



WPDES PERMIT

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

GENERAL PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provisions of Chapter 283, Wisconsin Statutes, any facility with a

SATELLITE SEWAGE COLLECTION SYSTEM

located in the State of Wisconsin and meeting the applicability criteria listed in this General Permit, is permitted in accordance with the monitoring and reporting requirements and other conditions set forth in this permit.

State of Wisconsin Department of Natural Resources (hereafter department)
For the Secretary

By _____

Trevor Moen

Wastewater Engineer, Bureau of Water Quality

08/14/2020

Date Permit Signed/Issued

PERMIT TERM: EFFECTIVE DATE – November 1, 2020

EXPIRATION DATE – October 31, 2025

TABLE OF CONTENTS

1	APPLICABILITY CRITERIA.....	1
2	OBTAINING PERMIT COVERAGE	3
3	SYSTEM OPERATING AND REPORTING REQUIREMENTS	4
4	SANITARY SEWAGE OVERFLOWS (SSO).....	6
5	STANDARD REQUIREMENTS	10
6	SUMMARY OF REPORTS DUE	17

1 Applicability Criteria

1.1 Facilities Covered

This permit is applicable to satellite sewage collection systems as defined under s. NR 205.03(31r), Wis. Adm. Code within the State of Wisconsin that meet all the following conditions:

- The satellite sewage collection system collects and conveys only domestic wastewater as defined in s. NR 205.03(14), Wis. Adm. Code, or municipal wastewater as defined in s. NR 205.03(19), Wis. Adm. Code;
- The satellite sewage collection system is owned and operated by a municipality as defined in s. 283.01(7), Wis. Stats or a person as defined in s. 283.01(11), Wis. Stats.; and
- The permittee submits a complete and timely Notice of Intent (NOI) to the department in accordance with Section 2 and the permittee receives a letter from the department granting them coverage under this general permit.

All municipally owned satellite sewage collection systems shall be operated under the authorization of this general permit or an individual WPDES permit issued by the department. The department may require privately-owned satellite sewage collection systems to be operated under the authorization of this general permit if the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

1.2 Facilities Not Covered

The facilities or activities listed in this section are not applicable to this general permit and may require application under another general or individual WPDES permit. The following facilities or activities are not applicable to this general permit:

- Sanitary sewer overflows (SSOs) are not authorized by this general permit and are prohibited from satellite sewage collection systems covered under this general permit. If an SSO does occur from a satellite sewage collection system covered under this general permit, please follow the SSO reporting procedures in Section 4.
- Building sewers or drain systems associated with individual buildings or private residences unless the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.
- Sewage collection systems owned and operated by the same entity as the publicly-owned treatment works or privately-owned domestic sewage treatment works covered under another WPDES permit.
- Satellite sewage collection systems covered under an individual WPDES permit.
- Industrial wastewater collection systems associated with an industrial wastewater treatment or pretreatment facility. However, this general permit may apply to private interceptor main sewers at industrial facilities that convey sanitary or domestic wastewater to a municipally owned sewage collection system if the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

- Satellite sewage collection systems associated with commercial domestic establishments as defined in s. NR 205.03(7), Wis. Adm. Code unless the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

2 Obtaining Permit Coverage

An applicant shall comply with the following requirements to obtain coverage and authorization to operate a satellite sewage collection system under this general permit.

2.1 Submittal of a Notice of Intent

The applicant shall submit a complete notice of intent (NOI) under this general permit to the department at least thirty (30) business days prior to the operation of the satellite sewage collection system. The NOI can be found at <http://dnr.wi.gov/topic/wastewater/GeneralPermits.html>. NOIs shall be submitted electronically, if made available by the department, or mailed to the attention of “Wastewater General Permits” at the headquarters office of the region in which the facility is located unless otherwise indicated on the Wastewater General Permits webpage. The contact information for the department regional general permit contacts can be found at Wastewater General Permits link above. Please click on the “Contacts” tab, select this general permit and search for the county where the collection system is located.

Note: The department is in the process of developing and requiring electronic submissions of NOIs to discharge under this general permit. Once the NOIs are online, paper copies will be no longer accepted. The department will post this update on our general permit webpage.

