HAR 11-55, Appendix C and NetDMR

State of Hawaii, Department of Health, Clean Water Branch

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Website: http://health.hawaii.gov/cwb/

March 2015
Summary

1. NPDES Introduction.
2. NOI to Request Coverage.
3. NGPC.
4. NGPC Compliance Submittals.
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Break.
5. HAR 11-55, Appendix C.
6. NetDMR.
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NPDES Introduction
1. NPDES Introduction

- National Pollutant Discharge Elimination System (NPDES) is permit system required by federal Clean Water Act.
- Environmental Protection Agency (EPA) delegated Department of Health (DOH) authority to administer NPDES permit system in State of Hawaii.
1. NPDES Introduction

- Hawaii Administrative Rules (HAR), Chapter 11-55, Water Pollution Control is NPDES permit program in State of Hawaii.

- HAR, Chapter 11-54 is State Water Quality Standards (WQS). According to State law, everyone is required to comply with State WQS whether you need an NPDES permit or not.

1. NPDES Introduction

- NPDES permit required for all point source discharges to State waters and three (3) situations involving storm water.
  - Storm water associated with construction activities that disturb one (1) acre or more.
  - Storm water associated with industrial activities.
  - Storm water from Municipal Separate Storm Sewer Systems.
1. NPDES Introduction

- Two (2) types of NPDES permits
  - NPDES Individual Permit:
    - Customized NPDES permit issued to the discharger.
  - NPDES General Permit:
    - NPDES permit issued as rules in HAR 11-55, Appendices for categories of discharges.
1. NPDES Introduction

<table>
<thead>
<tr>
<th>HAR 11-55 Appendix</th>
<th>NPDES General Permit Authorizing</th>
<th>Expiration Date</th>
</tr>
</thead>
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<tr>
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<td>Discharges of Storm Water Associated with Industrial Activities</td>
<td>Dec. 5, 2017</td>
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<td>Discharges of Storm Water Associated with Construction Activities</td>
<td>Dec. 5, 2018</td>
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<td>D</td>
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<td>Dec. 5, 2017</td>
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<td>Discharges of Hydrotesting Waters</td>
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<td>J</td>
<td>Occasional or Unintentional Discharges from Recycled Water Systems</td>
<td>Contact DOH-WWB at 586-4294</td>
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<tr>
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<td>Discharges of Storm Water and Certain Non-Storm Water Discharges from Small Municipal Separate Storm Sewer Systems</td>
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<td>L</td>
<td>Discharges of Circulation Water from Decorative Ponds or Tanks</td>
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<tr>
<td>M</td>
<td>Point Source Discharges from the Application of Pesticides to State Waters</td>
<td>Oct. 20, 2017</td>
</tr>
</tbody>
</table>
Notice of Intent (NOI) to Request Coverage Under General Permit
2. Requesting Coverage

- To request coverage under one (1) of the NPDES General Permits:
  - Download, read, and understand the NPDES General Permit for which you would like to request coverage under. All NPDES General Permits with Standard General Permit Conditions are available on CWB website located at: http://health.hawaii.gov/cwb/.
  - Determine if your project/activity and your organization can and will comply with every requirement in the applicable NPDES General Permit.
  - Only after you determine that you can comply and you understand your responsibilities and legal obligations, submit the CWB NOI Form through the e-Permitting Portal website.
2. Requesting Coverage

- **CWB NOI Form**
  - Form used to notify DOH that you wish to be covered under general permit.
  - NOI form for HAR 11-55, Appendices B through L.
  - Must submit through e-Permitting Portal.
2. Requesting Coverage

- E-Permitting Portal
  - 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.
  - Anyone can register and submit through portal.
2. Requesting Coverage

Open e-Permitting Portal at:
https://eha-cloud.doh.hawaii.gov/epermit/.
Recommended browsers: Google Chrome, Mozilla Firefox, IE 9 or higher.
2. Requesting Coverage

- Click Register link at top of page.
2. Requesting Coverage

- Fill out registration and verify your email address.
2. Requesting Coverage

- After registration, sign in to e-Permitting Portal.
2. Requesting Coverage

- Enter email address and password you provided during registration.
2. Requesting Coverage

e-Permitting Portal allows you to change and/or reset your password.
2. Requesting Coverage

- E-Permitting Password.
  - Protect your password.
  - Anyone with your password can view and edit all drafts and submissions created under your account.
  - If you need to reset password and do not have access to the registered email, you will lose access to all your drafts and submissions. You will have to register again. DOH will not recover your drafts and submissions.
2. Requesting Coverage

- After signing in you will be taken to e-Permitting Portal start page.
2. Requesting Coverage

- Press Application Finder button.

