



WASTEWATER FACILITY OR ACTIVITY PERMIT APPLICATION FORM 1 GENERAL INFORMATION

This form must be completed by all persons applying for a permit for a wastewater facility or activity under Chapter 62-620, F.A.C.. See Form 1 to determine which other application forms you will need.

DESCRIPTION OF PERMIT APPLICATION FORMS

Form 1 - General information. This booklet includes general information on applying for a permit for a wastewater facility or activity under Chapter 62-620, Florida Administrative Code (F.A.C.). **Form 1 is required for all permit applications.**

Form 2 - Specific information. This group of forms includes the specific information required for the type of wastewater facility or activity for which a permit is needed. Select the appropriate form(s) to be submitted with Form 1.

Form 2A - Domestic Wastewater Facilities.

Form 2B - Concentrated Animal Feeding Operations and Aquatic Animal Production Facilities.

Form 2CS -Industrial Wastewater Facilities (discharging process wastewater to surface waters).

Form 2CG -Industrial Wastewater Facilities (discharging process wastewater to ground water).

Form 2ES -Industrial Wastewater Facilities (discharging non-process wastewater to surface waters).

Form 2EG -Industrial Facilities (discharging non-process wastewater to ground water).

Form 2F - Stormwater Discharge Associated with Industrial Activity

Form 2CR -Non-Discharging/Closed Loop Recycle System.

SECTION A - GENERAL INSTRUCTIONS

Who Must Apply:

Persons who are or are going to discharge wastewater to waters of Florida or the United States must file for and be granted a permit under Sections 403.087, 403.088, or 403.0885, Florida Statutes (F.S.). Persons that discharge stormwater associated with industrial activity to surface waters of the state must file for and be granted a permit under Section 403.0885, F.S. There are severe penalties for discharging without a permit.

There are some exceptions to this requirement. Discharges of domestic sewage from vessels and discharges from properly operating marine engines are not required to have a permit under the laws listed above. However, discharges of rubbish, trash, garbage or other such materials discharged overboard do require permits. Vessels operated in a capacity other than as a means of transportation are required to have a permit if they are discharging to waters. These types include vessels used as an energy or mining facility, a storage facility, a seafood processing facility, or an anchored facility for the purpose of mineral or oil exploration or development.

The introduction of sewage, industrial wastes, or other pollutants into a domestic wastewater treatment facility does not need a permit under Sections 403.087, 403.088 or 403.0885, F.S. Persons discharging to permitted wastewater treatment facilities must comply with all applicable pretreatment standards. If a person has a plan or an agreement to switch from direct discharge into waters of the state to discharge to a domestic treatment facility, it does not relieve the person from obtaining a permit for the discharge until such time as the connection is made and the discharge is stopped.

Most discharges from agricultural and silvicultural activities to waters of the state do not require a permit under Sections 403.087, 403.088, or 403.0885, F.S. However, permits under those sections are required for discharges from concentrated animal feeding operations, concentrated aquatic animal production facilities, activities associated with approved aquaculture projects, and silvicultural point sources.

Where to Apply:

Permit applications must be filed with the Department of Environmental Protection (DEP) district office shown in Figure 1 for the county in which the wastewater facility or activity is located, except for permit applications for steam electrical generating power plants which are filed with the DEP office in Tallahassee. DEP offices are located at

Figure 1. State Map Showing DEP District Offices



NORTHWEST DISTRICT

160 Government Center, Ste 308
Pensacola, Florida 32501-5794
Phone No. (850) 585-8300

NORTHEAST DISTRICT

7825 Baymeadows Way, Suite B-200
Jacksonville, Florida 32256-7577
Phone No. (904) 448-4300

SOUTHWEST DISTRICT

3804 Coconut Palm Drive
Tampa, Florida 33619-8318
Phone No. (813) 744-6100

CENTRAL DISTRICT

3319 Maguire Boulevard, Suite 232
Orlando, Florida 32803-3767
Phone No. (407) 894-7555

SOUTH DISTRICT

2295 Victoria Avenue, Suite 364
Fort Myers, Florida 33901
Phone No. (941) 332-6975

SOUTHEAST DISTRICT

400 North Congress Avenue
West Palm Beach, Florida 33401
Phone No. (561) 681-6600

When to Apply:

Applications must be filed with the appropriate DEP office 180 days before your current permit expires or 180 days before startup of a new or modified facility. If the submitted application is for a new facility or for a modification of an existing facility, the information required for describing the construction must be filed at least 90 days before construction begins. The DEP encourages applicants to file the materials describing the construction of a new facility or the modification of an existing facility as early as possible to avoid problems with delays in startup or facility redesign to achieve effluent limitations.

