General Waste Discharge Requirements for Winery Process Water
(Statewide Winery Order or Winery Order)

It is highly encouraged to review this document before completing and submitting a facility’s electronic Notice of Intent application for enrollment/filing under the Statewide Winery Order. The application constitutes a Report of Waste Discharge pursuant to California Water Code Section 13260.

DISCLAIMER: This document is intended to provide the regulated community and the public general information on the Statewide Winery Order from a Water Boards staff perspective for enrollment purposes. This is not intended to implement, interpret, or create new requirements. In the case of any conflict with existing statutes, regulations, or orders, the actual statute, regulation, or order governs.

Please email DWQ-Winery@waterboards.ca.gov with any questions.
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General Information
The electronic application (also referred to as an electronic Notice of Intent, eNOI, or electronic form), is part of the application for coverage under the General Waste Discharge Requirements for Winery Process Water (Statewide Winery Order or Winery Order) adopted by the State Water Resources Control Board January 20, 2021. The Winery Order is for wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, producing between 10,000 gallons and 15,000,000 gallons of winery process water per year, and discharging it to land for reuse or disposal. More information can be found on the Winery Order program webpage.

The Winery Order includes provisions for when the Water Boards may require enrollment for facilities producing less than 10,000 gallons of winery process water per year. Generally, facilities that do not discharge winery process water to land are not subject to the Winery Order. If you are unsure if the Winery Order applies to your facility, an Eligibility Survey tool is available. A Help Guide for the Eligibility Survey is available on the Winery Order program webpage.

The Water Boards will review the submitted information and request additional information or determine if a different type of permit is necessary for the discharge. The winery is enrolled under the Winery Order when the fee payment is received and processed then a Notice of Applicability (NOA) is issued by the Water Boards.

Acronyms and Abbreviations

- APN: Assessor Parcel Number
- Apt: Apartment
- cases/yr: cases per year
- CEQA: California Environmental Quality Act
- CIWQS: California Integrated Water Quality System
- e.g.: example given
- ft: feet
- gal/day: gallons per day
- gal/yr: gallons per year
- gal: gallons
- LAA: Land Application Area
- LLC: Limited Liability Company
- MRP: Monitoring and Reporting Program
- N/A: Not Applicable
- NOA: Notice of Applicability
- NOI: Notice of Intent
- NPDES: National Pollutant Discharge Elimination System
- OWTS: Onsite Wastewater Treatment System
- PDF: Portable Document Format
- ROWD: Report of Waste Discharge
- SCH: State Clearing House
- SDS: Subsurface Disposal System
- ton/yr: tons per year
- WDID: Waste Discharge Identification number
Definitions

- **Change in ownership/operator**: A change of legal owner of the facility.

- **Change or expansion for the discharge, facility, or operation**: A material change in characteristics of the existing waste quantity, type, design, or operation. Includes, changes or expansion of an existing facility or system after the adoption date (January 20, 2021) of this Winery Order. The final determination of whether the reported change would have a significant effect will be made by the Regional Water Board.

- **Discharger**: the winery or facility owner and/or operator responsible for the winery waste discharges to land.

- **Existing discharge, facility, or operation**: A facility or system that was in operation on or before the adoption date (January 20, 2021) of this Winery Order.

- **New discharge, facility, or operation**: A discharge or facility that did not exist prior to the adoption date (January 20, 2021) of the Winery Order.

- **Permit coverage**: the process where wineries that are required to obtain regulatory coverage for winery waste discharges to land enroll into the Winery Order.

- **Water Boards**: State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Boards (Regional Water Board(s)). The Water Boards are a state regulatory agency with the responsibility for protecting the quality of the waters of the state within its area of jurisdiction. The Water Boards have authority to require submission of information, direct action, establish regulations, levy penalties and bring legal action when necessary to protect water quality.

- **Winery or Facility**: wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, producing between 10,000 gallons and 15,000,000 gallons of winery process water per year, and discharging it to land for reuse or disposal.

- **Winery process solids**: is waste solids generated from the wine making process and include, but are not limited to, leaves, stems, pomace (grape skins, seeds, and pulp), lees (yeast and other fine particulates), bentonite, and diatomaceous earth.
- **Winery process water** is wastewater generated from the wine making process and include, but are not limited to, wine, grape juice, washwater, solids leachate (liquid from winery process water solids), cooling water, boiler blowdown, cleaning chemicals, brine, and stormwater directed through the winery process water collection, treatment, or disposal system and/or land applied.

- **Winery waste** is wastes generated from the wine making process and include, but are not limited to, winery process water, and winery process solids.

### Required Application Components

**Part 1:** Complete and submit the eNOI and attach the required documents identified in the *Attachments* tab. The eNOI, required technical report, and associated documentation, per Winery Order Attachment C, are the application package and constitute the Report of Waste Discharge (ROWD) pursuant to California Water Code Section 13260.

**Attachments:**

- Legally Responsible Official signatory, certification (signed copy of the submitted eNOI (e.g., digital signature, scanned copy, image) - **required for each eNOI**.

- Technical Report containing the required information per Attachment C in the *Winery Order*.
  - Facility background, facility tier and winery effluent flows, process water generation, treatment, reuse, and disposal, water quality, solids management, groundwater characterization, facility improvements and proposed schedule, and summary of information
  - **Required for all applications**

- California Environmental Quality Act documentation (CEQA, Attachment C 1.3.1)
  - Required for all *new or expanding/upgrading wineries* applying for Winery Order coverage with projects determined to require CEQA by the local/lead agency (includes any project occurring at the winery such as adding roads/housing as it may have indirect connections to Winery Order).

