



# WPDES PERMIT

## *STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES*

### **GENERAL PERMIT UNDER THE WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM**

#### **Satellite Sewage Collection Systems**

Under the authority of Chapter 283, Wisconsin Statutes, this permit applies to satellite sewage collection systems owned and operated by municipalities and non-municipal entities that do not own or operate a wastewater treatment facility.

The permit prohibits the discharge of sanitary sewer overflows (SSO) into waters of the state. Any occurrence of an SSO must be reported. Satellite collection systems must meet the requirements for a capacity, management, operation and maintenance program (CMOM); and submit a compliance maintenance annual report (CMAR) regarding the operation of the sewage collection system.

State of Wisconsin Department of Natural Resources  
For the Secretary

By *Susan Sylvester*  
Susan Sylvester  
Director, Bureau of Water Quality

9/9/13  
Date Permit Signed/Issued

**PERMIT TERM: EFFECTIVE DATE - October 01, 2013**

**EXPIRATION DATE - September 30, 2018**

## TABLE OF CONTENTS

<b>1 APPLICABILITY CRITERIA</b>	<b>1</b>
1.1 COVERED FACILITIES	1
1.2 FACILITIES NOT COVERED	1
<b>2 PERMIT CONDITIONS</b>	<b>1</b>
2.1 SANITARY SEWER OVERFLOWS PROHIBITED	1
2.2 CONTRIBUTING CIRCUMSTANCES	2
2.3 PERMITTEE RESPONSE TO SSO	2
2.4 CAPACITY, MANAGEMENT, OPERATION AND MAINTENANCE PROGRAM	2
2.5 RAIN GAUGE	2
2.6 SANITARY SEWER OVERFLOW STRUCTURES	3
2.6.1 <i>Design Requirements</i>	3
2.6.2 <i>Inspections</i>	3
<b>3 REPORTING REQUIREMENTS</b>	<b>3</b>
3.1 NOTIFICATION WITHIN 24 HOURS	3
3.2 REPORT WITHIN 5 DAYS	4
3.3 PUBLIC NOTIFICATION	4
3.4 SEWERAGE SYSTEM OWNER NOTIFICATION	5
3.5 DRINKING WATER INTAKE OWNER NOTIFICATION	5
3.6 COMPLIANCE MAINTENANCE ANNUAL REPORT	6
<b>4 STANDARD REQUIREMENTS</b>	<b>7</b>
4.1 RECORDS RETENTION	7
4.2 FLOW METERS	7
4.3 SEWER CLEANING DEBRIS AND MATERIALS	7
4.4 PROHIBITED WASTES	7
4.5 CONTINUATION OF AN EXPIRED PERMIT	7
<b>5 SUMMARY OF REPORTS DUE</b>	<b>8</b>

## 1 Applicability Criteria

This permit applies to satellite sewage collection systems (sanitary sewers) that convey wastewater to another satellite sewage collection system or is otherwise tributary to a regional municipal sewerage treatment facility that provides wastewater treatment and discharges treated wastewater under an individual WPDES permit for that facility.

The term "sanitary sewer overflow" (SSO), as used in this permit, means a discharge of sewage to waters of the state or to the land surface from a sanitary sewage collection system prior to the point the collection system enters the wastewater treatment facility. SSO's include discharges from collection systems that occur on or run onto private property, except it does not include basement or building back-ups. SSO's could occur from permanently installed overflow structures or pipes that automatically or manually allow a discharge of wastewater, and from other discharge locations such as broken sewers, dislodged manhole covers caused by sewer surcharges, or portable pumps used to relieve excess flow in the sewage collection system.

### 1.1 Covered Facilities

This permit applies to the following owners of sewage collection systems that discharge from their collection system and that have been granted coverage by the Department under this permit:

- Municipalities, as defined in s. 283.01 (7), Wis. Stats. "Municipality" means any city, town, village, county, county utility district, town sanitary district, town utility district, school district or metropolitan sewage district or any other public entity created pursuant to law and have authority to collect, treat or dispose of sewage, industrial wastes or other wastes.
- Non-municipal entities that own, operate, and maintain an individual sewage collection system that is connected to another municipal sewerage system. This may include industrial and commercial establishments, mobile home parks, and health care facilities, which have a reasonable potential for a sewage overflow.

