

REQUEST FOR PROPOSAL

FOR

WASTEWATER TREATMENT PLANT  
OPERATIONS AND MAINTENANCE  
CONTRACTOR

AT

TOWN OF LITTLETON WASTE WATER  
TREATMENT FACILITY  
LITTLETON, NH

Issued by:  
Town of Littleton, NH  
125 Main Street, Suite 200  
Littleton, NH, 03561

## INTRODUCTION

The Town of Littleton (Town), seeks a contractor (Contractor) to operate the wastewater treatment plant (Plant) at 323 Meadow Street, Littleton, NH.

The Contractor must adhere to the following objectives:

- a) Offer services according to the highest industry standards and in the best interest of the Town, the community, and the State of New Hampshire.
- b) Operate in a manner consistent with the public interest, providing the Town with full accountability for, and accurate records of all transactions conducted within the Plant.
- c) Exert every effort to maximize the financial efficiencies of the operation and maintenance of the Plant through proper management.

The selected company must be able to demonstrate substantial experience with similar projects and the availability of the full range of skills and expertise necessary to carry out the work in a professional manner.

## GENERAL PLANT DESIGN AND DESCRIPTION

The Town owns and operates a 1.5 million gallon per day (mgd) Wastewater Treatment Plant (Plant) located at 323 Meadow Street, Littleton, NH.

The Plant provides treatment to sanitary wastewater collected from residences and businesses through an activated-sludge process (specifically, through the use of oxidation ditches). Raw wastewater enters the facility through a thirty-inch diameter interceptor. Bar screens and grit chambers provide preliminary treatment by removing any large, coarse objects from the waste stream that may damage treatment units further along the treatment process train. After passing a flow measurement device, wastewater is conveyed to the oxidation ditches where it mixes with microorganisms in the sludge and undergoes biological treatment. Aeration and mixing of the wastewater in the oxidation ditches facilitates contact between the wastewater and the activated sludge and provides the oxygen necessary to support the biological decay of the wastes. The wastewater is then conveyed from the oxidation ditches to one of two clariflocculators where the biological solids (sludge) settle out from the liquid portion (effluent) of the wastewater. Effluent then flows to an ultraviolet (UV) disinfection system and a flow measuring device prior to being discharged through outfall 001 to the Ammonoosuc River. Most of the settled sludge is returned to the oxidation ditches to seed the incoming wastewater, but a portion is wasted from the system and hauled off-site for disposal. The facility also has a hypochlorite (chlorine) disinfection system which serves as a back-up to the UV system in the event of a system failure, or if the UV system is taken off-line for maintenance and/or repairs. A flow diagram of the existing process of the Plant is attached as Attachment A at the end of this document.

The NPDES permit contains effluent limitations for 5-day biochemical oxygen demand (BOD5), total suspended solids (TSS), pH, *Escherichia coli* (*E. coli*), total residual chlorine, total recoverable copper, total recoverable lead, and whole effluent toxicity (WET). The NPDES Permit No. NH0100153 is attached as Attachment B at the end of this document.

## SCOPE OF SERVICES and WORK

CONTRACTOR shall:

1. Hire, train and employ a sufficient number of employees to staff and operate the Plant to provide continuing efficient and timely service in the operation of the wastewater treatment facility and three sewer pumping stations.
2. Provide sufficient project staff who will meet certification requirements of the State of New Hampshire and Labor Benefits Costs to all staff assigned full-time to the Plant.
3. Provide a computerized maintenance management system for the Town, which shall include the required software, and any updates to the software program issued by the developer during the term of the Agreement. The cost of the system shall be included in the Contractor's price proposal and the database shall remain property of the Town. This system shall be employed to document all maintenance activities for the Project. The Town shall have the right to inspect these records at any time.
4. Provide routine and normal repairs and maintenance of plant equipment, buildings and grounds when such repairs amount to less than \$2,000 per incident, exclusive of contractor labor. Major repairs and capital expenditures (items that cost more than \$2,000, exclusive of contractor labor) will be the responsibility of the Town. The Town is responsible for all Capital Repairs and may request in writing that the Contractor undertake such Capital Repairs as needed. If the Contractor believes a Capital Repair is needed, it must describe it in the Capital Improvements plan, or in some other written request, and obtain prior written authorization from the Town before undertaking such repair.

The Town shall annually budget \$30,000.00 for Contractor's use towards routine and normal repairs and maintenance. The Contractor shall provide to the Town for each upcoming contract year, an annual budget of expected costs and expenses for contemplated minimum routine and normal repairs and maintenance. In addition, the Contractor shall provide to the Town written monthly reports of operations and maintenance (both preventive and corrective), and quarterly accounting of plant maintenance expenditures.

5. Prepare all Federal and New Hampshire Department of Environmental Services wastewater permit reports and submit these to the Town with sufficient time to allow the Town to review, request changes or clarification if necessary, and to then transmit to the appropriate State and Federal agencies. (This provision does not include collection system reporting.)
6. Provide assistance to the Town's engineering staff or consultants in review of any proposed project rehabilitation plans for the utilities.
7. Document all repair parts and expenses, including time and cost for labor, incurred on behalf of the Town for capital repairs. All current purchasing policies and procedures of the Town will remain in place. In addition, the Contractor shall update the Town monthly on the cost-to-date of repair parts and supplies for budgetary purposes.
8. Provide twenty-four (24) hour per day access to the Plant for the Town. Visits may be made at any time by any of the Town's employees. Keys for the Plant shall be provided to the Contractor by the Town. Visitors to the Plant must comply with the Contractor's operating and safety procedures.
9. Perform other professional management services as directed by the Town. Such services must be pre-authorized by the Town in writing and additional compensation to the Contractor will be negotiated on a case-by-case basis.
10. If there is an emergency requiring the Contractor to purchase parts or secure assistance in performing a repair for the Town without sufficient time to obtain prior written permission, the Contractor will provide verbal notice and a written description of the event, action taken, and cost as soon as possible. Any repair parts purchased on behalf of the Town and/or labor under an emergency will be reimbursed to the Contractor upon presentation of a proper receipt or challenged within 60 days of the emergency event.
11. The Contractor will provide vehicles to be used at the project, registration fees, fuel, maintenance, and auto liability insurance. The Town shall be named as an additional insured on the auto liability policies.
12. Provide Direct Costs as outlined in the Payment of Compensation Section of this RFP for the treatment facility. These costs include personnel related items, repair parts up the agreed upon cap, process chemicals, sludge removal, and natural gas.
13. Provide no less than 960 hours per year of technical and management services for backup and support of regular plant employees with a breakdown of 480 hours per year for the Area Manager and 480 hours for an O&M Specialist each at a rate of one (1) week on site per month.

