



Checklist for Industrial NPDES Permit Application

Bolded items are those often missed by applicants. This checklist is not all-inclusive and you may not be required to submit all of the forms noted below. Read through your application thoroughly to ensure its completion prior to submittal.

For All Applicants

- Application Fee** – Submit invoice and \$85 check made out to "Iowa Department of Natural Resources"
- Form 5** – Signature

Form 1 – General Information

- Facility location** – Section, Township, Range, and Latitude/Longitude.
- Owner, facility, operator, and contact information.
- List of other operating permit and licenses required for the facility.
- SIC and NAICS codes
- Map**
- Line Drawing**

Form 2 – Facilities that Do Not Discharge Process Wastewater

- 1. Receiving stream, description of discharge – be specific. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
- 2. **Chemical additives** – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
- 3. Flow Information
- 4. Treatment System
- 5. Other Information (optional)
- 6. Type of Waste
- 7. **Effluent Characteristics** – all pollutants and parameters are required. This section requires sampling; plan ahead to make sure you have enough time to have samples analyzed by a laboratory.

Form 2F – Facilities that Discharge Stormwater Associated with Industrial Activity

- 1. Outfall Locations – make sure to indicate the first receiving stream for each outfall even if it is an unnamed drainage ditch.
- 2. **Site Drainage Map**
- 3. Narrative Description of Pollutant Sources
- 4. Non-stormwater Discharges
- 5. Significant Leaks or Spills
- 6. **Discharge Information and Stormwater Flow Rate** – this section requires sampling during specific rainfall conditions; plan ahead to make sure you have enough time to have samples analyzed by a laboratory. Read through all the instructions and tables (at the back of Form 2F) carefully before conducting water sampling and testing.

DO NOT SUBMIT THESE PAGES – FOR APPLICANT USE ONLY

Form 3 – Facilities that Discharge Process Wastewater (Existing Sources)

- 1. Sources of Pollution – be sure to include receiving stream and route of flow. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
- 2. **Production**
- 3. Treatment System
- 4. Effluent Characteristics
- 5. **Chemical Additives** – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
- 6. Toxicity Test Data
- 7. **Effluent Data** – this section requires sampling; plan ahead to make sure you have enough time to have samples analyzed by a laboratory

Form 4 – Facilities that Discharge Process Wastewater (New Sources)

- 1. Sources of Pollution – be sure to include receiving stream and route of flow. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
- 2. **Production**
- 3. Treatment System
- 4. Other Facilities
- 5. **Chemical Additives** – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
- 6. **Effluent Characteristics** – this section may take extensive calculations and/or research to determine estimates of pollutant concentrations; allow plenty of time to complete.