

**Standard Operating Procedure (SOP)¹ for Clean Water Program
NPDES, WQM and Biosolids Permit Numbering for New Permits
SOP No. BPNPSM-PMT-034
Final, January 11, 2013
Revised, October 16, 2013
Version 1.1**

This SOP describes the numbering system that will be used by the statewide Clean Water Program and the Bureau of Point and Non-Point Source Management (BPNPSM) for new NPDES and WQM Permits. This SOP only addresses permit numbers for new applications. Permit numbers for renewal applications will remain the same as the previously issued permit. Permit numbers for amendments and transfers are described in the SOP for Amendments and Transfers.

Portions of many permit numbers are drawn from blocks of numbers assigned to organizational units by BPNPSM, or are otherwise assigned by sequence for a specific type of permit based on the number of permit applications received. It is therefore imperative that administrative staff maintain an inventory, preferably in hard copy format, that tracks the selection of permit numbers by the permit types identified in this SOP, to avoid the assignment of duplicate numbers. The Permits Chief must be aware of this recordkeeping process to ensure continuity of business upon the departure of administrative staff. BPNPSM may conduct audits of regional programs to ensure adequate recordkeeping is being maintained.

In the event that an application is assigned a permit number and is subsequently denied prior to issuance, the permit number associated with the denied application should be assigned to the same client for the same project if a new application is submitted for the project following the denial.

NOTE – In the event that a permit has expired before receipt of a permit renewal application or Notice of Intent (NOI), the permit number should remain the same as the existing permit but the application type in eFACTS should be “NEW” and the application fee for a new permit should be collected.

I. New Individual NPDES and Biosolids Permits

- A. Permit applications for sewage, industrial waste, industrial stormwater, pesticides and CAFOs:

“PA0XXXXXX” where XXXXXX = EPA-generated number. BPNPSM has assigned each regional program a “block” of random numbers to use. When the inventory of remaining unused numbers reaches no less than 100, administrative staff will contact BPNPSM to request a new block of numbers.

NOTE – For statewide individual NPDES pesticide permit applications administered by BPNPSM, staff will request the permit number from the Division of Operations, Monitoring and Data Systems.

¹ **DISCLAIMER:** The process and procedures outlined in this SOP are intended to supplement existing requirements. Nothing in the SOP shall affect regulatory requirements. The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**SOP – NPDES, WQM and Biosolids Permit Numbering
for New Permits
Final, January 11, 2013**

NOTE – Existing industrial stormwater permits that are not in the “PAS” format will not be converted upon renewal. New individual industrial stormwater permits will not receive the “PAS” format.

B. Permit applications for municipal stormwater (MS4s):

“PAIXXXXXX” where XXXXXX = EPA-generated number, as described in Section I.A.

C. Permit applications for individual biosolids sites:

“PABISXXYY” where XX = organizational codes listed below and YY = sequential number that indicates the number of new individual biosolids site permits issued by the organization.

NOTE – The organizational codes below should be increased sequentially when the number of permits exceeds 99. For example, the 99th individual site application has been received in NERO, and a permit number of “PABIS2299” was assigned. The 100th individual site application received in NERO will have a permit number of “PABIS2300”.

SERO:	00
NERO:	22
SCRO:	35
NCRO:	48
SWRO:	61
NWRO:	83
BNPSM:	99

D. Permit applications for individual biosolids generators:

“PABIGXXYY” where XX = regional codes as listed in Section I.C and YY = sequential number that indicates the number of new individual biosolids generator permits issued by the organization.

II. New General NPDES and Biosolids Permits

A. Notices of Intent (NOIs) for PAG-03, PAG-05, PAG-06, PAG-10, PAG-11, PAG-12, PAG-13, and PAG-15:

“PAGXXYYYY” where XX = the General Permit number (i.e., 05, 06, 10, 11, 12, 13, and 15) and YYYYY = sequential number from the block of numbers identified below by organization:

SERO:	0001 – 2200
NERO:	2201 – 3500
SCRO:	3501 – 4800
NCRO:	4801 – 6100
SWRO:	6101 – 8300
NWRO:	8301 – 9600
BNPSM:	9601 – 9999

B. NOIs for PAG-04:

The same numbering system will apply as described in Section II.A, except that the block of numbers has been modified as follows:

