Instructions for Public Upload for NPDES Permit Applications
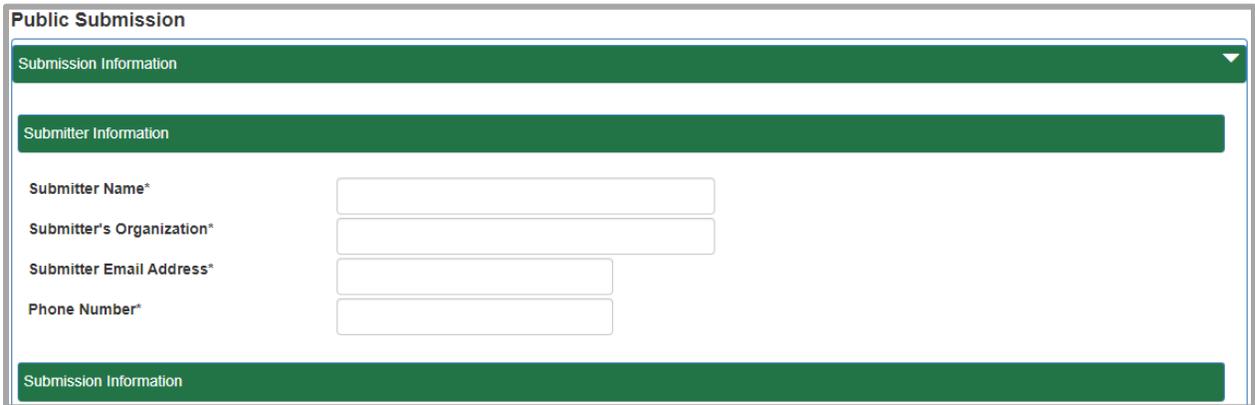
December 28, 2023

General instructions for submitting documents via the Public Upload site are available on the Department of Environmental Protection's (DEP's) Electronic Submissions website. These instructions are a supplement to the general instructions and should be used when submitting any NPDES permit application or Notice of Intent (NOI). DEP encourages but does not require the submission of NPDES permit applications or NOIs through Public Upload.

NOTE: If a fee is required for your submission, the fee must be paid online at the time of submission through the Public Upload site. If you wish to pay with a physical check, you may follow the application/NOI instructions for submitting a physical copy of the application package. Refer to permit application and NOI instructions to determine if a fee is required.

To get started, go to DEP's website and first select Data and Tools, then Electronic Submissions, and click on the link for "Public Upload." All items with a * must be filled in for the form to be submitted.

SUBMITTER INFORMATION

1. Enter the Submitter Name. This should be the name of the person who should be contacted with questions regarding the application.

2. Enter the submitter's organization name, email address, and phone number. A system-generated email will be sent to the email address entered here.

SUBMISSION INFORMATION

1. The drop-down menu next to "Filter Submission Types by Program (optional)" can be used to limit the Submission Type options to a specific DEP program. For NPDES submissions, select "Clean Water CW".

2. Use the drop-down menu to select the Submission Type from the list. The Submission Type should correspond to the fee category of the permit being applied for. You can search the list by entering text into the box at the top of the drop-down menu. See **Attachment A** for further descriptions of NPDES categories and guidelines for choosing the most appropriate category.

3. The DEP Program Area will automatically populate based on the Submission Type selected and cannot be changed manually. This should be "Clean Water CW"; refer to **Attachment A** for appropriate Submission Type.

4. Select the Request Type from the drop-down menu. For NPDES permit applications and NOIs, use one of the following:

   AMENDMENT, MAJOR (for individual permits only)
   AMENDMENT, MINOR (for individual permits only)
   DEP-INITIATED MAJOR AMENDMENT (if directed by DEP only)
   DEP-INITIATED MINOR AMENDMENT (if directed by DEP only)
   AMENDMENT (for general permits only)
   NEW
   RENEWAL
   RESCISSION
   TRANSFER

   For transfer permit applications or Notice of Terminations (NOTs) the Submission Type should be the fee category of the permit you are transferring and then choose TRANSFER or RESCISSION, respectively, in the Request Type drop-down menu.