- Documentation signed by the landowner (e.g., letter, attached signed form 200) where the process water disposal area is located –
  - Required for all applications using another landowner area for facility operations or disposal.

- Any additional specific requests and technical documentation to the Regional Water Board, including but not limited to the:
- Tier 2-4 subsurface disposal nitrogen effluent limit groundwater monitoring option Winery Order section B.6) a-c.
- Pond sizing variance section D.2) b.i.b.
- Tier 4 groundwater monitoring exemption section D.2) f and/or D.3) g.i.d.

**Part 2:** Pay the associated fee (first annual fee is an application fee) and obtain the Legally Responsible Official signature on a copy of the submitted eNOI. See **Part 2: Application Fee Payment and Legally Responsible Official Signature** section below.

If you need assistance paying the fee, refer to the [Guidance for Fee Payment](#) document available on the [Winery Order program webpage](#) under *Enrollment and Fees*. For assistance determining the correct fee, please reference page five (5) of the [Fiscal Year 2021-2022 Fee Schedule](#).

A Notice of Intent will be considered complete when the correct fee amount is paid and processed by the Regional Water Quality Control Board. Only after fees are processed will a Notice of Applicability (NOA) be issued.
PART 1: Complete and Submit the Winery Order Electronic Notice of Intent

Getting Started
A technical report submittal is required as part of the eNOI.

The following information will be needed to successfully complete and submit the eNOI:

- Locational information (e.g., Assessor Parcel Numbers (APN), latitude/longitude, facility and area maps)
- Production information (e.g., tons of grapes grown, process water volume/design flow, volume/cases of wine produced)
- Permit documentation for existing Water Board permits (e.g., dates, permit numbers, permitting agency name)
- California Environmental Quality Act (CEQA) documentation (e.g., completion date, name of lead agency)
- Pond information (e.g., liner type/status, storage capacity)
- Winery process water disposal details. For example:
  - Land application area (e.g., acreage, crops grown)
  - Subsurface disposal system information
- Septic tank information (e.g., volume, treatment)
- Groundwater information (e.g., monitoring well network, number of wells, average depth to groundwater)

Accessing the California Integrated Water Quality System
The electronic Notice of Intent (eNOI, electronic form) is accessible through the California Integrated Water Quality System (CIWQS). Completion of the eNOI on a mobile device is not recommended.

Internet browsers such as Google Chrome, Safari, Microsoft Edge, and Mozilla Firefox are the suggested source web browsers for application completion.
Beginning or Continuing an Electronic Notice of Intent Application

Email Addresses
An email address can only be associated with one (1) eNOI. A new email addresses will need to be used for each new eNOI, even if the same individual is submitting. Each facility that is applying for coverage will have a unique email address associated with an eNOI.

Beginning an Electronic Notice of Intent Application
In the field at the bottom of the electronic Notice of Intent application form screen, enter a valid email address. This email address will be used to access an eNOI application in the future and for communication. It is suggested that the email address be recorded for future reference.

The next screen will display a list of available electronic forms. Select the Statewide General Waste Discharge Requirements for Winery Process Water – Notice of Intent.

Click the Previous Screen button to change the email address associated with the application. The email address cannot be changed once the electronic form is selected.
A dialog box will pop up confirming which electronic form you are about to begin. Read the dialog box carefully before continuing. If the correct form is noted, select OK to continue or Cancel to return and select the correct form.

The next screen includes the auto-generated Form ID which is a unique identifier for each eNOI. Users must record the Form ID and email used for each eNOI to track or access an eNOI at a later time.

Read the information on this screen to confirm that you are using the electronic form called *Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent*. 
Application Initiated Automated Email

An automated email from CIWQS will be sent to the email address used when an application is initiated. This email contains important links and information regarding the eNOI and should be saved for future reference.

The NOI Form is organized into different tabs. Each tab should be completed according to the instructions provided. System will perform a completion check to make sure all the required details are entered before submitting the Form.

- SAVE AND CONTINUE: Pressing this button will save the information entered thus far and navigate to next screen.
- PREVIOUS: Pressing this button will allow you to save the information entered thus far and navigate to previous screen.

Form ID: 10052
Form Name: Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent
Form Status: Application in preparation
User Email: [redacted]

General information

<table>
<thead>
<tr>
<th>General</th>
<th>Facility</th>
<th>Facility Owner</th>
<th>Facility Operator</th>
<th>Land Owner</th>
<th>Notice Serve Address</th>
<th>Billing Address</th>
<th>Questionnaire</th>
<th>Attachments</th>
<th>Status</th>
<th>Premier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form ID: 10052</td>
<td>Form Name: Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent</td>
<td>Form Description: This electronic application (also referred to as a Notice of Intent or NOI), is part of the application for coverage under the General Waste Discharge Requirements for Winery Process Water (Statewide Winery Order or Winery Order) adopted by the State Water Resources Control Board. This Winery Order is for wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, produce between 15,000 gallons and 15,000,000 gallons of process water per year, and discharge it to land for reuse or disposal.</td>
<td>Form Status: Application in preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Continuing an eNOI Application
Enter in the User Email that was used to initiate the process to continue an eNOI application. The user will be asked to enter in the Form ID originally generated if an application is already associated with the email.

![Form ID Entry](image)

Clicking Next Screen after entering the Form ID will take you to the General Tab. Check the previously entered information for accuracy or navigate to the continuation point.

Navigation

The tabs at the top of the eNOI correspond with the information that is required. Clicking a tab will take the user directly to the associated screen. For example, if the Facility Owner tab is active, clicking on the Attachments tab will take the user directly to the Attachments screen. Alternately, the Save and Continue button at the bottom on the screen can be used to move forward one tab at a time.

