



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, DVD, or USB drive is attached and 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.

IMPORTANT INSTRUCTIONS:

You are required to follow these instructions to complete your e-Permitting Individual NPDES application initial, revised, or renewal 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 NPDES permit coverage. **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

- a. 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. If you are submitting a revised Individual NPDES application, the e-Permitting Submission # will contain the version (e.g 15H-ZGVV-421H, v1).
- b. Check only one (1) box to indicate if you are submitting an Initial Individual NPDES application (new submittal), a Revised Individual NPDES application (revised submittal to address CWB comments), or a Renewal Individual NPDES application (submittal to renew existing Individual NPDES permit coverage).
- c. Enter your permit number if you are revising an Initial Individual NPDES application to respond to CWB comments. The CWB comments will contain the permit number. You will not need to provide a permit number if you are submitting an Initial Individual NPDES application.

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.
 - i. For initial and renewal submittals, the Printed First and Last Name must be the Certifying Person identified in Section No. 2 of the e-Permitting Individual NPDES application form.
 - ii. For revised submittals, the Printed First and Last Name may be either the Certifying Person identified in Section No. 2 of the e-Permitting Individual NPDES application form or the duly authorized representative identified in Section No. 8 of the e-Permitting Individual NPDES 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, DVD, or USB drive containing the 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. Then you may either:
 - i. Press the Print button, scan the document, save the document as a PDF, and save the PDF and all your attachments on the CD, DVD, or USB drive; or
 - ii. Press the Print Screen button on your keyboard, paste the image into a text editor (e.g. MS Word), convert the text file as a PDF, and save the PDF and all your attachments on the CD, DVD, or USB drive; or
 - iii. 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, DVD, or USB drive.

Do not add additional files to the CD, DVD, or USB drive. Your CD, DVD, or USB drive shall match your e-Permitting submission #.

Item No. 4 – Filing Fee

- a. You are required to check only one (1) of the boxes.
- b. A \$1000 filing fee is required for all Initial Individual NPDES applications.
- c. A \$1000 filing fee is required for all Renewal Individual NPDES applications.
- d. If you are a State agency, you may request a Bill for Collection even if paying online.

Additional

- a. 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