



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code 401-4Q

Division of Water Supply & Geoscience – Bureau of Water System Engineering
401 East State Street – P. O. Box 420, Trenton, New Jersey 08625-0420
Application Form for a Temporary Treatment Approval

Note: This form has an accompanying instructions document that details the requirements of the Temporary Treatment Application, titled PA-04 Instructions. Only systems classified as a community water system may apply for temporary treatment.

At least one box is required to be checked in Section 4, otherwise any proposed measure would not be eligible for a Temporary Treatment Approval without prior written approval. To determine if an application meets eligibility for a Temporary Treatment Approval for reasons other than those listed on this form, please follow the instructions in Section 4 on PA-04 Instructions on how to provide a request for a Temporary Treatment Approval.

1. Public Water System _____
Permanent Legal Address: _____
City/Town _____ State _____ Zip Code _____
Telephone (____) _____ Fax Number (____) _____
PWSID # _____ Public Water System e-mail address _____

2. Brief description of the Temporary Treatment:

[Empty rectangular box for description of temporary treatment]

(Note - a pilot study that discharges the processed water to waste does not need Safe Drinking Water approval)

3. Period for which approval is required (not to exceed one year): Start Date: _____ End Date: _____

4. Reason(s) for the Temporary Treatment Approval (select all that apply):

- Is treatment for a Lead / Copper corrosion control study? []
Is treatment to test a new or alternative treatment process (pilot study)? []
Is the system proposing this temporary measure due to significant supply chain and/or zoning challenges in the design of the permanent treatment? []
Is treatment to alleviate a public health concern related to an MCL exceedance or violation? []
Refer to PA-04 Instruction for what constitutes a public health concern.
If yes, the application shall be submitted by a Professional Engineer.
If yes, review form PA-04 Instructions for specific submittal requirements.
Is the treatment pre-authorized by the Bureau of Water System Engineering? []
If yes, provide the applicable project number that the letter was issued under: WCP _____

Brief description of reasoning:

[Empty rectangular box for description of reasoning]

To avoid return of application ensure that all the fields are completed

5. To demonstrate that the temporary treatment is in compliance with N.J.A.C. 7:10-11 et. seq, the following supporting documentation must be included, as applicable. (Indicate which items are included with this application).

- Engineer's Report (N.J.A.C. 7:10-11.5(d)) (Required to be signed and sealed by a Professional Engineer if the application is for alleviating a public health concern or if an engineer prepares the report and application)
- Licensed Operator's Report
- PA-12 Chemical Handling and Feeding (N.J.A.C. 7:10-11.12)
- PA-14 Filtration (N.J.A.C. 7:10-11.14)
- PA-15A Aeration (N.J.A.C. 7:10-11.15(a))
- PA-15G Packed Column Aeration (N.J.A.C. 7:10-11.15(g))
- PA-15H Granular Activated Carbon Contactors (N.J.A.C. 7:10-11.15(h))
- PA-16 Chlorination (N.J.A.C. 7:10-11.16)
- Drawings
- Specifications
- Chlorine Contact Time Calculation (Required for any TTAs when alleviating a public health concern and any other TTAs with alterations to existing disinfection processes)
- Additional Requirements (See PA-04 Instructions, Section B)

If for Lead and/or Copper Corrosion Control:

Specify the Recommendation Approval Letter Number: LCR_____

6. Location of Work Site _____

Name of Facility, if applicable _____

Address (Street/Road) _____ Zip Code: _____

Lot No. _____ Block No. _____

Municipality _____ County _____

State Plane coordinates (US Feet) X (Easting) = _____ Y = (Northing) _____

Coordinates are for the: Well Treatment Plant

Survey Method: Digital Image GIS Survey Map

To avoid return of application ensure that all the fields are completed

7. *APPLICANT’S CERTIFICATION

I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

Type: Name

*Signature of Applicant/Owner’s Authorized Representative

Type: Position

Date of Application

8. STATEMENT(S) OF LICENSED OPERATOR (TREATMENT)

I hereby certify if the temporary treatment is approved, all water entering the distribution system from this facility will remain in compliance with the Safe Drinking Water Act and Regulations, and operations shall be in compliance with temporary treatment approval conditions and monitoring requirements.

I hereby certify that the plans, specifications and report applicable to this project comply with the current rules and regulations of the New Jersey Department of Environmental Protection with the exceptions as noted.

