



Form 0779
05/92

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

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GUIDANCE FOR PREPARING AN APPLICATION FOR A "WORKS OF THE DISTRICT" PERMIT IN THE EVERGLADES PURSUANT TO CH. 40E-63, F.A.C.

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INTRODUCTION

The South Florida Water Management District is responsible for implementing the provisions of the Marjory Stoneman Douglas Everglades Protection Act, and for adopting and implementing an Everglades Surface Water Improvement and Management Plan. Therefore, the District is requiring that landowners obtain permits for discharges from lands which : 1) generally are served by District structures S-2, S-3, S-5A, S-6, S-7, S-8, and S-150; or 2) otherwise drain into Water Conservation Areas 1, 2A, 2B, 3A, and 3B; the Arthur R. Marshall Loxahatchee National Wildlife Refuge; and Everglades National Park. The goal of this regulatory process is to eliminate as much as possible the excess phosphorus discharging into the Everglades Protection Area.

Pursuant to Chapter 40E-63, Florida Administrative Code (F.A.C.), Part I, landowners in the Everglades Agricultural Area (EAA) are required to obtain a "Works Of The District In The Everglades" permit. Copies of Chapter 40E-63, F.A.C., are available at District Headquarters, 3301 Gun Club Road, West Palm Beach, Florida or by calling (407) 686-8800. Certain properties in the EAA may qualify for a General Permit. Section 40E-63.120, F.A.C., (General Permits For Use of Works of the District Within the Everglades) contains the conditions which a parcel must meet to qualify for a General Permit. If a property is residential, less than 40 acres in size, and not served by a central drainage system, it qualifies for a General Permit. If a property is commercial or industrial, less than five acres in size, and not served by a central drainage system, it qualifies for a General Permit. All other properties in the EAA which do not meet the conditions for a General Permit must obtain either an Individual or a Master Permit.

In general, an Individual Permit will be issued to the owner (or, in some cases, a lessee) of only one structure and to any jointly-participating owners (or lessees) of parcels which discharge to that one structure. Master Permits are required, in general, for situations involving ownership

or use of more than one structure. Before submitting an application, applicants are urged to contact District staff to resolve any questions about what type of permit application to submit.

The F.A.C. rule sections which specify the information required for the various "Works of the District in the Everglades" permit applications are as follows:

<u>Type of permit</u>	<u>F.A.C. rule section</u>	
	<u>Individual Permit</u>	<u>Master Permit</u>
new	40E-63.132	40E-63.152
modification of an existing	40E-63.140	40E-63.160
renewal of an existing	40E-63.138(2)	40E-63.158(2)
transfer of an existing	40E-63.142	40E-63.162

Landowners may seek a determination from the District as to whether a parcel lies within the EAA and a Works Of The District permit is required. Requests, including adequate supporting information, must be submitted to the District no later than June 1, 1992, for Individual Permits and July 1, 1992, for Master Permits. District staff will issue a written determination within 60 days of submission of adequate information.

Applications for Individual Permits are due on or before September 1, 1992. Applications for Master Permits are due on or before October 1, 1992.

Pursuant to Sections 40E-63.130(2)(b) and 40E-63.150(2)(b), F.A.C., the District expects applicants to make a good faith effort to complete Works Of The District In The Everglades permit applications within a reasonable time. This Guidance Booklet describes the items customarily required for an application for a new permit to be declared complete. If your application for a new permit does not contain all the items, or a valid written explanation of why certain items have been omitted, your application may be recommended for denial due to lack of completeness.

An application for a modification to an existing permit or for a renewal of an expiring permit often need not contain all the items described on the pages which follow, depending on what has been previously provided and the nature of the proposed modification or renewal. In such cases it is even more important that you, the applicant, provide a brief written explanation of why those items are not being provided.

Your application should contain:

1. 4 signed copies of the Application Form 0779; and
2. 4 copies of the items listed in this Guidance Booklet.

In order for your application to be considered filed with the District, you must submit all of the following:

1. the correct permit application processing fee; and four copies of each of these items:
2. the completed and signed application (Form 0779)
3. the aerial photograph(s)
4. the location map(s)
5. the water quality monitoring plan
6. all other required information

GUIDANCE

PART I. GENERAL INFORMATION

Part I is general instructions for preparing and submitting either an Individual or a Master Works of the District in the Everglades permit application.

