



Application Review Checklist for New and Existing Treatment Works Treating Domestic Sewage Submitting Form 2S



Is the facility a new or existing treatment works treating domestic sewage? If yes, complete Form 2S (New and Existing Treatment Works Treating Domestic Sewage). Note that you may also need to complete a separate form (e.g., Form 2A) for your surface water discharge.

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 Form 2S General Instructions?
- Did you review the Form 2S Line-by-Line Instructions?

ATTACHMENTS

- Did you attach a topographic map? (Part 2, Items 1.14, 3.5, and 4.4)
Note: All applicants completing Part 2 must submit the topographic map required in Item 1.14. Applicants that apply bulk sewage sludge to land or generate sewage sludge that is applied to the land by others must submit the topographic map required in Item 3.5. Applicants that own or operate a surface disposal site must submit the topographic map required in Item 4.4. Refer to the line-by-line instructions for Part 2, Items 1.14, 3.5, and 4.4, as applicable, for the map requirements.

Resource: <http://nationalmap.gov/>

- Did you attach a line drawing and/or a narrative description that identifies your sewage sludge practices? (Part 2, Item 1.15)
Note: This is required for applicants completing Part 2. Refer to the line-by-line instructions for Part 2, Item 1.15 for the line drawing and/or narrative description requirements.
- Do your additional attachments (if any) provide the required information? Did you provide the information in a format consistent with the form?

SEWAGE SLUDGE MONITORING DATA (PART 1, ITEM 4.1 AND PART 2, ITEM 1.18)

- Did you report sewage sludge monitoring data in Part 1, Item 4.1 and Part 2, Item 1.18 (as applicable) based on at least three or more samples taken at least 1 month apart and within 4.5 years prior to the date of the permit application?

Resources: Your facility’s laboratory reports and annual biosolids reports from the previous 4.5 years

- Do the values you reported in Part 1, Item 4.1 and Part 2, Item 1.18 seem consistent with typical sewage sludge quality 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 concentrations and calculations
 - 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 enter the EPA identification number and NPDES permit number (if you have them) 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 checklist in Part 1, Item 8.1 and Part 2, Item 1.19 and indicate any attachments you are enclosing?

CERTIFICATION STATEMENT

- Did the appropriate person, as specified at 40 CFR 122.22(a), sign the certification statement? (Part 1, Item 8.2 and Part 2, Item 1.20)

Note: Refer to the line-by-line instructions for Part 1, Item 8.2 and Part 2, Item 1.20 for the signatory requirements.

Resource: [40 CFR 122.22](#)