

**Standard Operating Procedure (SOP)<sup>1</sup> for Chapter 109  
Public Water Supply (PWS) Construction and Operation Permits  
Final - November 13, 2012  
Revised - August 6, 2013  
Version 1.1**

This SOP outlines the procedures and work flows associated with new PWS construction and operation permit applications and major permit amendment applications processing<sup>1</sup> under Chapter 109 of the Department's regulations (Safe Drinking Water). The procedures are organized sequentially by activities to be completed by appropriate regional permitting staff. This SOP is intended to be in compliance with the *Policy for Implementing the Department of Environmental Protection (DEP) Permit Review Process and Permit Decision Guarantee* (DEP ID: 021-2100-001). Additionally, for further detail regarding the tasks listed below, see *Part II of Public Water Supply Manual* (DEP ID: 383-2125-108) and Chapter 109 regulations.

### **CONSTRUCTION PERMIT**

A construction permit authorizes the construction of the PWS facility in accordance with the terms of the permit. DEP will issue a construction permit upon approval of the PWS modules, design engineer's report and contract plans and specifications. Construction permits for new facilities and facilities requiring major modifications to the existing permitted facilities will be issued within 120 business days of an application being deemed complete. Sections I-VI outline the procedures for review of these permit applications. An operation permit authorizes the operation of the PWS facility after construction of the approved facility under a DEP-issued construction permit. A separate operation permit section describes the procedures to be followed in issuing operation permits.

#### **I. Pre-application Conference (Technical Services Chief and all potential review staff)**

The Technical Services Section Chief should encourage potential applicants to participate in a pre-application conference with DEP permit review staff and schedule pre-application conferences when they are requested and deemed to be necessary. Pre-application conferences should be held for new construction projects and projects involving major permit amendments.

The goal of this conference should be to promote development of an acceptable permit application upon initial submission. During the conference the project applicant should outline, in detail, plans of the proposed project. It is advised that a preliminary report

---

<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 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.

containing a project summary be presented by the project applicant. In general, the goal of the conference should be to achieve the following:

- A determination if any pilot demonstrations are needed
- A description of detailed background information
- A description of detailed plans with maps, sketches and site photographs of the potential project
- Identification of other required permits

## **II. Completeness Review (Application Manager)**

- A. Upon receipt of an application and prior to conducting the completeness review, administrative staff should log the permit application into eFACTS, provided that all appropriate fees are included. All fees should be processed in accordance with the fee processing policy.
- B. After processing by administrative staff, an Application Manager should be assigned by the Technical Services Chief. The Application Manager is responsible for conducting a completeness review of the permit application within 10 business days of receiving the permit application. The completeness review determines whether a submitted application package is deemed complete prior to a technical review.
- C. As part of the completeness review, the Application Manager should determine if all information necessary to complete the technical review is provided by the project applicant. The review consists of checking the permit application for appropriate and complete entries, including the following:
  - DEP's *General Information Form* (8000-PM-IT0001)
  - DEP's *Public Water Supply Permit Application* (3900-PM-BSDW0002)
  - Appropriate signatures
  - Appropriate corporate or municipal seals
  - All fees
  - Design Engineer's Report
  - Completed PWS Modules and associated checklist of the *Public Water Supply Permit Application* (3900-PM-BSDW0254)
  - Plans and specifications
- D. If the permit application is incomplete, minor deficiencies or omissions that can be easily corrected may be addressed through a telephone call with the applicant or consultant. For significant deficiencies, the Application Manager will prepare and send an "Administratively Incomplete" letter to the applicant. See template in Appendices. The letter should identify the deficient item(s), the specific requirement from a statute or regulation, the timeframe for a response from the

applicant (10 business days), and the consequences for failing to meet the timeframe (i.e., the application will be denied). If the deficient items are received within the specified timeframe, the application should be deemed complete. Send an “Acceptance Letter” to the applicant as indicated in E. below.

If the deficient items are not received within the specified timeframe, prepare a “Permit Denial Letter - Administratively Incomplete”. See template in Appendices. The letter should include the regulatory and statutory citations for denial and must be approved by the Technical Services Section Chief and the Program Manager. All fees for denied applications are retained by the Department. Should an applicant choose to amend the permit application and resubmit the permit application package, the Department will treat the resubmitted permit application package as a new application.

