 borders the entire south side and the entire west (downstream) side of the applicant's property.  Thus, property 2 is both adjacent and downstream.  Properties 3 and 4 are located futher downstream on the south side of the stream.  Properties 5-7 are downstream on the north side of the stream.  At least part of each property in properties 8-10 is downstream of the discharge point, and at least part of each property in properties 8-10 shares a portion of the stream that forms the northern border of the applicant's property.

Example 8 is an illustration of an effective buffer zone map.  Generally, the map shows the property on which the wastewater treatment facility sits and the adjacent or nearby properties that are not under the applicant's control (in this case, one to the north, one to the east, one to the south, and one to the west).  The adjacent properties are labeled with the names of the respective owners.  The map also includes a key, scale bar, and north arrow. 

The treatment system is drawn on the map.  The individual treatment units are drawn to reflect their actual size and position.  In this case, the liquid treatment units are a lift station, an oxidation ditch, a secondary clarifier, a tertiary filter, and an ultraviolet disinfection system.  Arrows are used to illustrate the routing of water flow through the facility.  The solid treatment units include a sludge thickener, a sludge digester (air), and a belt filter press.  Dashed arrows are used to illustrate the routing of solids through the facility.  Accurate representation of the size and location of treatment units on the map is important because the buffer zone is defined from the treatment units, not from the edge of the property.

The buffer zone forms an enclosed shape and is represented by a dashed line on the map.  In this case, any point on the buffer zone line is 150 feet from the outside edge of the nearest treatment unit.  Thus, the shape of the buffer zone is dictated by the spatial arrangement and shapes of the treatment units.

In this case, the buffer zone extends beyond the applicant’s property boundary into three of the surrounding properties that the applicant does not control to the north, east, and west of the facility.  The map indicates that the buffer zone requirements have been met by a restrictive easement agreement on the adjacent property to the north.  The buffer zone line north of the property boundary defines the minimum area of the restrictive easement.  The map provides dimensions (in feet) from the nearest treatment units to the northern property line, and from the northern property line to the buffer zone line.

The map indicates that the buffer zone requirements have been met by nuisance odor abatement on the adjacent property to the east.  Nuisance odor abatement is often used where an easement agreement cannot be reached.  

The map indicates that the buffer zone requirements have been met by a pre-existing easement on the adjacent property to the east (in this case, a right-of-way easement for a road).  Similarly, pre-existing zoning can satisfy buffer zone requirements if zoned for non-residential development.

Finally, the buffer zone line on the south side of the treatment units is contained entirely in the applicant’s property.  The buffer zone requirements on the southern side of the facility are met by ownership of the buffer zone.

EXAMPLE 9 – Water Balance and Storage Calculation

Explanation of Tables 1 and 2

Table EX9(1)

Columns

1 Month (example calculations for each column are given for the month of January)

2 Average rainfall for previous 25 years: Data for Corsicana was obtained from the Texas Water Oriented Data Bank for the years 1968 through 1992. January: Average rainfall = 2.39 in

3 Average runoff: Method used to determine average runoff is found in Soil Conservation Service Technical Note No. 210-18-TX5. A curve number (N) of 78 is appropriate for Crockett soils (Hydrologic Group D) with continuous grass. The antecedent moisture condition for Navarro County is Type II.

Q = (I - 0.2S)2/(I + 0.8S), and S = 1000/N - 10 where Q = runoff in inches

I = average rainfall in inches (from Column 2); and S = potential maximum retention after runoff begins. January: S = 1000/78 - 10 = 2.82 in. Q = [2.39 - 0.2(2.82)]2/[2.39 + 0.8(2.82)] = 0.72 in

4 Average Infiltrated Rainfall (Ri): Obtained by subtracting the average runoff from the average rainfall

January: Ri (avg) = (2.39 in) - (0.72 in) = 1.67 in

5 Evapotranspiration (ET); Data obtained from the Texas Board of Water Engineers, Bulletin 6019: Consumptive Use of Water by Major Crops in Texas, Table 5. For Coastal Bermuda Grass, applied 90% of the listed values for alfalfa as noted on the table. January: (905)(1.0 in) = 0.90 in.