![Application Finder](image-url)
2. Requesting Coverage

- Enter name of desired form in search field (e.g. CWB NOI Form)
- You may also enter type of activity you need to permit and Portal will recommend applications.

Type name of desired form (e.g. “CWB NOI Form”)
2. Requesting Coverage

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

![Application Search](image)
2. Requesting Coverage

After clicking on link you will be taken to form start page.
2. Requesting Coverage

- Read the instructions.
2. Requesting Coverage

After you read the instruction, press Submit Online Form button.
2. Requesting Coverage

Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation
2. Requesting Coverage

Processing Information
- Provide reason for submission. Choose “new.”
- Base Fee is set at $500.
- Select applicable project type. ARRA and Renewable Energy Projects given priority.
  - Hold Ctrl and left mouse click to select multiple project types.
  - Hold Ctrl and left mouse click to deselect in case of mistake.
- Press Next Step button to continue to Data Entry Step.
2. Requesting Coverage

Provide requested information. Fields with asterisk (*) required.
2. Requesting Coverage

After you provide information, press Next Section button to continue to next section.
2. Requesting Coverage

- If section meets appropriate validation rules, you will move to next step in process.
- Visual cues provided by system:
  - Yellow star: Sections not yet visited marked with yellow star.
  - Red x: Sections with missing data marked with red x. Once all issues on section remedied green checkmark will appear.
  - Green checkmark: 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.
2. Requesting Coverage

<table>
<thead>
<tr>
<th>Application Sections</th>
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<td>1b. Emergency-Related Construction Activities</td>
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<td>2. Owner Information</td>
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<td>3. Operator or General Contractor Contact Information</td>
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<td>✗ 4. Facility/Project Information</td>
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<td>✗ 5. Tax Map Key (TMK) No.</td>
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<td>6. Receiving State Water(s) Information</td>
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<td>8. Authorized Representative</td>
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<td>9. Discharge Specific Attachments</td>
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</table>
2. Requesting Coverage

CWB NOI Form (Section 1.a)
- Certify you read and will comply with HAR 11-54 and 11-55.
- Indicate if activity/discharge already began.
- “After the fact” activity/discharge cannot be covered.
- Certify your proposed discharge will not impair State waters, Native Hawaiian cultural resources (e.g. burial sites, heiau, or taro loi) or exercise of traditional Native Hawaiian cultural practices. Provide steps accepted by OHA and other appropriate agencies if you will so impair. You are responsible under Hawaii Constitution to mitigate impacts.
2. Requesting Coverage

CWB NOI Form (Section 1.b)
- Complete Section 1.b only if you have an emergency-related construction activity (with a land disturbance of 1 acre or more) declared by the President of the United States or the Governor of the State of Hawaii.
- Skip this section if it does not apply to your project.
- Upload Emergency Declaration from President of the United States or the Governor of the State of Hawaii.
- Pursuant to HAR 11-55, Appendix C, you may submit the NOI within 30 calendar days after the start of construction activities for an official emergency declaration.
2. Requesting Coverage

CWB NOI Form (Section 2)
- NGPC can be issued to Owner or Operator.
- If you wish to have NGPC issued to Operator, must provide written evidence that Owner authorized Operator to apply on their behalf, and Owner needs to agree to comply with all NPDES permit conditions.
- Certifying Person must meet one of signatory type descriptions and be employed by entity being issued NGPC.

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<td>1a. NOI Requirements</td>
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<td>9. Discharge Specific Attachments</td>
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</tbody>
</table>
2. Requesting Coverage

CWB NOI Form (Section 3)
- Provide general contractor information.
- If you are requesting coverage under HAR 11-55, Appendix C, you do not have to provide the General Contractor Information in this section. You may include this information in your SWPPP before the start of construction.
2. Requesting Coverage

CWB NOI Form (Section 4)
- Provide facility or project name.
- Facility street address is either a physical address or a description of the location (i.e. northwest corner of 1st Street and X Avenue).
- Facility Contact person can be design consultant.
2. Requesting Coverage

CWB NOI Form (Section 5)
- Provide TMKs of project or facility.
- Download TMK spreadsheet.
- Input all TMKs associated with project.
- Upload completed TMK spreadsheet.