### 1.2 Facilities Not Covered

This permit is not applicable to:

- Individual private residences.
- Sewerage system owners who have been issued an individual WPDES permit for overflows of wastewater from their sewage collection system.
- Municipal wastewater treatment facilities.
- Industrial wastewater collection systems or treatment facilities.

*Note: Sewage collection system owners that have a SSO, including discharges from permanently installed overflow structures or pipes, and have not been granted coverage under this permit may be discharging without a permit, a violation of s. 283.31 (1), Wis. Stats. Discharges of untreated sewage are subject to the reporting requirements of s. 283.55 (1) (dm), Wis. Stats.*

## 2 Permit Conditions

### 2.1 Sanitary Sewer Overflows Prohibited

Any overflow or discharge of wastewater from a sewage collection system is prohibited. If a permittee covered under this general permit has a SSO from the sewage collection system, or causes a bypass or overflow in the regional municipal sewerage system that receives the wastewater, the Department may take the following actions:

- (a) Initiate appropriate enforcement action under s. 283.89, Wis. Stats.
- (b) Withdraw general permit coverage and issue an individual permit in accordance with s. 283.35 (3), Wis. Stats.
- (c) Require a system evaluation and capacity assurance plan in accordance with s. NR 210.24, Wis. Adm. Code.

## 2.2 Contributing Circumstances

The permittee shall provide information on whether any of the following conditions existed when a SSO occurred, in accordance item 11 in section 3.2:

- (a) The SSO was unavoidable to prevent loss of life, personal injury or severe property damage.
- (b) There were no feasible alternatives to the SSO such as retention of untreated wastewater, reduction of inflow and infiltration, or preventative maintenance activities.
- (c) The SSO was caused by unusual or severe operating conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system.
- (d) The SSO was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

## 2.3 Permittee Response to SSO

Whenever a SSO occurs, the permittee shall take all feasible steps to control or limit the volume of wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21 (3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program (refer to section 2.4). Each SSO occurrence shall be reported as required in Part 3 of this permit.

## 2.4 Capacity, Management, Operation and Maintenance Program

All permittees shall implement a capacity, management, operation and maintenance program (CMOM). The DNR web site listed below provides information on the CMOM program requirements applicable to sewage collection system owners.

<http://dnr.wi.gov/topic/wastewater/cmom.html>

- (a) The permittee shall by August 1, 2016, or for new permittees within 3 years of being granted coverage under this permit for the first time, submit to the Department verification that a CMOM program for the sewage collection system has been developed which is consistent with the requirements of s. NR 210.23, Wis. Adm. Code.
- (b) The permittee shall develop and maintain written documentation of the CMOM program components, and shall verify each year with the submittal of the Compliance Maintenance Annual Report required under section 3.6 of this permit that the CMOM program documentation is current and meets the requirements in s. NR 210.23, Wis. Adm. Code.
- (c) The permittee shall implement a CMOM program consistent with the permittee's program documentation and with the requirements of s. NR 210.23, Wis. Adm. Code.
- (d) The permittee shall annually conduct a self-audit of activities to ensure the CMOM program is being implemented as necessary to meet the requirements contained in the CMOM program documentation.
- (e) The permittee shall make available CMOM program documentation, a record of implementation activities and the results of the self-audit to the Department on request.

## 2.5 Rain Gauge

The permittee shall provide accurate rainfall data for the reporting under item 6 section 3.2.

- (a) Permittees with permanently installed overflow structures present within their sewage collection system shall maintain at least one rain gauge or have access to rainfall data from a nearby existing official gauging station.
- (b) Permittees without permanently installed overflow structures within their sewage collection system are not required to maintain an individual rain gauge, unless required in writing by the Department. Rainfall data may be obtained from the nearest existing official gauging station.

## 2.6 Sanitary Sewer Overflow Structures

A sewage collection system may include permanently installed overflow structures to manage and mitigate the effects of a SSO, in accordance with s. NR 110.13 (6), Wis. Adm. Code. The use of the overflow structure is not approved under this permit.

*Note: The Department understands discharges could occur from overflow structures; however, these discharges are not authorized because the permit prohibits SSO's. When a collection system is surcharged an overflow structure can be effective in preventing damage to the sewers and unwanted basement or building back-ups. The CMOM program should reduce the use of overflow structures.*

### 2.6.1 Design Requirements

All permanently installed overflow structures within the permittee's sewage collection system shall be designed in accordance with the following requirements:

- (a) The overflow structure may be activated either manually or automatically. If the overflow structure is automatically activated to open a gate or valve, a monitoring system shall be provided to detect the initiation time of the SSO occurrence and provide an alarm signal.
- (b) The overflow structure shall be designed to discharge only those wastewater flows greater than the peak flow conveyance capacity within the sewage collection system.
- (c) Equipment shall be provided to measure the flow for determining the volume and duration of the SSO. If practicable, provisions should be included for sampling the wastewater discharged from the structure.

