

Instructions for submitting compliance documents through the e-permitting portal

Step 1 – Sign in to the CWB e-permitting portal at <https://eha-cloud.doh.hawaii.gov/epermit>. Create a username and account if one has not been created.

Step 2 – (1) Choose NPDES Individual and General Permit Compliance Data Forms from the menus as shown in the image below. (2) Then click the link CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs. Clicking on the link “CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs” requires the user to be logged in to continue.

The screenshot shows the Hawaii Department of Health e-permitting portal. The header includes the Department of Health logo and the text "Healthy People • Healthy Communities • Healthy Islands". The main content area is titled "Forms to Report NPDES Individual and General Permit Compliance Data". On the left, there is a "Select Organization" dropdown menu with a list of divisions: Environmental Health Administration, Environmental Health Services Division, Environmental Management Division, Renewable Energy, State Laboratories Division, and Compliance Assistance Office. The main content area lists several forms, including "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" and "Solid Waste Disclosure Form". The footer contains contact information for the Hawaii State Department of Health e-Permitting, including the address, phone number, and email.

Step 3 – Read and follow the instruction on the page, then click on the link “submit online form” in the upper left corner of the web page.

Form

[Submit online form](#)

Step 4 – Choose the appropriate reason for the submission and the appropriate fee.
Note: When submitting reports, construction start dates, Notices of Cessation, or changes to contact information, choose “New” for the reason of the submission and “Basic Submission Fee” under appropriate fee (no fee is generated).

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs

version 9.6

(Submission #: 238-RTQF-2N5G, revision 1)

Please specify the following information for your online application:

- The reason for the online application, e.g., new permit, permit renewal, permit modification, or survey. If no options are available for your online application, the value shown is the default and cannot be changed.
-
- The standard processing fee for your online application will be shown below, unless it is a calculated fee. Calculated fees will be finalized once the online application is ready for submittal. More than one project type may be selected by using the CTRL key with your mouse selector. To deselect, also use the CTRL key and mouse. Please note that justification is required for each project types designated.

Select the reason for this submission:

New

Select the appropriate fee categorization for your form:

Basic Submission Fee

Select applicable project types:

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

Use the "Ctrl" key to select multiple options

If selected, please provide referential information for your selection:

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

[Save for Later](#) [Next Step](#)

Step 5 – Fill in your permit or file number in Section 1.

Fill out each section of the form where information has changed. The green check marks on the image below indicate that the section has been completed. All sections must be reviewed or revised as necessary. If you have no information to put into a section, you do not need to fill those sections of the form. Just move on to the next section by clicking the “next selection” button to continue to the next section (red arrow no. 1).

When submitting compliance reports in Section 7, select the type of document to be submitted (blue arrow) then click on the “select attachments” button (green arrow) to upload any documents. If you need to change the Certifying Person, choose Form Section 5 and choose it from the pop down list.

Home [Finder](#) [Reports](#) [Dashboard](#) [Forms](#) [History](#) [Help](#) [Stefanie](#) [Sign Out](#)
Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

Data Entry

For this step of your online application, please complete the form sections by following the section instructions to provide the requested information. Your application form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left will help you determine whether your application is ready for submission. A red X indicates the section has an invalid value or is missing information. A yellow star indicates that the section has not yet been addressed. A green check indicates that the section is complete.

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

Please note: Any information provided on your online application form will not be accessible by HI DOH staff until you actually submit the form in the 'Certify & Submit' step. Your online application form is considered a draft application until it is submitted. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record.

Form 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 Attachments
- 8. Transfer of Ownership
- 9. Owner Name Change
- 10. Major Modification
- 11. Notice of Cessation

Actions

- [Manage Access to Submission](#)

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs

version 9.6

(Submission #: 238-RXV8-MJ80, revision 1)

7. Reports, Documents, and Other Attachments

Please follow the instructions below ONLY if you are submitting reports, documents, and/or other attachments to comply with your NPDES permit or NGPC.

a. Please select the documents you are attaching. You may attach multiple documents.
clear section

Approval to Discharge - Letter or permit from owner of receiving drainage system allowing me to discharge to receiving water body.

County-approved Erosion and Sediment Control Plan.

Grading Permit signed by County.

Storm Water Pollution Control Plan (SWPCP).

Site-Specific Best Management Practices Plan.

Hydrotesting Best Management Practices Plan.

Site-Specific Dewatering Plan.

Storm Water Management Plan (SWMP).