If used, always use Save and Continue before either clicking the Previous button or clicking on a tab. If Save and Continue is not done first, all information entered will be lost. It is suggested that applicants save their entries frequently.

![Navigation Tabs](image)

Note: If the screen is left idle for an extended period of time the session will expire. The direct link to the application portal will need to be used if the session expires (refreshing the browser will not work). Guidance for continuing an eNOI is included above.

/awiqs/eforms/sessionExpired.jsp
Tab 1 – General
Use this screen to be sure that the correct User Email and application name are displayed. If starting an eNOI for the first time, save the Form ID for future reference. If an eNOI is being continued, confirm that the Form ID is correct.

This tab also displays the status of an eNOI application.

Tab 2 – Facility Information
- Name
- Street Number
  - P.O. Box numbers are not accepted. If there is no physical address, use the street and nearest cross street.
- Suite/Apt
- Street Direction
- Street Name
- Street Type

Note: The [Show Map] tool will open a new window. Enter the winery address at the top click Go subsequently, a pin will be placed at the address. Verify that the pin in in the correct location and click Set Coordinates. The window will close automatically and the City, State, Postal code, County, Latitude, and Longitude fields will be complete. The user will still need to complete the fields relating to the physical address.
- City
- State
- Postal code
- County
- Latitude
- Longitude
- Contact Person First Name
- Contact Person Last Name

*Note:* The contact person first and last name should be those of the person the Water Boards can contact.

- Phone
  - Include the direct telephone number of the winery.
- Email
  - Include the direct email address of the winery.

Save the information entered on a screen by clicking the *Save and Continue* button at the bottom of the screen.
The user will be unable to move forward if any required (*) fields are left blank. A dialog box from CIWQS will appear indicating which field(s) are incomplete from the section.

Tab 3 – Facility Owner Info
If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

In the upper left-hand corner below the tab names, is a drop-down that copies the contact and address information from other sections. If needed, select the information to be copied over from the drop-down then click Copy Contact and Address. Be sure to check that the information copied is correct and that all blank required fields are complete.

This tool is available for use with the Facility.Operator, Land.Owner, Legal_Address (Address where Legal Notice May Be Served), and the Billing Address.

- Legal Name
  - If the facility owner is a Corporation/Partnership/LLC, include the legal business name.
  - If the facility owner is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the facility owner contact person.
- Email
  - Include the direct email address to the facility owner contact person.
- Federal Tax Id
  - Provide the Federal Tax Identification Number if the owner is a Corporation, Partnership, or LLC. This information must be included for these owner types.
  - If this is not applicable, use a not applicable response.
- Owner Type
  - Individual
  - Corporation
  - Partnership
  - LLC

Save the information entered on the screen by clicking the Save and Continue button at the bottom of the screen.
Tab 4 – Facility Operator Info

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The Copy Contact and Address drop-down is available for this tab.

- Legal Name
  - If the facility operator is a Corporation/Partnership/LLC, include the legal business name.
  - If the facility operator is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the facility operator contact person.
- Email
  - Include the direct email address to the facility operator contact person.
- Owner Type
  - Individual
  - Corporation
  - Partnership
  - LLC

Save information entered on the screen by clicking the Save and Continue button at the bottom of the screen.
Tab 5 – Land Owner Information
If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The Copy Contact and Address drop-down is available for this tab.

- Legal Name
  - If the landowner is a Corporation/Partnership/LLC, include the legal business name.
  - If the landowner is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the contact person.
- Email
  - Include the direct email address to the contact person.
• Owner Type
  o Individual
  o Corporation
  o Partnership
  o LLC

If disposal is using another landowner area for facility operations or disposal additional documentation is **required** for all applications.

Please upload documentation signed by the landowner (e.g., letter, separate and signed report of waste discharge **Form 200**) describing where the process water disposal area is located under the Landowner Documentation type (**Tab 9 - Attachments**).

**Save information entered on the screen by clicking the Save and Continue button at the bottom of the screen.**

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**Tab 6 – Address Where Legal Notice May Be Served**

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The **Copy Contact and Address** drop-down is available for this tab.

- Legal Name
  o If a Corporation/Partnership/LLC, include the legal business name.
  o If an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
• Street Type
• City
• State
• Postal code
• Contact Person First Name
  o The contact person should be the individual associated with the business that the Water Boards can contact.
• Contact Person Last Name
• Phone
  o Include the direct telephone number to the contact person.
• Email
  o Include the direct email address to the contact person.

Save information entered on the screen by clicking the Save and Continue button at the bottom of the screen.

Tab 7 – Billing Address
If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The Copy Contact and Address drop-down is available for this tab.

• Legal Name
  o If a Corporation/Partnership/LLC, include the legal business name.
  o If an individual, include the Legal Name and continue with their information below.
• Street Number
• Suite/Apt
• Street Direction
• Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the contact person.
- Email
  - Include the direct email address to the contact person.

Save information entered on the screen by clicking the Save and Continue button at the bottom of the screen.

Tab 8 – Questionnaire
The questionnaire section consists of technical questions specific to the facility discharges and operations.

Periodically scroll or jump (ctrl + home) to the top of the questionnaire to save entered responses. This is suggested after every section is completed. Not saving periodically increases the chances of information being lost.

Note: Long answer text boxes can be shrunk or enlarged by using the Anchor Control in the lower right-hand corner of each box. If the size can be changed, there will be two diagonal lines in the lower right-hand corner.
Additional Facility Information

• Type of discharge: Waste Discharge to Land
  o If the type of discharge that applies to the facility is not listed, this eNOI may not applicable. Contact the local Regional Water Board for assistance in finding the correct permit coverage.
  o Mark all that apply
    ▪ Winery process water
    ▪ Winery process solids
    ▪ Winery waste
  • Note: Winery waste refers to winery waste that has been combined/comingled with domestic wastewater systems (e.g., systems for bathrooms). This type of waste may be ineligible for coverage by this permit.