Please check the appropriate box which identifies the type of permit action being requested. Rule sections 40E-63.130, F.A.C., (Individual Permit Application Requirements) and 40E-63.150, F.A.C., (Master Permit Application Requirements) contain descriptions of who has to file applications for Individual and Master Permits, respectively. To qualify for a permit transfer, an action must normally be limited to changes in information about a permittee, an owner, a lessee, an authorized agent, or a structure operator. Any other changes or additions will usually not qualify as an action for a permit transfer, but will require some other type of application. If you are uncertain as to the type of permit for which you should apply, please contact District staff and obtain clarification before you file your application.

Please check the appropriate box if you are applying to participate in the Early Baseline Option. Rule sections 40E-63.145(4), F.A.C., (Compliance and Enforcement of Individual Permits) and 40E-63.165, F.A.C., (Compliance and Enforcement of Master Permits) contain descriptions of the Option, and of the required associated data and implementation schedules. See also later sections of this document.

If the Best Management Practices Plan submitted pursuant to this Rule Chapter proposes activities which require new or modified water use, surface water management, right-of-way, and/or well construction permits from the District, applications for the other permits should be submitted at the same time the Works Of The District permit application is submitted. The permit applications for the new or modified activities should be complete by the time the

Works Of The District permit application is complete. If the applications are not complete, the proposed activities will be excluded from the Works Of The District permit. Please check the appropriate box if other District permit applications are being filed concurrently with this permit application.

If you already have applied for or obtained District permits covering any or all of the lands or activities in this present application, please list the application or permit numbers in the space provided. Enough space is available to include such things as the date(s) when you applied or when permits were issued, project names, locations, etc.

PART II. INDIVIDUAL PERMIT APPLICATION (NEW, MODIFICATION, OR RENEWAL)

In the course of developing necessary information, you may find it necessary to develop or use other items which do not conveniently fit into the approaches described below. If some other arrangement is proposed, describe it and provide appropriate clearly-identified documents. If questions arise during the course of preparing information, please discuss them with District staff before submitting the permit application.

SECTION 1. STRUCTURE INFORMATION AND CERTIFICATION

Each participating owner (and, if applicable, lessee) or authorized agent must fill in all relevant information and sign and date this section.

SECTION 2. PARCEL INFORMATION AND CERTIFICATION

Each participating owner (and, if applicable, lessee) or authorized agent must fill in all relevant information and sign and date this section. Be certain to check either "new participant" or "change in controlled acreage" at the very end of the section.

SECTION 3. GENERAL INFORMATION

If applicable, please fill in all relevant information about the primary project engineer or consultant who assisted in preparing the permit application and/or supporting documents. Also, summarize briefly any major pre-application meetings or activities involving District staff. (Use extra sheets, if necessary.)

Then check that the appropriate proofs of ownership/lease are being submitted.

1. Proof of ownership of structure - Please submit proof of ownership of the structure which discharges into the Works of the District. A recorded deed, affidavit of ownership, or executed contract for purchase customarily satisfies this requirement. Other documents may be acceptable. If the responsible operating entity is to be a public body

(such as a city or drainage district), submit documents of potential acceptance from that public body (for example: a resolution, the enabling legislation, an ordinance, or a legally-approved work plan). A simple statement from the applicant is not sufficient.

2. Proof of ownership of parcel(s)/farm(s) - Please submit proof of ownership of the parcel(s)/farm(s) included as part of this permit application. A recorded deed or affidavit of ownership customarily satisfies this requirement. Other documents - for example, an executed contract for purchase - may be acceptable.

3. Proof of lease, if applicable, of structure - If a lessee is submitting the permit application, a copy of the lease must be submitted. For the lessee to qualify as a co-applicant, the lease must have a duration of at least as long as the duration of the permit to be issued. If the lessee qualifies, the lessee must formally accept responsibility for all conditions of the permit, including implementation and operation of the BMP Plan and the monitoring plan, and submission of all required reports.

4. Proof of lease, if applicable, of parcel(s)/farm(s) - If a lessee is submitting the permit application, a copy of the lease must be submitted. For the lessee to qualify as a co-applicant, the lease must have a duration of at least as long as the duration of the permit to be issued. If the lessee qualifies, the lessee must formally accept responsibility for all conditions of the permit, including implementation and operation of the BMP Plan and the monitoring plan, and submission of all required reports.