6 Required leaching to avoid salinity buildup in soil (L): Equation is from 30 TAC 309.20, Table 1.

L = [Ce/(Cl - Ce)](E - Ri), where Ce = electrical conductivity of effluent (provided by applicant); and

Cl = maximum allowable conductivity of soil solution obtained from 30 TAC 309.20, Table 3.

If (E - Ri) is less than zero (<0), then L = 0

January: L = [(5.4 mg/L)/(12.0 mg/L - 5.4 mg/L)](0.9 in - 1.67 in) (E - Ri) < 0, therefore L = 0.

7 Total Water Needs: Obtained by adding Evapotranspiration ("E," Column 5) and Required Leaching ("L," Column 6). January: 0.90 in + 0.0 in = 0.90 in

8 Effluent needed in root zone: Obtained by subtracting the average infiltrated rainfall (Ri, Column 4) from Total Water Needs (Column 7). If value is less than zero, then a value of zero is assumed.

January: 0.90 in - 1.67 in = -0.77 and -0.77 < 0, therefore the amount of effluent needed in the root zone = 0.0 in

9 Net evaporation from reservoir surface: Average evaporation data was obtained from the Texas Water Oriented Data Bank for the years 1966 through 1990. Values were multiplied by the ration of the surface area of the lagoons (5.5 acres) to the irrigation surface area (58 acres). For this example, the ratio is 5.5/58 = 0.09. January: Evap. = (0.05 feet)(12 in/ft)(0.09) = 0.06 in

10 Effluent to be applied to land: Obtained by dividing the effluent need in root zone (Column 8) by the irrigation efficiency, K (assumed to be 0.85, or 85%). June: 8.8/0.85 = 10.3 in

11 Consumption from reservoir: Obtained by adding the net evaporation from the reservoir surface (Column 9) and the effluent to be applied to the land (Column 10). This is the maximum hydraulic application rate that can be applied over the irrigated area.

June: 0.39 in + 10.3 in = 10.69 inches/acre

Total annual application is 59.96 in per irrigated acre (59.96 in/ac/yr).

Table EX9(2)

Columns

12 Month

13 Effluent received for application or storage: A daily average flow to the irrigation field of 38,000 gallons was requested by the applicant and converted to inches per acre. The average application rate must be less than or equal to the consumption from reservoir (Column 11). Therefore, the maximum monthly average application rate is (59.7 in/yr)/(12 mo/yr) = 4.97 in/mo

Annual: = (38,000 gal/day)(365 days/yr)(12 in/ft)(1 ac/43,560 ft2)(1 ft3/7.48 gal)/(58 ac)

= 8.76 in/yr

January: = (8.76 in/yr)(1 yr/12 mo)

= 0.73 in/mo, which is less than 4.97 in/mo calculated in Column 13.

14 Worst rainfall year in the past 25 years distributed proportional to monthly averages: Rainfall data for Corsicana was obtained from the Texas Water Oriented Data Bank for the years 1968 through 1992 and distributed proportional to the monthly averages. The worst annual rainfall was 51.9 in which occurred in 1968.

January: (51.9 in)(6.4%) = 3.32 in

15 Worst runoff year in the past 25 years (Q): Used the rainfall figures in Column 14 and calculating worst runoff similar to average runoff as in Column 3.

January: Q = [3.32 in - 0.2(2.82)]2/[3.32 + 0.8(2.82)] = 1.36 in

16 Infiltrated rainfall (Ri): Obtained by subtracting the worst runoff year (Column 15) from the worst rainfall year (Column 14).

January: Ri (worst) = 3.32 in - 1.36 in = 1.96 in

17 Available water: Obtained by adding the amount of effluent received for application or storage (Column 13) and the infiltrated rainfall (Column 16).