*Note: Sewage collection systems with permanently installed overflow structures may need additional oversight. Coverage under an individual WPDES permit with a schedule for corrective action may be necessary depending on the frequency and volume of SSO's. The Department may request samples of SSO discharges be collected to document the significance of the pollutant loading to surface waters. Useful indicator parameters to monitor include BOD<sub>5</sub>, total suspended solids, phosphorus, nitrogen series, and fecal coliform.*

### 2.6.2 Inspections

All automatically activated overflow structures within the permittee's sewage collection system shall be inspected within 24 hours of the conclusion of each rainfall and/or snow melt event which totals  $\frac{3}{4}$ -inch or greater in a 24-hour period for evidence of any SSO occurrence. The Department, by written notification to the permittee, may require an inspection following any rainfall and/or snow melt event if information indicates events less the  $\frac{3}{4}$ -inch may cause a SSO from the permittee's sewage collection system. Manually activated gates and valves are excluded from this inspection requirement.

## 3 Reporting Requirements

The permittee shall identify each specific location and each day on which a SSO occurs as a discrete SSO occurrence. An occurrence may be more than one day if the circumstances causing the SSO results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. SSO occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences.

Permittees shall report all sanitary sewer overflows as follows:

### 3.1 Notification within 24 Hours

The permittee shall notify the Department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow.

### 3.2 Report within 5 Days

The permittee shall, no later than five days from the time the permittee becomes aware of a SSO provide to the Department the information identified in this paragraph using Department form number 3400-184. If a SSO lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow.

A copy of form 3400-184 for reporting SSO's may be obtained from the Department or accessed on the Department's web site. As indicated on the form, additional information may be submitted to supplement the information required by the form.

[http://dnr.wi.gov/topic/wastewater/documents/3400-184\\_ssoreportform.pdf](http://dnr.wi.gov/topic/wastewater/documents/3400-184_ssoreportform.pdf)

The following information shall be included in the report, in accordance with the numbered items in s. NR 210.21 (4) (b), Wis. Adm. Code:

1. The date and location of the overflow.
2. The surface water to which the discharge occurred, if any.
3. The duration of the overflow and an estimate of the volume of the overflow.

*Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged, and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration.*

4. A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe.
5. The estimated date and time when the overflow began and stopped or will be stopped.
6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information.  
*Note: If the SSO is associated with wet weather event, provide data on the amount and duration of the rainfall or snow melt for each separate event.*
7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.
8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.
9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.
10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the SSO and were within the same area of the sewage collection system as the SSO.
11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available under section 2.2, including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

### 3.3 Public Notification

The permittee shall notify the public of any SSO promptly following any SSO occurrence using the most effective and efficient communications methods available in the community. At minimum, a daily newspaper of general circulation in the county and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication. The public notification process under this section shall be consistent with the emergency response plan required under the CMOM program (refer to section 2.4)

### 3.4 Sewerage System Owner Notification

The permittee shall submit to the owner of the regional wastewater treatment facility and to any other sewage collection system that receives wastewater from the satellite sewage collection system the written report required under section 3.2 and the CMAR documents required under section 3.6.

### 3.5 Drinking Water Intake Owner Notification

Whenever there is a SSO within the permittee’s sewage collection system the permittee shall notify or otherwise assure notification of the owner of all surface water intakes used for drinking water located in the vicinity of the discharge as quickly as practicable, but no longer than 8 hours after becoming aware of the SSO. This notification shall include, at the minimum, the drinking water intake owners shown in the table below.

Each of the drinking water intake owners listed in the table has a corresponding regional municipal sewerage system publicly owned treatment works (POTW) that the Department has determined is in the vicinity of the water intake. If a SSO occurs anywhere from a collection system that’s tributary to a POTW listed in the table, it may potentially impact the corresponding water intake. Such owners of sewage collection systems covered by this general permit must notify the drinking water intake owner whenever a SSO occurs.