SECTION 4. TECHNICAL INFORMATION

1. Aerial photograph(s) - Please submit the most recent publicly-available vertical aerial photograph(s) upon which the boundaries of the lands included in the permit application are identified. (One possible source of aerial photographs is the County Property Appraiser's Office, which usually has section photographs for sale at a nominal cost.) The photograph(s) should, at a minimum:

- a. be recent, and show the date taken;
- b. be at a scale suitable for use in reviewing the application (for example, 1" = 2000' maximum, 1" = 20' minimum);
- c. have a north arrow and scale indicator;
- d. show the application boundaries;
- e. be legible, not electrostatically-printed;
- f. be vertical, not oblique.

2. Location map(s) - Please submit one or more 8 1/2" x 11" detailed location sketch(es). (For example, a segment of a county road map might serve as a good base.) Sketch(es) should contain the project boundaries and enough information (major roads, north arrow, water courses, section lines, relationship to other EAA structures, etc.) to allow someone who has general familiarity with the area to locate the site both on the ground and on a map of the area.

3. Project Map(s) - Please submit map(s) of the application area, which show(s), at a minimum:

- a. a scale indicator, with a scale suitable to allow the clear depiction of the project elements contained on the remainder of this list;
- b. a north arrow;
- c. the boundary of the area included in the permit application;
- d. the boundary(ies) of the areas where the Best Management Practices Plan will be implemented and the acreages of those areas;
- e. both the existing drainage works and (if applicable) any proposed additions and modifications to those works; and identify, where appropriate:
 - (1) primary and secondary canals and ditches. If a parcel is regularly rotated through more than one use (crop rotation, periodic fallowing, etc.), please discuss each use in supporting documentation, tables, schedules, maps, etc.;

- (2) outflow pump stations;
 - (3) primary and secondary gravity outflow facilities (culverts, weirs, risers, etc.);
 - (4) publicly-owned treatment works;
 - (5) proposed flow directions;
 - (6) water quantity monitoring locations;
 - (7) water quality monitoring locations;
 - (8) District works as specified in Section 40E-63.106, F.A.C.;
- f. names, boundaries, and acreages of incorporated communities;
 - g. names, boundaries, and acreages of local drainage districts;
 - h. all drainage basins which drain from the project, with subbasins, if appropriate. Each basin and subbasin shall be named and the acreage of it provided on the map;
 - i. the boundaries of lands covered by District permits, or permit applications, and the permit or permit application number(s).

4. Best Management Practices (BMP) Plan - For any lands for which a permit is required, please provide a Best Management Practices (BMP) Plan as described in Rule 40E-63.132(6), F.A.C.

Appendix 2 to Rule Chapter 40E-63, F.A.C., contains a list of suggested Best Management Practices you may consider in the course of developing your BMP Plan. The Appendix 2 list is not all-inclusive and the items in it are not mandatory. The District understands that the planning of a successful BMP program must also include consideration of factors such as soil type, crop type, and salability of crop, among others both technical and non-technical.

Particularly for new applications, a shortage of detail about the BMP Plan could lead to either delays in processing, or, in extreme cases, a recommendation for denial due to lack of completeness. If you will not be using the BMPs listed in Appendix 2, you should first explain how or why you found those in the Appendix not feasible or not applicable. Then, describe the BMP Plan you do plan to use.

BMP information must be supplied for each crop site, or combination of crops, or farming or other land use unit. The exact nature of the information will vary, depending on which BMP or combination of BMPs is proposed, but the following would usually be expected, at a minimum:

- a. a detailed description of the proposed Best Management Practices, including location, crop type (if applicable), and acreage;
- b. nutrient recovery rationale. This should include discussion of such subjects as: why the proposed Practices were chosen (and, possibly, why certain ones were not chosen), any examples from publications which would help explain your decisions, the actual processes by which the proposed Practices will remove or reduce phosphorus, and the percent or amount of phosphorus expected to be reduced or removed;
- c. infrastructure descriptions;
- d. water management strategies, including probable timing, rates, and total volumes of offsite flows into the adjacent primary and secondary works;
- e. a detailed description of how the proposed practices both differ from existing practices and will affect works of the District;
- f. a detailed description of both the proposed education and training program, including content scheduling; and the methods for assessing effectiveness of management and operation staff to implement and monitor the approved BMP Plan;

- g. a schedule for implementing the BMP Plan by February 1, 1995, which enumerates the specific steps to be taken in implementing and monitoring the proposed BMPs;
- h. all computer models and associated relevant documentation, and any other documents (excluding those in general use and of general knowledge), including a complete list of references and a thorough bibliography. (Consultants and others preparing supporting documents should include their qualifications to prepare the items.);
- i. if there are other known or suspected sources of phosphorus within the general boundaries of the project, please submit as much information as possible about them, especially as to location and responsible entity. Again, contact District staff as early in the application process as possible;
- j. if applicable, a summary of those activities related to other District permit requirements. If a proposed BMP Plan requires a new District permit or a modification to an existing District permit, please identify which permit applications (surface water management, water use, well construction, or right-of-way) are being submitted concurrently with this application.

