

**Standard Operating Procedure (SOP)<sup>1</sup> for Clean Water Program  
New and Reissuance PAG-13 NOIs (Stormwater Discharges from Regulated Small MS4s)**

**SOP No. BPNPSM-PMT-019**

**Final, November 9, 2012**

**Revised, December 1, 2014**

**Version 1.5**

This SOP describes the procedures by which the Clean Water Program will process Notices of Intent (NOIs) for new and reissuance (renewal) MS4 General PAG-13 NPDES permits. The authorization type covered by this SOP is "MS4GP" (PAG-13 Stormwater Discharges from Small Muni Separate Storm Sewer Sys MS4).

This SOP is intended to comply with DEP's Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee (021-2100-001) ("PDG Policy"). Only certain types of applications are subject to the Permit Decision Guarantee (PDG) described in the PDG Policy. New and renewal PAG-13 NOIs **ARE NOT** part of the PDG.

The Clean Water Program will refer to existing guidance and the Bureau of Point and Non-Point Source Management's Program Clarification Memo on Permit Coordination (March 5, 2013) when evaluating the need to coordinate issuance of PAG-03 permit coverage with other permits.

**NOTE** – If an application manager receives a waiver request application and believes there is a compelling basis for a waiver, the application manager will generally contact the Central Office Division of Planning and Permitting for consultation to ensure that waiver requests are reviewed consistently. If Central Office agrees that a waiver may be granted, this SOP still applies except that (1) a waiver letter will be issued in lieu of a permit, (2) the disposition of the authorization will be set to "Waived" instead of "Issued" in eFACTS, and (3) the public notice that is prepared upon issuance of the waiver will be placed in the MS4 Waiver section of the PA Bulletin.

## **I. Preliminary Data Management and Fee Processing (Administrative Staff)**

For decision-making with respect to data management activities, the reader is referred to the eFACTS Program-Specific Guidance for 92a NPDES Authorizations, Facilities and Fees for detailed guidance.

When NOIs are received, administrative staff will promptly:

A. Create the authorization record in eFACTS.

1. Select the proper auth type code. For renewals, ensure the auth type code matches the primary facility (PF) fee category.

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<sup>1</sup> **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 – PAG-13 NOIs**  
**Revised, December 1, 2014**

If it is determined that eFACTS contains the wrong fee category, or otherwise the fee category has changed, administrative staff will contact Central Office to change the fee category in eFACTS.

**NOTE** – For Chapter 92a authorizations, the selected auth type must match the fee category of the linked PF to allow issuance of the authorization.

**NOTE** – Only the following clients are exempt from Chapter 92a permit application fees: DEP, EPA, PFBC, DCNR, PennDOT, Amtrak and Port Authorities. Any other applicant requesting a fee exemption must be referred to the Central Office Bureau of Regulatory Counsel for review.

2. Prepare the physical check payment for transmission to the regional business office following Management Directive OAM-1000-01, and enter the fee payment against the authorization in eFACTS, unless the client is fee exempt. A copy of the check will be made and placed in the application file. Where the fee has not been submitted, treat it as an underpayment in accordance with the Management Directive.
3. Select the proper application type (this SOP covers only NEW and RENEW), using the appropriate regional organization code. Where the client previously was covered by a General Permit and must now apply for an individual permit or the decision is otherwise made to convert the permit to an individual permit, the application type should be NEW.
4. Associate the proper client and site to the project/authorization. If necessary, create the client, site, client/site relationship, at least one subfacility (SF) and the PF. Assign the proper fee category to the PF.

**NOTE** – Where joint NOIs are submitted on behalf of multiple municipalities, one client must be chosen to enter for the authorization and PF in eFACTS.

5. Enter the date the NOI was received (“Recvd”) and the date administrative staff creates the authorization (“Admin”) into eFACTS’ Application Screen.
6. If required by eFACTS to create the authorization, select the lead reviewer as the Permits Chief. If the Permits Chief identifies the application manager at this step, the assigned application manager may be selected for the lead reviewer.
7. Select the Master Auth or set the current authorization to be the Master Auth, as appropriate.
8. Create a subtask of “COMPL” (B/E Completeness Review) under the Completeness Review task in eFACTS, and enter a start date that corresponds to the date the application was received.

**B. Enter consultant information.**

If a consultant is identified on the NOI, select the appropriate client or otherwise create the consultant as a client on the Application Screen.