2.2 Incomplete NOI

The department may require an applicant to submit additional information if the department determines a NOI is incomplete. The applicant shall submit the requested information.

2.3 Granting of Coverage

All applicants meeting the applicability requirements of this general permit shall receive a letter from the department granting coverage under this general permit prior to operation of the satellite sewage collection system. If the applicant has not received a coverage letter from the department granting coverage under this general permit, an applicant may not operate the satellite sewage collection system until coverage under this general permit is granted by the department.

Note: If the department notifies an applicant that a satellite sewage collection system is ineligible for coverage under this general permit but still requires WPDES permit coverage, the applicant shall apply for and obtain coverage under an individual WPDES permit (or alternative general permit, if available) prior to operating the satellite sewage collection system. The necessary steps to apply for coverage under an individual permit can be found at the department website:

[http://dnr.wi.gov/topic/wastewater/PermitApplications.html..](http://dnr.wi.gov/topic/wastewater/PermitApplications.html)

3 System Operating and Reporting Requirements

The permittee shall comply with the following system operating and reporting requirements.

3.1 Sewer Cleaning Debris and Materials

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility.
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility.
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste.

3.2 Capacity, Management, Operation and Maintenance (CMOM) Program

All permittees shall do all of the following:

- The permittee shall have written documentation of the Capacity, Management, Operation and Maintenance (CMOM) program components in accordance with s. NR 210.23(4), Wis. Adm. Code. Such documentation shall be available for Department review upon request. The Department may request that the permittee provide this documentation or prepare a summary of the permittee's CMOM program at the time of application for reissuance of the WPDES permit.
- For new permittees, within 3 years of being granted coverage under this permit, the permittee shall submit to the Department verification that a CMOM program for the satellite sewage collection system has been developed which is consistent with the requirements of s. NR 210.23, Wis. Adm. Code.
- The permittee shall implement a CMOM program in accordance with s. NR 210.23, Wis. Adm. Code.
- The permittee shall at least annually conduct a self-audit of activities conducted under the permittee's CMOM program to ensure CMOM components are being implemented as necessary to meet the general standards of s. NR 210.23(3), Wis. Adm. Code.

3.3 Operator Certification

Operator certification is voluntary for owners and operators of a satellite sewage collection system pursuant to s. NR 114.53(2), Wis. Adm. Code. If the owner or operator selects to pursue operator certification, the owner or operator shall be certified in the sanitary sewage collection system (SS) basic subclass.

3.4 Compliance Maintenance Annual Reports

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the satellite sewage collection system. The CMAR shall be submitted and certified by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department.

In the case of a publicly owned treatment works, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of wastewater treatment works are not required to pass a resolution; but they must provide an Owner Statement and responses as required, as part of the CMAR submittal.

The CMAR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The certification verifies that the electronic report is true, accurate and complete.

3.5 Building Backups

Except for the reporting requirement established in Section 4.3.3 item 10, building backups shall be subject only to requirements of this section.

- A building backup caused by the blockage or failure of the building sewer or any other component of a plumbing system as defined in s. SPS 381.01 (179), Wis. Adm. Code and discrete or individual building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system shall not be subject to the requirements of Section 4.

Note: Section SPS 381.01 (179) reads: “Plumbing system” includes the water supply system, the drain system, the vent system, plumbing fixtures, plumbing appliances and plumbing appurtenances that serve a building, structure or premises.

- Whenever there are recurring building backups caused, or primarily caused, by excessive flow or hydraulic constraints within a sewage collection system, the department may require actions by the permittee, including preparation and implementation of a system evaluation and capacity assurance plan as provided in Section 4.8, to reduce or eliminate such recurring building backups.
- Whenever there are building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system and there are no sanitary sewer overflows within the same part of the sewage collection system, the building backups shall be reported in accordance with the CMAR Section (Section 3.6).

3.6 Emergency Operation — Lift Stations

All lift stations that are a component of a sewage collection system shall be equipped for emergency operation in accordance with s. NR 110.14 (12), Wis. Adm. Code.