5. Water quality monitoring plan - Please provide a water quality monitoring plan designed to provide reasonable assurance that annual water discharges and phosphorus loads are accurately documented.

(Note to applicants who are choosing to participate in the Early Baseline Option: a District-approved monitoring plan must be implemented by May 1, 1993, and results must be submitted to the District monthly, beginning June 1, 1993 and ending with the May 1, 1994 submittal. Applicants who elect to participate in the Early Baseline Option are encouraged to complete their permit applications promptly, so that the District can take final agency action on the entire application before January 1, 1993. However, if requested by the applicant, the District will take final agency action on the monitoring plan only in December 1992, subject to the condition that subsequent final agency action on the entire permit application may include revisions to the monitoring plan.)

The plan should include, at a minimum:

- a. a description of the monitoring program, including an explanation of how the proposed program will achieve valid measurements of flow and total phosphorus concentration;
- b. a description, including a map, of all proposed monitoring locations, which shall include, at a minimum, all structures that discharge into District canals as specified in Section 40E-63.106, F.A.C.;
- c. a description of proposed sample collection methods and schedules, specifying:
 - (1) when samples will be collected (Note: If there has been no discharge during a period, no samples need to be collected);
 - (2) the depth of water at which the sample will be collected;
 - (3) consistent site location of sample collection, such as: on the upstream side of the culvert discharging to the District Canal; in the tail water of the pump, if present, etc.;

- (4) collection technique, such as automatic sampler or grab sampling (Note: automatic samplers may be configured to collect flow-proportional or time-proportional composite samples);
- (5) written specification of items (1), (2), (3), and (4) above for each sample location as identified in 5.b. above;
- (6) how samples will be treated, such as compositing versus individual analysis;
- (7) sample preservation method (Note: refrigeration during collection periods prior to pick-up is not required but acidification is);
- (8) for sites either with a single variable speed pump or more than one pump, or with most gravity-discharge structures, a flow proportional sampling method (Note: For sites with single or multiple pumps run at constant speed, a time-composite method may be used for each pump [constant volumes of water collected at set intervals as long as the pump is operating]);
- (9) how water discharges will be measured (with reasonable assurances that measurements are accurate and precise) or estimated from pump operating logs. All permitted structures, pumps, and measuring devices must be rated or calibrated. (Note: If estimated by operation logs, the pump calibration methodology and results must be certified by a Florida Professional Engineer),
- (10) identification and qualifications of individuals who will collect samples; Whether or not the discharge from a facility is within permitted limits will largely be determined from the results of the samples. It is therefore vital to the success of the plan that samples be properly collected. The qualifications for individuals selected to perform this task should include some formal instruction on proper collection techniques and the reasons

for them. The District is willing to work with EAA structure owners and other interested persons to be involved in such a formal instruction program;

- d. a description of the proposed sample handling and laboratory analyses, including:
 - (1) identification of the laboratory, with a DER-approved quality assurance/quality control (QA/QC) plan, to be used to perform the chemical analyses on the samples;
 - (2) a specified schedule for processing samples and chain of custody documentation;
 - (3) a plan for "split sampling", to furnish the District with one of each ten collected samples to ensure field and laboratory accuracy. The plan should include a method to notify District staff by telephone both that a sample (or samples) has been taken, and how and where the sample(s) may be obtained. District staff will make all reasonable efforts to pick up the sample(s) within two working days of being notified;
- e. a description of data management techniques, including a schedule for the delivery of data from the analytical laboratory to the District in electronic format on both a monthly and an annual basis. The electronic format shall be a DOS formatted 3.5 disk that contains, in ASCII, horizontal records with columns of:
 - (1) owner;
 - (2) site location including latitude and longitude;
 - (3) sample location;
 - (4) water quantity discharges (recommended units: million gallons per day);
 - (5) phosphorus concentrations (in mg/L of P), including QA/QC results;
 - (6) date (mmddyy) and time (24-hour, also known as "military") of measurements;

