

**State Water Resources Control Board**  
**INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT**  
**TO COMPLY WITH THE TERMS OF THE STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR**  
**SANITARY SEWER SYSTEMS**  
**(WATER QUALITY ORDER NO. 2006 – 0003 – DWQ)**

**I. Notice of Intent (NOI) Status**

Check box "1" if this is a new NOI submittal. Check box "2" if you are reporting changes to the NOI (e.g., new legally responsible official, phone number, mailing address). Include the facility WDID number and highlight all the information that has been changed. The appropriate official must sign the form, certifying the changes.

**II. Agency Information**

To assist in efficiently processing the NOI, agency information already on file with the State Water Board has been printed in the appropriate boxes. Please review and correct, as necessary, this pre-printed information. Then, complete the balance of the requested agency information.

- A. Enter the first and last name of the legally responsible official (person familiar with the Order and responsible for Order compliance).
- B. Enter the name of the agency applying for coverage under the Order.
- C. Enter the professional title of the legally responsible official (person listed in "A").
- D. Enter the agency's mailing address.
- E. Enter, if necessary, the 2<sup>nd</sup> address line.
- F. Enter the agency's mailing address city.
- G. Enter the agency's mailing address zip code.
- H. Enter the county in which the agency is located. If the agency is located in more than one county, list all applicable counties. Attach additional sheets if necessary.
- I. Enter the phone number where the legally responsible official can be reached.
- J. Enter the FAX number where the legally responsible official can be reached.
- K. Enter the email address where the legally responsible official can be reached.
- L. Enter the name of the sanitary sewer system owned or operated by the agency.
- M. Enter the Regional Water Quality Control Board with jurisdiction over the agency (visit [www.waterboards.ca.gov/regions.html](http://www.waterboards.ca.gov/regions.html) for additional information).
- N. Check the box that correctly identifies the agency type.
- O. Check the box that corresponds to the size of population served by the sanitary sewer system.

**III. Billing Information**

- A. Enter the name of the agency applying for coverage.
- B. Enter the first and last name of the person familiar with the Order and responsible for fee payment.
- C. Enter the professional title of the contact person (person listed in "B").
- D. Enter the agency's mailing address.
- E. Enter, if necessary, the 2<sup>nd</sup> address line.
- F. Enter the agency's mailing address city.
- G. Enter the agency's mailing address zip code.
- H. Enter the county in which the agency is located.
- I. Enter the phone number where the contact person can be reached.
- J. Enter the FAX number where the contact person can be reached.
- K. Enter the email address where the contact person can be reached.
- L. Check the box that corresponds to the amount of the total fee submitted with this NOI.

Section 13260 of the California Water Code requires all persons regulated by waste discharge requirements (WDRs) to pay an annual fee established by the State Water Resources Control Board (State Water Board). The annual fees for sanitary sewer systems are determined by applying the current fee regulations (California Code of Regulations, Title 23, Division 3, Chapter 9, Article 1; see [www.waterboards.ca.gov/fees/docs/adoptedfeeschedule.pdf](http://www.waterboards.ca.gov/fees/docs/adoptedfeeschedule.pdf) for details). In addition, an ambient water monitoring surcharge of 9 percent is required for each annual fee. The State Water Board's current fee structure for WDRs is based upon both the threat and the complexity of the proposed discharge. Threat is determined by both the type and longevity of impairment caused by the waste-stream and denoted by:

- Category 1 – long-term loss of designated beneficial use; or

- Category 2 – could impair the designated beneficial uses of the receiving water, cause short-term violations of water quality objectives, cause secondary drinking water standards to be violated, or cause a nuisance; or
- Category 3 - degrade water quality without violating water quality objectives, or could cause a minor impairment of designated beneficial uses as compared with Category 1 and Category 2.

Complexity is determined by the type of waste-stream and methods used for treatment. Complexity is denoted by:

- Category A – Any discharge of toxic wastes, any small volume discharge containing toxic waste or having numerous discharge points or ground water monitoring, or any Class 1 waste management unit; or
- Category B – Any discharger not included above that has physical, chemical, or biological treatment systems (except for septic systems with subsurface disposal), or any Class 2 or Class 3 waste management units; or
- Category C – Any discharge for which WDRs have been prescribed pursuant to section 13263 of the California Water Code not included as a Category “A” or Category “B” as described above. Included would be discharges having no waste treatment systems or that must comply with best management practices, discharges having passive treatment and disposal systems, or dischargers having waste storage systems with land disposal.

Under this fee structure, sanitary sewer systems are most appropriately categorized with a complexity of “C” because sanitary sewer overflows (SSOs) are not subject to waste treatment systems, and the regulation of sanitary sewer systems mainly requires best management practices.

The threat that SSOs pose to beneficial uses of water, however, is not consistent for every sanitary sewer system. Threat can be related to the population served by the sanitary sewer system. Larger populations typically convey greater amounts of wastewater, and SSOs in larger communities typically are larger in volume. Larger volume spills usually result in longer-term losses of designated beneficial uses, while smaller spills are typically associated with minor impairments of designated beneficial uses.

Given these characteristics, the table below presents the threat and complexity designations for each sanitary sewer system based on population served by that sanitary sewer system. The table also includes the fees associated with each designation, which is subject to the fee regulations adopted by the State Water Board every fiscal year. The total fee is the sum of the annual fee and ambient water monitoring surcharge.

Population Served*	Threat and Complexity Designation	Annual Fee (\$/year)	Ambient Water Monitoring Surcharge (\$/year)	Total Fee (\$/year)
< 50,000	3C	\$ 800	\$ 72	\$ 872
≥ 50,000	2C	\$ 4,290	\$ 386	\$ 4,676

\*Assume 2.5 people per equivalent dwelling unit (EDU)

**IV. Electronic Submittal Authorization**

Print the name of the legally responsible official and agency consenting to the use and terms of an electronic signature in submitting certified information.

**V. Certification**

- Print the name of the legally responsible official. For a municipality, State, federal, or other public agency, this would be a principal executive officer, ranking elected official, or duly authorized representative. The principal executive officer of a federal agency includes the chief executive officer of the agency or the senior executive officer responsible for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of USEPA).
- Enter the professional title of the person signing the NOI.
- The person whose name is printed in box V.A must sign the NOI.
- Provide the date on which the Notice of Intent was signed.

**NOTE: Before mailing to the address indicated on the form, please make sure the legally responsible official signs the NOI and a check for fee payment is included.**