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<tr>
<td>9. Discharge Specific Attachments</td>
</tr>
</tbody>
</table>
2. Requesting Coverage

CWB NOI Form (Section 6)
- Read definition of State waters.
- Receiving State water is first State water that receives discharge.
- Must specify receiving State water before NGPC can be issued.
- Provide receiving State water classification. Use links to HAR 11-54 and Water Quality Standards Maps.
2. Requesting Coverage

CWB NOI 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.
2. Requesting Coverage

CWB NOI Form (Section 7)
- Indicate if discharge enters a drainage system prior to discharge to State water.
- Provide drainage system information.
- Do not have to provide coordinates of entry points into drainage system.
- If requesting coverage under HAR 11-55, Appendix C, you do not have to attach Drainage System Owner’s Approval to Discharge, but must include approval in your SWPPP before the start of construction.
2. Requesting Coverage

**CWB NOI 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) and must have financial responsibility for the Owner’s organization. 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.
2. Requesting Coverage

CWB NOI Form (Section 9)

- Specify NPDES general permit you are requesting coverage under.
- You may request coverage under one (1) NPDES general permit per e-Permitting CWB NOI Form submission.
- Download and complete discharge specific attachment corresponding to NPDES general permit you are requesting coverage under.
- Upload completed attachments.
- **Please only provide information requested.** Do not give entire set of construction drawings.
- Multiple files may be uploaded. Please keep each file under 10 MB. Files greater than 10 MB may take longer to upload or may not upload completely due to network traffic or your internet connection.
- Check if your file has been fully uploaded by clicking on the file name to view uploaded document.
2. Requesting Coverage

**CWB NOI Form (Section 9) Cont’d**

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<th>Description</th>
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<td>Form C</td>
<td>Storm water associated with construction activities.</td>
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<td>Form D</td>
<td>Effluent from leaking underground storage tanks.</td>
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<tr>
<td>Form E</td>
<td>Once through cooling water $&lt; 1$ MGD.</td>
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<tr>
<td>Form F</td>
<td>Hydrotesting waters.</td>
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<tr>
<td>Form G</td>
<td>Construction activity dewatering.</td>
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<td>Form H</td>
<td>Petroleum bulk station and terminal process water.</td>
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<td>Form I</td>
<td>Well drilling activities.</td>
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<td>Form K</td>
<td>Small MS4s.</td>
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<tr>
<td>Form L</td>
<td>Circulation water from decorative ponds or tanks.</td>
</tr>
</tbody>
</table>
2. Requesting Coverage

Click on this link to download NOI Form H.

NOI Form H - 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.

Click on this link to download NOI Form I.

NOI 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.

Click on this link to download NOI Form K.

NOI 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.

Click on this link to download NOI Form L.

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

After you completed all sections, press Next Step button to continue to Review Step.
2. Requesting Coverage

Review

For this step, your online application form is marked with the requirement to have

1a. NOI Requirements

I certify (I have read HRS, Chapters 15-5a and 15-95). I understand that State law prohibits any water pollution to be discharged to State waters except in compliance with HRS, Chapters 15-5a and 15-95. No person, without a permit issued by the Director of the Department of Health, may discharge any effluent into State waters, unless the effluent is not prohibited by HRS, Chapters 15-5a and 15-95. Any discharge that is prohibited by HRS, Chapters 15-5a and 15-95 shall be reported to the Department of Health.

1b. Emergency-Related Construction Activities

I am conducting earth-disturbing activities in response to a public emergency that meets the eligibility requirements under HRS, Chapter 15-5a, Appendix C, Sections 1.3 and 7.2.3.

2. Requesting Coverage

The CWB NOI Form provides the necessary information for requesting coverage as required by HRS, Chapters 15-5a and 15-95. Upon submission, the form will be reviewed and processed by the Department of Health. Prior to submission, ensure that all required information is accurate and complete. The form is considered a draft and will become part of the public record.
2. Requesting Coverage
2. Requesting Coverage

Click link to download Certification. You must click on link to continue.
2. Requesting Coverage

- Submit to DOH-CWB 1) Original certification signature (hard copy) and 2) a CD or DVD containing only downloaded e-Permitting submission, including all attachments.