14. Provide process sampling and laboratory analysis for the wastewater facility at a frequency sufficient to meet permit requirements of NPDES permit number NH0100153. This excludes the Chronic and modified acute toxicity test required quarterly and the Lead, Copper and Nitrates test required monthly on the facility effluent.
15. Oversight of the Industrial Pretreatment Program, including permit renewal and issuance of permits. This program will include field visits, unscheduled site inspections and review of documentation relative to compliance with the Town's sewer use ordinance. All data will be shared with the Town in a manner consistent with the Town's information management system.
16. Provide an appropriate vehicle and provide winter plowing of the entrance road and roadways around the treatment facility and following public parking lots:
  - a. Main Street – Community House Parking Lot
  - b. Green Street – By the Littleton Diner
  - c. Laconia Savings Bank Upper Lot
  - d. Laconia Savings Bank Lower Lot
  - e. Mill Street Public Parking
  - f. Connecticut River Bank Lot
  - g. Pleasant Street – Theatre Parking Lot
  - h. High Street and Clay Street Catholic Church Parking Lot
  - i. River Glen Drive – For the Walking Bridge
  - j. Treatment Plant
  - k. Pump Stations: Brickyard, Lisbon Road and Mount Eustis
17. Provide assistance to the Town, when requested, during sewer main breaks or blockages.

The TOWN Shall:

1. Maintain all existing easements, warranties and licenses that have been granted to the Town as related to the wastewater collection system and Plant.
2. Pay all administrative costs, franchise fees, property or other normal taxes associated with the Plant.
3. Provide the Contractor with any Town equipment that could supplement the Plant, as well as liability coverage for these automobiles, trucks, dump trucks, and sewer cleaning vehicles owned by the Town. The Contractor shall be named as an additionally insured party for liability proposes on these items.
4. Pay for all costs detailed as Town costs at the wastewater treatment facility and to each sewer pumping station as outlined in the Payment of Compensation.

5. Provide for all required Capital Expenditures. These costs shall include any expansions or modifications to the existing utility system as a result of increased demand, normal replacement needs or regulatory requirements imposed by State or Federal agencies.
6. Pay for the Chronic and modified acute toxicity test required quarterly and the Lead, Copper and Nitrates test required monthly on the facility effluent as required in the NPDES permit.

## CONTRACT

At the proposer's discretion, provide a draft of a potential Contract between your company and the Town of Littleton for the services requested in the RFP.

## SPECIAL CONDITIONS

Reservations:

- a) This RFP does not commit the Town of Littleton to award a Contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure a Contract for work.
- b) Right to Cancel: The Town of Littleton reserves the right to cancel this RFP in part or in its entirety. If the Town of Littleton cancels or revises the RFP, the Town of Littleton will notify all proposers in writing.
- c) Right to Reject Proposals: The Town of Littleton reserves the right to reject any and all proposals.
- d) Additional Information: The Town of Littleton reserves the right to request additional information and/or clarifications from any or all proposers responding to this RFP.
- e) Release of Public Information: If a contract is awarded, it will be authorized at a public Selectboard meeting of the Town. Contractors desiring to release information to the public must receive prior approval from the Town.
- f) Award of Contract: The proposer acknowledges that the Town is not bound to award the Contract to the lowest responsible proposer.

## CONTRACTOR SELECTION PROCESS AND EVALUATION OF PROPOSALS

Upon review of the proposals and possible interviews, a selection for this Project will be made on the basis of the following criteria:

- a) The qualifications of the staff (and sub-contractors, if any) assigned to the project and their professional experience with similar type projects. The on-site manager or supervisor shall be identified and qualifications, credentials and/or resume shall be presented.
- b) The quality of the plan for the operations and maintenance of the Plant per the scope of services.
- c) The ideas and opportunities presented for creating greater efficiencies in the operations of the Plant.
- d) The fee proposal.

The proposer will be evaluated based on the experience and qualifications of their entire team, therefore no changes in the team composition, particularly the on-site manager or supervisor will be allowed without prior written approval of the Town of Littleton whose approval will not be unreasonably withheld.

## CONTRACTOR SELECTION SCHEDULE

The following schedule is anticipated but not guaranteed.

A. Request for Proposals Issued	October 24, 2016
B. Pre-proposal Meeting and Site Tour of Facility (meet at the facility)	10:30 am, November 9, 2016
C. Deadline for Questions	November 15, 2016
<b>D. Proposals Due, by 12 PM (noon)</b>	<b>December 1, 2016</b>
E. Interviews/Proposal Review (if needed)	December 7, 2016
F. Award (Selectboard Meeting)	December 10, 2016
G. Start Plant Operation	January 1, 2017

## INQUIRIES

All inquiries regarding this RFP shall be submitted in writing to:

Andrew Dorsett, Town Manager  
Town of Littleton, NH  
125 Main Street, Suite 200  
Littleton, NH 03561  
Tel: 603-444-3996 Ext. 13  
Fax 603-444-1703

## PROPOSAL CONTENT AND REQUIREMENTS

The CONTRACTOR should submit a response that CONCISELY addresses the following in a formal written proposal:

- Legal name and address of company.
- Name, title, address, telephone number, and e-mail address of person to contact concerning the proposal.
- Specify key people that would be dedicated to this Project, specify the on-site manager or supervisor.
- Indicate firms understanding of local laws, ordinances, regulations, policies, requirements, permits, etc.
- Specify and demonstrate the company's safety statement, programs and all safety training including but not limited to ANSI/ASSE, OSHA and AWWA training that is applicable to the work required under this RFP.

The Technical Proposal shall address the following specific items:

- A written description of the Contractor's plan for managing the Project as per the scope of services including tasks to be performed by sub-contractors, if any.

The Proposal shall identify the derivation of the total fee by indicating:

- Assumptions made in estimating costs including those of third party contractors.
- Net increase/decrease for any RFP modifications suggested or requested by Contractor that have not been included in the RFP.
- In addition, provide a breakout of estimated costs. Please include a list of hourly rates, job classifications, hours to be worked, and a breakdown of work to be performed for personnel working on the Project. List all other expenses.

## PROPOSAL SUBMITTAL

- A. Submit six (6) printed and one (1) electronic copy of the proposal to: Andrew Dorsett, Town Manager, Town of Littleton, NH, 125 Main Street, Suite 200, Littleton, New Hampshire 03561 by 12:00pm (noon) on the proposal due date. adorsett@townoflittleton.org.
- B. Proposals will not be returned.