**C. Enter or otherwise review and update PF Details.**

1. Update PF Mailing Address (client address) and Location Address (site address) in accordance with the NOI, as necessary.
2. Update the PF Kind to “Stormwater - Municipal,” as necessary.

**SOP – PAG-13 NOIs**  
**Revised, December 1, 2014**

3. Update the SIC or NAICS code for the PF per the application, as necessary, and identify one SIC and/or NAICS code as the “Primary” code. For SIC code, 9199 may be used for municipalities.
  4. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF.
- D. Push Master Auth to NMS (if not done so previously), unless the current auth is the Master.
- If the current auth is not the Master Auth, ensure the Master Auth linked to the current auth has been pushed to NMS already (otherwise, push the Master Auth to NMS).
- E. Mail a complete copy of the NOI to Erie County Health Department (ECHD), Allegheny County Health Department (ACHD), or Delaware River Basin Commission (DRBC) if applicable, unless administrative staff is aware that the applicant mailed a copy directly to those agencies.

**II. Prioritization and Assignment (Permits Chief)**

Once Step I is completed by administrative staff, the NOI will be given to the Permits Chief. The Permits Chief will:

- A. Prioritize the NOI in accordance with the “Permit Review Hierarchy” contained in the PDG Policy. The Permits Chief will note on the application file or a permit tracking sheet the hierarchy number as contained in the Policy.
- B. Assign an application manager (i.e., “lead reviewer”) to the NOI unless this has been done previously. The Permits Chief will enter the name of the application manager into eFACTS for the authorization unless administrative staff has already completed this step.
- C. Optionally, route a copy of the NOI or a permit tracking sheet to Operations staff for a determination of non-compliance issues that may affect permit issuance.
- D. Notify the regional Late Application Coordinator if the NOI is for a renewal of permit coverage and was submitted late.

**III. Completeness Review (Application Manager)**

Application managers should finish the Completeness Review within 10 business days of DEP’s receipt of an NOI.

When the application manager receives the NOI from the Permits Chief, the application manager will:

- A. Review the NOI for administrative completeness and overall technical adequacy. A complete and technically adequate PAG-13 NOI includes the following, not including the NOI fee that will be addressed in Step I:
  1. The completed and signed NOI (3800-PM-BPNPSM0100d).
  2. The completed NOI Checklist (3800-PM-BPNPSM0100e).
  3. Maps according to Section B.9 of the NOI.

**SOP – PAG-13 NOIs**  
**Revised, December 1, 2014**

4. If “Yes” is checked in Section F of the NOI, either an MS4 TMDL Strategy or an MS4 TMDL Plan, bearing the signature and seal of a licensed Professional Engineer. See Section IV for technical review components for the TMDL Strategy or Plan.
5. If “Yes” is checked in Section J of the NOI, a Compliance History must be provided by the applicant.
6. The NOI does not contain significant inconsistencies or errors involving:
  - a. Municipal boundaries.
  - b. Urbanized area boundaries.
  - c. The list of receiving water bodies.
  - d. The list of impaired water bodies.
  - e. The list of water bodies with approved TMDLs.
7. Evidence that the discharger is eligible for coverage under the PAG-13 General Permit. The application manager will make this determination based on the eligibility criteria in the General Permit and 25 Pa. Code § 92a.54(e). Some of these criteria are to be considered on a case-by-case basis. For example, if a discharge is proposed to waters with a designated or existing use of High Quality or Exceptional Value, the discharge is not eligible for coverage under the General Permit.

**NOTE** – In general, if the applicant submits an older NOI form that is not the most recent, the application manager may deem any information that is missing an insignificant or significant deficiency, at the application manager’s discretion. If the NOI is not denied as a result, the application manager will notify the consultant or applicant that a more recent version of the NOI is available for future use.

