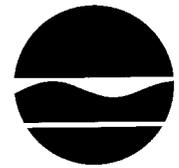


# New York State Department of Environmental Conservation

Bureau of Water Permits  
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**John P. Cahill**  
*Commissioner*

**Effective:** April 1, 1990

**Reissued:**

## MEMORANDUM

**TO:** Regional Water Engineers, Bureau Directors, Section Chiefs

**SUBJECT:** Division of Water Technical and Operational Guidance Series(1.2.3)  
**DECENTRALIZATION OF TECHNICAL PERMIT DRAFTING AUTHORITY**  
(Originator: Mr. DiMura)

### I. PURPOSE

To establish categories of SPDES permits which are assigned to the regional offices for technical preparation of the permits and for the review and approval of engineering reports, construction plans and specifications.

### II. DISCUSSION

It is Department and Division of Water policy to decentralize SPDES permit drafting and project approval in as many categories as practical. In furtherance of this policy, water treatment plants (facilities to treat raw water for potable, industrial or other uses) will be decentralized effective April 1, 1987. All of the other categories listed under this Guidance were previously decentralized.

BWFD distributed\* a Technical Guidance Manual, containing adequate instructions to assist regional staff for each category previously implemented, and will complete a manual for water treatment plants by April 1, 1987. Every regional and sub-regional office will receive a copy of the document and Regions which delegate permit drafting authority to county agencies will receive extra copies accordingly. The guidance manuals will be updated as necessary and the BWFD will be available for additional technical assistance on an as-needed basis. Under special circumstances the RWE may request of the Director of the BWFD that a specific decentralized permit be drafted in the central office. Permit categories will not be delegated to the Regions unless and until the necessary guidance manuals have been made available.

### III. GUIDANCE

All Regional Water Engineers have full authority and responsibility for the technical preparation of SPDES permits and any subsequent engineering report, plan and specification approvals in the following categories (Industrial Code):

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\*Technical Guidance Manuals have not yet been developed for the Laundromat, Swimming Pool and Milking Parlor categories which were decentralized some time ago. High priority will be given to developing these manuals during FY 87-88.

A. All discharges to either surface or groundwaters for:

Photographic Processing (7395);  
Fish Hatcheries (0921);  
Oil Discharges (5171);  
Seafood Processing (2092);  
Feedlots (0200);  
Small Thermal Discharges (9999);  
Sand and Gravel Operations (1442);  
Water Treatment Plants (4941);  
Significant Minor Publicly-Owned Treatment Works (POTWs) except  
projects eligible for construction grant assistance; and  
All discharges of sewage without the admixture of industrial or other  
wastes, including Federal facilities, except from Major POTWs.

B. All discharges to groundwater for:

Food Processing (does not include fixed land surface application  
systems); including  
- Farm Wineries (wineries producing less than 50,000 gallons of  
wine per year from their own vineyards); and  
- Meat Processors (processing less than 10,000 pounds per week of  
live kill or equivalent); and  
Car Washes and automotive repair shops;  
Laundromats;  
Swimming Pools (filter backwash and/or pool drainage);  
Milking Parlors.

Regional delegation of SPDES activities to counties will be under the  
following guidelines:

- a. RWE's may continue to selectively delegate, as they deem  
appropriate, this same technical permit drafting and project  
approval support to county units in such a manner as to preserve  
(a) the protocols set forth in the DOW's Technical and Operational  
Guidance Series, and (b) the USEPA NPDES delegation agreement;
- b. Counties receiving negotiated delegations of SPDES authority would  
carry them out under the auspices of the annual local assistance  
program agreement.

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N.G. Kaul, P.E.  
Director  
Division of Water

cc: TOGS distribution (attached)