- (7) date(s) of discharge (mmddyy - mmddyy);
 - (8) whether samples were taken by grab or automatic techniques ("g" for grab, "t" for time-proportional, "f" for flow proportional);
 - (9) whether samples were composited ("c" for composited, "nc" if not);
 - (10) the daily phosphorus load in kilograms;
 - (11) codes for identifying how water quantity discharges and phosphorus loads were measured, estimated, or calculated;
- f. a description of data review procedures including the identification of the reports required pursuant to Subsections 40E-63.143(2)(c) and (d), F.A.C., (Limiting Conditions for Individual Permits) and a schedule for monthly and annual submission of reports. Calculations of total phosphorus loads will be made using methodology acceptable to the District and calculation techniques will be identified by monitoring location when reporting loads;
 - g. a backup plan that will be implemented for guaranteeing timely resumption of sampling if planned sampling devices or techniques become inoperable.

6. Early Baseline Option information - Those applicants who are choosing to participate in this Option need to supply all of this information:

- a. soil type data of the sort typically found in Soil Conservation Service soil survey publications;
- b. soil test results, showing total phosphorus concentrations on a parcel-by-parcel (or similar) basis. Any properly-identified results from the last five years are useful. If there are no past soil results, tests should be taken within the two months prior to the date the application is submitted. Sample locations should be selected so that results correspond to the soil types described in item a. above and the proposed land uses. In the cases where there are

extensive reaches of land with a common soil type, sufficient tests are recommended to be taken which will reasonably reflect the included acreage. Also, District staff will consider alternative soil test procedures which meet the needs of the Early Baseline phosphorus load calculation requirements;

- c. for the same parcels, a complete listing of crops or land uses for the past five years;
- d. for the same parcels, a complete best-estimate listing of typically-expected future crops for the period through December 1996;
- e. for each structure discharging to a District primary canal: the acreage served by the structure, and a description of the automatic recording rainfall collector or other similar device from which daily (or shorter interval) records of precipitation at the structure can be periodically obtained, and which must be installed near the structure. Please include a description of the area around the collector, showing that readings will not be affected by nearby features which could alter rainfall and windflow patterns.
- f. for those cases where applicants have already implemented some BMP's and are now submitting other, proposed, BMP's as part of the permit application - the District will consider calculating the baseline values to reflect the BMP's previously implemented and still in place. However, applicants must provide thorough supporting information. [Example: data from the area presently with some BMP's compared to data from a similar area (soil type and depth, crop type(s), historic uses, drainage, water quality and water quantity, etc) without BMP's.] Applicants considering this approach should consult with District staff.

PART III. MASTER PERMIT APPLICATION (NEW, MODIFICATION, OR RENEWAL)

In the course of developing necessary information, you may find it necessary to develop or use other items which do not conveniently fit into the approaches described below. If some other arrangement is proposed, describe it and provide appropriate clearly-identified documents. If questions arise during the course of preparing information, please discuss them with District staff before submitting the permit application.

SECTION 1. GENERAL INFORMATION AND CERTIFICATION

Please fill in all relevant information. The applicant for the participants must sign this section.

SECTION 2. LEGAL AND FINANCIAL INFORMATION

Please submit documentation which demonstrates that the applicant possesses the legal and financial authority and ability either to perform all the acts, or to enforce the performance of the acts, including routine operation and maintenance, necessary to implement all the terms and conditions of the permit to be issued. The documents must contain language stating how the responsible entities propose to implement BMPs and monitoring requirements. If the responsible operating entity is to be a public body (such as a city or drainage district), submit documents of potential acceptance from that public body. (A simple statement from the applicant is not sufficient.) Documents which customarily provide the information include, but are not limited to, the following:

1. a description of the legally responsible entity or group of owners;
2. any applicable enabling legislation;
3. any applicable articles of incorporation, which describe the entity's or group of owners' authority to operate and maintain the permitted project;
4. any applicable inter-local agreements with local governments or other public entities, indicating each one's consent and intent to participate, specifying the terms of participation;

5. any applicable agreements between or among private landowners or entities, indicating each one's consent and intent to participate, and specifying the terms of participation;
6. any temporary operating permits issued to such entities as municipal service taxing units; active Ch. 298, F.S., water control or drainage districts; Ch. 190, F.S., community development districts; or Ch. 170, F.S., special assessment districts;
7. any other contracts or legal documents which serve the same purposes as those described above;
8. an estimate of the costs of all Best Management Practices Plan-related activities, including, but not limited to: implementation, operation and maintenance; monitoring; and compliance with Best Management Practices and monitoring plans;
9. an identification of funding sources;
10. any other relevant information.

