



New York State Department of Environmental Conservation  
Division of Water  
**SPDES Permit - WTC Notification Form Instructions Page**

(Oct 2013)

**APPLICABILITY:**

New or increased use and discharge of a Water Treatment Chemical (WTC) requires prior NYSDEC review and authorization. At a minimum, the permittee must notify the NYSDEC in writing of its intent to change WTC use by submitting a completed WTC Form for each proposed WTC. The NYSDEC will review that submittal and determine if a SPDES permit modification is first necessary or whether WTC authorization may proceed without a formal permit modification. The majority of WTC authorizations do not require SPDES permit modification. In any event, use and discharge of most WTCs cannot proceed without prior authorization from the NYSDEC. NYSDEC staff may also direct you to use this form for review and authorization of other substances which could be present in wastewater.

Examples of WTCs include biocides, coagulants, conditioners, corrosion inhibitors, defoamers, deposit control agents, flocculants, scale inhibitors, sequestrants, and settling aids.

**INSTRUCTIONS:**

For **each** new or increased use of a WTC, please complete items 1.a., and 2 - 15 on the attached 3 page *WTC Notification Form*. Some WTC manufacturers may be reluctant to reveal product formulations to the permittee. In those cases the WTC manufacturer may take a partially completed form from the permittee, fill in the remaining information plus items 1.b. and 16, and send the completed form directly to the permit writer. **Email the completed form to:**

Permit writer:

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Email:

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Telephone:

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Completing Item 8.b. (Outfall WTC Concentration) - In general, the average mg/l should be determined by dividing the average dosage in 6a by the average flow in 8a and then dividing by 8.34; the maximum mg/l should be determined by dividing the maximum dosage in 7a by the average flow in 8a and then dividing by 8.34. However, for blowdowns which are highly intermittent or are not tributary to a treatment system or some form of equalization, it may be appropriate to factor in the information in item 9 when completing this item.

Completing Item 12 (Toxicity Information) - All reported test data must represent tests conducted in accordance with current EPA toxicity testing manuals for appropriate species. Submission of acute (48 or 96 hour LC50 or EC50) and/or chronic (7 day NOEC or IC25) test results for at least one vertebrate and one invertebrate species is required.

In most cases, after reviewing the submission, **the NYSDEC permit writer will complete items 17 and 18** and send a copy of the completed form to the person identified in item 2.c and, if appropriate, to the facility inspector.

**ADDITIONAL INFORMATION:**

Please visit the NYSDEC website at <http://www.dec.ny.gov/permits/93245.html> for copies of this form, copies of the *WTC Annual Report Form*, and additional information on WTCs.



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For help completing this form refer to instructions page and to <http://www.dec.ny.gov/permits/93245.html> .

1.a. Date Signed by Permittee -		1.b. Date Signed by WTC Manufacturer -	
2.a. Permittee Name -		2.b. SPDES No. - NY	
2.c. Contact Name -			
3.a. WTC Name -			
3.b. WTC Manufacturer -			
4.a. WTC Function -			
4.b. If WTC is a biocide is it NYS registered?		4.c. Registration Number -	
5. WTC Point of Addition -			
6. Affected Outfall(s) -			
7.a. WTC Daily Dosage: average lbs/day = _____ , maximum lbs/day = _____			
7.b. Dosage Frequency: minutes/day = _____ , days/week = _____			
8.a. Outfall Flow Rate: average MGD = _____ , maximum MGD = _____			
8.b. Outfall WTC Concentration: average mg/l = _____ , maximum mg/l = _____			
9.a. System Blowdown Flow Rate: average gpm = _____ , maximum gpm = _____			
9.b. System Blowdown Frequency: minutes/day = _____ , days/week = _____			
10.a. WTC Composition - Ingredients/Impurities (note: ingredients/impurities must total to 100%)	10.b. %	10.c. CAS#	10.d. Outfall Concentration
			mg/l
10.e. Intermediate/Final Degradation Products -			
11. WTC BOD and COD (lb/lb) -			



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1.a. Date Signed by Permittee -		1.b. Date Signed by WTC Manufacturer -		
2.b. SPDES No. - NY				
3.a.. WTC Name -		7.a. Avg/Max Daily Dosage =        /        lbs/day		
12. WTC Toxicity Info (most sensitive species) - Attach description of endpoint for each EC50.				
12.a. Vertebrate Species	Acute LC50	Acute EC50	Chronic NOEC	Chronic IC25
	mg/l	mg/l	mg/l	mg/l
12.b. Vertebrate Species	Acute LC50	Acute EC50	Chronic NOEC	Chronic IC25
	mg/l	mg/l	mg/l	mg/l
12.c. Invertebrate Species	Acute LC50	Acute EC50	Chronic NOEC	Chronic IC25
	mg/l	mg/l	mg/l	mg/l
12.d. Invertebrate Species	Acute LC50	Acute EC50	Chronic NOEC	Chronic IC25
	mg/l	mg/l	mg/l	mg/l
13. Summarize measures in place to ensure that excessive levels of WTC are not used -				
14. WTCs to be discontinued when use of this WTC begins –				

15. Permittee Certification - I certify under penalty of law that this notification and all attachments are, to the best of my knowledge and belief, true, accurate and complete. I also certify that the WTC Usage Requirements and any additional requirements specified on page 3 of this form will be adhered to.

PRINT NAME -	SIGNATURE -
TITLE/COMPANY -	
TELEPHONE -	EMAIL -

16. WTC Manufacturer Certification - I certify under penalty of law that this notification and all attachments are, to the best of my knowledge and belief, true, accurate and complete.

PRINT NAME -	SIGNATURE -
TITLE/COMPANY -	
TELEPHONE -	EMAIL -



1.a. Date Signed by Permittee -	1.b. Date Signed by WTC Manufacturer -
2.b. SPDES No. - NY	
3.a.. WTC Name -	7.a. Avg/Max Daily Dosage =        /        lbs/day

WTC Usage Requirements:

- A. WTC use shall not exceed the rate explicitly authorized by the SPDES permit or otherwise authorized in writing (including this form) by the Department.
- B. The permittee shall **maintain a logbook** of all WTC use, noting for each WTC the date, time, exact location, and amount of each dosage, and, the name of the individual applying or measuring the chemical. The logbook must also document that adequate process controls are in place to ensure that excessive levels of WTCs are not used. The permittee shall retain the logbook for a period of at least 5 years.
- C. The permittee shall **submit a completed WTC Annual Report Form each year** that they use and discharge WTCs. This form shall be attached to either the December DMR or the annual monitoring report required by the SPDES permit. Copies of the form can be obtained at <http://www.dec.ny.gov/permits/93245.html> .

**Items 17 - 18 must be completed by NYSDEC permit writer.**

17. Review Decision - check appropriate box(es).

The proposed WTC usage may proceed without permit modification subject to the WTC Usage Requirements noted above.

Additional requirements are specified below.

The proposed WTC usage may not proceed for one of the following reasons:

As noted below, the information provided is insufficient to complete our review.

As noted below, the SPDES permit must first be modified to add new requirements.

As noted below, the proposed use is prohibited.

18. Permit Writer Information:

PRINT NAME -	SIGNATURE -
TITLE -	DATE -
TELEPHONE -	EMAIL -