



## Individual Aquifer Protection Permit Administrative Completeness Review Checklist

<b>Permittee:</b>		<b>Inventory No.:</b>	
<b>Reviewer:</b>		<b>LTF:</b>	
<b>Today's Date</b>		<b>Checked By</b>	

### Checklist instructions

This checklist is provided as a guideline for ADEQ staff in performing administrative completeness reviews and to the applicant on what information ADEQ will need to review Aquifer Protection Permit applications. This checklist is designed to be easy to read and follow. It is intended to address the majority of applications submitted to ADEQ, but not every possible variation or situation. This checklist does not supplant or supersede statutory or rule requirements and is not intended to be binding on the applicant or ADEQ staff.

ADEQ is actively seeking comments, suggestions, or improvement of this checklist via email to Maribeth Greenslade ([mj3@azdeq.gov](mailto:mj3@azdeq.gov)).

### Requirements for all (WWTP, Mining, and Industrial APP New and Significant amendments)

Y: yes, meets the requirement; N: no, does not meet the requirement (see comment below); NA: does not apply

<b>Select</b>	Two copies of all materials at a minimum, preferably three copies of the application and supporting attachments (comb or spiral bound). The submittal of three copies allows ADEQ to conduct concurrent technical reviews. Please note that the State of Arizona records management system cannot store information in three ring binders, therefore, comb or spiral bound documents are preferred.
comment	
<b>Select</b>	Signature by the applicant on the certification page (cannot be the engineer, consultant, or non-corporate agent unless an applicant-signed affidavit, indicating the person signing the application is authorized to act as an agent of the permittee, accompanies the application)
comment	
<b>ADEQ Task</b>	<b>ADEQ Project Manager (PM)</b> to identify or verify the application type, (i.e. Individual APP, Significant Amendment, Other Amendment, Minor Amendment or Closure APP). Please note this determination may change at a later date through further review.
comment	<a href="#">Please Select One</a>
<b>Select</b>	Applicant's name and mailing address.
comment	
<b>Select</b>	If the applicant is different than the land owner, is there a lease or other agreement in place?
comment	
<b>Select</b>	Permittee's name and address (if different from applicant)
comment	
<b>Select</b>	Land owner's name and address (if different from applicant)
comment	
<b>Select</b>	Property Legal description included. Land descriptions can generally be one of these types (1) the "metes and bounds" system; (2) the US Public Land Survey system; and (3) the "lot and block" survey system.



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comment	
Select	Estimated operational life of the facility. PM, please note section or location in the submitted material.
comment	
Select	List of existing environmental permits
comment	
Select	Authorized agent contact information. PM to enter authorized agent information into AZURITE, verify information is updated in Customer and the agent is entered into the LTF.
comment	
Select	Facility's Emergency Contact Person's name and phone number
comment	
Select	Certificate of Disclosure, if required (A.R.S. 49-109)
comment	
Select	Proof of zoning compliance: Provide evidence that the facility complies with applicable municipal or county zoning ordinances, codes and regulations, or evidence that the zoning process has been initiated. [Mining operations (A.R.S. 11-812) and facilities located on Indian reservations may be exempt from county zoning requirements.]
comment	
Select	List of all discharging facilities with accurate latitude and longitude information (center of facility)
comment	
Select	Process flow diagram include a schematic diagram of all inflows and outflows for all discharging facilities with the quantity
comment	
Select	Treatment process description
comment	
Select	Characterization of discharge to include a summary of known past and proposed facility discharge activities. Provide estimated discharge characteristics or results of actual discharge characterization. Tabulated data is preferred.
comment	
Select	Sampling point(s) with latitude and longitude (e.g. effluent, discharge, groundwater monitoring or other sampling points)
comment	
Select	Disposal method(s) specified including capacity for each disposal method (only applicable to sewage treatment on on-site wastewater treatment systems)
comment	
Select	Daily design flow rate the facility is designed to accommodate. This information is required to determine the Annual Fee. Provide design flow for each individual discharging facility and a sum total for all discharging facilities.
comment	



