



**To: Prospective Applicants for Discharges from Potable Water Treatment Plants**

Attached is a **Potable Water Treatment Plant Notice of Intent (NOI) H2O-G**, for a Louisiana Pollutant Discharge Elimination System (LPDES) permit, authorized under EPA's delegated NPDES program under the Clean Water Act. To be considered complete, every item on the form must be addressed and the last page signed by an authorized company agent. If an item does not apply, please enter "NA" (for not applicable) to show that the question was considered.

Two copies (one original and one copy) of your **completed NOI**, each with a marked **U.S.G.S. Quadrangle map** or equivalent attached, should be submitted to:

**Mailing Address:  
delivered):**

Department of Environmental Quality  
Office of Environmental Services  
Post Office Box 4313  
Baton Rouge, LA 70821-4313  
Attention: Water Permits Division

**Physical Address (if NOI is hand**

Department of Environmental Quality  
Office of Environmental Services  
602 N Fifth Street  
Baton Rouge, LA 70802  
Attention: Water Permits Division

Please be advised that completion of this NOI may not fulfill all state, federal, or local requirements for facilities of this size and type.

According to L. R. S. 48:385, any discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from:

Louisiana DOTD  
Right-Of-Way-Section  
Post Office Box 94245  
Baton Rouge, LA 70804  
(225) 379-1927

AND

Louisiana Department of Health  
Office of Public Health  
Bureau of Engineering Services  
Post Office Box 4489  
Baton Rouge, LA 70821-4489  
(225) 342-7499

In addition, the plans and specifications for sanitary treatment plants must be approved by the Louisiana DHH, Office of Public Health at the address above.

**A copy of the LPDES regulations may be obtained from the Department's website at <http://deq.louisiana.gov/page/rules-regulations> or from the Office of the Secretary, Regulations Development Section, Post Office Box 4301, Baton Rouge, Louisiana 70821-4303, phone (225) 219-3981.**

After the review of the NOI, this Office will issue written notification to those applicants who are accepted for coverage under this general permit.

For questions regarding this NOI please contact the Water Permits Division at (225) 219-3590. For help regarding completion of this NOI please contact DEQ, Small Business Assistance at 1-800-259-2890.

Agency Interest No. AI \_\_\_\_\_  
NPDES/LPDES Permit LA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check:  Initial Permit  
 Permit Renewal  
 Existing Facility  
 Modified Coverage

**STATE OF LOUISIANA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
Office of Environmental Services, Water Permits Division  
Post Office Box 4313  
Baton Rouge, La 70821-4313  
PHONE#: (225) 219-3590

**LPDES PERMIT NOTICE OF INTENT  
TO DISCHARGE WASTEWATER FROM  
POTABLE WATER TREATMENT PLANTS**  
(Attach additional pages if needed)

**SECTION I - FACILITY INFORMATION**

**A. Permit is to be issued to the following:** (must have operational control over the facility operations - see LAC 33:IX.2501.B and LAC 33:IX.2503.A and B).

1. Legal Name of Applicant/Owner  
(Company, Partnership, Corporation, etc.) \_\_\_\_\_

Facility Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

If applicant named above is not also the owner, state owner name, phone # and address.

\_\_\_\_\_  
\_\_\_\_\_

Please check status:  Federal  Parish  Municipal  
 State  Public  Private  Other: \_\_\_\_\_

2. Location of facility. Please provide a specific street, road, highway, interstate, and/or River Mile/Bank location of the facility for which the application is being submitted.

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Parish \_\_\_\_\_

Front Gate Coordinates:

Latitude- \_\_\_\_ deg. \_\_\_\_ min. \_\_\_\_ sec. Longitude- \_\_\_\_ deg. \_\_\_\_ min. \_\_\_\_ sec.

