



- b. Non-major permits \_\_\_\_\_
- c. General permits \_\_\_\_\_

5. State NPDES permitting authority structure:

- a. What is the location of the main office? \_\_\_\_\_
- b. What are the responsibilities of the main office?  
\_\_\_\_\_
- c. Are there regional or field offices? Locations?  
\_\_\_\_\_
- d. What are the responsibilities of the regional or field offices?  
\_\_\_\_\_
- e. If the regional office drafts and issues permits, which types of permits are drafted and issued at the regional offices?  
\_\_\_\_\_
- f. Are any categories of NPDES permits administered by other agencies within the state? Please specify.  
\_\_\_\_\_

6. Staff available for NPDES permit development:

- a. How many NPDES permit writers does the state have? \_\_\_\_\_
- b. On average, how many permits are drafted per year by each permit writer? \_\_\_\_\_
- c. Describe other staff that support NPDES permitting (e.g., water quality modeling, administrative support).  
\_\_\_\_\_

7. What training programs and tools are available for new or inexperienced permit writers (e.g., internal mentoring, EPA NPDES Permit Writers' course)?

\_\_\_\_\_

8. How are permit writing responsibilities assigned to staff (e.g., geographical, by facility type)?

\_\_\_\_\_

9. Does the state have written procedures or guidance for developing NPDES permits (e.g., RPA procedures, TMDL implementation, mixing zones, etc.)? Describe. *(Please provide any such documents to the EPA reviewers)*

\_\_\_\_\_

10. Data systems used to support NPDES permit development and implementation

- a. Does the state have in-house data systems to support permit development (e.g., ambient data, assessment and listing data, TMDL status)? Please describe.

- 
- b. Does the state primarily use an in-house permit and compliance data system or ICIS?
- 

11. Permitting tools and systems

- a. Does the state use templates for permits, fact sheets, public notices, correspondence, etc.? Describe.
- 

- b. Does the state use a database or information system to generate draft permits? Describe.
- 

- c. Does the state use standard spreadsheets or programs to calculate reasonable potential? Describe.
- 

- d. Does the state use models to calculate mixing zones? Describe.
- 

12. QA/QC process for permit development

- a. Are there peer and/or management QA/QC processes? Describe.
- 

- b. Are checklists used in the QA/QC process? Describe.
- 

- c. Do all permits undergo the same QA/QC process? If not, describe differences.
- 

13. How and where are NPDES permit administrative record and related files maintained? Consider both paper and electronic files.

- a. Permit development documentation.
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- b. Correspondence.
-

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c. Monitoring and reporting.

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d. Compliance records.

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e. Other.

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14. If there any areas/concerns the state would like to discuss, please provide a description.

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