- E. When the permit application is determined to be complete, it will be accepted for technical review. The applicant should be advised in writing, through an Acceptance Letter, when the permit application is accepted for technical review. The acceptance letter should inform the applicant about other required permits, permit decision guarantee timeframes and, if applicable, the name(s) and telephone number(s) of the person(s) who will conduct the technical review. A list of other potential permits is provided below. In addition, the Application Manager should also follow DEP’s *Policy for Permit Coordination* (021-2000-301):

- Air Quality Permit (for aeration treatment)
- Disposal Facility Permit (for disposal of process sludge)
- Earth Disturbance Permit (for all earth moving activities)
- Encroachment Permits (stream encroachment)
- NPDES Permit (for discharge of backwash)
- Residual Waste Processing Permit (for process sludge)
- Water Allocation Permit (for surface water sources)

Additionally, the Application Manager should enter the date of the completion of the completeness review in eFACTS. The processing time for the permit application begins when it is deemed by the Application Manager that the permit application is complete.

- F. DEP will also publish a notice in the *Pennsylvania Bulletin* for the complete permit application requesting public comments. The comment period will last for 30 days and will run concurrently with the technical review.

### III. Technical Review (Application Manager)

A. A technical review should be conducted by the Application Manager to analyze the permit application package for the following:

- Potential adverse health and environmental effects
- Correctness, clarity and soundness of engineering proposals
- Conformance with the Pennsylvania Safe Drinking Water Act and DEP's regulations in Chapter 109
- Comments submitted by the public

DEP review staff should review, for technical content, and compliance with statutory and regulatory requirements, the following items:

- PWS Modules 1 - 15 (as appropriate)
- Design Engineer's Report
- Plans and Specifications
- Water Quality Analyses
- Business Plan
- Comprehensive Sanitary Survey
- Hydrogeological Report (for groundwater sources)
- Source Quantity Evaluation
- Erosion and Sedimentation Control (E&S) Plan (pursuant to DEP regulations in Chapter 102)
- Special Point of Entry (POE) device requirements

DEP guidance and regulations should be utilized by review staff during a technical review. Specific details and instructions pertaining to the items listed above can be found in Chapter 109 and *Part II, Public Water Supply Manual* (DEP ID: 383-2125-108).

B. If deficiencies of the permit application are identified by the Application Manager, a "Technical Deficiency" letter should be sent to the project applicant after discussing technical questions with the Technical Services Chief and Program Manager. See template in Appendices. The letter should identify the deficiencies, and should address and outline what statutory or regulatory authority is relevant. The letter should also notify the applicant that the Permit Decision Guarantee is no longer applicable. It is the responsibility of the project applicant to submit to DEP all missing and/or corrected details within 20 business days of receipt of the "Technical Deficiency" letter. The Application Manager should enter in eFACTS the date the Technical Deficiency letter was sent.

If the applicant's responses do not address technical deficiencies identified in the letter within the before-mentioned time frame, the permit application will be

subjected to the elevated review process. The Application Manager should enter the date when the elevated review was requested in eFACTS. Under this process, the Program Manager will notify the Regional Director and schedule a meeting with the permit review staff to discuss the deficiencies. A decision concerning the course of action will be made within 15 business days. The decision may involve a face-to-face meeting or a phone call with the applicant and the consultant, or a second technical deficiency letter. The applicant may be given a maximum of 10 additional business days to submit the required information.

If resolution cannot be reached, the deficiencies must be elevated to the Bureau Director or Deputy Secretary for review. The Bureau Director or Deputy Secretary will provide direction on the permit decision which may include a second technical deficiency letter (if not already utilized) or advancing with denial of the permit application. If the permit application is denied, a “Permit Denial Letter - Technical Deficiency” should be sent. See template in Appendices. The Program Manager should enter in eFACTS the date the Permit Denial Letter was sent.

