How to Use the E-Permitting Portal

DEPARTMENT OF HEALTH, CLEAN WATER BRANCH

AUGUST 2018

SUMMARY

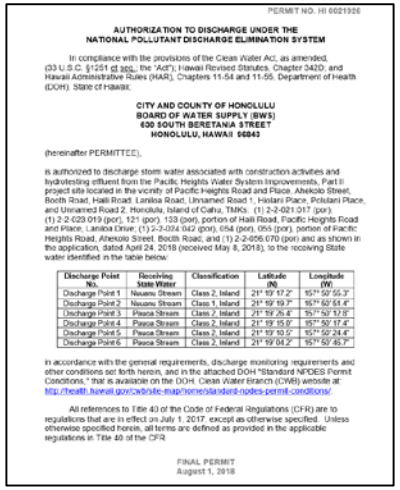
- Background on CWB and e-Permitting
- E-Permitting One-Time Registration
- Sign In to e-Permitting
- Change Registered Password
- Change Registered Email Address
- Identify Appropriate Applications or Forms
- Submitting a Form (Example: 2018 Renewal Notice of Intent Form)
- Managing Your Submission and Checking Your Submission Status
- Questions

BACKGROUND ON CWB AND E-PERMITTING

DOH-CWB

- State of Hawaii, Department of Health (DOH), Environmental Health Administration (EHA), Environmental Management Division (EMD), Clean Water Branch (CWB)

- Administers and enforces Statewide water pollution laws and rules. Achieved through permitting of point sources, compliance monitoring, inspections, investigations of complaints, and State surface water quality monitoring.



PERMIT NO. HI 0021906

AUTHORIZATION TO DISCHARGE UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provisions of the Clean Water Act, as amended, (33 U.S.C. §1251 et seq., the "Act"); Hawaii Revised Statutes, Chapter 342D; and Hawaii Administrative Rules (HAR), Chapters 11-54 and 11-55, Department of Health (DOH), State of Hawaii,

CITY AND COUNTY OF HONOLULU
BOARD OF WATER SUPPLY (BWS)
630 SOUTH BERETANIA STREET
HONOLULU, HAWAII 96843

(hereinafter PERMITTEE),

is authorized to discharge storm water associated with construction activities and hydrotesting effluent from the Pacific Heights Water System Improvements, Part II project site located in the vicinity of Pacific Heights Road and Place, Ahekolo Street, Booth Road, Halli Road, Lanilua Road, Unnamed Road 1, Holani Place, Polulani Place, and Unnamed Road 2, Honolulu, Island of Oahu, TMKs: (1) 2-2-021:017 (por), (1) 2-2-023:019 (por), 121 (por), 133 (por), portion of Halli Road, Pacific Heights Road and Place, Lanilua Drive; (1) 2-2-024:042 (por), 054 (por), 055 (por), portion of Pacific Heights Road, Ahekolo Street, Booth Road, and (1) 2-2-005:070 (por) and as shown in the application, dated April 24, 2018 (received May 8, 2018), to the receiving State water identified in the table below:

Discharge Point No.	Receiving State Water	Classification	Latitude (N)	Longitude (W)
Discharge Point 1	Nuuanu Stream	Class 2, Inland	21° 19' 17.2"	157° 50' 55.3"
Discharge Point 2	Nuuanu Stream	Class 1, Inland	21° 19' 19.7"	157° 50' 51.4"
Discharge Point 3	Pauoa Stream	Class 2, Inland	21° 19' 26.4"	157° 50' 13.9"
Discharge Point 4	Pauoa Stream	Class 2, Inland	21° 19' 15.0"	157° 50' 17.4"
Discharge Point 5	Pauoa Stream	Class 2, Inland	21° 19' 10.5"	157° 50' 24.4"
Discharge Point 6	Pauoa Stream	Class 2, Inland	21° 19' 04.2"	157° 50' 45.7"

In accordance with the general requirements, discharge monitoring requirements and other conditions set forth herein, and in the attached DOH "Standard NPDES Permit Conditions," that is available on the DOH, Clean Water Branch (CWB) website at: http://health.hawaii.gov/cwb/site-map/home/standard-npdes-permit-conditions/

All references to Title 40 of the Code of Federal Regulations (CFR) are to regulations that are in effect on July 1, 2017, except as otherwise specified. Unless otherwise specified herein, all terms are defined as provided in the applicable regulations in Title 40 of the CFR.

FINAL PERMIT
August 1, 2018

E-PERMITTING PORTAL

- Website for DOH, Environmental Health Administration permit applications.
- Allows for online application submission, online application fee payment, and online submission tracking.
- Web address: https://eha-cloud.doh.hawaii.gov/epermit/.

DOH-CWB

All CWB forms available on e-Permitting Portal:

- CWB NOI Form
- CWB NOI Form M
- CWB Individual NPDES Form
- CWB “No Exposure” Certification Form
- CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs
- CWB Individual Section 401 WQC Form
- NWP Blanket WQC Notification Form
- CWB Compliance Submittal Form for Section 401 WQCs
- VGP DOH Notification Form

E-PERMITTING
ONE-TIME REGISTRATION

E-PERMITTING - REGISTRATION

- Need to do a one-time registration by creating user profile.
- User profiles used to establish secure access to e-Permitting website.
- After creating new account, you will be sent a verification email sent to your email address provided during registration.
- Account will not be activated until you open this email and click on verification link to activate your new account.
- If you do not receive verification email, check your junk email folder to ensure email was not treated as junk mail.

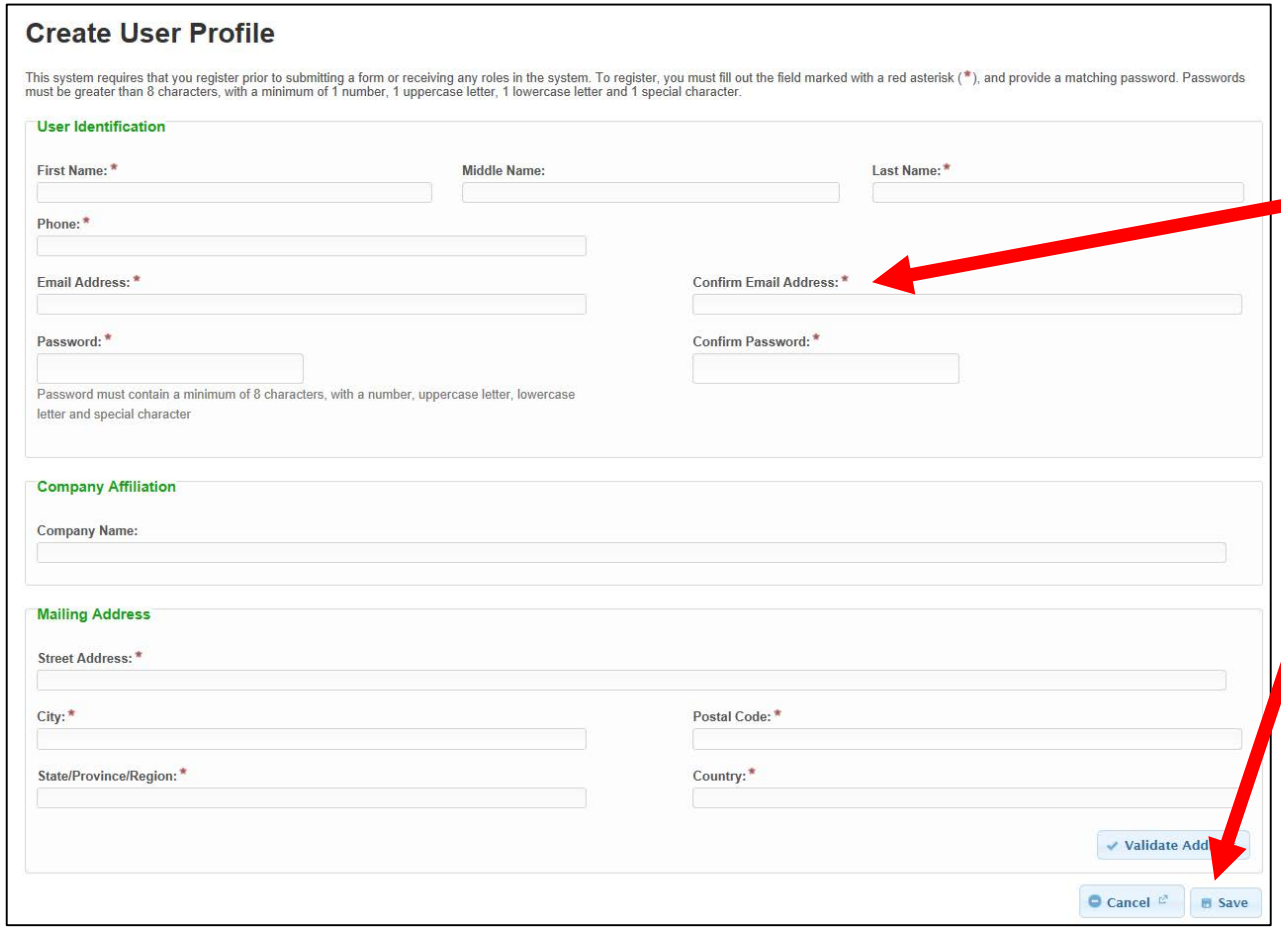
E-PERMITTING - REGISTRATION

Steps:

1. Open e-Permitting website: https://eha-cloud.doh.hawaii.gov/epermit/.
2. Click Register link at top of page.

E-PERMITTING - REGISTRATION

3. Complete User Profile – Name, phone number, email, company name, mailing address, and create your own password.



Create User Profile

This system requires that you register prior to submitting a form or receiving any roles in the system. To register, you must fill out the field marked with a red asterisk (*), and provide a matching password. Passwords must be greater than 8 characters, with a minimum of 1 number, 1 uppercase letter, 1 lowercase letter and 1 special character.

User Identification

First Name: * Middle Name: Last Name: *

Phone: *

Email Address: * Confirm Email Address: *

Password: * Confirm Password: *

Password must contain a minimum of 8 characters, with a number, uppercase letter, lowercase letter and special character

Company Affiliation

Company Name:

Mailing Address

Street Address: *

City: * Postal Code: *

State/Province/Region: * Country: *

Validate Add

Cancel Save

Email address you provide will be associated with your account. Will be used for email alerts when you submit applications and forms..

After filling out profile, press Save button to continue. Email will be sent to email address provided. You will be asked to verify your email address by clicking on link provided.