January: 0.73 in + 1.96 in = 2.69 in

18 Lowest annual net evaporation in the past 25 years from the reservoir surface: Minimum annual net evaporation data was obtained from the Texas Water Oriented Data Bank for the years 1966 through 1990 and distributed proportional to monthly averages. Values were then multiplied by the ratio of the surface are of the lagoons (5.5 acres) to the irrigation surface area (58 acres). For this example, the ratio is 5.5/58 = 0.09

19 Storage: Obtained by calculating according to 30 TAC 309.20, Table 2.

Storage = [(Column 13 - Column 18B) - [(Column 7 - Column 16)/k]

If [(Column 7 - Column 16)/k] < 0, it is entered as zero, and Storage = (Column 13 - Column 18)

January: Storage = (0.73 - 0.04)-[(0.9 - 1.96)/0.85] = 0.69 in

20 Accumulated Storage: To allow for the worst condition, the summation of storage was obtained by adding the values obtained in Column 19, beginning with the first consecutive month of positive values. In this case, the summation was started in November. The maximum accumulated storage requirement occurred in February.

Annual: (0.62 in) + (0.67 in) + (0.69 in) + (0.71 in) = 2.69 in-ac/ac

Table EX9(1) - Monthly Water Balance\*

(Units in inches unless otherwise specified)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Avg Rain | Avg Run-off | Avg Ri\*\* | ET\*\* | L\*\* | TWN\*\* | Effluent Required in Root Zone | EFRS\*\* | Effluent Applied to Land | CFR\*\* |
| JAN | 2.39 | 0.72 | 1.67 | 0.9 | 0.0 | 0.9 | 0.0 | 0.06 | 0.0 | 0.06 |
| FEB | 2.80 | 0.99 | 1.81 | 1.3 | 0.0 | 1.3 | 0.0 | 0.03 | 0.0 | 0.03 |
| MAR | 2.95 | 1.09 | 1.86 | 3.0 | 0.9 | 3.9 | 2.1 | 0.15 | 2.5 | 2.6 |
| APR | 4.04 | 1.92 | 2.12 | 3.5 | 1.1 | 4.6 | 2.5 | 0.11 | 3.0 | 3.1 |
| MAY | 5.10 | 2.80 | 2.30 | 6.5 | 3.4 | 9.9 | 7.6 | 0.16 | 9.0 | 9.1 |
| JUN | 3.04 | 1.16 | 1.88 | 6.7 | 3.9 | 10.6 | 8.8 | 0.39 | 10.3 | 10.7 |
| JUL | 2.24 | 0.62 | 1.62 | 7.4 | 4.7 | 12.1 | 10.5 | 0.64 | 12.4 | 13.0 |
| AUG | 2.21 | 0.61 | 1.60 | 5.1 | 2.9 | 8.0 | 6.4 | 0.66 | 7.5 | 8.1 |
| SEP | 2.97 | 1.11 | 1.86 | 5.3 | 2.8 | 8.1 | 6.3 | 0.42 | 7.4 | 7.8 |
| OCT | 3.43 | 1.44 | 1.99 | 4.2 | 1.8 | 6.0 | 4.0 | 0.31 | 4.7 | 5.0 |
| NOV | 2.97 | 1.11 | 1.86 | 1.7 | 0.0 | 1.70 | 0.0 | 0.16 | 0.0 | 0.16 |
| DEC | 3.31 | 1.35 | 1.96 | 0.72 | 0.0 | 0.72 | 0.0 | 0.08 | 0.0 | 0.08 |
| TOTAL | 37.45 | 14.92 | 22.53 | 46.3 | 21.5 | 67.8 | 48.2 | 3.16 | 56.8 | 59.7 |

\*Table EX9(1) was completed in accordance with Table 1 of 30 TAC 309.20. Refer to Appendix C for detailed explanation of calculations.