Any applicable documents must contain language stating how the responsible entities will deal with any new monitoring requirements, or any other items brought about by changes in land use, crop type, etc.

District staff recognizes that some of the listed documents often may not be in final form at the time of applying for a permit. However, experience has shown that, if staff can be provided early opportunities to make water-resource-related comments about draft legal documents, considerable time and applicant expense can often be saved later.

SECTION 3. STRUCTURE AND PARTICIPANT INFORMATION, AND CERTIFICATION

Each participant in the Master Permit application must provide four copies of the entirety of this section, including the "Certification of Participation in a Works of the District Everglades

Master Permit Application." The owner or an agent authorized to act for the owner must sign and date this section. If a lessee is a co-applicant, then the lessee or an agent authorized to act for the lessee must also sign and date this section. Be certain to check either "new participant" or "change in controlled acreage" at the very end of the section.

SECTION 4. TECHNICAL INFORMATION

1. Aerial photograph(s) - Please submit the most recent publicly-available vertical aerial photograph(s) upon which the boundaries of the lands included in the permit application are identified. (One possible source of aerial photographs is the County Property Appriaser's Office, which has section photographs for sale at a nominal cost.) The photograph(s) should, at a minimum:
 - a. be recent, and show the date taken;
 - b. be at a scale suitable for use in reviewing the application (for example, 1" = 2000' maximum, 1" = 20' minimum);
 - c. have a north arrow and scale indicator;
 - d. show the application boundaries;
 - e. be legible, not electrostatically printed;
 - f. be vertical, not oblique.

2. Location map(s) - Please submit one or more 8 1/2" x 11" detailed location sketch(es). (For example, a segment of a county road map might serve as a base.) Sketch(es) should contain the project boundaries and enough information (major roads, north arrow, water courses, section lines, relationship to other EAA structures, etc.) to allow someone who has general familiarity with the area to locate the site both on the ground and on a map of the area.

3. Project Map(s) - Please submit map(s) of the application area, which show(s), at a minimum:

- a. a scale indicator, with a scale suitable to allow the clear depiction of the project elements contained on the remainder of this list;
- b. a north arrow;
- c. the boundary of the area included in the permit application;
- d. the boundaries, identifiers, and acreages of any areas within the general boundary of the project which are not included in the Master Permit application;
- e. the boundary(ies) of the areas where the Best Management Practices Plan will be implemented and the acreages of those areas;
- f. both the existing works and (if applicable) any proposed additions and modifications to those works; and identify, where appropriate:
 - (1) primary and secondary canals and ditches. If a parcel is regularly rotated through more than one use (crop rotation, periodic fallowing, etc.), please discuss each use in supporting documentation, tables, schedules, maps, etc.;
 - (2) outflow pump stations;
 - (3) primary and secondary gravity outflow facilities (culverts, weirs, risers, etc.);
 - (4) publicly-owned treatment works;
 - (5) proposed flow directions;
 - (6) water quantity monitoring locations;
 - (7) water quality monitoring locations;
 - (8) District works as specified in Section 40E-63.106, F.A.C.;
- g. names, boundaries, and acreages of incorporated communities;
- h. names, boundaries, and acreages of local drainage districts;

- i. all drainage basins which drain from the project, with subbasins, if appropriate. Each basin and subbasin shall be named and the acreage of it provided on the map;
- j. the boundaries of lands covered by District permits, or permit applications, and the permit or permit application number(s).

4. Best Management Practices (BMP) Plan - For any lands for which a permit is required, please provide a Best Management Practices (BMP) Plan as described in Rule 40E-63.152(2), F.A.C.

Appendix 2 to Rule Chapter 40E-63, F.A.C., contains a list of suggested Best Management Practices you may consider in the course of developing your BMP Plan. The Appendix 2 list is not all-inclusive and the items in it are not mandatory. The District understands that the planning of a successful BMPs program must also include consideration of factors such as soil type, crop type, and salability of crop, among others both technical and non-technical.

Particularly for new applications, a shortage of detail about the BMP Plan could lead to either delays in processing, or, in extreme cases, a recommendation for denial due to lack of completeness. If you will not be using the BMPs listed in Appendix 2, you should first explain how or why you found those in the Appendix not feasible or not applicable. Then, describe the BMP Plan you plan to use.