SIGN IN TO E-PERMITTING

SIGN IN TO E-PERMITTING

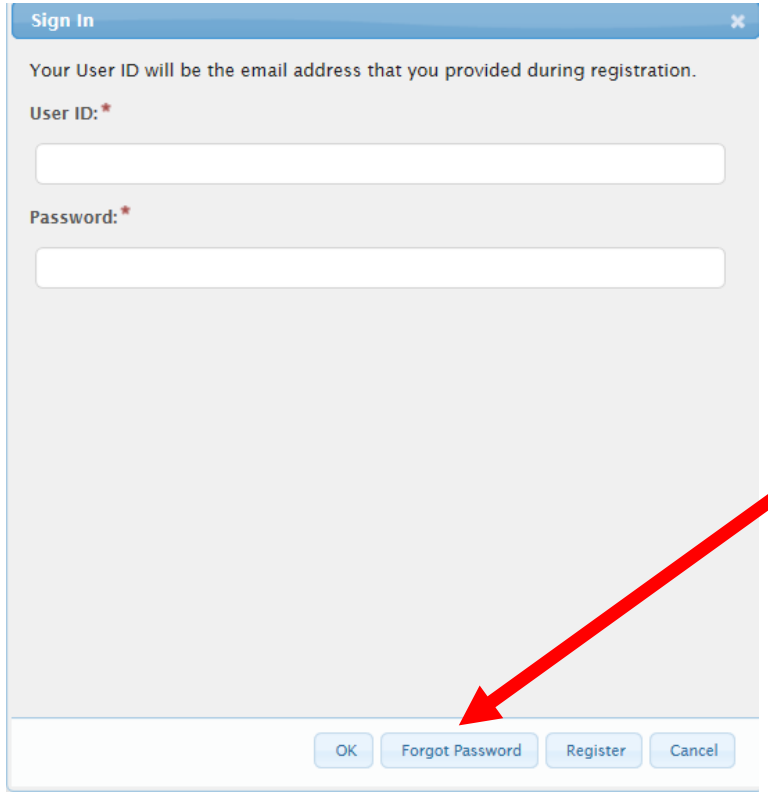
After registering successfully and confirming your email, you can sign into e-Permitting.

Steps:

1. Click Sign In Link at top of page.

SIGN IN TO E-PERMITTING

2. Enter email address and password you provided during registration.



Click Forgot Password button if you forgot your password.

- Website will send temporary password to email address provided during registration. If you do not see email, check your junk mail folder to ensure it wasn't filtered out of your inbox.
- Use temporary password to login.
- Reset password using change password process in slides below.

3. Click OK button

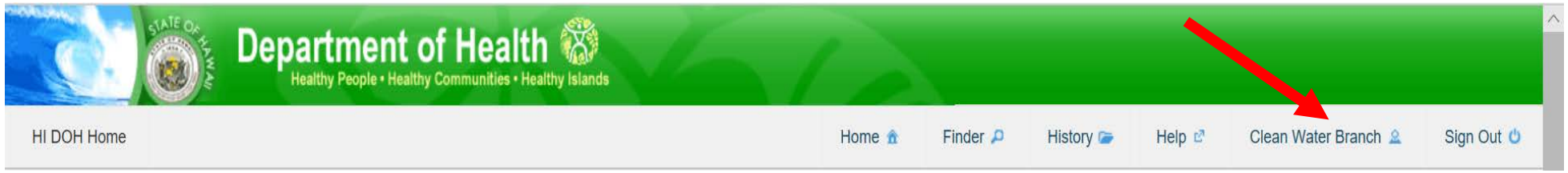
CHANGE REGISTERED PASSWORD

CHANGE REGISTERED PASSWORD

How to Change Your Password

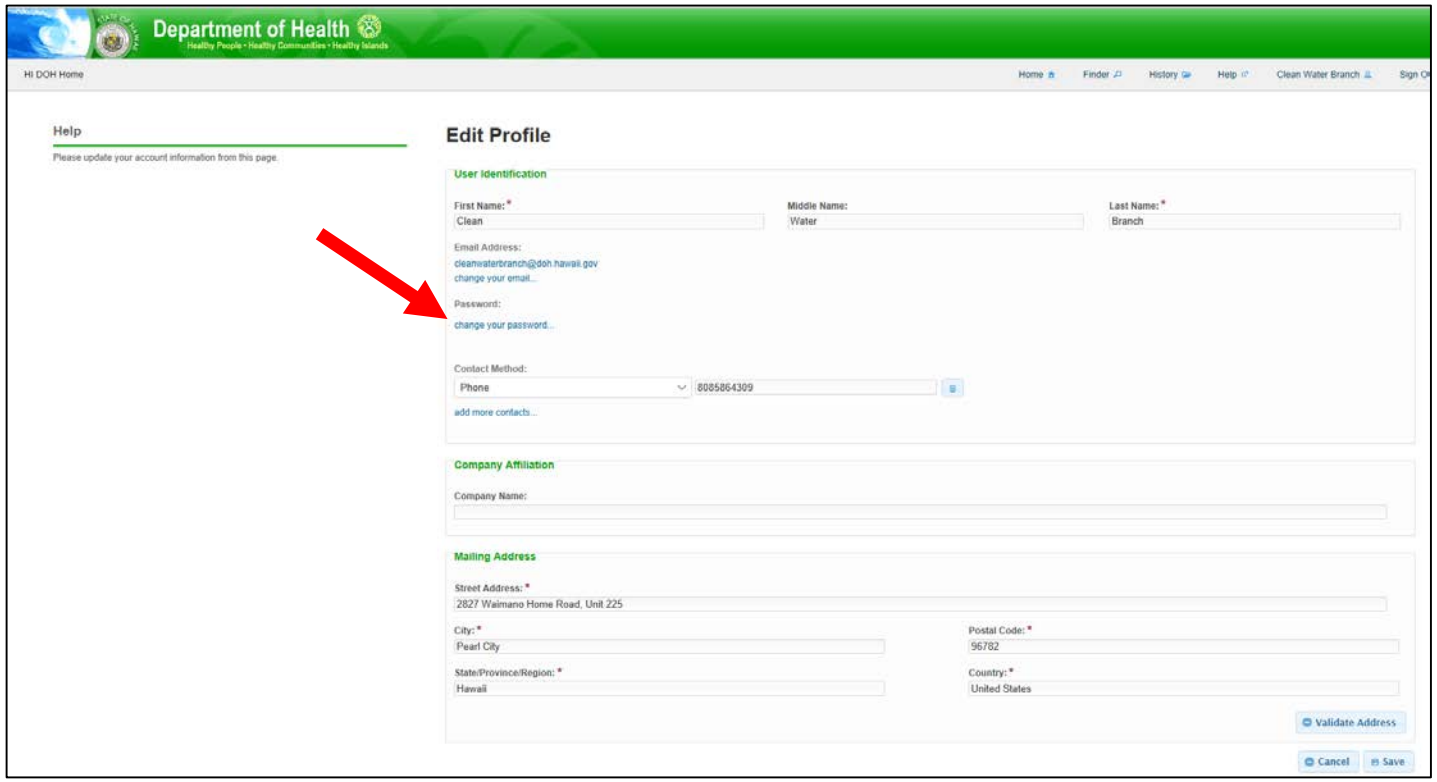
- E-Permitting allows you to change your password.
- You will need to know your current password to complete this process. If you do not remember your current password, press Forgot Password button. (See previous slides.)
- Steps

