



Completing the NOI Forms

(Rev. 08/01/2007)

Workshop on Water Pollution Control
Hawaii Administrative Rules, Chapter 11-55

August-September 2007

Reasons for NOI Form Revisions

- ❖ Additional requirements per Amendments to HAR, Chapter 11-55
- ❖ Incorporate methods to obtain answers to common questions from the CWB
- ❖ Moving toward electronic submittals
- ❖ Work in progress
- ❖ Gain review time

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Requirements per Amendments to HAR, Chapter 11-55

- ❖ Notification required within one (1) week before the start of construction activities
- ❖ Clarification of requirements to claim automatic coverage
- ❖ Allow the Director of Health to specify the future use of other forms – Electronic means of submittal may be implemented to ease the burden on the applicants and permittees.

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Common Questions from CWB addressed in updated forms

- ❖ History of land use for construction projects obtained by different means
- ❖ Methods to handle non-storm water at construction projects
- ❖ Receiving Water Name is required field – “n/a” is not accepted

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Common Questions from CWB not addressed in updated forms

- ❖ Additional information submitted with NGPC File Number, phase name or number (as applicable), certification statement, and certified person's or duly authorized representative's signature.
- ❖ Only certified person may submit a change to the duly authorized representative
- ❖ Only one (1) duly authorized representative for multi-phased construction projects

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Partial Electronic Submittals

- ❖ Fillable Adobe Acrobat Forms - General, Form B, Form C
- ❖ MSWord - Forms D, E, F, G, H, I, J, K, L
- ❖ Information submitted by email (xml data file)
- ❖ Print and submit hard copies of two (2) forms (General and discharge specific), additional information, and \$500 filing fee

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Work in Progress

- ❖ Convert other NOI Forms from MSWord format to fillable Adobe Acrobat format
- ❖ Accept Electronic Format of Required Additional Documentation
- ❖ Accept Payment via Internet
- ❖ Implement NOI submitted via Internet

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Gain Review Time

- ❖ Provide data directly to CWB database via emailed xml data file
- ❖ Minimal data entry upon receipt of hard copy (clock starts upon receipt of hard copy)
- ❖ NOI assigned to Engineer for review sooner (reduction of 3-7 day delay)
- ❖ CWB Goal: Issuance of NGPC sooner

(see CWB Public Notices webpage for list of NOIs received)

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CWB NOI Forms

- ❖ Distributed on August 3, 2007 via <http://www.hawaii.gov/health/environmental/water/cleanwater/forms/genl-index.html>
 - ❖ Document format currently in fillable Adobe Acrobat or MSWord
 - ❖ Separated General Information from Discharge Specific Information – now need to submit two (2) forms with filing fee

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General NOI Information

from top of General Guidelines for NOI Forms B through L and CWB NOI General Form (CWBN0I_General.pdf)

- ❖ For coverage under a specific NPDES General Permit, the following items are required to be submitted to the CWB:
 1. CWB NOI General Form
 2. General Permit (aka Discharge) Specific CWB NOI Form B, C, D, E, F, G, H, I, K, or L
 3. All applicable attachments
 4. \$500 Filing Fee
 5. Additional copies as required for Islands other than Oahu

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CWB NOI General Form, Form B, and Form C General Instructions

- ❖ This is a fillable Adobe Acrobat form. Please:
 - ❖ SAVE the blank form file in Adobe Acrobat Reader 8.0 or newer. If the form is completed while open in the web browser, it will NOT be saved and data will be lost.
 - ❖ Insert the required information
 - ❖ Save the completed form
 - ❖ Submit via the "Submit by Email" button. Please insert the NGPC File No. or New Project Name in the subject line (remove the text within the parentheses).

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CWB NOI General Form, Form B, and Form C General Instructions

(continued)

- ❖ Print with "Print Form" button
- ❖ Sign (applicable to CWB NOI General Form only)
- ❖ Submit with the applicable discharge specific CWB NOI Form, attachments, and \$500 Filing Fee. Please see Section V - Inquiries and Submittals and Section VI - Filing Fee for more submittal information.

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CWB NOI Forms D through I, K, and L General Instructions

- ❖ This is an MSWord form. Please:
 - ❖ Insert the required information - The NGPC Renewal Information is required for an Existing Facility with an NGPC. If this is for an Existing Facility without an NGPC or a New Facility, skip this item.
 - ❖ Save
 - ❖ Print
 - ❖ Submit with the CWB NOI General Form, attachments, and \$500 Filing Fee. Please see Note V - Inquiries and Submittals and Note VI - Filing Fee of the General Guidelines for more submittal information.