Is the facility located on Indian Lands?  Yes  No

3. Name & Title of Contact Person at Facility \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**B. Name and address of responsible representative who completed the application:**

Name & Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

**C. Name and address of responsible water billing party (*annual water permit invoices will be mailed to this party*):**

Name & Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

**D. Facility Information.**

1. Facility Type: Potable Water Treatment Plant (Please check the appropriate type(s) with the Standard Industrial Code (SIC) that applies.) *SIC codes can be obtained from the U. S. Department of Labor internet site at <http://www.osha.gov/pls/imis/sicsearch.html>*

Distribution of water for sale for domestic, commercial, and industrial uses (SIC 4941)

Operating water supply systems for the purpose of irrigation (SIC 4971)

For an industrial facility with its own potable water treatment plant, please supply the SIC

Code for the industrial facility. \_\_\_\_\_

2. Other Permits. List all existing or pending DEQ and other environmental permits and permit numbers for the facility (NPDES, PSD, UIC, RCRA, other).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Indicate source of intake water:

Subsurface Well

Surface waterbody (name of waterbody): \_\_\_\_\_

Amount of intake water pumped daily in gallons per day: \_\_\_\_\_

**E. Name and address of responsible water billing party:**

Name & Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Address \_\_\_\_\_

**F. Discharges Requiring Approval from the Division of Historic Preservation.**

If this NOI is being completed for a facility that has not yet been constructed, you must contact the *Section 106 Review Coordinator in the Office of Cultural Development, Archaeology Division (P. O. Box 44247, Baton Rouge, LA 70804 or telephone (225) 342-8170)* to determine if construction activities or the proposed discharges will adversely affect properties listed or eligible for listing in the National Register of Historic Places.

- This is an existing facility and no construction activities related to this NOI are proposed.
  
- This is a proposed facility and construction activities are not yet complete but I have obtained approval from the State Historic Preservation Officer for the proposed construction activities. (You must attach a copy of the approval letter to the NOI. If not attached, LDEQ will initiate a 30 day SHPO review period.)

**G. Facility Operations.**

1. Describe the activities/processes at your site. Please explain the operations in your facility in a comprehensive fashion. (This explanation should include the water treatment process as well as the treatment process for backwash wastewater.) Attach extra sheets if space below is insufficient. If appropriate, make processes coincide with sources identified in Section II.

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- a. How many filters does the plant have? \_\_\_\_\_
- b. How frequently is each filter washed? \_\_\_\_\_
- c. What is the volume of water used for each filter wash? \_\_\_\_\_
- d. What is the volume of batch discharges? \_\_\_\_\_

2. Products/Services (including volume of potable water produced per day):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Raw Materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you treat the water by means of ion exchange?  Yes  No  
 If yes, do you use a zeolite containing sodium chloride?  Yes  No
5. Is lime used in any part of the potable water treatment process?  Yes  No
6. Is iron removal part of the potable water treatment process?  Yes  No
7. Is arsenic removal part of the potable water treatment process?  Yes  No

8. Describe any planned future change in operations at the site that would result in new or altered water discharges.

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**H. Clarifying Agents**

1. Each type of Clarifying Agent used shall be listed separately below along with the total amount used.

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**I. Zebra Mussels**

1. Describe any treatment employed or planned at the facility to eliminate/combat zebra mussel incursion.

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## SECTION II – DISCHARGE INFORMATION

- A. How many 660-gallon or larger tanks are located at the facility?** \_\_\_\_\_

Describe the contents. \_\_\_\_\_

**B. Miscellaneous Discharges**

1. Are there any other discharges to the waters of the state such as sanitary wastewaters, washdown water, vehicle wash water, etc? Please include sanitary wastewater that is discharged to a field line or a POTW and clearly state that the sanitary wastewater is not discharged to surface waters. How are these waters discharged? Describe any treatment associated with each. **(N/A is an acceptable entry for this question only if your site does not have discharges that are generated from sources other than the treatment of surface or ground water to produce potable water.)**
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**C. Discharges to Outstanding Natural Resource Waters:**

**Will discharges from your facility flow to a designated Scenic Stream as classified by the Louisiana Department of Wildlife and Fisheries? (Note: Not all designated scenic streams are designated as ONRWs by LDEQ)**

Yes                       No

If "yes", has approval/authorization been obtained from that Department?