**SOP – NPDES, WQM and Biosolids Permit Numbering
for New Permits
Final, January 11, 2013**

SERO:	0001 – 1000
NERO:	2201 – 3500
SCRO:	3501 – 4800
NCRO:	4801 – 6100
SWRO:	6101 – 8300
NWRO:	8301 – 9600 and 1001 – 2200
BNPSM:	9601 – 9999

C. NOIs for PAG-07, PAG-08, and PAG-09:

“PAGXXYYZZ” where XX = the General Permit number (i.e., 07, 08, and 09), YY = organizational codes listed in Section I.C and ZZ = sequential number that indicates the number of new NOIs approved.

NOTE – The organizational codes should be increased sequentially when the number of permits exceeds 99 for the codes. For example, the 99th PAG-07 NOI has been received in SCRO, and a permit number of “PAG073599” was assigned. The 100th PAG-07 NOI received in SCRO will have a permit number of “PAG073600”.

III. New WQM Permits

A. WQM permit applications for sewage:

“WWXXYZZ” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

Y = Program Code = 4 for sewage.

ZZ = Sequential number indicating the number of sewage applications received for the same county in the same calendar year.

B. WQM permit applications for industrial waste and manure storage:

“WWXXYZZ” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

Y = Program Code = 2 for industrial waste (including manure storage).

ZZ = Sequential number indicating the number of industrial waste and manure storage applications received for the same county in the same calendar year.

C. Permit applications for joint Chapter 91 (pesticides) permits:

“WWXXYZZ” where:

WW = County Code (see Section III.A).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

Y = Program Code = 8 for pesticides.

ZZ = Sequential number indicating the number of Chapter 91 applications received for the same county in the same calendar year.

**SOP – NPDES, WQM and Biosolids Permit Numbering
for New Permits
Final, January 11, 2013**

NOTE – In the event that more than 99 applications are received for the same county in the same calendar year, an eighth digit may be added to the permit number to continue the sequential number for “ZZ”.

D. NOIs for WQG-01 sewage permits:

“WQG01WWXXYY” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

YY = Sequential number indicating the number of WQG-01 NOIs received for the same county in the same calendar year.

E. NOIs for WQG-02 sewage permits:

“WQG02WWXXYY” where:

WW = County Code (see Table 1).

XX = Last two digits of the calendar year the application was received (e.g., “13”).

YY = Sequential number indicating the number of WQG-02 NOIs received for the same county in the same calendar year.

**SOP – NPDES, WQM and Biosolids Permit Numbering
for New Permits
Final, January 11, 2013**

Table 1 – County Codes for WQM Permits

County	Code	County	Code	County	Code
Adams	01	Delaware	23	Monroe	45
Allegheny	02	Elk	24	Montgomery	46
Armstrong	03	Erie	25	Montour	47
Beaver	04	Fayette	26	Northampton	48
Bedford	05	Forest	27	Northumberland	49
Berks	06	Franklin	28	Perry	50
Blair	07	Fulton	29	Philadelphia	51
Bradford	08	Greene	30	Pike	52
Bucks	09	Huntingdon	31	Potter	53
Butler	10	Indiana	32	Schuylkill	54
Cambria	11	Jefferson	33	Snyder	55
Cameron	12	Juniata	34	Somerset	56
Carbon	13	Lackawanna	35	Sullivan	57
Centre	14	Lancaster	36	Susquehanna	58
Chester	15	Lawrence	37	Tioga	59
Clarion	16	Lebanon	38	Union	60
Clearfield	17	Lehigh	39	Venango	61
Clinton	18	Luzerne	40	Warren	62
Columbia	19	Lycoming	41	Washington	63
Crawford	20	McKean	42	Wayne	64
Cumberland	21	Mercer	43	Westmoreland	65
Dauphin	22	Mifflin	44	Wyoming	66
				York	67

**SOP – NPDES, WQM and Biosolids Permit Numbering
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Version History

Date	Version	Revision Reason
10/16/2013	1.1	Removed Section II B regarding special permit numbering for PAG-03 NOIs; new NOIs will be given a "PAG03XXXX" number similar to other General Permit NOIs.
1/11/2013	1.0	Original