

## Central Valley Regional Water Quality Control Board

### Change of Information and Request for Site Recharacterization Form

Change of Information Request for Enrollees in the Statewide General Order  
WQ 2019-0001-DWQ

Enrollees under the *General Waste Discharge Requirements for Discharges of Waste Associated with Cannabis Cultivation Activities* (Statewide General Order), issued pursuant to California Water Code section 13263, should use this form to report or request changes to their enrollment information, including responsible party or contact information, or to request recharacterization of their cannabis cultivation site. The Central Valley Regional Water Quality Control Board (Central Valley Water Board) may require submission of personal identifying information pursuant to Water Code section 13260. Failure to fully and accurately complete this form may delay updates to your enrollment information and may result in imposition of administrative civil liability in the amount of \$1,000 per day pursuant to Water Code section 13261. The Central Valley Water Board may conduct follow-up inspections to verify that the information provided in this form is accurate. See the attached instructions for guidance on how to complete this form, including which provisions you are required to complete, and how to submit this form.

Information provided in this form is maintained by the Central Valley Water Board consistent with state law. The Central Valley Water Board will not automatically post personal identifying information to public databases.

However, the Central Valley Water Board may be legally required to disclose personal identifying information under any of the circumstances described in Civil Code section 1798.24, including responding to a California Public Records Act request or a subpoena from a federal agency. Anyone submitting personal information to the Central Valley Water Board may request access to the Board's records containing that information by contacting the Redding office (530)224-4845 or [centralvalley.cannabis@waterboards.ca.gov](mailto:centralvalley.cannabis@waterboards.ca.gov) or the Rancho Cordova office (916)464-3291 or [Centralvalleysacramento@waterboards.ca.gov](mailto:Centralvalleysacramento@waterboards.ca.gov).

#### SECTION I. CURRENT RESPONSIBLE PARTY AND CULTIVATION SITE INFORMATION ON EXISTING PERMIT \*

\*Please note this section describes information on the **EXISTING** permit. If you have questions about the information currently on the permit contact staff at [centralvalley.cannabis@waterboards.ca.gov](mailto:centralvalley.cannabis@waterboards.ca.gov)

WDID Number:			
Current Responsible Party Name:		Role (check all applicable): <input type="checkbox"/> Operator <input type="checkbox"/> Landowner <input type="checkbox"/> Third Party	
Current Mailing Address:			
City:	State:	ZIP:	County:

MARK BRADFORD, CHAIR | PATRICK PULUPA, ESQ., EXECUTIVE OFFICER

Is the address listed above a home address? Yes <input type="checkbox"/> No <input type="checkbox"/> (The Central Valley Water Board requires this information because home addresses are afforded additional privacy protections under state law.)	
Phone:	Email:
Is the number listed above a home phone number? Yes <input type="checkbox"/> No <input type="checkbox"/> (The Central Valley Water Board requires this information because home phone numbers are afforded additional privacy protections under state law.)	
Cultivation Site County:	
Current Assessor's Parcel Number(s):	
Current Cultivation Site Enrollment Classification: Tier Designation: <input type="checkbox"/> Conditionally Exempt <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 Risk Designation: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
<b>What changes need to be made for the current site:</b> <input type="checkbox"/> Add Responsible Party <input type="checkbox"/> Remove Responsible Party <input type="checkbox"/> Change Mailing Address/Contact Information <input type="checkbox"/> Change Site Information	

**SECTION II. CHANGE TO RESPONSIBLE PARTY INFORMATION**

New Responsible Party Name:		Role (check all applicable): <input type="checkbox"/> Operator <input type="checkbox"/> Landowner <input type="checkbox"/> Third Party	
Is a Responsible Party being added? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is a Responsible Party being changed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Business Mailing Address:			
City:	State:	ZIP:	County:
Is the address listed above a home address? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Phone:		Email:	
Is the number listed above a home phone number? Yes <input type="checkbox"/> No <input type="checkbox"/>			
*Contact Change (check all that apply): Operator Contact <input type="checkbox"/> Landowner Contact <input type="checkbox"/> Site Contact <input type="checkbox"/> Billing Contact <input type="checkbox"/> Legal Notice Contact <input type="checkbox"/>			
Name:	Phone:	Email:	

\* If multiple contact changes are being made, copy this section as needed.

**SECTION III. CHANGE TO MAILING OR BILLING ADDRESS**

Address Change (check applicable): Operator Mailing <input type="checkbox"/> Landowner Mailing <input type="checkbox"/> Billing <input type="checkbox"/>			
New Address:			
City:	State:	ZIP:	County:
Is the address listed above a home address? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## SECTION IV. REQUEST FOR SITE RECHARACTERIZATION

Tier Designation Change: <input type="checkbox"/> Conditionally Exempt <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 Reason for Request:
Risk Designation Change: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Reason for Request:
Cultivation Area: Disturbed Area:
Is the Cultivation Area changing? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the Disturbed Area changing? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Add APN (must be contiguous with existing parcel) New APN(s):
<input type="checkbox"/> Other Explanation:

## SECTION V. CERTIFICATION

I hereby certify, under penalty of perjury of the laws of the State of California, that the provided information is true. I am aware that there are significant penalties for submitting false information. <b>If reporting a new operator, both the new and former operator must sign. If reporting a new landowner, both the new and former landowner must sign. If reporting a new third-party representative, both the new representative and person authorizing the representative must sign.</b>	
Signature:	
Printed name:	Date:
Role (operator, landowner, or other – state what role, if “other”):	
Signature:	
Printed name:	Date:
Role (operator, landowner, or other – state what role, if “other”):	

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## Central Valley Regional Water Quality Control Board

### Instructions for Completing Change of Information and Request for Site Recharacterization Form for Cannabis Cultivation Activities Permitted Under the Statewide General Order WQ 2019-0001-DWQ

To ensure that the Central Valley Water Board is able to promptly process your Change of Information and Request for Site Recharacterization Form (Form), please follow these instructions when completing Form.