Yes                       No

**D. Outfall Information: Complete this section for each discharge outfall.** Outfalls are discharge points. An external outfall is a discrete discharge point beyond which the waste stream receives no further mixing with other waste streams prior to discharging into a receiving waterbody. An internal outfall is an outfall for a waste stream that combines with other waste stream(s) before discharging into an "external" outfall. Please provide your after-treatment test results in the units asked for on the application. For proposed facilities, estimates should be provided for any expected contaminants even though the facility is not in place yet.

1. Outfall Identification. Provide a description of all operations contributing wastewater to the effluent for the outfall including process wastewater, sanitary wastewater, cooling water, and storm water runoff; the average flow contributed by each operation; and the treatment received by the wastewater. Use additional sheets if necessary. **(example: Outfall 001 – sanitary wastewater – 5,000 GPD)**

Outfall No.	Operation Contributing Flow	Average Flow (gpd)

2. Outfall Location. Provide a description of the physical location for each outfall.

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3. Latitude/Longitude of Discharge:

Latitude- \_\_\_ deg. \_\_\_ min. \_\_\_ sec. Longitude- \_\_\_ deg. \_\_\_ min. \_\_\_ sec.

Method of Coordinate Determination: \_\_\_\_\_

4. If a new discharge, when do you expect to begin discharging? \_\_\_\_\_
5. Indicate how the wastewater reaches state waters (named water bodies). This will usually be either *directly*, by *open ditch* (if it is a highway ditch, indicate the highway), or by *pipe*. Please specifically name all of the minor water bodies that your wastewater will travel through on the way to a major water body. This formation can be obtained from U.S.G.S. Quadrangle Maps. Include river mile of discharge point if available.

By \_\_\_\_\_ (effluent pipe, ditch, etc.);  
 thence into \_\_\_\_\_ (Parish drainage ditch, canal, etc.);  
 thence into \_\_\_\_\_ (named bayou, creek, stream, etc.);  
 thence into \_\_\_\_\_ (river, lake, etc.).

6. Except storm water, if any of the applicant's discharges are intermittent or seasonal, please complete the following table.

Frequency of Flow (average)		Flow Data			
Number of Days/Week	Number of Months/Year	Flow Rate (mgd)		Total Volume	
		Long Term Avg.	Daily Maximum	Long Term Avg.	Daily Maximum

7. Treatment Method applied to wastewaters. Please be specific.

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8. Disposal. List any solid or liquid waste disposal methods and facilities. Include a description of the ultimate disposition of any solid or fluid wastes that are disposed of other than by discharge.

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## SECTION III – LABORATORY ANALYSIS

**Lab Analysis:** Make additional copies as necessary. Sampling and analytical protocols must conform to the requirements in LAC 33:IX.Chapters 25 and 65, and 40 CFR Part 136; when no analytical method is approved, the applicant may use any suitable method but must provide a description of the method.

**Complete this section for each outfall.** Complete this section for each pollutant, unless the applicant demonstrates a waiver for that pollutant is appropriate.

I am requesting a lab analysis waiver (justification for the lab analysis waiver must be included)

Outfall: \_\_\_\_\_ Description: \_\_\_\_\_

**A. For Process Wastewater report the following:**

Pollutant	Effluent Concentration (ppm)			
	Monthly Average		Daily Maximum	
Total Suspended Solids				
Chlorides				
	Daily Maximum	30-Day Maximum*	30-Day Low Flow	Method of Measure
Flow (GPD)				
	Minimum	Maximum		
Discharge Duration (hrs/day)				
pH (SU)				

\*Within the previous two years. (The Maximum 30-Day value is the highest value of all the monthly averages over the previous two years. The 30-Day Low Flow is the lowest value of the monthly averages over the previous two years.)