*For example: The Village of Greendale has a collection system tributary to the Milwaukee Metropolitan Sewerage District. There are five listings for drinking water system owners associated with the regional municipal sewerage system POTW that Greendale is tributary to (Milwaukee Metropolitan Sewerage District). If Greendale has a SSO, whether it runs into a ditch and soaks into the soil, or drains into a storm sewer, the Village must notify all five water utilities (Cudahy Waterworks, Milwaukee Waterworks, North Shore Water Commission, Oak Creek Waterworks, and South Milwaukee Waterworks).*

Drinking Water System Owner	Drinking Water Source	Regional Municipal Sewerage System POTW
Appleton Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Ashland Water Utility	Lake Superior	Ashland
Cudahy Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Green Bay, City of	Lake Michigan	Algoma Kewaunee
Kenosha Waterworks	Lake Michigan	Kenosha
Manitowoc, City of	Lake Michigan	Manitowoc Two Rivers
Marinette, City of	Green Bay	Marinette
Menasha Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Neenah Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
North Shore Water Commission	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oak Creek Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oshkosh, City of	Lake Winnebago	Oshkosh
Port Washington, City of	Lake Michigan	Port Washington
Racine Waterworks	Lake Michigan	Racine
Sheboygan, City of	Lake Michigan	Sheboygan
South Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Superior Water, Light and Power Co.	Lake Superior	Superior
Two Rivers, City of	Lake Michigan	Two Rivers Manitowoc

### **3.6 Compliance Maintenance Annual Report**

The compliance maintenance requirements of ch. NR 208, Wis. Adm. Code applies to the owners of sanitary sewer collection systems covered by a WPDES permit. The DNR web site listed below provides information on the CMAR program requirements applicable to sewage collection system owners.

<http://dnr.wi.gov/topic/wastewater/cmar/SatelliteCollection.html>

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the sewage collection system. The CMAR shall be submitted by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department. If any SSO's are reported during the calendar year for which the CMAR is submitted, the permittee shall provide a response of actions taken or underway to reduce or eliminate SSO occurrences in the future.

In the case of a publicly owned sewage collection system, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of sewage collection systems are not required to pass a resolution; but they must provide an owner statement and responses as required, as part of the CMAR submittal.

## 4 Standard Requirements

**NR 205, Wisconsin Administrative Code:** The conditions in ss. NR 205.07(1) and NR 205.07(2), Wis. Adm. Code, are included by reference in this permit. The permittee shall comply with all of these requirements. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirement section of this permit can be found in ss. NR 205.07(1) and NR 205.07(2).

### 4.1 Records Retention

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application.

### 4.2 Flow Meters

Flow meters shall be calibrated annually, as per s. NR 218.06, Wis. Adm. Code.

### 4.3 Sewer Cleaning Debris and Materials

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste

### 4.4 Prohibited Wastes

Under no circumstances may the introduction of wastes prohibited by s. NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- which create a fire or explosion hazard in the treatment work;
- which will cause corrosive structural damage to the treatment work;
- solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;
- wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

### 4.5 Continuation of an Expired Permit

As provided in s. NR 205.08(9), Wis. Adm. Code, the terms and conditions of this general permit shall continue to apply until this general permit is reissued or revoked or until an individual permit is issued for the discharge to which the general permit applied. The status of expired general permits and forms for requesting continued permit coverage can be accessed at the Department's web site.

<http://dnr.wi.gov/topic/wastewater/GeneralPermits.html>

## 5 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Immediate notification of SSO to the Department (section 3.1).	Within 24 hours.	3
Written SSO report form 3400-184 submitted to the Department (section 3.2).	Within 5 days.	4
Public notification of SSO (section 3.3).	As soon as possible.	4
Sewerage system owner notification of SSO and CMAR (section 3.4)	SSO report within 5 days. CMAR June 30 <sup>th</sup> annually.	5
Drinking water intake owner notification of SSO (section 3.5).	Notify within 8 hours.	5
CMAR (section 3.6).	June 30 <sup>th</sup> annually.	6

### Who to Notify and Send Reports to at DNR:

The notification of a SSO within 24 hours, the SSO report form 3400-184 that's submitted within 5 days, and any other reports, records, and monitoring results required by this permit shall be made to the DNR office assigned to your general permit. Refer to the DNR office identified in the cover letter granting permit coverage. If it can't be determined who is assigned to your permit, contact the nearest Department regional office or service center.

Addresses and telephone numbers are available at the following DNR web site:

<http://dnr.wi.gov/contact/ssbyregion.html>