3.7 Calibration of Flow Meters

Flow meters shall be calibrated and the calibration rechecked at least annually using one of the following methods:

- A method specified by the manufacturer of the device;
- Calculation of rate of flow from the dilution of chloride or other ion or substance added to the effluent stream at a fixed rate sufficiently ahead of the sampling point to insure complete mixing;
- Measuring the volume withdrawn from or introduced into a tank or container in a known period of time; or
- Another method approved by the department in response to a written request for approval.

4 Sanitary Sewage Overflows (SSO)

Any overflow or discharge of wastewater from the sewage collection system is prohibited. If an SSO does occur from a satellite sewage collection system covered under this general permit, please follow the SSO reporting procedures in this section.

4.1 Contributing Circumstances

The permittee shall provide information on whether any of the following conditions existed when an overflow occurred in accordance with Section 4.3.3 item 11:

- The sanitary sewer overflow was unavoidable to prevent loss of life, personal injury or severe property damage;
- There were no feasible alternatives to the sanitary sewer overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities;
- The sanitary sewer overflow was caused by unusual or severe weather-related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system; and
- The sanitary sewer overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

4.2 Permittee Response to Overflows

Whenever a sanitary sewer overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21(3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program.

4.3 Permittee Reporting

Permittees shall report all sanitary sewer overflows as follow.

4.3.1 SSO Identification and Duration

The permittee shall identify each specific location and each day on which an SSO occurs as a discrete SSO occurrence. An occurrence may be more than one day if the circumstances causing the SSO results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. SSO occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences.

4.3.2 Notification within 24-Hours

The permittee shall notify the department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow.

4.3.3 Report within 5-Days

The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this section using the Sanitary Sewage Overflow Notification Summary Report (Form 3400-184). If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. A copy of Form 3400-184 for reporting sanitary sewer overflows may be obtained from the department or accessed on the

department's website at: <https://dnr.wi.gov/topic/wastewater/SSReport.html>. As indicated on the form, additional information may be submitted to supplement the information required by the form.

Note: The department is in the process of developing and requiring electronic submissions of Form 3400-184 via Switchboard. Once Form 3400-184 is online, paper copies will be no longer accepted. The department will post this update on Sanitary Sewage Overflow Reporting webpage.

At a minimum, the following information shall be included in the report:

1. The date and location of the overflow;
2. The surface water to which the discharge occurred, if any;
3. The duration of the overflow and an estimate of the volume of the overflow;

Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration

4. A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe;
5. The estimated date and time when the overflow began and stopped or will be stopped;
6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information;

Note: If the SSO is associated with wet weather event, provide data on the amount and duration of the rainfall or snow melt for each separate event.

7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow;
9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps;
10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow; and
11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available under Section 4.1, including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

4.4 Public Notification

The permittee shall notify the public of any sanitary sewer overflows consistent with its emergency response plan required under the CMOM section (Section 3.3) of this permit and s. NR 210.23(4)(f), Wis. Adm. Code. Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily

newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

4.5 Sewerage System Owner Notification

Permittees shall submit the reports required under Section 4 to all owners of sewerage systems which receive wastewater from the satellite sewage collection system.

4.6 Drinking Water Intake Owner Notification

Permittees shall notify all owners of drinking water systems with surface water intakes located in the vicinity of any sanitary sewer overflows as soon as possible but no later than 8 hours after becoming aware of the SSO. Below is a table that lists owners of drinking water systems with surface water intakes, their surface water sources, and corresponding sewerage systems that the department has determined is in the vicinity of the surface water intake. If an SSO occurs anywhere from a satellite sewage collection system that is a tributary to any of the sewerage systems listed in the table, the permittee must notify the drinking water intake owner whenever an SSO occurs.

For example: The Village of Greendale has a sewage collection system that is a tributary to the Milwaukee Metropolitan Sewerage District. There are five listings for drinking water system owners associated with the Milwaukee Metropolitan Sewerage District. If Greendale has an SSO, whether it runs into a ditch and soaks into the soil, or drains into a storm sewer, Greendale must notify all five drinking water system owners (Cudahy Waterworks, Milwaukee Waterworks, North Shore Water Commission, Oak Creek Waterworks, and South Milwaukee Waterworks).