## PAYMENT OF COMPENSATION

- 1/12<sup>th</sup> of the base fee established shall be due and payable on the first day of the month for each month that services are to be provided.
- All other compensation, including direct pass-thru expense shall be billed by the Contractor and is due upon receipt of the invoice and is payable within thirty (30) days.

## CONTRACTOR'S COSTS

Price shall include all costs associated with the following budget categories for the Wastewater facility and Pump Stations:

- Direct Labor
- Overtime (except for Emergency Declarations)
- Corporate Engineering and Operations Support
- Federal and State Unemployment Taxes
- Social Security Taxes
- Medical, Life, and Dental Insurance
- Worker's Compensation Insurance
- General Liability Insurance
- Umbrella Insurance Policy
- 401K Retirement Plan
- Training Costs (State certification schools)
- Uniforms
- Personal Protective Equipment (PPE)
- Computer Hardware & Software
- Office Supplies
- Manager's Vehicle, Maintenance, Fuel & Oil
- Manager's Vehicle Insurance, Registration
- Cellular Phones
- Process Chemicals
- Power Expenses
- Sludge Removal
- Laboratory Analysis (except effluent toxicity)
- Purchased Natural Gas for Heating
- Lubricants and all other consumable materials necessary for the operations of the Project.

## TOWN'S COSTS

The Town will pay for Capital parts purchased and repairs performed on behalf of the utility system by the Contractor. The Contractor will assist with proper documentation of all of these expenses for rate justification and increases deemed necessary by the Town.

## TERM AND TERMINATION

- a. The initial Agreement for services will be entered into by both parties beginning on January 1<sup>st</sup>, 2017 and ending December 31<sup>st</sup>, 2021, recognizing it will be reviewed on an annual basis.
- b. The Town has the ability to extend the contract for another five (5) year term.
- c. Either party may terminate the Agreement for a material breach of the Agreement after giving written notice of breach and allowing the other party thirty (30) days to correct the breach. If the breach is not corrected within thirty (30) days, either party may terminate the contract.
- d. Upon notice of termination by the Town, the Contractor shall assist the Town in transitioning the operation of the Plant.
- e. The Town reserves the right to cancel the contract at the Town's sole discretion, giving the Contractor one hundred twenty (120) days' notice of its intent. The Contractor shall cooperate fully to insure a smooth transition of service to the new Contractor on behalf of the Town. The Town will pay expenses incurred by the Contractor directly related to this cancellation.

## INDEMNITY, LIABILITY AND INSURANCE

- a. The Contractor shall hold the Town harmless from any liability or damages, which may arise from the Contractor's negligent operations under this Agreement.
- b. The Town shall hold the Contractor harmless from any liability or damages, which may arise from all causes of any kind other than the Contractor's negligence.
- c. The Contractor's liability to the Town under this Agreement excludes all indirect or consequential damages arising from the normal operation, maintenance and management of the Project.

- d. The Town and the Contractor shall obtain insurance coverage of a type and in the amounts described below. Nothing herein shall be construed as any waiver of immunity available to the Town by New Hampshire law.
- e. The Contractor's liability assumes the wastewater treatment facility will receive Adequate Nutrients and that said facility will not be adversely impacted by illegal infusions of Biologically Toxic Substances which would affect our ability to meet NPDES requirements. If adequate nutrients are not provided or the facility may be adversely impacted by Biologically Toxic Substances, the Contractor shall notify the Town and shall take all reasonable steps to address either or both of these issues as they may arise.

## INSURANCE COVERAGE

The Contractor shall maintain:

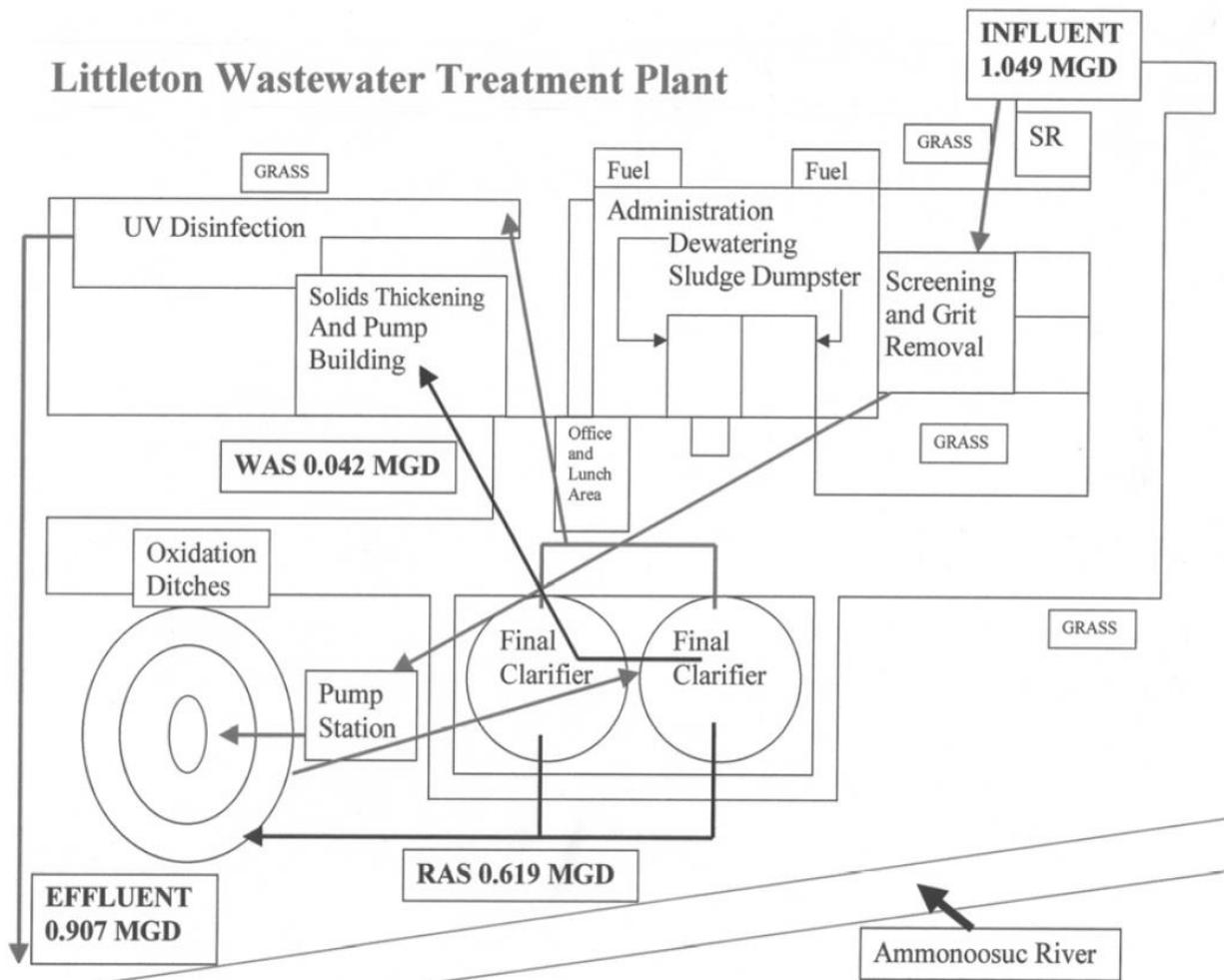
1. Statutory worker's compensation for all of the Contractor's employees at the project as required by the State of New Hampshire.
2. Comprehensive general liability insurance in an amount not less than \$2,000,000 combined single limits for bodily injury and/or property damage.
3. Vehicle insurance for any vehicles and equipment owned by the Contractor.
4. The Town shall be named as an Additional Insured on the policies in #2 and #3 above for the purposes of liability and the Contractor shall furnish the Town with insurance certificates reflecting such coverages.