• Reason(s) for Filing
  ➢ Definitions are at the beginning of this document.
  o Mark all that apply
    ▪ New discharge, facility, or operation
    ▪ Existing discharge, facility, or operation
    ▪ Change or expansion
    ▪ Change in ownership/operator
    ▪ Directed by Executive Officer
    ▪ Other
- Regional Water Board (Region) of Facility Location
  - Select one
    - The Regional Water Board is where the winery is located. The applicable Regional Board can be found using the State and Regional Water Board map search.
    - **Note:** there are three (3) subregions in the Central Valley Regional Water Quality Control Board (Region 5).
      - Region 5 Fresno, Region 5 Redding, and Region 5 Sacramento.
    - **Note:** there are two (2) subregions in the Lahontan Regional Water Quality Control Board (Region 6).
      - Region 6 Tahoe and Region 6 Victorville.
    - 1-North Coast
    - 2-San Francisco Bay
    - 3-Central Coast
    - 4-Los Angeles
    - 5F-Fresno (Central Valley)
    - 5R-Redding (Central Valley)
    - 5S-Sacramento (Central Valley)
    - 6A-Victorville (Lahontan)
    - 6B-Tahoe (Lahontan)
    - 7-Colorado River Basin
    - 8-Santa Ana
    - 9-San Diego
- Secretary of State Business Entity Number

![Secretary of State Business Entity Number](image1)

- Facility APN(s)
  - Parcel numbers should be recorded in the format that the jurisdiction of the facility uses.
  - Example 1: 000-111-222
  - Example 2: 000-111-222-333

![Facility APN(s)](image2)

- Is the winery process water disposal area at the same location as the facility and owned by the same entity listed in the Landowner Information?
  - If the disposal area is not on the same parcel, a signed agreement with the disposal area landowner is required.
  - Select One
    - Yes
    - No, documentation included.
    - **Note**: Documentation of a signed agreement and relevant information must be included with the technical report and as a Landowner Documentation attachment in the Attachments tab.

![Is the winery process water disposal area at the same location as the facility and owned by the same entity listed in the Landowner Information above?](image3)

**Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.**

**CEQA**
This section is only applicable to facilities that are applying as new or expanding/upgrading. If this section is not applicable, use the _not applicable_ responses.

Upload a copy of CEQA Notice of Exemption or Determination. Compliance with CEQA (Public Resources Code Section 21000 et. seq) is required prior to enrollment under the
General Waste Discharge Requirements. In most cases, the CEQA lead agency is the local agency (e.g., city or county planning department) that determines if a winery project is exempt from CEQA or must prepare an environmental document (e.g., Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration). The CEQA lead agency may also rely on an environmental document previously prepared by another agency. Provide the expected type and date of completion if exemption or determination has not been completed at the time of submitting an eNOI for review.

Please upload CEQA documentation in the Attachments tab.

- Has a CEQA determination been made by an agency?
  - Select one
    - Yes
    - No

- Name of agency
  - Spell out the name of the Local Agency. This will typically be the public agency that approves the building of the project (e.g., County or City). The Regional Water Boards are not typically the lead agency.

- Type and date of determination
• State Clearinghouse (SCH) Number

State Clearinghouse (SCH) Number
Answer: 

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.

Existing Water Board Permit(s)
• Is the winery (including any process water generation, treatment, reuse, and disposal features/areas) covered under any other Water Boards regulatory program?
  o Select one
    ▪ Yes
    ▪ No

• For each Water Boards waste permit or waiver, list the type, issuing agency, date of issuance, and waste discharge or other permit identification number.
  o Place ID, WDID, or order number associated with the facility in the California Integrated Water Quality System (CIWQS).
  o If unknown indicate that in the text box.
  o Indicate which identifier used in your response.
    ▪ Example: Place ID xxxxxx.

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.

Operation Information
Any additional specific requests and technical documentation for Regional Water Board approval must be attached to this eNOI, including but not limited to the:

➢ Setback distance variances
  o Order Section D.1).j
Pond sizing and/or pond lining variances
  - Order Sections D.2).c.i.b) and D.2).c.ii.b)(1)
Temporary postponement of groundwater monitoring requirements
  - Order Section D.2).f.i.b)
Treated wastewater from separate process water and domestic wastewater systems directed to the same subsurface disposal area
  - Order Section A.15
Separately treated waste streams from the process water system and the domestic wastewater system discharged to a combined subsurface system
  - Order Section D.4)b.ii, Order Section D.4).b.ii.b), and/or Order Section G.1).e.iii
Land application area (LAA) groundwater monitoring exemption
  - Order Sections D.3).g.i.c) and e)
Request to participate in an existing or to develop an area-wide monitoring well network
  - Order Section D.3).g.i.b)(2)
Area-wide monitoring well network plan related to the land application area groundwater monitoring exemption
  - Order Section D.3).g.i.b)(5)i)
Smaller separation (min. of 2 feet) between the subsurface disposal (SDS) area distribution and disposal system/appurtenances and the seasonal high-water table
  - Order Section D.4).e.

Please upload documentation for the items requesting Regional Water Board approval in the Attachments tab under the Review Documentation type.

