

ADEQ

ARKANSAS
Department of Environmental Quality

IMPORTANT NOTICE

February 5, 2020

Honorable Rhonda Halbrook
City of Melbourne
P.O. Box 800
Melbourne, AR 72556

RE: Second Permit Expiration Notification
NPDES Permit Number AR0020036, AFIN 33-00026
City of Melbourne

Dear Mayor Halbrook:

Please be aware that a complete renewal application must be received by the Division no later than **May 4, 2020** in order to continue discharging wastewater after the expiration date of the existing permit. Any NPDES permit that expires without the receipt of a renewal application will no longer be valid. This will be a violation of your current permit, and operating without a valid permit is a violation of federal and state regulations.

Please be advised that the above referenced NPDES Discharge Permit will expire on **October 31, 2020**. The Division previously notified you of the upcoming permit expiration in a letter dated **November 1, 2019** (see attached letter). To date, our records indicate that the required renewal application has not been submitted.

Even though there is still considerable time to submit the renewal application (approximately 90 days), you **MUST** be aware that a complete renewal application must be received by the Division no later than **May 4, 2020** in order to continue discharging wastewater after the expiration date of the existing permit. Any NPDES permit that expires without the receipt of a renewal application will no longer be valid. This will be a violation of your current permit along with federal and state regulations. Please be aware that during ADEQ's evaluation of initial submittals, applications are frequently determined to be incomplete. In an effort to avoid an incomplete application, we ask that you read over the enclosed documents: *Common Mistakes and NPDES Permit Applications and How to Avoid Them*, and *NPDES Permit Application Checklist*.

Please complete the required application forms and return them to the address at the bottom of this letter as soon as possible. **Please be advised that ALL the required effluent testing data MUST be obtained and submitted with the application forms.** Copies of the required NPDES Permit renewal forms can be obtained at the following website:

<https://www.adeq.state.ar.us/water/permits/npdes/individual/>

If our records are incorrect or if you do not desire to renew your permit, you **MUST** submit a letter terminating the permit including the current status of the facility and why the permit is no longer needed. If you need additional time to complete and submit the application forms (which cannot be more than 30 days prior to the expiration date of the permit), please respond in writing by letter to the address below or by email at water-permit-application@adeq.state.ar.us as soon as possible. Failure to submit the requested information could result in enforcement action.

Thank you for your cooperation in this matter. If there are any questions concerning this submittal, please contact Faizan Khan at 501-682-0670 or by email at Faizan.Khan@adeq.state.ar.us.

Sincerely,



Jessica Sears, P.E.
NPDES Engineer Supervisor
Office of Water Quality

Enclosures

cc: Richard Healey, Office of Water Quality Enforcement Branch (without enclosure)
Miles Johnson, Office of Water Quality Enforcement Branch (without enclosure)
Bailey Taylor, Enforcement Coordinator, Office of Water Quality Enforcement Branch
Faizan Khan, NPDES Permit Engineer, Office of Water Quality Permits Branch

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ARKANSAS
Department of Environmental Quality

IMPORTANT NOTICE

November 5, 2019

Honorable Rhonda Halbrook
City of Melbourne
P.O. Box 800
Melbourne, AR 72556

RE: First Permit Expiration Notification
NPDES Permit Number AR0020036, AFIN 33-00026
City of Melbourne

Dear Mayor Halbrook:

A review of our records indicates that your NPDES Discharge Permit will expire on **October 31, 2020**. In accordance with federal and state regulations, permittees wishing to continue discharging wastewater prior to and following the expiration date of their permit are required to apply for a renewal permit **not less than 180 days** (i.e., 6 months) prior to the permit's expiration date (i.e., **May 4, 2020**) in accordance with 40 CFR Part 122.21(d).

Please complete the required application forms and return them to the address at the bottom of this letter as soon as possible. Documents may also be submitted by email in PDF format to water-permit-application@adeq.state.ar.us. **Please be advised that ALL the required effluent testing data MUST be obtained and submitted with the application forms.**

Copies of the required NPDES Permit renewal forms can be obtained at the following website:
<https://www.adeq.state.ar.us/water/permits/npdes/individual/>

Due to the large number of renewal applications received by the Division, a **complete application** must be received by **May 4, 2020**. Any NPDES permit that expires without the receipt of a renewal application will no longer be valid. In such a case, a new permit application must be submitted. Any facility discharging past the termination of its NPDES permit will be unlawful and may be subject to formal enforcement action which could include fines up to \$10,000 per day.