The Town shall maintain:

1. Property damage insurance for all property, including moving equipment owned by the Town and operated by the Contractor under this Agreement. Not properly or fully insured property shall be the financial responsibility of the Town.
2. Scheduled liability coverage for those automobiles, trucks, and dump trucks, owned by Town that could be used at the Project. The Town shall name the Contractor as an additionally insured party on the Certificate of Insurance.
3. The Town shall maintain property liability insurance on the project.

# ATTACHMENT A:

# Littleton Wastewater Treatment Plant



## ATTACHMENT B:

**AUTHORIZATION TO DISCHARGE UNDER THE NATIONAL POLLUTANT  
DISCHARGE ELIMINATION SYSTEM**

In compliance with the provisions of the Federal Clean Water Act as amended, (33 U.S.C. §§ 1251 et seq.; the “CWA”),

**Town of Littleton  
126 Main Street, Suite 200  
Littleton, New Hampshire 03561**

is authorized to discharge from the facility located at

**Littleton Wastewater Treatment Plant  
323 Meadow Street  
Littleton, New Hampshire 03561**

to the receiving water named: **Ammonoosuc River (Hydrologic Basin Code 01080101)**

in accordance with the effluent limitations, monitoring requirements, and other conditions set forth herein.

This permit shall become effective on November 1, 2009

This permit and the authorization to discharge expire at midnight, five years from the last day of the month preceding the effective date.

This permit supersedes the permit issued on May 12, 1999.

This permit consists of 16 pages in Part I including effluent limitations, monitoring requirements, **Attachments A (Freshwater Chronic (and Modified Acute) Toxicity Test Procedure and Protocol), B (Sludge Compliance Guidance), and C (Summary of Required Reports)** and Part II including General Conditions and Definitions.

**Signed this 2<sup>nd</sup> day of September, 2009**

**/S/ SIGNATURE ON FILE**

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Ken Moraff, Acting Director  
Office of Ecosystem Protection  
Environmental Protection Agency  
Boston, MA

**Part I.**

**A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS**

1. During the period beginning the effective date and lasting through expiration, the permittee is authorized to discharge treated effluent from outfall 001 to the Ammonoosuc River. Such discharges shall be limited and monitored by the permittee as specified below. Samples taken in compliance with the monitoring requirements specified below shall be taken at the end of all treatment processes and at a location that provides a representative analysis of the effluent.

Effluent Characteristic	Unit	Discharge Limitation			Monitoring Requirement	
		Average Monthly	Average Weekly	Maximum Daily	Measurement Frequency	Sample Type
Flow	MGD	Report	-----	Report	Continuous	Recorder <sup>*1</sup>
BOD <sub>5</sub> <sup>2</sup>	mg/l	30	45	50	2/Week	24-Hour Composite
BOD <sub>5</sub> <sup>2</sup>	lbs/day	375	563	626	2/Week	24-Hour Composite
TSS <sup>2</sup>	mg/l	30	45	50	2/Week	24-Hour Composite
TSS <sup>2</sup>	lbs/day	375	563	626	2/Week	24-Hour Composite
pH Range <sup>3</sup>	6.5 – 8.0. S.U. (see Part I.I.5)				1/Day	Grab
<i>Escherichia coli</i> <sup>4</sup>	cfu/100 ml	126	-----	406	3/Week	Grab
Total Residual Chlorine <sup>5,6</sup>	µg/l	68	-----	117	1/Day	Grab

See pages 5 and 6 for an explanation of footnotes.

**Part I.**

**A. Effluent Limitations and Monitoring Requirements**

1. During the period beginning the effective date and lasting through expiration, the permittee is authorized to discharge treated effluent from outfall 001 to the Ammonoosuc River. Such discharges shall be limited and monitored by the permittee as specified below. Samples taken in compliance with the monitoring requirements specified below shall be taken at the end of all treatment processes and at a location that provides a representative analysis of the effluent.

Effluent Characteristic	Unit	Discharge Limitation			Monitoring Requirement	
		Average Monthly	Average Weekly	Maximum Daily	Measurement Frequency	Sample Type
Total Recoverable Copper <sup>12,13</sup>	µg/l	17.3	-----	24	2/Month	24-Hour Composite
Total Recoverable Lead <sup>12,13</sup>	µg/l	3.3	-----	87	2/Month	24-Hour Composite
Total Ammonia Nitrogen <sup>7,8</sup>	mg/l	Report	-----	Report	1/Month	24-Hour Composite
Total Ammonia Nitrogen <sup>7,8</sup>	lbs/day	Report	-----	Report	1/Month	24-Hour Composite
Total Kjeldahl Nitrogen <sup>8</sup>	mg/l	Report	-----	Report	1/Month	24-Hour Composite
Total Nitrite Nitrogen <sup>8</sup>	mg/l	Report	-----	Report	1/Month	24-Hour Composite
Total Nitrate Nitrogen <sup>8</sup>	mg/l	Report	-----	Report	1/Month	24-Hour Composite

See pages 5 and 6 for an explanation of footnotes.