- B. Follow the procedures contained in the SOP for Management of Late NPDES Permit Renewal Applications (BPNPSM-ENF-001) if the application is for a permit renewal and was received late.
- C. Complete the following data management tasks in eFACTS:
  1. Create, or otherwise review and edit, all Discharge Point (DP) subfacilities (SFs) listed on the NOI if 10 or less. If greater than 10, create one DP SF per receiving stream (create the DP that is furthest downstream) identified in the NOI, and add a comment to the PF on the total number of DPs. Enter SF latitude and longitude. Snap DPs to the NHD using the NHD Locator Tool in eFACTS.
  2. Enter, or otherwise review and edit, the PF latitude and longitude, using the coordinates reported on the NOI or the central point of the site.
  3. Select, if necessary, the Type of Discharge (“Stormwater”) and enter the Design Flow (“0”) for each DP.
  4. Link all applicable SFs to the authorization record.
  5. Push the authorization from eFACTS to NMS. If the authorization cannot be pushed to NMS and if the problem(s) cannot be resolved by the application manager, the application

**SOP – PAG-13 NOIs**  
**Revised, December 1, 2014**

manager will first work with administrative staff to resolve the problem(s) and then contact Central Office if administrative staff cannot resolve them.

- D. If none of the criteria in A.1 – 7 are found to be deficient, the application manager will proceed to Step III I. No “completeness letter” will be issued.
- E. If the applicant is determined to be ineligible for PAG-13 General Permit coverage (criterion A.7), the NOI will be returned using the template in NMS found at *Letters – Application Denial Letter*. The letter will provide the basis for the determination that the applicant is ineligible, using regulatory citations wherever possible. The application manager will choose one of the optional paragraphs for the letter as determined by the application type in eFACTS.
- F. If the NOI is incomplete and the deficiencies are determined to be insignificant (i.e., an item that in the application manager’s judgment can be corrected within one business day), the application manager will contact the applicant (or the applicant’s authorized representative) by phone to explain the deficiency and offer the opportunity to submit the necessary materials informally by the end of the next business day to make the NOI complete. The application manager may or may not (at the application manager’s discretion) follow up the phone call with an email to the applicant and/or consultant.

**NOTE** – The application manager should attempt to communicate with the applicant directly. Where this fails, the application manager may attempt to communicate with the consultant, if any.

A phone log will be kept by each application manager that details the name of the person contacted, the day and time of the conversation, and notes for all communications regarding the completeness and technical reviews. All phone logs will be retained with the application file during and following permit issuance, or otherwise a database or spreadsheet will be used and made accessible to allow others to check latest correspondence for a case if the application manager is out of the office.

In the event the application manager is unable to contact the applicant or consultant by phone within 5 business days, the application manager will proceed to Step III G (for new NOIs) or Step III H (for renewal NOIs). After the necessary materials have been received (receipt by email or fax is acceptable except when original signatures, plans or seals are needed), and assuming the NOI can then be considered complete, the application manager will then proceed to Step III I. If the submission does not correct the original insignificant deficiencies, the application manager will proceed to Step III G (for new applications) or Step III H (for renewal applications).

- G. For **new** NOIs, if the applicant fails to submit the requested information by the next business day following a phone call (or multiple attempts to contact the applicant or consultant by phone), or if the deficiencies are determined to be significant, the application manager will prepare a letter that denies the NOI, for the Program Manager’s signature. The template in NMS found at *Letters – Application Denial Letter* will be used. The eFACTS authorization record will be closed out by using the disposition code “Denied.” A subtask of “DENC” (Application Incomplete – Denied) will be entered into eFACTS against the Completeness Review Task, with start and end dates corresponding to the date of the letter. The NOI fee will not be returned. A new NOI fee will be required as part of a resubmission.
- H. For **renewal** NOIs, if the applicant fails to submit the requested information by the next business day following a phone call (or multiple attempts to contact the applicant or consultant by phone), or if the deficiencies are determined to be significant, the application manager will transmit a letter identifying the deficiencies. The template in NMS found at *Letters – Renewal Application Incomplete Letter* will be used. The application manager will enter a subtask of “SDN” (Send Deficiency Notice/Receive Response) into eFACTS with a start date corresponding to the date of the letter.

If the renewal NOI is satisfactorily corrected prior to the expiration date, the application manager will issue an administrative extension letter using the NMS template at *Letters – Administrative Extension Letter*. If the renewal NOI is not corrected prior to the expiration date, the application manager will notify the regional Operations Section for possible enforcement.

- I. Enter an end date for the “COMPL” subtask, when the NOI is deemed complete.

