

# DOH-CWB e-Permitting Portal Forms and Instructions

State of Hawaii, Department of Health  
Clean Water Branch

Address: 919 Ala Moana Boulevard, Room 301  
Honolulu, Hawaii 96814

Phone: (808) 586-4309

Email: [cleanwaterbranch@doh.hawaii.gov](mailto:cleanwaterbranch@doh.hawaii.gov)

May 2013



# Summary

- \* What is the e-Permitting Portal?
- \* How to register and sign in.
- \* CWB Individual NPDES e-Permitting application.
- \* CWB Compliance Submittal e-Permitting form.
- \* Future CWB e-Permitting forms.
- \* Questions.



# What is the e-Permitting Portal?



# What is the e-Permitting Portal?

- \* Internet-based application.
- \* One stop shop for all DOH, Environmental Health Administration permit applications.
- \* Allows for on-line application submission and payment.
- \* Allows for on-line submission tracking by applicant and DOH.
- \* Streamlines application process.
- \* Easy to use and informative.
- \* Contact information for e-Permitting Portal questions.
  - \* Web Admin Email: [epwebadmin@doh.hawaii.gov](mailto:epwebadmin@doh.hawaii.gov)
  - \* Web Admin Phone: (808) 586-4350
  - \* Address: Environmental Health Administration  
Hawaii Department of Health  
1250 Punchbowl Street  
Honolulu, Hawaii 96813



# How to Register and Sign In



# How to Register and Sign In

- \* One time registration:
  - \* Create user profile (e.g. provide name, company, telephone number, email, etc.).
  - \* Provide valid email address.
  - \* Create password.
- \* Sign in using email address and password.
- \* You may use same password for 2012 Renewal Notice of Intent.



# How to Register and Sign In

\* Open e-Permitting Portal at:

<https://eha-cloud.doh.hawaii.gov/epermit/View/default.aspx>.

Recommended browsers: Google Chrome, Mozilla Firefox, IE 9 or higher.

The screenshot shows the homepage of the Hawaii Department of Health's e-Permitting Portal. The header features the Department of Health logo and the tagline "Healthy People • Healthy Communities • Healthy Islands". The main content area is divided into three columns. The left column contains links to "Environmental Health", "Permit Applications", and "Frequently Asked Questions". The middle column is titled "Welcome to the e-Permitting Portal" and provides a detailed overview of the portal's purpose and services. The right column contains "Contact Information" and "Additional Links". A navigation menu at the top right includes links for Home, Finder, Help, Sign In, and Register.

**Department of Health**  
Healthy People • Healthy Communities • Healthy Islands

DOH Home

Home | Finder | Help | Sign In | Register

### Environmental Health

To find information specific to an organization within the State of Hawaii Environmental Health Administration, please identify the organization using the Select Organization button below.

Select Organization...

### Permit Applications

To locate a specific permit application please use our application finder.

Application Finder

### Frequently Asked Questions

- ? How do I apply for a permit application?
- ? How do I select the appropriate application?
- ? How do I know when my application has been processed?

### Welcome to the e-Permitting Portal

Welcome to the e-Permitting Portal, home for all Hawaii (HI) Department of Health (DOH) Environmental Health Administration (EHA) permit applications. THE HI DOH EHA e-Permitting Portal provides access to environmental permit applications, instructions and education. It allows for on-line application compilation and submission, on-line application fee payment and on-line submission tracking.

The e-Permitting Portal is provided as a service by the Hawaii Department of Health Environmental Health Administration (EHA). The EHA oversees overall administration for the Environmental Management Division (EMD) and Environmental Health Services Division (EHS); including branches within these divisions. The EHA also provides overall administration for the Offices of Compliance Assistance, Environmental Planning, Environmental Resources, Hazard Evaluation and Emergency Response, and the State Laboratories.

The e-Permitting Portal was created as a comprehensive site to provide:

- learning about environmental permitting requirements
- guidance in applying for environmental permits
- preparation and filing of online permit applications
- online payment processing of application fees
- means to communicate with permitting engineers regarding online submitted applications
- directory of downloadable (manual) permit applications

To search for a specific permit application, please use the Application Finder. You may also use the Organization Browser if you know the organization responsible for the permit application.

Once a permit application is submitted, our primary goal is to process your permit application in an efficient and timely manner.

### Contact Information

Address:  
Environmental Health Administration  
Hawaii Department of Health  
1250 Punchbowl Street  
Honolulu, HI 96813

Contacts:  
Web Admin Email: [epwebadmin@doh.hawaii.gov](mailto:epwebadmin@doh.hawaii.gov)  
Web Admin Phone: 808-586-4350

### Additional Links

Hawaii Department of Health

### Permit Applications



# How to Register and Sign In

- \* Click Register link at top of page.

The image shows a screenshot of the Department of Health e-Permitting Portal. A red arrow points to the 'Register' link in the top navigation bar. A black oval highlights the navigation bar, and another black oval highlights the 'Register' link. A black arrow points from the 'Register' link in the top navigation bar to the 'Register' link in the main content area.

**Department of Health**  
Healthy People • Healthy Communities • Healthy Islands

DDH Home

Home | Finder | Help | Sign In | Register

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- ✓ Hawaii Department of Health

### Permit Applications



# How to Register and Sign In

- \* Fill out registration and verify your email address.

The screenshot shows a web registration form titled "Create User Profile". At the top right, there are navigation links: Home, Finder, Help, and Register. The form is divided into three main sections:

- User Identification:** This section contains six input fields arranged in two columns. The left column includes "Name:", "Email Address:", and "Password:". The right column includes "Phone:", "Confirm Email Address:", and "Confirm Password:". Each field has a small asterisk indicating it is a required field.
- Company Affiliation:** This section contains a single input field labeled "Company Name:".
- Mailing Address:** This section contains five input fields. "Street Address:" is a wide field at the top. Below it, "City:" and "Postal Code:" are on the left and right respectively. At the bottom, "State/Provincial/Region:" and "Country:" are on the left and right respectively. All fields have asterisks indicating they are required.

At the bottom right of the form, there are three buttons: "Validate Address" (with a checkmark icon), "Cancel", and "Save".



# How to Register and Sign In

\* After registration, sign in to e-Permitting Portal.

The diagram illustrates the navigation path from a menu to the e-Permitting Portal. A red arrow points to the 'Sign In' link in a menu. A black arrow then points from this menu to the 'Sign In' link in the top navigation bar of the e-Permitting Portal website.

**Menu:**

- Home
- Finder
- Help
- Sign In
- Register

**e-Permitting Portal Website:**

Department of Health  
Healthy People • Healthy Communities • Healthy Islands

DOH Home

Home | Finder | Help | Sign In | Register

### Environmental Health

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Select Organization...

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Application Finder

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- How do I select the appropriate application?
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### Additional Links

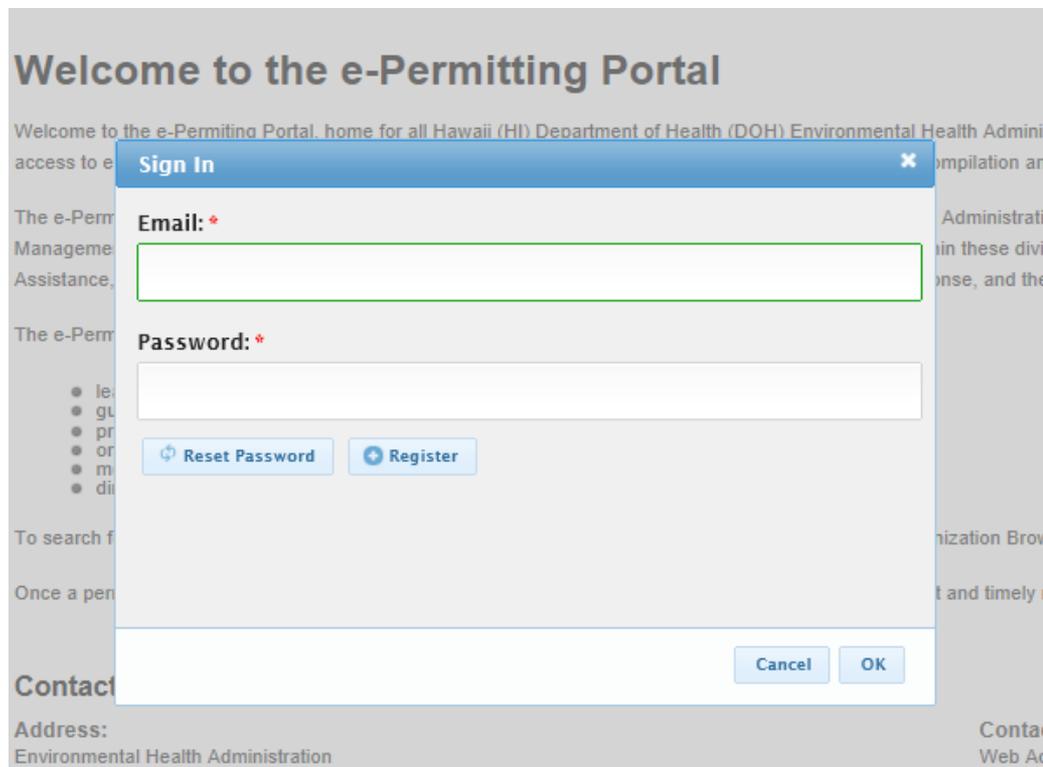
- Hawaii Department of Health

### Permit Applications



# How to Register and Sign In

- \* Enter email address and password you provided during registration.