**Part I.**

**A. Effluent Limitations and Monitoring Requirements**

1. During the period beginning the effective date and lasting through expiration, the permittee is authorized to discharge treated effluent from outfall 001 to the Ammonoosuc River. Such discharges shall be limited and monitored by the permittee as specified below. Samples taken in compliance with the monitoring requirements specified below shall be taken at the end of all treatment processes and at a location that provides a representative analysis of the effluent.

Effluent Characteristic	Unit	Discharge Limitation			Monitoring Requirement	
		Average Monthly	Average Weekly	Maximum Daily	Measurement Frequency	Sample Type
<b>Whole Effluent Toxicity</b>						
LC <sub>50</sub> <sup>9,10,11,14</sup>	% Effluent	-----	-----	100	1/Quarter	24-Hour Composite
C-NOEC <sup>9,10,11,14</sup>	% Effluent	-----	-----	≥ 16.3	1/Quarter	24-Hour Composite
Hardness <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Ammonia Nitrogen as Nitrogen <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Aluminum <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Cadmium <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Chromium <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Copper <sup>11,12,13,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Lead <sup>11,12,13,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Nickel <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite
Total Recoverable Zinc <sup>11,12,14</sup>	mg/l	-----	-----	Report	1/Quarter	24-Hour Composite

See pages 5 and 6 for an explanation of footnotes.

Footnotes:

1. The effluent flow shall be continuously measured and recorded using a flow meter and totalizer.
2. To monitor for compliance with the “85 percent removal” requirement for BOD<sub>5</sub> and TSS found in Part I.A.4 of this permit, the influent BOD<sub>5</sub> and TSS concentrations shall be monitored twice per month using a 24-hour composite sample and the results reported as average monthly values and maximum daily values.
3. State certification requirement.
4. The average monthly value for *Escherichia coli* (*E. coli*) shall be determined by calculating the geometric mean. Samples shall be analyzed for *E. coli* using an approved method as specified in 40 CFR Part 136, Table I.A. *E. coli* samples shall be collected concurrently with total residual chlorine samples when the chlorine disinfection system is in use.
5. The effluent limitations and monitoring requirements for total residual chlorine only apply when chlorine is used to disinfect the effluent. When chlorine is used, the permittee shall monitor the effluent for total residual chlorine once per day. For any month in which the effluent is not monitored for chlorine, a “9” shall be reported on the appropriate discharge monitoring report.
6. The minimum level (ML) for total residual chlorine is defined as 20 µg/l. EPA defines the minimum level as the level at which the entire analytical system shall give recognizable signal and calibration points. For total residual chlorine, this is the minimum level for chlorine using EPA-approved methods found in Standard Methods for the Examination of Water and Wastewater, 20<sup>th</sup> Edition, Method 4500CL-E and G. One of these methods must be used to determine total residual chlorine. For effluent limitations less than 20 µg/l, compliance/non-compliance shall be determined based on the ML. Sample results of 20 µg/l or less shall be reported as zero on the discharge monitoring report (DMR).
7. See Part I.F.2. Special Conditions, for requirements to evaluate and implement Optimization measures for nitrogen removal.
8. Effluent samples of total nitrogen, total Kjeldahl nitrogen, total ammonia nitrogen, and total nitrite and nitrate nitrogen shall be collected concurrently once per month.
9. “LC<sub>50</sub>” is defined as the concentration of wastewater that causes mortality to 50 percent (%) of the test organisms. The “≥ 100 %” limit is defined as a sample which is composed of ≥ 100 % effluent. Therefore, a “≥ 100 %” limit means that a sample of ≥ 100 % effluent shall cause no greater than a 50 percent mortality rate in that effluent sample. This limit is considered to be a maximum daily limit.

“C-NOEC” (Chronic-No Observed Effect Concentration) is defined as the highest concentration of toxicant or effluent to which test organisms are exposed in a life cycle or partial life cycle test, which causes no adverse effect on growth, survival or reproduction during a specific time of observation determined from hypothesis testing where the test results exhibit a linear dose-response relationship. However, where the test results do not exhibit a linear dose-response relationship, the lowest concentration where there is no observable effect shall be reported (see **Attachment A**). This limit is considered to be a maximum daily limit.

10. The permittee shall conduct chronic (and modified acute) toxicity testing on samples of the effluent using the daphnid, *Ceriodaphnia dubia* (*C. dubia*), and the fathead minnow, *Pimephales promelas* (*P. promelas*), as test species. The permittee shall follow the protocol and procedures specified in **Attachment A**.
11. This permit shall be modified, or alternatively, revoked and reissued to incorporate additional toxicity testing requirements, including chemical-specific limits, if the results of these toxicity tests indicate that the discharge causes an exceedance of any water quality criterion. Results from these toxicity tests are considered “New Information” and the permit may be modified as provided in 40 CFR § 122.62(a)(2).
12. For each whole effluent toxicity test performed, the permittee shall report on the appropriate discharge monitoring report (DMR) the concentrations of ammonia nitrogen as nitrogen, hardness, and total recoverable aluminum, cadmium, chromium, copper, lead, nickel, and zinc detected in the 100 % effluent sample. These results shall also be included in the whole effluent toxicity test report. All of the aforementioned parameters shall be determined to at least the Minimum Quantification Levels found in **Attachment A**, with the exception of copper and lead. The Minimum Quantification Levels for copper and lead shall be at least equal to the New Hampshire Surface Water Quality Standards, which are 2.8 µg/l for copper and 0.54 µg/l for lead.
13. The results from lead and copper analyses conducted in conjunction with whole effluent toxicity tests may be used to satisfy one of the lead and copper monitoring requirements for the particular week/month in which the test was performed.
14. Toxicity test samples shall be collected and the tests completed four times each year by the end of the calendar quarters ending March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>. Toxicity test results shall be submitted by the 15<sup>th</sup> day of the month following the end of the quarter sampled.

