

WHAT YOU SHOULD DO WHEN YOU RECEIVE YOUR LAG530000 GENERAL PERMIT AUTHORIZATION LETTER

- **You must REGISTER FOR NetDMR TO SUBMIT YOUR REQUIRED DISCHARGE MONITORING RESULTS.** Information about registering for NetDMR can be found on our website at www.deq.louisiana.gov under the following links: **WATER > ENFORCEMENT > NETDMR.** Failure to register for NetDMR will subject you to enforcement action.
- **You must download or print a copy of the general permit. Read the permit** very carefully to ensure that you thoroughly understand the requirements and conditions of the permit. It is required by law (LAC 33:IX.2701.H.) that you have a copy of the permit available if requested during an inspection.

The permit can be found at:

- a. <http://www.deq.louisiana.gov/page/lpdes> using the following path: WATER – Permits – LPDES Permit Information – LAG530000 or,
- b. <http://www.deq.louisiana.gov/page/edms> by entering the Document ID 10880321 in LDEQ's Electronic Document Management System (EDMS) search window. **(ENTER ONLY THE DOCUMENT ID NUMBER)**

If you are unable to obtain a copy of the permit through the methods listed above, please contact the Water Permits Division at 225-219-9371 to request that a hard copy be mailed to you.

- **You must sample your wastewater.** The schedules in the permit that you have downloaded/printed will describe the limitations and monitoring requirements applicable to your facility. **Appendix A** (enclosed) will tell you which schedule(s) applies to your facility. You will be **required** to sample your wastewater. A list of approved labs can be found on the DEQ website <http://www.deq.louisiana.gov> using the following path: **About LDEQ – Public Participation and Permit Support – LELAP – LELAP Accredited Labs.**

If you have questions or need assistance, please contact the Water Permits Division at (225) 219-9371 or LDEQ's Small Business/ Community Assistance Program at (800) 259-2890 or by email at sbap@la.gov.

LDEQ's Small Business/Community Assistance Program provides free environmental regulatory assistance and information to small businesses and communities.

John Bel Edwards
Governor



Chuck Carr Brown, Ph.D.
Secretary

Louisiana Department of Environmental Quality

Office of Environmental Services

February 21, 2018

Mr. Greg A Smith
6525 Dept of Energy Rd
St. James, LA 70086

Permit Number: LAG534797
Agency Interest Number: 32798

RE: Renewal of Coverage under LPDES General Permit (LAG530000) for discharges of Treated Sanitary Wastewater and/or Other Accepted Wastewater Types Totaling Less Than 5,000 Gallons per Day

Dear Permittee:

The Louisiana Pollutant Discharge Elimination System (LPDES) General Permit LAG530000 previously issued to your facility expired on November 30, 2017. The Louisiana Department of Environmental Quality (LDEQ) has reissued the LPDES General Permit LAG530000 permit with an effective date of December 1, 2017. Pursuant to the Louisiana Environmental Quality Act (La R.S. 30:2001 et seq), authorization under the Permit, is hereby extended to

Shell Pipeline Co LP
Sugarland Pipeline Station/Terminal
6525 Dept of Energy Rd
St. James, LA

to discharge treated sanitary wastewater from your facility into subsegment 020101. If at anytime changes occur at this facility resulting in an increased discharge volume above 440 GPD, you are required to notify the LDEQ immediately. If at some point the facility does not meet the eligibility requirements of LAG530000 or changes occur resulting in facility alterations, notification is required and a new Notice of Intent or permit application may be required. This reissued permit will replace and cancel the prior version of the permit which was previously issued to your facility. Please note that your permit number will remain the same. **To ensure that all correspondence regarding this facility is properly filed into the LDEQ's Electronic Document Management System (EDMS), you must reference your Agency Interest Number AI 32798 and LPDES general permit authorization number LAG534797 on all future correspondence to LDEQ.**

The permittee shall follow the Effluent Limitations and Monitoring Requirements established in Appendix A, which is attached to this permit. Appendix A is facility specific and details which schedule(s) from Part I of the permit apply to the facility. Please note that any schedule in Part I of the permit that is **NOT** listed in Appendix A shall **NOT APPLY** to this particular facility.