#### **IV. Technical Review of NOI (Application Manager)**

If the permittee is assigned a specific sediment or nutrient (i.e., Total Nitrogen or Total Phosphorus) Wasteload Allocation (WLA) in an EPA-approved TMDL, review the MS4 TMDL Strategy. The MS4 TMDL Strategy is the first step in the development of the MS4 TMDL Plan. (The second and final step is the MS4 TMDL Design Details, which is due one year after permit issuance). Below is a list of MS4 TMDL Strategy components and, where applicable, the content which is expected to be provided at the time of the permit application. The application manager should verify the reported information directly in the applicable TMDL(s).

- A. The Title of TMDL or TMDL(s).
- B. A list of the watershed name(s) and the eight-digit Hydrologic Unit Code (HUC) for the areas that discharge through the regulated MS4s to waterbodies with TMDLs.
- C. A list of the pollutant(s) and WLAs assigned to each regulated small MS4 in each municipality covered by the permit.

Where a TMDL includes in a WLA pollutant loading from areas in a municipality that are not in the MS4 sewer shed (i.e., do not drain to the MS4), the permittee may optionally delineate any part of the municipality which does not drain to the Municipal Separate Storm Sewer (see definition) to reduce the WLA responsibility of the MS4 permittee. Pollution controls installed outside the area of MS4 responsibility will not be credited to the MS4 TMDL obligation, and the percent load reductions from the TMDL will continue to be applied to the area which remains an MS4 responsibility.

To support the request the permittee must map components of their Municipal Separate Storm Sewer System along with all land area that drains into the components.

A calculation must be provided which establishes the part of the load reduction which remains an MS4 responsibility, and that same proportion is applied to the WLA.

A simple way to do this calculation is to identify the percentage of the area in the municipality which drains to the system relative to the permittees' total land area. A simple calculation could also be based on relative population or percent impervious surface. The resulting percentage would be applied to the total required load reduction and the WLA. Modeling provides a more accurate estimation of pollutant loads generated per land use. If the waterbody remains impaired, the MS4 may be required to re-calculate and assume responsibility for a larger proportion of the TMDL-required load reduction in future NPDES renewal permits.

- D. For each applicable TMDL, a list all of the municipalities subject to the TMDL within the area of the same eight-digit HUC.
- E. For each applicable TMDL, a list of all the counties subject to the TMDL within the area of the same eight-digit HUC.

- F. Allocated pollutant loadings established in each applicable TMDL.
- G. Reductions in pollutant loads (pounds or percent) necessary to meet each applicable TMDL or WLA.
- H. For each regulated small MS4 outfall that discharges to waters with TMDLs, and for each TMDL, all of the control measures and BMPs that will be implemented and reported to achieve consistency with each applicable TMDL or WLA. A brief analysis should be provided to explain and justify the control measures and BMPs that were selected for implementation.

The TMDL Strategy should include a narrative discussion of how BMPs will be selected for use in the Design Details. The discussion should describe in general the source of the TMDL pollutant(s) and an explanation of the types of BMPs that the MS4 believes to be appropriate to control the/those pollutant(s). The discussion of BMP types should consider relevant local factors such as land use, percent impervious, rate of development/redevelopment, geology, soils, topography and land ownership. Included should be a logical process in which opportunities for load reductions will be pursued, with estimates of the type and and general location of controls that will be implemented.

At a minimum each of the TMDL Control Measures from the permit application instructions should be considered. Describe readily-accomplished opportunities to reduce pollutant loads. If there are existing BMPs which could be readily modified to improve their pollution control capability (e.g., flood control BMPs), the MS4 TMDL Strategy should state that the Design Details will include an analysis of their potential for improved stormwater management. Can property owners be encouraged to install voluntary retrofits? Are there other opportunities such as planned construction projects (public and private)? Will sufficient controls be installed as a result of development, redevelopment and voluntary actions to satisfy the TMDL?

Street sweeping can be used as a BMP but claimed TMDL credits must be in accord with the effort applied. To achieve the load reductions specified in the Stormwater BMP manual, the use of high-efficiency equipment and frequent sweeping are required (i.e., not less than monthly, and documented).

The above should be supported with examples of specific control measures, complete with locational information, which will be analyzed further in the Design Details.

Optionally, the discussion may provide that the current stormwater ordinance, the subdivision and land development ordinance, and the zoning ordinance will be evaluated. The purpose is to identify changes which could be made, at local option, to eliminate inconsistencies between the ordinances that create obstacles for the implementation of “green” stormwater management. The outcome of that evaluation may be described in the Design Details.

