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**Transmittal Requirements and**

**Certification Statement for**

**VGP DOH Notification**

1. Submission and File Numbers

e-Permitting Submission #:

2. Certification Statement

**I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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 for knowing violations.**

Signature Date Signed

Printed First and Last Name

3. Transmittal Requirements (Check all.)

[ ]  I have read the instructions on Page 2.

[ ]  If I do not follow all of the instructions on Page 2, I acknowledge that this submittal will not be accepted by the Clean Water Branch (CWB);

[ ]  The signature provided in Item No. 2 is an original signature.

[ ]  My CD or DVD is attached. This CD or DVD contains only the downloaded

e-Permitting submission identified in Item No. 1 above. I have not altered this file.

Note: There is no filing fee associated with this form.

4. Mail or deliver this form and all attachments to the Department of Health, Clean Water Branch, Hale Ola Building, 2827 Waimano Home Road, Room 225, Pearl City, Hawaii 96782.

5. **After you mail or deliver this form, check the status of your submission by pressing the History Link in the e-Permitting Portal. If you see a status of “Issued,” you are covered under WQC0833 and are obligated to comply. No further correspondence will be provided.** If needed, you can print your e-Permitting Submission History for your file records.

**IMPORTANT INSTRUCTIONS:**

You are required to follow these instructions to complete your e-Permitting VGP DOH Notification submittal. Failure to follow all of these instructions will delay the processing of your submittal and may result in the denial of your request for coverage under WQC0833. **Processing of your submission will not begin until the Clean Water Branch (CWB) receives all of the items below.**

Item No. 1 – Submission and File Numbers

Enter your e-Permitting Submission #. You may find your unique e-Permitting Submission # (e.g. 15H‑ZGVV-421H) in your History Link of the e-Permitting Portal.

Item No. 2 – Certification Statement

a. This is the certification statement for the e-Permitting submission # identified in Item No. 1.

b. Enter the Printed First and Last Name of the Certifying Person identified in Section No. 2 of the e-Permitting VGP DOH Notification form.

c. Enter the Date Signed.

d. Provide an original Certification signature (hard copy of this form).

Someone else may sign “for” the individual listed in the Printed First and Last Name.

Item No. 3 – Transmittal Requirements

a. You are required to check all of the boxes.

b. Provide a CD or DVD containing the downloaded e-Permitting submission in PDF or ZIP.

To download the submission, click on the History Link in the e-Permitting Portal (after you submitted the application). Locate your submission and press the view button under the Action column. Press the Download Submission button. A PDF file will be generated if you have no attachments. A ZIP file will be created if you have attachments. Save the PDF or ZIP file on the CD or DVD. **Do not add additional files to the CD or DVD. Your CD or DVD shall match your e-Permitting submission #.**

c. There is no filing fee for this form.

Item No. 4 – Mail or Deliver Certification Statement and CD/DVD

1. Mail or deliver this form and all attachments to:

Department of Health

Clean Water Branch

Hale Ola Building

2827 Waimano Home Road, Room 225

Pearl City, Hawaii 96782

Item No. 5 – Coverage Under WQC0833

Check the status of your submission by pressing the History Link in the e-Permitting Portal.

1. A status of “Submitted” means that you submitted this form through the e-Permitting Portal. If you see a status of “Draft” or “Revised,” you need to complete all of the e-Permitting processing steps (Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation).
2. You will be notified by email if the DOH-CWB requires additional information to process your submittal. Your e-Permitting submission status will be set to “Applicant Action Required.”
3. If the DOH-CWB accepts your completed form with CD/DVD we will set your e-Permitting submission status to “Issued.” Please periodically check on your submission status. Once you see a status of “Issued,” you are covered under WQC0833 and are obligated to comply. **No further correspondence will be provided.** If needed, you can print your e-Permitting Submission History for your file records.