Oklahoma Department of Environmental Quality

Water Quality Division
Municipal Discharge and Stormwater Permits Section
P.O. Box 1677, Oklahoma City, OK 73101-1677, Phone: 405-702-8100

Instructions for Application for Permit to Supply Non-Potable Reclaimed Water

Form 2MRW – Water Reuse

Please Return Completed Application Form along with Site Maps, Supplier-User Agreement and Form 100-810. See instructions for the application and the public notice requirements.

This form must be completed by the owner/operator/responsible official of a wastewater treatment facility that wishes to supply non-potable reclaimed water for reuse. Please read the instructions below while completing Form 2MRW and respond to each item. The Oklahoma Department of Environmental Quality (DEQ) cannot process an application until it is complete. If a particular item does not apply to the facility for which the application is being prepared, or if the correct answer is "N/A" (for not applicable) indicate this on the application. If you have questions about any of the items, please contact DEQ or your local DEQ office for assistance. The application shall be filed in duplicate with the original and one copy to be submitted to DEQ, and one copy to be submitted to the local DEQ office.

DO NOT attempt to complete the application form before reading these instructions.

A. Type of permit requested

Select the type of permit you are requesting for a new permit or renewal or modification to a current permit. For renewal or modification, enter your current permit number and facility identification number. For new application, include a certified copy of notice of filing.

B. Applicant Information

1. Enter the applicant's (operator/supplier/permittee) official or legal name that might be a town, city, public entity, or name of the person (if privately owned) legally responsible for operating and maintaining the facility.

2. Give the street address or P.O. Box, city, county, state, zip code, telephone number, fax number, and email address of the main office for the applicant in Item 1. This may or may not be the same location as the facility. **Providing email address is mandatory**.

3. Enter the name of the wastewater treatment facility owner, if it is different from the Applicant

4. Enter the name of the facility, the street address (no P.O. Box), city, county, state, zip code, telephone number, fax number, and email address. **Providing email address is mandatory.**

5. Give the physical location of the wastewater treatment facility – legal description to a 10-acre tract, ¼, ¼, ¼, Section, Township, and Range, IM (Indian Meridian) or CM (Cimarron Meridian). Enter longitude and latitude of the facility (at entrance to the facility). *Note: this is the location of the wastewater treatment plant, and it is not necessarily the applicant's location.*

6. Indicate whether this is a Public, Private, Federal, or State-owned facility.

7. Give the name and title of the facility's point of contact, address, city, county, state, zip code, telephone number, fax number, cell phone number, and email address of a person who is familiar with the facility and information in the application and who may be contacted concerning the application. **Providing email address is mandatory.**

C. Treatment Facility and Reclaimed Water Information

1. Enter the design average daily influent flow to the treatment plant in gallons per day.

2. Give the number of subscribers served by the treatment plant.

3. Enter the type of treatment system. If you have lagoon system, give the number of primary cell(s) and secondary cell(s) along with detailed information about each lagoon cell such as length & width, water depth, inner dike slope and water volume in cubic feet.

4. Enter the Category of reclaimed water to be supplied, see Oklahoma Administrative Code (OAC) 252:656 Subchapter 27 and OAC 252:627 for detail information regarding category of reclaimed water. Approximate quantity of reclaimed water to be supplied in gallons per day. Give the disinfection information before distribution for water reuse, specify the method of disinfection.

   If you have an approved construction permit from DEQ, enter the construction permit number and approval date.

   Enter the latitude and longitude of sampling point's location at the supplier's side of reclaimed water.

5. Attach a Site Plan for the reclaimed water supply system on the supplier's side, including any additional treatment given to the reclaimed water prior to reuse, showing sampling point(s) and flow measuring device for each water reuse site.

D. User and Usage Information of Reclaimed Water

1. Enter the name of the User of reclaimed water.

2. Give the name and title of the User's point of contact, mailing address, city, county, state, zip code, telephone number, fax number, cell phone number, and email address of a person who is familiar with the water reuse site.

3. Enter the construction permit number and date of approval from DEQ, latitude and longitude of the point of entry of reclaimed water at the user's site, describe storage facility of reclaimed water at the user's site. Describe the water reuse activity at the user's site.

4. Give water reuse site information such as fence availability around the water reuse site(s), posting of signage on the perimeter of each water reuse site to control trespassing along with the description of the sign, the name and type of flow measuring device(s) to measure the flow of reclaimed water at each water reuse site.

   Enter detail information on water reuse site(s) such as site ID, site activity, legal location (¼, ¼, ¼, Section, Township, and Range, IM/CM) of the site(s), latitude and longitude of sampling point(s), total site area, net irrigated area, crop type and method of irrigation.

   Enter 100 feet buffer availability, any public wells within 300 feet, any private wells within 50 feet, 50 feet separation distance from the edge of wetted perimeter to the edge of any waters of the State (creek, pond, lake, etc.), and 100 feet separation distance from the edge of the wetted perimeter of the irrigation area to the edge of any private property line.