Drinking Water System Owner	Drinking Water Source	Sewerage System
Appleton Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Ashland Water Utility	Lake Superior	Ashland
Cudahy Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Green Bay Waterworks	Lake Michigan	Algoma Kewaunee
Kenosha Water Utility	Lake Michigan	Kenosha
Marinette Waterworks	Green Bay	Marinette
Menasha Electric & Water Utility	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Neenah Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
North Shore Water Commission	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oak Creek Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oshkosh Waterworks	Lake Winnebago	Oshkosh

Drinking Water System Owner	Drinking Water Source	Sewerage System
Port Washington Waterworks	Lake Michigan	Port Washington
Racine Water Waterworks	Lake Michigan	Racine
Sheboygan Utilities	Lake Michigan	Sheboygan
South Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Superior Water Light & Power Company	Lake Superior	Superior
Two Rivers Waterworks	Lake Michigan	Two Rivers Manitowoc

4.7 Accurate Rainfall Data

The permittee shall provide accurate rainfall data for the reporting under Section 4.3.3 item 6 as follows:

- Permittees with SSO structures present within their satellite sewage collection system shall maintain at least one rain gauge or have access to rainfall data from a nearby existing official gauging station.
- Permittees without SSO structures within their satellite sewage collection system are not required to maintain an individual rain gauge, unless required in writing by the Department. Rainfall data may be obtained from the nearest existing official gauging station.

5 Sanitary Sewer Overflow (SSO) Structures

A satellite sewage collection system may include sanitary sewer overflow structures as a measure to manage and mitigate the effects of SSO discharges that may occur under extreme conditions in accordance with s. NR 110.13(6), Wis. Adm. Code. However, the use of the overflow structure is not approved under this permit. Any overflow or discharge of wastewater from an SSO structure is prohibited under this general permit. If an SSO discharge occurs from an SSO structure within a satellite sewage collection system covered under this general permit, the permittee shall follow the SSO reporting procedures stated in Section 4.3.

The permittee shall comply with following SSO structure requirements.

5.1 SSO Structure Design Requirements

SSO structures within a satellite sewage collection system covered by this general permit shall be designed in accordance with all the following requirements:

- The overflow structure may be activated either manually or automatically. If the overflow structure is automatically activated to open a gate or valve, a monitoring system shall be provided to detect the initiation time of the SSO occurrence and provide an alarm signal.
- The overflow structure shall be designed to discharge only those wastewater flows greater than the peak flow conveyance capacity within the sewage collection system.
- Equipment shall be provided to measure the flow for determining the volume and duration of the SSO. If practicable, provisions should be included for sampling the wastewater discharged from the structure.

Note: Satellite Sewage collection systems with SSO structures may need additional oversight. Coverage under an individual WPDES permit with a schedule for corrective action may be necessary depending on the frequency and volume of SSO discharges.

5.2 Inspections

All automatically activated SSO structures within a satellite sewage collection system covered by this general permit shall be inspected within 24 hours of the conclusion of each rainfall and/or snow melt event which totals $\frac{3}{4}$ -inch or greater in a 24-hour period for evidence of any SSO discharge occurrence. The Department, by written notification to the permittee, may require an inspection following any rainfall and/or snow melt event if information indicates events less the $\frac{3}{4}$ -inch may cause an SSO discharge from an SSO structure with a satellite sewage collection system covered by this general permit. Manually activated gates and valves are excluded from this inspection requirement.

5.3 Monitoring Requirements

The permittee shall comply with the following monitoring requirements.

5.3.1 Sampling Point(s)

The discharge(s) shall be limited to the waste type(s) designated for the listed sampling point(s).

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
001	The permittee shall take a representative sample of the SSO event from the SSO structure prior to discharging to a water of the state (including to the land surface).

5.3.2 Sampling Requirements

The permittee shall comply with the following sampling requirements for each applicable outfall.