The image shows a screenshot of a web application interface. At the top, there is a header that reads "Welcome to the e-Permitting Portal". Below this, there is a "Sign In" dialog box with a blue header and a close button (X). The dialog box contains two input fields: "Email:" and "Password:", both with red asterisks indicating they are required. Below the input fields are two buttons: "Reset Password" and "Register". At the bottom of the dialog box are "Cancel" and "OK" buttons. The background of the page is a light gray and contains some text, including "Welcome to the e-Permitting Portal. home for all Hawaii (HI) Department of Health (DOH) Environmental Health Administration", "access to e", "The e-Perm", "Managem", "Assistance,", "The e-Perm", "● le", "● gu", "● pr", "● or", "● m", "● di", "To search f", "Once a per", "Contact", "Address:", "Environmental Health Administration", "Contact", and "Web Adr".



# How to Register and Sign In

- \* e-Permitting Portal allows you to change and/or reset your password.

**Welcome to the e-Permitting Portal**

Welcome to the e-Permitting Portal, home for all Hawaii (HI) Department of Health (DOH) Environmental Health Administration users. This portal provides access to e-Permitting, e-Inspection, e-Compliance and e-Reporting. The e-Permitting Portal is the central location for all Environmental Health Administration users in these divisions: Air Quality, Radiation, and the Environmental Health Administration. The e-Permitting Portal provides a secure environment for users to manage their accounts, reset their passwords, and register for new accounts.

**Sign In**

**Email: \***

**Password: \***

[Reset Password](#) [Register](#)

[Cancel](#) [OK](#)

**Contact**

Address:  
Environmental Health Administration

Contact:  
Web Address



# CWB Individual NPDES e-Permitting Application



# CWB Individual NPDES e-Permitting Application

- \* National Pollutant Discharge Elimination System (NPDES)
  - \* Required for all point source pollutant discharges and certain situations involving storm water.
  - \* DOH currently in rule change process to re-adopt 11 NPDES General Permits. Possible re-adoption in October or November 2013.
  - \* Only one (1) effective NPDES General Permit for discharges from application of pesticides.



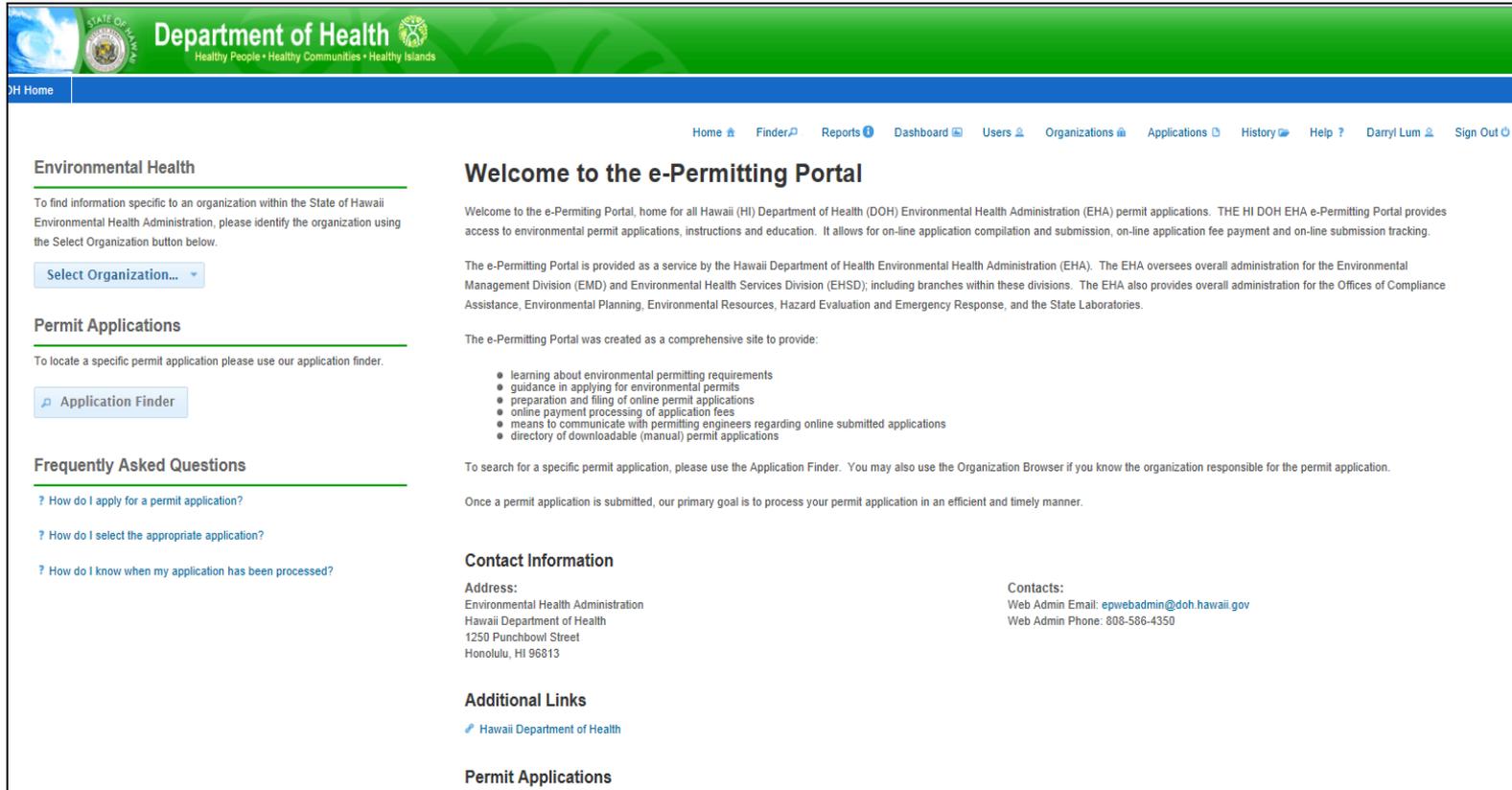
# CWB Individual NPDES e-Permitting Application

- \* Therefore, anyone needing NPDES permit coverage for any activity or discharge covered by the 11 expired NPDES General Permits needs to submit an NPDES individual permit application at least 180 calendar days before commencement of discharge.
- \* To request NPDES permit coverage, you must complete and submit CWB Individual NPDES e-Permitting application.
- \* Older NPDES application forms will not be accepted.



# CWB Individual NPDES e-Permitting Application

\* After signing in you will be taken to e-Permitting Portal start page.



The screenshot shows the Department of Health e-Permitting Portal. The header includes the Department of Health logo and the tagline "Healthy People • Healthy Communities • Healthy Islands". The main content area is titled "Welcome to the e-Permitting Portal" and provides information about the portal's purpose and services. It includes a "Select Organization..." dropdown menu, an "Application Finder" button, and a "Frequently Asked Questions" section. The page also features contact information for the Environmental Health Administration and a circular logo for the Department of Health Clean Water Branch.

**Department of Health**  
Healthy People • Healthy Communities • Healthy Islands

Home Finder Reports Dashboard Users Organizations Applications History Help Darryl Lum Sign Out

## Environmental Health

To find information specific to an organization within the State of Hawaii Environmental Health Administration, please identify the organization using the Select Organization button below.

Select Organization...

## Permit Applications

To locate a specific permit application please use our application finder.

Application Finder

## Frequently Asked Questions

- ? How do I apply for a permit application?
- ? How do I select the appropriate application?
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## Additional Links

Hawaii Department of Health

## Permit Applications



# CWB Individual NPDES e-Permitting Application

\* Press Application Finder button.

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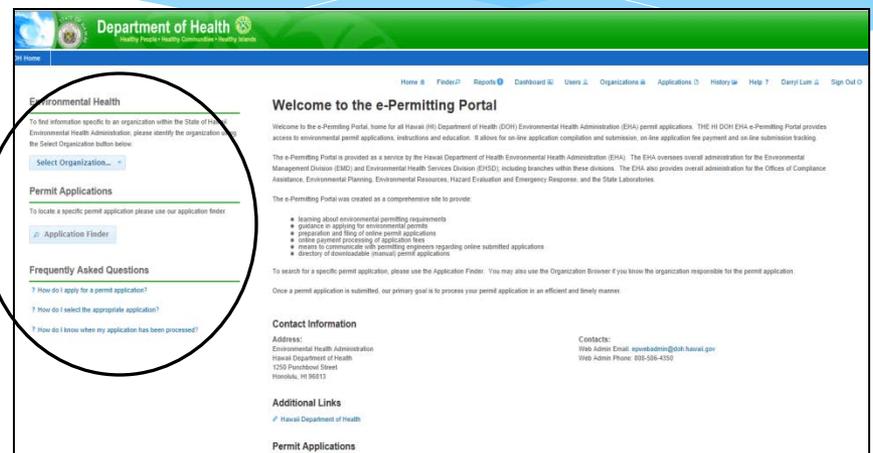
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Department of Health  
Healthy People. Healthy Islands. Committed. Healthy Systems.

Home | Finder | Reports | Dashboard | Users | Organizations | Applications | History | Help | Cart/Link | Sign Out

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**Additional Links**

- Hawaii Department of Health

**Permit Applications**



# CWB Individual NPDES e-Permitting Application

- \* Enter name of desired form in search field.
- \* You may also enter type of activity you need to permit and Portal will recommend applications.

STATE OF HAWAII  
Department of Health  
Healthy People • Healthy Communities • Healthy Islands

Home

Home Finder Reports Dashboard Users Organizations Applications History Help ? Darryl Lum Sign Out

## Help

Use this page to identify the permit applications which may be most appropriate for your needs.

If you know the permit application you are looking for, enter the name of the permit application in the Application Search area.

If you are not sure which permit application(s) you need, describe the activity you are looking to permit in the Application Search area and the system will recommend the permit applications needed.

Once permit application(s) are identified, click on the name of the permit application to view the details of that application and to initiate the application submission process.

