



State of Oregon Department of Environmental Quality

Permit Renewal: Commonly Requested Information

Water Quality Permitting and Program Development

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Overview

NPDES wastewater permits need to be renewed every five years. While the majority of information required for permit renewal is submitted with the permit renewal application, the permittee may be required to submit additional information to DEQ that will be used to renew the permit. This additional information is often required in situations where a more detailed description of site-specific conditions (example: mixing zone studies, additional monitoring) or activities (example: Biosolids, Recycled Water) is needed to provide an accurate permit that properly covers the activities performed by the permittee. This document is intended to cover the additional information that DEQ may require in addition to the permit renewal application. Note that this document only covers common requirements; not all permittees will need the information contained in this list and there may be situations where additional information is needed that is not covered here.

Management plans

The permittee is required to ensure that any of the plans listed below that apply to them are updated and submitted to DEQ for approval. If updated plans are not submitted, the permittee may be restricted on what they are allowed to do under the renewed permit. Updated plans may need to be posted for public notice prior to approval by DEQ. Note the updated plans may accompany a permit renewal for public notice or, for a permit that is not administratively extended, the plans may be put on public notice independently:

- [Biosolids Management Plan](#)
 - Land Application Plan (for class B biosolids only)
- [Recycled Water Use Plan](#)
- [Hauled Waste Control Plan](#)
- [Mercury Minimization Plan](#)
- [Water Quality Trading Plan](#)

Mixing zone study/outfall information

The permittee is responsible for ensuring that DEQ has a mixing zone study that reflects current conditions to ensure accurate dilution values are used for the permit renewal. If your permit does not have a mixing zone, a mixing zone study is not required. See DEQ's [Mixing Zone page](#) for more information on mixing zones and mixing zone studies

Facility information

DEQ will require the following information, as applicable, if changes to your facility that have altered operations or design flows:

- Average dry weather design flow
- Average wet weather design flow
- Process flow diagram
- Engineering plan
 - According to OAR 340-052-0015 engineering plans and specifications for proposed construction, installation, or modification of wastewater disposal systems, treatment works, sewerage systems or common sewers must be submitted to DEQ for review and approval prior to construction. See DEQ’s [Plan Review page](#).
 - While the review and approval of engineering plans is considered separate from NPDES wastewater permit renewal, these plans are referenced during permit renewal. Having an engineering plan that has not been reviewed and approved prior to permit renewal may cause delays or result in a renewed permit that does not consider updated systems.
- Land Use Compatibility Statement
 - If the original permit was issued prior to 1990, a LUCS may not be needed unless the facility has undergone significant modifications/expansions (see “[When is a LUCS required](#)”)

Monitoring data

DEQ evaluates effluent and ambient monitoring data currently available in our files and databases 2 years prior to permit renewal as part of a data gap analysis. The gap analysis takes many factors into consideration including permit type; facility activity; age, quality, and amount of available data; the potential for new effluent limits; and current monitoring activities. Data older than 10 years, or data with quality control issues will generally not be considered as part of permit renewal. As part of the gap analysis, DEQ will reach out to permittees prior to permit renewal if additional data is needed to evaluate site-specific conditions.

Contacts

Please refer to the following table for the appropriate DEQ contacts depending on the topic

Topic	Staff Name	Email
Biosolids	Pat Heins	Pat.HEINS@deq.oregon.gov
Recycled Water	Pat Heins	Pat.HEINS@deq.oregon.gov
Mixing Zone	Steve Schnurbusch or Erich Brandstetter	Stephen.SCHNURBUSCH@deq.oregon.gov Erich.BRANDSTETTER@deq.oregon.gov
Effluent or Ambient Monitoring	Aliana Britson or Jeff Navarro	Aliana.BRITSON@deq.oregon.gov Jeffrey.NAVARRO@deq.oregon.gov
Other	Regional Office	Headquarters Jeffrey.NAVARRO@deq.oregon.gov Northwest Region Tiffany.YELTON-BRAM@deq.oregon.gov Eastern Region Geoff.RABINOWITZ@deq.oregon.gov Western Region RANEI.NOMURA@deq.oregon.gov

Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.