Permitting Process Guidance for New or Expanded Discharges for Wastewater Treatment Plants

This guidance is being provided for facilities seeking to obtain a Wastewater Treatment Plant Construction Permit and a KPDES Permit for the discharge of wastewater to a surface water for a new or expanded wastewater treatment plant.

1) A Waste Load Allocation request.

The first step in this permitting process is for the facility to submit a request for preliminary limits a Waste Load Allocation (WLA). A WLA request is a written or emailed request containing the following:

- Name of the facility;
- For existing facilities, the KPDES permit number and AI number;
- A description of the proposed facility;
- For **New** treatment systems, the average daily design capacity of the treatment system;
- For **Expanded** treatment systems, the current average daily design capacity and the rerated design capacity;
- The lat/long coordinates of the new treatment system and outfall;
- The stream name (or unnamed tributary of named stream))that will receive the treated effluent;
- A satellite image or map that is labeled with the location of the treatment unit and the point of discharge location; and
- Contact information.
  - Permittee Name
  - Postal Address and email address
  - Phone Number

Please send these items to SWPBSupport@ky.gov. In order to assist with tracking. Please include "WLA preliminary limits request" in the subject line.

The response from the Division of Water will include the preliminary discharge effluent limits that the treatment unit must be capable of meeting. These preliminary limits must be used when designing or selecting a treatment system. Once you receive your WLA response and have completed your design, please proceed with the following two applications. Both applications can be submitted simultaneously.

Please Note:

A WLA Preliminary Limits determination is temporary and in no way supersedes the need of a regional sewer system. The permittee shall eliminate the discharge and WWTP plant by connection to a regional sewer system when it becomes available as defined in 401 KAR 5:002.

Questions about the WLA process should be directed to Nick Bradford, the WLA Coordinator, at nick.bradford@ky.gov.

2) Wastewater Treatment Plant Construction Permit.

A facility is required to apply for a construction permit for new or expanded discharge. The application form for this permit is Form W-1 and it should be submitted to the Water Infrastructure Branch, Division

of Water. The Engineering Section of the Water Infrastructure Branch will review the submitted plans to ensure they meet state regulations and issue a construction permit once their review is complete. A link to the Wastewater Construction Application follows: https://eec.ky.gov/Environmental-Protection/Water/PermitCert/Pages/WWCSConst.aspx.
Any project with a design capacity over 10,000 gallons per day will have to include plans stamped by a Professional Engineer licensed in the State of Kentucky.

Questions about the construction permit should be directed to Ken Melton, Supervisor of the Engineering Section, at Ken.Melton@ky.gov.

3) The operational discharge permit application (KPDES Permit).

The required application forms for a KPDES operational permit are dependent upon the type of facility applying for a permit. The types of facilities include POTWs (Publicly-Owned Treatment Works) and non-POTWs. For

a. POTW's (Publicly-Owned Treatment Works)
   Two forms are needed:
   1) Form 1 (https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/Form%201.pdf)
   2) Form A (https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/Form%20A.pdf).

   An approved regional facility plan satisfies Antidegradation requirements.

   POTW applications are reviewed by the Municipal Section, Surface Water Permits Branch. The operational discharge permit regulates the effluent discharge and must be renewed every five years.

   Questions about the Municipal Permit process should be directed to Bryan Parker, Supervisor of the Municipal Section, at bryan.parker@ky.gov.

b. Non-POTW's
   Three forms are needed:
   1) Form 1 (https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/Form%201.pdf)
   2) Form SC (https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/Form%20SC.PDF).
   3) Socioeconomic Demonstration and Alternatives Analysis (SDAA) (https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/SDAAPermitPage.pdf).
      - Every Section shall be filled out.
      - The SDAA is not required if discharging to an impaired stream
   4) Non-POTW application are reviewed by the Industrial Section, Surface Water Permits Branch. The operational discharge permit regulates the effluent discharge and must be renewed every five years.

Questions about the Industrial Permit process for non-POTWs should be directed to Andrew Parrish, Supervisor of the Industrial Section, at Andrew.Parrish@ky.gov.