



APPLICATION COMPLETENESS CHECKLIST

NJPDES/Discharge of Residuals

Category E - Land Application of Industrial Residuals

Category V - Land Application of Biosolids - Class A

Category D - Land Application of Biosolids - Class B

Category Z - Residuals Transfer Facilities

Category 04 - Residuals Phragmites Reed Beds

TO HELP US PROCESS YOUR APPLICATION MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing an application for a new permit, renewal, revocation and reissuance, or modification under category E, V, D, Z and 04. Should you have any questions please contact the Bureau of Pretreatment and Residuals at (609)633-3823. Be sure to read all instructions and answer all questions when filling out the application forms. If an item is not applicable enter "N/A" or a similarly appropriate response.

FORM NJPDES - 1 (INSTRUCTIONS ARE PROVIDED WITH THE FORM)

FORM R (COMPLETE APPLICABLE PARTS)

Part A - General Information (All Categories)

Part B - Generation or Preparation (All Categories)

Part C - Environmental Assessment (All Categories, as Applicable. Refer to Technical Manual)

Part D - Land Application of Residual (Categories E, V and D)

Part E - Surface Disposal (Category 04)

Part F - Out-of-State Generators (Applies Only to Out-of-State Generators Regardless of Category)

Part G - Residual Transfer Stations (Category Z)

Part H - Reed Beds (Category 04)

Part I - Certification (All Categories)

FOR FACILITIES LOCATED IN THE PINELANDS REGION: SUBMIT A CERTIFICATE OF FILING FOR THE ACTIVITY OR A DETERMINATION FROM THE PINELANDS COMMISSION THAT A CERTIFICATE OF FILING IS NOT REQUIRED. THE PINELANDS COMMISSION CAN BE CONTACTED BY PHONE AT (609) 894-7300 OR BY E-MAIL AT helplink@njpines.state.nj.us

FOR FACILITIES LOCATED IN THE HIGHLANDS PRESERVATION AREA: SUBMIT A HIGHLANDS APPLICABILITY DETERMINATION FROM THE DIVISION OF WATERSHED MANAGEMENT - BUREAU OF WATERSHED REGULATION AS TO WHETHER OR NOT THE ACTIVITY IS REGULATED BY THE HIGHLANDS ACT. THE BUREAU OF WATERSHED REGULATION CAN BE CONTACTED BY PHONE AT (609) 984-6888

STATEMENT OF CONSISTENCY WITH DISTRICT SLUDGE OR SOLID WASTE MANAGEMENT PLAN (IF APPLICABLE)

SUBMIT TO THE DEPARTMENT PROOF OF APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY

- In accordance with N.J.A.C. 7:14A-4.3(a)13, prior to submitting an application to the Department, submit a copy of the application to the affected sewerage entity(ies) and municipality along with a written notice (by certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments

regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. These comments will be considered by the Department in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.

- Submit to the Department copies of the signed and dated notices that were sent to the affected sewerage entity(ies) and municipality and copies of the dated certified mail return receipts or other means of verification of receipt.

NEW DISCHARGERS - PRE-APPLICATION MEETING

New dischargers should contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to schedule a **pre-application meeting** to determine specific technical requirements.

MODIFICATION TO EXISTING PERMITS

Applicants applying for a modification to their existing permits shall contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to determine the appropriate application form requirements.

COMPLETE AND SUBMIT ONE ORIGINAL AND ONE COPY OF THE APPLICATION TO:

New Jersey Department of Environmental Protection
Division of Water Quality
Office of Permit Management
Attn: Administrative Review Unit
P.O. Box 029
Trenton, New Jersey 08625-0029

NOTES:

Additional technical information based on the site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-4.3(e).