BMP information must be supplied for each crop site, or combination of crops, or farming or other land use unit. The exact nature of the information will vary, depending on which BMP or combination of BMPs is proposed, but the following would usually be expected, at a minimum:

- a. a detailed description of the proposed Best Management Practices, including location, crop type (if applicable), and acreage;

- b. nutrient recovery rationale. This should include discussion of such subjects as: why the proposed Practices were chosen (and, possibly, why certain ones were not chosen), any examples from publications which would help explain your decisions, the actual processes by which the proposed Practices will remove or reduce phosphorus, and the percent or amount of phosphorus expected to be reduced or removed;
- c. infrastructure descriptions;
- d. water management strategies, including probable timing, rates, and total volumes of offsite flows into the adjacent primary and secondary works;
- e. a detailed description of how the proposed practices both differ from existing practices and will affect works of the District;
- f. a detailed description of both the proposed education and training program, including content scheduling; and the methods for assessing effectiveness of management and operation staff to implement and monitor the approved BMP Plan;
- g. a schedule for implementing the BMP Plan within one year of permit issuance, which enumerates the specific steps to be taken in implementing and monitoring the proposed BMPs;
- h. all computer models and associated relevant documentation, and any other documents (excluding those in general use and of general knowledge), including a complete list of references and a thorough bibliography. (Consultants and others preparing supporting documents should include their qualifications to prepare the items.);
- i. particularly in the case of Master Permit applications, if there are other known or suspected sources of phosphorus within the general boundaries of the project, please submit as much information as possible about them, especially as to location and responsible entity. Again, contact District staff as early in the application process as possible;

- j. if applicable, a summary of those activities related to other District permit requirements. If a proposed BMP Plan requires a new District permit or a modification to an existing District permit, please identify which permit applications (surface water management, water use, well construction, or right-of-way) are being submitted concurrently with this application.

5. Water quality monitoring plan - Please provide a water quality monitoring plan designed to provide reasonable assurance that annual water discharges and phosphorus loads are accurately documented.

(Note to applicants who are choosing to participate in the Early Baseline Option: a District-approved monitoring plan must be implemented by May 1, 1993, and results must be submitted to the District monthly, beginning June 1, 1993 and ending with the May 1, 1994 submittal. Applicants who elect to participate in the Early Baseline Option are encouraged to complete their permit applications promptly, so that the District can take final agency action on the entire application before January 1, 1993. However, if requested by the applicant, the District will take final agency action on the monitoring plan only in December 1992, subject to the condition that subsequent final agency action on the entire permit application may include revisions to the monitoring plan.)

The plan should include, at a minimum:

- a. a description of the monitoring program, including an explanation of how the proposed program will achieve valid measurements of flow and total phosphorus concentration;
- b. a description, including a map, of all proposed monitoring locations, which shall include, at a minimum, all structures that discharge into District canals as specified in Section 40E-63.106, F.A.C.;

- c. a description of proposed sample collection methods and schedules, specifying:
- (1) when samples will be collected (Note: If there has been no discharge during a period, no samples need to be collected);
 - (2) the depth of water at which the sample will be collected;
 - (3) consistent site location of sample collection, such as: on the upstream side of the culvert discharging to the District Canal; in the tail water of the pump, if present, etc.;
 - (4) collection technique, such as automatic sampler or grab sampling (Note: automatic samplers may be configured to collect flow-proportional or time-proportional composite samples);
 - (5) written specification of items (1), (2), (3), and (4) above for each sample location as identified in 5.b. above;
 - (6) how samples will be treated, such as compositing versus individual analysis;
 - (7) sample preservation method (Note: refrigeration during collection periods prior to pick-up is not required but acidification is);
 - (8) for sites either with a single variable speed pump or more than one pump, or with most gravity-discharge structures, a flow proportional sampling method (Note: For sites with single or multiple pumps run at constant speed, a time-composite method may be used for each pump [constant volumes of water collected at set intervals as long as the pump is operating]);
 - (9) how water discharges will be measured (with reasonable assurances that measurements are accurate and precise) or estimated from pump operating logs. All permitted structures, pumps, and measuring devices

must be rated or calibrated. (Note: If estimated by operation logs, the pump calibration methodology and results must be certified by a Florida Professional Engineer);