Federal regulations provide that a new source in the NPDES program may not be constructed or started to be constructed before the issuance of an operation permit. Because of this regulation, a permit application for a new source may need to be submitted well in advance of the required 180 days.

Fees:

Application fees are listed in Section 62-4.050, Florida Administrative Code (F.A.C.). An application will not be processed until the application fee has been paid. If the DEP determines that a permit should be issued for less than five years duration, the application fee will be pro rated.

If a permit is issued for a surface water discharge, the permittee will be assessed a regulatory and surveillance program fee annually. Those fees are listed in Section 62-4.052, F.A.C. Failure to pay the annual fee may result in revocation of the permit.

Availability of Information to the Public:

Information contained in these applications forms will, upon request, be made available to the public for inspection and copying. However, you may request confidential treatment for certain information which you may submit to supplement the information requested on these forms. Section 62-620.302, F.A.C., and 40 CFR 2 provide set forth the procedures for making the claim. No information on Forms 1 and 2A through 2EG may be claimed as confidential.

Completion of Forms:

Unless otherwise specified in instructions to the forms, each item in each form must be answered. To indicate that each item has been considered, enter "NA", for not applicable, if a particular item does not fit the circumstances or characteristics of your facility or activity.

If you have previously submitted information to the DEP which answers a question, you may either repeat the information in the space provided or attach a copy of the previous submission. DO NOT WRITE "ON FILE". Some items in the form require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information."

SECTION B - FORM 1 LINE-BY-LINE INSTRUCTIONS

This form must be completed by all applicants.

Completing This Form:

Please type or print in the underlined areas only. Some items have a limited number of spaces or characters so that your response may be entered into a computer program. Please do not exceed this maximum number with your response. Abbreviate if necessary to stay within the number of characters allowed for each item. Use one space for breaks between words, but not for punctuation marks unless they are needed to clarify your response.

Item I

Space is provided at the upper right hand corner of Form 1 for insertion of your Facility Identification Number. If you have an existing facility, enter your identification number. If you don't know your identification number, please contact the appropriate DEP office which will provide you with your number. If your facility is new (not yet constructed), leave this item blank.

Item II

Answer each question to determine which supplementary forms you need to fill out. Be sure to check the glossary in Section C of these instructions for the legal definitions of any words you are not certain of their meaning.

If you answer "no" to every question, then you may not need a permit. However, you should call the appropriate district office to determine if you have made a correct determination. If you answer "yes" to any question, then you must complete and file the supplementary form by the deadline listed in Section A along with this form.

Item III

Enter the facility's official or legal name. Do not use a colloquial name.

Item IV

Give the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility, with the facts reported in this application, and who can be contacted by reviewing offices if necessary.

Item V

Give the complete mailing address of the office where correspondence should be sent. This often is not the address used to designate the location of the facility or activity.

Item VI

Give the address or location of the facility identified in Item III of this form. If the facility lacks a street name or route number, give the most accurate alternative geographic information (for example, section number or quarter section number from county records or at intersection of Rts 426 and 22).

Item VII

List four, in descending order of significance, 4-digit standard industrial classification (SIC) codes which best describe your facility in terms of the principal products or services you produce or provide. Also, specify each classification in words. These classifications may differ from the SIC codes describing the operation generating the discharge from the facility.

SIC code numbers are descriptions which may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office, Washington, D.C. Your local library may have a copy of this publication which you may use. Use the current edition of the manual. If you have any questions concerning the appropriate SIC code for your facility, please contact the appropriate DEP district office.

Item VIII-A

Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. Do not use a colloquial name.

Item VIII-B

Indicate whether the entity which operates the facility also owns it by marking the appropriate box.

Item VIII-C

Enter the appropriate letter to indicate the legal status of the operator of the facility. Indicate "public" for a facility solely owned by a local government, such as a city, town, county, etc.

Items VIII-D through H

Enter the telephone number and address of the operator identified in Item VIII-A.

Item IX

Indicate whether the facility is located on Indian Lands.