**B. For Sanitary Wastewater report the following:**

Pollutant	Effluent Concentration (ppm)			
	Monthly Average		Weekly Average	
BOD <sub>5</sub>				
Total Suspended Solids				
Fecal Coliform (colonies/100ml)				
	Daily Maximum	30-Day Maximum*	30-Day Low Flow	Method of Measure
Flow (GPD)				
	Minimum	Maximum		
Discharge Duration (hrs/day)				
pH (SU)				

\*Within the previous two years. (The Maximum 30-Day value is the highest value of all the monthly averages over the previous two years. The 30-Day Low Flow is the lowest value of the monthly averages over the previous two years.)

**C. Toxicity Data.** List any bioassay tests conducted on the effluent from the facility. Provide a summary of the test results.

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**D. Laboratory Accreditation**

If any of the analysis reported above were performed by a contract lab or consulting firm, provide the firm name, address, phone number and pollutants analyzed.

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Laboratory procedures and analyses performed by commercial laboratories shall be conducted in accordance with the requirements set forth under LAC 33:I.Subpart 3, Chapters 49-55.

Laboratory data generated by commercial laboratories that are not accredited under LAC 33:I.Subpart 3, Chapters 47-57, will not be accepted by the department. Retesting of analysis will be required by an accredited commercial laboratory.

In the case where effluent testing was completed by an unaccredited laboratory, and where retesting is not possible (i.e. data reported on DMRs for prior month's sampling), the data generated will be considered invalid and in violation of the LPDES permit.

Regulations on the Environmental Laboratory Accreditation Program and a list of labs that have applied for accreditation, are available on the department website. The list can be found on the DEQ website <https://www.deq.louisiana.gov/> using the following path: **Regulated Areas – Notifications and Accreditations Laboratory – Louisiana Laboratory Accreditation Program – LELAP-Accredited Labs.**

Questions concerning the program may be directed to (225) 219-3247.

**SECTION IV – COMPLIANCE HISTORY**

Report the history of all violations and enforcement actions for the facility, a summary of all permit excursions including effluent violations reported on the facility's Discharge Monitoring Reports (DMRs) and bypasses for the last three years. Using a brief summary, report on the current status of all administrative orders, compliance orders, notices of violation, cease and desist orders, and any other enforcement actions either already resolved within the past 3 years or currently pending. The state administrative authority may choose, at its discretion, to require a more in-depth report of violations and compliance actions for the applicant covering any law, permit, or order concerning pollution at this or any other facility owned or operated by the applicant.

If this facility has been inspected by LDEQ within the past three years, please provide the inspection date:

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## SECTION V – LAC 33.I.1701 REQUIREMENTS

A. Does the company or owner have federal or state environmental permits in Louisiana or in other states which are identical to, or of a similar nature to, the permit for which you are applying? (This requirement applies to all individuals, partnerships, corporations, or other entities who own a controlling interest of 50% or more in your company, or who participate in the environmental management of the facility for an entity applying for the permit or an ownership interest in the permit.)

No, permits in Louisiana only. List Permit Numbers: \_\_\_\_\_

Yes, list the states: \_\_\_\_\_

Do you owe any outstanding fees or final penalties to the

B. Department?  Yes  No  
 If yes, please explain. \_\_\_\_\_

C. Is your company a corporation or limited liability company?  Yes  No  
**If yes, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Louisiana Secretary of State.**

## SECTION VI – SITE HISTORY

A. Date operations began at this site: \_\_\_\_\_

B. Is the current operator the original operator?  Yes  No

If **no**, give a reverse chronological list of previous operators. Include the company name and telephone number (if available), and the dates through which the company operated this facility.

Company	Dates of Operation		Telephone Number
	From	To	

## SECTION VII – MAPS/DIAGRAMS

- A. Topographic Map.** Attach to this NOI a map or a copy of a section of the map which has been **highlighted to show the path of your wastewater from your facility to the first named water body.** **The highlighted map must be attached to BOTH NOIs that are submitted to LDEQ (i.e., the original NOI and the copy of the NOI).** Include on the map the area extending at least one mile beyond your property boundaries. Indicate the outline of the facility; the location of each of its existing and proposed discharge structures; and any existing hazardous waste treatment storage or disposal facilities. Waterways and streets/highways must be clearly identified by name on the map.

