

Department staff has identified several common mistakes found in Form 2A application submittals as identified below:

- Section A.1 requires the street address of the wastewater treatment facility, in addition to a mailing address for the permittee.
- Section A.4. All satellite, municipal and other systems which use your POTW should be identified in this section.
- Section A.6.a. The value provided in this section should be the currently permitted design flow rate or the currently permitted flow rate plus any proposed increase.
- Section A.9 refers to the actual outfall from the treatment works to the receiving stream. The latitude and longitude location of the outfall is quite often omitted from this section of the application.
- Section A.10 requires the initial receiving waters for the effluent to be identified. If the initial receiving water is unnamed, then indicate this fact but also identify the first named downstream receiving water.
- Section A.12. All permittees must provide the effluent testing data for the parameters listed. Many applicants do not provide temperature data. However, leaving this section blank creates an incomplete application.

Part B of the Form 2A must be completed by permittees whose treatment facilities have a design flow greater than or equal to 0.1 mgd (100,000 gpd).

- Section B.1 requires an estimate of the amount of infiltration/inflow into the system. To provide accurate data, you should collect flow data during measurable rainfall events.
- Section B.2.A topographical map must accompany every application. The exact outfall location from the treatment facility into the receiving stream must be identified on the map, among other requirements.
- Section B.6. The applicant must provide effluent testing data for **all** of the parameters listed within this section.

Part C of the Form 2A is the permittee certification of the information contained within the application. Most often, applications are signed by a town clerk, treatment facility operator, or public works director. Regulations require that an application for a municipal, state, or other public facility be signed by either a principal executive officer, the mayor, or ranking elected official.

All applicants with a design flow greater than or equal to 1.0 mgd or with industrial pretreatment sites connected to its wastewater system must also complete Sections D, E and F.

Part D of the Form 2A requires expanded influent and effluent testing data. Form 2A only requires three individual analytical tests, however, the State Regulations require twelve

independent sampling and analysis events for both influent and effluent flows, in general. Specifically:

- Metals, Cyanide, Phenols, and Hardness: A total of 24 sets of analytical results should be provided, 12 influent and 12 effluent analyses, for each parameter listed in this section.
- Volatile Organic Compounds (VOCs): A total of 3 sets of analytical results for the effluent should be provided for each parameter listed. Influent flow data is not required for VOCs.
- Acid-Extractable Compounds: The parameter “Total Phenolic Compounds” under the Metals, Cyanide, Phenols and Hardness portion of Section D represents the parameters listed in this section. Therefore, a total of 24 analyses should be provided for these parameters, 12 influent and 12 effluent.
- Base-Neutral Compounds: A total of 3 sets of analytical results for the effluent should be provided for each parameter listed. Influent flow data is not required for the Base-Neutral Compounds.

Part E. Applicants are required to perform (4) sets of bioassays on vertebrates and invertebrates to determine toxicity of the effluent. These samples are to be obtained Quarterly.

Part F. Applicants are required to provide information regarding industries that discharge 25,000 gpd of process wastewater to the POTW, or discharge an amount that is at least 5% of the hydraulic or organic capacity of the treatment facility or are identified as a categorical industrial user.