1. Sign in into e-Permitting.
2. In upper right hand corner, click on name you provided for account.



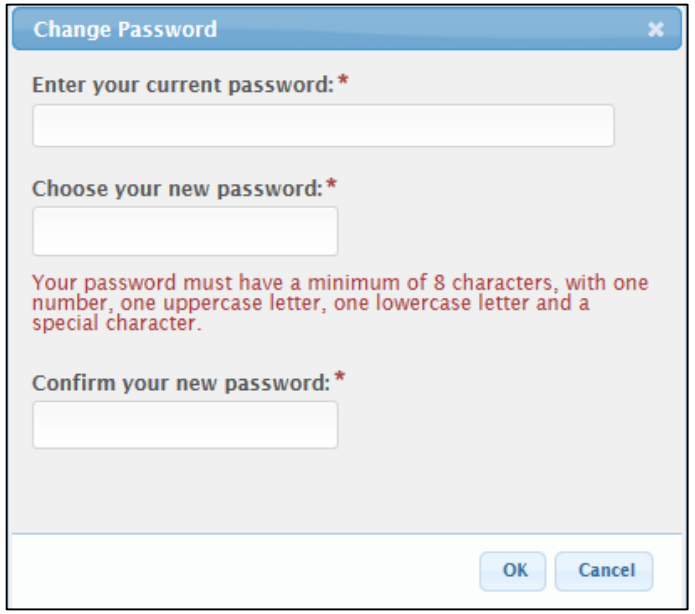
CHANGE REGISTERED PASSWORD

3. Underneath password heading, click link “change your password”.



CHANGE REGISTERED PASSWORD

4. Enter your current password, your desired new password, and confirm you new password.



5. Click OK button.

6. If an error is presented, resolve issue and click OK button to continue.

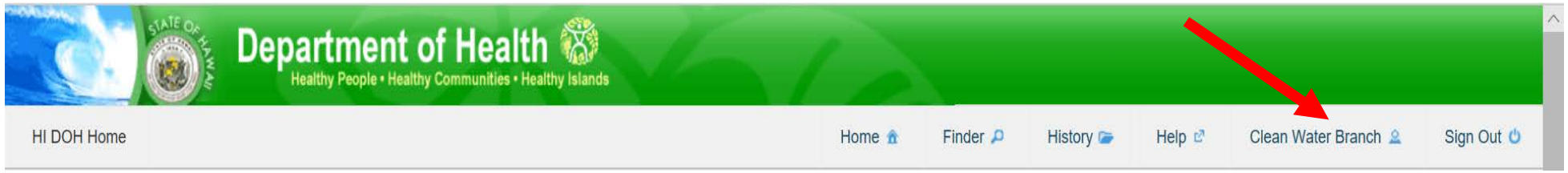
CHANGE REGISTERED EMAIL ADDRESS

CHANGE REGISTERED EMAIL

How to Change Your Email Address

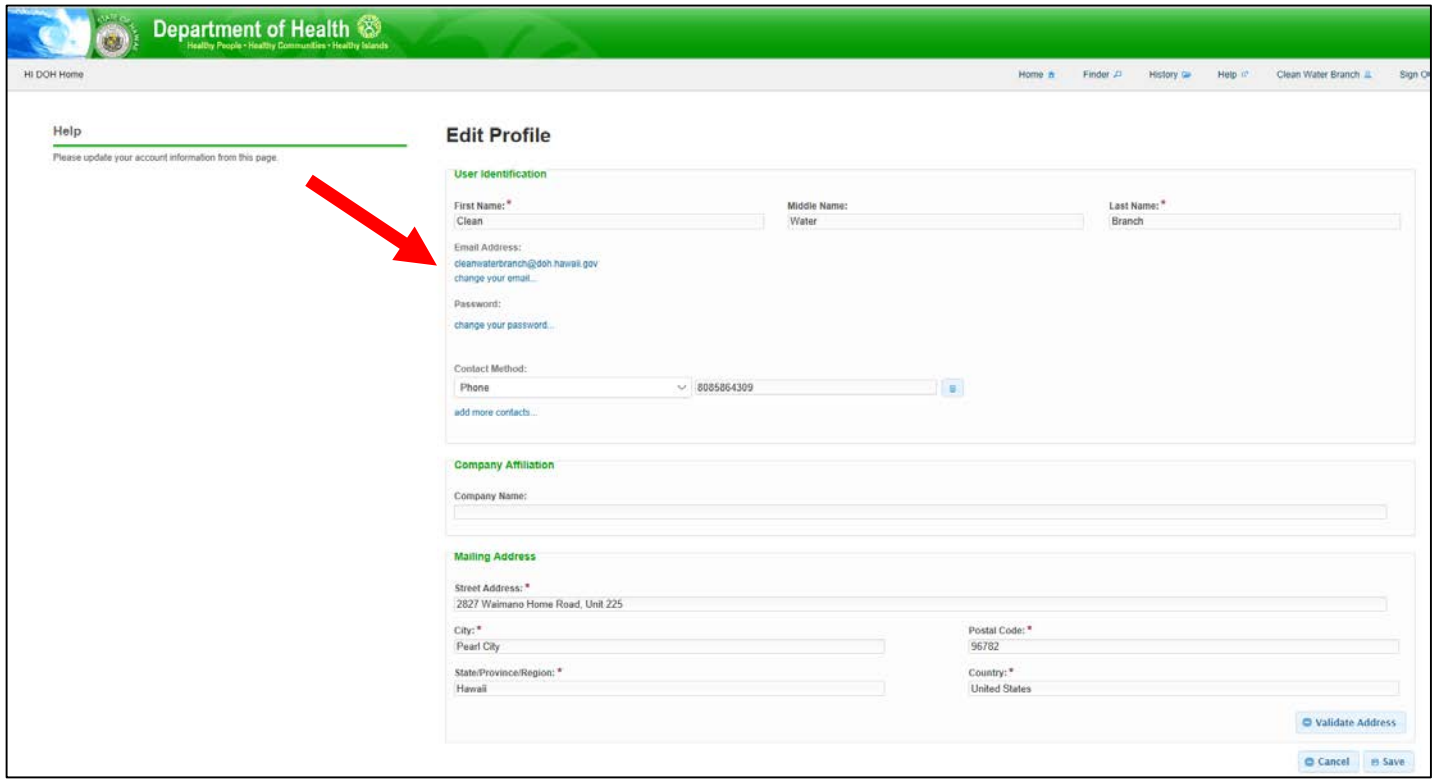
- E-Permitting allows you to change your registered email address.
- You will need to know your current password to complete this process. If you do not remember your current password, press Forgot Password button. (See previous slides.)
- Steps

1. Sign in into e-Permitting.
2. In upper right hand corner, click on name you provided for account.



CHANGE REGISTERED EMAIL

3. Underneath email address heading, click link “change your email”.



CHANGE REGISTERED EMAIL

4. Enter and confirm your new email address.

5. After you submit your information, you will receive a verification email. Verify your email address by clicking on link provided. If you do not see this email, check your junk mail folder to ensure it wasn't filtered out of your inbox. Note: You will not be able to use e-Permitting until you have verified your email.

6. Sign into e-Permitting using your new email.

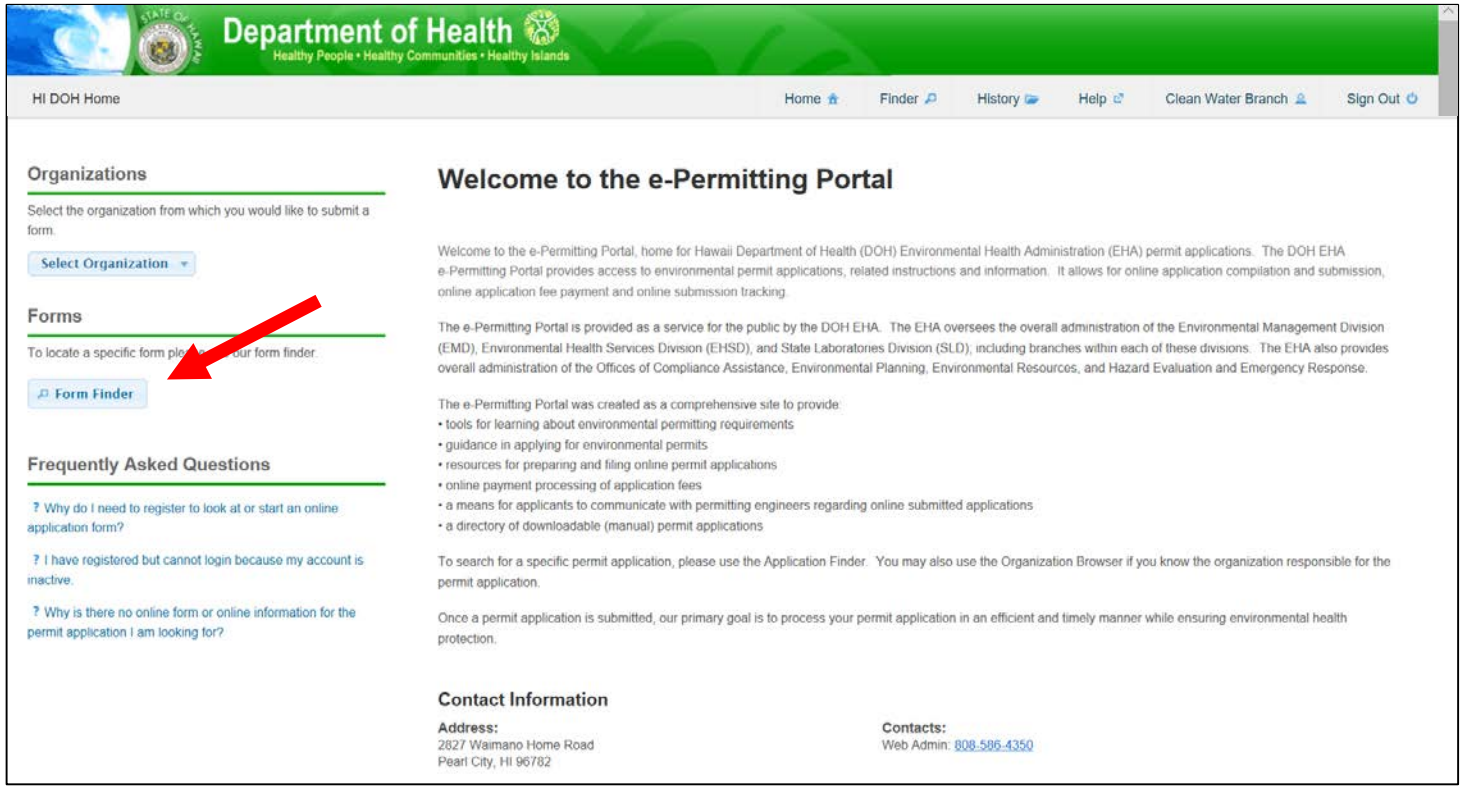
IDENTIFY APPROPRIATE APPLICATIONS OR FORMS

IDENTIFY APPROPRIATE APPLICATIONS OR FORMS

Permit applications or forms can be located by the Form Finder button or by selecting a specific organization (if known).

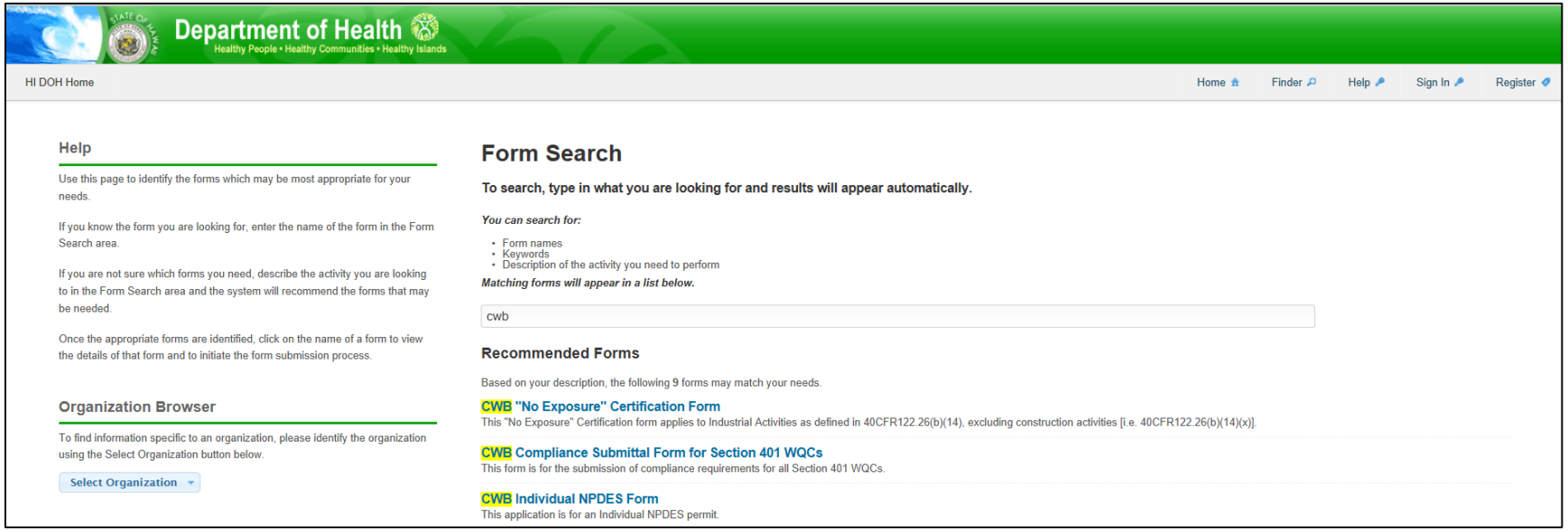
Form Finder Button to Locate Desired Application or Form

1. Click on the Form Finder button .



IDENTIFY APPROPRIATE APPLICATIONS OR FORMS

2. Type in keywords you would like to search for (example: CWB, NOI, NPDES, domestic waste water) or describe the activity you would like to perform.



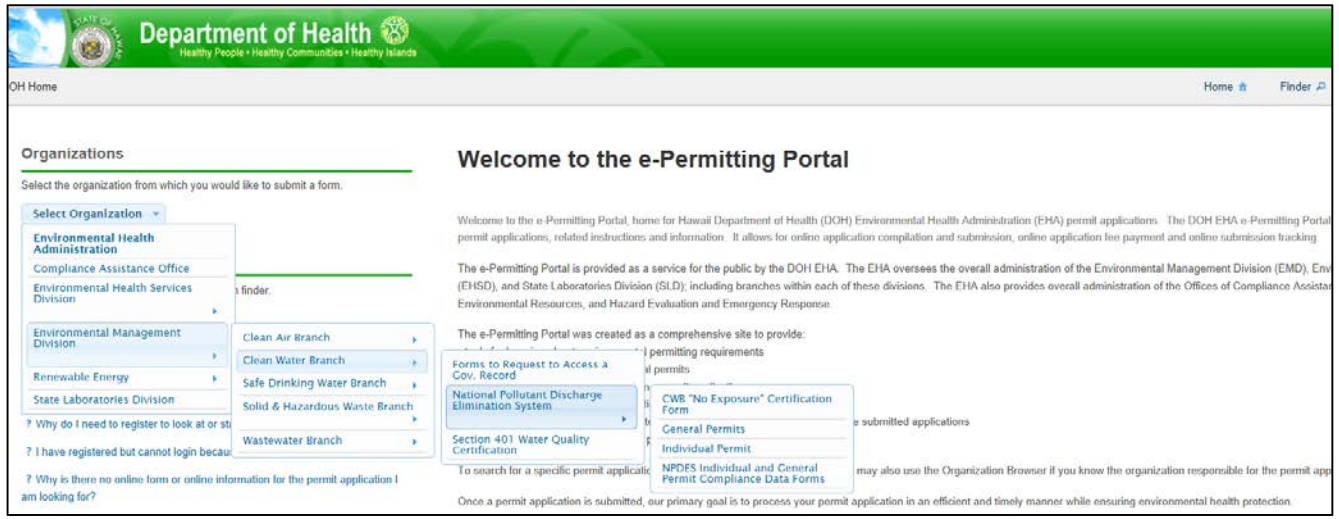
3. Potential matches will begin to appear under Recommended Forms heading. Forms ordered based on applicability to your provided keywords or activity you described.

