WATER POLLUTION RULES, 2019
WATER POLLUTION (FEES) REGULATIONS, 2019

INSTRUCTIONAL BOOKLET FOR FORM A2
PERMIT APPLICATION FORM

ENVIRONMENTAL MANAGEMENT ACT, CHAPTER 35:05

FORM A2 PACKAGE

Table of Contents

DISCLAIMER: This document is intended for guidance only and does not bind the Environmental Management Authority. The legal basis and requirements for a Water Pollution Permit are articulated in the Water Pollution Rules, 2019 and the Water Pollution (Fees) Regulations, 2019.

SECTION A: GENERAL INFORMATION

What is Water Pollution Permit?
It is a legally binding agreement between a permittee and the Environmental Management Authority (EMA), which allows a registered facility to discharge specified water pollutants into the environment under certain conditions, with the intention of attaining compliance with the Water Pollution Rules, 2019, within a specified period of time.

What is the benefit?
To improve the water quality of Trinidad and Tobago by controlling the quantity, conditions and concentrations of water pollutants that a permittee may release into the environment. Thereby achieving the objective of safeguarding ambient water quality and protecting public health from the adverse effects of water pollution.

Who needs to apply for a Permit?
Anyone who releases water pollutants as listed in First Schedule of the Water Pollution Rules, 2019 into a receiving environment, must apply for a permit.

Is there a fee associated with the Permit?
Yes. However, the amount to be paid for the application is related to the size of the facility being permitted. The criteria for determining the size of the facility have been set by the Water Pollution (Fees) Regulations, 2019 (WPFR, 2019) and is based on effluent volume discharge (m^3/day). Please consult the Schedule in the WPFR, 2019 to determine the fee associated with the application for a permit.

Please note that the onus is on the permittee to inform the EMA, in writing, of any modification to a facility, in accordance with Rule 15 of the WPR, 2019.

Table 1: Facility Categorisation as defined by the WPFR, 2019

Facility Type	Effluent Discharge Volume (m^3/day)	Initial application fee TT$	Renewal application fee TT$
micro-/mini	<10	14,000	5,800
small	10-100	15,000	5,900
medium	100-500	18,000	6,400
large	>500	20,000	6,600

There are annual fees associated with a permit. Please refer to the WPFR, 2019 for other fee charges.

Fees are payable at First Citizens Bank Limited to Account number 1183848. **Please ensure the bank teller includes the name of the facility and 'WPP' on the receipt.** The original receipt must be submitted along with the completed application form. A copy of the receipt should be retained for your records.

Where can an application form be obtained?
The application form, which is in a fillable PDF format, can be downloaded at www.ema.co.tt.

Who must sign the application form?
The Principal Executive Officer where the application is with respect to a company and in other instances by the person owning or operating the facility in respect of which the permit is being sought.

Where should the application form be submitted?
One (1) hard copy and one (1) soft copy (in PDF format) of the completed form and all attachments must be submitted along with the *original* payment receipt to the EMA. The soft copy must be submitted via email to **WaterUnitAdmin@ema.co.tt** and the hard copy must be hand delivered to one of the following Offices:

Environmental Management Authority

Head Office
8 Elizabeth Street
St. Clair,
Port-of-Spain

Central Office
Lot 52-52A
Mulchan Seuchan Road,
Chaguanas

South Office
3rd Floor, Agate Building
No.2, Adesh Drive, S.S. Erin Road
Duncan Village,
San Fernando

Tobago
Unit 1,
Tobago Water and General Services Limited
Carnbee Main Road
Carnbee, Tobago

Information on the Water Pollution Rules can be accessed at www.ema.co.tt or at the EMA's Head Office. The Water Unit of the EMA can also be contacted at 226-4(EMA) 4362 extensions 4102, 4133, 4143, 2302, or 2315.

What happens when the application is received?
The application is reviewed for completeness. Any omitted or further information that may be required to complete the application will be communicated to the permittee in writing within 20 working days of receipt of the application.

How long will it take to review my application?
The Authority within 30 working days of receipt of a completed application will grant or refuse to grant with or without conditions, a permit to the permittee. Where the permittee submits further information the Authority shall grant or refuse to grant a permit within 30 working days of receipt of the information.

Will site visits be conducted?
Yes. Site visits will be conducted to verify the information submitted, as well as, assess operational processes, at the permittee's facility site and its relationship to the environment.

How long is the permit valid for?
The permit is valid for a period up to five (5) years from the date of issue.