A U.S.G.S. 1:24,000 scale map (7.5' Quadrangle) would be appropriate for this item. Appropriate maps can be obtained from local government agencies such as DOTD or the Office of Public Works. Maps can also be obtained online at [www.map.deq.louisiana.gov](http://www.map.deq.louisiana.gov) or other online mapping system. Private map companies can also supply you with these maps. If you cannot locate a map through these sources you can contact the Louisiana Department of Transportation and Development at:

1201 Capitol Access Road  
Baton Rouge, LA 70802  
(225) 379-1107  
[maps@dotd.louisiana.gov](mailto:maps@dotd.louisiana.gov)

- B. Site Diagram.** Attach to this application a complete site diagram of the facility, including clearly labeled buildings, clarifiers, filters, tanks, and settling ponds or other treatment methods, demonstrating how the wastewater flows through the facility into each clearly labeled discharge point (including all treatment points). Please indicate on the site diagram the location of the front gate or entrance to the facility. Hand drawn diagrams are acceptable and need not be to scale.
- C. Flow Diagram.** Attach a line drawing of the water flow through the facility with a water balance showing operations contributing wastewater to the effluent and treatment units. The water balance must show average and maximum flows at intake and discharge points and between units, including treatment units. If a water balance cannot be determined the applicant may provide instead a pictorial description of the nature and amount of any sources of water and any collection and treatment measures. Hand drawn diagrams are acceptable and need not be to scale.

## SECTION VIII - SIGNATURE

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503, the following requirements shall apply to the signatory page in this application:

Chapter 25. Permit Application and Special LPDES Program Requirements

### 2503. Signatories to permit applications and reports

- A. All permit applications shall be signed as follows:
1. For a corporation - by a responsible corporate officer. For the purpose of this Section, a responsible corporate officer means:
    - (a) 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,
    - (b) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to ensure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements, and the authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

**NOTE:** DEQ does not require specific assignments or delegations of authority to responsible corporate officers identified in the Permit **Standard Conditions, Section D.10.a(1)(a)**. The agency will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified the state administrative authority to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions under Permit **Standard Condition, Section D.10.a(1)(b)** rather than to specific individuals.

1. For a partnership or sole proprietorship - by a general partner or the proprietor, respectively; or
  3. For a municipality, parish, state, federal or other public agency – by either a principal executive officer or ranking elected official. For the purposes of this section a principal executive officer of a federal agency includes:
    - (a) The chief executive officer of the agency, or
    - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).
- B. All reports required by permits and other information requested by the state administrative authority shall be signed by a person described in Permit **Standard Conditions, Section D.10.a.**, 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 a person described in Permit **Standard Conditions, Section D.10.a.**

2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (a duly authorized representative may thus be either a named individual or any individual occupying a named position); and
  3. The written authorization is submitted to the state administrative authority.
- C. Changes to authorization. If an authorization under Permit **Standard Conditions, Section D.10.b** is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of **Section D.10.b** must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing any document under Permit **Standard Conditions, Section D.10.a. or b** shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

## SIGNATORY AND AUTHORIZATION

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state permit application must be signed by a responsible individual as described in LAC 33:IX.2503 and that person shall make the following certification:

**"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

### CHECKLIST

To prevent any unnecessary delay in the processing of your notice of intent to be covered under the general permit, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A only if the question or information was not applicable).
2. ALL required maps, drawings, lab analysis, and other reports are enclosed.
  - Site Map
  - Topographical Map
  - Compliance History Report
  - LDH Wastewater Approval Letter
  - SHPO certification (if applicable)
3. The appropriate person has signed the signatory page. **If an unauthorized representative of the facility signs the application, the application will not be processed.** Please note that electronic or digital signatures will not be accepted.
4. Please forward the original and one copy of this application and all attachments.

**ANY APPLICATION THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. APPLICATION PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.**

**NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE APPLICATION BY THE WATER PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE PERMIT.**