



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
WASTEWATER TREATMENT FACILITY
DESIGN, PLANNING AND FLOW MANAGEMENT
2023 ANNUAL CERTIFICATION FORM

PERMITTEE NAME	FACILITY NAME	NYSDEC REGION	SPDES NUMBER

Section 1 - Flow: Compare the annual average flow to the flow limit in the permit:

For WWTFs monitoring **monthly average** flow, calculate annual average flow by averaging the 12 monthly average flows for 2023.

For WWTFs monitoring **quarterly average** flow, calculate annual average flow by averaging the 4 quarterly flows for 2023.

For WWTFs monitoring **semiannual** flow, calculate annual average flow by averaging the 2 semiannual measurements for 2023.

For WWTFs monitoring **annual average** flow or **12 month rolling average** flow, use the annual average flow calculated for 2023.

Year-round
value (or Season
1) Season 2
(if applicable)

Indicate dates that seasonal limits apply: _____ - _____ _____ - _____

- a. What was the actual annual average flow, using the appropriate method above? _____ MGD GPD
- b. What is the design flow of the WWTF? _____ MGD GPD
- c. What is 95% of the design flow of the WWTF? Design flow multiplied by _____ MGD GPD
Note: 1c will automatically be calculated after the design flow is entered in 1b.
- d. Did the annual average flow exceed 95% of the design flow? (Is line 1a greater than line 1c?) Yes No
- e. Has a Flow Management Plan been submitted to NYSDEC? Yes No If yes, date submitted: _____

If the answer to **1d** above is "Yes", a Flow Management Plan must be prepared in accordance with 6 NYCRR Part 750-2.9(c)(1) and be submitted to the Regional Water Engineer no later than August 1, 2024. If previously submitted, indicate date on **Line 1e** above.

Section 2 - Loadings: Compare the design BOD and TSS influent loadings to the actual BOD and TSS loadings:

For WWTFs monitoring **monthly average** loadings, use the actual loadings (as reported in accordance with SPDES permit requirements - DMRs or Facility Operations Reports, Annual Report, etc.) during calendar year 2023.

For WWTFs monitoring **quarterly, semiannual, or annual** loadings, calculate the actual loadings by averaging the loadings as reported during calendar year 2023.

For WWTFs that have no influent monitoring requirements please check this box and proceed to Section 4:

Year-round value Season 2
(or Season 1) (if applicable)

- a. The design influent loading for BOD (or CBOD if applicable) is: _____ lbs/d
- b. The design influent loading for Total Suspended Solids is: _____ lbs/d

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Section 2. Loadings (continued):

- Answer question 2c for the MOST FREQUENT monitoring period required by the SPDES permit and **check only ONE BOX**.
- Provide a response for questions 2d and 2e.
- If the answer to 2c is “Yes”, a Plan for Future Growth must be submitted to the Regional Water Engineer in accordance with 6 NYCRR Part 750-2.9(c)(1) no later than August 1, 2024.

Using the WWTF operational data submitted for 2023, determine whether the actual influent loading for either BOD (or CBOD) or TSS exceeded the design influent loading (from 2a and 2b) for the time periods listed below.

c. For WWTFs monitoring **monthly** loadings: Was design exceeded for **any** eight months in 2023?c. Yes No

For WWTFs monitoring **quarterly** loadings: Was design exceeded for **any** three quarters? Yes No

c. For WWTFs monitoring **semiannual** loadings: Was design exceeded for **both** semiannual periods? Yes No

c. For WWTFs monitoring **annual** loadings: Was design exceeded for the annual period? Yes No

d. Has a Plan for Future Growth been submitted to NYSDEC? Yes No If yes, date submitted: _____

e. Has the WWTF discharge exceeded the SPDES permit effluent limit for BOD, CBOD, Ultimate Oxygen Demand or Total Suspended Solids for any four or more months during two consecutive calendar quarters, or (for facilities with quarterly monitoring) for two consecutive quarters? Yes No

Section 3 - Implementation of Plan for Future Growth and Sewer Moratorium:

If the answers to **BOTH 2c and 2e are Yes**, the permittee must begin implementation of the Plan for Future Growth and immediately cease the approval of further sewer connections to the WWTF in accordance with 6 NYCRR 750-2.9(c)(3).