Permit applications that address all deficiencies and meet all applicable regulatory and statutory requirements will generally be approved. The Application Manager should enter in eFACTS the date the technical review was completed.

#### **IV. Completion of Technical Review (Technical Services Chief)**

Once the technical review is completed and compliance with all applicable regulatory and statutory requirements is confirmed by the Application Manager, the Technical Services Chief should briefly review the permit application and submit it to the Program Manager.

#### **V. Final Permit Decision (Program Manager)**

Regional Program Managers are responsible for approving or denying the permit application.

- A. For permit application packages that are considered complete and demonstrate that they meet all applicable regulatory and statutory requirements, the Program Manager should sign all necessary forms of approval and submit the permit application package for processing to administrative staff.
- B. Permit applications will be denied if they contain technical deficiencies after one or two technical reviews (as appropriate) and if they cannot demonstrate that they meet all applicable regulatory and statutory requirements. All fees associated with denied permit applications will be forfeited.

## **VI. Permit Issuance (Administrative Staff)**

A permit or a major permit amendment will be issued to the project applicant after a technical review demonstrates that all applicable requirements are met. DEP should publish a notice in the *Pennsylvania Bulletin* which identifies the system's name and permit number, as well as describes the permitted activities. Administrative staff should enter in eFACTS the date of the permit issuance.

## **OPERATION PERMIT**

### **I. Introduction**

Safe Drinking Water Act Operation permits should be issued by DEP subsequent to the approval of corresponding construction permit and within 20 business days of conducting a full pre-operation inspection by DEP staff. An operation permit only authorizes the operation included in the permit. Upon completion of the construction or modification, the permittee should submit to the appropriate regional office a certificate of construction/modification completion (3900-FM-BSDW0062) along with any applicable analytical results. The certificate should be signed by the professional engineer or other person responsible for the work stating that the work was completed in accordance with the approved plans and specifications.

### **II. Completeness Review (Application Manager)**

Upon receipt of the certificate of construction completion, the Application Manager enters in eFACTS the date of receipt of the certificate and begins the completeness review. During the 10 business days following receipt of the certificate, the Application Manager determines if the certificate was properly executed and applicable analytical results were submitted. If yes, the Application Manager schedules an inspection and enters in eFACTS the end date of the completeness review. The end date of the completeness review is the begin date of the technical review. If no, the Application Manager requests the needed information. Upon receipt of the requested information, enters in eFACTS the date of receipt of this information as the completeness review end date and schedules an inspection.

### **III. Technical Review (Application Manager)**

During the technical review, the Application Manager conducts the inspection to confirm and verify that the work was completed in accordance with the approved plans and specifications and permit conditions. The permittee is informed of the inspection results and appropriate follow up actions, if applicable.

- A. If it is determined that the facilities were constructed in accordance with the approved plans and specifications and permit conditions, the Application Manager issues the operation permit and enters appropriate date in eFACTS when requirements under item IV are met.
- B. If it is determined that the construction was not completed in accordance with the approved plans and specifications and permit conditions, the Application Manager will not issue the permit and will enter in eFACTS, the permit denial date or will inform the permittee of minor deficiencies. The Application Manager has the discretion in informing the permittee if the deficiencies are minor in nature and can be corrected within 20 days. In this situation, the Application Manager issues

the operation permit once the deficiencies are corrected and requirements under item IV are met. Also, the Application Manager should enter into eFACTS the permit issuance date.

- C. When an operation permit is requested for a portion of the facilities covered under the construction permit, the Application Manager verifies that those facilities for which the operation permit is requested were constructed in accordance with approved plans and specifications and permit conditions. The Application Manager also verifies that those facilities can be operated independently of the remaining construction. Following the pre-operation inspection, the Application Manager informs the permittee using the process under items A and B above.

**IV. Permit Issuance**

A new operation permit or an amended operation permit will not be issued by DEP until all of the following conditions (see 109.504) are satisfied:

- Construction of the new or modified facilities has been approved by DEP.
- The water supplier has demonstrated to DEP that adequate operation and maintenance information for the new or modified facilities is available onsite for use by the public water system’s personnel.
- The water supplier has demonstrated to DEP that they are in compliance with 109.704 (operator certification).