5.3.2.1 Sampling Point (Outfall) 001 – SSO Discharge

Monitoring Requirements and Effluent Limitations						
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Reporting Frequency	Notes
Volume		gallons	Per Occurrence	Estimated	Monthly	Report total daily volume for the length of the SSO event.
<i>E. Coli</i>		#/100 ml	Per Occurrence	Grab	Monthly	Sample once during the SSO event.

5.4 Reporting Requirements

The permittee shall comply with the following reporting requirements.

5.4.1 Reporting of Monitoring Results

This permit requires that all monitoring data be submitted on an electronic discharge monitoring report (eDMR) in accordance with s. NR 205.07(1)(r), Wis. Adm. Code. The eDMR is due 21 days following the end of the reporting period. For instance, if the reporting frequency is monthly, the eDMR is due 21 days following the end of each month. **The eDMR shall be submitted to department regardless if there is an overflow event or not during any reporting period.** The eDMR shall be certified electronically by a responsible executive or municipal officer, manager, partner, proprietor or other duly authorized representative as specified in s. NR 205.07(1)(g), Wis. Adm. Code, with an “eReport Certify” page that certifies that the electronic report form is true, accurate and complete. The eDMR can be accessed through DNR Switchboard (<http://dnr.wi.gov/topic/switchboard/index.html>) using Internet Explorer. Other browsers such as Safari, Firefox, and Google Chrome may not work with the Switchboard.

Note: You must have or create a Wisconsin Web Access Management System (WAMS) ID and request access for each facility in order to access the forms. If you already have a WAMS ID, then you do not need to recreate one but must still request access to the facility and reports.

Instructions and help with Switchboard/WAMS ID Registration can be found here: <http://dnr.wi.gov/topic/wastewater/documents/WAMsSwitchboardHelp.pdf>.

Instructions and help with filling out and submitting monitoring forms can be found here: <http://dnr.wi.gov/topic/wastewater/eReporting.html>.

6 Standard Requirements

The conditions in ss. NR 205.07(1), 205.07(2), and 205.08(3), Wis. Adm. Code and 40 CFR 122 are included by reference in this permit. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirements can be found in the ss. NR 205.07(1), 205.07(2), and 205.08, Wis. Adm. Code and 40 CFR 122.

6.1 General Conditions Specific to General Permits

The permittee shall comply with the following general conditions for general permits.

6.1.1 Delegation of Signature Authority

The permittee must provide a delegation of signature authority (DSA) request (Form 3400-220, Delegation of Signature Authority) or equivalent for a duly authorized representative to submit specific documents on the behalf of a responsible executive, officer, manager, partner, or proprietor of a permitted discharge. An executive, officer, manager, partner, or proprietor can only delegate signature authority to a duly authorized representative if that person is responsible for the overall operation of the facility or activity regulated by this general permit. The DSA request shall specify the name of the individual and their employment position. The DSA request must be submitted to the department with the NOI or together with the submittal of any required documents. If there are any changes to this request, a new DSA request shall be submitted to the department.

6.1.2 Permit Coverage Transfers

A permit is not transferrable to any person except after notice to the department. Permittees that wish to transfer general permit coverage to a new permittee must submit a Transfer of Coverage (TOC, Form 3400-222). The TOC must be submitted at least thirty (30) days in advance of the proposed transfer date. All TOCs shall be completed by both the existing and new permittees including the “Certification & Signature” section and sent via mail or email to the department. The department will then send a letter to the existing permittee stating that their coverage is terminated under this general permit.

If the quality or quantity of the discharge has not changed at the facility, the department will send a letter of determination that grants coverage to the new permittee under this general permit. If there have been significant changes at the permitted facility, the new permittee shall submit a new NOI to the department.

6.1.3 Permit Coverage Terminations

Permittees that wish to terminate their general permit coverage must submit a Notice of Termination (NOT, Form 3400-221) to the department. All NOTs must be completed by the permittee and including the “Certification & Signature” section and sent via mail or email to the department. The department will then send a termination letter to the permittee stating that their coverage is terminated under this general permit.

6.1.4 Continuation of an Expired General Permit

If a permittee submitted a complete and timely NOI to be covered by this general permit, all conditions of an expired general permit shall continue to apply until the effective date of a new general permit.