Section 4 - Additional Information:

a. Is the WWTF currently under an Order on Consent to address flow and/or loading concerns? Yes No

b. Are additional comments and explanations attached to this form? Yes No

Certification Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed by the **Chief Fiscal Officer** of the permittee (NOTE: refer to instructions for qualifying individuals)



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
WASTEWATER TREATMENT FACILITY
DESIGN, PLANNING AND FLOW MANAGEMENT
ANNUAL CERTIFICATION FORM INSTRUCTIONS

Please complete the attached form in accordance with the instructions below. If you have questions regarding the information or calculations required to complete this form, please contact the Regional Water Engineer at the NYSDEC regional office listed below or identified on the RECORDING, REPORTING AND MONITORING page of your SPDES Permit.

Section 1 - Flow: Compare the annual average flow to the flow limit in the permit:

All flow calculations must be based on total flow. For wastewater treatment facilities (WWTF) with one monthly average flow limit, calculate the average annual flow by averaging the 12 monthly average flows as reported on the monthly DMRs (or if DMRs are not required by the SPDES permit, use the Facility Operations Report, Annual Report, etc.) for calendar year 2023. For WWTFs monitoring quarterly average flow, calculate the average annual flow by averaging the 4 quarterly flows for 2023. For WWTFs monitoring semi-annual flow, calculate the average annual flow by averaging the 2 semi-annual measurements for 2023. For WWTFs monitoring annual average flow or 12 month rolling average flow, use the annual average flow calculated for 2023.

For WWTFs with seasonal flow limits, calculate the average flow for each of the seasonal flow limits based on the data collected during calendar year 2023, and include the dates used for the seasonal flow rate calculations in the spaces provided. For example, if the facility has seasonal limits that apply from May through October, Season 1 would be the average flow from May through October, while Season 2 would be the average flow from November through December and January through April. If either of the seasonal calculations exceeds 95% of the design flow, the “Yes” box for question 1d must be checked and a Flow Management Plan must be prepared in accordance with 6 NYCRR Part 750-2.9(c)(1) and submitted to the Regional Water Engineer no later than August 1, 2024.

If a Flow Management Plan has previously been submitted to NYSDEC, check “Yes” for question 1e and provide the date the plan was submitted.

The design flow of the WWTF shall be in accordance with that listed in the most recent design documents or treatment plant rating submitted to and approved by this Department. If the design flow for the WWTF is unknown, the design flow should be estimated using the “Recommended Standards for Wastewater Facilities”, 2014 Edition (“Ten States Standards”), which is available for free download at: <https://www.health.state.mn.us/communities/environment/water/tenstates/index.html>

The requirements for the flow management plan contained in 6 NYCRR Part 750-2.9(c)(1) can be found on the NYSDEC website at: <http://www.dec.ny.gov/regs/2485.html>

Section 2 - Loadings: Compare design BOD and TSS influent loadings to actual BOD and TSS loadings:

The design influent loadings are not included on the preprinted DMR. These numbers may be found in the WWTF’s engineering design documents, O&M plans, or in more recent engineering reports if the WWTF had a recent upgrade. Use the most recent design loadings data available for purposes of this calculation. If you cannot locate the WWTF’s design influent loadings criteria, please contact the WWTF’s design engineer. If the design loadings for the WWTF facility are unknown, the loadings should be estimated using the “Recommended Standards for Wastewater Facilities”, 2014 Edition (“Ten States Standards”), which is available for free download at: <https://www.health.state.mn.us/communities/environment/water/tenstates/index.html>

If the WWTF uses Biochemical Oxygen Demand (BOD) as a measure of treatment system performance, use BOD loadings in the calculation of influent loadings. If the facility uses CBOD as a measure of treatment system performance, use CBOD loadings in these calculations.

If no influent monitoring is required in the SPDES permit, check the box under Section 2 and proceed to Section 4.

To calculate the actual influent loadings in lbs/day, WWTFs that perform daily sampling should multiply the average monthly concentration (in mg/l) by the average monthly flow (in MGD) and a conversion factor of 8.34. For WWTFs with less than daily sampling, i.e., monthly, weekly, etc., the daily flow from the WWTF on the date that the sample was collected shall be used to determine the loadings. These individual daily loadings should be averaged for the monthly actual influent loading. For WWTFs monitoring quarterly, semiannual, or annual loadings, calculate the actual loadings by averaging the loadings as reported during calendar year 2023.