- Which of the following are being requested for Regional Water Board review and approval?
  - Mark all that apply
    - Horizontal setback distance variances
    - Pond sizing and/or pond lining variances
    - Temporary postponement of groundwater monitoring
    - Separate process/domestic wastewater discharged to combined SDS
    - LAA groundwater monitoring exemption
    - Request participation in an area-wide monitoring well network
    - Vertical setback variance for the SDS (from seasonal high-water table)
    - None of the above
Which operations are generally performed at the facility?
- Mark all that apply
  - Crushing and/or pressing
  - Producing wine or grape juice
  - Blending
  - Bottling
  - Other

How many days per year on average does the winery generate or discharge (for reuse of disposal) winery waste?
- Enter a value between 0 and 365

How many days per year on average does the facility crush and process grapes?
- Enter a value between 0 and 365

Provide the Month and Date crush typically begins at the facility.

Answer: (100 character maximum)
• Provide the Month and Date crush typically ends at the facility.

Provide the Month and Date crush typically ends at the facility.
Answer: [Input Field] " (100 character maximum)"

• How many days per year on average does the facility operate during the off-season?
  o Enter a value between 0 and 365

How many days per year on average does the facility operate during the off-season?
Answer: [Input Field] " (Enter a value between 0 and 365)"

• Provide the Month and Date off-season typically begins at the facility.

Provide the Month and Date off-season typically begins at the facility.
Answer: [Input Field] " (100 character maximum)"

• Provide the Month and Date off-season typically ends at the facility.

Provide the Month and Date off-season typically ends at the facility.
Answer: [Input Field] " (100 character maximum)"

• Select the proposed tier for the facility based on the gallons of process water (winery waste generated from wine, grape juice, production process) generated/produced per year.
  o Select one
    ▪ Tier 1 (10,000 to 30,000 gallons per year or otherwise designated)
    ▪ Tier 2 (>30,000 to 300,000 gallons per year or otherwise designated)
    ▪ Tier 3 (>300,000 to 1,000,000 gallons per year)
    ▪ Tier 4 (>1,000,000 to 15,000,000 gallons per year)
- Current facility process water discharge flow in gallons per year (gal/yr)
  - Enter a value between 1 and 999,999,999

  ![Current facility process water discharge flow in gallons per year (gal/yr)]

- Facility process water design flow in **gallons per year** (gal/yr)
  - Enter a value between 1 and 999,999,999

  ![Facility process water design flow in gallons per year (gal/yr)]

- Facility process water design flow in **gallons per day** (gal/day)
  - Enter a value between 1 and 999,999,999

  ![Facility process water design flow in gallons per day (gal/day)]

- Process water flow data (metered or calculated) were used for Questions 23, 24, and 25 and supporting documentation is included in the Technical Report submitted with this eNOI.
  - Select One
    - Yes
    - No

  ![Process water flow data (metered or calculated) were used for Questions 23, 24, and 25 and supporting documentation is included in the Technical Report submitted with this eNOI.]

- Total volume of wine or grape juice produced **(gal/yr)**
  - Enter a value between 1 and 999,999,999

  ![Total volume of wine or grape juice produced (gal/yr)]
- **Volume of wine produced (cases/yr)**
  - Enter a value between 1 and 999,999,999

```plaintext
Volume of wine produced (cases/yr)
Volume of wine produced in * (Enter a value between 0 and 999999999)
```

*Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.*

**Process Solids**

- How are the winery process solids disposed of?
  - Enter the leaves, stems, pomace, lees, bentonite, diatomaceous earth, etc. are disposed of.
  - Mark all that apply
    - Not applicable
    - Land application area (at the facility or other property with same ownership)
    - Onsite composting
    - Offsite reuse or disposal (under applicant’s responsibility)
    - Offsite reuse or disposal (commercial hauler or permitted disposal)
    - Offsite composting

```plaintext
How are the winery process solids disposed of?
Mark all that apply  
□ Not applicable  □ Land application area (at facility or other property with same ownership)  □ Onsite composting  □ Offsite reuse or disposal (under applicant’s responsibility)  □ Offsite reuse or disposal (commercial hauler or permitted disposal)  □ Offsite composting *
```

- **Winery process solids produced, annual total (ton/yr)**
  - Enter a value between 1 and 999,999,999

```plaintext
Winery process solids produced, annual total (ton/yr)
Tons per year * (Enter a value between 0 and 999999999)
```

- **Acres used for applying winery process solids**
  - Enter a value between 1 and 999,999,999

```plaintext
Acres used for applying winery process solids
Total acres * (Enter a value between 0 and 999999999)
```
Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.

**Ponds**
- Number of process water ponds
  - Total number of ponds
    - Enter a value between 1 and 999,999,999

```
Number of process water ponds
Total number of ponds: [ ] * (Enter a value between 0 and 999999999)
```

- Pond #1 size (gal)
  - Total gallons
    - Enter a value between 1 and 999,999,999

```
Pond #1 size (gal)
Total gallons: [ ] * (Enter a value between 0 and 999999999)
```

- Pond #1 use type
  - Select one
    - Not applicable
    - Storage
    - Aerated
    - Settling
    - Other

```
Pond #1 use type
Select one
- Not applicable
- Storage
- Aerated
- Settling
- Other
```
• Pond #1 liner type
  o Select one
    ▪ Not applicable
    ▪ Unlined
    ▪ Synthetic
    ▪ Clay
    ▪ Concrete
    ▪ Other

• Pond #2 size (gal)
  o Total gallons
    ▪ Enter a value between 1 and 999,999,999

• Pond #2 use type
  o Select one
    ▪ Not applicable
    ▪ Storage
    ▪ Aerated
    ▪ Settling
    ▪ Other
- Pond #2 liner type
  - Select one
    - Not applicable
    - Unlined
    - Synthetic
    - Clay
    - Concrete
    - Other

- Pond #3 size (gal)
  - Total gallons
    - Enter a value between 1 and 999,999,999

- Pond #3 use type
  - Select one
    - Not applicable
    - Storage
    - Aerated
    - Settling
    - Other
• Pond #3 liner type
  o Select one
    § Not applicable
    § Unlined
    § Synthetic
    § Clay
    § Concrete
    § Other

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.