Item X

Give the number of each presently effective wastewater and stormwater permit issued to the facility listed in this application. List relevant federal, state, and local permits. **DO NOT LIST ALL YOUR PERMITS. LIST ONLY CURRENT ENVIRONMENTAL PERMITS RELATING TO THIS PROJECT.**

Item XI

Provide a topographic map or maps of the area extending at least to one mile beyond the property boundaries of the facility which clearly show the following:

The legal boundaries of the facility;

The location and serial number of each of your existing and proposed intake and discharge structures;

All hazardous waste management facilities;

Each well where you inject fluids underground; and

All springs and surface water bodies in the area, plus all drinking water wells within 1/4 mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) map corresponding to the location.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S. Geological Survey. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15 minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15 minute series map has been published for your facility site, use a plat map or other appropriate map, including all the requested information; in this case, briefly describe land uses in the map area (for example, residential, commercial).

You may trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart from which it was traced. Include the names of nearby towns, water bodies, and other prominent points.

You may obtain a topographic map from:

Eastern Mapping Center
National Cartographic Information Center
U.S. Geological Survey
536 National Center
Reston, VA 22092

Item XII

Briefly describe the nature of your business (for example, products produced or services provided).

Item XIII

Section 403.161, F.S., provides severe penalties for submitting false information on this application form or any reports or records required by a permit, if issued. There are both civil and criminal penalties, in addition to the revocation of the permit.

Rule 62-620.305, F.A.C., requires that the application and any reports required by the permit, if issued, to be signed as follows:

- A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;
- B. For partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.

SECTION C - GLOSSARY

NOTE: This Glossary includes terms used in the instructions and in Forms 1, 2A through 2EG. If you have any questions concerning the meaning of any of these terms, please contact your DEP district office.

Activity means any action which results in a discharge of wastes into waters of the State or that is reasonably expected to be a source of water pollution.

Aliquot means a sample of specified volume used to make up a total composite sample.

Animal Feeding Operation means a lot or facility (other than an aquatic animal production facility) where the following conditions are met:

A. Animals (other than aquatic animals) have been, are, or will be stabled or confined and fed or maintained for a total of 45 days or more in any 12 month period; and

B. Crops, vegetation, forage growth, or post-harvest residues are not sustained in the normal growing season over any portion of the lot or facility.

Two or more animal feeding operations under common ownership are a single animal feeding operation if they adjoin each other or if they use a common area or system for the disposal of wastes.

Animal Unit means a unit of measurement for any animal feeding operation calculated by adding the following number: The number of slaughter and feeder cattle multiplied by 1.0; plus the number of mature dairy cattle multiplied by 1.4; plus the number of swine weighing over 25 kilograms (approximately 55 pounds) multiplied by 0.4; plus the number of sheep multiplied by 0.1; plus the number of horses multiplied by 2.0.

Application means the approved DEP standard forms for applying for a permit, including any approved additions, revisions, or modifications to the forms. Approved forms are numbered, Form 62-620.910, and have an effective date of October 1, 1994, or later.

Aquifer means a geological formation, group of formations, or part of a formation that is capable of yielding a significant amount of water to a well or spring.

Best Management Practices (BMP) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the United States. BMPs include treatment requirements, operation procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Biological Monitoring Test means any test which include the use of aquatic algal, invertebrate, or vertebrate species to measure acute or chronic toxicity, and any biological or chemical measure of bioaccumulation.

Bypass means the intentional diversion of wastes from any portion of a treatment facility.

Concentrated Animal Feeding Operation means an animal feeding operation which meets the criteria set forth in Chapter 62-670, F.A.C.

Concentrated Aquatic Animal Production Facility means a hatchery, fish farm, or other facility which contains, grows or hold aquatic animals as set forth in Chapter 62-660, F.A.C.

Contact Cooling Water means water used to reduce temperature which comes into contact with a raw material, intermediate product, waste product other than heat, or finished product.

CWA means the Clean Water Act as amended, 33 U.S.C. 1251 et seq.

Dike means any embankment or ridge of either natural or manmade materials used to prevent the movement of liquids, sludges, solids, or other materials.

Discharge (of a Pollutant) means any addition of any pollutant or combination of pollutants to waters of the State from any point source; or any addition of any pollutant or combination of pollutants to the marine waters of the State from any point source other than a vessel or other floating craft which is being used as a means of transportation.

This definition includes discharges into waters of the State from surface runoff which is collected or channelled by man; discharges through pipes, sewers, or other conveyances owned by the State, a municipality, or other person which do not lead to POTWs; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharge.

Effluent Limitation mean any restriction imposed by the DEP on quantities, discharge rates, and concentrations of pollutants which are discharged from point sources into waters of the State.

Effluent Limitation Guideline means a regulation published under Section 304(b) of the Clean Water Act to adopt or revise effluent limitations.