4. Click on application or form that best matches your needs. Review details of application or form to ensure relevance to your specific needs.

IDENTIFY APPROPRIATE APPLICATIONS OR FORMS

Select Organization to Locate Desired Application or Form

1. Click on Select Organization drop down button.
2. Mouse over Environmental Management Division and Clean Water Branch.
3. Click on selected Organization.



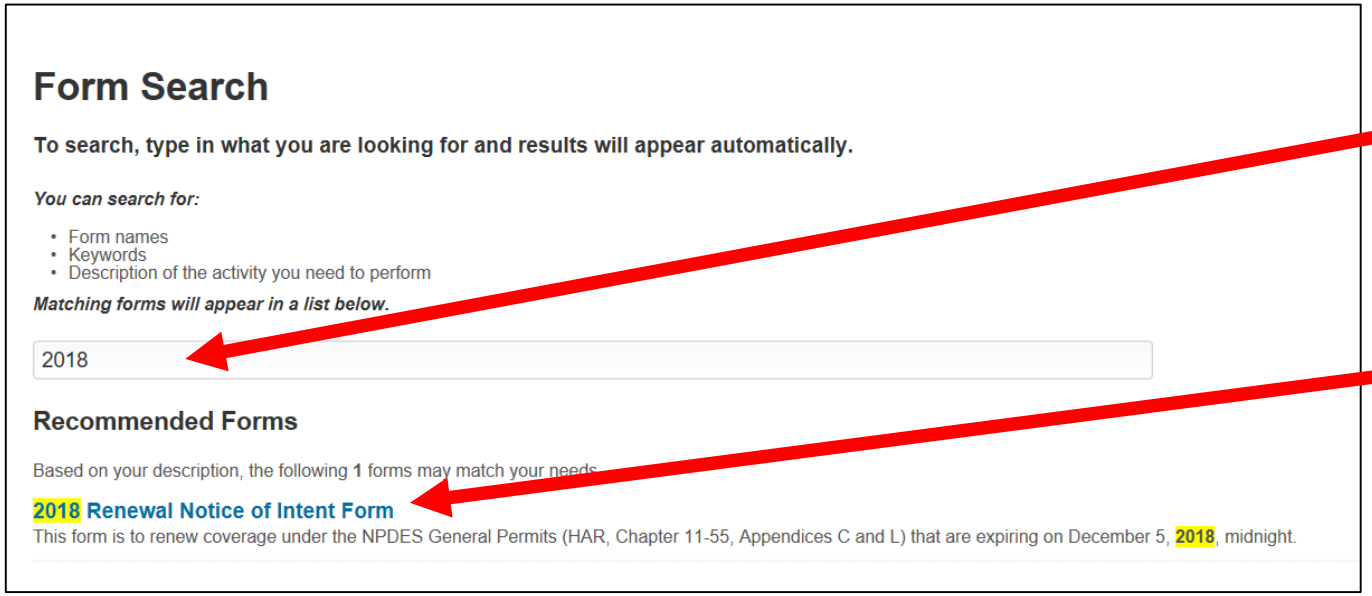
4. After selecting Organization, details, contact information, FAQs, and applications/forms for the organization will be displayed.

SUBMITTING A FORM (EXAMPLE: 2018 RENEWAL NOTICE OF INTENT)

SUBMITTING A FORM

- After selecting application or form, next step is to provide the required information on the application or form, submit online, pay any filing fees associated with the application or form, and submit the wet signature certification with CD/DVD.

- Example: 2018 Renewal Notice of Intent Form. Form used to request a renewal NGPC for NPDES General Permits in HAR 11-55, Appendices C and L.

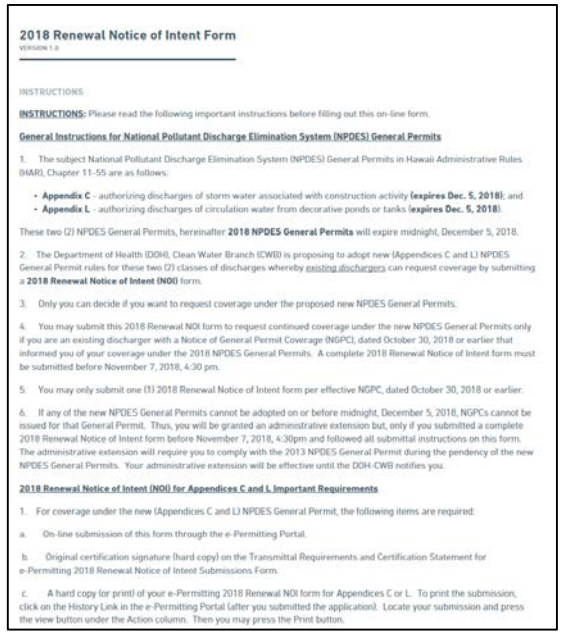


Type keywords in Form Search field to locate form.

Form will appear under Recommended Forms header. Click on link to begin.

SUBMITTING A FORM

- Read the instructions



2018 Renewal Notice of Intent Form

VERSION 1.0

INSTRUCTIONS

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

General Instructions for National Pollutant Discharge Elimination System (NPDES) General Permits

1. The subject National Pollutant Discharge Elimination System (NPDES) General Permits in Hawaii Administrative Rules (HAR), Chapter 11-55 are as follows:

- **Appendix C** - authorizing discharges of storm water associated with construction activity **(expires Dec. 5, 2018)**; and
- **Appendix L** - authorizing discharges of circulation water from decorative ponds or tanks **(expires Dec. 5, 2018)**.

These two (2) NPDES General Permits, hereinafter **2018 NPDES General Permits** will expire midnight, December 5, 2018.

2. The Department of Health (DOH), Clean Water Branch (CWB) is proposing to adopt new (Appendices C and L) NPDES General Permit rules for these two (2) classes of discharges whereby existing dischargers can request coverage by submitting a **2018 Renewal Notice of Intent (NOI)** form.

3. Only you can decide if you want to request coverage under the proposed new NPDES General Permits.

4. You may submit this 2018 Renewal NOI form to request continued coverage under the new NPDES General Permits only if you are an existing discharger with a Notice of General Permit Coverage (NGPC), dated October 30, 2018 or earlier that informed you of your coverage under the 2018 NPDES General Permits. A complete 2018 Renewal Notice of Intent form must be submitted before November 7, 2018, 4:30 pm.

5. You may only submit one (1) 2018 Renewal Notice of Intent form per effective NGPC, dated October 30, 2018 or earlier.

6. If any of the new NPDES General Permits cannot be adopted on or before midnight, December 5, 2018, NGPCs cannot be issued for that General Permit. Thus, you will be granted an adminstrative extension but, only if you submitted a complete 2018 Renewal Notice of Intent form before November 7, 2018, 4:30pm and followed all submittal instructions on this form. The administrative extension will require you to comply with the 2013 NPDES General Permit during the pendency of the new NPDES General Permits. Your administrative extension will be effective until the DOH-CWB notifies you.

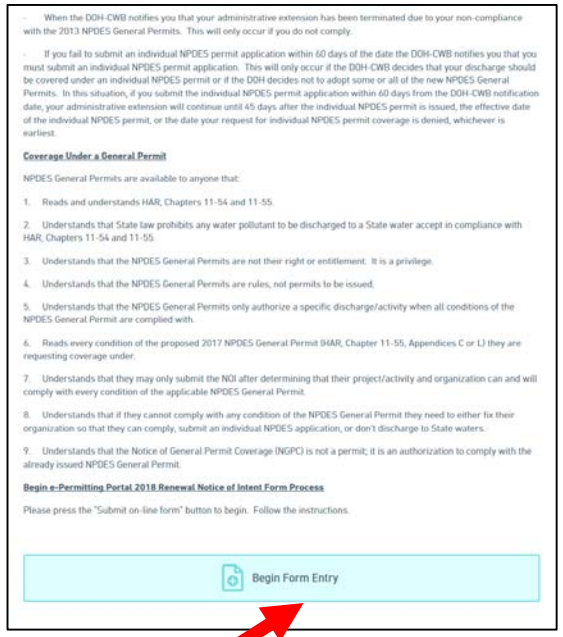
2018 Renewal Notice of Intent (NOI) for Appendices C and L Important Requirements

1. For coverage under the new (Appendices C and L) NPDES General 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 2018 Renewal Notice of Intent Submissions Form.

c. A hard copy (or print) of your e-Permitting 2018 Renewal NOI form for Appendices C or L. To print 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 press the Print button.



- When the DOH-CWB notifies you that your administrative extension has been terminated due to your non-compliance with the 2013 NPDES General Permits. This will only occur if you do not comply.

- If you fail to submit an individual NPDES permit application within 60 days of the date the DOH-CWB notifies you that you must submit an individual NPDES permit application. This will only occur if the DOH-CWB decides that your discharge should be covered under an individual NPDES permit or if the DOH decides not to adopt some or all of the new NPDES General Permits. In this situation, if you submit the individual NPDES permit application within 60 days from the DOH-CWB notification date, your administrative extension will continue until 45 days after the individual NPDES permit is issued, the effective date of the individual NPDES permit, or the date your request for individual NPDES permit coverage is denied, whichever is earliest.

Coverage Under a General Permit

NPDES General Permits are available to anyone that:

1. Reads and understands HAR, Chapters 11-54 and 11-55.

2. Understands that State law prohibits any water pollutant to be discharged to a State water accept in compliance with HAR, Chapters 11-54 and 11-55.

3. Understands that the NPDES General Permits are not their right or entitlement. It is a privilege.

4. Understands that the NPDES General Permits are rules, not permits to be issued.

5. Understands that the NPDES General Permits only authorize a specific discharge/activity when all conditions of the NPDES General Permit are complied with.

6. Reads every condition of the proposed 2017 NPDES General Permit (HAR, Chapter 11-55, Appendices C or L) they are requesting coverage under.

7. Understands that they may only submit the NOI after determining that their project/activity and organization can and will comply with every condition of the applicable NPDES General Permit.

8. Understands that if they cannot comply with any condition of the NPDES General Permit they need to either fix their organization so that they can comply, submit an individual NPDES application, or don't discharge to State waters.

9. Understands that the Notice of General Permit Coverage (NGPC) is not a permit; it is an authorization to comply with the already issued NPDES General Permit.