What will a permit contain?
The permit will include the authorized effluent discharge points, the water pollutants permitted to be released, the quantity, conditions and concentrations of the water pollutants that the permittee may release, reduction targets as determined by the EMA, monitoring frequency and duration, and any other term or condition that the EMA may specify.

Does the public have access to information on permits?
Yes. All application forms and attachments submitted to the Authority, except those which are deemed to be confidential, are accessible to the public through the National Register. If any specific information submitted is considered to be a trade secret, confidential business information, or, if disclosed would be contrary to the public interest, a Confidentiality Claim Form (Form I) and the prescribed fee should be submitted along with Form A1 to request that the information be omitted from the Register. The information will be withheld until the Authority makes a determination. If the claim is upheld, the information will be permanently withheld from the Register.

Is there an appeal process for the permit?
Appeals can be made to the Environmental Commission, regarding final decisions of the Authority**.**

SECTION B: LINE BY LINE INSTRUCTIONS FOR COMPLETING FORM A2

All permittees must complete the application form and submit one (1) hard copy and one (1) soft copy.

Please TYPE OR PRINT in the spaces provided. DO NOT USE PENCIL.

DO NOT LEAVE BLANK SPACES. If an item does not apply to you please insert N/A

Cover Page
Provide the name of the parent facility and the name, official position and contact details of the Principal Executive Officer of the facility. Ensure that the declaration is read carefully before signing and dating the form.

SECTION I: APPLICANT AND FACILITY DESCRIPTION

Item 1 – Application Type
Indicate the type of application you are making by placing a tick in the appropriate box. For permit renewal, give the permit number.

Item 2 – Name of Facility Site
Enter the official or legal name of the facility, which is the subject of the application, as it appears on the company's Registration Certificate or Certificate of Incorporation or any other supporting legal documents. Do not use any informal name(s), abbreviations or acronyms by which the facility is known.

Item 3 – Process Description
Self-explanatory

Item 4 – Facility Type
Self-explanatory

Item 5 – Number of Employees at the Facility Site
Self-explanatory

Item 6 – Facility Location
Give the address or location of the facility identified in item 3a of this form. If the street name is unknown, provide the most accurate information known. Universal Transverse Mercator (UTM) Eastings and Northings can be obtained from the Topographic maps or from Global Positioning Systems (GPS) units, Google Earth or any other proven, accurate & reliable method

Item 7 – Age of the Facility
Enter the date the facility started operations. Where the facility has changed ownership, use the original date on which the current process(es) began operating. For companies with integrated facilities on the same location, use the date the first facility was commissioned.

Item 8 –Facility Contact
Provide the contact information of an individual who will be available to liaise with the EMA regarding this application.

Item 9 – Facility Ownership
Self-explanatory

Item 10 – Property/Facility Ownership
Self-explanatory

Item 11 – Property Ownership
Self-explanatory

Item 12 – Adjoining Property Owners
Enter the name and address of adjoining property owners

Item 13 – Corporate Data
Self-explanatory

Item 14 – Permits/Certificates/Licences/Approvals
List all applicable permits, certificates, licences and approvals granted that are currently in effect Attach copies of permits/certificates/licences/approvals not issued by the Authority. Clearly label all attachments.

Item 15 – Pollution Prevention and Control
Self-explanatory

SECTION IIA CONCENTRATED ANIMAL FEEDING OPERATION CHARACTERISTICS

Item 1.
Give the maximum number of each type of animal in open confinement or housed under roof (either partially or totally) which are held at the facility for a total of 45 days or more in any 12 month period. Use the following categories of animals: Slaughter cattle; Feeder cattle; Dairy cattle (milked or dry); Pigs; Horses; Sheep; Lambs; Turkeys; Laying hens; Broilers and Ducks.

Item 2.
Give only the area used for the animal confinement or feeding facility. Do not include any area used for growing or operating feed.

Item 3.
If Item 3 is checked 'Yes', supply information under 3(a) and 3(b) to the best of your knowledge.

