**Please use the following instructions as a checklist in order to ensure all required items are submitted. Adherence to these instructions and checking the provided boxes will help produce a quicker review time and reduce the amount of additional information requested. Failure to submit all of the required items will lead to additional processing and review time for the permit application.**

##### *For more information, visit the Water Quality Permitting Section’s Non-Discharge Permitting Unit* [*website*](http://deq.nc.gov/about/divisions/water-resources/water-resources-permits/wastewater-branch/non-discharge-permitting)*.*

**General** – This application is for projects where reclaimed water will be obtained by users from a bulk fill station and transported for offsite utilization. **Unless otherwise noted, the Applicant shall submit one original and two copies of the application and supporting documentation.**

Do not submit this application without an associated Reclaimed Water Project Information form (FORM: RWPI). Note that if the source facility of the reclaimed water to be distributed is not already permitted for generation of reclaimed water, then the Reclaimed Water Generation application (FORM: RWG) must also be submitted.

1. **Bulk Distribution of Reclaimed Water (FORM: RWBD 11-13) Application** (All application packages):

Submit the completed and appropriately executed Bulk Distribution of Reclaimed Water form (FORM: RWBD 06-16). Please do not make any unauthorized content changes to this form. If necessary for clarity or due to space restrictions, attachments to the application may be made, as long as the attachments are numbered to correspond to the section and item to which they refer.

The facility name in Item II.1. shall be consistent with the user name on the plans, specifications, agreements, etc.

The Professional Engineer’s Certification on Page 4 of this form shall be signed, sealed and dated by a [North Carolina licensed Professional Engineer](https://www.membersbase.com/ncbels-vs/public/searchdb.asp).

The Applicant’s Certification on Page 4 of this form shall be signed in accordance with [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf). The application must be signed by a principal executive officer of at least the level of vice-president or his authorized representative **for a corporation**; by a general partner **for a partnership or limited partnership;** by the proprietor **for a sole proprietorship**; and by either an executive officer, an elected official in the highest level of elected office, or other authorized employee **for a municipal, state, or other public entity**. An alternate person may be designated as the signing official if a delegation letter is provided from a person who meets the criteria in [15A NCAC 02T .0106(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf).

If this project is for a renewal without modification, use the [Non-Discharge System Renewal (FORM: NDSR)](https://ncdenr.s3.amazonaws.com/s3fs-public/Water%20Quality/Aquifer%20Protection/LAU/NDSR%2006-16.docx) application.

1. **Engineering** **Plans** (All Application Packages):

Per [15A NCAC 02U .0201(c)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0201.pdf), submit standard size and 11 x 17-inch plan sets that have been signed, sealed and dated by a [North Carolina licensed Professional Engineer](https://www.membersbase.com/ncbels-vs/public/searchdb.asp). At a minimum, the engineering plans shall include the following items:

Table of contents with each sheet numbered.

A general location map with at least two geographic references and a vicinity map.

Plan and profile views of all onsite reclaimed water storage units to be used for bulk distribution.

Location and details of all reclaimed water bulk loading stations.

Location and details of all distribution equipment such as pumps, flow meters, turbidity meters, etc.

Plans shall represent a completed design and not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate they are anything other than final specifications. However, the plans may be labeled with the phrase: FINAL DESIGN - NOT RELEASED FOR CONSTRUCTION.

1. **Site Map** (All Application Packages):

Per [15A NCAC 02U .0201(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0201.pdf), submit standard size and 11 x 17-inch site maps that have been signed, sealed and dated by a [North Carolina licensed Professional Engineer and/or Professional Land Surveyor](https://www.membersbase.com/ncbels-vs/public/searchdb.asp). For clarity, multiple site maps of the facility with cut sheet annotations may be submitted.

A scaled map of the site showing all facility-related structures and fences within the treatment, storage, and bulk distribution areas.

The location of features in [15A NCAC 02U .0701(a) and (b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0701.pdf), to the extent needed to determine compliance with setbacks.

1. **Education and Approval Program** (All New Application Packages):

Per [15A NCAC 02U .0601(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0601.pdf), submit a description of the education and approval program to be used train users of bulk reclaimed water. At a minimum, the description should include the following items:

Educational material to be provided to users of the reclaimed water, and a description of the training process.