Pursuant to LAC 33:IX.2701.L.4.a, monitoring results shall be reported to the Enforcement Division through a department-approved electronic document receiving system (NetDMR). Paper DMRs or an alternative substitute may only be utilized by the permittee if the LDEQ Enforcement Division grants a written authorization to the permittee. See the enclosed NetDMR information sheet.

Your facility will be assessed an Annual Maintenance and Surveillance Fee to be invoiced separately by the LDEQ. Annual fee amounts are subject to adjustment at a later date by promulgation of changes in the Louisiana Administrative Code (LAC). Pursuant to LAC 33:IX.1309.I, LAC 33:IX.6509.A.1 and LAC 33:I.1701, you must pay any outstanding fees to the LDEQ. Therefore, please verify your facility's fee status by contacting LDEQ's Office of Management and Finance, Financial Services Division at (225) 219-3863 or on the LDEQ website at www.deq.louisiana.gov/page/invoices-accounts-receivables. Any outstanding fees must be remitted via a check to the LDEQ within thirty (30) days after the effective date of your permit. Failure to pay the full amount due in the manner and time prescribed could result in applicable enforcement actions as prescribed in the Environmental Quality Act, including, but not limited to revocation or suspension of the applicable permit, and/or a civil penalty against you.

A copy of the permit can be accessed and printed from LDEQ's Internet website at <http://www.deq.louisiana.gov/portal/> using the following path: WATER – Permits – LPDES Permit Information – LAG530000 or by entering the Document ID 10880321 in LDEQ's Electronic Document Management System (EDMS) search window found at <http://edms.deq.louisiana.gov/app/doc/querydef.aspx>. In the event you are unable to access and/or print a copy of this permit for your records from one of the above listed sources, please contact the Water Permits Division at (225) 219-9371 to request a hard copy be sent by mail. In compliance with LAC 33:IX.2701.H, the permittee may be required to provide a copy of the permit at the request of the administrative authority. Please read the entire permit very carefully to ensure that you thoroughly understand the conditions of the permit.

For all sanitary treatment plants, the plans and specifications must be approved by the Louisiana Department of Health, Office of Public Health, P.O. Box 4489, Baton Rouge, Louisiana 70821-4489, (225) 342-7499.

Please be advised that according to LA R.S. 48:385, any direct discharge to a state highway ditch, cross ditch, or right-of-way shall require approval from the Louisiana Department of Transportation and Development, P.O. Box 94245, Baton Rouge, Louisiana 70804, (225) 379-1927, and from the Department of Health and Hospitals, Office of Public Health, P.O. Box 4489, Baton Rouge, Louisiana 70821-4489, (225) 342-7499.

Should you have any questions concerning the general permit, please feel free to contact Rachel Davis at (225) 219-3515.

Sincerely,



Kimberly Corts, Manager
General and Municipal Permit Section

Attachments: Appendix A and NetDMR Information
cc:IO-W

**Louisiana Department of Environmental Quality
Office of Environmental Services**

APPENDIX A

Louisiana Pollutant Discharge Elimination System (LPDES)

Agency Interest 32798

General Permit LAG534797

Sugarland Pipeline Station/Terminal

6525 Dept of Energy Rd

St. James, LA

In accordance with Part II, Section N, monitoring results shall be submitted to the Enforcement Division per the schedule specified, through a department-approved electronic document receiving system (NetDMR). A DMR submission must be completed for each wastewater discharge point (outfall) listed below. Please contact the LDEQ Enforcement Division at 225-219-3572 or 225-219-3767 or visit <http://www.deq.louisiana.gov/netdmr> in order to register with NetDMR.

A submission must be made through NetDMR, even if no discharge occurs during the monitoring period. The following is a list of the wastewater discharge point(s) from your facility with the assigned discharge number and the final effluent limitations and monitoring requirements:

Discharge Number	Discharge Location	Discharge Description	Final Effluent Limitations and Monitoring Requirements*
Outfall 001	At the point of discharge prior to mixing with other waters of the state	treated sanitary wastewater	Part I, Section B: <ul style="list-style-type: none">• Schedule A, Page 3 of 20