Begin e-Permitting Portal 2018 Renewal Notice of Intent Form Process

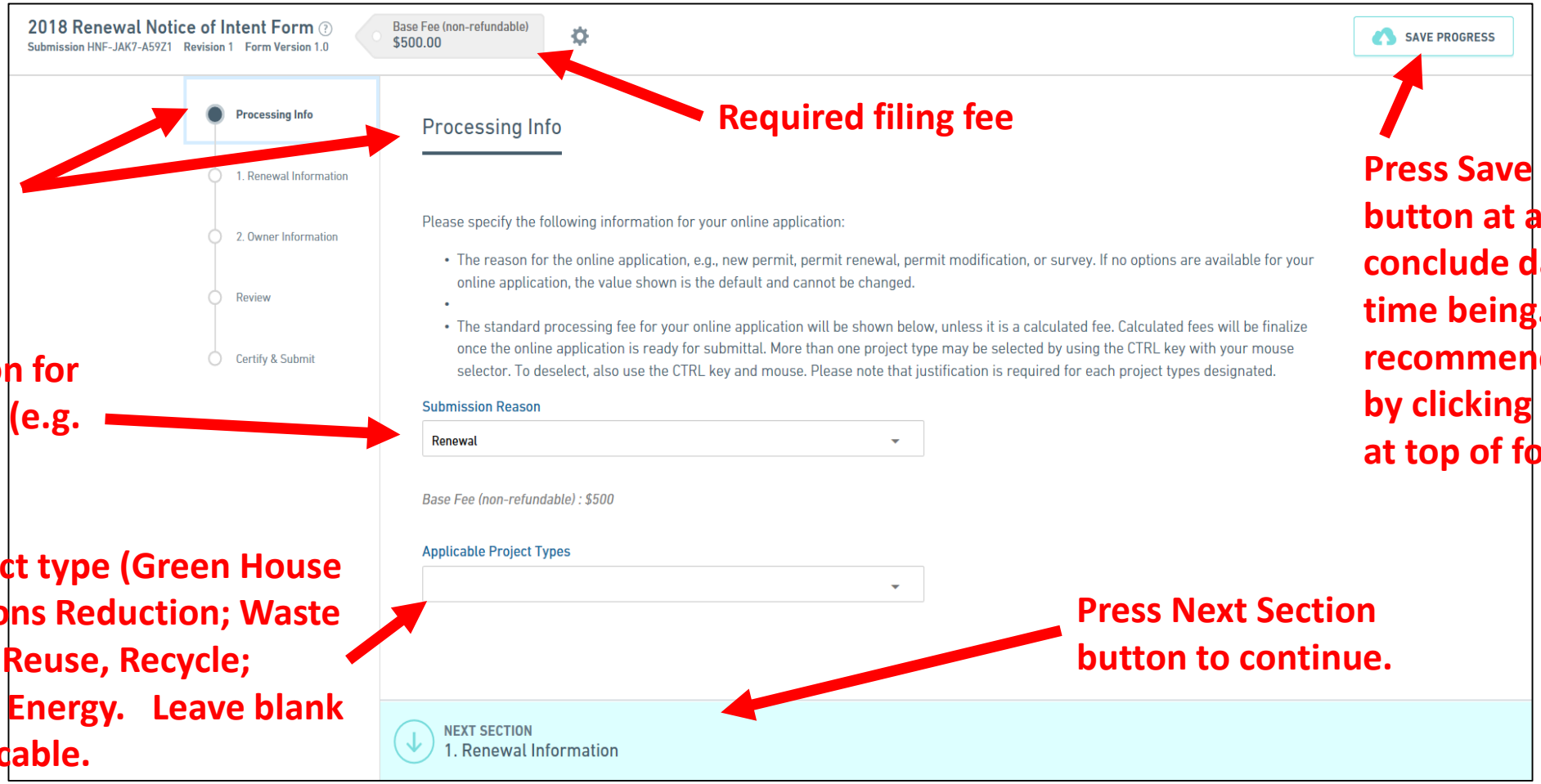
Please press the "Submit on-line form" button to begin. Follow the instructions.

Begin Form Entry

After reading the instructions, press Begin Form Entry button.

SUBMITTING A FORM

- **Processing Info** – allows applicant to provide information on type of submission and project.



Processing Info step displayed

Required filing fee

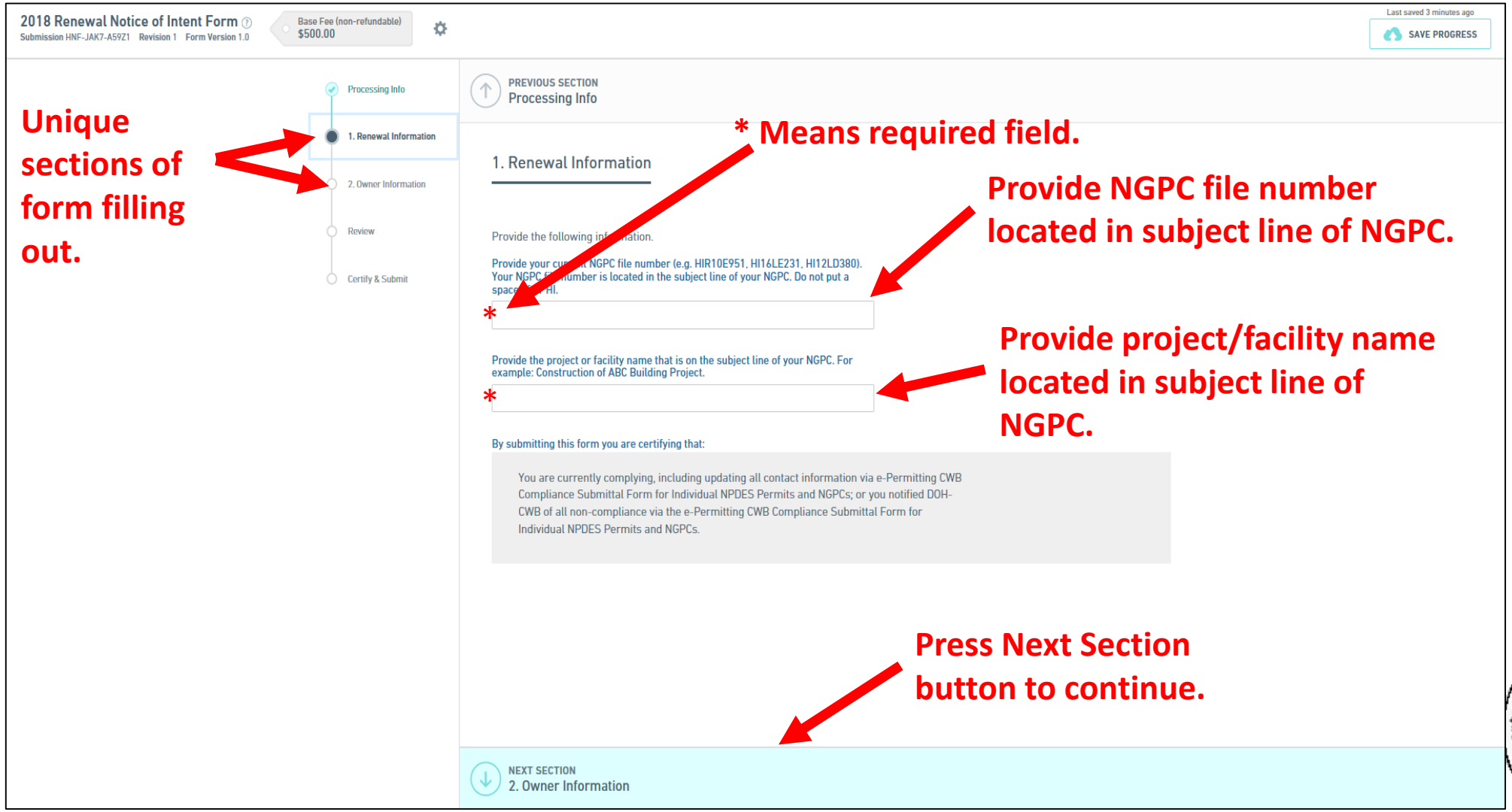
Press Save Progress button at any time to conclude data entry for time being. You can recommence process by clicking History link at top of form.

Enter reason for submission (e.g. Renewal)

Enter project type (Green House Gas Emissions Reduction; Waste Reduction, Reuse, Recycle; Renewable Energy. Leave blank if not applicable.

Press Next Section button to continue.

SUBMITTING A FORM



Unique sections of form filling out.

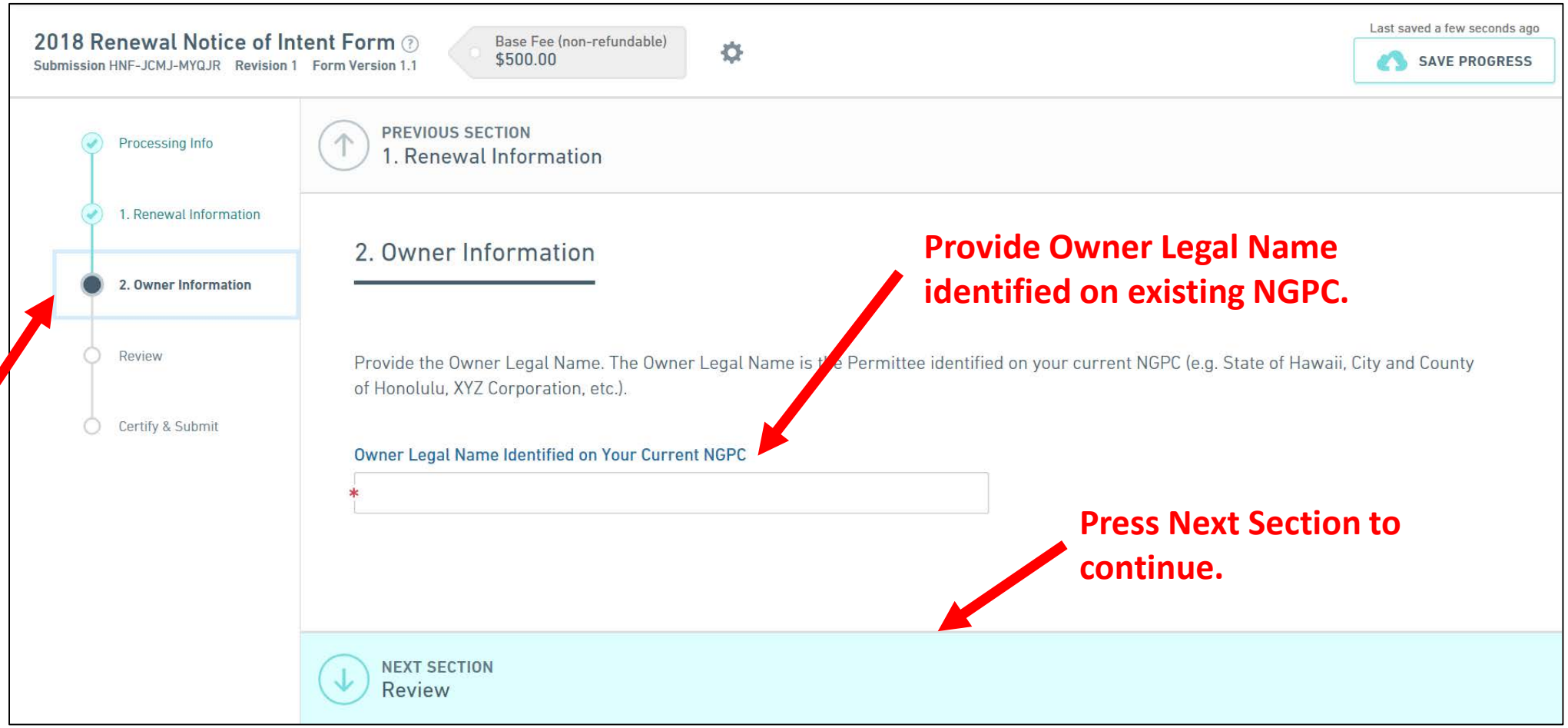
*** Means required field.**

Provide NGPC file number located in subject line of NGPC.