SECTION IIB AQUATIC ANIMAL PRODUCTION FACILITY CHARACTERISTICS

Self-explanatory

SECTION III: SITE MAP, INTAKE AND DISCHARGE DESCRIPTION

Item 1 –Site Map

Each permittee is also expected to develop a site map, drawn to an appropriate scale and using, where possible, UTM coordinates for zone 20N referencing WGS 1984 geodetic datum, which clearly outlines the following:

- buildings and other permanent structures;
- paved areas and roadways;
- receiving environments, as categorized by the Second Schedule WPR;
- bodies (e.g., rivers, lakes, streams, bays, estuaries) that are located on or about the property which receive or may receive stormwater from the site;
- all surface (including to gravel pit ponds) and stormwater discharge locations;
- location of each pit latrine, soak away system, septic system or sewer segment, where domestic sewage or process waste water generated by the facility enters storm sewers that discharge to receiving environments, as categorized by the Second Schedule of the WPR;
- outline of each drainage area within the facility boundaries and a depiction of flow direction (e.g., arrow head) of stormwater in each drainage area;
- outline of each drainage area within the facility boundaries and a depiction of flow direction (e.g., arrow head) of stormwater in each drainage area;
- location of existing stormwater structural control measures (e.g., containment, berms, detention/retention basins, grassed swales, oil/water separators);
- areas of existing and potential soil erosion;
- processes that generate dusts and particles;
- locations where source materials are likely to be exposed to stormwater, and the following activities and/or areas, at a minimum;
- storage areas, palleted materials, outdoor handling, treatment or disposal areas, loading and/or unloading areas, manufacturing and/or processing areas, waste storage areas, vehicle/equipment maintenance and washout areas, vehicle/equipment fuelling and loading areas, hazardous waste treatment, storage or disposal areas, areas of spills and/or leaks of source materials, access routes, underground storage and on-site lab or testing facilities;
- roofs or other surfaces exposed to air emissions from process area; and
- location and areas of undisturbed natural areas, or completely claimed areas (there is no machinery at these sites), disturbed sites which have been cleared for mining, areas for processing, storage and where mining takes place; must also be clearly identified in the site map.

An example of an acceptable site map is shown in Appendix I to these instructions. Note: Appendix I is provided for purposes of illustration only, and does not represent any real facility).

Item 2 – Intake Location
You must provide UTM coordinates of each of your intake points and the name of the source water.

Item 3 – Discharge Location
You must provide UTM coordinates of each of your discharge points and the name of the receiving water.

Item 4A – Flows, Sources of Pollution and Treatment Technologies
The line/water balance drawing should show the general route taken by water through your facility from intake to discharge. Show all operations that produce or contribute wastewater, including process and production areas, sanitary flows, cooling water and storm water runoff. The water balance should show average flows. Figures should be in m^3/day. Show all significant losses of water to products, atmosphere, seepage and discharge. You should use actual measurements whenever available; otherwise use your best estimate (indicate where estimates were used and how they were determined). An example of an acceptable water balance is shown in Appendix II to these instructions. Note: Appendix II is provided for purposes of illustration only, and does not represent any real facility).

Item 4B – Description of Discharges
List all sources of wastewater leading to each numbered discharge point. Operations contributing wastewater to each discharge may be described in general terms (e.g. process condensate, cooling water, boiler blowdown, storm water, etc.). The volume of effluent (in m^3/day) that each operation contributes to the discharge should be provided.

Each treatment process applied to the wastewater before it is discharged should be listed in order. You should select the proper code from Appendix III to these instructions to fill in column 3ii for each treatment process. Insert 'XX' into column 3ii if no code corresponds to each treatment process you list. Describe the ultimate disposal of any solid or liquid wastes not discharged. A schematic of the wastewater treatment process and all treatment processes should accompany this item where applicable.

Item 5 – Discharge Characteristics
This item must be completed by all permittees for all discharges or outfalls leaving the facility including process wastewater, sanitary wastewater, non-contact cooling water, storm water, etc. Permittees are required to report recent analytical data (i.e not more than two (2) years old) for any of the parameters/substances listed in the discharges/outfalls. If no historical data is available then a daily value should be obtained. A Daily Value is an average value representing measurements from an outfall/discharge over normal operating conditions. For example a facility operating over an 8 hour production cycle, a daily value would constitute an average of 4 grab samples taken once every two hours.

Item 6 – Toxic Chemicals/Products

List any of toxic chemicals/products that you believe to be present and explain why you believe them to be present. No analysis is required but if you have analytical data, you must report it. Base your determination on your knowledge of your raw materials, maintenance chemicals, intermediate and final products, and any previous analyses known to you of your effluent or similar effluent

Item 7a- Laboratory Analysis Information

List the specifics concerning analyses done by laboratory or consulting firm. Indicate by Yes/No which parameters they have certification for and name the certifying body.

Item 7b- In House Laboratory

If your facility has an in house laboratory, indicate which parameters it is capable of testing. Indicate by Yes/No which parameters they have certification for and name the certifying body.