**A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS  
(Continued)**

2. The discharge shall not cause a violation of the water quality standards of the receiving water.

3. The discharge shall be adequately treated to insure that the surface water remains free from pollutants in concentrations or combinations that settle to form harmful deposits, float as foam, debris, scum or other visible pollutants, and to insure that the surface water remains free from pollutants which produce odor, color, taste or turbidity which is not naturally occurring and would render the receiving water unsuitable for its designated use.
4. The permittee's treatment facility shall maintain a minimum of 85 percent removal of both BOD<sub>5</sub> and TSS. The percent removal shall be calculated using the average monthly influent and effluent concentrations.
5. When the effluent discharged for a period of 3 consecutive months exceeds 80 percent of the 1.5 million gallons per day (MGD) design flow (1.2 MGD), the permittee shall submit to the permitting authorities a projection of loadings up to the time when the design capacity of the treatment facility will be reached, and a program for maintaining satisfactory treatment levels consistent with approved water quality management plans. Before the design flow will be reached, or whenever treatment necessary to achieve permit limits cannot be assured, the permittee may be required to submit plans for facility improvements.
6. The permittee shall not discharge into the receiving water any pollutant or combination of pollutants in toxic amounts.
7. All publicly owned treatment works (POTWs) must provide adequate notice to both EPA and the New Hampshire Department of Environmental Services, Water Division (NHDES-WD) of the following:
  - a. Any new introduction of pollutants into the POTW from an indirect discharger in a primary industry category (see 40 CFR § 122, Appendix A, as amended) discharging process wastewater; and
  - b. Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
  - c. For purposes of this paragraph, adequate notice shall include information on:
    - (1) the quantity and quality of effluent introduced into the POTW; and
    - (2) Any anticipated impact of the change on the quantity or quality of the effluent to be discharged from the POTW.
8. Limitations for Industrial Users

- a. Pollutants introduced into the POTW by a non-domestic source (user) shall not pass through the POTW or interfere with the operation or performance of the works.
- b. The permittee shall submit to EPA and NHDES-WD the name of any Industrial User (IU) subject to Categorical Pretreatment Standards under 40 CFR § 403.6 and 40 CFR Chapter I, Subchapter N (Parts 405-415, 417-436, 439-440, 443, 446-447, 454-455, 457-461, 463-469, and 471 as amended) **who commences discharge to the POTW after the effective date of this permit.**

This reporting requirement also applies to any other IU who discharges an average of 25,000 gallons per day or more of process wastewater into the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process wastewater which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW; or is designated as such by the Control Authority as defined in 40 CFR § 403.12(a) on the basis that the industrial user has a reasonable potential to adversely affect the wastewater treatment facility's operation, or for violating any pretreatment standard or requirement (in accordance with 40 CFR § 403.8(f)(6)).

- c. In the event that the permittee receives reports (baseline monitoring reports, 90-day compliance reports, periodic reports on continued compliance, etc.) from industrial users subject to Categorical Pretreatment Standards under 40 CFR § 403.6 and 40 CFR Chapter I, Subchapter N (Parts 405-415, 417-436, 439-440, 443, 446-447, 454-455, 457-461, 463-469, and 471 as amended) the permittee shall forward all copies of these reports within ninety (90) days of their receipt to EPA and NHDES-WD.

## **B. UNAUTHORIZED DISCHARGES**

The permit only authorizes discharges in accordance with the terms and conditions of this permit and only from the outfall listed in Part I.A.1. of this permit. Discharges of wastewater from any other point sources, including sanitary sewer overflows (SSOs), are not authorized by this permit and shall be reported in accordance with Part II, Section D.1.e. of the General Requirements of this permit (twenty-four hour reporting).

## **C. OPERATION AND MAINTENANCE OF THE SEWER SYSTEM**

Operation and maintenance of the sewer system shall be in compliance with the General Requirements of Part II and the following terms and conditions. The permittee is required to complete the following activities for the collection system which it owns:

### **1. Maintenance Staff**

The permittee shall provide an adequate staff to carry out the operation, maintenance, repair, and testing functions required to ensure compliance with the terms and

conditions of this permit. This requirement shall be described in the Collection System O & M Plan required pursuant to Section C.5. below.

2. Preventative Maintenance Program

The permittee shall maintain an ongoing preventative maintenance program to prevent overflows and bypasses caused by malfunctions or failures of the sewer system infrastructure. The program shall include an inspection program designed to identify all potential and actual unauthorized discharges. This requirement shall be described in the Collection System O & M Plan required pursuant to Section C.5. below.

3. Infiltration and Inflow (I/I)

The permittee shall control infiltration and inflow (I/I) into the sewer system as necessary to prevent high flow related unauthorized discharges from its collection system and high flow related violations of the wastewater treatment plant's effluent limitations. Plans and programs to control I/I shall be described in the Collection System O & M Plan required pursuant to Section C.5. below.

4. Collection System Mapping

**Within 30 months of the effective date of the permit (see page 1 of this permit for the effective date),** the permittee shall prepare a map of the sewer collection system it owns. The map shall be on a street map of the community, with sufficient detail and at a scale to allow easy interpretation. The collection system information shown on the map shall be based on current conditions and shall be kept up to date and available for review by federal, state, or local agencies. Such map(s) shall include, but not be limited to the following:

- a. All sanitary sewer lines and related manholes;
- b. All combined sewer lines, related manholes, and catch basins;
- c. All combined sewer regulators and any known or suspected connections between the sanitary sewer and storm drain system (e.g. combined manholes);
- d. All outfalls, including the treatment plant outfall(s), CSOs, combined manholes, and any known or suspected SSOs;
- e. All pump stations and force mains;
- f. The wastewater treatment facility(ies);
- g. All surface waters (labeled);
- h. Other major appurtenances such as inverted siphons and air release valves;
- i. A numbering system which uniquely identifies manholes, catch basins, overflow points, regulators and outfalls;
- j. The scale and a north arrow; and
- k. The pipe diameter, date of installation, type of material, distance between manholes, and the direction of flow.

5. Collection System O&M Plan

The permittee shall develop and implement a collection system operation and maintenance plan.

- a. **Within six (6) months of the effective date of the permit**, the permittee shall submit to EPA and NHDES:
  1. A description of the collection system management goals, staffing, information management, and legal authorities; and
  2. A description of the overall condition of the collection system including a list of recent studies and construction activities; and
  3. A schedule for the development and implementation of the full Collection System O & M Plan including the elements in paragraphs b.1. through b.7. below.
  
- b. The full Collection System O & M Plan shall be submitted and implemented to EPA and NHDES **within twenty four (24) months of the effective date of this permit**. The Plan shall include:
  1. The required submittal from paragraph 5.a. above, updated to reflect current information;
  2. A preventative maintenance and monitoring program for the collection system;
  3. Sufficient staffing to properly operate and maintain the sanitary sewer collection system;
  4. Sufficient funding and the source(s) of funding for implementing the plan;
  5. Identification of known and suspected overflows and back-ups, including combined manholes. A description of the cause of the identified overflows and back-ups consistent with the requirements of the permit;
  6. A description of the permittee's programs for preventing I/I-related effluent violations and all unauthorized discharges of wastewater, including overflows and by-passes and the ongoing program to identify and remove sources of I/I. The program shall include an inflow identification and control program that focuses on the disconnection and redirection of illegal sump pumps and roof down spouts; and
  7. An educational public outreach program for all aspects of I/I control, particularly private inflow.