Provide project/facility name located in subject line of NGPC.

Press Next Section button to continue.

SUBMITTING A FORM

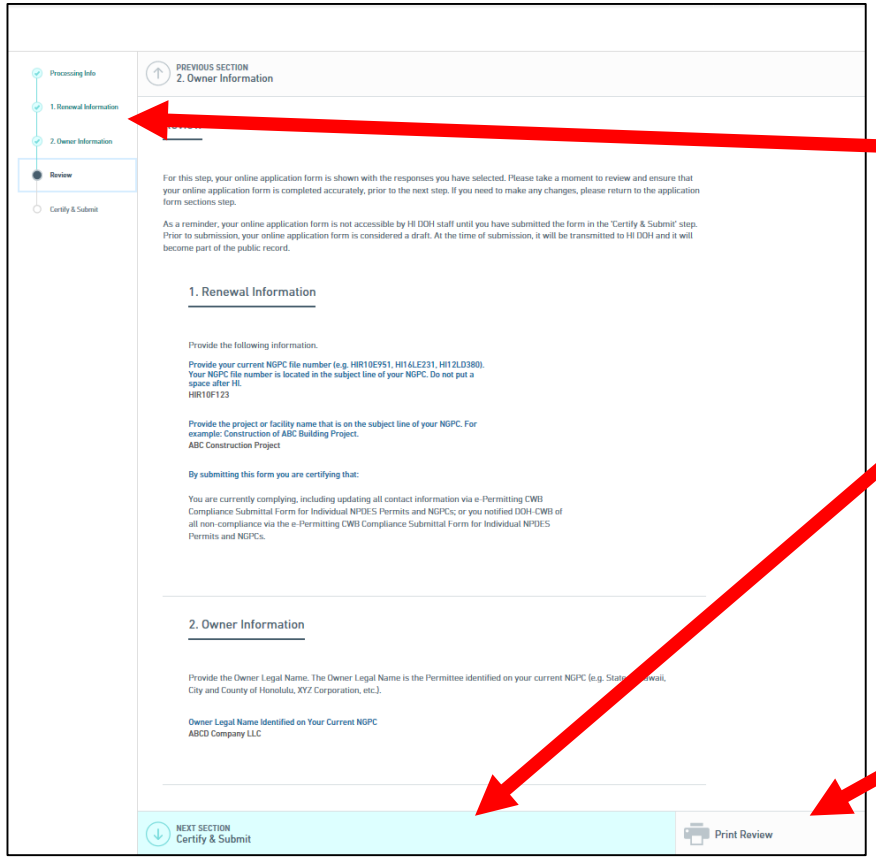


Provide Owner Legal Name identified on existing NGPC.

Press Next Section to continue.

SUBMITTING A FORM

- **Review -** This step gives you a chance to review the information you entered prior to submission.



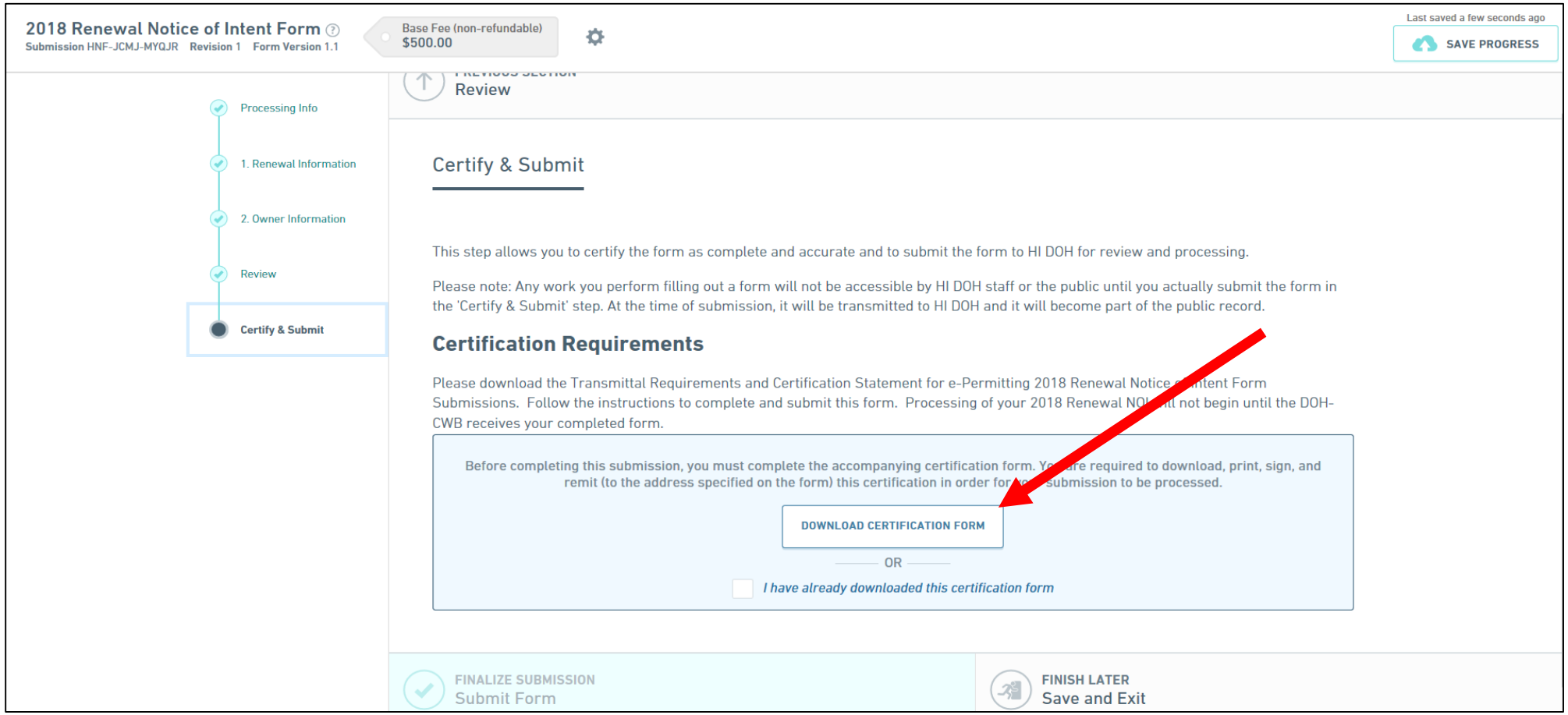
Click on previous section buttons to make desired edits.

Press Next Section button if you are comfortable with information provided and want to move to the next step of the process.

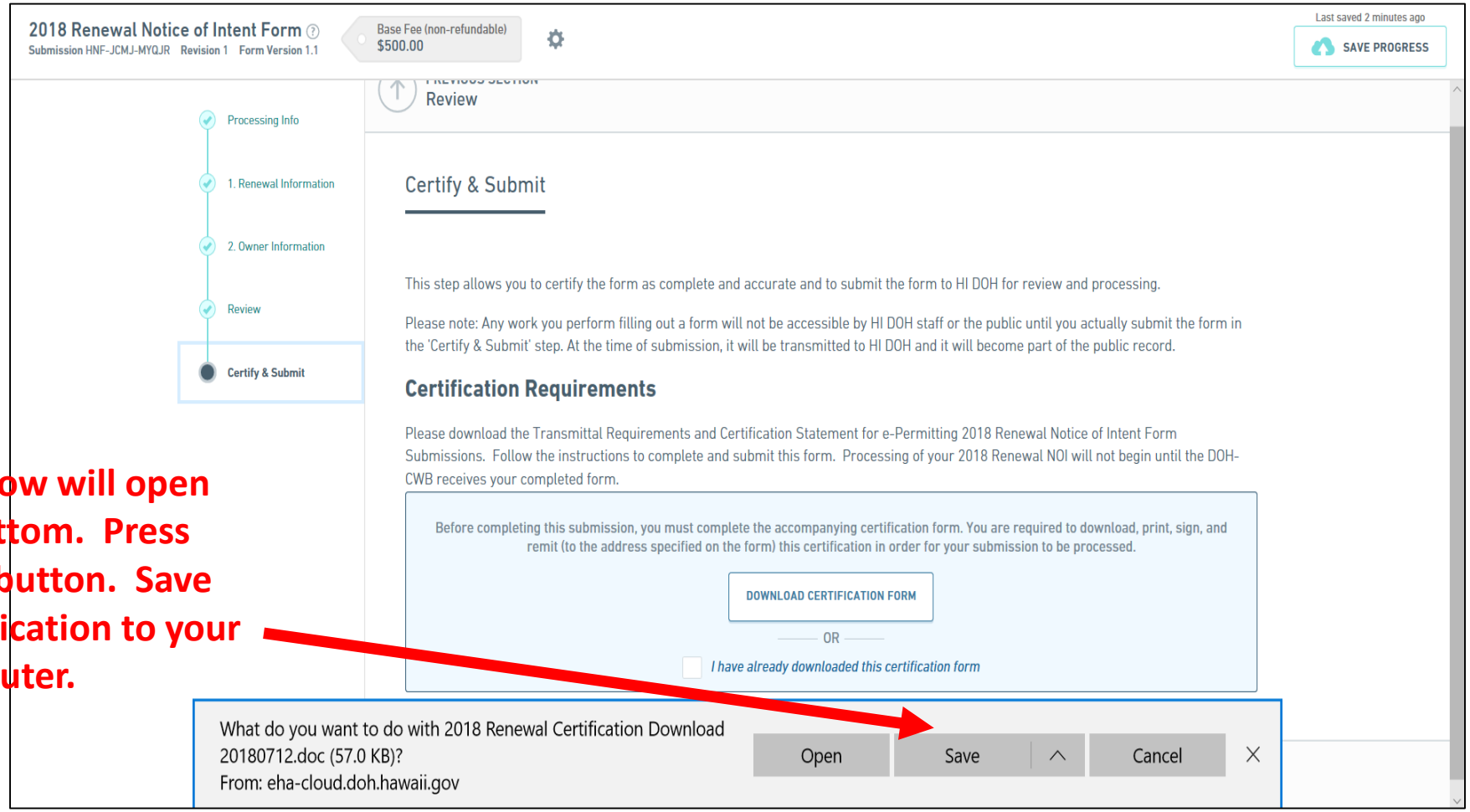
You have the ability to print a hard copy of your form for reviewing purposes.

