Instructions For Completing Form 2A Application For a NPDES Permit

Background Information

Each wastewater treatment works that discharges treated effluent to waters of the United States must apply for a permit for its discharges. This permitting requirement is part of the National Pollutant Discharge Elimination System (NPDES) program, which is implemented by the U.S. **Environmental Protection Agency** (EPA). You can obtain a permit for your treatment works by filling out and sending in the appropriate form(s) to your permitting authority. If the State in which your treatment works is located operates its own NPDES program, then the State is your permitting authority and you should ask your State for permit application forms. On the other hand, if EPA operates the NPDES program in your State, then EPA is the permitting authority, and you must fill out and send in Form 2A.

These instructions explain how to fill out each question in Form 2A. Be sure to read the Application Overview section on the cover page of Form 2A before you start filling out the form. Not every applicant will have to fill out every section of Form 2A. The Application Overview section will help you determine which portions of Form 2A apply to your treatment works.

EPA has developed Form 2A in a modular format, consisting of two packets: The Basic Application Information packet and the Supplemental Application Information packet. At a minimum, all applicants must complete the Basic Application Information packet, which contains questions 1–19. As directed by the Application Overview section on page 1 of the form, certain applicants will also need to complete one or more parts of the Supplemental Application Information packet.

Commonly Asked Questions

What If I Need More Space for My Answer?

Some questions on Form 2A require you to write out short answers. If you need more room for your answer than is provided on the form, attach a separate sheet called "Additional Information." At the top of the separate sheet, put the name of your plant, your plant's NPDES permit number, and the number of the outfall that you are writing about. Also, next to your answer, put the question number (from Form 2A). Provide this information on any drawings or other papers that you attach to your application as well.

Will the Public Be Able to See the Information I Submit?

Any information you submit on Form 2A will be available to the public. If you send in more information than is requested on Form 2A that is considered company-privileged information, you may ask EPA to keep that extra information confidential. Note that you cannot ask EPA to keep effluent data confidential. If you want any of your plant's information to be confidential, tell EPA this when you submit your application. Otherwise, EPA may make the information public without letting you know in advance. For more information on claims of confidentiality, see EPA's business confidentiality regulations at Title 40, Part 2 of the Code of Federal Regulations (CFR).

How Do I Complete the Forms?

Answer every question on Form 2A that applies to your treatment works. If your answer to a question requires more room than there is on the form, attach additional sheets (see above). If a particular question does not apply to your treatment works, write "N/A" (meaning "not applicable") as your answer to that question. If you need advice on how to fill out these forms, write or contact your EPA Regional Office or your State office at the following address:

Completing Form 2A

Facility Name and NPDES Permit Number

At the top of each page of Form 2A, put your plant's name and NPDES permit number (if you already have been assigned one) in the appropriate boxes. Also put this information on the top of any "Additional Information" sheets you attach. Do not write anything in the space marked "EPA ID Number."

As stated above, Form 2A consists of two packets: the Basic Application Information packet and the Supplemental Application Information packet. These instructions provide directions for completing both of these packets.

Basic Application Information Packet

Paperwork Reduction Act Notice: The public reporting and recordkeeping burden for this collection of information (the Basic Application Information Packet) is estimated to average 5.3 hours per response. This estimate includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously

applicable instructions and requirements; train personnel to respond to a collection of information; search existing data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An Agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Chief, OPPE Regulatory Information Division, U.S. Environmental Protection Agency (2136), 401 M St., S.W., Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th St., N.W., Washington, DC 20503, Attention: Desk Officer for EPA. Include the OMB control number in any correspondence. Do not send the completed application form to these addresses.

All applicants must complete the Basic Application Information packet, which consists of questions 1–19. Note that some questions in this packet may not apply to your treatment works. For these questions, write "N/A" in the response space.

Application Overview

Read the Application Overview before completing any of Form 2A. This section will help you determine which questions and parts of Form 2A apply to your facility. Note that the permitting authority may require you to complete certain questions or provide additional information as well.

As stated above, all applicants must complete the Basic Application Information packet. However, only certain types of applicants will need to complete the Supplemental Application Information packet. Refer to the directions in the Application Overview section on Form 2A to determine which parts of the Supplemental Application Information packet you need to complete.

Treatment Works

1. Facility Information

Provide your plant's official or legal name. Do not use a nickname or short name. Also provide your plant's mailing address, a contact person at the plant, his/her title, and that person's work telephone number. The contact person should be someone who has a thorough understanding of the operation of your treatment works. The permitting authority may call this person if there are questions about the application. Also provide the actual facility address (if different than the mailing address). The facility location should be a street address (not a Post Office box number)