Item 8 – Data Records

Provide a detailed description of the following information records:

Sampling records: These show that the proper sampling protocol was performed in the field. At a minimum, this documentation should include the names of the persons conducting the sampling activity, sample number, sampling dates and times, sample collection points, maps and diagrams, equipment/method used, climatic conditions, and unusual observations.

Chain-of-custody records: Documents the progression of samples as they travel from the original sampling location to the laboratory and finally to their disposal area.

QC sample records: These records document the generation of QC samples, such as field, trip, and equipment rinsate blanks and duplicate samples. They also include documentation on sample integrity and preservation and include calibration and standards traceability documentation capable of providing a reproducible reference point. Quality control sample records should contain information on the frequency, conditions, level of standards, and instrument calibration history.

General field procedures: These record the procedures used in the field to collect data and outline areas of difficulty in gathering specimens, thus documenting potential sources of uncertainty.

Sample Data: These records contain the times that samples were analyzed to verify that they met the holding times prescribed in the analytical methods. Included should be the overall number of samples, sample location information, any deviations from the standard operating procedures (SOPs), time of day, and date.

Sample Management Records: Document sample receipt, handling and storage, and scheduling of analyses. The records verify that the chain-of-custody and proper preservation were maintained, reflect any anomalies in the samples (such as receipt of damaged samples), note proper login of samples into the laboratory, and address procedures used to ensure that holding time requirements were met.

Project-specific information from the QA/QC checks such as blanks (field, reagent, rinsate, and method), spikes (matrix, matrix spike replicate, analysis matrix spike, and surrogate

spike), calibration check samples (zero check, span check, and mid-range check), replicates, splits, and so on should be included in these reports to facilitate data quality analysis.

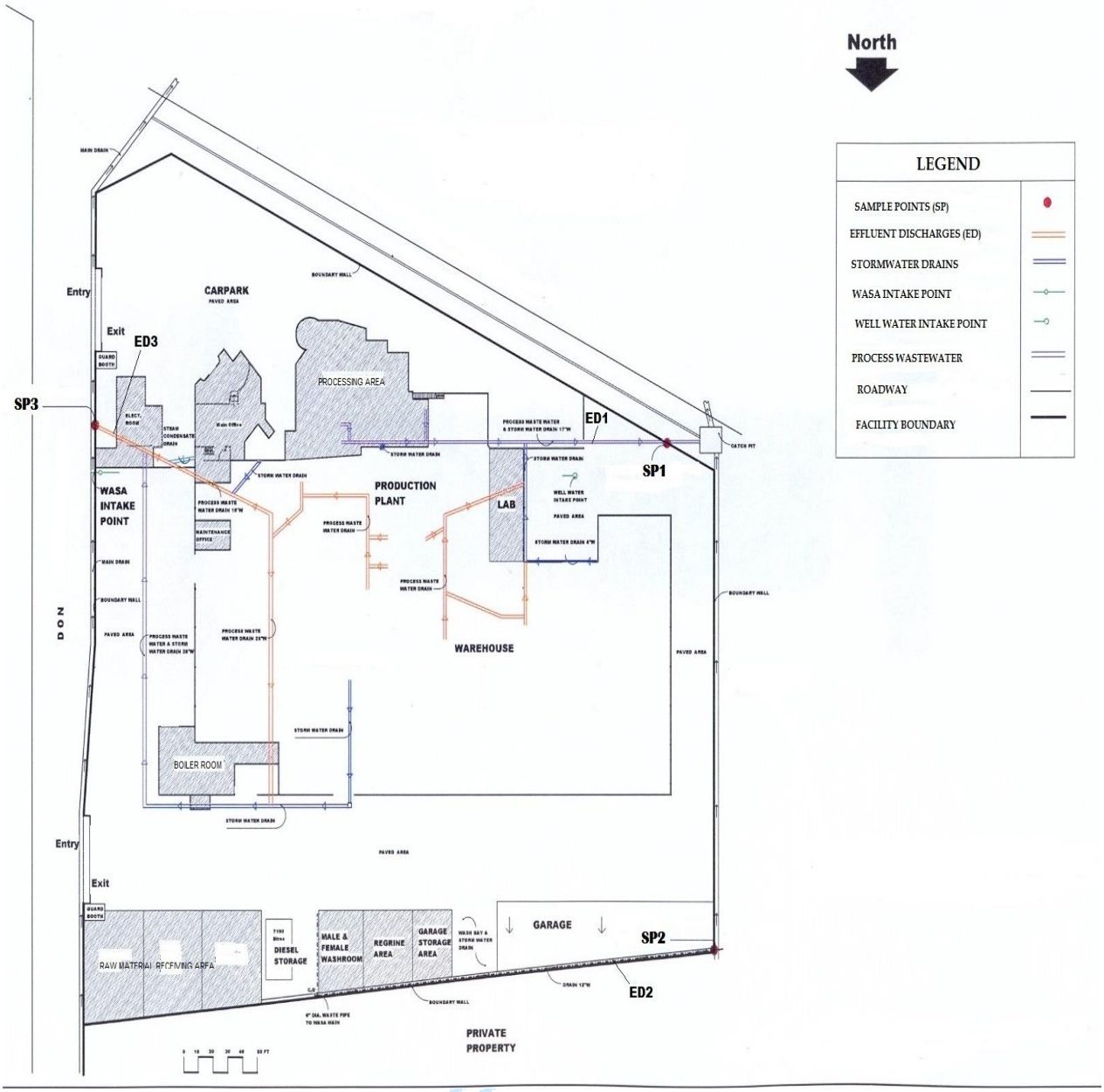
Data Handling Records: These records document protocols used in data reduction, verification, and validation. Data reduction addresses data transformation operations such as converting raw data into reportable quantities and units, use of significant figures, recording of extreme values, blank corrections, etc. Data verification ensures the accuracy of data transcription and calculations, if necessary, by checking a set of computer calculations manually. Data validation ensures that QC criteria have been met.