Note that **reported** changes include changes to responsible party and contact information as reflected in Sections I, II, and III. The Central Valley Water Board will issue a revised Notice of Applicability (NOA), which is the document confirming your coverage under the Statewide General Order, and update its database after the reported changes are accepted.

**Requested** changes include those material changes reflected in Section IV, such as increasing the disturbed area or cultivation area size. These changes must be approved by Central Valley Water Board staff *prior* to any implementation on the part of the Discharger(s). Central Valley Water Board staff will contact the applicant after receiving the request. If the request is approved, the Central Valley Water Board will issue a revised NOA and may impose conditions of implementation. Material changes may result in a different annual fee.

#### **SECTION I. CURRENT RESPONSIBLE PARTY AND CULTIVATION SITE INFORMATION ON EXISTING PERMIT** *You must complete this section.*

**WDID Number:** Waste Discharge Identification (WDID) Number is a number assigned to each enrolled site. Enter your WDID Number *exactly* as shown on your NOA, as listed in the upper right-hand corner of your NOA. You should attach a photocopy of your NOA with this Form. If you do not have the relevant documentation, contact the appropriate Central Valley Water Board office using the contact information at the end of this form.

**Current Responsible Party Contact Information:** Enter the current responsible party contact information for the cultivation site. If the contact information includes your home address or home phone number, check “Yes” on the form where indicated. If not, check “No”. The Central Valley Water Board requires this information because home phone numbers and home addresses are afforded additional privacy protections under state law.

Note that the Operator is the person with responsibility for the site. The Operator and Landowner are responsible for all applicable requirements in the Policy, General Order, and NOA, including submittal of all required reports. The Operator is the sole person with legal authority to, among other things, change information submitted to obtain regulatory coverage under the General Order, request changes to enrollment status, including risk designation. The Operator or Landowner can terminate regulatory coverage.

**Cultivation Site County AND Assessor’s Parcel Number(s):** Enter the county and assessor’s parcel number(s) for the property where the cultivation site is located. The information must be the same as shown on the NOA.

## **SECTION II. CHANGE TO RESPONSIBLE PARTY INFORMATION and/or CHANGE TO CONTACT PERSON**

Complete this section if you are reporting a new responsible party or complete this section if you are reporting a new contact for any of the listed options.

The role of the “Current Responsible Party Information” in Section I should match the role of the “New Responsible Party” in Section II. That is, if the role of the current responsible party is Operator, the role of the new responsible party should also be Operator.

## **SECTION III. CHANGE TO MAILING OR BILLING ADDRESS**

Complete this section if you are reporting a new mailing or billing address. Check the applicable box for the type of address you would like to update.

## **SECTION IV. REQUEST FOR SITE RECHARACTERIZATION**

Complete this section if you are requesting a site recharacterization. Under the Statewide General Order, a responsible party must notify the Central Valley Water Board **before** making a material change in the activity, character, location, or volume of discharge. Any request for site recharacterization requires Central Valley Water Board approval and may result in additional fee and reporting requirements. A material change in the activity, character, location, or volume of discharge may result in the Central Valley Water Board terminating a Discharger’s coverage under the Statewide General Order.

**Change to Tier or Risk Designations:** Provide a detailed explanation of the requested change. Tier Designations are determined by the amount of **disturbed area** which is defined within Attachment A to the Statewide General Order. Risk Designations are based on highest threat to water quality as detailed in the Statewide General Order.

**Add APN:** If you are adding an APN to the enrollment, the new APN must be contiguous with the existing parcel(s). If there are new Landowner(s) or new Responsible Party(s) for the additional APN, add their information to Section II and ensure the new party(s) sign in Section V. All APNs with disturbance related to cultivation activities must obtain regulatory coverage.

**Other:** Provide a detailed explanation of the requested change. Attach additional sheets if needed. If you are unsure of the information that is needed, contact the appropriate office (listed below) prior to submitting this form.

## **SECTION V. CERTIFICATION** *You must complete this section.*

The signature section must correspond to the nature of your request. If reporting a new operator, both the new and former operator must sign. If reporting a new landowner, both the new and former landowner must sign. If reporting a new third-party representative, both the new representative and person authorizing the representative must sign.

Failure to fully and accurately complete this Form may delay processing your change of information or request for site recharacterization.

## SUBMITTING YOUR FORM

Please submit your completed Form to the appropriate Central Valley Water Board office using the below contact information. The appropriate office is shown on your NOA.

<b>Central Valley Regional Water Quality Control Board</b>	<b>Central Valley Regional Water Quality Control Board</b>
<b>Attn: Cannabis Permitting and Compliance Unit</b>	<b>Attn: Cannabis and Timber Harvest Unit</b>
<b>364 Knollcrest Dr., Suite 205</b>	<b>11020 Sun Center Drive, #200</b>
<b>Redding, CA 96002</b>	<b>Rancho Cordova, CA 95670-6114</b>
<b>(530) 224-4845</b>	<b>(916) 464-3291</b>
<a href="mailto:centralvalley.cannabis@waterboards.ca.gov">centralvalley.cannabis@waterboards.ca.gov</a>	<a href="mailto:Centralvalleysacramento@waterboards.ca.gov">Centralvalleysacramento@waterboards.ca.gov</a>

If you have questions about the Statewide General Order or this Form, please contact the appropriate unit, as listed above.