6. Annual Reporting Requirement

The permittee shall submit a summary report of activities related to the implementation of its Collection System O & M Plan during the previous calendar

year. The report shall be submitted to EPA and NHDES **annually by March 31<sup>st</sup>**. The summary report shall, at a minimum, include:

- a. A description of the staffing levels maintained during the year.
- b. A map and a description of inspection and maintenance activities conducted and corrective actions taken during the previous year.
- c. Expenditures for any collection system maintenance activities and corrective actions taken during the previous year.
- d. A map with areas identified for investigation/action in the coming year.
- e. If treatment plant flow has reached 80% of the 1.5 MGD design flow (1.2 MGD) or there have been capacity-related overflows, submit a calculation of the maximum daily, weekly, and monthly infiltration and the maximum daily, weekly, and monthly inflow for the reporting year.
- f. A summary of unauthorized discharges during the past year and their causes and a report of any corrective actions taken as a result of the unauthorized discharges reported pursuant to the Unauthorized Discharges section of this permit.

#### **D. ALTERNATIVE POWER SOURCE**

In order to maintain compliance with the terms and conditions of this permit, the permittee shall provide an alternate power source with which to sufficiently operate the publicly owned treatment works, as defined at 40 C.F.R. § 122.2, which references the definition at 40 C.F.R. § 403.3(o).

#### **E. SLUDGE CONDITIONS**

1. The permittee shall comply with all existing federal and state laws and regulations that apply to sewage sludge use and disposal practices and with the Clean Water Act (CWA) Section 405(d) technical standards.
2. The permittee shall comply with the more stringent of either state (Env-Wq 800) or Federal (40 CFR Part 503) requirements.
3. The technical standards (Part 503 regulations) apply to facilities which perform one or more of the following uses or disposal practices.
  - a. Land Application – The use of sewage sludge to condition or fertilize the soil.
  - b. Surface Disposal – The placement of sewage sludge in a sludge-only landfill.
  - c. Fired in a sewage sludge incinerator.
4. The 40 CFR Part 503 conditions do not apply to facilities that place sludge within a municipal solid waste landfill (MSWLF). Part 503 relies on 40 CFR Part 258 criteria, which regulates landfill disposal, for sewage sludge disposed of in a MSWLF. These conditions also do not apply to facilities which do not dispose of sewage sludge during the life of the permit, but rather treat the sludge (lagoon reed beds), or are otherwise excluded under 40 CFR Part 503.6.

5. The permittee shall use and comply with the attached Sludge Compliance Guidance document (**Attachment B**) to determine appropriate conditions. Appropriate conditions contain the following items:

- a. General Requirements
- b. Pollutant Limitations
- c. Operational Standards (pathogen reduction and vector attraction reductions requirements)
- d. Management Practices
- e. Record Keeping
- f. Monitoring
- g. Reporting

Depending on the quality of material produced by a facility, all conditions may not apply to the facility.

6. If the sludge disposal method requires monitoring, the permittee shall monitor the pollutant concentrations, pathogen reduction, and vector attraction reduction at one of the following frequencies. The frequency is based upon the volume of sewage sludge generated at the facility in dry metric tons per year.

- a. Less than 290.....1/Year
- b. 290 to less than 1,500.....1/Quarter
- c. 1,500 to less than 15,000.....6/Year
- d. 15,000 plus.....1/Month

7. The permittee shall perform all required sewage sludge sampling using the procedures detailed in 40 CFR Part 503(h).

8. When the permittee is responsible for an annual report containing the information specified in the regulations, the report shall be submitted by **February 19<sup>th</sup>** of each year. Reports shall be submitted to the address contained in the reporting section of the permit.

9. Sludge monitoring is not required by the permittee when the permittee is not responsible for the ultimate sludge use or disposal or when the sludge is disposed of in a MSWLF. The permittee must be assured that any third party contractor is in compliance with appropriate regulatory requirements. In such cases, the permittee is required only to submit an annual report by **February 19<sup>th</sup>** of each year containing the following information:

- a. Name and address of the contractor responsible for sludge use and disposal.
- b. Quantity of sludge in dry metric tons removed from the facility.

Reports shall be submitted to the address contained in the reporting section of the permit.

## F. SPECIAL CONDITIONS

### 1. WET Test Frequency Adjustment

The permittee may submit a written request to EPA-Region I requesting a reduction in the frequency (to not less than once per year) of required toxicity testing, after completion of a minimum of the most recent four (4) successive toxicity tests of the effluent, all of which must be valid tests and demonstrate compliance with the permit limits for whole effluent toxicity. Until written notice is received by certified mail from EPA-Region I indicating that the WET testing requirement has been changed, the permittee is required to continue testing at the frequency specified in the permit.

### 2. Nitrogen

**Within one (1) year of the effective date of the permit**, the permittee shall complete an evaluation of alternative methods of operating the existing wastewater treatment facility to optimize the removal of nitrogen, and submit a report to EPA and NHDES-WD documenting this evaluation and presenting a description of recommended operational changes. The methods to be evaluated include, but are not limited to, operational changes designed to enhance nitrification (seasonal and year round), incorporation of anoxic zones, septage receiving policies and procedures, and side stream management. The permittee shall implement the recommended operational changes in order to maintain the existing mass discharge loading of total nitrogen. The annual average total nitrogen load from this facility (2004 – 2005) is estimated to be 73.832 lbs/day

The permittee shall also submit an annual report to EPA and NHDES-WD, by **February 1<sup>st</sup>** of each year that summarizes activities related to optimizing nitrogen removal efficiencies, documents the annual nitrogen discharge load from the facility, and tracks trends relative to the previous year.

## G. MONITORING AND REPORTING

Monitoring results shall be summarized for each calendar month and reported on separate Discharge Monitoring Report Form(s) (DMRs) postmarked no later than the 15<sup>th</sup> day of the month following the completed reporting period.

1. Signed and dated original DMRs and all other reports and notifications required herein and in Part II, shall be submitted to the Director at the following address:

U.S. Environmental Protection Agency  
Water Technical Unit (SEW)  
P.O. Box 8127  
Boston, Massachusetts 02114-8127

2. Duplicate signed copies of all items required in Section F.1. shall be submitted to the State at:

New Hampshire Department of Environmental Services  
Water Division  
Wastewater Engineering Bureau  
P.O. Box 95  
Concord, New Hampshire 03302-0095

All verbal reports required in **Parts I and II** of this permit shall be made to both EPA-Region I and to NHDES-WD.