If our records are incorrect or if you do not desire to renew your permit, you **MUST** submit a letter terminating the permit including the current status of the facility and why the permit is no longer needed. If you need additional time to complete and submit the application forms (which cannot be more than 90 days prior to the expiration date of the permit), please respond by letter to the address below or by email to the address above as soon as possible. Failure to submit the requested information could result in enforcement action.

Thank you for your cooperation in this matter. If there are any questions concerning this submittal, please contact Faizan Khan at 501-682-0670 or by email at Faizan.Khan@adeq.state.ar.us.

Sincerely,



Jessica Sears, P.E.
NPDES Engineer Supervisor
Office of Water Quality

cc: Richard Healey, Branch Manager, Office of Water Quality Enforcement Branch
Miles Johnson, Office of Water Quality Enforcement Branch
Bailey Taylor, Enforcement Coordinator, Office of Water Quality Enforcement Branch

NPDES Permit Application Checklist

Renewal Applications

- ADEQ Form 1
- Location Map
- Topographic Map
- FEMA Map
- EPA Form (all testing must be completed even if the facility is not required to test for that parameter in the permit)
- PPS Form (for major municipals and most categorical dischargers)
- Disclosure Statement

Modification Applications

- ADEQ Form 1
- Location Map
- Topographic Map
- FEMA Map

Issuance Application

- ADEQ Form 1
- Location Map
- Topographic Map
- FEMA Map
- EPA Form
- Disclosure Statement

Construction Permit

- ADEQ Form 1
- Location Map
- Topographic Map
- FEMA Map
- Disclosure Statement
- Design Calculations
- Plans and Specifications

Common Mistakes on NPDES Permit Applications and How to Avoid Them

ADEQ Form 1: Section A

A.1 – Legal applicant name doesn't match

This entry must exactly match the Secretary of State listing. The Department can only issue permits to legal entities. To be a legal entity, a facility must be registered with the Arkansas Secretary of State unless the facility is a sole proprietorship, partnership, or government entity (includes schools, cities, towns, federal facilities, and state facilities).

The name listed here will be the name of the entity to which the permit is issued. Therefore, it cannot/should not be the name of the cognizant official, responsible official or licensed operator unless the entity is a sole proprietorship.

A.13 – SIC and NAICS codes listed are not applicable

This applies to the business itself, not just the wastewater treatment plant. Many facilities list the SIC code as 4952 which is applicable to POTWs. This code is not applicable to the WWTP for a subdivision, mobile home park, school, etc. The instructions for this form list common SIC codes as well as a link on where to go to find additional codes if the applicable ones are not listed.

A.16 – Responsible Official listed isn't consistent with the remaining form, or isn't the correct person

The responsible official listed in this section must match the listing in Section I of this form as well as meet the definition of responsible official in Section I of this form.

Responsible official is defined as follows:

Corporation, a principal officer of at least the level of vice president

Partnership, a general partner

Sole proprietorship: the proprietor

Municipal, state, federal, or other public facility: principal executive officer, or ranking elected official.

A.17 – Cognizant Official listed isn't consistent with the remaining form

The cognizant official listed in this section must match the listing in Section I of this form.

40 CFR 122.22(b) states that all reports required by the permit, or other information requested by the Director, shall be signed by the applicant (or person authorized by the applicant) or by a duly authorized representative of that person. A person is a duly authorized representative only if:

- (1) the authorization is made in writing by the applicant (or person authorized by the applicant); and
- (2) the authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity responsibility, or an individual or position having overall responsibility for environmental matters for the company.

A.18 – Active Consulting Engineer is incorrectly listed

Information should only be listed in this section if a consulting engineer helped prepare the application being submitted. Consultants who helped prepare previous applications should not be listed in this section. If an engineer was not used to prepare the application being submitted, this section should be marked “N/A.”

A.19 – Wastewater Operator is incorrectly listed

This must be the current licensed operator. Only one person needs to be listed if more than one is employed by the WWTP.

ADEQ Form 1: Section B

B.1 – Facility Location is not specific

The facility coordinates must be taken at the front gate of the facility. These should not match the outfall coordinates.

B.2 – Outfall Location is not specific

The outfall coordinates must be taken at the point at which the effluent enters the receiving stream. These should not match the facility coordinates.

The “collection point” is a narrative description of the outfall location. In the revised Form 1, this is listed as “description of outfall location.”

B.3 – Monitoring Location is not specific when different for the collection point

If the samples aren’t collected at the point at which the effluent enters the receiving stream, this section must be completed. Otherwise, it must be marked “N/A”.

B.4 – Type of Treatment System is not detailed

Each component of the WWTP must be listed in this section. A common mistake is to just write “activated sludge system” even though there’s a bar screen, equalization basin, clarifier, etc. in addition to the activated sludge basin.