The MS4 TMDL Strategy should state that the Design Details will specifically describe BMPs installed since the date of the TMDL and all of the controls that will be implemented in the forthcoming permit term. Estimated net load reductions should be provided in the Design Details for each BMP. Controls to be implemented in subsequent permit terms may be described in the Design Details in a more general nature.

Load reductions from BMPs installed as a result of development/redevelopment will have a net reduction which can be credited to the TMDL obligation if they control more pollution than was caused by the development/redevelopment.

Application managers should review TMDL Strategies to confirm that the concepts in No. 8 have been addressed.

**SOP – PAG-13 NOIs**  
**Revised, December 1, 2014**

- I. An analysis to show that implementation of the MS4 TMDL Plan, including the selected control measures and BMPs, will reduce the pollutant loads consistent with the applicable WLAs established in approved TMDLs. Permittees must include a timeline with milestones.

The MS4 TMDL Strategy should provide the expected load reductions from the planned types of BMPs to collectively show that the permittee will satisfy the WLA.

The Strategy should state that the Design Details will provide a timeline of milestone achievements which culminates in achievement of the WLA(s). The timeline may cover multiple permit terms.

Application managers should review TMDL Strategies to confirm that the analysis and timeline described in No. 9 are addressed.

**V. Finalization of General Permit (Application Manager)**

**NOTE** – In general, technical deficiency letters will not be issued for new NOIs. If the new NOI is complete and technically adequate, the application manager will proceed to develop the permit documents.

Applications/NOIs will be reviewed in order of priority; in the event of a conflict, the matter will be resolved by the Permits Chief.

Once Step III is completed by the application manager, the application manager will:

- A. Enter a “DR” (Decision Review) subtask in eFACTS under the Technical Review task, with a start date corresponding to the date following the determination that the application is complete.
- B. For renewals, verify that an inspection has occurred in the past five years.

The application manager will review the Inspections file and/or run the NMS query at *Inspections & Inspectors – Inspections – Inspection History by Permit* to verify that an inspection has been done at the facility within the past five years. If not, the application manager will request that regional Operations staff schedule an inspection. The application manager will not, however, wait for the inspection to occur before issuing the permit.

Application managers will generally not visit PAG-13 facilities.

- C. For new and existing facilities, application managers will run the NMS Query at *Violations – eFACTS – Open Violations for Client by Permit No.* to determine whether there are any unresolved violations associated with the client that will affect issuance of the permit (per CSL Section 609). Additionally, application managers will (1) verify compliance history with compliance staff and (2) review recent inspection reports.

**NOTE** – If the option in Step II C is exercised, this step may be omitted. Nonetheless, a compliance history review must be performed.

The application manager will document findings that the facility or client is in non-compliance on the permit review checklist.

- D. Complete the following data management tasks:
  1. The anticipated effective and expiration dates of coverage will be entered into NMS.

**SOP – PAG-13 NOIs**  
**Revised, December 1, 2014**

2. The application manager or other staff at the discretion of the Program Manager will record scheduled permit requirements into NMS, using the Permit Schedules tab. The requirement and the due date for the requirement will be recorded. The following requirements will be entered and saved, at a minimum:
  - Annual or Progress Reports and submission due dates;
  - TMDL Plans and submission due dates, if applicable; and
  - Chesapeake Bay Pollutant Reduction Plans and submission due dates, if applicable.

Other scheduled permit requirements may be entered into NMS for schedule tracking purpose as deemed necessary (e.g., permit renewal application due dates, etc.).

3. The PAG-13 permit document and coverage approval letter will be generated, edited as needed, and saved to NMS. The templates that will be used are in the *PAG-13* folder and are named *PAG-13 Permit* and *PAG-13 Coverage Approval Letter* respectively.

In lieu of a fact sheet, the application manager will generate the NMS template at *PAG-13 – PAG-13 Checklist*, check boxes to confirm that the necessary elements of the completeness review are satisfactory, optionally add comments, save and print the checklist, and sign it for the final permit package.

4. The documents identified in IV.D.3, above, will be set to a status of Final and a disposition of Pending. There will be only one version of each of these documents. The permit document, in Word, will have the effective and expiration dates of coverage identified.
5. Print the documents generated through NMS, assemble the final permit package, and submit the package with the NOI to the Permits Chief.