EPA means the United States Environmental Protection Agency.

Existing Source or Existing Discharger means any source which is not a new source or a new discharger.

Facility or wastewater facility means any facility which can reasonably be expected to be a source of pollution and includes any or all of the following: a collection and transmission system, a wastewater treatment works, a reuse or disposal system, and a residuals management facility.

Ground Water means water below the land surface in a zone of saturation.

Indirect Discharger means an industrial discharger introducing pollutants to a publicly owned treatment works.

Injection Well mean a well into which fluids are injected.

MGD means millions of gallons per day.

Municipality means a city, village, town, borough, county, district, association, or other public body created by or under State law and have jurisdiction over disposal of sewage, industrial wastes, or other wastes.

National Pollutant Discharge Elimination System (NPDES) means the national program for issuing, modifying, revoking and reissuing, termination, monitoring and enforcing permits and imposing and enforcing pretreatment requirements, under Sections 307, 318, 402, and 405 of the CWA. The term includes a State program which has been authorized by EPA under 40 CFR Part 123.

New Discharger mean any building, structure, facility, or installation: (A) from which there is or may be a new or additional discharge of pollutants at a site at which on October 18, 1972, it had never discharged pollutants; (B) which has never received a finally effective NPDES permit for discharges at that site; and (C) which is not a "new source." This definition includes an indirect discharger which commences discharging into water of the State. It also includes any existing mobile point source, such as an offshore oil drilling rig, seafood processing vessel, or aggregate plant that begins discharging at a location for which it does not have an existing permit.

New Source means any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced: (A) after promulgation of standards of performance under Section 306 of the CWA which are applicable to such source; or (B) after proposal of standards of performance in accordance with Section 306 of CWA which are applicable to such source, but only if the standards are promulgated in accordance with Section 306 within 120 days of their proposal.

Non-Contact Cooling Water means water used to reduce temperature which does not come into direct contact with any raw material, intermediate produce, waste product (other than heat), or finished product.

Off-Site means any site which is not "on-site."

On-Site means on the same or geographically contiguous property which may be divided by public or private right(s)-of-way, provided the entrance and exit between the properties is at a cross-roads intersection, and access is by crossing as opposed to going along, the right(s)-of-way. Non-contiguous properties owned by the same person, but connected by a right-of-way which the person controls and to which the public does not have access, is also considered on-site property.

Operator means the person responsible for the overall operation of a facility.

Outfall means a point source.

Owner means the person who owns a facility or part of a facility.

Permit means an authorization, license, or equivalent control document issued by the State to implement the requirements of 40 CFR 122, 123, and 124 and Chapter 403, F.S.

Point Source means any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.

Pollutant means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical waste, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended), heat, wrecked or discarded equipment, rocks, sand, cellar dirt and industrial, municipal, and agriculture waste discharged into water. It does NOT mean: (A) sewage from vessels; or (B) water, gas, or other material which is injected into a well to facilitate production of oil or gas, or water derived in association with oil and gas production and disposed of in a well, if the well used either to facilitate production or for disposal purposes is approved by authority of the State in which the well is located, and if the State determines that the injection or disposal will not result in the degradation of ground or surface water resources.

Privately Owned Treatment Works means any device or system which is used to treat domestic wastewater from any facility which is not a POTW.

Process Wastewater means 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) means any device or system used in the treatment (including recycling and reclamation) of domestic sewage or industrial wastes of a liquid nature which is owned by a State or municipality. This definition includes any sewers, pipes, or other conveyances only if they convey wastewater to a POTW providing treatment.

Residuals means the solid, semisolid, or liquid residue generated during the treatment of domestic wastewater. Not included are solids removed from pump stations and lift stations, and screenings and grit removed from the headworks of domestic wastewater treatment facilities. Also not included are other solids removed prior to treatment of the residuals to meet the stabilization standards of Chapter 62-640, F.A.C., or ash generated during the incineration of residuals.

Sewage From Vessels means human body wastes and the wastes from toilets and other receptacles intended to receive or retain body wastes that are discharged from vessels and regulated under Section 312 of the CWA.

Sewage Sludge means residuals.

Silvicultural Point Source means any discernable, confined and discrete conveyance related to rock crushing, gravel washing, log sorting, or log storage facilities which are operated in connection with silvicultural activities and from which pollutants are discharged into water of the State.

Stormwater Discharge Associated with Industrial Activity is as defined in 40 CFR 122.26(b)(14).

