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**Bureau of Water Standards
and Facility Regulation**

To All Sewage Enforcement Officers:

This letter is to notify you of recent changes to sewage planning forms resulting from new Pennsylvania Natural Diversity Inventory (PNDI) system search procedures and implementing a Department of Environmental Protection (DEP) Policy that requires PNDI coordination for all authorizations. While PNDI issues are not usually Sewage Enforcement Officer (SEO) responsibilities, in vast areas of the state, local municipalities rely upon their SEO for general sewage facilities planning knowledge. Hopefully, the following information will prove helpful. As you will see, we are also trying a different Q & A format for this letter.

Will the municipalities be notified? Yes, a separate mailing containing much of the same information as this letter is being sent to municipalities, multi-municipal local agencies and delegated local agencies.

So, what changed? DEP recently updated and revised all the new land development planning forms in the Act 537 Sewage Facilities Program. These changes were necessary to comply with procedural changes in the PNDI system made by the Department of Conservation and Natural Resources (DCNR). Visit DCNR's Pennsylvania Natural Heritage website, at www.naturalheritage.state.pa.us, for details on the new PNDI search procedures now in effect.

Which forms are affected? All of the sewage planning forms are affected but the Component One Exception to the Requirement to Revise the Official Plan and the Sewage Facilities Planning Module Application Mailer that is also used for planning exemption requests are the two forms most significantly impacted by this change. PNDI coordination is a new requirement for both planning "Exceptions" and "Exemptions."

How do you get the new forms? Most of the sewage planning forms are obtained directly from DEP by project applicants and those forms issued by DEP contain instructions on the new procedures. However, the Component One (also commonly known as the "mini-module") is a notable exception to the DEP sole source arrangement. Since this form is often provided directly to applicants by municipalities and local agencies, we have enclosed two copies of the new form for your review and use as necessary.

Where can I get more copies of the new forms? The "Component One" may be downloaded directly from the DEP website at www.depweb.state.pa.us (use Keyword: "wastewater" then select

“Act 537 Sewage Facilities Electronic Forms,” “Act 537 Sewage Facilities Planning Packages,” and finally “Component 1.” Additional copies may be reproduced locally and are also available from your local DEP office or delegated agency.

What about stocks of the “old forms?” Immediately discontinue issuing the old Component One planning module form, begin issuing the new forms to all applicants and recycle all unused stock of the old forms.

What about the “old forms” currently in the process? Municipalities may continue processing for all “old forms” currently in their new land development “pipeline,” however, either a “PNDI Project Environmental Review Receipt” or a “PNDI Project Planning & Environmental Review Form” must be attached to the package prior to submission to DEP. Submissions without the PNDI documents attached will be considered incomplete and returned. Applicants will find both of these two PNDI documents available on DCNR’s website, at www.naturalheritage.state.pa.us . Which form is appropriate to use will depend upon the project applicant’s individual actions and choices.

What will DEP do with planning packages containing old forms? “Old form” Component One planning packages containing either of the referenced PNDI documents will continue to be accepted by DEP until **April 15, 2006**. After that date, all planning module packages received by DEP using the old form will be returned to the municipality for resubmission using the new forms.

If you have questions concerning the information in the letter, please contact your local DEP office.

Sincerely,



Dana Aunkst, P.E.

Chief

Division of Planning and Permits

Enclosure