NetDMR Form

General Instructions

- Form has been partially completed by the Office(s) specified in permit, verify the following information is correct on the form:
 - *Permittee Name/ Mailing Address and Facility Name/ Location*
 - *Permitted Feature/ Discharge*
 - *Monitoring Period*
 - *Parameter/ Permit Requirement/ Frequency of Analysis/ Sample Type*
- Optional- Enter "*First Name/Last Name*", "*Title*" and "*Telephone Number*" of Principal Executive Officer
- Enter "*Sample Measurement*" (Smpl.) data for each parameter under "*Quantity*" and "*Quality*" in units specified in permit.
- Under "*No Ex*" enter number of sample measurements during monitoring period that exceed maximum (and/or minimum or 7-day average as appropriate) permit requirement for each parameter. If none, enter "0".
- Change "*Frequency of Analysis*" for *Sample Measurement* to actual frequency of analysis used during monitoring period if different than prepopulated value (e.g., Enter "99/99," for continuous monitoring, "01/07" for one per week, "01/30" for one per month, "01/90" for one per quarter, etc.)
- Change "*Sample Type*" for *Sample Measurement* to actual sample type used during monitoring period if different than prepopulated value (e.g., Enter "GR" for grab samples, "24" for 24-hour composite, "CN" for continuous monitoring, etc.)
- If "no discharge" occurs during monitoring period, choose appropriate no data indicator (NODI) code to correspond with reason no data is available for the entire DMR, the parameter(s), or the specific value(s)
- Address *Edit Check Errors*, if applicable:
 - Hard Errors must be resolved by editing the DMR
 - Soft Errors can be resolved by editing the DMR or by acknowledging the errors
 - Errors must be addressed before DMRs can be Signed & Submitted
- Where violations of permit requirements are reported, attach non-compliance report with a brief explanation to describe cause and corrective actions taken, and reference each violation by date.
- Comments- this field provides space to enter additional comments related to your DMR submission, if any.
- Attachments- *Add Attachment* allows one or more PDF files to be attached to the DMR submission (such as cover letters, non-compliance reports, other permit required reports, etc.)
- DMRs with a *NetDMR Validated* status may be signed & submitted. A Copy of Record (COR) will be maintained with in NETDMR.
- More detailed Instructions for use of NetDMR may be obtained from the Office(s) specified in permit.



NetDMR and Electronic DMR Reporting



Useful Information

-
- **EPA Electronic Reporting Rule**
 - o <https://www.epa.gov/compliance/npdes-ereporting>
 - o Phase I- Requires electronic submittal of DMRs as of December 21, 2016
 - o Phase II- Requires electronic submittal of NOIs and Program Reports as of December 21, 2020
 - o Electronic DMR Reporting requirement adopted by LDEQ Water Regulations May 20, 2016

 - **LDEQ Public Website**
 - o <http://deq.louisiana.gov/>
 - o 225-219-5337 or 866-896-5337 (customer service)

 - **LDEQ NetDMR Information**
 - o <http://deq.louisiana.gov/page/netdmr>
 - o 225-219-3752 or 225-219-3767

 - **LDEQ NetDMR Training** (training materials and schedule)
 - o <http://deq.louisiana.gov/page/netdmr-training>

 - **NetDMR Homepage**
 - o <https://netdmr.epa.gov>

 - **Steps to Submit DMRs via NetDMR**
 - o Register in CDX
 - o Request Access to Permit in NetDMR
 - o Submit Subscriber Agreement to LDEQ (electronically or via paper)
 - o Receive approval by LDEQ
 - o Enter DMR data and add any attachments
 - o Sign and Submit On-line
 - o Download Submittal from NetDMR or EDMS

 - **No Data Indicator (NODI) Codes**
 - o NODI codes are used to indicate why no DMR value was submitted for a specific data field, parameter, or whole DMR
 - o List of Common NODI Codes
 - C = no discharge
 - 9 = conditional monitoring/ not required this period
 - E = analysis not conducted (failure to sample)
 - B = below detection limit
 - D = lost sample
 - G = equipment failure
 - H = invalid test

 - **NetDMR Attachments (cover letters, noncompliance reports, etc.)**
 - o Click the "Add Attachment" button on the DMR screen. Click "Browse..." and select the document you wish to attach to the DMR
 - o LDEQ only accepts PDF files as attachments

 - **EDMS** (search documents related to a facility)
 - o <http://deq.louisiana.gov/page/edms>