Winery Process Water Reuse or Disposal
• Winery process water and disposal system consists of:
  o Mark all that apply
    § Pond(s)
    § Land application area
    § Subsurface disposal area
    § Other (e.g., publicly owned treatment works)

• Describe any discharge or reuse of the process water (e.g., crop irrigation, frost protection, dust abatement/control, fire protection, etc.)

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.
Land Application Areas

- Are land application areas utilized?
  - Select one
    - Yes
    - No

- Land application area APN(s)
  - Parcel numbers should be recorded in the format that the jurisdiction of the facility uses.
    - Example 1: 000-111-222
    - Example 2: 000-111-222-333

- Total land application area (acres)
  - Enter a value between 1 and 999,999,999

- If process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to the land application areas?
  - Total percentage

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.
Subsurface Disposal Systems

- Does the facility have an onsite wastewater treatment and disposal system?
  - Onsite wastewater treatment system (OWTS): individual disposal systems, community collection and disposal systems, and alternative collection and disposal systems that use subsurface disposal.
    - Select one
      - Yes
      - No

- Subsurface disposal system method
  - Mark all that apply
    - Not applicable
    - Leachfield
    - Dual leachfield
    - Drip distribution
    - Pressure distribution
    - Other

- Storage/tank volume (gal)
  - Enter a value between 1 and 999,999,999

- Storage/tank detention time (days)
  - Enter a value between 0 and 365
• Description of storage/treatment prior to discharge into the subsurface disposal system

Answer: [4000 character maximum]

• Treatment and subsurface disposal for domestic wastewater
  - Mark all that apply
    - Not applicable
    - Disposal is comingled but treatment is separate
    - Treatment and disposal are both comingled
    - Disposal is separate but treatment is comingled

• Describe how the system will comply with the subsurface disposal Winery Order requirements for comingled process and domestic wastewater systems.
  - Commingled: winery process water and domestic wastewater are combined.
  - Select one
    - Not applicable
    - Separate the treatment
    - Separate the treatment and disposal
    - Obtain separate domestic wastewater system permit
  - Note: This is done by obtaining Regional Water Board approval for separate system permitting
• 100 percent (%) redundancy area?
  o Select one
    ▪ Yes
    ▪ No

• Subsurface disposal system area (acres)
  o Enter a value between 1 and 999,999,999

• Subsurface disposal system APN(s)
  o Parcel numbers should be recorded in the format that your jurisdiction uses.
    ▪ Example 1: 000-111-222
    ▪ Example 2: 000-111-222-333

• If process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to subsurface disposal?
  o Total percentage

Reminder to scroll or jump (ctrl + home) to the top of the page to save information entered on the screen.
Groundwater Monitoring

- Number of groundwater monitoring wells
  - Total number of groundwater monitoring wells
    - Enter a value between 0 and 100

- Average depth to groundwater (ft)
  - Depth measurement averaged across all existing groundwater monitoring wells in the network.
  - Total average footage
    - Enter a value between 0 and 100

- Brief description of groundwater monitoring well network, include any specific features being monitored.
  - Example features include but are not limited to ponds, land application area, subsurface disposal system, etc.

- Approximate distance of winery features (facility, ponds, disposal areas) to nearest known supply well(s)
  - Examples of a disposal area include a land application area or a subsurface disposal system.
  - Total approximate footage
    - Enter a value between 1 and 999,999,999
• Approximate distance of winery features (facility, ponds, disposal areas) to the nearest surface water or drainage feature
  o Examples of a disposal area include a land application area or a subsurface disposal system.
  o Total approximate footage
    ▪ Enter a value between 1 and 999,999,999

  *Approximate distance of winery features (facility, ponds, disposal areas) to nearest supply well(s)*

<table>
<thead>
<tr>
<th>Total approximate footage</th>
<th></th>
</tr>
</thead>
</table>

• Name(s) of any surface water or drainage features onsite or adjacent to the site
  o For example, Drainage A onsite, Creek 2 adjacent. If not known or not applicable, indicate Unknown or N/A.

  *Name(s) of any surface water or drainage features onsite or adjacent to the site*

<table>
<thead>
<tr>
<th>Answer:</th>
<th></th>
</tr>
</thead>
</table>

### Submittal and Certification

• By what date will the facility be in compliance with the Winery Order?
  o Use the format mm/dd/yyyy
  o Clicking on the calendar will open a calendar window that can be used to select the date the facility will be in compliance with the Winery Order.

  *By what date will the facility be in compliance with the Winery Order?*

<table>
<thead>
<tr>
<th>mm/dd/yyyy</th>
<th></th>
</tr>
</thead>
</table>
Read the following completely and carefully before certifying that the information in this eNOI is complete and accurate.

“I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”

•Submitter’s Title

Submitter’s title:  
Answer: [ ] *(100 character maximum)*

•Submitter’s Email

Submitter’s email:  
Answer: [ ] *(100 character maximum)*

•Submitter’s Phone

Submitter’s phone:  
Answer: [ ] *(100 character maximum)*

•First name of Legally Responsible Official
  o This individual must have an eligible title to be the signee (titles listed on pages 47 and 48).

First name of Legally Responsible Official:  
Answer: [ ] *(100 character maximum)*

•Last name of Legally Responsible Official

Last name of Legally Responsible Official:  
Answer: [ ] *(100 character maximum)*
• Legally Responsible Official’s Title

Legally Responsible Official’s title:
Answer: [100 character maximum: 100 characters remaining]

• Legally Responsible Official’s email

Legally Responsible Official’s email:
Answer: [100 character maximum]

• Legally Responsible Official’s phone

Legally Responsible Official’s phone:
Answer: [100 character maximum]

Legally Responsible Official Signature
Note: the below will be completed by the Legally Responsible Official after the electronic Notice of Intent (eNOI) is submitted on the CIWQS portal. The signature must follow the guidelines in the Sign and Submit section of this document.

Legally Responsible Official
I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signed: ____________________________________________

Click Save and Continue to move to the Attachments tab.

Note: In the case of blank fields the screen will either (a) redirect to a field stating “this field is required” or (b) a dialog box will appear indicating what response type and question is blank.

Answer: [This field is required]
Tab 9 – Attachments
All required and applicable documents must be uploaded in the Attachments tab. The attachment description and title should be explicit for document contents.

Every eNOI application is required to have an associated technical report. The user will receive an incomplete NOI message as a result of a form completion check if a submittal is attempted without having a technical report attached.

Attachment types are described below.

- CEQA Documentation
  - CEQA documentation is required for facilities that are applying as new or expanding/upgrading.
- Item Review Documentation
  - If there is a request for any Regional Water Board review, the appropriate information must be included. Examples of situations that need Regional
Water Board review and approval are provided on the Winery Order program webpage.

- Technical Report
  - Required for an eNOI submittals. See Attachment C of the Winery Order for additional information.
- Landowner documentation
  - If the disposal area is not on the same parcel as the winery, you must include a signed agreement with the disposal area landowner.
- Other – not listed in requirements

After uploading, open the document and verify that it is correctly labeled. Use the delete button to reupload a file with a corrected name. The user cannot make changes to these documents once the eNOI is submitted. Contact the appropriate Regional Water Board if any corrections are needed after submittal or to request the eNOI to be returned.

After all required and necessary documents are uploaded, click on the Status tab (there is no Save and Continue button).

**Tab 10 – Status**

This is a view only screen that displays the statuses and dates of status changes for the submitted eNOI throughout approval. There are four status types: (1) Application in preparation; (2) Submitted, Under Review; (3) Returned to applicant; (4) Processed and approved.

You can access this information at any time by using steps provided at the beginning of this guide.
Tab 11 – Preview
This is an important screen in the eNOI submittal process. Here the user runs a Form Completion Check and Prints the form for signature by the Legally Responsible Official (can also be saved as a Portable Document Format (PDF)).

Review each field for accuracy before performing a Form Completion Check or Printing the form. Navigate to the correct tab to make edits if information needs correction. After all fields are verified, click the Form Completion Check button.

Any mandatory (*) missing information will be listed at the bottom of the screen and must be corrected on the applicable tab before submittal. The eNOI cannot be submitted until the corrections are made.

After the corrections are made, perform another Form Completion Check. At the bottom of the screen is a Certification and Submission Statement that is intended for the individual submitting the eNOI application.

Submissions and Signatures
Submit Electronically Through CIWQS
If necessary, perform another form completion check. Scroll or jump (ctrl + end) to the bottom of the screen and complete the remaining fields. The information here is for the individual submitting the eNOI.
Read the following carefully and completely, checking the verification boxes after.

*I certify the following:*

“Under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete; I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”

“I have printed the complete PDF form generated and will be mailing or emailing the signed form to RWQCB in order to complete the submission process.”

To submit the electronic form, complete the Certification And Submission Statement fields and click the Submit Electronic Form button. If you are not ready to submit your form yet, please click on the any of the tabs above to navigate away from the screen.

- Application Fee
  - The amount associated with the facility tier is the Application Fee. See page five (5) of the Fiscal Year 2021-2022 Fee Schedule for fee amounts by tier.
- Submitter Initial
- Submit Date
- Submitter Title
- Submitter First Name
- Submitter Last Name

After the Certification and Submission Statement fields are completed the eNOI can be submitted to the Water Boards via the Submit Electronic Form button and confirming the intention to submit the eNOI using the dialog box. If the form is not ready to submit, click on the any of the tabs above to navigate away from the screen.
Note: once the form is submitted changes cannot be made.

Confirmation and Printing
After submittal the Form ID and User Email shown should be recorded for future use if not done so already. The Form Status should show Submitted, Under Review. Print the form after submittal using the appropriate button on the confirmation screen or using the link in the confirmation email. This printed document must be provided to the Legally Responsible Official for signature.
An automatic submittal confirmation email will be sent to the User Email provided and should be recorded for future reference. This email will come from CIWQS. Please do not respond. If there are questions, please contact the State Water Board at DWQ-Winery@waterboards.ca.gov

PART 2: Application Fee Payment and Legally Responsible Official Signature

Pay Application Fee
The application fee is the first annual fee. The application fee amount must be paid before the Water Boards will process the eNOI or issue Winery Order enrollment. For assistance determining the correct fee, please reference page five (5) of the Fiscal Year 2021-2022 Fee Schedule. For guidance on paying a fee, refer to the Guidance for Fee Payment document available on the Winery Order program webpage.

Legally Responsible Official: Sign and Send the eNOI to Regional Water Board
The Legally Responsible Official signee must provide a signed copy (e.g., digital signature, scanned signed copy, image of signed copy, mailed with wet signature) of the submitted application to the Water Boards.

The signed copy should be emailed for electronic payments or mailed to the Water Boards with the fee payment check. More information for fee payment is available on the Winery Order program webpage.

Acceptable Legally Responsible Official signatures are:

- Corporation, or a limited liability company: a principal executive officer/responsible corporate officer of at least the level of senior vice president.
- Partnership or individual (sole proprietorship): a general partner or the proprietor.
Governmental or public agency: either a principal executive officer or ranking elected/appointed official.

Individual: the individual; or

Any type of entity not listed above (for example: trusts, estates, receivers): an authorized person with managerial authority over the construction or land disturbance project.

The Legally Responsible Official should read the following completely and carefully before certifying that the information in the eNOI is complete and accurate. The Legally Responsible Official must mark the field confirming that they have read the statement before signing on the provided signature line.

“I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.”

Email the Signed eNOI
If the application fee was paid electronically, email a signed copy of the eNOI application to the Regional Water Board using the email address in the Contacts section below. The subject of the email should include “WDR Fee Payment”. Attach the signed form and include the facility name, facility city, and payment confirmation number in the body of the email. Include any additional information the Regional Water Board should be aware of if necessary.

Mail the Signed eNOI
Application payments via check, money order, or cashier check should be mailed directly to the Regional Water Board along with the signed copy of the printed eNOI. Include the Form ID number on the check, money order, or cashier check. Mailing addresses are provided in the Contacts section.
Water Boards Contacts
Regional Water Quality Control Board and State Water Resources Control Board program email and billing addresses are included below.

<table>
<thead>
<tr>
<th>Region</th>
<th>Program Email Address</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Coast Regional</td>
<td><a href="mailto:northcoast@waterboards.ca.gov">northcoast@waterboards.ca.gov</a></td>
<td>California Regional Water Quality Control Board</td>
</tr>
<tr>
<td>North Coast Region</td>
<td></td>
<td>North Coast Region Attention: WDR Program, Wineries</td>
</tr>
<tr>
<td>North Coast Region</td>
<td></td>
<td>5550 Skylane Boulevard, Suite A</td>
</tr>
<tr>
<td>North Coast Region</td>
<td></td>
<td>Santa Rosa, CA 95403</td>
</tr>
<tr>
<td>San Francisco Bay</td>
<td><a href="mailto:RB2-Winery@waterboards.ca.gov">RB2-Winery@waterboards.ca.gov</a></td>
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<td>Attention: WDR Program, Wineries</td>
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<tr>
<td>San Francisco Bay Region</td>
<td></td>
<td>1515 Clay Street, Suite 1400</td>
</tr>
<tr>
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<td></td>
<td>Oakland, CA 94612</td>
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<tr>
<td>Central Coast</td>
<td><a href="mailto:RB3-WDR@waterboards.ca.gov">RB3-WDR@waterboards.ca.gov</a></td>
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<tr>
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<td></td>
<td>895 Aerovista Suite 101</td>
</tr>
<tr>
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<td></td>
<td>San Luis Obispo, CA 93401</td>
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<tr>
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<td>Central Valley</td>
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<td>364 Knollcrest Drive, Suite 205</td>
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<tr>
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<td></td>
<td>Redding, CA 96002</td>
</tr>
<tr>
<td>Regional Water Quality Control Board</td>
<td>Email Address</td>
<td></td>
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<tr>
<td>-------------------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>Central Valley Regional Water Quality Control Board – Sacramento (Region 5)</td>
<td><a href="mailto:centralvalleysacramento@waterboards.ca.gov">centralvalleysacramento@waterboards.ca.gov</a></td>
<td></td>
</tr>
<tr>
<td>Central Valley Regional Water Quality Control Board – Fresno (Region 5)</td>
<td><a href="mailto:centralvalleyfresno@waterboards.ca.gov">centralvalleyfresno@waterboards.ca.gov</a></td>
<td></td>
</tr>
<tr>
<td>Lahontan Regional Water Quality Control Board - South Lake Tahoe (Region 6)</td>
<td><a href="mailto:lahontan@waterboards.ca.gov">lahontan@waterboards.ca.gov</a></td>
<td></td>
</tr>
<tr>
<td>Lahontan Regional Water Quality Control Board – Victorville (Region 6)</td>
<td><a href="mailto:lahontan@waterboards.ca.gov">lahontan@waterboards.ca.gov</a></td>
<td></td>
</tr>
<tr>
<td>Colorado River Basin Regional Water Quality Control Board (Region 7)</td>
<td><a href="mailto:rb7-wdrs_paperless@waterboards.ca.gov">rb7-wdrs_paperless@waterboards.ca.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

Central Valley Regional Water Quality Control Board
Attention: WDR Program, Wineries
11020 Sun Center Drive, Suite 200
Rancho Cordova, CA 95670

Central Valley Regional Water Quality Control Board
Attention: WDR Program, Wineries
1685 E Street
Fresno, CA 93706

Lahontan Regional Water Quality Control Board
Attention: WDR Program, Wineries
2501 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150

Lahontan Regional Water Quality Control Board
Attention: WDR Program, Wineries
15095 Amargosa Road - Bldg. 2, Ste 210
Victorville Ca 92394

Colorado River Basin Regional Water Quality Control Board
Note the underscore between “wdrs” and “paperless”
Attention: WDR Program, Wineries
73-720 Fred Waring Dr., Suite 100
Palm Desert, CA 92260
<table>
<thead>
<tr>
<th>Region</th>
<th>Board Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Region 8 | Santa Ana Regional Water Quality Control Board | santaana@waterboards.ca.gov  
Santa Ana Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
3737 Main Street, Suite 500  
Riverside, CA 92501-3348 |
| Region 9 | San Diego Regional Water Quality Control Board | rb9paperless@waterboards.ca.gov  
San Diego Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
2375 Northside Drive, Suite 100  
San Diego, CA 92108 |
|        | State Water Resources Control Board | DWQ-Winery@waterboard.ca.gov  
State Water Resources Control Board  
Division of Water Quality  
Waste Discharge Requirement Unit, 15th Floor  
P.O. Box 100  
Sacramento, CA 95812-0100 |