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Select	Latitude and longitude for all proposed and installed POC wells
comment	
Select	Contingency Plan addressing requirements in A.A.C. R18-9-A204.
comment	
Select	Compliance with aquifer water quality standards (AWQS) at the point of (POC) compliance: Include the POC wells on the site plan. A POC for purposes of the APP program is a location where a monitoring well could be located, not an end of pipe monitoring point. Proposed POC well designs shall be included. Verify details of a demonstration/analysis are submitted. This may be apart of the hydrogeologic study report; however, this section in the application should be identified clearly.
comment	
Select	Proposed alert levels, discharge limitations, aquifer quality limits, and compliance schedule items. An applicant may defer to ADEQ for these items.
comment	
Select	Hydrogeologic study, if required
comment	
BADCT demonstration (Mining/Industrial Design Report)	
Select	This report shall be sealed by an Arizona registered engineer and contain engineering details for all discharging facilities <sup>1</sup> .  Provide design information pertaining to all discharging facilities including all calculations/analysis to demonstrate that all facilities are designed per BADCT guidance or rule. Examples include facility sizing, stability analyses, water balance, freeboard calculations, liner leakage rate calculations, etc.
comment	
WWTP Documents Required (for WWTP Applications Only)	
Select	Engineering Plans & Specifications including manufacturer specifications and cut sheets. The documents shall be sealed by an Arizona registered engineer
comment	
Select	Reclaimed water classification. ADEQ PM: If re-use; please assign initial classification based on the submittals.
comment	
Select	Provide sludge treatment and disposal description
comment	
Select	<b>WWTP Design Report (R18-9-A202/B202) and BADCT</b>  Provide design information pertaining to all discharging facilities including all calculations/analysis to demonstrate that all facilities are designed per BADCT guidance or rule. Examples include facility sizing, stability analyses, water balance, freeboard calculations, liner leakage rate calculations, etc. Design report shall be sealed by an Arizona registered engineer.  For further specifics please see the engineering review checklist.

<sup>1</sup> Per A.R.S. § 32-101(B)(17), reports prepared by a person employed as an engineer by a mining company are not required to be sealed because such a person is not deemed to be practicing engineering.



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### Requirements for all (WWTP, Mining, and Industrial APP New and Significant amendments)

Y: yes, meets the requirement;    color: red;">N: no, does not meet the requirement (see comment below);    NA: does not apply

comment	
<a href="#">Select</a>	Verify if 208 Plan Review Application has been submitted.
comment	



## Individual Aquifer Protection Permit Administrative Completeness Review Checklist

### Site Plan Requirements (WWTP, Mining, and Industrial APP)

Y: yes, meets the requirement; N: no, does not meet the requirement (see comment below); NA: does not apply

A site plan shall be submitted for all APP applications incorporating the items identified below. The size of the site plan for large facilities should be the standard size for engineering drawings. If appropriate, include separate maps for engineering facilities and hydrologic information.

The site plan shall include the following:

Select	Include north arrow and scale on each page and identify the latitude and longitude at the center of the facility. (Optional <sup>2</sup> )
comment	
Select	An outline of the 100-year flood plain boundary. A FEMA Flood Insurance Rate Map (FIRM) 100-year showing floodplain boundary preferred, if available(Optional)
comment	
Select	Identify and label all stream channels, surface water bodies, watershed boundaries, open pits/dumps/leach piles, underground workings, etc. on the site plan. (Optional)
comment	
Select	Surface water flow direction arrow with diversions (Optional)
comment	
Select	Groundwater flow direction arrow. (Optional)
comment	
Select	Pollutant management area (PMA) (Optional)
comment	
Select	Discharge impact area (DIA) (Optional)
comment	
Select	Topographic map with sufficient resolution and legible elevations of contours for the facility.
comment	
Select	All discharging facilities with the latitude and longitude. Summarize the information in a table on the site plan (Optional)
comment	
Select	All known water wells within 1/2 mile of property boundary, labeled with ADWR Well Number, latitude and longitude, and use. Tabulation of this data to prevent excessive labeling on the site plan itself is preferred.  Provide water level elevations in the wells, and highlight/identify the nearest downgradient well (Optional)
comment	
Select	All known borings, labeled with latitude and longitude. Tabulation of this data to prevent excessive labeling on the site plan itself is preferred.
comment	
Select	Show the delineation of the passive containment capture zone and open pit boundary, if relying on this for BADCT (Optional)

<sup>2</sup> Optional – means that the application won't be considered administratively incomplete if these items are not present. However, these items may be important for a complete understanding of the facility. Providing these items with the application is recommended in most cases.