## Organization Browser

To find information specific to an organization within the State of Hawaii Environmental Health Administration, please identify the organization using the Select Organization button below.

Select Organization...

## Application Search

Looking for a permit application? Please enter the name of the permit application below.

Don't know the name of the permit application? Not a problem, please tell us about the type of activity you need to permit and we will recommend the application which may need to be submitted.

Enter your search term here

## Recommended Applications

**Type name of desired form (e.g.,  
“CWB Individual NPDES Form,”  
“CWB NOI Form M,” or  
“CWB Compliance Submittal Form.”**

# CWB Individual NPDES e-Permitting Application

- \* Link to form will appear. Click on this link.

## Application Search

Looking for a permit application? Please enter the name of the permit application below.

Don't know the name of the permit application? Not a problem, please tell us about the type of activity you need to permit and we will which may need to be submitted.

### Recommended Applications

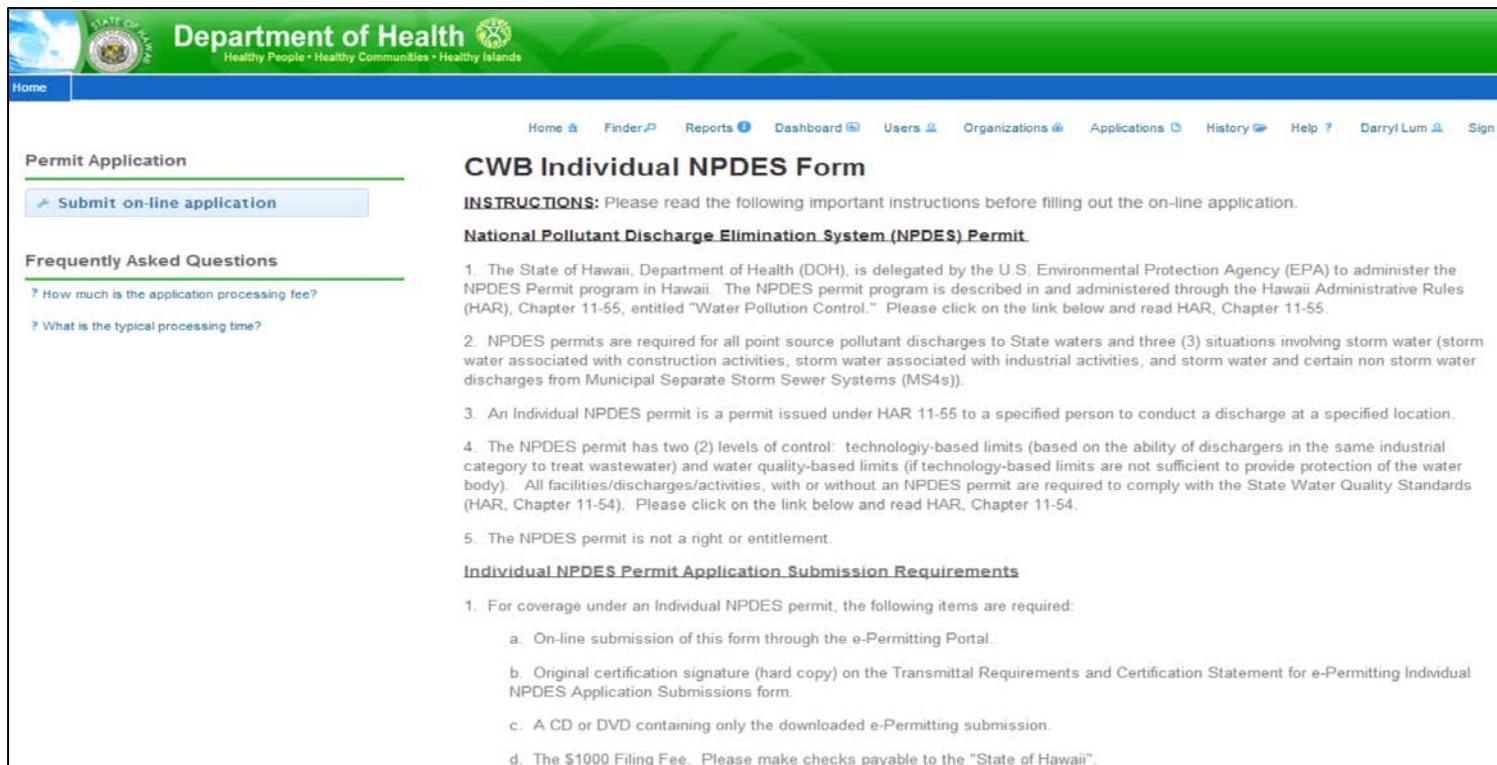
Based on your description, the following 1 applications may match your needs.

**CWB Individual NPDES Form**  
This application is for an Individual NPDES permit.



# CWB Individual NPDES e-Permitting Application

- \* After clicking on link you will be taken to form start page.



The screenshot displays the Department of Health website interface. The header includes the Department of Health logo and the tagline "Healthy People • Healthy Communities • Healthy Islands". The main navigation bar contains links for Home, Finder, Reports, Dashboard, Users, Organizations, Applications, History, Help, and a user profile for Darryl Lum. The left sidebar features a "Permit Application" section with a "Submit on-line application" button and a "Frequently Asked Questions" section with two questions: "How much is the application processing fee?" and "What is the typical processing time?". The main content area is titled "CWB Individual NPDES Form" and contains the following text:

**INSTRUCTIONS:** Please read the following important instructions before filling out the on-line application.

**National Pollutant Discharge Elimination System (NPDES) Permit.**

1. The State of Hawaii, Department of Health (DOH), is delegated by the U.S. Environmental Protection Agency (EPA) to administer the NPDES Permit program in Hawaii. The NPDES permit program is described in and administered through the Hawaii Administrative Rules (HAR), Chapter 11-55, entitled "Water Pollution Control." Please click on the link below and read HAR, Chapter 11-55.
2. NPDES permits are required for all point source pollutant discharges to State waters and three (3) situations involving storm water (storm water associated with construction activities, storm water associated with industrial activities, and storm water and certain non storm water discharges from Municipal Separate Storm Sewer Systems (MS4s)).
3. An Individual NPDES permit is a permit issued under HAR 11-55 to a specified person to conduct a discharge at a specified location.
4. The NPDES permit has two (2) levels of control: technology-based limits (based on the ability of dischargers in the same industrial category to treat wastewater) and water quality-based limits (if technology-based limits are not sufficient to provide protection of the water body). All facilities/discharges/activities, with or without an NPDES permit are required to comply with the State Water Quality Standards (HAR, Chapter 11-54). Please click on the link below and read HAR, Chapter 11-54.
5. The NPDES permit is not a right or entitlement.

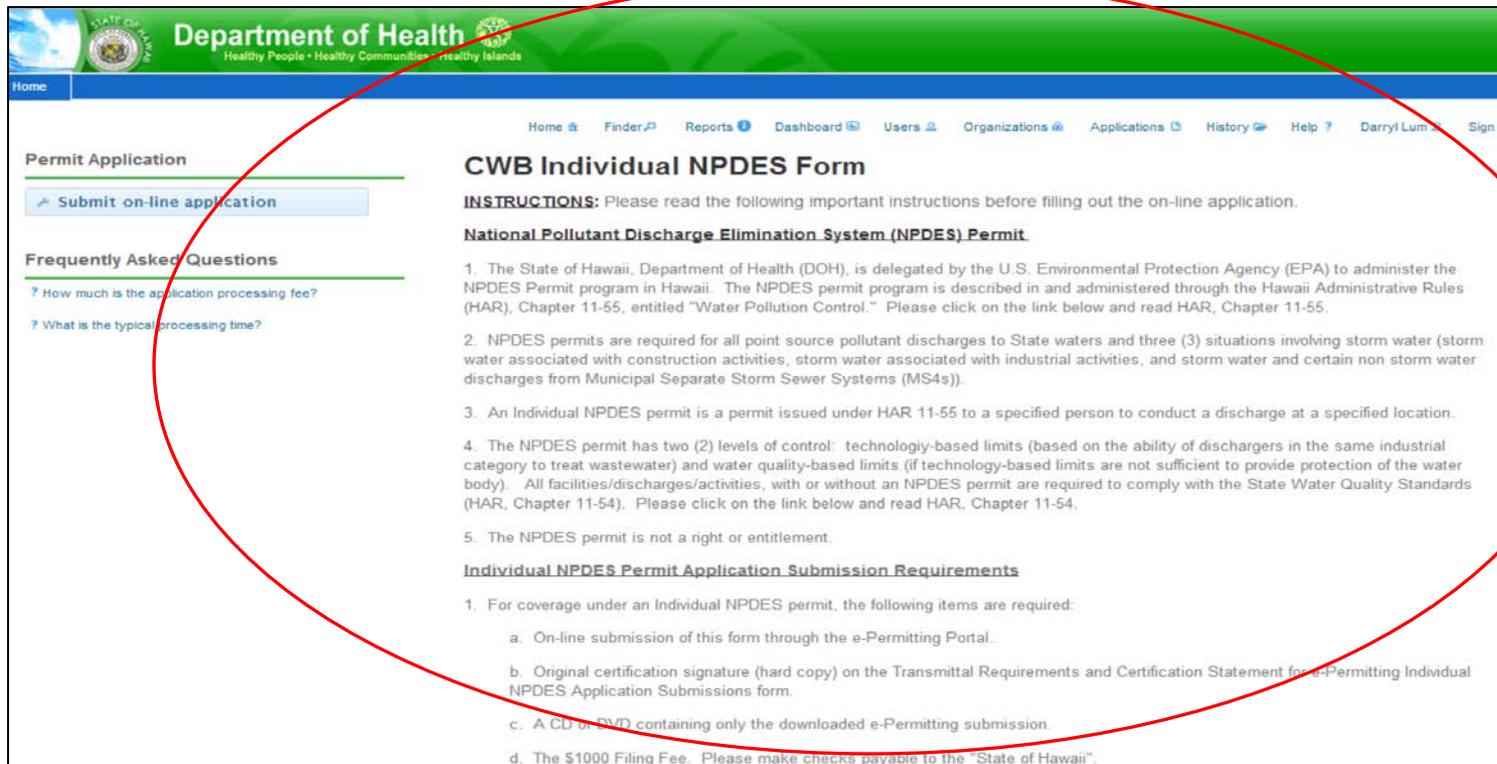
**Individual NPDES Permit Application Submission Requirements**

1. For coverage under an Individual NPDES permit, the following items are required:
  - a. On-line submission of this form through the e-Permitting Portal.
  - b. Original certification signature (hard copy) on the Transmittal Requirements and Certification Statement for e-Permitting Individual NPDES Application Submissions form.
  - c. A CD or DVD containing only the downloaded e-Permitting submission.
  - d. The \$1000 Filing Fee. Please make checks payable to the "State of Hawaii".



