

# Completion Instructions for 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 whatever the name is of the entity or entities who own the wastewater treatment facility (WWTF). DMAs can also operate WWTFs at private facilities such as mobile home parks, tribal casinos, and private camping areas. More recently, water treatment plants have needed to 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.

If there is just one owner or DMA, they complete the first attached form. If there are two entities serving as the DMA for that facility (such as a city and municipal works authority), they each complete and sign the joint form (the second form). Water treatment facilities treating backwash water and who are not covered by a previous DMA complete the DMA for water treatment plants (the third attached form). An example of water treatment plants that are covered by a previous DMA is the Oklahoma City Water Utilities Trust which is the DMA for the Oklahoma City service area. That means that all wastewater treatment facilities and any water treatment plants that treat backwash water in the Oklahoma City service area are all covered by their DMA. Other cities also do that.

## Here is what goes into each section of the DMA form:

**Section A:** Insert the name or names of your DMA, the name of the facility, the area served by your DMA, and the facility's OPDES permit number (*Oklahoma Pollutant Discharge Elimination System*; sometimes this is referred to as "NPDES" for *National Pollutant Discharge Elimination System*) if you have one. 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, Insert the name of the organization of who owns the WWTF agrees to accept the designation as the Designated Management Agency (DMA) for the Insert the name of the facility in the area here that is served by that facility service area."*

**Example:** *"By signing below, the Brown Cow Municipal Authority [or for a joint DMA] and the Town of Brown Cow agree to accept the designation as the Designated Management Agency (DMA) for the Brown Cow Wastewater Treatment Facility in the Town of Brown Cow service area."*  
**OPDES #: OK0012345; Facility ID #: S-12345; Facility Address: 839 Blue Moon Drive  
City: Brown Cow ZIP 73100 Telephone #: (580)123-4567 E-mail: BrownCow@Town.Net**

**Section B:** If the DMA has a different address than the facility, include it here.

**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 also must be completed whenever there is a change in the name of the DMA!

For any questions regarding DMA forms, contact **David Akakpo** at **(405) 702-8197** ([david.akakpo@deg.ok.gov](mailto:david.akakpo@deg.ok.gov)) or **Soojung Lim** at **(405) 702-8195** ([soojung.lim@deg.ok.gov](mailto:soojung.lim@deg.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:

David Akakpo or Soojung Lim  
Engineer Intern  
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:

David Akakpo or Soojung Lim  
Engineer Intern  
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 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:

David Akakpo or Soojung Lim  
Engineer Intern  
Oklahoma Department of Environmental Quality  
Water Quality Division  
P.O. Box 1677  
Oklahoma City, OK 73101-1677