SUBMITTING A FORM

Certify & Submit - In this step, you will be asked to press the Download Certification Form to certify that your submission is complete and accurate.



SUBMITTING A FORM



Window will open at bottom. Press Save button. Save Certification to your computer.

SUBMITTING A FORM

This is the Certification that you will save to your computer. We will return to this.

TRANSMITTAL REQUIREMENTS AND CERTIFICATION STATEMENT FOR E-PERMITTING
2018 RENEWAL NOTICE OF INTENT FORM SUBMISSIONS

1. Submission and File Numbers

   e-Permitting Submission #: _____

   Renewal NOI, NGPC File 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 _____

   Certifying Person Printed First and Last Name _____

3. Transmittal Requirements (Check all.)
   - ❑ I have read the instructions below.
   - ❑ If I do not follow all of the instructions below, I acknowledge that:
     a. This submittal will not be accepted by the Clean Water Branch (CWB);
     b. Processing of my renewal NOI submission will not begin;
     c. I am delaying the processing of my renewal NOI submission; and
     d. The CWB may deny my renewal NOI request for continued coverage under the General Permit with or without prejudice.
   - ❑ The signature provided in Item No. 2 is an original signature.
   - ❑ Attached is a hard copy of my printed e-Permitting submission identified in Item No. 1 above.

4. Filing Fee (Check only one.)
   - ❑ A $500 check made payable to the State of Hawaii is attached.
   - ❑ The filing fee was paid online through the e-Permitting Portal.
   - ❑ 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 renewal NOI 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 continued coverage under the applicable General Permit. **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.
b. Enter your Notice of General Permit Coverage (NGPC) file number. This file number is located on your current NGPC (e.g. HI R10C200).

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 of the Certifying Person that meets Title 40 of the Code of Federal Regulations, Section 122.22(d) and Hawaii Administrative Rules Section 11-55-07(a) requirements. If the Certifying Person does not match CWB records, your renewal request cannot be processed. This renewal NOI may not be used to update information.
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 Certifying Person Printed First and Last Name.

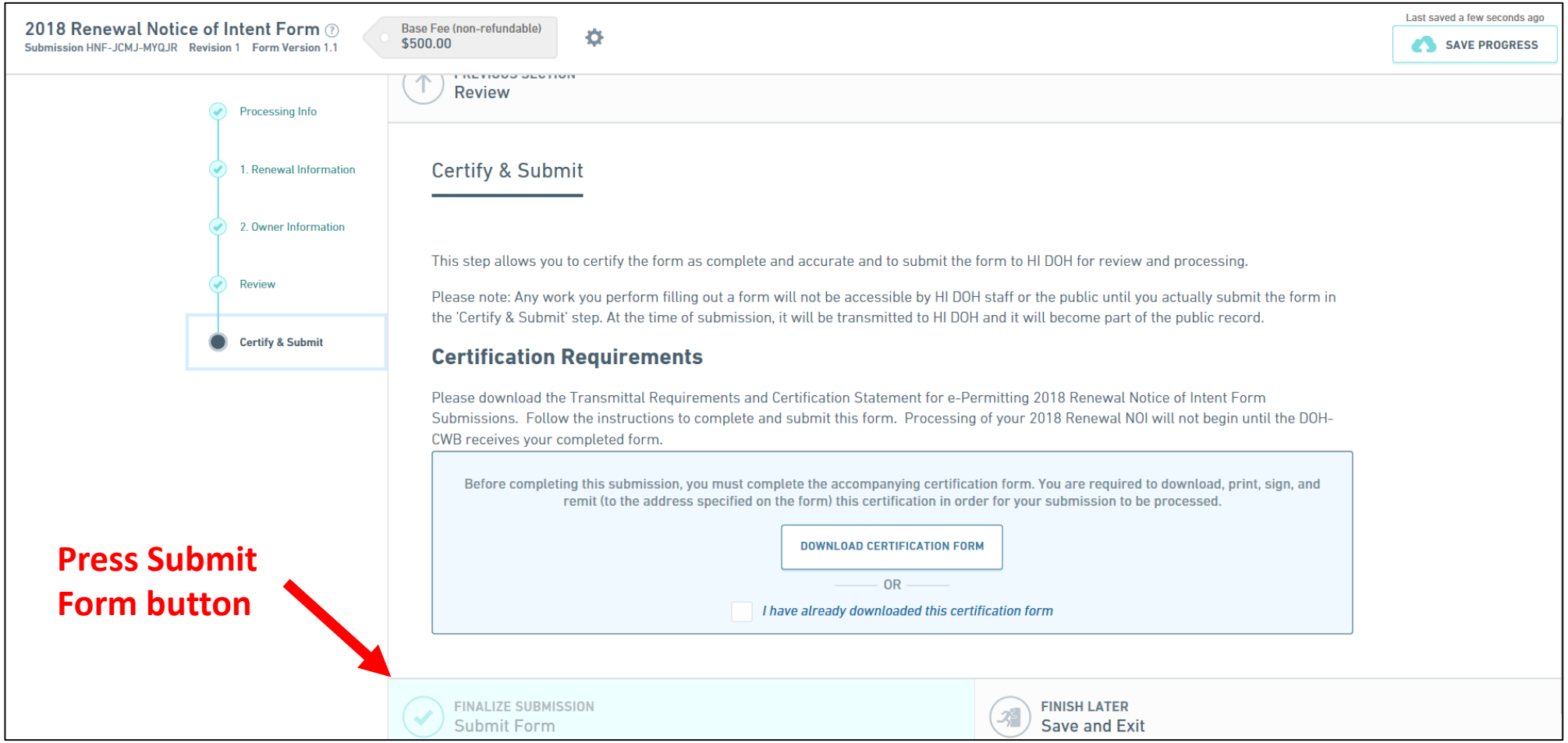
Item No. 3 – Transmittal Requirements
a. You are required to fulfill all requirements and check all boxes.
b. Print your e-Permitting renewal NOI submission. To print the submission, click on the History Link in the e-Permitting Portal (after you submitted the NOI). Locate your submission and press the view button under the Action column. Press the Print Submission button. Attach your printed renewal NOI submission with this Certification Statement & Transmittal Letter for 2018 Renewal NOI e-Permitting Submissions form.

Item No. 4 – Filing Fee
a. You are required to check only one (1) of the boxes.
b. A $500 filing fee is required for all renewal NOIs.

Additional
Mail or deliver this form and all attachments to the:

Department of Health, Clean Water Branch
2827 Waimano Home Rd #225
Pearl City, HI 96782

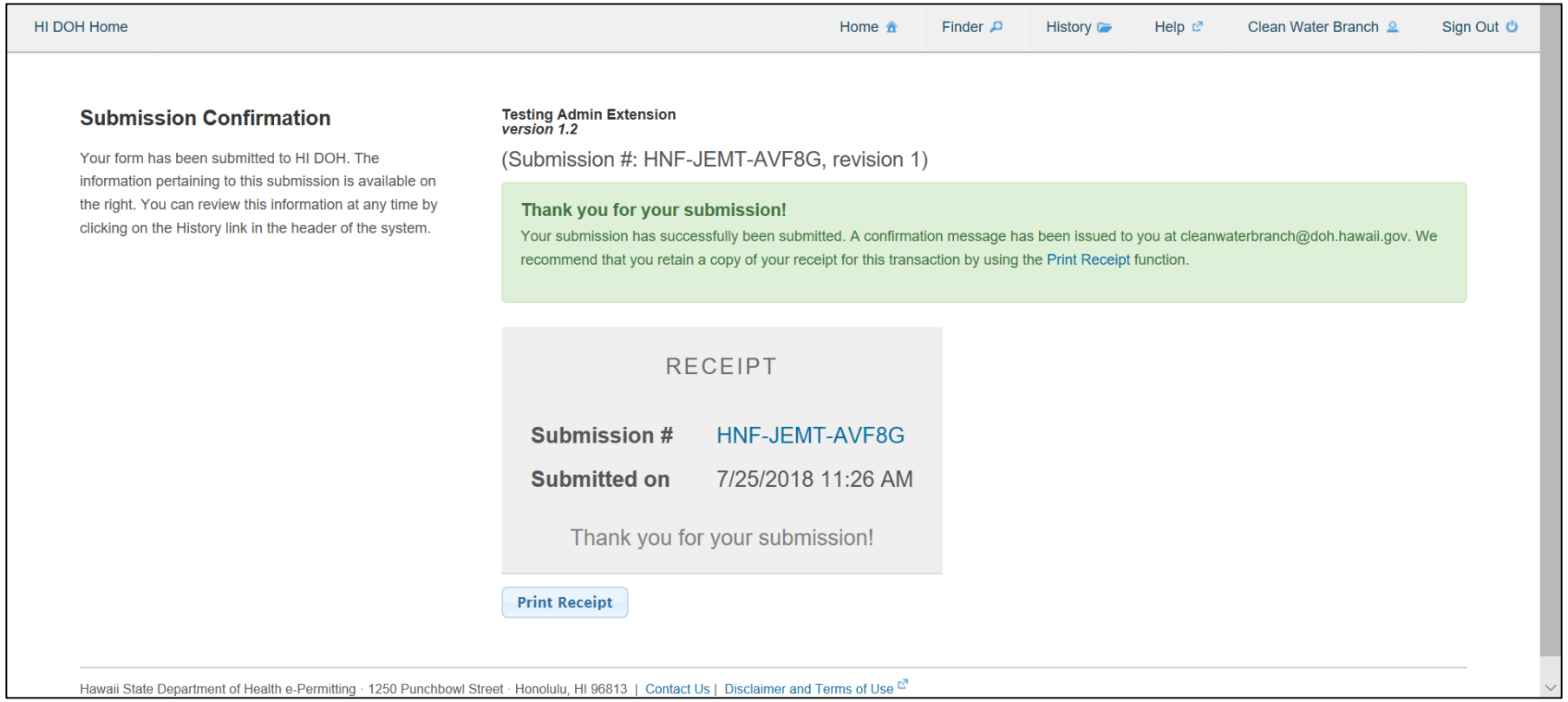
SUBMITTING A FORM



Press Submit Form button

SUBMITTING A FORM

You will receive a submission confirmation. You can print this for your records. You will also receive an email informing you that your form was submitted.



SUBMITTING A FORM

Next is the Payment screen.

Payment

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

2018 Renewal Notice of Intent Form
Version 1.1

(Submission #: HNF-JCMJ-MYQJR, revision 1)

Payment must be received before your submission can be processed.

Submission Information

Submission #:	HNF-JCMJ-MYQJR, revision 1	File/Reference #:
Submitted By:	Darryl Lum	
Submitted On:	07/25/2018	
Form:	2018 Renewal Notice of Intent Form	

Fee Details

Base Fee (non-refundable)

Amount Due: $500.00

Payment

Online	By Mail	Later
Pay online using a secure payment gateway.	Pay by check or money order. Include the printed remittance slip with your payment.	Your forms cannot be processed until payment is received in full.

Unique e-Permitting Submission Number needed for next step.