**Version History**

<b><u>Date</u></b>	<b><u>Version</u></b>	<b><u>Revision Reason</u></b>
<b><u>8/6/13</u></b>	<b><u>1.1</u></b>	<b><u>Modifications to Operation Permit section to add more detail regarding Completeness and Technical Review portions.</u></b>
<b><u>11/13/12</u></b>	<b><u>1.0</u></b>	<b><u>Original</u></b>

## **Appendices**

### **I. Template Letters**

- A. Acceptance Letter**
- B. Administratively Incomplete Letter**
- C. Permit Denial Letter - Administratively Incomplete**
- D. Technical Deficiency Letter**
- E. Permit Denial Letter - Technical Deficiency**
- F. Operation Permit Nonissuance Letter**

### **II. Table - Major vs. Minor Permit Amendments**

## TEMPLATE A. ACCEPTANCE LETTER

BUREAU NAME

Date

Applicant Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Construction Permit Application  
Public Water Supply  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) has received and reviewed the public water supply construction permit application dated \_\_\_\_\_, for \_\_\_\_\_ [Applicant Name]. The Department has conducted a completeness review and has determined that the application contains the necessary documents, is administratively complete, and is accepted for a technical review.

[If applicable, include information about other required permits.]

Please note that this permit application is covered by our Permit Decision Guarantee. The Permit Decision Guarantee for the above-referenced permit application is 120 business days from the date your application was determined to be complete, which date was **[INSERT DATE]**.

**NAME OF REVIEWER** will be conducting a technical review of your application. If you have any questions concerning the technical review, you may contact **[NAME OF REVIEWER]** at 000.000.0000.

Sincerely,

Name  
Title

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

**TEMPLATE B. ADMINISTRATIVELY INCOMPLETE LETTER**

BUREAU NAME

Date

Applicant Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Construction Permit Application  
Public Water Supply  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) has received and reviewed the public water supply construction permit application dated \_\_\_\_\_, for \_\_\_\_\_ [Applicant Name]. The Department has conducted a completeness review and has determined that the application is incomplete. The following information is needed in order for the application to be considered complete: **[SPECIFY WHERE THE APPLICATION FAILS TO PROVIDE INFORMATION NECESSARY TO DOCUMENT THAT APPLICABLE REGULATORY AND STATUTORY REQUIREMENTS WILL BE ACHIEVED. INCLUDE APPROPRIATE REGULATORY OR STATUTORY CITATIONS FOR DEFICIENT ITEMS. INCLUDE REFERENCES TO REQUIREMENTS IN THE DESIGN MANUAL OR INSTRUCTIONS.]**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please submit the above information within 10 business days of the receipt of this letter. Failure to submit the requested information within 10 business days will result in denial of the application. Please note that the fees for a denied application will be retained by the Department.

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

Applicant Name

- 2 -

Date

**NAME OF REVIEWER** has been assigned to conduct the review of your application. If you have any questions concerning the completeness review, you may contact [**NAME OF REVIEWER**] at 000.000.0000.

Sincerely,

Name

Title

**TEMPLATE C. PERMIT DENIAL LETTER - ADMINISTRATIVELY INCOMPLETE**

BUREAU NAME

Date

Applicant Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Construction Permit Application  
Public Water Supply  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) had reviewed and requested additional information necessary for the completeness review of your public water system construction permit application on **[INSERT THE DATE FOR ADMINISTRATIVELY INCOMPLETE LETTER]**. That letter requested you to submit the required information within 10 business days of the receipt of the letter.

We are hereby denying your application since the requested information has not been received within the required timeframe.

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. Section 7514, and the Administrative Agency Law, 2 Pa. C.S. Chapter 5A, to the Environmental Hearing Board (Board), Second Floor, Rachel Carson State Office Building, 400 Market Street, P.O. Box 8457, Harrisburg, PA 17105-8457, 717.787.3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800.654.5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at 717.787.3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

Applicant Name

- 2 -

Date

IF YOU WANT TO CHALLENGE THIS ACTION, YOUR APPEAL MUST REACH THE BOARD WITHIN 30 DAYS. YOU DO NOT NEED A LAWYER TO FILE AN APPEAL WITH THE BOARD.