B.5 – Flow and Sample Measurement Methods are not clearly reported

This item has been changed (revised March, 2018) to simplify the request for how flow is measured and how the required samples are collected, i.e., parshall flume, totalizing meter, etc. for flow and grab, automatic sampler, opening a side valve, etc. for sample collection. This should eliminate many of the common mistakes on previously submitted applications.

B.6 – Flood Plain Map is not submitted

A link to the FEMA web site is provided in Form 1.

B.8 – Backup Power Generation for Treatment Plants is not answered to fully correspond to and confirm the requirements of the permit

Part III.B.7 of the permit states “The permittee is responsible for maintaining adequate safeguards to prevent the discharge of untreated or inadequately treated wastes during electrical power failure either by means of alternate power sources, standby generators, or retention of inadequately treated effluent.”

Therefore, the permit application requires the applicant to state if there is a backup generator and if not, why not.

ADEQ Form 1: Section C – Waste Storage and Disposal Information

Waste Storage and Disposal Information is left incomplete

This section must be completed if there is a lagoon or a sewage treatment plant being permitted (i.e. any treatment operation that generates solids). This includes lagoons/ponds at sewage treatment plants as well as other facilities such as wet decks, sand and gravel operations, etc.

Information is needed for lagoons not located at sewage treatment plants since solids can still build up to a point which decreases the treatment capacity of the pond to the point that the effluent cannot meet permitted limits. Facilities such as sand & gravel operations, wet decks at lumber mills, etc. often neglect to fill this information in.

If sludge is hauled off site by a septic tank hauler, as is done for many small activated sludge package plants, that should be noted under “Other” in this section of the permit application.

ADEQ Form 1: Section D – Water Supply

Water Supply sources listed are not applicable

Water supplies include surface and subsurface (well) sources. For surface water supplies, the water supplies noted in this section should be sources which are downstream of the discharge and could affect the water supply. If the water supply is on a stream that the discharge doesn't flow to, it doesn't need to be listed in this section.

ADEQ Form 1: Section E – Trust Fund Requirements and Disclosure Statement

Trust Fund Requirements and Disclosure Statement, as applicable, are not completed

The trust fund requirements changed in August 2018. A form must be completed for all nonmunicipal domestic sewage treatment works. Exemptions from this requirement are listed in Section E. It is important to note that sewer improvement districts (SIDs) are now subject to Trust Fund Requirements and must fill out the trust fund requirements form.

Common mistakes with the disclosure statement are typically the same as those for the legal applicant name in Section A.1. Facilities that are allowed to submit the most recent 10k and 10Q SEC filings most

often neglect to send the 10Q. Exemptions from submittal of the Disclosure Statement are listed in Reg. 8.204(B)(7)(a).

ADEQ Form 1: Section F – Industrial Activity

Industrial Activity facilities incorrectly check “No”

Some facilities may not realize that they are subject to an ELG and incorrectly mark F.1 as no instead of yes. This most often happens for facilities such as wet decks or sand & gravel operations.

Questions 4 and 5 of this section should be answered by all industrial facilities if they are discharging wastewater other than treated sanitary wastewater. If the facility has deemed production data as confidential, they must contact ADEQ to ensure that the proper procedures for submittal of such information are followed.

ADEQ Form 1: Section G – Wastewater Discharge Information

Wastewater Discharge Information is not completed by industrial dischargers

This section is required to be completed by all industrial dischargers (not including nonmunicipal domestic sewage treatment works).

ADEQ Form 1: Section H – Technical Information

The Technical Information Section is unnecessarily filled out

This section only needs to be completed if a permit is being applied for to construct or modify the wastewater treatment system. This section needs to include a description of the treatment system and must specify the changes which are being made.

ADEQ Form 1: Section I – Signatory Requirements

Signatory Requirements are missing initials, signatures and dates

These names must match those given in Section A. If the cognizant official is not the responsible official, the responsible official must initial the first item in the responsible official portion of this section. Only corporations and facilities required to be registered with the Arkansas Secretary of State are required to initial the second item.

EPA Form (Applies to EPA Forms[2A, 2B, 2C, 2D, 2E, and 2F])

Name and signatures don't match ADEQ Form 1 and testing requirements are not completed.

1. The name listed on the application must match what is listed on ADEQ Form 1.
2. **All required testing must be completed even if sampling and analysis of the parameter is not required in the current permit.**
3. The responsible official must sign this form. The cognizant official is not allowed to sign.

Incorrect Signature and results not properly reported.

1. The responsible official must sign this form.
2. If the parameter was not detected, write ND in the appropriate spot.
3. If the parameter was detected but below the MQL, the result should be listed as < X mg/l with X being the MQL used during the test.