# CWB Individual NPDES e-Permitting Application

- \* Read the instructions.



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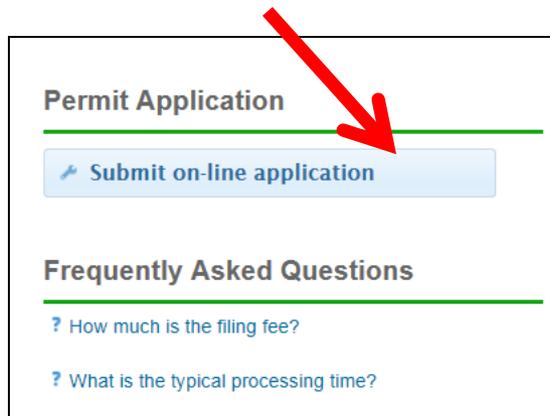
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# CWB Individual NPDES e-Permitting Application

- \* After you read the instruction, press Submit On-Line Application button.



Department of Health  
Healthy People • Healthy Communities • Healthy Islands

Home | Finder | Reports | Dashboard | Users | Organizations | Applications | History | Help | Darryl Lum | Sign Out

Permit Application

[Submit on-line application](#)

Frequently Asked Questions

- ? How much is the application processing fee?
- ? What is the typical processing time?

### CWB Individual NPDES Form

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# CWB Individual NPDES e-Permitting Application

## Steps:

Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation

## Application Sections

### 1 a. New NPDES Application

### 1 b. Renewal NPDES

### 2. Owner Information

### 3. Operator or General

### 4. Facility/Project Information

### 5. Tax Map Key (TMK) No.

### 6. Receiving State Water(s)

### 7. Receiving Drainage

### 8. Authorized Representative

### 9. Discharge Specific

**Data Entry**

This step allows you to fill out the application form and to validate the information provided. The application form is divided into separate application sections as listed on the left. Please fill out each relevant section.

The indicators next to the section names on the left will denote validity of each section. A red x indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the application is complete and all sections show a green check, click on the "Next Step" button to proceed.

Please note that this application is not validatable to the HDOH until you have completed the Certify and Submit step for the application.

**Application Sections**

- 1 a. New NPDES Application
- 1 b. Renewal NPDES
- 2. Owner Information
- 3. Operator or General
- 4. Facility/Project Information
- 5. Tax Map Key (TMK) No.
- 6. Receiving State Water(s)
- 7. Receiving Drainage
- 8. Authorized Representative
- 9. Discharge Specific

**CWB Individual NPDES Form**  
(Submission ID: 1RY-F2RR-CHT0, v1)

Provide the following information:

I read HAW, Chapters 11-54 and 11-55. I certify that I am submitting this NPDES application since my project/facility/activity/discharge and my organization will comply with these rules and the NPDES Permit that the DOH may issue for my project/facility/activity/discharge. I certify that I will design, implement, operate, and maintain appropriate treatment controls to ensure that my activity/discharge will not violate HAW, Chapters 11-54 and 11-55.

Is your submission for a new NPDES permit (Initial Individual NPDES permit application or a Revised Individual NPDES permit application)? \*

If you selected "Yes" above, please complete the rest of this section. Skip Section 1b and proceed to Section 2.

If you selected "No" above, please skip the remainder of this section and proceed to Section 1c.

NPDES permits cannot be issued for "after the fact" discharge activities. For new NPDES applications, you are required to certify below that the information provided in this NPDES application does not include "after the fact" discharge activities.

You are required to report any discharge activities associated with your project/facility that started before obtaining NPDES permit coverage. This only applies to discharges to State waters and activities that require NPDES permit coverage [e.g. construction activities that disturb one (1) acre or more]. Please select one (1) of the options below.



# CWB Individual NPDES e-Permitting Application

## Data Entry

This step allows you to fill out the application form and to validate the information provided. The application form is divided into separate application sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left will denote validity of each section. A red x indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the application is complete and all sections show a green check, click on the "Next Step" button to proceed.

Please note that this application is not visible/available to the HI DOH until you have completed the Certify and Submit step for the application.

### Application Sections

#### 1a. New NPDES Application

#### 1b. Renewal NPDES

#### 2. Owner Information

#### 3. Operator or General

#### 4. Facility/Project Information

#### 5. Tax Map Key (TMK) No.

#### 6. Receiving State Water(s)

#### 7. Receiving Drainage

#### 8. Authorized Representative

#### 9. Discharge Specific

### Steps:

Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation

## CWB Individual NPDES Form

(Submission Id: 1KY-F2RR-CHT6, v1)

Provide the following information.

I read HAR, Chapters 11-54 and 11-55. I certify that I am submitting this NPDES application since my project/facility/activity/discharge and my organization will comply with these rules and the NPDES Permit that the DOH may issue for my project/facility/activity/discharge. I certify that I will design, implement, operate, and maintain appropriate treatment/controls to ensure that my activity/discharge will not violate HAR, Chapters 11-54 and 11-55. \*

Is your submission for a new NPDES permit (Initial Individual NPDES permit application or a Revised Individual NPDES permit application)? \*

If you selected "Yes" above, please complete the rest of this section. Skip Section 1b and proceed to Section 2.

If you selected "No" above, please skip the remainder of this section and proceed to Section 1.b.

NPDES permits cannot be issued for "after the fact" discharges/activities. For new NPDES applications, you are required to certify below that the information provided in this NPDES application does not include "after the fact" discharges/activities.

You are required to report any discharges/activities associated with your project/facility that started before obtaining NPDES permit coverage. This only applies to discharges to State waters and activities that require NPDES permit coverage [e.g. construction activities that disturb one (1) acre or more]. Please select one (1) of the options below.

Provide requested information. Fields with asterisk (\*) required.



# CWB Individual NPDES e-Permitting Application

Once the application is complete and all sections show a green check, click on the "Next Step" button to proceed.

Please note that this application is not visible/available to the HI DOH until you have completed the Certify and Submit step for the application.

**Application Sections**

- 1 a. New NPDES Application
- 1 b. Renewal NPDES
- 2. Owner Information
- 3. Operator or General
- 4. Facility/Project Information
- 5. Tax Map Key (TMK) No.
- 6. Receiving State Water(s)
- 7. Receiving Drainage
- 8. Authorized Representative
- 9. Discharge Specific

organization will comply with these rules and the NPDES Permit that the DOH may issue for my project/facility/activity/discharge. I certify that I will design, implement, operate, and maintain appropriate treatment/controls to ensure that my activity/discharge will not violate HAR, Chapters 11-54 and 11-55. \*

Yes.

Is your submission for a new NPDES permit (Initial Individual NPDES permit application or a Revised Individual NPDES permit application)? \*

Yes.

If you selected "Yes" above, please complete the rest of this section. Skip Section 1b and proceed to Section 2.

If you selected "No" above, please skip the remainder of this section and proceed to Section 1.b.

NPDES permits cannot be issued for "after the fact" discharges/activities. For new NPDES applications, you are required to certify below that the information provided in this NPDES application does not include "after the fact" discharges/activities.

I certify that the information provided in this NPDES application does not contain "after the fact" discharges/activities.

You are required to report any discharges/activities associated with your project/facility that started before obtaining NPDES permit coverage. This only applies to discharges to State waters and activities that require NPDES permit coverage [e.g. construction activities that disturb one (1) acre or more]. Please select one (1) of the options below.

I did not start any discharges/activities associated with my project/facility.

Select one (1) of the options

Steps: Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation

**After you provide information, press Next Section button to continue to next section.**



# CWB Individual NPDES e-Permitting Application

- \* If section meets appropriate validation rules, you will move to next step in process.
- \* Visual cues provided by system:
  -  Sections not yet visited marked with yellow star.
  -  Sections with missing data marked with red x. Once all issues on section remedied green checkmark will appear.
  -  Sections with required information filled out marked with green checkmark.
- \* Note: At any time, “Save for Later” button can be clicked to conclude data entry for time being. You can recommence process by clicking “History” link at top of form and selecting edit button next to your application.



# CWB Individual NPDES e-Permitting Application

## Application Sections

- ✓ 1 a. New NPDES Application
- ✓ 1 b. Renewal NPDES
- ✗ 2. Owner Information
- ✓ 3. Operator or General
- ✦ 4. Facility/Project Information
- ✦ 5. Tax Map Key (TMK) No.
- ✦ 6. Receiving State Water(s)
- ✦ 7. Receiving Drainage
- ✦ 8. Authorized Representative
- ✦ 9. Discharge Specific



# CWB Individual NPDES e-Permitting Application

## Application Sections

- ★ 1 a. New NPDES Application
- 1 b. Renewal NPDES Application
- 2. Owner Information
- 3. Operator or General Contractor Contact
- 4. Facility/Project Information
- 5. Tax Map Key (TMK) No.
- 6. Receiving State Water(s) Information
- 7. Receiving Drainage System(s) Information
- 8. Authorized Representative
- 9. Discharge Specific Attachments

## CWB Individual NPDES Form (Section 1.a)

- Certify you read and will comply with HAR 11-54 and 11-55.
- Indicate if the activity/discharge already began.
- “After the fact” NPDES permits cannot be issued.