Type: Name of Licensed Operator (Treatment)

*Signature of Licensed Operator (Treatment)

9. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS, AND ENGINEER’S REPORT

(If the Temporary Treatment Approval is to alleviate a public health concern, a Professional Engineer is required to sign and seal, otherwise this section should only be completed if a Professional Engineer prepared the supporting documents)

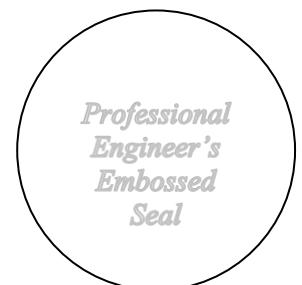
I hereby certify that the engineering plans, specifications and engineer’s report applicable to this project comply with the current rules and regulations of the New Jersey Department of Environmental Protection with the exceptions as noted. I further certify that the temporary treatment facilities are not designed or intended to be a permanent resolution of any violations.

Type: Name of Engineer

*Signature of Engineer

Type: Position, Name of Firm

N.J.P.E. License Number



*** Please note that all signatures shall be originals and not photocopies.**

To avoid return of application ensure that all the fields are completed



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Temporary Treatment Approval (PA-04) Instructions

Temporary Treatment Approval applications shall be submitted electronically to the Water Supply Inbox (watersupply@dep.nj.gov) with the system name, PWSID, and “Temporary Treatment Approval Application” in the subject line. Any documents sealed by a professional engineer shall bear the signature of the engineer and their digital seal. If a digital seal is not available, then a paper copy of the application with the raised seal shall be submitted to 401 East State Street – P. O. Box 420, Trenton, New Jersey 08625-0420.

Below are the submission requirements for an administratively complete application package for a Temporary Treatment Approval. To expedite the review process by the Bureau of Water System Engineering, read through the instructions and requirements below. Note that the design of any treatment shall conform to N.J.A.C. 7:10-11 et seq.

A. Instructions - Application Form for a Temporary Treatment (PA-04)

1. This section shall be completed with the water system’s contact information and water system PWSID. Only community water systems may apply for a Temporary Treatment Approval.
2. A description of the type of temporary measure proposed including any contaminants treated and the methods used to treat shall be described here in addition to any other information relevant for the review.
3. Provide the period that the water system is looking to have the temporary treatment in service for, with a start date and end date provided. Temporary Treatment Approvals to alleviate a public health concern are not permitted to have a deferred start as the temporary treatment period for the system will begin on the issuance date of any approval letter since any deferred start would allow for a full permit approval. Any other Temporary Treatment Approvals may, to facilitate installation, request up to a 3-month deferred start for the temporary treatment period. The temporary treatment period shall not exceed 12-months from any start date provided, unless otherwise approved by the Bureau of Water System Engineering.
4. The system shall provide the specific reason(s) for the temporary treatment by marking off the check box for the applicable reason and by providing a brief description of the reasoning in the lines provided. If a temporary treatment request is to alleviate a public health concern, then more information will be required as part of the application package. Please refer to the Table on Page 2 for the specifics. Provided below are some descriptions of alleviating a public health concern related to an MCL exceedance or violation.
 - Alleviating of an MCL violation refers to when a system has received a Notice of Non-Compliance for exceeding the MCL for a specific contaminant and the system is proposing to install treatment on a temporary basis to protect public health in the interim while a permanent measure is designed and constructed.
 - Alleviating an MCL exceedance refers to when a system is proposing to install treatment on a temporary basis, to proactively protect public health, following sampling results which indicate a contaminant is above the MCL value but has not triggered a violation because compliance being determined as an average of results.

If a water system’s application does not meet at least one of the requirements listed above, the Bureau of Water System Engineering requires that a pre-authorization request be sent with enough detail for a determination on the applicability of the proposed measures. Any request shall be sent to the Water Supply inbox (watersupply@dep.nj.gov) with the PWSID, System Name, and Temporary Treatment Request in the subject line. The request shall be submitted at least 45 days prior to when the system plans on submitting the Temporary Treatment application. The Bureau of Water System Engineering will issue a response either agreeing with the pre-authorization for a Temporary Treatment Approval, or the system will be requested to submit a permanent treatment permit.

If the Bureau of Water System Engineering agrees with the pre-authorization, the system shall provide the specific project number that the letter was issued under (typically WCP#####) and provide the letter as an attachment to the application package.

5. This section serves as a checklist for the system to complete to indicate which documents are provided in the application package. All required application documents are listed in Section B of these instructions.

6. The system shall provide the full work site locational information complete with address, lot and block, and State Plane coordinates in northing and easting. The system shall mark off the boxes that most accurately describe the provided coordinates.
7. The owner or authorized representative is required to provide their name and title under this section with their signature and the date the application was signed.
8. The treatment Licensed Operator of Record is required to provide their full name and signature on the application form for all Temporary Treatment Approvals.
9. This section will only be filled out if the system is proposing temporary treatment to alleviate a public health concern or if a Professional Engineer completed the application documents. The professional engineer is required to provide their name and title under this section with their signature and the date the application was signed by the engineer. The engineer shall provide their raised seal or a copy of the digitally sealed form.