Competency of Personnel / Testing Laboratory: Provide certificates that demonstrate that the person(s) or laboratory possesses the skills, qualifications and experience to conduct the required sampling analysis and reporting.

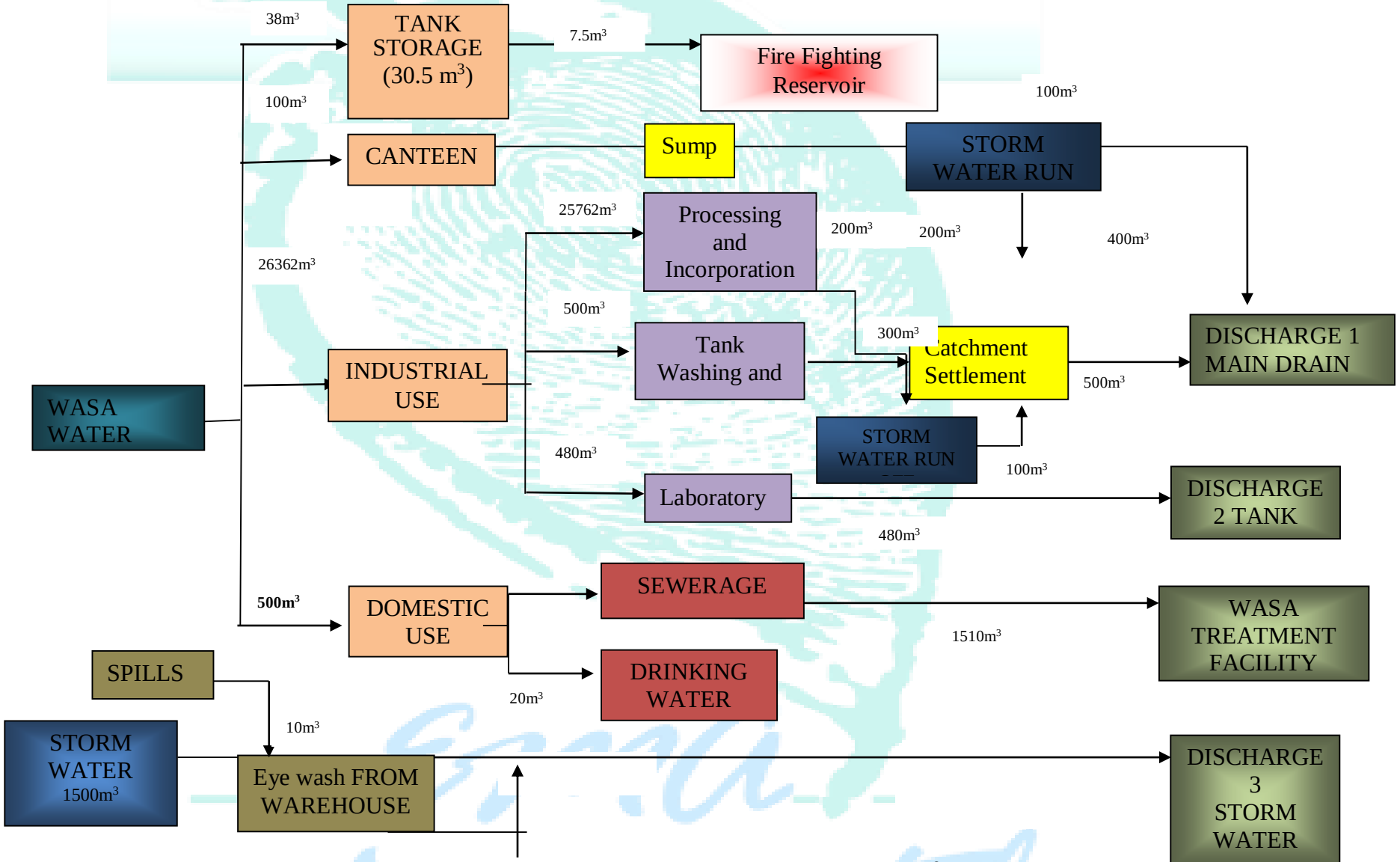
Item 9 – Confidentiality Claim
Self-explanatory