# CWB Individual NPDES e-Permitting Application

## Application Sections

- ⊗ 1a. New NPDES Application
- ✔ 1b. Renewal NPDES Application
- ⦿ 2. Owner Information
- ⦿ 3. Operator or General Contractor Contact
- ⦿ 4. Facility/Project Information
- ⦿ 5. Tax Map Key (TMK) No.
- ⦿ 6. Receiving State Water(s) Information
- ⦿ 7. Receiving Drainage System(s) Information
- ⦿ 8. Authorized Representative
- ⦿ 9. Discharge Specific Attachments

## CWB Individual NPDES Form (Section 1.b)

- Complete Section 1.b for renewal applications only.
- Provide previously assigned permit number (e.g. H10021841).
- Complete historic effluent limitation and monitoring data spreadsheet (not for construction storm water).
- Provide summary of all DOH-CWB and/or EPA facility inspections.
- List all required submittals, due dates, and submittal dates.
- Complete effluent violation spreadsheet (not for construction storm water).
- Describe all actions **taken** to prevent violations from occurring again.
- DOH-CWB will utilize information in rationale/fact sheet and to decide if renewal application should be denied pursuant to HAR 11-55-17.



# CWB Individual NPDES e-Permitting Application

## Application Sections

✘ 1a. New NPDES Application

✔ 1b. Renewal NPDES Application

★ 2. Owner Information

○ 3. Operator or General Contractor Contact

○ 4. Facility/Project Information

○ 5. Tax Map Key (TMK) No.

○ 6. Receiving State Water(s) Information

○ 7. Receiving Drainage System(s) Information

○ 8. Authorized Representative

○ 9. Discharge Specific Attachments

## CWB Individual NPDES Form (Section 2)

- Provide owner information.
- Owner is legal entity that owns facility or project. Owner may be land owner or developer hiring general contractor.
- Certifying Person must meet one of signatory type descriptions and be employed by Owner.
- Do not have to press “Validate Address” button.



# CWB Individual NPDES e-Permitting Application

## Application Sections

- ✘ 1 a. New NPDES Application
- ✔ 1 b. Renewal NPDES Application
- ✘ 2. Owner Information
- ★ 3. Operator or General Contractor Contact
- 4. Facility/Project Information
- 5. Tax Map Key (TMK) No.
- 6. Receiving State Water(s) Information
- 7. Receiving Drainage System(s) Information
- 8. Authorized Representative
- 9. Discharge Specific Attachments

## CWB Individual NPDES Form (Section 3)

- Provide operator or general contractor information.



# CWB Individual NPDES e-Permitting Application

Application Sections	
✘	1a. New NPDES Application
✔	1b. Renewal NPDES Application
✘	2. Owner Information
✔	3. Operator or General Contractor Contact
★	4. Facility/Project Information
●	5. Tax Map Key (TMK) No.
●	6. Receiving State Water(s) Information
●	7. Receiving Drainage System(s) Information
●	8. Authorized Representative
●	9. Discharge Specific Attachments

## CWB Individual NPDES Form (Section 4)

- Provide facility or project name.
- Facility street address is either physical address or a description of the location (i.e. northwest corner of 1<sup>st</sup> Street and X Avenue).
- Facility Contact person can be design consultant.



# CWB Individual NPDES e-Permitting Application

## Application Sections

- ❌ 1a. New NPDES Application
- ✅ 1b. Renewal NPDES Application
- ❌ 2. Owner Information
- ✅ 3. Operator or General Contractor Contact
- ❌ 4. Facility/Project Information
- 🌟 5. Tax Map Key (TMK) No.
- 🌟 6. Receiving State Water(s) Information
- 🌟 7. Receiving Drainage System(s) Information
- 🌟 8. Authorized Representative
- 🌟 9. Discharge Specific Attachments

5. Tax Map Key (TMK) No. (1) +

TMK Division and Island \*

1 - Oahu

Zone \*

Section \*

Plat \*

Portion, Parcel or Lot (If multiple parcel numbers, please separate them with semi-colons)

## CWB Individual NPDES Form (Section 5)

- Provide TMKs of project or facility.
- Press plus symbol to add additional TMKs.
- All TMKs must be provided.



# CWB Individual NPDES e-Permitting Application

## Application Sections

✔ 1a. New NPDES Application
★ 1b. Renewal NPDES
★ 2. Owner Information
★ 3. Operator or General
★ 4. Facility/Project
★ 5. Tax Map Key (TMK) No.
★ 6. Receiving State Water(s)
★ 7. Receiving Drainage
★ 8. Authorized
★ 9. Discharge Specific

## CWB Individual NPDES Form (Section 6)

- Read definition of State waters.
- Receiving State water is first State water that receives discharge.
- Must specify receiving State water before NPDES permit can be issued.
- Provide receiving State water classification. Use links to HAR 11-54 and Water Quality Standards Maps.



# CWB Individual NPDES e-Permitting Application

**Find Me**

**Tax Map Key (TMK)**  
Enter a TMK and click Find to identify location (verify location on map below)

**Address**  
Enter an address and click Find to identify location (verify location on map below)

**Map**  
Drag marker on map to identify location



## CWB Individual NPDES Form (Section 6) Continued

- Use map tool to enter discharge point coordinate.
- Enter TMK, nearby address, or drag marker on map tool to obtain discharge point coordinate.
- Press “+” button on top of section to add additional discharge points.



# CWB Individual NPDES e-Permitting Application

## Application Sections

✔ 1a. New NPDES Application

✦ 1b. Renewal NPDES

✦ 2. Owner Information

✦ 3. Operator or General

✦ 4. Facility/Project

✦ 5. Tax Map Key (TMK) No.

✔ 6. Receiving State Water(s)

✦ 7. Receiving Drainage

✦ 8. Authorized

✦ 9. Discharge Specific

## CWB Individual NPDES Form (Section 7)

- Indicate if discharge enters receiving drainage system.
- Receiving drainage system is first drainage system discharge enters before discharging to receiving State waters.
- Provide receiving drainage system information.
- Do not have to provide coordinates of entry points into receiving drainage system.



# CWB Individual NPDES e-Permitting Application

## Application Sections

✔ 1a. New NPDES Application

★ 1b. Renewal NPDES

★ 2. Owner Information

★ 3. Operator or General

★ 4. Facility/Project

★ 5. Tax Map Key (TMK) No.

✔ 6. Receiving State Water(s)

✔ 7. Receiving Drainage

★ 8. Authorized

★ 9. Discharge Specific

## CWB Individual NPDES Form (Section 8)

- Use this section to authorize representative to act on Owner's behalf. (Optional)
- Must meet authorized representative definition in HAR 11-55-07(b). Design consultants may not be authorized representatives unless they are also construction managers.
- Only one (1) authorized representative allowed at any time.
- May change authorized rep by using CWB Compliance Form.
- Only one (1) authorization statement.



# CWB Individual NPDES e-Permitting Application

## Application Sections

✓ 1a. New NPDES Application

★ 1b. Renewal NPDES

★ 2. Owner Information

★ 3. Operator or General

★ 4. Facility/Project

★ 5. Tax Map Key (TMK) No.

✓ 6. Receiving State Water(s)

✓ 7. Receiving Drainage

✓ 8. Authorized

★ 9. Discharge Specific

## CWB Individual NPDES Form (Section 9)

- Specify discharge/activity you are requesting NPDES permit coverage.
- May request coverage for multiple discharges. Individual NPDES permit customized to facility/project.
- Download and complete desired discharge specific attachments.
- Upload completed attachments.
- **Please only provide information requested.** Do not give entire set of construction drawings.



# CWB Individual NPDES e-Permitting Application

## CWB Individual NPDES Form (Section 9) Cont'd

Discharge Specific Forms	Description
Form B	Storm water associated with industrial facilities.
Form C	Storm water associated with construction activities.
Form D	Effluent from leaking underground storage tanks.
Form E	Once through cooling water < 1 MGD.
Form F	Hydrotesting waters.
Form G	Construction activity dewatering.
Form H	Petroleum bulk station and terminal process water.
Form I	Well drilling activities.
Form K	Small MS4s.
Form L	Circulation water from decorative ponds or tanks.
Form 2A	POTWs.
Form 2B	CAFOs.
Form 2C	Wastewater from existing facility.
Form 2D	Wastewater from new, proposed facility.
Form 2E	Nonprocess wastewater (e.g. sanitary wastes, noncontact cooling water, etc.)
Form 2S	Biosolids.
ZOM	Zone of Mixing.



# CWB Individual NPDES e-Permitting Application

Form 2C - Discharges of wastewater to a State water from an existing facility, other than described in Form 2A and 2B.

Click on this link to download Form 2C.

Form 2D - Discharges of process wastewater to a State water from a new, proposed facility, other than described in Form 2A and 2B. Process wastewater is water that comes into direct contact with or results from the production or use of raw materials, intermediate product, finished product, byproduct, waste product, or wastewater.

Click on this link to download Form 2D.

Form 2E - Discharges of nonprocess wastewater which is not regulated by effluent limitation guidelines or new source performance standards. This form is intended primarily for use by dischargers (new or existing) of sanitary wastes and noncontact cooling water. It may not be used for discharges of storm water runoff or by educational, medical, or commercial chemical laboratories, or by publicly owned treatment works.