(10) identification and qualifications of individuals who will collect samples. Whether or not the discharge from a facility is within permitted limits will largely be determined from the results of the samples. It is therefore vital to the success of the plan that samples be properly collected. The qualifications for individuals selected to perform this task should include some formal instruction on proper collection techniques and the reasons for them. The District is willing to work with EAA structure owners and other interested persons to be involved in such a formal instruction program;

- d. a description of the proposed sample handling and laboratory analyses, including:
- (1) identification of the laboratory, with a DER-approved quality assurance/quality control (QA/QC) plan, to be used to perform the chemical analyses on the samples;
 - (2) a specified schedule for processing samples and chain of custody documentation;
 - (3) a plan for "split sampling", to furnish the District with one of each ten collected samples, to ensure field and laboratory accuracy. The plan should include a method to notify District staff by telephone both that a sample (or samples) has been taken, and how and where the sample(s) may be obtained. District staff will make all reasonable efforts to pick up the sample(s) within two working days of being notified;

- e. a description of data management techniques, including a schedule for the delivery of data from the analytical laboratory to the District in electronic format on both a monthly and an annual basis. The electronic format shall be a DOS formatted 3.5 disk that contains, in ASCII, horizontal records with columns of:
- (1) owner;
 - (2) site location including latitude and longitude;
 - (3) sample location;
 - (4) water quantity discharges (recommended units: million gallons per day);
 - (5) phosphorus concentrations (in mg/L of P), including QA/QC results;
 - (6) date (mmddyy) and time (24-hour, also known as "military") of measurements;
 - (7) date(s) of discharge (mmddyy-mmddyy);
 - (8) whether samples were taken by grab or automatic techniques ("g" for grab, "t" for time-proportional, "f" for flow proportional);
 - (9) whether samples were composited ("c" for composited, "nc" if not);
 - (10) the daily phosphorus load in kilograms;
 - (11) codes for identifying how water quantity discharges and phosphorus loads were measured, estimated, or calculated;
- f. a description of data review procedures including the identification of the reports required pursuant to Subsection 40E-63.163(2)(a), F.A.C., (Limiting Conditions for Master Permits) and a schedule for monthly and annual submission of reports. Calculations of total phosphorus loads will be made using methodology acceptable to the District and calculation techniques will be identified by monitoring location when reporting loads.
- g. a backup plan that will be implemented for guaranteeing timely resumption of sampling if planned sampling devices or techniques become inoperable.

6. Early Baseline Option information - Those applicants who are choosing to participate in this Option need to supply all of this information:

- a. soil type data of the sort typically found in Soil Conservation Service soil survey publications;
- b. soil test results, showing total phosphorus concentrations on a parcel-by-parcel (or similar) basis. Any properly-identified results from the last five years are useful. If there are no past soil results, tests should be taken within the two months prior to the date the application is submitted. Sample locations should be selected so that results correspond to the soil types described in item a. above and the proposed land uses. Where there are extensive reaches of land with a common soil type, sufficient tests are recommended to be taken which will reasonably reflect the included acreage. Also, District staff will consider alternative soil test procedures which meet the needs of the Early Baseline phosphorus load calculation requirements;
- c. for the same parcels, a complete listing of crops or land uses for the past five years;
- d. for the same parcels, a complete best-estimate listing of typically-expected future crops for the period through December 1996;
- e. for each structure discharging to a District primary canal: the acreage served by the structure, and a description of the automatic recording rainfall collector or other similar device from which daily (or shorter interval) records of precipitation at the structure can be periodically obtained, and which must be installed near the structure. Please include a description of the area around the collector, showing that readings will not be affected by nearby features which could alter rainfall and windflow patterns.

- f. for those cases where applicants have already implemented some BMP's and are now submitting other, proposed, BMP's as part of the permit application - the District will consider calculating the baseline values to reflect the BMP's previously implemented and still in place. However, applicants must provide thorough supporting information. [Example: data from the area presently with some BMP's compared to data from a similar area (soil type and depth, crop type(s), historic uses, drainage, water quality and water quantity, etc) without BMP's.] Applicants considering this approach should consult with District staff.

PART IV. REQUEST FOR PERMIT TRANSFER (INDIVIDUAL OR MASTER PERMIT)

Please provide all relevant information, including the required legal instruments. The owner or an agent authorized to act for the owner must sign and date the application. For Individual Permits, if a lessee is a co-applicant, then the lessee or an agent authorized to act for the lessee must also sign and date the application.