



**NEW YORK CITY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTEWATER TREATMENT  
IPP INSPECTION & PERMIT SECTION**

**Procedure for Obtaining Letter of Approval for  
Groundwater Discharge to Sanitary or Combined Sewer**

Applicant must submit:

1. One cover letter describing the project in details.
2. One complete Wastewater Quality Control (WQC) application.\*
3. One Site Plan (to scale)\*. The site plan must indicate, at a minimum:
  - Location, type (sanitary or combined) and size of the public sewer.
  - Existing and proposed sewer connections from the project site to the public sewer line (indicate whether the connecting pipe is above or below ground level).
  - Adjacent streets around the project site.
  - Location of equipment: pumps, pipes, pretreatment equipments, etc.
  - Location(s) of point(s) of discharge (POD).
  - Properly sized and approved pretreatment systems. Manufacturer specifications and engineering must also be submitted.
  - A detailed flow/layout diagram of the different types of pretreatment equipment used.
  - Clearly drawn property lines of the project site.
4. An analytical report of the groundwater to be discharged. Samples must be taken downstream from pretreatment equipment if such exists, and be representative of nature of proposed groundwater discharge. All laboratory analyses must be conducted by a New York State Department of Health certified wastewater laboratory for the parameters listed in Table A. The results must be certified by the laboratory and submitted on the laboratory's letterhead. For each sample, the laboratory report must indicate, at a minimum: the date of sampling, time sample was taken, sample location, chain of custody, sampling preservation procedures, analytical techniques used, date of analysis, units of measurement, and the laboratory's sample identification. Where the analytical result reported is below the method detection level, the laboratory report must also indicate the method detection level. The project name referenced on the analytical report must be identified exactly as it is in the WQC application.
5. If the proposed discharge exceeds 10,000 gallons per day, additional approval must be obtained from the NYC DEP's Bureau of Water and Sewer Operations, Division of Connections & Permitting. The contact person is Mr. Suresh Kumar, Associate Project Manager, and can be reached at (718) 595-5205.
6. Prior to commencement of discharge, the permittee must obtain a Dewatering Permit from respective Borough Office contingent to presenting the Letter(s) of Approval and upfront payment of sewer charges, if required.
7. The Letter of Approval is contingent upon permittee's compliance with any other Federal, State or Local laws applicable to the permitted activity.
8. The application must be signed by:
  - i. The officer or director if owner/applicant is a corporation; or
  - ii. The partner, general and limited, if owner/applicant is a partnership; or
  - iii. The officer, director, partner, or owner if owner/applicant is a limited liability company; or
  - iv. The owner, if owner/applicant is a sole proprietorship
9. All inquiries should be directed to the attention of Ms. Sophia Rabich at (718) 595-4707 or Mr. Sean Hulbert at (718) 595-4715.

\* This document must include **original** stamp and signature of a NYS Registered Architect or a NYS Professional Engineer.

**TABLE A**  
**LIMITATIONS FOR EFFLUENT TO *SANITARY OR COMBINED* SEWERS**

Parameter <sup>1</sup>	Daily Limit	Units	Sample Type	Monthly Limit
Non-polar material <sup>2</sup>	50 mg/l		Instantaneous	---
pH 5-12		SU's	Instantaneous	---
Temperature	< 150	Degree F	Instantaneous	---
Flash Point	> 140	Degree F	Instantaneous	---
Cadmium	2            0.69	mg/l mg/l	Instantaneous Composite	---
Chromium (VI)	5	mg/l	Instantaneous	---
Copper 5		mg/l	Instantaneous	---
Lead 2		mg/l	Instantaneous	---
Mercury 0.05		mg/l	Instantaneous	---
Nickel 3		mg/l	Instantaneous	---
Zinc 5		mg/l	Instantaneous	---
Benzene 134		ppb	Instantaneous	57
Carbontetrachloride ---		---	Composite	---
Chloroform ---		---	Composite	---
1,4 Dichlorobenzene	---	---	Composite	---
Ethylbenzene 380		ppb	Instantaneous	142
MTBE (Methyl-Tert-Butyl-Ether)	50 ppb		Instantaneous	---
Naphthalene 47		ppb	Composite	19
Phenol ---		---	Composite	---
Tetrachloroethylene (Perc)	20	ppb	Instantaneous	---
Toluene	74	ppb	Instantaneous	28
1,2,4 Trichlorobenzene	---	---	Composite	---
1,1,1 Trichloroethane	---	---	Composite	---
Xylenes (Total)	74	ppb	Instantaneous	28
PCB's (Total) <sup>3</sup>	1 ppb		Composite	---
Total Suspended Solids (TSS)	350 <sup>4</sup>	mg/l Instantan	eous	---
CBOD <sup>5</sup>	---		Composite	---
Chloride <sup>5</sup>	---		Instantaneous	---
Total Nitrogen <sup>5</sup>	---		Composite	---
Total Solids <sup>5</sup>	---		Instantaneous	---
Other				

- All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with 40 C.F.R. pt. 136. If 40 C.F.R. pt. 136 does not cover the pollutant in question, the handling, preservation, and analysis must be performed in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater." All analyses shall be performed using a detection level less than the lowest applicable regulatory discharge limit. If a parameter does not have a limit, then the detection level is defined as the least of the Practical Quantitation Limits identified in NYSDEC's Analytical Detectability and Quantitation Guidelines for Selected Environmental Parameters, December 1988.
- Analysis for *non-polar materials* must be done by EPA method 1664 Rev. A. Non-Polar Material shall mean that portion of the oil and grease that is not eliminated from a solution containing N-Hexane, or any other extraction solvent the EPA shall prescribe, by silica gel absorption.
- Analysis for PCB=s is required if *both* conditions listed below are met:
  - if proposed discharge  $\geq$  10,000 gpd;
  - if duration of a discharge > 10 days.

Analysis for PCB=s must be done by EPA method 608 with MDL= $\leq$ 65 ppt. PCB's (total) is the sum of PCB-1242 (Arochlor 1242), PCB-1254 (Arochlor 1254), PCB-1221 (Arochlor 1221), PCB-1232 (Arochlor 1232), PCB-1248 (Arochlor 1248), PCB-1260 (Arochlor 1260) and PCB-1016 (Arochlor 1016).
- For discharge  $\geq$  10,000 gpd, the TSS limit is 350 mg/l. For discharge < 10,000gpd, the limit is determined on a case by case basis.
- Analysis for Carbonaceous Biochemical Oxygen Demand (CBOD), Chloride, Total Solids and Total Nitrogen are required if proposed discharge  $\geq$  10,000 gpd. Total Nitrogen = Total Kjeldahl Nitrogen (TKN) + Nitrite (NO<sub>2</sub>) + Nitrate (NO<sub>3</sub>).