Educational material should include a reclaimed water definition, allowable uses, prohibited uses, guidance on proper use (i.e., no runoff, setbacks), and safety/hygiene issues.

Procedures for spill reporting.

Process and documentation for approving users of bulk reclaimed water.

Where necessary, bilingual material shall be provided to non-English speaking communities.

**ONE ORIGINAL AND TWO COPIES OF THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED TO:**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

###### DIVISION OF WATER RESOURCES

**WATER QUALITY PERMITTING SECTION**

**NON-DISCHARGE PERMITTING UNIT**

|  |  |
| --- | --- |
| By U.S. Postal Service: | By Courier/Special Delivery: |
| 1617 Mail Service Center | [512 N. SALISBURY STREET](http://maps.google.com/maps?q=512+N.+Salisbury+Street,+Raleigh,+North+Carolina+27604&hl=en&ll=35.787584,-78.638785&spn=0.008146,0.013711&sll=37.0625,-95.677068&sspn=32.610437,56.162109&vpsrc=6&hnear=512+N+Salisbury+St,+Raleigh,+North+Carolina+27603&t=m&z=1) |
| RALEIGH, NORTH CAROLINA 27699-1617 | RALEIGH, NORTH CAROLINA 27604 |
|  |  |
| TELEPHONE NUMBER: (919) 807-6464 | FAX NUMBER: (919) 807-6496 |

1. **CONTACT INFORMATION**:
2. Applicant's name:

Mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. Signature authority’s name:       ([per 15A NCAC 2T .0106](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0106.pdf)) Title:
2. Consulting Engineer’s name:       License Number:       Firm:

Mailing address:

City:       State:       Zip:      -

Telephone number: (   )    -     Email Address:

1. **FACILITY INFORMATION**
2. Distribution facility name(s):

Distribution facility physical address:

City:       State:       Zip:      -     County:

1. Facility Coordinates: Latitude:   ○   ′   ″ Longitude: -  ○   ′   ″

Datum: Level of Accuracy Method of Measurement USGS Map Name:

1. Bulk distribution program status:
2. Does the reclaimed water source facility already have a permit for generation of reclaimed water?  Yes or  No

* If Yes, list permit number:
* If No, then the Reclaimed Water Generation application (FORM: RWG) must also be included in this package.

1. **BULK DISTRIBUTION INFORMATION**
2. ted amount of reclaimed water to be distributed:       gallons per day
3. Explanation of how distribution estimate was determined:
4. What classification of reclaimed water does the facility intend to distribute ([15A NCAC 02U .0300](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/subchapter%20u%20rules.pdf))?

Type 1 – [15A NCAC 02U .0301(b)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0301.pdf); or

Type 2 - [15A NCAC 02U .0301(a)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0301.pdf)

Are the following design criteria met for Type 2?

* Dual disinfection systems containing both UV disinfection and chlorination (or equivalent dual disinfection processes) provided pursuant to [15A NCAC 02U .0401(h)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0401.pdf) [/ .0402(q)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0402.pdf)?  Yes  No
* Has documentation been provided to show that the combined treatment and disinfection processes are capable of the following pathogen reductions pursuant to [15A NCAC 02U .0401(i)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0401.pdf) [/.0402(r)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0402.pdf)?
* log 6 or greater reduction of E. coli  Yes  No
* log 5 or greater reduction of Coliphage  Yes  No
* log 4 or greater reduction of Clostridium perfringens  Yes  No

1. **RECLAIMED WATER BULK DISTRIBUTION EQUIPMENT**
2. Complete the tables below for all equipment used for bulk distribution of reclaimed water:

a. STORAGE UNITS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Storage Unit Type | **Number of Units** | **Manufacturer or Material** | **Dimensions (ft) / Spacings (in)** | **Volume (gallons)** | **Plan Sheet Number** | **Specification Page Number** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* Will reclaimed water be stored for longer than 72 hours prior to bulk distribution?  Yes  No
* If Yes, then explain what procedures will be implemented to ensure that the reclaimed water will meet the required effluent standards at the time of use:

b. PUMPS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Number of Pumps** | **Purpose** | **Manufacturer / Type** | **Capacity** | | **Plan Sheet Number** | **Specification Page Number** |
| **GPM** | **TDH** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

c. FLOW METERS, TURBIDITY METERS, SAMPLING STATIONS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Device** | **Number of Units** | **Maximum Capacity** | **Manufacturer** | **Location** | **Plan Sheet Number** | **Specification Page Number** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **SETBACKS (**[**15A NCAC 02U .0701**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0701.pdf)**)**
2. Provide the actual minimum distance in feet from any reclaimed water storage units to each item listed (distances greater than 500 feet may be marked N/A):

|  |  |  |
| --- | --- | --- |
| **Setback Parameter** | Final Effluent Storage Units | |
|  | Required | Actual |
| Any private or public water supply source | **100** |  |
| Any property line | **50** |  |
| Any well with exception of monitoring wells | **100** |  |
| Surface waters (streams – intermittent and perennial, perennial waterbodies, and wetlands) classified as SA | **50** |  |
| Surface waters (streams – intermittent and perennial, perennial waterbodies, and wetlands) classified as SA | **50** |  |

1. Do the storage units comply with all setbacks found in the river basin rules ([15A NCAC 2B .0200](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20b/subchapter%20b%20rules.pdf))?

Yes or  No

* If no, list non-compliant setbacks:

1. Are any setback waivers required in order to comply with [15A NCAC 02U .0701](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0701.pdf)?  Yes or  No

* If yes, have these waivers been written, notarized, signed by all parties involved and recorded with the County Register of Deeds?  Yes or  No
* If yes, have the required Non-Discharge Wastewater System Waiver form(s) ([FORM: NDWSW](https://ncdenr.s3.amazonaws.com/s3fs-public/Water%20Quality/Aquifer%20Protection/LAU/Agreements/NDWSW%2011-13.pdf)) been included with this application package?  Yes or  No

1. **EDUCATION AND RECORD KEEPING**
2. In accordance with [15A NCAC 02U .0601(d)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0601.pdf), has the Applicant developed a program of education and approval that will be implemented for all reclaimed water users?  Yes or  No

* Specify the location within the application package where examples of education and approval materials are located:

1. In accordance with [15A NCAC 02U .0601(e)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0601.pdf), has the Applicant developed methods of record keeping that will be utilized to track bulk reclaimed water distribution activities?  Yes or  No

* Specify the location within the application package where examples of record keeping documentation are located:

1. In accordance with [15A NCAC 02U .0601(f)](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0601.pdf), has the Applicant developed a routine review and inspection program for reclaimed water users?  Yes or  No

* Specify the location within the application package where the details of the routine review and inspection program are located:

Note: The Permittee shall be required to inspect the utilization sites of all reclaimed water users who obtain more than 25,000 gallons of bulk reclaimed water in a single day or more than 100,000 gallons of bulk reclaimed water in a single week. (Not required to exceed one inspection per quarter).

**Professional Engineer's Certification:**

I, , attest that this application for

has been reviewed by me and is accurate, complete and consistent with the information supplied in the engineering plans, calculations, and all other supporting documentation to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with this application package and its instructions as well as all applicable regulations and statutes. Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design. **Note**: In accordance with NC General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

North Carolina Professional Engineer's seal, signature, and date:

**Applicant's Certification (signing authority must be in compliance with** [**15A NCAC 02U .0106**](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0106.pdf)**):**

I,

(signing authority name – PLEASE PRINT) (title)

attest that this application for

(facility name)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that any discharge of wastewater from this non-discharge system to surface waters or the land will result in an immediate enforcement action that may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also understand that if all required parts of this application package are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete. I further certify that the applicant or any affiliate has not been convicted of an environmental crime, has not abandoned a wastewater facility without proper closure, does not have an outstanding civil penalty where all appeals have been exhausted or abandoned, are compliant with any active compliance schedule, and do not have any overdue annual fees under Rule [15A NCAC 02U .0105](http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20u/15a%20ncac%2002u%20.0105.pdf). **Note**: In accordance with NC General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed $10,000 as well as civil penalties up to $25,000 per violation.

Signature: Date: