

**ATTACHMENT C – INSTRUCTIONS FOR COMPLETING NOTICE OF INTENT FORM
To Receive**

Authorization or Reauthorization to discharge and/or reuse extracted and treated groundwater resulting from the cleanup of groundwater polluted by volatile organic compounds under the requirements of NPDES Permit No. CAG912003 (VOC General Permit)

Facility Address: Please include zip code and County of the facility address.

Table C-1. Instruction to complete Table B-1 (Mark only one row in Table B-1 as applicable)

1	For a New Discharge, please provide complete information on the following items:	<p>This is applicable if discharging to sanitary sewer is not an option. Please contact the local sanitary sewer agency serving your facility before completing this form. All applicants shall also consider reuse of the effluent</p> <p>Please also contact the local agencies having jurisdiction over the use of the storm drain system or watercourse and inform them about your proposed discharge. Any Notice of General Permit Coverage granted by the Regional Water Board does not preempt the authority of local agencies such as flood protection agencies.</p> <p>This Notice of General Permit Coverage is conditional and may be terminated for cause at any time.</p>
	a. Discharger's Certification	
	b. Administrative and Technical Information (Table Nos. B-2, B-3, B-4, B-5, B-6, and B-7)	
	c. Other Information including Item 13.a through 13.f and permit and Order number(s) if your discharge has been previously regulated	
2	For Modification of a current Notice of VOC General Permit Coverage: Except 13.f, please provide all Table B-1 Items 1.a, 1.b, and 1.c information specifically highlighting the requested modifications	Please complete applicable sections in this Form that pertain to your request of change
3	For an Existing Discharge (Permit Reissuance):	Please submit a completed NOI no

	Except 13.f, please provide all Table B-1 Items 1.a, 1.b, and 1.c information submitted 180 days before expiration date (no later than April 3, 2014).	later than April 3, 2014, if you need to discharge after September 30, 2014. Please submit a completed Notice of termination if you no longer need the permit coverage.
	Applicable to all new and existing dischargers. Please mark the cell to the right that you have contacted the local sanitary sewer agency serving your facility and discharge to sanitary sewer is not an option.	Table B-1 of Attachment B
	Applicable to all new and existing dischargers. Please mark the cell to the right that you have considered reuse of the effluent and in the row below provide reason(s) why partial or full reuse of the effluent is not an option.	Table B-1 of Attachment B

Discharger's Certification

An appropriate corporate officer, general partner, principal executive officer, or ranking elected official of the Discharger's organization shall sign this document. In no case shall the consultant sign this certification unless the consultant is also a Discharger.

PLEASE COMPLETE ALL TABLES (B-1 through B-7) IN THE ATTACHMENT B FORM

Administrative Information

Table C-2. Instruction to complete Table B-2 (Facility Information)

1	Discharger's Name	
2	Name of Facility	Please use the Facility address as the name of the Facility and then add the name that Discharger prefers. For example: 1234 Main Street, San Jose, Nanochipco, Inc.
3	Facility Address	
4	Facility Contact and Title, Phone, and email address	
5	Consultant Name, Phone, and email address	
6	Authorized Person to Sign & Submit Reports. Note: Perjury statement shall only be signed by the Discharger and/or its authorized representative	
7	Mailing Address and Contact Person Name, Phone, and email address	
8	Billing Address and Contact Person Name, Phone, and email address	
9	Type of site or project	For example: Computer-Related Active or Closed Groundwater Cleanup Site or Active or Closed Dry Cleaning Groundwater Cleanup Site, Short Term Dewatering Project, Long Term Dewatering Project, or other (please explain if "Other")

10	Watershed	If you do not know, you may check web sites such as "San Francisco Bay Area Creek & Watershed Finder", at http://www.museumca.org/creeks/resc.html .
11	Receiving Water Type	Please list the complete path of the Discharge. For example, the Discharge would travel about 0.1 mile inside a storm drain system before reaching a creek (provide the name of the creek), and then would travel 0.5 mile in the creek before reaching a river (provide the name of the river) and then would travel two miles in the river before reaching the bay

1. Condition No. 1 – The permit requires compliance with all its provisions and requirements.
2. Condition No. 2 – Please note that pursuant to Water Code Section 13385(h) and (i), a mandatory minimum penalty of \$3,000 shall be assessed for certain effluent limitations and other violations (you may review the Water Code Section 13385(h) and (i) at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=wat&codebody=&hits=20> for further detail).
3. Condition No. 3 – Please provide complete and full description of the treatment system in Table B-4.
4. Condition No. 4 – Table No. B-5 - The permit requires a professional engineer (PE) certified in the State of California to oversee the design, and proper operation and maintenance (O&M) of the treatment system. The PE shall certify the adequacy of each component of the proposed treatment system. The PE shall also fully explain in the PE certification other relevant information such as the reason(s) if any chemical additive or additives are needed to be used in the treatment system, method of application, and method of disposal. Please note that the PE has the authority to reject usage of any chemical, which has an inadequate MSDS or may cause an adverse effect on most sensitive residents of the receiving water.
5. Condition No. 5 – The Notice of General Permit Coverage specifies the maximum discharge flow rate that you are authorized to discharge to surface water. You must file an amended Notice of Intent before making any material change in the character, location, or maximum flow rate of the discharge. If you have a batch discharge, provide the frequency, volume, and maximum flow rate.
6. Condition No. 6 – Table B-6 - The discharge path shall be highlighted from the facility to the final receiving water. Some of this information may be obtained from the municipalities.
7. Condition No. 7 – All documents needed by your technicians to properly operate or maintain the treatment facility shall be at or near the facility.

8. Condition No. 8 – Reports that are late by 30 days or more are subject to mandatory minimum penalties. The minimum that must be assessed is \$3,000 for each 30-day period for which a report is late.
9. Condition No. 9 – The Annual Report shall contain all data required for annual reporting such as tasks completed for compliance with the trigger Provision VI.C.6 of the Order.
10. Condition No. 10 – Please submit applicable fee with your NOI application form (applicable only to a new discharge). Your application for a new Discharge is not complete without submitting the applicable fee.
11. Condition 11 (applicable to new discharges) - No application will be considered complete without complete delineation of pollutants of concern. The NOI shall include analytical results, including the date the samples were taken, for influent (except for mercury, this may be a weighted average of individual extraction wells for non-operating facilities) and effluent (not required for proposed discharges with no prior operating experience). In case of detecting mercury in any well in excess of 0.025 microgram per liter, the Discharger shall install a dedicated treatment unit for that well and check with Regional Water Board staff if an application for an individual NPDES permit shall be submitted. All chemical analyses shall be performed by a certified laboratory using the most updated USEPA Methods or their equivalents.
12. Condition 12. Other information such as vicinity to a highly polluted site shall be provided. For example, if this is a dewatering project of a site adjacent to a site with documented groundwater pollution, then the information about how the PE in charge of this dewatering project will manage the risk of moving the contaminated groundwater plume from that site into the treatment facility. If you are applying for permit reissuance, please also explain the reason(s) why reclamation or discharge to POTW is not feasible and total volume of the effluent discharged and total grams of pollutants removed during the 2009-2014 period.
13. Condition 13. All items 13.a through 13.f are mandatory.

Please e-mail Lourdes Gonzales, current NPDES staff, at lgonzales@waterboards.ca.gov to confirm that you have uploaded the completed NOI form and all its attachments on Geo-Tracker. New Dischargers may obtain access rights to Geo-Tracker at http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml

Note: The Regional Water Board may modify this form at any time to reflect any new fees and other needed improvements as applicable.