#### **H. REOPENER CLAUSE**

This permit may be modified, or alternatively, revoked and reissued to incorporate additional or more stringent limits if new information indicates that the discharge causes or has the reasonable potential to cause or contribute to an exceedance of the New Hampshire Surface Water Quality Standards, as provided in 40 CFR § 122.62(a)(2).

#### **I. STATE PERMIT CONDITIONS**

1. The permittee shall not at any time, either alone or in conjunction with any person or persons, cause directly or indirectly the discharge of waste into the said receiving water unless it has been treated in such a manner that will not lower the legislated water quality classification or interfere with the uses assigned to said water by the New Hampshire Legislature (RSA 485-A:12).
2. This NPDES discharge permit is issued by EPA under federal and state law. Upon final issuance by EPA, the New Hampshire Department of Environmental Services-Water Division (NHDES-WD) may adopt this permit, including all of the terms and conditions contained within the permit, as a state permit pursuant to RSA 485-A:13.
3. EPA shall have the right to enforce the terms and conditions of this permit pursuant to federal law and NHDES-WD shall have the right to enforce the permit pursuant to state law, if the permit is adopted. Any modification, suspension or revocation of this permit shall be effective only with respect to the agency taking such action, and shall not affect the validity or status of the permit as issued by the other agency.
4. Pursuant to New Hampshire Statute RSA 485-A:13,I(c), any person responsible for a bypass or upset at a wastewater facility, defined at RSA 485A:2.XIX as “the structures, equipment, and processes required to collect, convey, and treat domestic and industrial wastes, and dispose of the effluent and sludge”, shall give immediate notice of a bypass or upset to all public or privately owned water systems drawing water from the same receiving water and located within 20 miles downstream of the point of discharge regardless of whether or not it is on the same receiving water or on another surface water to which the receiving water is tributary. The permittee shall

maintain a list of persons, and their telephone numbers, who are to be notified immediately by telephone of a bypass or upset at the facility. In addition, written notification, which shall be postmarked within 3 days of the bypass or upset, shall be sent to such persons.

5. The pH range of 6.5 to 8.0 Standard Units (S.U.) must be achieved in the final effluent.
6. Pursuant to New Hampshire's Code of Administrative Rules, Env-Wq 703.07(a):
  - (a) Any person proposing to construct or modify any of the following shall submit an application for a sewer connection permit to the department:
    - (1) Any extension of a collector or interceptor, whether public or private, regardless of flow;
    - (2) Any wastewater connection or other discharge in excess of 5,000 gpd;
    - (3) Any wastewater connection or other discharge to a WWTP operating in excess of 80 percent of the design flow capacity based on actual average flow for 3 consecutive months;
    - (4) Any industrial wastewater connection or change in existing discharge of industrial wastewater, regardless of quality or quantity; and
    - (5) Any sewage pumping station greater than 50 gpm or serving more than one building.
7. For each new or increased discharge of industrial waste to the POTW, the permittee shall submit, in accordance with Env-Wq 904.14(e), an "Industrial Wastewater Discharge Request Application" approved by the permittee in accordance with Env-Wq 904.13(a). The "Industrial Wastewater Discharge Request Application" shall be prepared in accordance with Env-Wq 904.10.
8. Pursuant to Env-Wq 904.17, at a frequency no less than every five years, permittees are required to submit:
  - a. A copy of its current sewer use ordinance. The sewer use ordinance shall include local limits pursuant to Env-Wq 904.04(a).
  - b. A current list of all significant indirect dischargers to the POTW. At a minimum, the list shall include for each industry, its name and address, the name and daytime telephone number of a contact person, products manufactured, industrial processes used, existing pretreatment processes, and discharge permit status.
  - c. A list of all permitted indirect dischargers; and

- d. A certification that the municipality is strictly enforcing its sewer use ordinance and all discharge permits it has issued.
9. In addition to submitting DMRs, monitoring results shall also be summarized for each calendar month and reported on separate Monthly Operating Report Form(s) (MORs) postmarked no later than the 15<sup>th</sup> day of the month following the completed reporting period. Signed and dated MORs shall be submitted to:

New Hampshire Department of Environmental Services (NHDES)  
Water Division  
Wastewater Engineering Bureau  
P.O. Box 95, 29 Hazen Drive  
Concord, New Hampshire 03302-0095

**Attachment C**  
**Summary of Reports Required by NPDES Permit No. NH0100153<sup>1</sup>**

<b>Report</b>	<b>Date Due</b>	<b>Submit Report to EPA at:</b>	<b>Submit Report to State at:</b>
Discharge Monitoring Report (DMR)	Monthly, by the 15 <sup>th</sup> day of the following month	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Water Division Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
WET Test Report (Part I.A.1.)	Quarterly, by the 15 <sup>th</sup> day of the month following the end of the calendar quarter sampled.	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
Collection System Mapping (Part I.C.4.)	One-time submission, due within 30 months of the effective date of the permit	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095

**Attachment C**  
**Summary of Reports Required by NPDES Permit No. MA0100153<sup>1</sup>**

Collection System Operation and Maintenance Plan (Part I.C.5.a)	One-time submission, due within 6 months of the effective date of the permit	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
Collection System Operation and Maintenance Plan (Part I.C.5.b)	One-time submission, due within 24 months of the effective date of the permit	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
Collection System O&M Plan Annual Report (Part I.C.6.)	Annually, by March 31 <sup>st</sup>	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
Sludge Report (Part I.E.9.)	Annually, by February 19th	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095
Evaluation of Alternative Methods for Nitrogen Removal (Part I.F.2.)	One-time submission, due within 1 year of the effective date of the permit	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095

**Attachment C**  
**Summary of Reports Required by NPDES Permit No. MA0100153<sup>1</sup>**

<b>Report</b>	<b>Date Due</b>	<b>Submit Report to EPA at:</b>	<b>Submit Report to State at:</b>
Nitrogen Removal Annual Report (Part I.F.2.)	Annually, by February 1 <sup>st</sup>	Environmental Protection Agency Water Technical Unit (SEW) P.O. Box 8127 Boston, Massachusetts 02114	New Hampshire Department of Environmental Services Wastewater Engineering Bureau P.O. Box 95 Concord, New Hampshire 03302-0095

<sup>1</sup> This table is a summary of the reports required to be submitted under this NPDES permit, and is included as an attachment to the permit to serve as an aide to the permittee. If there are any discrepancies between the permit and this summary, the permittee shall follow the permit requirements.