IMPORTANT LEGAL RIGHTS ARE AT STAKE, HOWEVER, SO YOU SHOULD SHOW THIS DOCUMENT TO A LAWYER AT ONCE. IF YOU CANNOT AFFORD A LAWYER, YOU MAY QUALIFY FOR FREE *PRO BONO* REPRESENTATION. CALL THE SECRETARY TO THE BOARD (717.787.3483) FOR MORE INFORMATION.

If you have any questions concerning this action, please call [**NAME OF REVIEWER**] at 000.000.0000.

Sincerely,

Name  
Title

**TEMPLATE D. TECHNICAL DEFICIENCY LETTER**

BUREAU NAME

Date

Applicant Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Construction Permit Application  
Public Water Supply  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) has completed its technical review of your public water system construction permit application. The following information is needed in order to complete our technical review: **[SPECIFY WHERE THE APPLICATION FAILS TO PROVIDE TECHNICAL INFORMATION NECESSARY TO DOCUMENT APPLICABLE REGULATORY AND STATUTORY REQUIREMENTS, INCLUDING APPROPRIATE CITATIONS AND REFERENCES TO REQUIREMENTS IN THE REGULATIONS, DESIGN MANUAL OR INSTRUCTIONS.]**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Due to the above-referenced technical deficiencies, the Permit Decision Guarantee is no longer applicable.

Please submit the above information within 20 business days of the receipt of this letter. Failure to submit the requested information within 20 business days may result in denial of the application. Please note that all fees for denied applications are retained by the Department.

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

Applicant Name

- 2 -

Date

If you have any questions concerning the technical review, you may contact [**NAME OF REVIEWER**] at 000.000.0000.

Sincerely,

Name

Title

**TEMPLATE E. PERMIT DENIAL LETTER - TECHNICAL DEFICIENCY**

BUREAU NAME

Date

Applicant Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Construction Permit Application  
Public Water Supply  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) had reviewed and requested additional information necessary for conducting a technical review of your public water system construction permit application on **[INSERT THE DATE FOR ADMINISTRATIVELY INCOMPLETE LETTER]**. That letter requested you to submit the required information within 20 business days of the receipt of the letter.

We also had a follow-up meeting or a phone conversation concerning the requested information on **[INSERT DATE]** and you were asked to submit the required information by **[insert date]**. As of today, we have not received the required information.

We are hereby denying your application since the requested information has not been received within the required time frame.

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. Section 7514, and the Administrative Agency Law, 2 Pa. C.S. Chapter 5A, to the Environmental Hearing Board (Board), Second Floor, Rachel Carson State Office Building, 400 Market Street, P.O. Box 8457, Harrisburg, PA 17105-8457, 717.787.3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800.654.5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board.

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

Applicant Name

- 2 -

Date

The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at 717.787.3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

**IF YOU WANT TO CHALLENGE THIS ACTION, YOUR APPEAL MUST REACH THE BOARD WITHIN 30 DAYS. YOU DO NOT NEED A LAWYER TO FILE AN APPEAL WITH THE BOARD.**

**IMPORTANT LEGAL RIGHTS ARE AT STAKE, HOWEVER, SO YOU SHOULD SHOW THIS DOCUMENT TO A LAWYER AT ONCE. IF YOU CANNOT AFFORD A LAWYER, YOU MAY QUALIFY FOR FREE *PRO BONO* REPRESENTATION. CALL THE SECRETARY TO THE BOARD (717.787.3483) FOR MORE INFORMATION.**

If you have any questions concerning this action, please call **[NAME OF REVIEWER]** at 000.000.0000.

Sincerely,

Name

Title

**TEMPLATE F. OPERATION PERMIT NONISSUANCE LETTER**

BUREAU NAME

Date

Permittee Name  
c/o (if applicable)  
Address  
City, PA 00000-0000

Re: Operation Permit Certification  
Public Water Supply Construction Permit Number:  
Name:  
County:

Dear \_\_\_\_\_:

The Pennsylvania Department of Environmental Protection (Department) has reviewed the certification of construction submitted by your public water system in accordance with the provisions of 25 Pa. Code § 109.504. On \_\_\_\_\_ [date], the Department conducted an inspection of the facility to confirm and verify that the work was completed in accordance with the approved plans and specifications and permit conditions.