Item 10 – List of Attachments
Self-explanatory

APPENDIX I: SITE MAP



APPENDIX II: WATER BALANCE



APPENDIX III: Codes for Treatment Processes

PHYSICAL TREATMENT PROCESSES	
1-A ---------- Ammonia Stripping	1-M -------- Grit Removal
1-B ---------- Dialysis	1-N -------- Microstraining
1-C ---------- Diatomaceous Earth Filtration	1-O -------- Mixing
1-D ----------Distillation	1-P --------- Moving Bed Filters
1-E ---------- Electrodialysis	1-Q -------- Multimedia Filtration
1-F ---------- Evaporation	1-R -------- Rapid Sand Filtration
1-G ---------- Flocculation	1-S -------- Reverse Osmosis (Hyperfiltration)
1-H ---------- Flotation	1-T -------- Screening
1-I ---------- Foam Fractionation	1-U -------- Sedimentation (Settling)
1-J ---------- Freezing	1-V -------- Slow Sand Filtration
1-K --------- Gas-Phase Separation	1-W ------- Solvent Extraction
1-L --------- Grinding	1-X -------- Sorption
CHEMICAL TREATMENT PROCESSES	
2-A ---------- Carbon Adsorption	2-G -------- Disinfection (Ozone)
2-B ---------- Chemical Oxidation	2-H -------- Disinfection (Other)
2-C ---------- Chemical Precipitation	2-I --------- Electrochemical Treatment
2-D ----------Coagulation	2-J --------- Ion Exchannge
2-E ---------- Dechlorination	2-K -------- Neutralization
2-F ---------- Disinfection (Chlorine)	2-L -------- Reduction
BIOLOGICAL TREATMENT PROCESSES	
3-A ---------- Activated Sludge	3-E -------- Pre-aeration
3-B ---------- Aerated Lagoons	3-F -------- Spray Irrigation/Land Application
3-C ---------- Anaerobic Treatment	3-G -------- Stabilisation Ponds
3-D ----------Nitrification-Denitrification	3-H --------- Trickling Filtration
OTHER PROCESSES	
4-A ---------- Discharge to Surface Water	4-C-------- Reuse/Recycle of Treated Effluent
4-B ---------- Marine Discharge through Outfall	4-D-------- Underground Injection
SLUDGE TREATMENT AND DISPOSAL PROCESSES	
5-A ---------- Aerobic Digestion	5-M -------- Heat Drying
5-B ---------- Anaerobic Digestion	5-N -------- Heat Treatment
5-C ---------- Belt Filtration	5-O -------- Incineration
5-D ----------Centrifugation	5-P --------- Land Application
5-E ---------- Chemical Conditioning	5-Q -------- Landfill
5-F ---------- Chlorine Treatment	5-R -------- Pressure Filtration
5-G ---------- Composting	5-S -------- Pyrolysis
5-H ---------- Drying Beds	5-T -------- Sludge Lagoons
5-I ---------- Eluriation	5-U -------- Vacuum Filtration
5-J ---------- Flotation Thickening	5-V -------- Vibration
5-K --------- Freezing	5-W ------- Wet Oxidation
5-L --------- Gravity Thickening	