Annual Report.

Nutrient Management Plan.

Revised Dilution Study.

Other Site-Specific Plan (specify below.)

*Use the 'Ctrl' key to select multiple options

b. If you selected "Other Site-Specific Plan" above, please describe the document(s) you are attaching.

c. Upload attachment(s).

Click on the Select Attachment button below to upload your attachment(s).

Please be aware that files exceeding 10 MB in size are not recommended

Select Attachment...

Confidential?

Comment:

[Previous Section](#)
[Next Section](#)

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

[Save for Later](#)
[Previous Step](#)
[Next Step](#)

1

2

Step 6 – When all sections of the form have been viewed click the “next step” (red arrow no. 1 on the image on page 3) to review the form.

Step 7 – After reviewing the completed form click “next step” (red arrow no. 1 on the image on page 3) to continue or hit “save for later” if you are not ready to submit the form.

Step 8 – After hitting the lower “next step” at the bottom (red arrow no. 2 on the image on page 3), the next screen appears (image below). Click on the link “download the required certification form” (blue arrow). This will open a word document that you will fill out, print, and sign. Only the permit’s certifying person or authorized representative may sign and certify the submittal. Note: You must click on the link “download the required certification form” (blue arrow) to see the “submit form button” (red arrow).

Department of Health
Healthy People • Healthy Communities • Healthy Islands

DOH Home

Home Finder Reports Dashboard Forms History Help ? NAME Sign Out

Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to HI DOH for review and processing.

Please note: Any work you perform filling out a form will not be accessible by HI DOH staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record, accessible per the Arkansas Freedom of Information Act.

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs
version 9.6
(Submission #: 238-RYZ6-64XG, revision 1)

Certification Requirements

Please click on the link to download the Transmittal Requirements and Certification Statement for e-Permitting NPDES/NGPC Compliance Submissions. You are required to follow the instructions and complete the form.

Certification Form

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

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

Save for Later Previous Step

Click on “Submit Form” to submit the form (image below). The form will not be submitted until the “submit form” button is clicked and the confirmation page is generated (See Step 9).

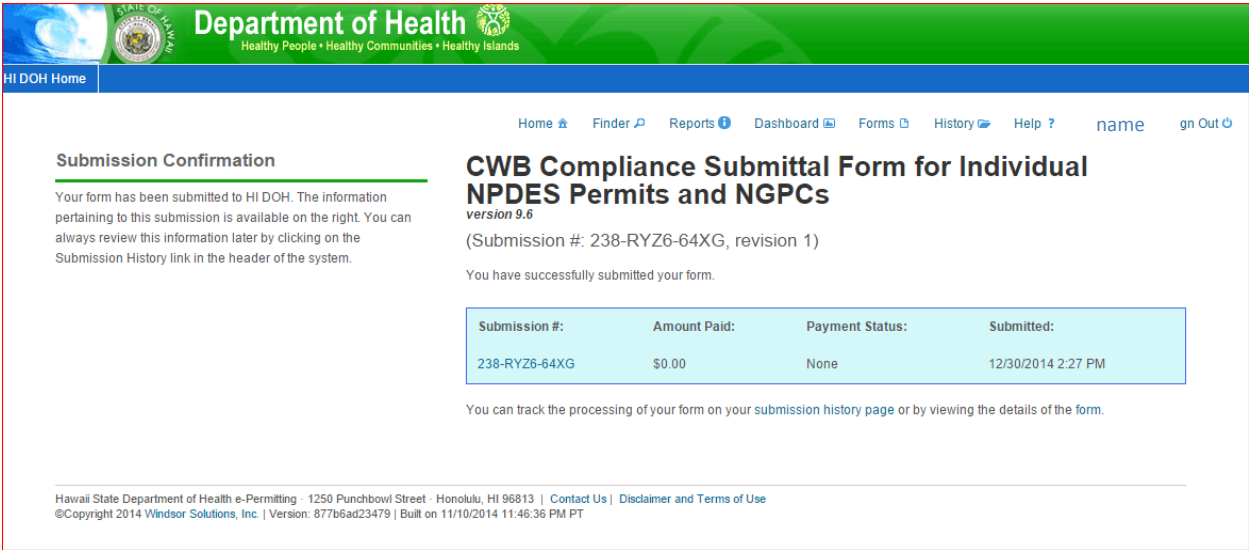
Certification Form


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

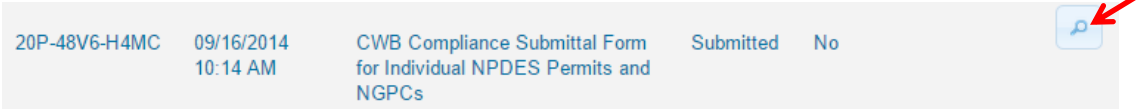
Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

Save for Later Previous Step **Submit Form**

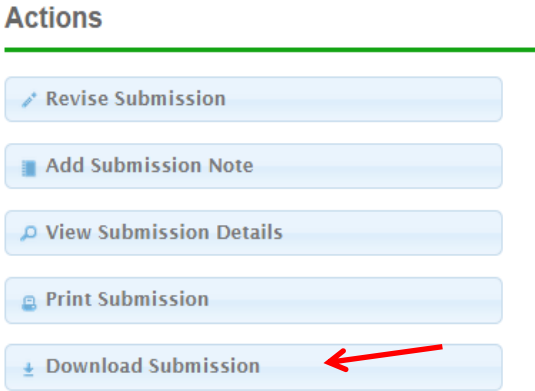
Step 9 – Once the form has been submitted you will see a confirmation page like this one below.



Step 10 – Click on the History icon  and go to your history. Find your submittal and click on the magnifying glass to the right.



Click on “Download Submission” as shown on the image below (red arrow). This will generate a pdf file of your submittal, or zip file containing your submittal pdf and any attachments you uploaded. Copy the file(s) onto a CD or DVD.



Step 11 – Send your submittal packet to the CWB.

Your packet must include:

- Printed Certification form (from Step 9) with **original** signature
- A CD/DVD with electronic copies of all documents being submitted, including the PDF of your submittal and any documents you uploaded (Step 10)
 - Note: All documents being submitted must have been uploaded through the portal (like the example shown in Step 6). All documents that have been uploaded must be submitted on the CD/DVD.
- Any hard copies of documents that must be submitted as a hard copy (such as DMRs)

Send your submittal packet to:
Department of Health, Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, HI 96814

The instructions on the website are included below. The instructions below were taken from the CWB website on 12/30/2014 and may have changed as of the date of this guidance document.

Submittal Form for Individual NPDES Permits and NGPCs version 9.6

INSTRUCTIONS: Please read the following important instructions before filling out this on-line form.

1. You are required to submit all NPDES permit and NGPC compliance information with this form.
2. You will need a copy of the NPDES permit or NGPC to fill out this form. If you are filling out this form for the Permittee to sign, obtain 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.
3. Complete all of the e-Permitting processing steps. After you complete all of the processing steps, you will be provided with an automatic acknowledgment email. DO NOT CONTACT THE DOH-CWB.
4. Complete and submit the Transmittal Requirements and Certification Statement for e-Permitting NPDES/NGPC Compliance Submissions. You are required to download this form as you are going through the e-Permitting Portal processing steps. Follow the instructions on this form.
5. The DOH-CWB will not begin processing your submittal until we receive the completed Transmittal Requirements and Certification Statement for e-Permitting NPDES/NGPC Compliance Submissions with the original wet signature and a CD/DVD with the downloaded submission.
6. Check the status of your submission on your e-Permitting dashboard.
 - a. A "Draft" status means you did not complete all of the e-Permitting processing steps. The DOH-CWB will not be able to see any of your drafts.

- b. A "Submitted" status means you completed all of the e-Permitting processing steps.
 - c. An "Accepted" status means that the DOH-CWB has no comments on your submission at this time. DO NOT CONTACT THE DOH-CWB ABOUT THE STATUS OF YOUR SUBMISSION.
7. The DOH-CWB will contact the Permittee only if we have concerns on the submittal. The Permittee is required to immediately address all concerns to the satisfaction of the DOH-CWB. If the Permittee fails to address any concerns to the satisfaction of the DOH-CWB, the DOH-CWB will terminate the NPDES permit or NGPC.
8. The NPDES permit is not a right or entitlement. It is a privilege. Anyone issued an NPDES permit or NGPC must comply with **every** condition.

Begin Form Submission Process

Please press the "Submit on-line application" button to begin the form submission process.

Contact Information

Work Address

Clean Water Branch

State Department of Health

919 Ala Moana Boulevard, Room 301

Honolulu, Hawaii 96814-4920

Contacts: Phone: 808-586-4309 Fax: 808-586-4352 Email: cleanwaterbranch@doh.hawaii.gov