   Describe final use of the crop from the water reuse site(s).

   Attach a copy of the **supplier-user agreement** between the supplier and each user of the reclaimed water.

5. Attach a Site Plan for each water reuse site - indicating the area(s) exposed to the reclaimed water. The site plan should include: sampling point(s), any stream(s), lake(s), pond(s), drainage ditch(es), and wetland(s) within 1 mile, distance to nearest residence (miles), access road to site(s), location of private water well(s) within 50 feet of the site, location of any public well(s) within 300 feet of the site, location of any on-site pipelines and easements, location of on-site producing oil and gas well(s) and drilling site(s), showing the 100-year flood plain and any flood ways, identify and show the location of buffer zones (minimum 100-feet buffer is required).

6. Describe Flushing Plan, Operation Plan, and Emergency Response Plan

E. DEQ Landowner Notification Affidavit

1. If the answer to this question is yes, a Landowner Notification Form 100-810 found the DEQ website at (https://oklahoma.gov/deq/permits/water-permits/municipal-permitting.html) must be sent to the landowner and the applicant's certifying official must initial the box certifying that this has been done.

2. Any other information regarding the facility that should be brought to the attention of DEQ regarding the issuance of a permit to supply reclaimed water.

F. Checklist

Completed Application Form must include a site plan for Supplier's reclaimed water supply system, site plan for each User's reclaimed water supply system, Supplier/User agreement between the supplier and each user, landowner notification form, if applicable. Use Form 100-810: Landowner Notification available on the DEQ web page.

For new application: Include a certified copy of the public notice of application filing collected from the newspaper publisher.

Note: No application fee is required for new or renewal water reuse permit.

G. Certification

The information provided in the application will be considered in the evaluation and processing of a permit to supply reclaimed water for reuse. Be advised that test procedures used in the analyses of influent, effluent, and/or sludge, must conform to approved EPA methodology or it will not be accepted for the permit evaluation.

Please note that the application must be signed by the authorized chief elective or executive officer of the applicant, or by the applicant if an individual. An example of a common mistake is when a Public Works Authority Chairman signs the application as - John Doe, Mayor. The mayor is not the legal official of the PWA, the Chairman is, even if the same individual holds both positions.

Please read the certification carefully. There are significant penalties for submitting false information on this application form.

Enter the name, title and business name of the authorized chief elective or executive officer, date and signature of the authorized chief elective or executive officer.

Certification must be notarized prior to submitting the application with DEQ.

Public Notice of Filing an application
Permit to Supply Reclaimed Water

In accordance with 27A O.S. §§ 2-14-103 and 2-14-301, upon filing an application for a new permit or a major modification of an existing permit with the Department of Environmental Quality, the applicant must publish a notice of the filing that contains information on how the public may view documents, subscribe to updates, and receive electronic notice of public participation opportunities related to the pending application and agency decision.

The notice of filing shall be published as legal notice in one newspaper of general circulation local to the proposed new site or existing facility ONCE A WEEK for TWO (2) CONSECUTIVE WEEKS. Once the notice of filing has been published:

- Return a **notarized** proof of publication (which you must request from the newspaper company) to DEQ.

Please use the template below as a guide for what should be included in the notice of filing. Fill in the template blanks below the dotted line using the following prompts:

(1) Choose either "New" or "Major Modification";
(2) Applicant Name and Address;
(3) Estimated date of filing application (Month, Year);
(4) Location of facility (Legal description and street address if any);
(5) Category of Reclaimed Water: choose from Cat. 2-5 (see OAC 252:627-1-6);
(6) Purpose of water reuse (example: pasture irrigation for beef cattle, cooling towers, etc.);
(7) Section, Township, Range, and County of reclaimed water application sites;
(8) Name, Address, and Telephone number of contact person for applicant;
(9) Name and address of location where application may be reviewed locally (example: library, city hall)
(10) Include the second paragraph which directs the public to the Electronic Environmental Permit Application Docket on DEQ's website.

(The paragraph below this line is what should be published in the newspaper.)

PUBLIC NOTICE OF FILING AN APPLICATION

FOR A (1) _____PERMIT TO SUPPLY RECLAIMED WATER

This is notice that (2) _____,_____, has filed an application on (3) _____ for a permit to supply reclaimed water from a facility located at (4) _____. The supplied Category (5) _____ reclaimed water will be used for (6) _____ on site(s) located at (7) _____. If further information is needed, please contact (8) _____,_____,_____. The application may be reviewed at the (9) _____,_____.

(10) Interested parties are directed to the Electronic Environmental Permit Application Docket on DEQ's website at https://applications.deq.ok.gov/PermitsPublicReview, where the public may view documents related to the pending application, subscribe to receive electronic notice of public participation opportunities, receive updates on other actions related to the pending application, and submit comments on the draft permit (including requesting a public meeting).