Click on this link to download Form 2E.

Form 2S - Sewage sludge (biosolids) for new and existing treatment works treating domestic sewage.

Click on this link to download Form 2S.

ZOM Form - Zone of Mixing (ZOM).

Click on this link to download the ZOM Form.

Previous Section

Next Section

Steps:

Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation

Save for Later

Next Step

**After you completed all sections, press Next Step button to continue to Processing Info Step.**



# CWB Individual NPDES e-Permitting Application

Processing Information

This step allows you to specify the reason for the application as well as any applicable project types. If an applicable project type is selected, please provide any referential information for your reference. Please note that your application is not visible/available to the HI DOH until you have completed the Certify and Submit step for the application.

## CWB Individual NPDES Form

(Submission Id: 1M1-CFKY-33X5, v1)

Please specify the reasons for the submission (e.g., new permit, existing permit renewal or permit modification) and specify any applicable project types. If a project type is specified, you will be required to also justify why the project may be eligible for the specified project type.

Select the reason for this submission: \*

New

Select the appropriate fee categorization for your application: \*

Base Fee

Select applicable project types:

- ARRA Project
- Green House Gas Emissions Reduction
- Renewable Energy
- Waste Reduction, Reuse, Recycle

Use the "Ctrl" key to select multiple options

If selected, please provide referential information for your selection:

Steps: Entry > **Processing Info** > Review > Certify & Submit > Payment > Confirmation

Save for Later Previous Step Next Step

## Processing Information

- Provide reason for submission (new or renewal application).
- Select appropriate fee (depends on form).
- Select applicable project type. ARRA and Renewable Energy Projects given priority.
- Press Next Step button to continue to Review Step.



# CWB Individual NPDES e-Permitting Application

Home Finder Reports Dashboard Users Organizations Applications History Help Darryl Lum Sign Out

Steps: Entry > Processing Info > **Review** > Certify & Submit > Payment > Confirmation

## Review

This step allows you to review the application to confirm the application is populated completely and accurately, prior to certification and submission. Please note that your application is not be visible/available to the HI DOH until you have completed the Certify and Submit step for the application.

### CWB Individual NPDES Form

(Submission Id: 1M1-CFKY-X3X5, v1)

#### 1a. New NPDES Application

I read HAR, Chapters 11-54 and 11-55. I certify that I am submitting this NPDES application since my project/facility/activity/discharge and my organization will comply with these rules and the NPDES Permit that the DOH may issue for my project/facility/activity/discharge. I certify that I will design, implement, operate, and maintain appropriate treatment/controls to ensure that my activity/discharge will not violate HAR, Chapters 11-54 and 11-55.

Yes.

Is your submission for a new NPDES permit (Initial Individual NPDES permit application or a Revised Individual NPDES permit application)?

Yes.

If you selected "Yes" above, please complete the rest of this section. Skip Section 1b and proceed to Section 2.

If you selected "No" above, please skip the remainder of this section and proceed to Section 1.b.

NPDES permits cannot be issued for "after the fact" discharges/activities. For new NPDES applications, you are required to certify below that the information provided in this NPDES application does not include "after the fact" discharges/activities.

You are required to report any discharges/activities associated with your project/facility that started before obtaining NPDES permit coverage. This only applies to discharges to State waters



# CWB Individual NPDES e-Permitting Application

Form H - Discharges of treated process wastewater associated with petroleum bulk stations and terminals. NPDES permit coverage is required for discharges to State waters of treated process wastewater effluent from petroleum bulk stations and terminals. Treated process wastewater effluent includes tank water draws, product displacement process wastewater, wash down and fire hydrant system test waters, service station tank draws, recovered groundwater, and contaminated storm water runoff from the product storage and handling areas.

Form I - Discharges of treated process wastewater associated with well drilling activities. NPDES permit coverage is required for discharges to State waters of treated process wastewater associated with well drilling activities. Treated process wastewater includes well drilling slurries, lubricating fluids wastewaters, and well purge wastewaters.

Form K - Discharges of storm water and certain non-storm water discharges from small Municipal Separate Storm Sewer Systems (MS4s). NPDES permit coverage is required for storm water and certain non-storm water discharges to State waters from small MS4s.

Form L - Discharges of circulation water from decorative ponds or tanks. NPDES permit coverage is required for discharges to State waters of circulation water from decorative ponds or tanks containing fish or other aquatic species.

Form 2A - Pollutant discharges from a publicly owned treatment works to a State water.

Form 2B - Pollutant discharges from a concentrated animal feeding operation or aquatic animal production facility to a State water.

Form 2C - Discharges of wastewater to a State water from an existing facility, other than described in Form 2A and 2B.

Form 2D - Discharges of process wastewater to a State water from a new, proposed facility, other than described in Form 2A and 2B. Process wastewater is water that comes into direct contact with or results from the production or use of raw materials, intermediate product, finished product, byproduct, waste product, or wastewater.

Form 2E - Discharges of nonprocess wastewater which is not regulated by effluent limitation guidelines or new source performance standards. This form is intended primarily for use by dischargers (new or existing) of sanitary wastes and noncontact cooling water. It may not be used for discharges of storm water runoff or by educational, medical, or commercial chemical laboratories, or by publicly owned treatment works.

Form 2S - Sewage sludge (biosolids) for new and existing treatment works treating domestic sewage.

ZOM Form - Zone of Mixing (ZOM).

Steps: [Entry](#) > [Processing Info](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save for Later](#) [Print](#)

[Previous Step](#) [Next Step](#)



# CWB Individual NPDES e-Permitting Application

Home Finder Reports Dashboard Users Organizations Applications History Help Darryl Lum Sign Out

**Certify and Submit**

This step allows you to certify the application as complete and accurate and to submit the application to HI DOH for review and processing. Please note that your application is not visible/available to the HI EHA until you have completed this step for the application.

**CWB Individual NPDES Form**  
(Submission Id: 1M1-CFKY-X3X5, v1)

**Certification Requirements**

Please download the Transmittal Requirements and Certification Statement for e-Permitting Individual NPDES Application Submissions form. Follow the instructions to complete and submit this form. Processing of your Individual NPDES application will not begin until the DOH-CWB receives your completed form.

**Certification Form**

Click [here](#) to download the required certification form for this application. You will be required to print, sign and remit (to the address specified on the form) this certification form.

steps: Entry > Processing Info > Review > **Certify & Submit** > Payment > Confirmation

steps: Entry > Processing Info > Review > **Certify & Submit** > Payment > Confirmation

[Save for Later](#) [Previous Step](#) [Submit Application](#)



# CWB Individual NPDES e-Permitting Application



## TRANSMITTAL REQUIREMENTS AND CERTIFICATION STATEMENT FOR E-PERMITTING INDIVIDUAL NPDES APPLICATION SUBMISSIONS

### 1. Submission and File Numbers

e-Permitting Submission #: \_\_\_\_\_

I am submitting a (check only one):

Initial Individual NPDES application.

Revised Individual NPDES application, Permit Number: \_\_\_\_\_

Renewal Individual NPDES application, Permit Number: \_\_\_\_\_

### 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:

a. This submittal will not be accepted by the Clean Water Branch (CWB);

b. Processing of my NPDES application will not begin;

c. I am delaying the processing of my NPDES application; and

d. The CWB may deny my request for NPDES permit coverage with or without prejudice.

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.

### 4. Filing Fee [Check the applicable box(es).]

A \$1000 check made payable to the State of Hawaii is attached.

The filing fee was paid online through the e-Permitting Portal.

I am submitting a revised Individual NPDES application. My filing fee has already been paid under the initial submittal.

I am a State agency, and I am requesting a Bill for Collection.



# CWB Individual NPDES e-Permitting Application

Home Finder Reports Dashboard Users Organizations Applications History Help Darryl Lum Sign Out

**Certify and Submit**

This step allows you to certify the application as complete and accurate and to submit the application to HI DOH for review and processing. Please note that your application is not visible/available to the HI EHA until you have completed this step for the application.

**CWB Individual NPDES Form**  
(Submission Id: 1M1-CFKY-X3X5, v1)

**Certification Requirements**

Please download the Transmittal Requirements and Certification Statement for e-Permitting Individual NPDES Application Submissions form. Follow the instructions to complete and submit this form. Processing of your Individual NPDES application will not begin until the DOH-CWB receives your completed form.

**Certification Form**

Click [here](#) to download the required certification form for this application. You will be required to print, sign and remit (to the address specified on the form) this certification form.

steps: Entry > Processing Info > Review > **Certify & Submit** > Payment > Confirmation

steps: Entry > Processing Info > Review > **Certify & Submit** > Payment > Confirmation

[Save for Later](#) [Previous Step](#) [Submit Application](#)



# CWB Individual NPDES e-Permitting Application

## Payment

This step allows you to pay any fees required for the application. Please note that your application will not begin processing until full payment has been received HI DOH.

**Filing Fee varies based on form.**

## CWB NOI Form C Demonstration

(Submission Id: 1CT-G6V3-HYJF, v1)

In order to complete your submission and initiate the processing of your permit, your application must be accompanied by payment for the applicable processing fees.

CWB NOI Filing Fee - Base Fee:  
\$500.00

### On-line Payment

Online payments are made through payment processor PayPal and you will be redirected to their website to complete the transaction.

Pay Online:

Payments received through the pay online option are processed immediately.

Pay Later:

Permit application payments that are deferred will not be processed until payment has been received.

[Pay Later](#) [Pay Online](#)

**Pay online through PayPal.**

### Offline Payment

Please include your submission number with your mailed payment and mail to:

919 Ala Moana Blvd.  
Room 301  
Honolulu, Hawaii 96814-4520

Note: Offline payments will not be processed until payment has cleared.