- To download submission, click on History Link in the e-Permitting Portal (after you submitted the application). Locate your submission and press view button under the Action column. Press Download Submission button. A PDF file will be generated if you have no attachments. A ZIP file will be created if you have attachments. Check ZIP file to confirm that all of your attachments uploaded successfully in e-Permitting Portal. Save PDF or ZIP file on CD or DVD.

- NOI processing does not begin until original signature and CD/DVD received.
2. Requesting Coverage

CWB NOI Form
version 2.5
(Submission #: 257-G56A-5A0A, revision 1)

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
Download the required certification form. You will be required to print, sign, and return (to the address specified on the form) this certification.
2. Requesting Coverage

$500 Filing Fee.

Pay online through PayPal.
2. Requesting Coverage

- $500 Filing Fee.
- Make checks payable to State of Hawaii.
- State agencies can request Bill for Collection.

Or pay offline.
2. Requesting Coverage

- **Confirmation phase.**
  - Confirms application submission through e-Permitting Portal.
  - Unique Submission # assigned to submission for tracking purposes.
2. Requesting Coverage

- If DOH-CWB has comments on NOI, you will be sent comments via email.
- To revise NOI to respond to DOH-CWB comments:
  - Select History from top menu.
2. Requesting Coverage

Application submission history displayed.

### Permit Application Submission History

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

- **Status**
  - Draft = NOI not submitted through e-Permitting Portal.
  - Submitted = NOI submitted through e-Permitting Portal.
  - In Review = DOH-CWB is reviewing NOI.
  - Action Required = DOH-CWB has comments on NOI. Comments will be sent via email.
  - On-Hold = DOH-CWB will issue administrative extension on renewal NOI.
  - Issued = NGPC will be issued.
  - Denied = Request for general permit coverage will be denied.
2. Requesting Coverage

To revise application submission:
- Select history from top menu.
- Click view icon (🔍).
2. Requesting Coverage

- Click Revise Submission button on action panel.

- New version of submission will be created for you to edit.
- Complete and Submit Form. Submit certification and CD/DVD.
2. Requesting Coverage

To share your submission with your project team and/or client:

- Select history from top menu.
- Click view icon (🔍).
- Press Manage Access to Submission button.

**Actions**

- Print Submission
- Copy As New
- Open In New Window
- Manage Access to Submission
2. Requesting Coverage

Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

Manage Access to the Submission
(Submission #: 22S-KHC3-25JN, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

- Can Manage Access to Submission?

Users with Access to this Submission

<table>
<thead>
<tr>
<th>User Name</th>
<th>Affiliation</th>
<th>Can Manage Access to Submission?</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darryl Lum</td>
<td>Department of Health, Clean Water Branch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Add]

[Done]
Notice of General Permit Coverage (NGPC)
3. NGPC

- DOH issues a NGPC if NOI is complete.
- NGPC is not a permit. It is an authorization issued to the Owner to comply with the already issued NPDES General Permit.
This letter is to notify you that CERTIFYING-PERSON COMPANY (hereinafter PERMITTEE) is now covered under the NPDES General Permit authorizing discharges of storm water associated with construction activities. Coverage under this general permit authorizes you to discharge only storm water to the receiving State waters discharge point(s) from the project location(s) identified in the Notice of Intent (NOI), dated: July 23, 2013, provided that you comply with Hawaii Administrative Rules (HAR) 11-54; HAR 11-55; Appendix A; HAR 11-56, Appendix C; and the information submitted in the NOI. Discharges of non-storm water, toxics, and other pollutants to State waters are not authorized by this NPDES General Permit. HAR 11-54 and 11-55 are available on the Department of Health (DOH), Clean Water Branch (CWB) website at: http://health.hawaii.gov/cwb/.

This NGPC will take effect on the date of this notice. This NGPC will expire at midnight, December 5, 2018, or when amendments to HAR, Chapter 11-55, Appendix C, are adopted, whichever occurs first. Failure to comply with HAR 11-54; HAR 11-55; Appendix A; HAR 11-56, Appendix C; and information provided in the NOI is an enforceable violation and your NGPC may be terminated. If you violate Hawaii Revised Statutes, Chapter 342D, you may be subject to penalties of up to $25,000 per violation per day and up to two (2) years in jail.
Falsification of information, including providing information in the NOI that does not match what is actually occurring at the project site/facility and failure to prepare the Storm Water Pollution Prevention Plan (SWPPP) prior to NOI submission, may result in criminal penalties for the Permittee and their authorized representative as provided in Clean Water Act, Section 309 and HRS, Section 342D-35.