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<b>Site Plan Requirements (WWTP, Mining, and Industrial APP)</b>	
Y: yes, meets the requirement; N: no, does not meet the requirement (see comment below); NA: does not apply	
comment	
Select	Latitude and longitude for all proposed and installed POC wells. Tabulation of this data to prevent excessive labeling on the site plan itself is preferred.
comment	
Select	Latitude and longitude for all proposed discharge monitoring points. (Optional)
comment	
Select	All known property lines and known use of all adjacent properties are shown on the site plan.
comment	
Select	Overlay of State and/or Federal Land property (Optional)
comment	
Select	All facility structures labeled and identified
comment	
Select	Identify all closed facilities (A.R.S. 49-201.7) (Optional)
comment	
<b>Site Plan components for WWTP applications only (Maybe on additional page(s) if needed)</b>	
Select	Effluent sampling point(s), labeled with latitude and longitude (Optional)
comment	
Select	Effluent discharge location(s), labeled with latitude and longitude (Optional)
comment	
Select	Influent lift station(s), if any, labeled with latitude and longitude (Optional)
comment	
Select	Effluent pump station, if any, labeled with latitude and longitude (Optional)
comment	
Select	Setback distance(s) are shown on the site plan. Setbacks are measured from the treatment and disposal components within the sewage treatment facility to the nearest property line of an adjacent dwelling, workplace, or private property
comment	



## Individual Aquifer Protection Permit Administrative Completeness Review Checklist

Technical Capability, Closure, Post-closure, and Financial Demonstration Requirements (WWTP, Mining, and Industrial APP)	
Y: yes, meets the requirement; N: no, does not meet the requirement (see comment below); NA: does not apply	
Select	Technical capability demonstration including licenses, certifications, professional training, work experience to design, construct, and operate the facility. WWTP facilities to include operator certifications.
comment	
Select	Closure and post-closure plans or strategies.  For guidance on what needs to be included in a closure and post-closure plan or strategy, see the Individual Aquifer Protection Permit Closure and Post-Closure Plan/Strategy and Cost Estimate checklist available on the ADEQ website at: <a href="http://www.azdeq.gov/environ/water/permits/app.html">http://www.azdeq.gov/environ/water/permits/app.html</a> .
comment	
Select	Closure and post-closure costs (updated if submitting a significant amendment, an "other" amendment for permit transfer, change of financial mechanism, or a revision to a closure plan or strategy that results in an increase in the estimated costs)  Cost estimates for construction, operation and maintenance, closure, post-closure shall be derived by an engineer, controller, or accountant using competitive bids, construction plan take-off's, specifications, operating history for similar facilities, or other appropriate sources, equipment production rates, rental costs, standard labor costs as applicable  The cost estimates are to be provided for all discharging facilities and contain details to demonstrate the estimates are sufficient to verify total costs. Details to submit data such as quantities, units, unit costs, itemized costs, and total cost.  For guidance on what needs to be included in a closure and post-closure cost estimate, see the Individual Aquifer Protection Permit Closure and Post-Closure Plan/Strategy and Cost Estimate checklist available on the ADEQ website at <a href="http://www.azdeq.gov/environ/water/permits/app.html">http://www.azdeq.gov/environ/water/permits/app.html</a>
comment	
Select	Closure and post-closure costs are derived by an engineer, controller or accountant. Cost estimates derived by an engineer should be sealed by an Arizona licensed engineer (unless the engineer is an employee of a mining company applicant).
comment	
Select	Financial demonstration: Financial capability letter from the CFO.
comment	
Select	Financial demonstration: Financial mechanism intended to be used.
comment	



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<b>ADEQ Project Manager Action</b>	
Y: yes, meets the requirement; N: no, does not meet the requirement (see comment below); NA: does not apply	
The following elements are to be determined by the PM	
Select	Verify applicant status in the Arizona Corporation Commission STARPAS database <a href="http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/main.p">http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/main.p</a>
comment	





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### General notes for submittals to ADEQ for APP review

When provided drawings, the following are acceptable:

- A. Drawings prepared by a consultant and marked "For Construction" must be sealed by a professional engineer licensed in Arizona.
- B. Drawings prepared by a consultant and not finalized for construction must not contain any description, such as "Preliminary", "Conceptual", "For Permitting Purposes Only", "Not For Construction" etc. but shall be sealed by a professional engineer licensed in Arizona.
- C. Per A.R.S. § 32-101(B)(17), drawings prepared by a person employed as an engineer by a mining company are not required to be sealed because such a person is not deemed to be practicing engineering; however, the drawings prepared by such a person must not contain labels, such as "Preliminary", "Conceptual", "For Permitting Purposes Only", "Not for Construction", etc.