



**REQUEST FOR AUTHORIZATION (RFA) CHECKLIST  
NJPDES/Discharge of Residuals**

**Category EG - General Land Application of Food Processing Residuals Permit  
Authorization**

**Category ZG - General Residuals Transfer Facilities Permit Authorization**

**Category 4G - General Residuals Phragmites Reed Beds Permit Authorization**



This checklist is provided to you as guidance for completing an application for a Request for Authorization (RFA) under NJPDES General Permit NJ0105767, General Permit NJ0132519, and General Permit NJ0132501. Should you have any questions please contact the Bureau of Pretreatment and Residuals at (609) 633-3823. Be sure to read all instructions and answer all questions when filling out the application forms. If an item is not applicable enter "N/A" or a similarly appropriate response.

**FORM NJPDES - 1 (INSTRUCTIONS ARE PROVIDED WITH THE FORM)**

**FORM R (COMPLETE APPLICABLE PARTS)**

- Part A - General Information (All Categories)
- Part B - Generation or Preparation (All Categories)
- Part D - Land Application of Residual (Category EG Only)
- Part G - Residual Transfer Stations (Category ZG Only)
- Part H - Reed Beds (Category 4G Only)
- Part I - Certification (All Categories)

**FOR FACILITIES LOCATED IN THE PINELANDS REGION: SUBMIT A CERTIFICATE OF FILING FOR THE ACTIVITY OR A DETERMINATION FROM THE PINELANDS COMMISSION THAT A CERTIFICATE OF FILING IS NOT REQUIRED. THE PINELANDS COMMISSION CAN BE CONTACTED BY PHONE AT (609) 894-7300 OR BY E-MAIL AT [helplink@njpines.state.nj.us](mailto:helplink@njpines.state.nj.us)**

**FOR FACILITIES LOCATED IN THE HIGHLANDS PRESERVATION AREA: SUBMIT A HIGHLANDS APPLICABILITY DETERMINATION FROM THE DIVISION OF WATERSHED MANAGEMENT - BUREAU OF WATERSHED REGULATION AS TO WHETHER OR NOT THE ACTIVITY IS REGULATED BY THE HIGHLANDS ACT. THE BUREAU OF WATERSHED REGULATION CAN BE CONTACTED BY PHONE AT (609) 984-6888**

**APPLICANTS PROPOSING: 1) A NEW DISCHARGE; 2) AN INCREASE IN RESIDUALS; 3) A CHANGE IN LOCATION; 4) A CHANGE IN METHOD OF DISCHARGE; OR 5) A CHANGE IN STORAGE FOR AN EXISTING DISCHARGE SHALL SUBMIT TO THE DEPARTMENT PROOF OF RFA SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY**

- In accordance with N.J.A.C. 7:14A-4.3(a)13, prior to submitting a RFA to the Department, submit a copy of the RFA to the affected sewerage entity(ies) and municipality along with a written notice (by certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. These comments will be considered by the Department in determining whether to issue an authorization.
- Submit to the Department copies of the signed and dated notices that were sent to the affected sewerage entity(ies) and municipality and copies of the dated certified mail return receipts or other means of verification of receipt.

**COMPLETE AND SUBMIT ONE ORIGINAL AND ONE COPY OF THE RFA APPLICATION TO:**

O ckl'Eqf g'401-02B  
Division of Water Quality  
Office of Permit Management  
Attn: Administrative Review Unit  
P.O. Box 420, '623"G0Ucvg'U0  
Trenton, New Jersey 08625-0420

**NOTES:**

- Additional technical information based on the site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-4.3(e).
- Renewal is automatic. A renewal application is not required unless there have been changes at the facility that relate to the permitted activity.