B. Application Package Instructions

As part of the application package, additional documents are required to be submitted and shall be marked on the PA-04 form when included. The specific personnel required to sign off on the application and the accompanying documents shall change if the application is for a public health concern, however the Applicant shall sign the PA-04 form for both types.

Provided below is the chart of application document requirements and the specific signatures required as part of the application package. For specifics regarding each, see the specific sections below the chart.

	Temporary Treatment Approval		If Alleviating a Public Health Concern (See A4 above)	
	Signed by Licensed Operator	Signed and Sealed by Professional Engineer	Signed by Licensed Operator	Signed and Sealed by Professional Engineer
Application Form (PA-04)	X	If applicable	X	X
Technical Forms (PA Forms)	X	If applicable	X	X
Engineer’s Report	*	If applicable	X	X
Engineer’s Drawings	X	If applicable	X	X
Engineer’s Specifications	X	If applicable	X	X
Chlorine Contact Time Evaluation	**	If applicable	X	X
Additional Requirements	N/A	N/A	X	X

Note: See the application document specific sections provided below for more information regarding requirements.

X = required

If applicable = not required unless a professional engineer prepared the documents

* = a licensed operator’s report or proposal may be submitted

** = not required unless the proposal alters the current disinfection and contact time

N/A = not required

Application Form (PA-04)

Required to be completed with all temporary treatment approval applications but may not need to be signed and sealed by an engineer, see chart above for specifics. The latest version of the PA04 shall be utilized, which is available at the following website: https://www.state.nj.us/dep/watersupply/dws_const.html

Technical Forms

The applicable technical forms for any application shall be submitted as applicable. These are available on the Division’s website at the link provided in the prior section.

Engineer's Report

A licensed operator's report or proposal may be submitted for temporary treatment applications. However, any temporary treatment applications prepared by an engineer are required to have an engineer's report.

All temporary treatment applications for alleviating a public health concern are required to have a detailed engineer's report that addresses the requirements of N.J.A.C. 7:10-11.5(d). Any treatment proposed outside shall have all measures to prevent all equipment from weathering and freezing documented within the report, otherwise the proposal shall include the months that the facility will not be in operation.

Engineer's Drawings

A set of detailed drawings are not necessarily required as a schematic may be acceptable, provided it shows enough detail for a determination to be made. Hand-drawn schematics are not an acceptable form of drawing. For a public health concern, all measures to prevent equipment from weathering and freezing shall be included on the drawings.

Engineer's Specifications

Detailed specifications may not be required, as cut sheets of any proposed equipment or media may be sufficient. All proposed chemical, equipment, and media in contact with water shall conform with ANSI/NSF Standards 60 and 61.

Chlorine Contact Time Evaluation

An evaluation of the chlorine contact time is only required under temporary treatment applications for a public health concern, unless the application includes changes to the existing disinfection practice, location, or chlorine contact time.

Additional Requirements

As either a separate document or appendix in the engineer's report, a professional engineer shall provide the following details for any temporary treatment applications for alleviating a public health concern related to an MCL exceedance or violation.

- a. Provide why a permanent permit application cannot be submitted.
- b. Provide certification that the proposed treatment will be in conformance with N.J.A.C. 7:10-11.12 through 11.16.
- c. Provide a schedule for the submission of the permanent treatment application.
- d. Provide a schedule for the construction and place into service date of the permanent treatment.
- e. Provide certification that the water system acknowledges that the temporary treatment is not the "permanent resolution" of the violation.

C. Temporary Treatment Approval Timeframe

Temporary Treatment Approvals are only issued for a maximum of 12-months, after which the approval expires. A system may submit a single Temporary Treatment Extension of Time Request using a form that will be provided alongside the approval. The extension shall provide no greater than 12-month extension, for a total temporary treatment period of 24-months. No further extensions will be provided beyond this timeframe.

Any system that is utilizing a Temporary Treatment Approval to address a public health concern shall not discontinue the use of the temporary treatment without written approval from the Bureau of Water System Engineering.

An administratively complete permanent treatment application shall be submitted at least 30-days prior to the expiration of the Temporary Treatment Approval. Any system that fails to provide the permanent application and fails to discontinue and remove the treatment by the Temporary Treatment Approval expiration date will be in violation of N.J.A.C. 7:10-11.5(a).

If a permanent measure is not installed following the temporary treatment for a public health concern, any sources of water covered under the temporary treatment approval shall be removed from the system's firm capacity calculation. Only when the permanent measure is installed and the Bureau of Water System Engineering notified, will the removed sources of water be considered again for the firm capacity evaluation.