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CWB NOI General Form Section V - Inquiries and Submittals

- ❖ Number of Hard Copies of the NOI Forms to submit:
 - ✓ One (1) copy for facilities on Oahu with certifying person's original signature
 - ✓ Two (2) copies for facilities other than Oahu and Hawaii (one with the certifying person's original signature)
 - ✓ Three (3) copies for facilities on Hawaii (one with the certifying person's original signature)

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CWB NOI General Form

- ❖ Notice of General Permit Coverage (NGPC) Renewal
- ❖ Automatic Coverage
- ❖ Item 1 – Owner Information
- ❖ Item 2 – Owner Type
- ❖ Item 3 – General Contractor or Operator Information



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CWB NOI General Form

- ❖ Item 4 – Facility, Project or Activity Information
- ❖ Item 5 – Receiving State Water(s) Information
- for water classifications see HAR, Chapter 11-54 at <http://www.hawaii.gov/health/about/rules/11-54.pdf>
- ❖ Item 6 – Authorization of Representative
- ❖ Item 7 – Certification

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Information Required for Automatic Coverage

- ❖ ALL information must be provided with the initial submittal of the NOI and must be site-specific.
 - ❖ The NOI Form will not be considered complete unless every item is appropriately addressed.
 - ❖ If an item does not apply, enter "N/A," for "not applicable," to show that the item was considered.
 - ❖ An incomplete NOI Form will delay the issuance of the NGPC and also disqualify the owner or operator from obtaining automatic coverage at that time.

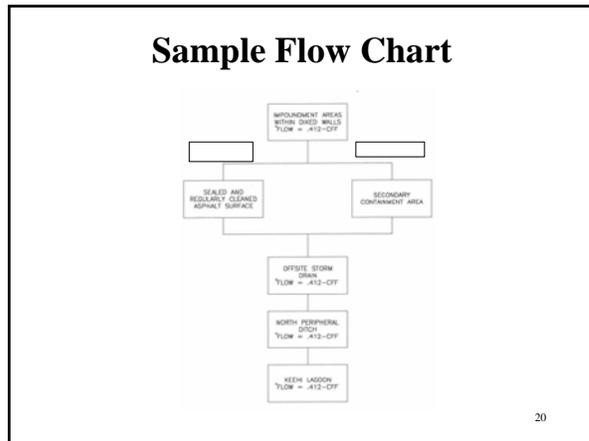
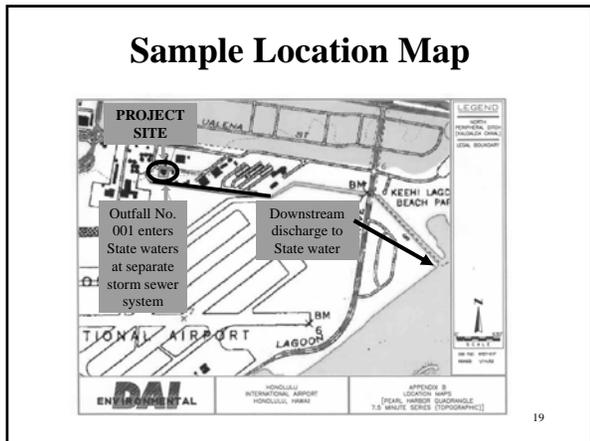
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Discharge Specific NOI Forms

- ❖ Quantity and Source of Discharge
- ❖ Location Map
- ❖ Flow Chart
- ❖ Existing or Pending Permits, Licenses, or Approvals
- ❖ Discharge specific pollution prevention measures
- ❖ Quality of some discharges



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Notice of Cessation (NOC) Form

09/30/2004 version with fillable fields



- ❖ This is a fillable Adobe Acrobat form. Please:
 - ❖ SAVE the blank form file in Adobe Acrobat Reader 8.0 or newer. If the form is completed while open in the web browser, it will NOT be saved and data will be lost.
 - ❖ Insert the required information
 - ❖ Save the completed form
 - ❖ Print
 - ❖ Date and sign by a Certifying Person, not including the duly authorized representative
 - ❖ Submit with original signature

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Notice of Cessation (NOC) Form

09/30/2004 version with fillable fields (continued)

- ❖ CWB will accept NOC signed by person qualified as certified person
- ❖ If multi-phased project, remember to check whether the entire NGPC is also terminated or not
- ❖ CWB will not send an acknowledgement of the NOC unless one is requested

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What to Submit

- ❖ CWB NOI General Form
- ❖ One General Permit (aka Discharge) Specific CWB NOI Form (B, C, D, E, F, G, H, I, K, or L)
- ❖ All applicable attachments
- ❖ \$500 Filing Fee
- ❖ Additional copies as required for Islands other than Oahu

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Future Updated Forms

- ❖ Check the CWB Forms webpage for updates before completing the NOI Forms
- ❖ Revision dates (bottom left) will be updated as applicable

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Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920
Phone: (808) 586-4309
Fax: (808) 586-4352
CleanWaterBranch@doh.hawaii.gov

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Questions?



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Thank you!



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