

**State of Connecticut – Department of Environmental Protection
Bureau of Materials Management and Compliance Assurance
Water Permitting and Enforcement Division
Standard Operating Procedure**

Title: Procedure for the electronic transmittal of a draft NPDES permit from the originator of the draft to the Permitting Program Supervisor and to the Toxicity Program assigned staff and Supervisor for their review, comment and sign-off.

Effective Date: December 29, 2009

Applicability: This Standard Operating Procedure (SOP) applies to the Bureau of Materials Management and Compliance Assurance Water Permitting and Enforcement Division's (MM&CA/WPED) Permitting Program and the Bureau of Water Protection and Land Re-use Planning and Standards Division's (WPLR/P&S) Toxicity Program. This procedure applies to all those staff involved in any task related to the drafting, review and sign-off of an NPDES Permit.

Purpose: To standardize procedures for emailing a draft NPDES Permit from the originator of the draft document to the supervisor of the Permitting Program, and to the assigned staff and the supervisor of the Toxicity Program for their review, comment and eventual sign-off.

Responsibilities: Program staff – Sanitary Engineers and Environmental Analysts – of the MM&CA, Water Permitting Program and WPLR Toxicity Program will be responsible for implementing the tasks associated with this procedure.

Guidelines and Procedures:

1. Create and save a **Transmittal Slip** (TS) in the same folder of the draft permit. Complete the TS for each step.
2. Attach the **Draft Permit** and **Transmittal Slip**.
3. On the Message **Options** tab, in the Format group:
 - Click Use Voting Buttons and select Approve; Reject
 - “Request a delivery receipt for this message” and the “Request a read receipt for this message check box”.
4. Add a flag with a reminder
If you want to be reminded to take action on a flagged item, you can add a reminder to get back to you in 5 business days. Do one of the following:
 - In an open message, on the **Message** tab, in the **Options** group, click **Follow Up**.
 - In an open contact, on the Contacts tab, in the Options group, click Follow Up.

TIP: You can also add a flag with a **custom** reminder to an item in a table view. In your Inbox or a list of contacts, select an item and then click **Follow Up** on the toolbar to open the Follow Up menu.

- On the **Follow Up** menu, click **Add Reminder**.
- In the Reminder list, click the arrow, and then select the date when you want to be reminded (5 days after sending the draft).
- In the next list, click the arrow, and then select the time of day to be reminded.

TIP: You can also select other information for the item in the Start date, Due date, and Flag to boxes. In the Flag to list, you can select other text, such as Review or Reply to all, to reinforce what the reminder is for. This text appears in the InfoBar in the message. You can also type your own text into the Flag to box.

5. **Instructions as to saving documents.** After opening and viewing the attachments, please save them as follows: either as a single attachment from a message or multiple attachments in a message. If a message has more than one attachment, you can save multiple attachments as a group or one at a time. See below:

1) Save a single attachment from a message

- In the open or previewed message, right-click the attachment that you want to save.
- On the shortcut menu, click **Save As**.
- Choose a folder location, and then click **Save**.

2) Save multiple attachments in a message - *Select one of the following:*

- Save all attachments from an open message
 - In the open message, on the Message tab, in the Actions group, click Other Actions, and then click Save Attachments.
 - Click **OK**, choose a folder location, and then click **OK** again.

3) Save all attachment from the message list:

- In the message list, select the message that has the attachment.
- On the **File** menu, point to Save Attachments, and then click **All Attachments**.
- Click **OK**, choose a folder location, and then click **OK** again.

6. **Approval of document.** If you agree on this draft permit, click on the voting "**Approve**" button.

To Initial and Transmit Document Forward to WPED Supervisor

- Please **initial** the **Transmittal Slip** and fill out start and end dates.
- P&S Analyst and Supervisor should e-mail the permit package (Draft Permit and Transmittal Slip) to the WPED Supervisor, who will e-mail the package to the permit writer after reviewing the draft permit following step 5.

7. **Inserting comments to document.** If you have revisions, please insert a comment (comment: A note or annotation that an author or reviewer adds to a document. Microsoft Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.) inside balloons. Use these balloons to easily see and respond to reviewers' changes and comments that appear in the document margins.

To Insert a comment

1. Select the text or item that you want to comment on, or click at the end of the text.
2. On the Review tab, in the **Comments** group, click New Comment.



3. Type the comment text in the comment balloon or in the Reviewing Pane then **Save** the document with your comments.

To Initial and Transmit Document Forward to WPED Supervisor

- Please **initial** the attached **Transmittal Slip** and fill out start and end dates.
 - P&S Analyst and Supervisor should e-mail the permit package (Draft Permit and Transmittal Slip) to the WPED Supervisor, who will e-mail the package to the permit writer after reviewing the draft permit following step 5.
8. **Distribution.** After final approval, the SOP will be distributed to all affected staff and a copy of the controlled document will be located on the MM&CA shared drive - at P:\NPDES PERMIT LEAN\SOPs folder.doc. The original signed copy will be filed in the Director's program files. Any revisions will be identified by noting the revised date after the effective date and by renumbering the SOP. Revised SOP will be distributed to all affected staff and shall be stored on the shared drive.

SOP ORIGINATOR: Enna Herrera, Sanitary Engineer 2, MM&CA, Water Permitting Division

APPROVALS:

**Bureau Materials Management & Compliance Assurance
Water Permitting and Enforcement Division Program Manager**

Kim Hudak for Oswald Inglese, Jr., Director /S/ Oswald Inglese, Jr. Date: December 29, 2009