



State of Oregon Department of Environmental Quality

Permit Renewal: Commonly Requested Information for NPDES Individual Permits

Water Quality Permitting and Program Development

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Overview

For NPDES individual permits the permittee may be required to submit additional information to DEQ that will be used to renew the permit. This document is intended to cover the additional information that DEQ may require outside of the permit renewal application. Frequently, these will be in the form of a supplemental information request sent via email. These requests may also be in the form of email, letter, and by meeting. In all instances the request should be made in coordination with the needs of the renewal or new permit application.

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](#) (EPA)
- [Mercury Minimization Plan](#)

Mixing zone study/outfall information

The permittee is responsible for ensuring that DEQ has a mixing zone study and outfall inspection reports that reflect current conditions including but not limited to effluent flow, ambient flow, and outfall configuration and location to ensure accurate dilution values are used for the permit renewal. Some permits require a mixing zone study to be submitted during the permit cycle, which will be used at renewal. If your permit did not require a mixing zone study, but there has been a major change to your outfall, or the outfall was moved, discuss with DEQ as early as possible if additional study is needed due to the change. A mixing zone study may be completed and submitted voluntarily with your permit application to support the renewal process. If your permit does not have a regulatory mixing zone, a mixing zone study is not required. See DEQ's [Mixing Zone page](#) for more information on regulatory mixing zones and mixing zone study requirements.

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](#).
- 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 and will reach out to permittees prior to permit renewal if unable to find current information or if additional data is required.

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	Aliana Britson and Emma Prichard	Aliana.BRITSON@deq.oregon.gov Emma.Prichard@deq.oregon.gov
Effluent or Ambient Monitoring	George Cannon	George.Cannon@deq.oregon.gov
Other	Regional Office	Headquarters Jeffrey.NAVARRO@deq.oregon.gov Northwest Region Tiffany.YELTON-BRAM@deq.oregon.gov Eastern Region Mike.Hiatt@deq.oregon.gov Western Region RANEL.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.