[Pay Offline](#)

Home Finder Reports Dashboard Users Organizations Applications History Help ? Darryl Lum Sign Out

Steps: Entry > Processing Info > Review > Certify & submit > **Payment** > Confirmation

Steps: Entry > Processing Info > Review > Certify & submit > Payment > Confirmation



# CWB Individual NPDES e-Permitting Application

## Payment

This step allows you to pay any fees required for the application. Please note that your application will not begin processing until full payment has been received HI DOH.

**Filing Fee varies based on form.**

## CWB NOI Form C Demonstration

(Submission Id: 1CT-G6V3-HYJF, v1)

In order to complete your submission and initiate the processing of your permit, your application must be accompanied by payment for the applicable processing fees.

CWB NOI Filing Fee - Base Fee:  
\$500.00

### On-line Payment

Online payments are made through payment processor PayPal and you will be redirected to their website to complete the transaction.

Pay Online:

Payments received through the pay online option are processed immediately.

Pay Later:

Permit application payments that are deferred will not be processed until payment has been received.

[Pay Later](#) [Pay Online](#)

### Offline Payment

Please include your submission number with your mailed payment and mail to:

919 Ala Moana Blvd.  
Room 301  
Honolulu, Hawaii 96814-4520

Note: Offline payments will not be processed until payment has cleared.

[Pay Offline](#)

**Or pay offline .**



# CWB Individual NPDES e-Permitting Application

(Submission Id: 13T-RSQW-DJHG, v1)

Congratulations! You have successfully submitted payment for your permit application.

Submission #:	Amount Paid:	Submitted:
13T-RSQW-DJHG	\$0.00	6/30/2011 1:13:45 PM

You can track the processing of your application on your [submission history page](#) or by viewing the details of the [permit application](#)

- \* Confirms application submission through e-Permitting Portal.
- \* Unique Submission # assigned to submission for tracking purposes.



# CWB Individual NPDES e-Permitting Application

To view submission history:

- \* Select History from top menu.



# CWB Individual NPDES e-Permitting Application

- \* Application submission history displayed.

## Permit Application Submission History

Total records: 13 Showing 13 (filtered from total records)

Filter:

 <u>Submission #</u>	 Submitted	 Submission Name	 Status	Actions
10X-7TXC-3TME		Drinking Water Well Permit (Submission Id: 10X-7TXC-3TME)	Draft	 
10W-NCE4-HYDY		Clean Water NPDES Individual (Submission Id: 10W-NCE4-HYDY)	Draft	 
10K-34GT-MZA0	2/17/2010 12:00:00 AM	Hazardous Waste Permit	Revised	
10K-34E8-QVQM	2/17/2010 12:00:00 AM	Deepwater Drilling Permit	On-Hold	
10K-33E2-PSTR	2/17/2010 12:00:00 AM	Wind Farm Permit	In-Review	
10K-337W-Y1JR	2/16/2010 12:00:00 AM	Clinic Permit	Submitted	



# CWB Individual NPDES e-Permitting Application

## \* Status

- \* Draft = Application not submitted through e-Permitting Portal.
- \* Submitted = Application submitted through e-Permitting Portal.
- \* In Review = DOH-CWB is reviewing application.
- \* Action Required = DOH-CWB has comments on application.
- \* On-Hold = DOH-CWB will issue administrative extension on renewal application.
- \* Deemed Complete = DOH-CWB has no comments on compliance submittal at this time.
- \* Issued = Permit will be issued.
- \* Denied = Application will be denied.



# CWB Individual NPDES e-Permitting Application

To revise application submission:

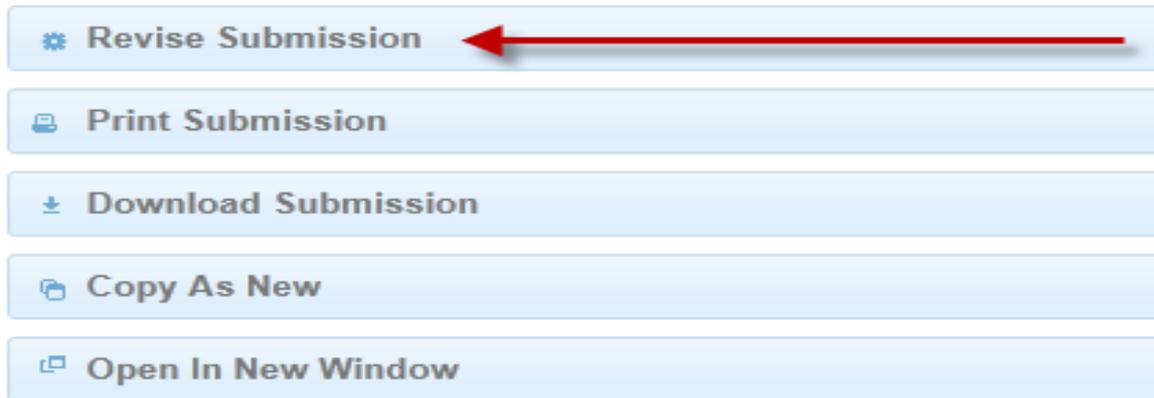
- \* Select history from top menu.
- \* Click view icon (  ).



# CWB Individual NPDES e-Permitting Application

- \* Click Revise Submission button on action panel.

## Actions



- \* New version of submission will be created for you to edit.
- \* Complete and Submit Form.



# CWB Compliance Submittal Form



# CWB Compliance Submittal Form

- \* Form used to submit all NPDES permit and NGPC compliance submittals.
- \* Standardizes all compliance submittals and streamlines processing.



# CWB Compliance Submittal Form

- \* Open e-Permitting Portal at:  
<https://eha-cloud.doh.hawaii.gov/epermit/View/default.aspx>.
- \* Enter email address and password.
- \* Press Application Finder button.
- \* Type “CWB Compliance Submittal Form” in Application Search field.
- \* Open form.
- \* Read instructions before filling out form.



# CWB Compliance Submittal Form

## Application Sections

1. Permit or File Number
2. Notification of Start
3. Notification of Non-
- 4.a Discharge Monitoring
- 4.b Discharge Monitoring
5. Contact Information
6. Authorized
7. Reports, Documents, and
8. Transfer of Ownership
9. Owner Name Change
10. Major Modification
11. Notice of Cessation

information provided. The application form is divided into separate application sections as listed on the left. Please fill out each relevant section.

The instructions near the sections refer to the left of the device validity of an application. It is important that the section has not yet been validated. A yellow star indicates that the section has not yet been validated. A green check indicates a complete section.

Once the application is complete and all sections show a green check, click on the "Next Step" button to proceed.

Please note that this application is not valid unless the H-220H and you have completed the Carfly and Smart way for the application.

### CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs

(Submission ID: HES-10210-10/16/17 v1)

Provide the required information below. If you are filing with the form for the Permit to begin, please attach a copy of the NPDES permit or NGPC from the Permittee. Do not contact the CWB. Not having a copy of the NPDES permit or NGPC is a violation which may result in a fine or termination of the NPDES permit or NGPC.

Provide the assigned individual NPDES Permit Number (e.g. HRS0581) or the NGPC File Number (e.g. HRS0581).

Enter the Parts of the NPDES permit (e.g. Part 1, 2) or NGPC Condition Numbers (e.g. Condition No. 1, 2) that correspond to your submittal. For example: You are submitting a Discharge Monitoring Report as required in Condition No. 2 of your NGPC, and you are submitting a change to the facility contact person information as required in Condition No. 1 of your NGPC. You will enter "Condition No. 2" and "Condition No. 1" in the field below.

Application Sections

- 1. Permit or File Number
- 2. Notification of Start
- 3. Notification of Non-Compliance
- 4.a Discharge Monitoring Report (Part 1)
- 4.b Discharge Monitoring Report (Part 2)
- 5. Contact Information
- 6. Authorized Representative Information
- 7. Reports, Documents, and Other
- 8. Transfer of Ownership
- 9. Owner Name Change
- 10. Major Modification
- 11. Notice of Cessation

Previous Section | Next Section

Go | Proceeding | Home | CWB E-Link | Support | Confirmation

Check for Later | Next Step



# CWB Compliance Submittal Form

## Application Sections

✓ 1. Permit or File Number

✓ 2. Notification of Start

✓ 3. Notification of Non-

✓ 4.a Discharge Monitoring

✓ 4.b Discharge Monitoring

✓ 5. Contact Information

✓ 6. Authorized

✓ 7. Reports, Documents, and

✓ 8. Transfer of Ownership

✓ 9. Owner Name Change

✓ 10. Major Modification

★ 11. Notice of Cessation

## CWB Compliance Form (Section 1)

- Provide your NPDES permit number or NGPC file number.
- Enter Part of NPDES permit or NGPC Condition Number that corresponds to your submittal.



# CWB Compliance Submittal Form

## Application Sections

- ✓ 1. Permit or File Number
- ✓ 2. Notification of Start
- ✓ 3. Notification of Non-
- ✓ 4.a Discharge Monitoring
- ✓ 4.b Discharge Monitoring
- ✓ 5. Contact Information
- ✓ 6. Authorized
- ✓ 7. Reports, Documents, and
- ✓ 8. Transfer of Ownership
- ✓ 9. Owner Name Change
- ✓ 10. Major Modification
- ★ 11. Notice of Cessation

## CWB Compliance Form (Section 2)

- Complete this section only if you are submitting a notification of start of construction and/or discharge activities.
- Click in field and select appropriate date.

