



# Application Review Checklist for Existing Manufacturing, Commercial, Mining, and Silvicultural Facilities Currently Discharging Process Wastewater Submitting Forms 1 and 2C



Is the facility an existing manufacturing, commercial, mining, or silvicultural facility that is currently discharging process wastewater? If yes, complete Form 1 (General Information) and Form 2C (Existing Manufacturing, Commercial, Mining, and Silvicultural Operations).

This checklist is a tool designed for NPDES permit applicants to aid in the submission of a complete NPDES permit application. The items in the checklist reflect elements that applicants often fail to complete or complete incorrectly. Applicants are encouraged to review the contents of the checklist prior to completing the form(s) and submittal of the application package. Note that “[a]n application for a permit is complete when the Director receives an application form and any supplemental information which are completed to his or her satisfaction.” (40 CFR 122.21(e))

## INSTRUCTIONS

- Did you review the Forms 1 and 2C General Instructions?
- Did you review the Forms 1 and 2C Line-by-Line Instructions?
- Did you review the Form 2C General Instructions for Reporting, Sampling and Analysis?

## ATTACHMENTS

- Did you attach a topographic map? (Form 1, Item 7.1)  
**Note:** This is required for all applicants submitting Form 2C. Refer to the line-by-line instructions for Form 1, Item 7.1 for the map requirements.  
**Resource:** <http://nationalmap.gov/>
- Did you attach a line drawing showing water flow through your facility? (Form 2C, Item 2.1)  
**Note:** This is required for all applicants submitting Form 2C. Refer to the line-by-line instructions for Form 2C, Item 2.1 for the line drawing requirements.
- Do your additional attachments (if any) provide the required information? Did you provide the information in a format consistent with the form?

## EFFLUENT TESTING DATA (FORM 2C, TABLES A THROUGH E)

*Form 2C requires applicants to collect and report data for the parameters and pollutants listed in Tables A through E, located at the end of Form 2C. See the line-by-line instructions for Section 7 and the General Instructions for Reporting, Sampling, and Analysis to determine which tables you must complete.*

Table	Pollutants/Parameters	Who Completes?
A	Conventional and non-conventional pollutants	All applicants from all outfalls unless a waiver is obtained from the NPDES permitting authority.
B	Toxic metals, cyanide, total phenols, and organic toxic pollutants	Applicants in the primary industry categories listed in Exhibit 2C-3 at the end of these instructions.
C	Certain conventional and non-conventional pollutants	Applicants subject to <a href="#">effluent limitations guidelines</a> (ELGs) that limit pollutants directly or indirectly and applicants who believe pollutants may be present in their facility's discharge.
D	Certain hazardous substances and asbestos	Applicants who believe pollutants may be present in their facility's discharge.
E	2,3,7,8-tetrachlorodibenzo-p-dioxin (2,3,7,8-TCDD)	Applicants that use or manufacture the pollutant or believe the pollutant may be present in the facility's discharge.

- Did you enter the outfall number at the top of the first page of each applicable table?  
**Note:** *You must complete the applicable tables for each outfall at your facility.*
- Did you use sufficiently sensitive methods approved under 40 CFR 136 for all quantitative data reported in Form 2C, Tables A through E (as applicable)?  
**Note:** *The application will not be deemed complete unless all required quantitative data are collected in accordance with sufficiently sensitive, EPA-approved analytical methods. Refer to the General Instructions for Reporting, Sampling, and Analysis for more information.*  
**Resource:** [40 CFR 136](#), [www.nemi.gov](http://www.nemi.gov), applicable water quality standards
- Did you provide the results of at least one analysis for all pollutants for which you marked “Testing Required” or “Believed Present” in Form 2C, Table B and Table C?
- Did you report effluent testing data in Form 2C, Tables A through E based on at least one analysis taken within 4.5 years prior to the date of the permit application?  
**Resource:** Your facility’s laboratory reports and Discharge Monitoring Reports from the previous 4.5 years
- Do the values you reported in Form 2C, Tables A through E seem consistent with your facility type and your past performance (i.e., do the values appear to be the correct magnitude)?
- Did you review your data tables for the following common mistakes?
  - Incorrect long-term average and daily maximum values
  - Quantified values below known detection limits (see definition at [40 CFR 136.2\(f\)](#))
  - Misplaced decimal points
  - Incorrect or inconsistent concentration units

## REVIEWING YOUR RESPONSES

- Did you account for all outfalls and wastewaters that you are requesting to be permitted as a result of this application?
- Did you report production rates and flow data in Form 2C, Item 5.4 consistent with the terms and units of the applicable effluent limitations guidelines (ELGs)?  
**Resource:** [www.epa.gov/eq](http://www.epa.gov/eq)
- Did you enter the EPA identification number, NPDES permit number, and facility name at the top of the first page of the form and on all attachments?  
**Resource:** <https://www.epa.gov/frs>
- Did you review the form to ensure that you have provided a response to every item (except those for which the form allows you to skip)?
- Did you complete the application checklists in Form 1, Item 11.1 and Form 2C, Item 12.1 and indicate any attachments you are enclosing?

## CERTIFICATION STATEMENT

- Did the appropriate person, as specified at 40 CFR 122.22(a), sign the certification statements? (Form 1, Item 11.2 and Form 2C, Item 12.2)  
**Note:** *Refer to the line-by-line instructions for Form 1, Item 11.2 and Form 2C, Item 12.2 for the signatory requirements.*  
**Resource:** [40 CFR 122.22](#)