5. For all Request Types other than NEW, enter the Permit Number.

6. Enter the Applicant EIN number if known.

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)	1 selected
Submission Type - Select from the list*	Select a value
DEP Program Area	Select a value
Request Type*	Select a value
Permit #/Project #	
Applicant EIN	

RESUBMITTAL / PROJECT ADDRESS / SUBMISSION NOTES

Resubmittal

Indicate if the submission is a resubmittal of a previously uploaded application. If you are using this to append information to an application that has already been submitted select Yes. If Yes is chosen, then the prior Reference # (reference number from the top of the page from the original submittal) must be entered. If you are submitting a report or supplemental form for an existing NPDES permit, select No.

Project Address

Enter the address of the facility as listed on the permit application.

County/Municipality/Region

1. Select "Add County/Municipality/Region" and select the County and Municipality in which the project is located from the drop-down menus. Check the box next to Primary to indicate if this is the primary County and Municipality for the project.

2. The Region will automatically populate based on the County. The submittal will be sent to the region(s) listed.

3. If the project is located in more than one County and/or Municipality, select the "Add County/Municipality/Region" button again to add more Counties and Municipalities.

Submission Notes

Enter any additional comments that may help DEP review staff process your request.

Resubmittal						
Is this a resubmittal?*	○ Yes ○ No					
Project Address						
Address						
City		State	PA ⌄	Zip Code		
County/Municipality/Region*						
County(ies)	Municipality (ies)		Is Primary?	Region(s)	Edit	Delete
No data to display						
Add County/Municipality/Region						
Submission Notes						
Provide any necessary comments below for the review staff						

SUBMISSION FEE

Select Yes if your organization is exempt from fees for NPDES permit applications. Any Federal or State agency or independent State commission that provides funding to the Department for the implementation of the NPDES program through terms and conditions of a mutual agreement and any municipality that is currently designated as a financially distressed municipality by the Department of Community and Economic Development (DCED) under the Municipalities Financial Recovery Act (53 P.S. §§ 11701.101—11701.712) may be exempt from application fees. Proof of the current financially distressed designation must be submitted with the application. Currently, only the following organizations are exempt from Chapter 92a permit application fees: DEP, the US Environmental Protection Agency (EPA), the Pennsylvania Fish and Boat Commission (PFBC), the PA Department of Conservation and Natural Resource (DCNR), the Pennsylvania Department of Transportation (PennDOT), the PA Turnpike Commission, Amtrak, and Port Authorities.

All other organizations should select No, and the applicable fee will be displayed based on the Submission Type and Request Type selected above.

Submission Fee		
Is your organization exempt from submission fees?* ○ Yes ◉ No		
Description	**Fee Amount**	**Total**
	$ 200	$ 200
		$ 200

For some Submission Types, such as Small Flow Treatment Facilities (SFTFs), the fee amount may vary depending on the type of facility. In these cases, the Submission Fee section will display a field where the fee can be entered. Enter the appropriate fee for your project according to the Application/NOI instructions.

Submission Fee		
Is your organization exempt from submission fees?* ○ Yes ◉ No		
Description	**Fee Amount**	**Total**
	$ [0]	$ 0
		$ 0

ATTACHMENTS

Select Attach Scanned Form to upload all relevant files. More than one file can be uploaded. Include all information as required by the permit application instructions and checklist (if applicable) or the permit application may not be considered complete.

Public Module Attachments (0)	▼
Attach Scanned Form	
	Submit

If no fee is due, select Submit to send the submission to DEP. A confirmation should be sent to the email address listed in the Submitter Information section.

If an application fee is due, select Pay & Submit to move to the payment screen.

FEE PAYMENT

Application Fees may be paid online using a credit card or check. Select the desired payment type, enter all required information and select Pay to process your payment. You will be directed to a confirmation page with the option to Print Confirmation, and a confirmation email should be sent to the email address listed in the Submitter Information section.

