

INSTRUCTIONS

FOR COMPLETING THE NOTICE OF INTENT FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMITS FOR DISCHARGE OF WASTEWATERS TO SURFACE WATERS

These instructions are intended to help you, the discharger, complete the Notice of Intent (NOI) form for general permits. Please type or print clearly when completing the NOI form and the vicinity map(s).

One NOI should be submitted by each owner/operator to cover all proposed discharges within the boundaries of this Regional Water Board.

Section I. Discharge Status

Please check appropriate box indicating whether this application is for new discharge, material change, or existing discharge. If it is an existing discharge, indicate four digit CI #.

Section II. Facility/Discharge Information

A. Section II.A. Owner

Name/Agency – The name (first and last) of the owner/operator of the facility. If the owner/operator is a company, corporation, etc., please put the name of the company, corporation, etc., in this space.

Contact Person – Please list the name (first and last) of the contact person for the owner/operator (agency, corporation, private business, etc.) listed above.

Mailing Address – The street number and street name where mail and correspondence should be sent (P.O. Box is acceptable).

E-mail Address – Please list the e-mail address of the contact person for the owner (agency, corporation, private business, etc.) listed above.

City, County, State, Zip Code – The city, county, state, Zip code that apply to the mailing address given.

Title of Contact Person – The official company title of the contact person.

Phone – The daytime telephone number of the contact person.

B. Section II.B. Operator (if different from owner)

Name/Agency – The name (first and last) of the owner/operator of the facility. If the owner/operator is a company, corporation, etc., please put the name of the company, corporation, etc., in this space.

Contact Person – Please list the name (first and last) of the contact person for the owner/operator (agency, corporation, private business, etc.) listed above.

Mailing Address – The street number and street name where mail and correspondence should be sent (P.O. Box is acceptable).

E-mail Address – Please list the e-mail address of the contact person for the owner or operator (agency, corporation, private business, etc.) listed above.

City, County, State, Zip Code – The city, county, state, Zip code that apply to the mailing address given.

Title of Contact Person – The official company title of the contact person.

Phone – The daytime telephone number of the contact person

C. Section II.C. Facility

Name – The name (first and last) of the person responsible for this facility.

Address – The street number and street name where the facility or actual discharge is located. Check the most appropriate ownership, City, County, State, Federal or Private.

E-mail Address – Please list the e-mail address of the contact person for the owner/operator (agency, corporation, private business, etc.) listed above.

City, County, State, Zip Code – The city, county, state, Zip code that apply to the facility address.

Phone – The daytime telephone number of the person responsible for this facility.

Section II.D. Standard Industrial Classification (SIC) (4 digit code in order of priority)

List, in descending order of significance, the 4—digit standard industrial classification (SIC) codes which best describe your facility in terms of the principal products or services you produce or provide. Also, specify each classification in words. These classification may differ from the SIC codes describing the operations generating discharge, air emissions, or hazardous wastes.

SIC code numbers are descriptions which may be found in the “Standard Industrial Classification Manual” prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office, Washington, D. C.. Use current edition of the manual. If you have any question concerning the appropriate SIC code for your facility the NPDES Permitting Units of the Regional Water Quality Control Board.

Section III. Type of Discharge

Check the appropriate box indicating the type of discharge for this facility. Check only one box.

Section IV. Existing Requirements/Permits

If this facility has no existing permits or orders, skip this section. If the facility has any existing permits or orders, list it in the appropriate space provided.

Section V. Outfall and Receiving Water Information

If the facility discharges into a storm drain, indicate the immediate receiving waterbody (listed in the Basin Plan) where the discharge drains into.

Section VI. Project Information

Provide summary description of the project. Also describe the general characteristic of the discharge. If required, indicate the treatment process that would be needed to bring the discharge into compliance. Demonstrate that options of discharging to the sanitary sewer, conservation, reuse, and infiltration have been considered and found infeasible or that potential reuse is feasible. If additives are used in the project and/or treatment, briefly describe their compositions and provide corresponding Material Safety Data Sheet (MSDS) Form. Provide estimate of maximum discharge flow rate, proposed discharge startup date, and estimated discharge duration.

Section VII. Discharge Quality

This NOI requires that you obtain and analyze for the pollutants listed on the *Supplemental Pollutants Analysis/Measurements* or, *Attachment E – Screening Levels for Potential Pollutants of Concern in Potable Water (applies to potable water related discharges only)*. Check the YES box if analytical result is attached. If not, provide reasons why it was not included. Note that processing of your NOI application may be delayed until this required information is provided.

Section VIII. Other Required Information

Attach to this application a topographic map (7.5' USGS Quadrangle Map, Scale 1:24,000) of the area. The map must show the outline of the facility.

Section IX. Certification and Signature

Printed Name of Person Signing – Please type or print legibly. This section should be filled out by the responsible person as defined by 40 CFR section 122.22.

Signature and Date – Signature of name printed above and the date signed.

Title – The professional title of the person signing the NOI.

Required signatories per 40 CFR section 122.22

1. For a corporation
By responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental laws and regulations; the manager can assure that the necessary systems are established or action taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. For a partnership or sole proprietorship
By a general partner or the proprietor, respectively; or
3. For a municipality, State, Federal or public agency
By either a principal executive officer or ranking elected official. For the purposes of this section, a principal executive officer of a Federal agency includes: (i) The chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operation of a principal geographic unit of the agency.