Surface Impoundment or Impoundment means a facility or part of a facility which is a natural topographic depression, manmade excavation, or diked area formed primarily of earthen materials (although it may be lined with manmade materials), which is designed to hold an accumulation of liquid wastes or wastes containing free liquids, and which is not an injection well. Examples of surface impoundments are holding, storage, settling, and aeration pits, ponds, and lagoons.

Toxic Pollutant means any pollutant listed as toxic under Section 307(a)(1) of the CWA.

Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology-based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

Waters of the State means the waters defined in Section 403.031, F.S., and including waters of the United States to the seaward boundaries of the State.



WASTEWATER FACILITY OR ACTIVITY PERMIT APPLICATION FORM 1 GENERAL INFORMATION

I IDENTIFICATION NUMBER:

Facility ID _____

II CHARACTERISTICS:

INSTRUCTIONS: Complete the questions below to determine whether you need to submit any permit application forms to the Department of Environmental Protection. If you answer "yes" to any questions, you must submit this form and the supplemental form listed in the parenthesis following the question. Mark "X" in the blank in the third column if the supplemental form is attached. If you answer "no" to each question, you need not submit any of these forms. You may answer "no" if your activity is excluded from permit requirements. See Section B of the instructions. See also, Section C of the instructions for definitions of the terms used here.

SPECIFIC QUESTIONS	YES	NO	FORM ATTACHED
A. Is this facility a domestic wastewater facility which results in a discharge to surface or ground waters?			
B. Does or will this facility (either existing or proposed) include a concentrated animal feeding operation or aquatic animal production facility which results in a discharge to waters?			
C. Does or will this facility (other than those describe in A. or B.) discharge process wastewater, or non-process wastewater regulated by effluent guidelines or new source performance standards, to surface waters?			
D. Does or will this facility (other than those described in A. or B.) discharge process wastewater to ground waters?			
E. Does or will this facility discharge non-process wastewater, not regulated by effluent guidelines or new source performance standards, to surface waters?			
F. Does or will this facility discharge non-process wastewater to ground waters?			
G. Does or will this facility discharge stormwater associated with industrial activity to surface waters?			
H. Is this facility a non-discharging/closed loop recycle system?			

III NAME OF FACILITY: (40 characters and spaces)

Facility ID _____

IV FACILITY CONTACT: (A. 30 characters and spaces)

A. Name and Title (Last, first, & title)	B. Phone (area code & no.)

V FACILITY MAILING ADDRESS: (A. 30 characters and spaces; B. 25 characters and spaces)

A. Street or P.O. Box:		
B. City or Town:	State:	Zip Code:

VI FACILITY LOCATION: (A. 30 characters and spaces; B. 24 characters and spaces; C. 3 spaces (if known); D. 25 characters and spaces; E. 2 spaces; F. 9 spaces)

A. Street, Route or Other Specific Identifier:		
B. County Name:	C. County Code (if known):	
D. City or Town:	E. State:	F. Zip Code:

VII SIC CODES: (4-digit, in order of priority)

1. Code #:	(Specify)	2. Code #:	(Specify)
3. Code #:	(Specify)	4. Code #:	(Specify)

VIII OPERATOR INFORMATION: (A. 40 characters and spaces; B. 1 character; C. 1 character (if other, specify); D. 12 characters; E. 30 characters and spaces; F. 25 characters and spaces; G. 2 characters; H. 9 characters)

A. Name:		B. Is the name in VIII A. the owner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Status of Operator: F = Federal; S = State; P = Private; O = Other; M = Public (other than F or S)	(code)	(specify)	D. Phone No.:
E. Street or P. O. Box:			
F. City or Town:	G. State:	H. Zip Code:	

IX INDIAN LAND: Is the facility located on Indian lands? Yes No

X EXISTING ENVIRONMENTAL PERMITS:

A. NPDES Permit No.	B. UIC Permit No.	C. Other (specify)	D. Other (specify)

XI MAP: Attach to this application a topographic map of the area extending to at least one mile beyond property boundaries. The map must show the outline of the facility, the location of each of its existing and proposed intake and discharge structures, each of its hazardous waste treatment, storage, or disposal facilities, and each well where it injects fluids underground. Include all springs, rivers and other surface water bodies in the map area. See instructions for precise requirements.

XII NATURE OF BUSINESS (provide a brief description)

XIII CERTIFICATION (see instructions)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

A. Name (type or print)

B. Signature

Official Title (type or print)

C. Date Signed