6.2 General Conditions for all WPDES Permits

The permittee shall comply with the following general conditions for WPDES permits.

6.2.1 Duty to Comply

The permittee shall comply with all conditions of the permit. Any permit noncompliance is a violation of the permit and is grounds for enforcement action; permit coverage termination; or denial of reapplying for permit coverage. If a permittee violates any terms of the permit, the permittee is subject to the penalties established in ch. 283, Wis. Stats.

6.2.2 Property Rights

The permit does not convey any property rights of any sort, or any exclusive privilege. The permit does not authorize any injury or damage to private property or any invasion of personal rights, or any infringement of federal, state or local laws or regulations.

6.2.3 Inspection and Entry

The permittee shall allow an authorized representative of the department, upon the presentation of credentials, to:

- Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records are required under the conditions of the permit;
- Have access to and copy, at reasonable times, any records that are required under the conditions of the permit;
- Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under the permit; and
- Sample or monitor at reasonable times, for the purposes of assuring permit compliance, any substances or parameters at any location.

6.2.4 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

- the date, exact place, method and time of sampling or measurements;
- the individual who performed the sampling or measurements;
- the date the analysis was performed;
- the individual who performed the analysis;
- the analytical techniques or methods used; and
- the results of the analysis.

6.2.5 Records Retention

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including notice of intent information and other documents specified in the permit or ch. NR 204, Wis. Adm. Code, shall be retained for a minimum of 5 years.

6.2.6 Signatory Requirement

All permit notice of intents, reports and other information requested by the department shall be signed by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to NR 205.07(1)(g)2, Wis. Adm. Code.

6.2.7 Proper Operation and Maintenance

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114 and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

6.2.8 Duty to Mitigate

The permittee shall take all reasonable steps to minimize or prevent the likelihood of any adverse impacts to public health, the waters of the state, or the environment resulting from noncompliance with the permit.

6.2.9 Duty to Provide Information

The permittee shall furnish the department, within a reasonable time, any information which the department may request to determine whether cause exists for modifying, terminating, suspending, revoking or reissuing the permit or to determine compliance with the permit. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements. The permittee shall also furnish the department, upon request, copies of records required to be kept by the permittee.

6.2.10 Need to Halt or Reduce Activity Not a Defense

It is not a defense for a permittee in an enforcement action to claim that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit.

6.2.11 Sampling Procedures

The permittee shall take samples and measurements that are representative of the volume and nature of the monitored discharge at points specified in the permit using sample types specified in the permit. The permittee shall also follow the effluent flow measurement and sample collection procedures in ch. NR 218, Wis. Adm. Code.

6.2.12 Testing Procedures

Samples collected under this permit shall be tested for the parameters listed in this permit and follow approved test methods and procedures specified in ch. NR 219, Wis. Adm. Code. If the required level cannot be met by any of the methods available in ch. NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in the permit.

6.2.13 Laboratory Certification or Registration

Samples collected under this permit shall be tested and analyzed by a laboratory certified or registered under ch. NR 149, Wis. Adm. Code. A list of Wisconsin DNR accredited laboratories

can be found here: <https://dnr.wi.gov/regulations/labCert/LabLists.html>. The following tests are excluded from this requirement:

- Temperature;
- Turbidity;
- Bacteria tests in wastewater effluent and sludges;
- pH;
- Chlorine residual;
- Specific conductance;
- Physical properties of soils and sludges;
- Nutrient tests of soils and sludges; and
- Flow measurements.

6.2.14 More Frequent Monitoring

As specified in NR 205.07(1)(r), if the permittee monitors any parameter more frequently than required by the permit, using test procedures specified in ch. NR 204 or 219, Wis. Adm. Code or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the discharge monitoring report.

6.2.15 Noncompliance and Other Reporting

Sanitary sewer overflows and sewage treatment facility overflows shall be reported according to the 'Sanitary Sewer Overflows' section of this permit.

The permittee shall report the all other types of noncompliance by a telephone call to the department's regional office within 24 hours after becoming aware of the noncompliance:

- any noncompliance which may endanger health or the environment;
- any violation of an effluent limitation resulting from a bypass;
- any violation of an effluent limitation resulting from an upset; and
- any violation of a maximum discharge limitation for any of the pollutants listed by the department in the permit, either for effluent or sludge.