## **VI. Final Review (Permits Chief)**

The Permits Chief will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents and sign the fact sheet, if applicable, if the Permits Chief is in agreement, or otherwise return the final permit package to the application manager for edits.
- B. Verify that the minimum required documents from Step IV are in NMS as Final – Pending documents.
- C. Verify that any applicable permit coordination has been completed.

Where other DEP permits are required and coordinated permit issuance is determined to be necessary, the Permits Chief will notify the Program Manager and Assistant Regional Director that the NPDES permit is ready for issuance, and the application manager will enter a “CRR” subtask (B/E Coordinated Application Required) into eFACTS, with a start date corresponding to the day after the end of the PA Bulletin comment period and an end date on the date of final permit issuance when authorization is given to issue the permit.

- D. If there are unresolved violations associated with the facility, the Permits Chief will discuss the matter with regional counsel and the Program Manager to decide whether the General Permit coverage will be issued, will be denied, or whether issuance should be held for the development of an enforcement document. If issuance of coverage will be delayed for this reason, a “NC” (Non-Compliance Prohibits Final Decision) subtask will be entered under the Technical Review task.

- E. Submit the final permit package to the Program Manager.

#### **VII. Final Decision (Program Manager)**

The Program Manager will complete the following tasks upon receipt of the final permit package:

- A. Review the final permit documents.
- B. Sign the final permit cover letter and the first page of the permit document if the Program Manager is in agreement with the content, or otherwise return the package to the Permits Chief for edits.
- C. Submit the final, signed permit package to administrative staff or the application manager (at regions' discretion).

#### **VIII. Final Processing (Administrative Staff or Application Manager)**

Administrative staff or the application manager will complete the following tasks upon receipt of the final, signed permit package:

- A. Open the permit document in NMS, enter the issuance date on Page 1, apply a signature indicator ("/s/") on Page 1, and ensure that the correct effective and expiration dates are on Page 1.
- B. Change the Disposition of the final permit cover letter, final permit, Annual Report and all other documents that will be part of the final permit package issued to the applicant from "Pending" to "Issued (Mailed)." Change the Disposition of documents that are not part of the final permit package from "Pending" to "Complete." Ensure there are no documents in the list with a Disposition of "Pending".
- C. Enter an end date for the "DR" subtask in eFACTS corresponding to the issuance date.
- D. Issue the authorization in eFACTS.

**NOTE** – Documents will be changed to a Disposition of "Issued (Mailed)" on the same day as the authorization is issued in eFACTS.

- E. Make copies, and mail the copies to the applicant, consultant, ECHD, ACHD and DRBC, as applicable, with a copy to Central Office Division of Operations, Monitoring and Data Systems and other appropriate staff. The final permit cover letter will not be sent via Certified Mail. The checklist completed by the application manager will not be mailed.
- F. Generate and save the PA Bulletin listing for the final permit issuance using the appropriate template in NMS.
- G. Transmit the case files to the regional file room.

**Version History**

| Date       | Version | Revision Reason                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/1/2014  | 1.5     | Added a new Section IV to provide guidelines for the review of TMDL Strategies. Renumbered Sections IV, V, VI, and VII as V, VI, VII, and VIII, respectively.                                                                                                                                                                                                                                      |
| 10/11/2013 | 1.4     | Added Section IV D.2 to indicate that MS4 compliance schedules will be recorded using NMS.                                                                                                                                                                                                                                                                                                         |
| 7/16/2013  | 1.3     | Updated Section II to indicate that the Permits Chief will notify the regional Late Application Coordinator if a permit renewal application has been submitted late. Updated Section III to indicate that incompleteness letters will be sent to permittees if a renewal application is significantly deficient.                                                                                   |
| 3/7/2013   | 1.2     | Added a reference to the Program Clarification Memo on Permit Coordination in the introduction, and removed the requirement for Permits Chiefs to verify coordination requirements in Section II before the completeness review. Revised the SOP to call for the use of a technical deficiency letter for renewal NOIs only, in lieu of denial, when NOIs are considered significantly incomplete. |
| 12/31/2012 | 1.1     | Clarified in Section I. A.2 that if a fee is missing, it should be treated as an underpayment in accordance with the Management Directive.                                                                                                                                                                                                                                                         |
| 11/9/2012  | 1.0     | Original                                                                                                                                                                                                                                                                                                                                                                                           |