If either of the seasonal calculations exceeds the design loading, the “Yes” box for question c. must be checked. Should the actual influent loading for either BOD (or CBOD) or TSS exceed the design influent loading, an explanation for these exceedances may be submitted with the completed form. If a written explanation is attached, check the “Yes” box for question 4b. If a Plan for Future Growth was previously submitted to NYSDEC, indicate the date that the plan was submitted in question 2d.

The requirements for the plan for future growth contained in 6 NYCRR Part 750-2.9(c)(2) can be found on the NYSDEC website at:

<http://www.dec.ny.gov/regs/2485.html>

Section 3 - Implementation of Plan for Future Growth and Sewer Moratorium:

Review the WWTF's DMRs (or if DMRs are not required by the SPDES permit, use the Facility Operations Report, Annual Report, etc.) to determine whether the discharge from the WWTF has exceeded the SPDES permit effluent limit for BOD, CBOD, Ultimate Oxygen Demand (including 28 day BOD), or Total Suspended Solids for any four or more months during two consecutive calendar quarters during 2023. If the answer to this question and question 2c is "Yes", an immediate moratorium on additional sewer connections shall be imposed and the approval of sewer connections to the WWTF must cease immediately. The requirements for the sewer connection moratorium contained in 6 NYCRR Part 750-2.9(c)(3) can be found on the NYSDEC website at: <http://www.dec.ny.gov/regs/2485.html>

Section 4 - Additional Information:

If the facility is currently under a NYSDEC-issued Order on Consent that addresses flow and/or loadings concerns, check the "Yes" box for question 4a.

If additional comments or explanations are attached, check the "Yes" box for question 4b.

Certification Statement:

This form must be signed by the municipality's chief fiscal officer, mayor, comptroller, treasurer, town supervisor, or chief financial officer. This person may differ from the person who signs the facility's DMR (i.e. chief operator, DPW superintendent, or facility manager). Please note that a digital signature will be accepted and remains consistent with U.S. Environmental Protection Agency's Electronic Reporting Rule, including electronic submission of SPDES permit data and reports.

Submittal Instructions:

In accordance with 6 NYCRR Part 750-2.9(c)(4), complete the form, with signature and attach submit electronically via NY.gov or with the February 2024 NetDMR submittal by **March 28, 2024.**

REGIONAL WATER ENGINEER CONTACT INFORMATION

NYSDEC Regional Offices	
Address: (Mail form to "Regional Water Engineer")	Phone Number
NYSDEC Region 1, SUNY Stony Brook, 50 Circle Road, Stony Brook, NY 11790-3409 Nassau and Suffolk Counties	(631) 444-0405
NYSDEC Region 2, One Hunters Point Plaza, 47-40 21st St, Long Island City, NY 11101-5407 Bronx, Kings, New York, Queens and Richmond Counties	(718) 482-4933
NYSDEC Region 3 Sub-Office, 100 Hillside Ave, Suite 1W White Plains, NY 10603 Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties	(845) 256-3000
NYSDEC Region 4, 1130 North Westcott Road., Schenectady, NY 12306-2014 Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, and Schoharie Counties	(518) 357-2045
NYSDEC Region 5 Sub-Office, 232 Golf Course Road, Warrensburg, NY 12885 Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren and Washington Counties	(518) 897-1241
NYSDEC Region 6, State Office Bldg., 317 Washington St., Watertown, NY 13601-2245 Herkimer, Jefferson, Lewis, Oneida and St. Lawrence Counties	(315) 785-2513
NYSDEC Region 7, 615 Erie Boulevard West, Syracuse, NY 13204-2400 Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga and Tompkins Counties	(315) 426-7500
NYSDEC Region 8, 6274 East Avon-Lima Rd., Avon, NY 14414-9519 Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Schuyler, Steuben, Wayne and Yates Counties	(585) 226-2466
NYSDEC Region 9, 270 Michigan Ave., Buffalo, NY 14203-2999 Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming Counties	(716) 851-7070