\*\*Ri = Infiltrated Rainfall, ET = Evapotranspiration, L = Required Leaching, TWN = Total Water Needs, EFRS = Evaporation From Reservoir Surface, RC = Consumption From Reservoir.

EX9(2) - Storage Volume Calculation\*

(Units in inches unless otherwise specified)

| 12 | 13 | 14A | 14B | 15 | 16 | 17 | 18A | 18B | 19 | 20 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Effluent Applied To Land | MRD\*\*(%) | Rainfall (MAX) | Runoff (MAX) | Ri \*\* | Total Avail. H2O | DoM\*\* (%) | Net E (MIN) | Storage (in-ac/ac) | AS (in-ac/ac) |
| JAN | 0.73 | 6.4 | 3.32 | 1.36 | 1.96 | 2.69 | 1.8 % | 0.04 | 0.69 | 1.98 |
| FEB | 0.73 | 7.5 | 3.89 | 1.80 | 2.09 | 2.82 | 1.1% | 0.02 | 0.71 | 2.69 |
| MAR | 0.73 | 7.9 | 4.10 | 1.97 | 2.16 | 2.86 | 4.7 % | 0.10 | -1.4 | 1.27 |
| APR | 0.73 | 10.8 | 5.61 | 3.23 | 2.37 | 3.10 | 3.6 % | 0.08 | -2.0 | -0.73 |
| MAY | 0.73 | 13.6 | 7.06 | 4.53 | 2.53 | 3.26 | 4.9 % | 0.11 | -8.1 | -8.83 |
| JUN | 0.73 | 8.1 | 4.20 | 2.05 | 2.15 | 2.88 | 12.4 % | 0.27 | -9.5 | -18.33 |
| JUL | 0.73 | 6.0 | 3.11 | 1.21 | 1.90 | 2.63 | 20.0 % | 0.44 | -11.7 | -30.13 |
| AUG | 0.73 | 5.9 | 3.06 | 1.17 | 1.89 | 2.62 | 20.8 % | 0.45 | -6.9 | -37.03 |
| SEP | 0.73 | 7.9 | 4.10 | 1.97 | 2.13 | 2.86 | 13.2 % | 0.29 | -6.6 | -43.63 |
| OCT | 0.73 | 9.2 | 4.77 | 2.52 | 2.25 | 2.98 | 9.6 % | 0.21 | -3.9 | -47.53 |
| NOV | 0.73 | 7.9 | 4.10 | 1.97 | 2.13 | 2.86 | 5.1 % | 0.11 | 0.62 | 0.62 |
| DEC | 0.73 | 8.8 | 4.57 | 2.35 | 2.22 | 2.95 | 2.6 % | 0.06 | 0.67 | 1.29 |
| TOTAL | 8.76 | 100.0 | 51.9 | 26.1 | 25.8 | 34.5 | 100 | 2.18 | ------ | 2.69\*\*\* |

\*Table EX9(2) was completed in accordance with Table 2 of 30 TAC 309.20. Refer to Appendix C for detailed explanation of calculations.

\*\*MRD = Mean Rainfall Distribution, Ri = Infiltrated Rainfall, DoM = Distribution of Mean, Net E = Net Evaporation, AS = Accumulated Storage.

\*\*\*Storage volume requirement = 2.69 in-ac/ac, or (2.69 in-ac/ac)(58 ac)(1 ft/12 in)= 13 ac-f

EXAMPLE 10 – Summary of Application in Plain Language

**Example 1: Domestic Wastewater TPDES Renewal application**

*The following summary is provided for this pending water quality permit application being reviewed by the Texas Commission on Environmental Quality as required by 30 Texas Administrative Code Chapter 39. The information provided in this summary may change during the technical review of the application and are not federal enforceable representations of the permit application*.

The City of Texas (CN000000000) operates the City of Texas wastewater treatment plant (RN000000000), an activated sludge process plant operated in the complete mix mode. The facility is located at 123 Texas Street, near the City of More Texas, Texas County, Texas 71234.

