



TRANSMITTAL REQUIREMENTS AND CERTIFICATION STATEMENT FOR E-PERMITTING SECTION 401 WQC COMPLIANCE SUBMISSIONS

1. Submission and File Numbers

e-Permitting Submission #: _____
 Section 401 WQC File Number: _____

2. I am submitting (check all that apply):

<input type="checkbox"/> Notification of start of discharge/activity	<input type="checkbox"/> Notification of cessation of discharge/activity
<input type="checkbox"/> Notification of non-compliance and corrective action	<input type="checkbox"/> Transfer of ownership (\$1000 fee)
<input type="checkbox"/> Monitoring and reporting requirements	<input type="checkbox"/> Owner name change
<input type="checkbox"/> Revised contact information	<input type="checkbox"/> Request for administrative extension
<input type="checkbox"/> Authorized representative information	<input type="checkbox"/> Other, please describe

3. 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 _____

4. Transmittal Requirements Applicable to All Submittals (Check all.)

- I have read the instructions on Pages 2 and 3. If I do not follow all of the instructions on Pages 2 and 3, I acknowledge that this submittal will not be accepted by the Clean Water Branch (CWB), and I am delaying the processing of my submittal.
- The signature provided in Item No. 3 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.

5. Transfer of Ownership Transmittal Requirements (Check if applicable.)

- I am submitting a transfer of ownership. The Transfer of Ownership Written Agreement with original signatures is attached.

6. Filing Fee (Check only one.)
- The filing fee was paid online through the e-Permitting Portal.
 - A \$1000 check made payable to the State of Hawaii is attached.
 - I am a State agency, and I am requesting a Bill for Collection.
 - My submittal does not require a filing fee.

IMPORTANT INSTRUCTIONS:

You are required to follow these instructions to submit Section 401 WQC compliance information. Failure to follow all of these instructions will result in rejection of your submittal. **The Clean Water Branch (CWB) will not begin reviewing your submittal until we receive all applicable items described below.**

Item No. 1 – File Number and Condition 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.
- b. Enter your Section 401 WQC file number. For Individual Section 401 WQCs, the file number is located on your Section 401 WQC.
- c. If you are filling out this form for the Permittee to sign, obtain a copy of the Section 401 WQC and Section 401 WQC Application from the Permittee. Do not contact the CWB. Not having a copy of the Section 401 WQC and Section 401 WQC Application is a violation.

Item No. 2 – Submittals

- a. You are required to check all of the boxes that apply to your submittal.
- b. If you do not see your submittal, check the “Other” box and describe what you are submitting.

Item No. 3 – Certification Statement

- a. This is the certification statement for your submittal identified in Item Nos. 1 and 2.
- b. Enter the Printed First and Last Name.
 - i. The Printed First and Last Name must be the Certifying Person for the revised authorized representative information, notification of cessation of discharge/activity, and owner name change.
 - ii. For all other submittals, the Printed First and Last Name may be either the Certifying Person or the authorized representative.
- 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. 4 – Transmittal Requirements Applicable to All Submittals

- a. You are required to check all of the boxes.
- b. Provide a CD, DVD, or USB drive 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 form). 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. 5 – Transfer of Ownership Transmittal Requirements

- a. You are required to check the box only if you are submitting a Transfer of Ownership.
- b. If you are submitting a transfer of ownership, you are required to also submit the Transfer of Ownership Written Agreement with original signatures.

Item No. 6 – Filing Fee

- a. You are required to check only one (1) of the boxes.
- b. A \$1,000 filing fee is required for a Section 401 WQC Transfer of Ownership. Only a Section 401 WQC Transfer of Ownership requires a filing fee (all other WQC Compliance submittals do not require a filing fee (\$0)).

Additional

Mail or deliver this form and all attachments to the Department of Health, Clean Water Branch, 2827 Waimano Home Road #225, Pearl City, HI, 96782.