For the reason(s) stated below, the Department will not issue an operation permit to your public water system.

[state reason(s)]

Any person aggrieved by this action may appeal, pursuant to Section 4 of the Environmental Hearing Board Act, 35 P.S. § 7514, and the Administrative Agency Law, 2 Pa. C.S. Chapter 5A, to the Environmental Hearing Board (Board), Second Floor, Rachel Carson State Office Building, 400 Market Street, P.O. Box 8457, Harrisburg, PA 17105-8457, 717.787.3483. TDD users may contact the Board through the Pennsylvania Relay Service, 800.654.5984. Appeals must be filed with the Environmental Hearing Board within 30 days of receipt of written notice of this action unless the appropriate statute provides a different time period. Copies of the appeal form and the Board's rules of practice and procedure may be obtained from the Board. The appeal form and the Board's rules of practice and procedure are also available in Braille or on audiotape from the Secretary to the Board at 717.787.3483. This paragraph does not, in and of itself, create any right of appeal beyond that permitted by applicable statutes and decisional law.

Building or Regional Office | Address | City, PA 00000-0000

000.000.0000 | Fax 000.000.0000

[www.depweb.state.pa.us](http://www.depweb.state.pa.us)

Permittee Name

- 2 -

Date

IF YOU WANT TO CHALLENGE THIS ACTION, YOUR APPEAL MUST REACH THE BOARD WITHIUN 30 DAYS. YOU DO NOT NEED A LAWYER TO FILE AN APPEAL WITH THE BOARD.

IMPORTANT LEGAL RIGHTS ARE AT STAKE, HOWEVER, SO YOU SHOULD SHOW THIS DOCUMENT TO A LAWYER AT ONCE. IF YOU CANNOT AFFORD A LAWYER, YOU MAY QUALIFY FOR FREE *PRO BONO* REPRESENTATION. CALL THE SECRETARY TO THE BOARD (717.787.3483) FOR MORE INFORMATION.

If you have any questions concerning this action, please call [**NAME OF REVIEWER**] at 000.000.0000.

Sincerely,

Name

Title

<b>TABLE 1: EXAMPLES OF MAJOR AND MINOR MODIFICATIONS AND MODIFICATIONS NOT REQUIRING A PERMIT</b>		
<b><i>MAJOR MODIFICATIONS</i></b>	<b><i>MINOR MODIFICATIONS</i></b>	<b><i>MODIFICATIONS NOT REQUIRING PERMIT</i></b>
New Sources	Changes in treatment chemicals, except where otherwise specified	Changes in chemical brand to perform the same function
Addition, deletion or modification of treatment techniques or processes	Replacement of storage tank or reservoir linings or similar materials in contact with the water supply	Replacement of like for like (e.g. replacement of submersible pumps or chemical feed pumps with same capacity)
Pumping Stations	Covering of reservoirs	Waterline extensions
Storage Reservoirs	Construction of prefabricated storage tanks and standpipes to standard specifications	Water main extensions with no potential to adversely affect water quality or quantity
Mixing systems to meet an MCL (e.g. TTHM/HAA5 MCL)	Transmission mains	Modifications to buildings or electrical components, where the modifications do not affect the safety, security, and operations of the public water system
Increases in source or plant capacity	Interconnections	
Conversion to the following disinfection practices: gas, chloramines, ozone and chlorine dioxide	Water main extensions with the potential to adversely affect water quality (e.g. increase DBPs, deplete disinfectant residuals) or quantity (e.g. cause diminution or pressure problems)	
	Mixing systems to minimize deicing	
	Conversion from gas to liquid (disinfection)	
	Bulk water loading stations	
	Changes in legal status, such as transfers of ownership, incorporation or mergers	
	Deletion of sources	
	Installation of contact piping to meet CTs	
	Moving chemical application points	