

Instructions for Completing Designated Management Agency (DMA) Forms

Designated Management Agencies (DMA) are required under Sections 201 and 208 of the [Clean Water Act \(CWA\)](#) [33 U.S.C. §1251 et seq. (1972)]. Examples of DMAs are cities, towns, public works authorities, or the name of the entity or entities owning the wastewater treatment facility (WWTF). DMAs can also operate WWTFs at private facilities such as mobile home parks, tribal casinos, and private camping areas. Water treatment plants must complete DMA forms for treatment of their decant and backwash wastewater if they have not previously submitted a DMA for their specified area.

DMAs must have the legal authority to:

- Incur short-term indebtedness, incur long-term indebtedness, accept grants, or raise revenues for the purpose of wastewater treatment.
- Manage wastewater treatment facilities in a designated area. Managing WWTFs includes - either directly or by contract – their design, construction, operation, and maintenance.

Select the appropriate form attached to these instructions. If there is one owner or DMA, complete the Statement of Acceptance as the Designated Management Agency (208 DMA Form – Single). If there are two entities serving as the DMA for a facility (such as a city and municipal works authority), each entity must complete and sign Statement Accepting Joint Designated Management Agency Status (208 DMA Form – Joint). Water treatment facilities treating backwash water and are not covered by a previous DMA must complete the Statement of Acceptance as the Designated Management Agency for Water Treatment Plants Only (208 DMA Form – Water Treatment Plant). One example of water treatment plants covered by a previous DMA is the Oklahoma City Water Utilities Trust. The Oklahoma City Water Utilities Trust is the DMA for the Oklahoma City service area. In this example, all wastewater treatment facilities and any water treatment plants that treat backwash water in the Oklahoma City service area are covered by the Oklahoma City Water Utilities Trust DMA.

Complete the sections of the applicable DMA form according to the the following instructions:

Section A: Insert the name or names of the DMA, the name of the facility, the area served by the DMA, and the facility’s OPDES permit number (*Oklahoma Pollutant Discharge Elimination System*; sometimes referred to as “NPDES” for *National Pollutant Discharge Elimination System*) if the facility has a discharge permit. These numbers begin with “OK00...”. **Also please include the facility’s ID number**, if you have one. These may begin with “S-....” or “W-....”.

“By signing below, Name of the entity owning the WWTF agrees to accept the designation as the Designated Management Agency (DMA) for the Facility Name in the area served by the facility service area.”

Example: *“By signing below, the Northtown Municipal Authority [or for a joint DMA] and the Town of Northtown agree to accept the designation as the Designated Management Agency (DMA) for the Northtown Wastewater Treatment Facility in the Town of Northtown service area.”*

OPDES #: OK0012345; **Facility ID #:** S-12345; **Facility Address:** 123 North Drive
City: Northtown **ZIP** 73100 **Telephone #:** (123)123-4567 **E-mail:** Northtown@Town.Net

Section B: If the DMA has a different address than the facility, enter the address in Section B.

Section C: This section lists the responsibilities the DMA agrees to accept.

Section D: To be signed by authorized individual(s). Examples include the mayor of a town or the chairperson of a public works authority. For a joint DMA, if the mayor and chairperson are the same person, the form must be signed by the same person at the two designated places using each title.

Section E: Send the signed DMA to the person/address listed on the form.

New DMA forms must be completed when there is a change in the name of the DMA.

For questions regarding DMAs, contact **Soojung Lim** at (405) 702-8195 (soojung.lim@deq.ok.gov) or **Tamara Scott** at (405) 702-8234 (tamara.scott@deq.ok.gov).

Statement of Acceptance as the Designated Management Agency

A. By signing below, _____ agrees to accept the designation as the Designated Management Agency (DMA) for the _____ facility in the _____ service area. OPDES#: _____ Facility ID #: _____

Facility Address: _____ City: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

B. The contact information of the DMA for this facility is (if different from above):

Street: _____ City/State _____ Zip code: _____

Telephone number: _____ E-mail address: _____

C. Responsibilities of the DMA at the local level include the following:

1. To participate in the overall planning, selection, design, construction, operation, maintenance, and supervision of sewer works and related facilities.
2. To insure that properly trained and certified plant personnel operate the wastewater treatment facilities.
3. To participate in financing appropriate wastewater management alternatives. This may include obtaining and utilizing federal grants and/or loans, incurring short- and long-term indebtedness, and assuring payment for the selected alternative.
4. To insure that proper self-monitoring of wastewater treatment facilities is conducted and that required reports are submitted.
5. To set sewer use regulations to protect treatment facilities from harmful wastes and ensure that discharge permits are not violated.
6. To accept industrial wastes for treatment.

D. Signed: _____

Title: _____

Date: _____

E. Please complete and return to:

Watershed Planning Section
Oklahoma Department of Environmental Quality
Water Quality Division
P.O. Box 1677
Oklahoma City, OK 73101-1677

Statement Accepting Joint Designated Management Agency Status

A. By signing below, _____ and _____ agree to accept the designation as the Joint Designated Management Agency (DMA) for the following facility: _____ in the _____ service area.

OPDES#: _____ Facility ID #: _____

Facility Address: _____ City: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

B. The addresses for the representatives of the DMA for this service area are:

Street: _____ City/State: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

Street: _____ City/State: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

C. Responsibilities of the DMA at the local level include the following:

1. To participate in the overall planning, selection, design, construction, operation, maintenance, and supervision of sewer works and related facilities.
2. To insure that properly trained and certified plant personnel operate the wastewater treatment facilities.
3. To participate in financing the appropriate wastewater management alternatives. This may include obtaining and utilizing federal grants and/or of industrial cost recovery systems), incurring short - and long-term indebtedness, and assuring payment for the selected alternative.
4. To insure that self-monitoring of the treatment facility is performed properly and that required reports are submitted.
5. To establish sewer use regulations (including industrial pretreatment requirements) to protect the treatment facilities from harmful wastes and ensure compliance with discharge permits.
6. To accept industrial wastes for treatment.

D. Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

E. Please complete and return to:

Watershed Planning Section
Oklahoma Department of Environmental Quality
Water Quality Division
P.O. Box 1677
Oklahoma City, OK 73101-1677

Statement of Acceptance as the Designated Management Agency for Water Treatment Plants Only

A. By signing below, _____ agrees to accept the designation as the
Designated Management Agency (DMA) for the _____ plant in the
_____ service area. OPDES#: _____ Facility ID #: _____

Facility Address: _____ City: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

B. The contact information for the Designated Management Agency for this plant is (if different from above):

Street: _____ City/State: _____ Zip code: _____

Telephone number: _____ E-mail address: _____

C. Responsibilities of the DMA at the local level include the following:

1. To participate in the overall planning, selection, design, construction, operation, maintenance, and supervision of public utility works and related facilities.
2. To insure that wastewater treatment plant operator(s) is/are properly trained and certified.
3. To participate in financing the appropriate water management alternatives. This may include obtaining and utilizing federal grants and/or loans, incurring short- and long-term indebtedness, and assuring payment for the selected alternative.
4. To insure that proper self-monitoring of the treatment facility's performance is carried out and that required reports are submitted.
5. To set regulations to protect treatment facilities from harmful wastes and ensure that discharge permits are not violated.

D. Signed: _____

Title: _____

Date: _____

E. Please complete and return to:

Watershed Planning Section
Oklahoma Department of Environmental Quality
Water Quality Division
P.O. Box 1677
Oklahoma City, OK 73101-1677