

ATTACHMENT C - INSTRUCTIONS FOR COMPLETING NOTICE OF INTENT (NOI) FORM
to Receive Authorization to Discharge Treated Groundwater under the Requirements of
ORDER NO. R2-2006-XXXX
NPDES PERMIT NO. CAG912002 (FUEL)

Facility Address: Please include Zip code and County for the Groundwater Treatment Facility Address.

Table 1. Please mark only one as is applicable:

	Table 1.	Explanation
1	Notice of Intent for An Existing Discharge authorized under this Order (For Permit Reissuance)	If you need to discharge after November 13, 2011, you need to submit this NOI no later than May 13, 2011.
2	Notice of Intent for a previously regulated Discharge	Provide the Order and NPDES permit numbers if this Discharge is currently or was previously regulated under this general permit, another general permit, or regulated under an individual NPDES permit.
3	Notice of Intent for a New Discharge	If this Discharge was never authorized under any of the Regional Water Board permits.
4	Modified Notice of Intent (if modified, submit NOI Form all sections completed and indicate which item(s) modified)	If this Discharge is currently regulated under this Order and you need to modify one or more items in the NOI.

Discharger's Certification

This form must be signed by an appropriate corporate officer, general partner, principal executive officer, or ranking elected official. In no case should the consultant sign the forms.

Administrative Information

Complete Table 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: 123 Main Street, San Jose Oilco No. 987
3	Facility Address	
4	Facility Contact, Title, and Phone	
5	Authorized Person to Sign & Submit Reports	
6	Mailing Address	
7	Billing Address	
8	Type of site or project.	For example: Active Service Station, Closed Service Station, Short Term Dewatering Project, Long Term Dewatering Project, or other (please explain if "Other")
9	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
10	Receiving Water	
11	Receiving Water Type	<enclosed bay, estuary, inland surface water, or Sacramento-San Joaquin Delta>

Condition 1. Unless you have specific information to select otherwise, select discharge to source of drinking water because most discharges of treated groundwater regulated under this Order are to storm drain systems that discharge to creeks and streams. Many of these creeks and streams are dry during the summer months. Therefore, for many months of the year, these discharges may represent all or nearly all of the flow in some portions of the receiving creeks or streams. These discharges therefore have the potential to recharge groundwaters that are normally protected as drinking waters. There are surface waters in the Region that serve beneficial uses such as groundwater recharge and municipal and domestic, industrial process and service, or agricultural water supplies. A few examples are most creeks in Santa Clara County, Napa River, Alameda Creek, San Mateo Creek, and San Lorenzo Creek.

Condition 2. The treatment system shall be fully described. The reuse of the effluent shall be in compliance with Specification IV.C of the Order.

Complete Table 2. Treatment System Description

	Unit	No.	Size, or capacity (e.g. pounds of GAC), Further Description (If Applicable)
1	Extraction Well(s)		
2	Extraction Wells with Dedicated Treatment Unit(s)		
3	Dedicated Treatment Unit(s)		
4	Settling Tank(s) in series		
5	Settling Tank(s) in parallel		
6	Oil/Water Separator(s)		
7	Filter(s)		
8	Air Strippers with Air Filters		
9	Air Strippers without Air Filters		
10	Advanced Treatment Unit(s) for Oxygenates such Tertiary Butyl Alcohol, Ethanol, and Methanol		
11	Other Advanced Treatment Unit(s)		
12	Liquid-phase Granular Activated Carbon (GAC) vessel(s) in series		
13	GAC vessel(s) in parallel		
14	Effluent reuse Infrastructure (If so, provide additional detail such as producer and user name and address, rate, volume, and frequency of reuse)		

Condition 3. This permit requires a professional engineer (PE) certified in the State of California to oversee the design, and proper operation and maintenance of the treatment system. If you reported any invalid monitoring data for the sample(s) taken on or after

January 1, 2006, the name, phone number, and email of the assigned staff to investigate the cause(s) of errors and the corrective actions taken, or date when actions will be completed to eliminate or reduce future data error shall be documented in this Form.

Condition 4. A PE shall certify the adequacy of each component of the proposed treatment system. 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 disposal shall also be fully explained in the PE certification. Please note that the design engineer 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.

Condition 5. If you have a batch discharge, provide the frequency, volume, and maximum flow rate.

Condition 6. Some of this information may be obtained from the municipalities. The discharge path shall be highlighted from the facility to the final receiving water.

Condition 7. All documents needed by your technicians to properly operate or maintain the treatment facility shall be at or near the facility.

Condition 8. Late Self-Monitoring Reports are considered in violation of the permit's requirements and are subject to mandatory minimum penalty if more than 30 days late.

Condition 9. Prepare a contact List.

Condition 10. No application will be considered complete without the applicable fee.

Condition 11. 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. Table below lists the suggested analytical methods.

Follow the instruction in Table 3.

Analyses	Method of Analysis (See Note 1)
MTBE, Benzene, Toluene, Ethylbenzene, and Total Xylenes	USEPA Method 8020

Analyses	Method of Analysis (See Note 1)
Petroleum Hydrocarbons	Modified USEPA Method 8015
Volatile Organic Compounds	USEPA Method 8260
Polynuclear Aromatic Hydrocarbon	USEPA Method 610
Semi-Volatile Organic Compounds(See Note 2)	USEPA Method 8270
Ethylene Dibromide (See Note 2)	USEPA Method 504
Perchlorate (See Note 3)	USEPA Method 314
Mercury	USEPA Method 1631
Cadmium, Silver, Antimony, Beryllium, Chromium, Copper, Lead, Nickel, Selenium, Thallium, Zinc, Arsenic, and Cyanide.	USEPA Methods (various)
Others (if there is evidence of a release or being present)	USEPA Methods (various)
Notes: 1: All chemical analyses shall be performed according to the appropriate USEPA Methods by a certified laboratory and copies of laboratory analytical reports must be submitted (equivalent methods are accepted). 2: Not required if no evidence of this release. 3: Not required if no evidence of solid rocket fuel release or other Perchlorate use.	

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 engineer in charge of this dewatering project will manage the risk of moving the contaminated groundwater plume from that site into the treatment facility.

Condition 13. All attachments are mandatory.

Please upload the completed NOI Form and all attachments on Geo-Tracker and send a confirmation email with a PDF copy of the package attached to the email to the responsible staff member at the Regional Water Board office. At this time, the responsible staff member is Lourdes Gonzales and her email address is lgonzales@waterboards.ca.gov

New Dischargers may obtain access rights to Geo-Tracker from:
http://www.waterboards.ca.gov/ust/cleanup/electronic_reporting/index.html

Note: The Regional Water Board may modify this instruction at any time as needed.