Attachment A

This table links the fee category and type of application being submitted to DEP (DEP Forms Category) to the Public Upload Submission Type box. The Wastewater Management NPDES Permitting Programs DEP Forms Category is organized by the type of DEP Forms being submitted and can be found on DEP's website following this link: NPDES and WQM Permitting Programs (pa.gov).

DEP Forms Category	Submission Type in Public Upload
PAG-03 Discharges of Stormwater Associated with Industrial activities	PAG-03 DISCHARGE OF STORMWATER ASSOC W INDUSTRIAL ACTIVITIES
	NO EXPOSURE CERTIFICATION, DISCHARGE OF STORMWATER ASSOC W IND ACTIVITIES, PAG-03
PAG-04 Discharges from Small Flow Sewage Treatment Facilities	PAG-04 SFTF
PAG-05 Discharge from Petroleum Contaminated Groundwater Systems	PAG-05 DISCHARGE FROM GASOLINE CONTAMINATED GROUND WATER REMEDIATION SYSTEMS
PAG-06 Discharges from Combined Sewer Systems	PAG-06 WET WEATHER OVERFLOW DISCHARGE FROM COMBINED SEWER SYS
PAG-10 Discharges from Hydrostatic Testing of Tanks and Pipelines	PAG-10 DISCHARGE RESULTING FROM HYDROSTATIC TESTING OF TANKS & PIPELINES
PAG-11 Discharges from Aquatic Animal Production Facilities	PAG-11 AQUATIC ANIMAL PRODUCTION FACILITY DISCHARGES
PAG-12 Concentrated Animal Feeding Operations	PAG-12 CONCENTRATED ANIMAL FEED OPERATIONS
PAG-13 Discharges from Small Municipal Separate Storm Sewer Systems	PAG-13 STORMWATER DISCHARGES FROM SMALL MUNI SEPARATE STORM SEWER SYS MS4
PAG-15 Discharges from the Application of Pesticides	NPDES GP PMT PESTICIDES
Joint DEP/PFBC Permit Applications for Algicides, Herbicides and Fish Control Chemicals	JOINT CHAPTER 91.38 PESTICIDES PERMIT
Individual NPDES Permit Application for Small Flow Sewage Facilities	SRSTP INDIVIDUAL PERMIT
	SFTF INDIVIDUAL PERMIT
Individual NPDES Permit Application for Minor Sewage Facility	MINOR SEWAGE FACILITY <0.05 MGD
	MINOR SEWAGE FACILTY >=0.05 AND <1 MGD
	MINOR SEWAGE FACILITY WITH CSO

DEP Forms Category	Submission Type in Public Upload
Individual NPDES Permit Application for Major Sewage Facilities	MAJOR SEWAGE FACILITY >=1 AND <5 MGD
	MAJOR SEWAGE FACILITY >=5 MGD
	MAJOR SEWAGE FACILITY WITH CSO
Individual NPDES Permit Application for Discharges of Industrial Wastewater	MINOR IW FACILITY WITH ELG
	MINOR IW FACILITY WITHOUT ELG
	MAJOR IW FACILITY < 250 MGD
	MAJOR IW FACILITY >= 250 MGD
	CAAP INDIVIDUAL PERMIT
Individual NPDES Permit Application for Discharges of Industrial Stormwater	NPDES PERMIT STORMWATER INDUSTRIAL SITE RUNOFF (INDIVIDUAL)
Individual NPDES Permit Application for the Application of Pesticides	NPDES INDIVIDUAL PMT PESTICIDES
Individual NPDES Permit Application for Small Municipal Separate Storm Sewer Systems	NPDES PERMIT STORMWATER MUCNICIPAL SITE RIUNOFF (MS4)
Individual NPDES Permit Application for Concentrated Animal Feeding Operations	CONCENTRATED ANIMAL FEED OPERATIONS INDIV NPDES PMT