This application is for a renewal to discharge at an annual average flow of 1,200,000 gallons per day of treated domestic wastewater via Outfalls 001 and 002.

Discharges from the facility are expected to contain five-day carbonaceous biochemical oxygen demand (CBOD5), total suspended solids (TSS), ammonia nitrogen (NH3-N), and *Escherichia coli*. Additional potential pollutants are included in the Domestic Technical Report 1.0, Section 7. Pollutant Analysis of Treated Effluent and Domestic Worksheet 4.0 in the permit application package. Domestic wastewater is treated by an activated sludge process plant and the treatment units include a bar screen, a grit chamber, aeration basins, final clarifiers, sludge digesters, a belt filter press, chlorine contact chambers and a dechlorination chamber.

**Example 2: TPDES New Application**

*The following summary is provided for this pending water quality permit application being reviewed by the Texas Commission on Environmental Quality as required by 30 Texas Administrative Code Chapter 39. The information provided in this summary may change during the technical review of the application and are not federal enforceable representations of the permit application*.

The City of Texas (CN000000000) proposes to operate the City of Texas wastewater treatment plant (RN000000000), an activated sludge process plant operated in the extended aeration mode. The facility will be located at 123 Texas Street, in the City of More Texas, Texas County, Texas 71234.

This application is for a new application to discharge at a daily average flow of 200,000 gallons per day of treated domestic wastewater.

Discharges from the facility are expected to contain five-day carbonaceous biochemical oxygen demand (CBOD5), total suspended solids (TSS), ammonia nitrogen (NH3-N), and *Escherichia coli*. Additional potential pollutants are included in the Domestic Technical Report 1.0, Section 7. Pollutant Analysis of Treated Effluent in the permit application package. Domestic wastewater will be treated by an activated sludge process plant and the treatment units will include a bar screen, a grit chamber, aeration basins, final clarifiers, sludge digesters, a belt filter press, chlorine contact chambers and a dechlorination chamber.

**Example 3: TLAP Renewal application**

*The following summary is provided for this pending water quality permit application being reviewed by the Texas Commission on Environmental Quality as required by 30 Texas Administrative Code Chapter 39. The information provided in this summary may change during the technical review of the application and are not federal enforceable representations of the permit application*.

The City of Texas (CN000000000) operates the City of Texas wastewater treatment plant (RN000000000), an activated sludge process plant operated in the complete mix mode. The facility is located at 123 Texas Street, near the City of More Texas, Texas County, Texas 71234.

This application is for a renewal to dispose a daily average flow not to exceed 76,500 gallons per day of treated domestic wastewater via public access subsurface drip irrigation system with a minimum area of 32 acres. This permit will not authorize a discharge of pollutants into water in the state.

Land application of domestic wastewater from the facility are expected to contain five-day biochemical oxygen demand (BOD5), total suspended solids (TSS), and *Escherichia coli*. Additional potential pollutants are included in the Domestic Technical Report 1.0, Section 7. Pollutant Analysis of Treated Effluent in the permit application package. Domestic wastewater is treated by an activated sludge process plant and the treatment units include a bar screen, an equalization basin, an aeration basin, a final clarifier, an aerobic sludge digester, tertiary filters, and a chlorine contact chamber. In addition, the facility includes a temporary storage that equals to at least three days of the daily average flow.

EXAMPLE 11 – Regionalization Request Letter

Lone Star Wastewater Treatment Plant

10000 Heart of Texas Drive

Townville, Texas 70000

Subject: New Place WWTP Application for New Permit

Dear TCEQ Wastewater Discharge Permit Holder:

The New Place WWTP is preparing an application for a new Texas Pollutant Discharge Elimination System (TPDES) wastewater discharge permit. The facility will serve the proposed New Place residential subdivision consisting of approximately 200 single-family connections. The proposed service area and New Place WWTP locations are provided on the enclosed map. We are in the process of applying for an authorized flow of 0.15 million gallons per day (MGD) and plan to begin construction by January 2019 with wastewater service needing to commence by November 2019.

We are required to contact all existing TPDES permittees within a three-mile radius of the proposed New Place WWTP location to request service. Do you have the capacity and are you willing to provide service for the requested 0.15 MGD? If you do not have the current capacity, but are willing to expand your facility to provide service, will you be able to provide service within the needed time frame? If you are willing to provide service, please provide the estimated costs and service rates in a written response.

Please provide a response indicating if 0.15 MGD of wastewater treatment capacity in your facility is available and, if so, under what terms. A written reply on a copy of this letter will be adequate. You may email your response to Jane.Doe@newplace.com. Please feel free to call me at 555-555-0000.

Sincerely,

Jane Doe

Date of Reply:

Is capacity available to accommodate 0.15 MGD?

If existing facilities are not adequate, is an expansion feasible?

If yes to either question, please provide in writing the terms for service.

Name and Title:

Signature: Date:

1. <http://www.sos.state.tx.us/tac/> [↑](#footnote-ref-2)
2. <https://www.tceq.texas.gov/rules/current.html> [↑](#footnote-ref-3)
3. <https://www.tceq.texas.gov/search_forms.html> [↑](#footnote-ref-4)
4. <https://www15.tceq.texas.gov/crpub/> [↑](#footnote-ref-5)
5. <https://www3.tceq.texas.gov/steers/> [↑](#footnote-ref-6)
6. <https://www3.tceq.texas.gov/steers/> [↑](#footnote-ref-7)
7. <https://www3.tceq.texas.gov/epay/index.cfm> [↑](#footnote-ref-8)
8. <https://www.tceq.texas.gov/permitting/wastewater/municipal/WQ_Domestic_Wastewater_Permits_Steps.html#applicationsforms> [↑](#footnote-ref-9)
9. <http://www.sos.texas.gov/tac/> [↑](#footnote-ref-10)
10. <https://www.tceq.texas.gov/rules/current.html> [↑](#footnote-ref-11)
11. <http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch> [↑](#footnote-ref-12)
12. <https://tools.usps.com/go/ZipLookupAction!input.action> [↑](#footnote-ref-13)
13. <https://www.tceq.texas.gov/permitting/netdmr/netdmr.html> [↑](#footnote-ref-14)
14. <http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch> [↑](#footnote-ref-15)
15. <https://www.tceq.texas.gov/agency/fees/delin/index.html> [↑](#footnote-ref-16)
16. <https://www.tceq.texas.gov/gis/sqmaview.html> [↑](#footnote-ref-17)
17. <https://www.tceq.texas.gov/permitting/stormwater> [↑](#footnote-ref-18)
18. <http://tceq.maps.arcgis.com/apps/webappviewer/index.html?id=d47b9419f42c49dea592203aeda99da1> [↑](#footnote-ref-19)
19. <https://www.tceq.texas.gov/permitting/wastewater/tceq-regionalization-for-wastewater> [↑](#footnote-ref-20)
20. <https://www.nrcs.usda.gov/wps/portal/wcc/home/> [↑](#footnote-ref-21)
21. <https://www.tceq.texas.gov/gis/waterwellview.html> [↑](#footnote-ref-22)
22. <https://www3.twdb.texas.gov/apps/waterdatainteractive/groundwaterdataviewer> [↑](#footnote-ref-23)
23. <http://websoilsurvey.sc.egov.usda.gov/> [↑](#footnote-ref-24)
24. <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm> [↑](#footnote-ref-25)
25. <https://ossf.tamu.edu/evapotranspiration-bed/> [↑](#footnote-ref-26)
26. <https://www.tceq.texas.gov/permitting/eapp/viewer.html> [↑](#footnote-ref-27)
27. [Core Data Form and Instructions - Texas Commission on Environmental Quality - www.tceq.texas.gov](https://www.tceq.texas.gov/permitting/central_registry/guidance.html) [↑](#footnote-ref-28)