A written report describing the noncompliance shall also be submitted to the department as directed at the end of this permit within 5 days after the permittee becomes aware of the noncompliance. On a case-by-case basis, the department may waive the requirement for submittal of a written report within 5 days and instruct the permittee to submit the written report with the next regularly scheduled monitoring report. In either case, the written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the department as specified in s. NR 205.07(1)(u)2, Wis. Adm. Code, shall not be subject to the reporting required under this section.

Note: Section 292.11(2)(a), Wis. Stats., requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the department **immediately** of any discharge not authorized by the permit. **The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003.**

6.2.16 Other Information

Where the permittee becomes aware that it failed to submit any relevant facts in a notice of intent or submitted incorrect information in a notice of intent or in any report to the department, it shall promptly submit such facts or correct information to the department.

6.2.17 Permit as Enforcement Shield

Compliance with a permit during its term constitutes compliance for purposes of enforcement with 33 USC 1311, 1312, 1316, 1317, 1328, and 1345 (a) and (b), except for any toxic effluent standard or prohibition, and standards for sewage sludge use or disposal. If a new or revised toxic effluent standard or toxic prohibition becomes effective during the term of the permit, the permittee may be subject to enforcement action if the discharge exceeds the new or revised effluent standard for the toxic pollutant even though the discharge is in compliance with the existing permit. The permittee may also be subject to enforcement action standards for sewage sludge use or disposal. However, a permit may be modified, revoked and reissued, or terminated during its term for cause as set forth in ch. 283, Wis. Stats., and ch. NR 203, Wis. Adm. Code.

6.2.18 Severability

The provisions of this permit are severable, and if any provisions of this permit or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

6.3 General Conditions Specific to POTW Permits

The permittee shall comply with the following general conditions for POTW permits.

6.3.1 Planned Changes

All permittees shall provide adequate advance notice to the department of the changes provided below. Written notice shall provide information on the quality and quantity of effluent introduced into the treatment system, and any anticipated impact of the change on the quantity or quality of effluent and sludge to be discharged from the treatment system.

- Any new introduction of pollutants into the treatment system from an indirect discharger which would be subject to s. 283.31, Wis. Stats., if it were directly discharging those pollutants; and
- Any substantial change in the volume or character of pollutants being introduced into the treatment system by a source introducing pollutants into the treatment system at the time of permit issuance.

6.3.2 Prohibited Wastes

Under no circumstances may the introduction of wastes prohibited by s.NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- Which create a fire or explosion hazard in the treatment work;
- Which will cause corrosive structural damage to the treatment work;
- Solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;
- Wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- Changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

7 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Notice of Intent (NOI)	30 business days before the expected start date of operation	3
Compliance Maintenance Annual Reports (CMAR)	by June 30, each year	4
24-Hour Notification of SSO	No later than 24 hours from the time the permittee becomes aware of an SSO	6
Sanitary Sewage Overflow Notification Summary Report (Form 3400-184)	No later than five days from the time the permittee becomes aware of an SSO	6
Public Notification	As soon as possible after an SSO	7
Sewerage System Owner Notification	No later than five days from the time the permittee becomes aware of an SSO	8
Drinking Water Intake Owner Notification	No later than 8 hours after becoming aware of the SSO	8
Electronic Discharge Monitoring Report (eDMR)	21 days following the end of the reporting period	11
Delegation of Signature Authority (Form 3400-220)	Submitted with the NOI or together with the submittal of any required documents	12
Notice of Termination (Form 3400-221)	After discontinuing permitted discharge	12
Transfer of Coverage (Form 3400-222)	30 days in advance of the proposed transfer date	12

Report forms shall be submitted electronically in accordance with the reporting requirements herein. Any facility plans or plans and specifications for municipal, industrial, industrial pretreatment and non-industrial wastewater systems shall be submitted to the Bureau of Water Quality, P.O. Box 7921, Madison, WI 53707-7921. All other submittals required by this permit shall be submitted to the department regional general permit contact.