DNR Pre-Meeting Activities

1. ______ Assign project manager (PM) and establish a DNR project tracking number once notification of a wastewater project is received from the Owner or their consulting engineer (hereafter referred to as AE).

2. ______ Schedule project initiation meeting and location.

3. ______ Send Project Initiation Meeting Agenda and Scope of Study Checklist to the Owner, AE, DNR field office, and other interested parties.

4. ______ Transmit DNR’s electronic records of plant monitoring data to the AE.

Meeting Agenda

5. ______ Record project contacts for Owner, AE, DNR, and others, with names, mailing addresses, phone, fax, and e-mail addresses.

6. ______ Additional project information should be presented by the DNR: field office inspection reports, compliance schedules, facility compliance reports, etc.

7. ______ Discuss the proposed design flows and organic loadings as presented by the AE.

8. ______ Discuss current and future needs for added capacity.

9. ______ Discuss anticipated financing arrangements, including Planning and Design loan availability and plans for Clean Water State Revolving Fund construction loan or other financing program applications.
   • Brief CWSRF program overview:
     http://www.iowasrf.com/about_srf/step_by_step_overview.cfm
   • Planning and design loan information:
     http://www.iowasrf.com/program/planning_design_loans/
   • Construction loan information:
     http://www.iowasrf.com/program/clean_water_loan_program/
   • SRF requirements (Environmental Review, Davis-Bacon, Use of American Iron and Steel, Municipal Advisor, Cost and Effectiveness:
     http://www.iowasrf.com/about_srf/srf-resources/
   • SRF Water Resource Restoration Sponsored Projects:
     http://www.iowasrf.com/about_srf/sponsored_projects_home_page.cfm

11.______ Discuss siting considerations:
   • Probable location of facilities
   • Receiving Stream and Classification
   • Discharge Point Alternatives
   • State Historic Preservation
   • DNR Site Separation Criteria
   • Flood Plain Permits
   • Section 404 Requirements – Wetlands
   • Important Farmlands
   • Geotechnical Investigations and Coordination
   • Land Acquisition – Federal requirements

12.______ Discuss on-going rule and policy changes which may impact the Waste Load Allocation or any other important design criteria.

13.______ Discuss Antidegradation implementation procedures and alternatives analysis.

14.______ Establish Scope of Study for preparation of a Facility Plan.

15.______ Discuss DNR Air Quality permitting requirements for emergency generators, if applicable (877-AIR-IOWA).

16.______ Discuss potential changes in operator certification requirements resulting from increases in design loadings and/or types of treatment (567 IAC 81).

17.______ Develop Project Schedule for Milestones.
   • Preliminary Project Submittal by the AE with Design Flows and Organic Loadings
   • Preliminary Concurrence with Design Flows and Organic Loadings
   • If needed, issuance of a current Waste Load Allocation (WLA)
   • Submit Antidegradation Alternatives Analysis (Exhibit 9A: Preliminary Review of Antidegradation Alternatives Analysis), if applicable
   • *Submit Exhibit 5: SRF Environmental Review Checklist and consult with SRF Environmental Review Specialist on possible Categorical Exclusion
   • *Schedule public hearing on Environmental Review
   • Submittal of a complete Facility Plan, including required Design Schedules
   • Procedures for applying for a CWSRF construction loan
   • Submittal of application for an NPDES permit
   • Preliminary Siting Approval for New or Expanded Wastewater Treatment Facilities
   • *Completion of Environmental Information Document (EID) by SRF Environmental Review Specialist
   • *Issuance of the Finding of No Significant Impact (FNSI)
   • Facility Plan approval
   • Design Conference
   • 60 Percent Preliminary Plan and Specification Submittal
• Final Plan and Specification Submittal (*with Exhibit 12A: SRF Required Front-End Documents)
• Start Construction
• Completion of Construction

*May only be required for projects financed through CWSRF or other funding programs

DNR Post-Meeting Activity

18.______ Prepare meeting minutes summary and distribute to Owner, AE, DNR field office, central office sewage and project files, and others