Discharge Start Date

Apr 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Save for Later

Previous Section Next Section

Steps: Entry > Processing Info > Review > Certify & Submit > Payment > Confirmation

Next Step



# CWB Compliance Submittal Form

## Application Sections

- ✓ 1. Permit or File Number
- ✓ 2. Notification of Start
- ✓ 3. Notification of Non-
- ✓ 4.a Discharge Monitoring
- ✓ 4.b Discharge Monitoring
- ✓ 5. Contact Information
- ✓ 6. Authorized
- ✓ 7. Reports, Documents, and
- ✓ 8. Transfer of Ownership
- ✓ 9. Owner Name Change
- ✓ 10. Major Modification
- ★ 11. Notice of Cessation

## CWB Compliance Form (Section 3)

- Complete this section only if you are in non-compliance.
- You are required to notify DOH-CWB of ALL instances of non-compliance.
- Describe the non-compliance in the text box.
- Describe actions you took to fix the non-compliance.
- You are required to immediately fix your non-compliance.



# CWB Compliance Submittal Form

## Application Sections

- ✔ 1. Permit or File Number
- ✔ 2. Notification of Start
- ✔ 3. Notification of Non-Compliance
- ✦ 4.a Discharge Monitoring Report (Part 1)
- ✦ 4.b Discharge Monitoring Report (Part 2)
- ✦ 5. Contact Information
- ✦ 6. Authorized Representative Information
- ✦ 7. Reports, Documents, and Other
- ✦ 8. Transfer of Ownership
- ✦ 9. Owner Name Change
- ✦ 10. Major Modification
- ✦ 11. Notice of Cessation

## CWB Compliance Form (Section 4.a)

- Complete this section only if you are submitting a DMR.
- Enter DMR due date specified on NPDES permit or NGPC.
- If you are submitting after the due date, you will have to explain what actions you will take to prevent in future.
- Upload DMR (including lab data sheets and QA/QC).



# CWB Compliance Submittal Form

## Application Sections

- ✓ 1. Permit or File Number
- ✓ 2. Notification of Start
- ✓ 3. Notification of Non-
- ✓ 4.a Discharge Monitoring
- ✓ 4.b Discharge Monitoring
- ✓ 5. Contact Information
- ✓ 6. Authorized
- ✓ 7. Reports, Documents, and
- ✓ 8. Transfer of Ownership
- ✓ 9. Owner Name Change
- ✓ 10. Major Modification
- ★ 11. Notice of Cessation

## CWB Compliance Form (Section 4.b)

- Complete this section only if you are submitting a DMR.
- List parameters with permit effluent limit exceedances.
- Provide measured concentration and units.
- Provide permit effluent limitation and units.
- Provide reason for exceedance.
- Describe action that will be taken to prevent future exceedances.



# CWB Compliance Submittal Form

## Application Sections

- ✓ 1. Permit or File Number
- ✓ 2. Notification of Start
- ✓ 3. Notification of Non-
- ✓ 4.a Discharge Monitoring
- ✓ 4.b Discharge Monitoring
- ✓ 5. Contact Information
- ✓ 6. Authorized
- ✓ 7. Reports, Documents, and
- ✓ 8. Transfer of Ownership
- ✓ 9. Owner Name Change
- ✓ 10. Major Modification
- ★ 11. Notice of Cessation

## CWB Compliance Form (Section 5)

- Complete this section only if you are submitting and/or revising contact information (owner, operator, general contractor, facility, etc.).
- May submit/revise multiple contact information. Click “+” button in tab area at top of section.

The screenshot shows the '5. Contact Information (1)' tab selected in the application form. A red arrow points to the '+' button in the tab area. Below the tab, the form contains the following fields:

- Select the appropriate contact person. (Dropdown menu)
- If you selected "Other" above, please describe the contact person. For example: Dewatering Treatment Designer. (Text input field)
- Contact Person Mailing Address (Section header)
- Street Address: (Text input field)
- City: (Text input field)
- Postal Code: (Text input field)



# CWB Compliance Submittal Form

## Application Sections

- ✓ 1. Permit or File Number
- ✓ 2. Notification of Start
- ✓ 3. Notification of Non-
- ✓ 4.a Discharge Monitoring
- ✓ 4.b Discharge Monitoring
- ✓ 5. Contact Information
- ✓ 6. Authorized Representative
- ✓ 7. Reports, Documents, and
- ✓ 8. Transfer of Ownership
- ✓ 9. Owner Name Change
- ✓ 10. Major Modification
- ⚠ 11. Notice of Cessation

## CWB Compliance Form (Section 6)

- Complete this section only if you wish to change the authorized representative information.
- Authorized representative listed in this section replaces any previous authorized representative.



# CWB Compliance Submittal Form

## Application Sections

1. Permit or File Number
2. Notification of Start
3. Notification of Non-Compliance
4.a Discharge Monitoring Report (Part 1)
4.b Discharge Monitoring Report (Part 2)
5. Contact Information
6. Authorized Representative Information
<b>7. Reports, Documents, and Other Attachments</b>
8. Transfer of Ownership
9. Owner Name Change
10. Major Modification
11. Notice of Cessation

## CWB Compliance Form (Section 7)

- Complete this section only if you submitting reports, documents, and/or other attachments to comply with NPDES permit or NGPC.
- Examples: Grading permit signed by County, site-specific BMPs plan, nutrient management plan, dilution studies, etc.
- Upload documents in this section.



# CWB Compliance Submittal Form

## Application Sections

- 1. Permit or File Number
- 2. Notification of Start
- 3. Notification of Non-Compliance
- 4.a Discharge Monitoring Report (Part 1)
- 4.b Discharge Monitoring Report (Part 2)
- 5. Contact Information
- 6. Authorized Representative Information
- 7. Reports, Documents, and Other
- 8. Transfer of Ownership
- 9. Owner Name Change
- 10. Major Modification
- 11. Notice of Cessation

## CWB Compliance Form (Section 8)

- Complete this section only if you are requesting a Transfer of Ownership.
- Enter specific date for transfer of permit responsibility, coverage, and liability between existing and new Permittee.
- Download and complete Transfer of Ownership Written Agreement.
- Upload completed Transfer of Ownership Written Agreement.
- Transfer of Ownership filing fee is \$500.



# CWB Compliance Submittal Form

## Application Sections

- 1. Permit or File Number
- 2. Notification of Start
- 3. Notification of Non-Compliance
- 4.a Discharge Monitoring Report (Part 1)
- 4.b Discharge Monitoring Report (Part 2)
- 5. Contact Information
- 6. Authorized Representative Information
- 7. Reports, Documents, and Other
- 8. Transfer of Ownership
- 9. Owner Name Change
- 10. Major Modification
- 11. Notice of Cessation

## CWB Compliance Form (Section 9)

- Complete this section only if Permittee changed their name.
- Example: Sharp Equipment changed their name to Sharp Equipment and Industrial Supplies.
- By completing this section you certify that information provided is a name change and not a Transfer of Ownership.
- No filing fee for owner name change.



# CWB Compliance Submittal Form

## Application Sections

- 1. Permit or File Number
- 2. Notification of Start
- 3. Notification of Non-Compliance
- 4.a Discharge Monitoring Report (Part 1)
- 4.b Discharge Monitoring Report (Part 2)
- 5. Contact Information
- 6. Authorized Representative Information
- 7. Reports, Documents, and Other
- 8. Transfer of Ownership
- 9. Owner Name Change
- 10. Major Modification
- 11. Notice of Cessation

## CWB Compliance Form (Section 10)

- Complete this section only if you are requesting a major modification to your existing permit.
- Specify reason for major modification (i.e. new discharge point(s), material and substantial alterations or additions to facility or activity occurred after permit issued.
- Check existing NPDES application for all information that needs to be updated. Make your own PDF attachment of only the revised information.
- Upload your attachment.



# CWB Compliance Submittal Form

## Application Sections

1. Permit or File Number

2. Notification of Start

3. Notification of Non-Compliance

4.a Discharge Monitoring Report (Part 1)

4.b Discharge Monitoring Report (Part 2)

5. Contact Information

6. Authorized Representative Information

7. Reports, Documents, and Other

8. Transfer of Ownership

9. Owner Name Change

10. Major Modification

11. Notice of Cessation

## CWB Compliance Form (Section 11)

- Complete this section only if you are submitting a Notice of Cessation to terminate your NPDES permit or NGPC.
- By completing this section, Permittee certifies:
  - They want to terminate the NPDES permit or NGPC.
  - They acknowledge that they are no longer authorized to discharge from facility.
- Enter date discharge/activity ceased.



# CWB Compliance Submittal Form

- \* After you submit CWB Compliance Submittal form through e-Permitting Portal and deliver completed Certification form to CWB:
  - \* Do not contact CWB about status. (Exceptions are Transfer of Ownership and major modifications.)
  - \* CWB will contact you only if we have concerns on the submittal.
- \* For construction projects, if you do not hear from CWB after 30 calendar days of submitting site-specific information, assume we have no comments.



# Future CWB e-Permitting Forms



# Future CWB e-Permitting Forms

- \* “No Exposure” Certification Form.
- \* Section 401 Water Quality Certification.
- \* EPA Vessel General Permit Notification Form (WQC0832 and WQC0833).
- \* NOI for NPDES General Permit HAR 11-55, Appendices B through L.



# Questions?

- \* Contact information for e-Permitting Portal questions.
  - \* Web Admin Email: [epwebadmin@doh.hawaii.gov](mailto:epwebadmin@doh.hawaii.gov)
  - \* Web Admin Phone: (808) 586-4350
  - \* Address: Environmental Health Administration  
Hawaii Department of Health  
1250 Punchbowl Street  
Honolulu, Hawaii 96813
- \* Contact information for NPDES permit questions.
  - \* DOH-CWB Email: [cleanwaterbranch@doh.hawaii.gov](mailto:cleanwaterbranch@doh.hawaii.gov)
  - \* DOH Phone: (808) 586-4309
  - \* Address: DOH-CWB  
919 Ala Moana Blvd, Room 301  
Honolulu, Hawaii 96814