As a reminder, this general permit requires the Permittee to:
1. Notify DOH of the construction start date within seven (7) calendar days before the start of construction activities.
2. Complete and submit the Solid Waste Disclosure Form for Construction Sites to the DOH, Solid and Hazardous Waste Branch, Solid Waste Section, as specified on the form at least 30 calendar days before the start of the construction activities. The form can be downloaded at: [http://health.hawaii.gov/shwb/files/2013/06/swdiscformnov2008.pdf](http://health.hawaii.gov/shwb/files/2013/06/swdiscformnov2008.pdf)
3. Implement the SWPPP in accordance with HAR 11-55, Appendix C. The Director reserves the right to require the Permittee to modify the SWPPP.
4. Submit a new NOI with filing fee and obtain a new NGPC for any revisions to the information submitted in the NOI (with the exception of changes to contact person information for non-transfer of ownerships and changes to the SWPPP). This NGPC cannot be modified.
5. Complete and submit the Notice of Cessation within 7 calendar days after the end of the month that the subject project was completed.

All NGPC compliance submittals, including the Notice of Cessation shall be submitted on the CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs. This form shall be completed on the e-Permitting Portal located at: [https://eha-cloud.doh.hawaii.gov/epermit/View/home.aspx](https://eha-cloud.doh.hawaii.gov/epermit/View/home.aspx)

- The Permittee is responsible for obtaining other Federal, State, or local authorizations as required by law.

Please complete the DOH Customer Satisfaction Survey regarding your request for General Permit coverage. This brief survey is available on the e-Permitting Portal located at: [https://eha-cloud.doh.hawaii.gov/epermit/View/home.aspx](https://eha-cloud.doh.hawaii.gov/epermit/View/home.aspx) Please use the Application Finder button and search for the Customer Satisfaction Survey.
If you have any questions, please contact the Mr./Ms. ___ of the Enforcement Section or Mr./Ms. ___ of the Engineering Section, CWB, at (808) 586-4309.

Sincerely,

STUART YAMADA, P.E., CHIEF
Environmental Management Division

Enclosure: Receipt No. 42237 for $500 Filing Fee only

C: e-Permitting Submitter [via email] (w/o encl.)
   Owner Contact Person [via email] (w/o encl.)
   Authorized Representative [via email] (w/o encl.)
   Facility Contact Person [via email] (w/o encl.)
NGPC Compliance Submittals
4. NGPC Compliance Submittals

- Typical Appendix C NGPC submittal requirements:
  - Notification of construction start date within seven (7) calendar days before start of construction activities.
  - Changes to contact person information.
  - Notice of Cessation within seven (7) calendar days after end of month project completed.
4. NGPC Compliance Submittals

- All NGPC compliance submittals must be submitted through e-Permitting CWB Compliance Submittal Form.
  - Form used to submit all NPDES permit and NGPC compliance submittals.
  - Standardizes all compliance submittals and streamlines processing.
4. NGPC Compliance Submittals

- 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.
4. NGPC Compliance Submittals

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
4. NGPC Compliance Submittals

CWB Compliance Form (Section 1)
- Provide your NGPC file number.
- Enter NGPC Condition Number that corresponds to your submittal.
4. NGPC Compliance Submittals

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.
4. NGPC Compliance Submittals

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.
4. NGPC Compliance Submittals

**CWB Compliance Form (Section 5)**
- Complete this section only if you need to revise contact information (owner, facility, etc.).
- May submit/revise multiple contact information. Click “+” button in tab area at top of section.
4. NGPC Compliance Submittals

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.
4. NGPC Compliance Submittals

**CWB Compliance Form (Section 11)**

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

- After you submit CWB Compliance Submittal form through e-Permitting Portal and deliver completed Certification form and CD/DVD to CWB:
  - CWB will contact you only if we have concerns on the submittal.
  - E-Permitting submission status will be changed to “Accepted” indicating that your submission has been processed and CWB has no comments at this time.
  - Do not contact CWB about status.
Questions?

- Contact information for e-Permitting Portal questions.
  - Web Admin Email: 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 General Permit questions.
  - DOH-CWB Email: cleanwaterbranch@doh.hawaii.gov
  - DOH Phone: (808) 586-4309
  - Address: DOH-CWB
    919 Ala Moana Blvd, Room 301
    Honolulu, Hawaii 96814
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