You can pay the required filing fee online through PayPal. You will receive a PayPal receipt.

Or you can pay with a check made out to the "State of Hawaii".

State agencies only can request a Bill for Collection

SUBMITTING A FORM

This is the Certification that you saved to your computer.

Read instructions

Enter your unique e-Permitting Submission No.

Enter your existing NGPC File No.

Printed name of Certifying Person. Enter date signed. Need wet signature from Certifying Person.

TRANSMITTAL REQUIREMENTS AND CERTIFICATION STATEMENT FOR E-PERMITTING
2018 RENEWAL NOTICE OF INTENT FORM SUBMISSIONS

1. Submission and File Numbers

   e-Permitting Submission #: _____

   Renewal NOI, NGPC File 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 _____

   Certifying Person Printed First and Last Name _____

3. Transmittal Requirements (Check all.)
   - ☐ I have read the instructions below.
   - ☐ If I do not follow all of the instructions below, I acknowledge that:
     a. This submittal will not be accepted by the Clean Water Branch (CWB);
     b. Processing of my renewal NOI submission will not begin;
     c. I am delaying the processing of my renewal NOI submission; and
     d. The CWB may deny my renewal NOI request for continued coverage under the General Permit with or without prejudice.
   - ☐ The signature provided in Item No. 2 is an original signature.
   - ☐ Attached is a hard copy of my printed e-Permitting submission identified in Item No. 1 above.

4. Filing Fee (Check only one.)
   - ☐ A $500 check made payable to the State of Hawaii is attached.
   - ☐ The filing fee was paid online through the e-Permitting Portal.
   - ☐ 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 renewal NOI 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 continued coverage under the applicable General Permit. **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.
b. Enter your Notice of General Permit Coverage (NGPC) file number. This file number is located on your current NGPC (e.g. HI R10C200).

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 of the Certifying Person that meets Title 40 of the Code of Federal Regulations, Section 122.22(d) and Hawaii Administrative Rules Section 11-55-07(a) requirements. If the Certifying Person does not match CWB records, your renewal request cannot be processed. This renewal NOI may not be used to update information.
c. Enter the Date Signed.
d. Provide an original Certification signature (hard copy of this form).
e. Sign one hard copy form for the individual listed in the Certifying Person Printed First and Last Name.

Item No. 3 – Transmittal Requirements
a. You are required to fulfill all requirements and check all boxes.
b. Print your e-Permitting renewal NOI submission. To print the submission, click on the History link in the e-Permitting Portal (after you submitted the NOI). Locate your submission and press the view button under the Action column. Press the Print Submission button. Attach your printed renewal NOI submission with this Certification Statement & Transmittal Letter for 2018 Renewal NOI e-Permitting Submissions form.

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Additional
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Department of Health, Clean Water Branch
2827 Waimano Home Rd #225
Pearl City, HI 96782

Check all boxes to make sure you include all required information.

Check box indicating how filing fee is paid. State agencies can request Bill for Collection.

SUBMITTING A FORM

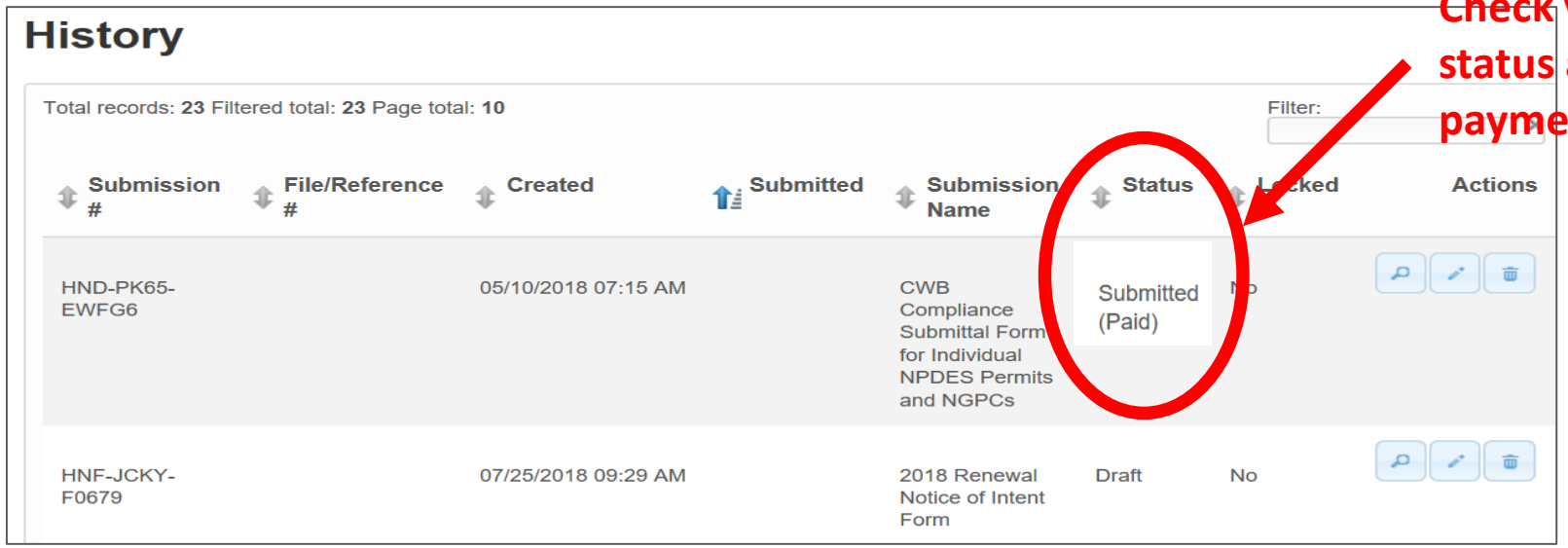
- **<u>Important</u>**. Processing does not begin until DOH-CWB receives:
  - 2018 Renewal Notice of Intent form submitted on-line via e-Permitting Portal. If you do not completely submit the form as described in previous slides, DOH-CWB will not be able to see your submission.
  - $500 filing fee
    - Paid online through PayPal.
    - Check made out to the "State of Hawaii".
    - Journal Voucher number (for State agencies only that requested a Bill for Collection). It is the responsibility of the State agency to provide the DOH-CWB with the Journal Voucher number.
  - Hard copy certification with wet signature from Certifying Person. (See previous slide.)
  - Hard copy 2018 Renewal Notice of Intent form.

MANAGING YOUR SUBMISSION AND CHECKING YOUR SUBMISSION STATUS

MANAGING SUBMISSION AND CHECKING STATUS

- Once form submitted, user has ability to view and manage their submission.
- List of all forms created and/or submitted by user is provided by clicking on History link.

- Form creation/submission history will be displayed. Check your submission status. Obtain receipt of payment.

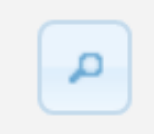


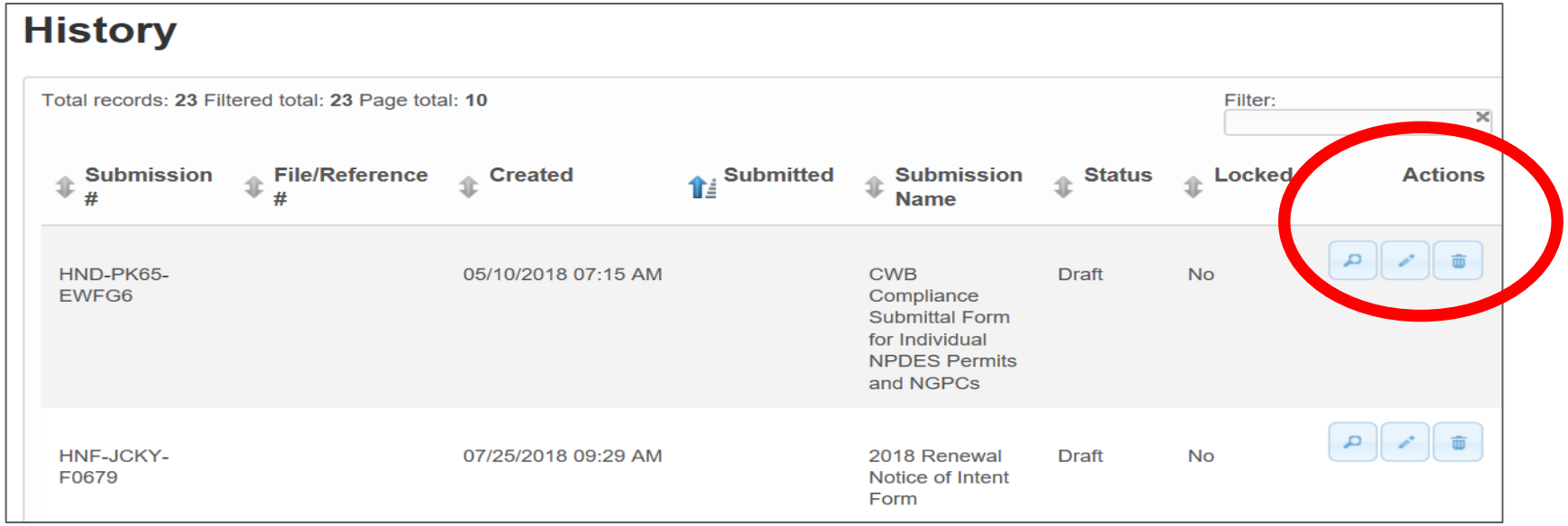
Check your submission status and receipt of payment.

MANAGING SUBMISSION AND CHECKING STATUS

- DOH-CWB e-Permitting Statuses:
  - Submitted – Discharger has submitted the 2018 Renewal Notice of Intent form through the e-Permitting Portal.
  - In Review – DOH-CWB has received the hard copy of the Transmittal Requirements and Certification Statement for e-Permitting 2018 Renewal Notice of Intent Form Submissions. DOH-CWB is currently reviewing the 2018 Renewal Notice of Intent form submittal.
  - Applicant Action Required – DOH-CWB has comments on the 2018 Renewal Notice of Intent form. DOH-CWB will e-mail comments/concerns on the 2018 Renewal Notice of Intent form to the Discharger. The Discharger shall properly address DOH-CWB comments/concerns within 30 calendar days from the email. If the Discharger fails to properly address DOH-CWB comments/concerns by the 30 calendar day deadline, the DOH-CWB will consider the Discharger to no longer be interested in being covered under the General Permit. Therefore, the status of the 2018 Renewal Notice of Intent form shall be changed to Denied and the processing will be terminated. The Discharge will then have to apply for and obtain coverage under an individual NPDES permit or stop discharging to state waters.
  - Issued – The DOH-CWB issued the Discharger a NGPC authorizing them to comply with the applicable General Permit. The Discharger will also receive the NGPC via email and hard copy.
  - Denied - The DOH-CWB has denied the Discharger coverage under the NPDES General Permit.
  - On Hold – The DOH-CWB has issued the Discharger an administrative extension. **For the 2018 Renewal Notice of Intent form, the DOH-CWB will not be sending administrative extension letters.**

MANAGING SUBMISSION AND CHECKING STATUS

- Click on view icon () next to form you want to edit.



History

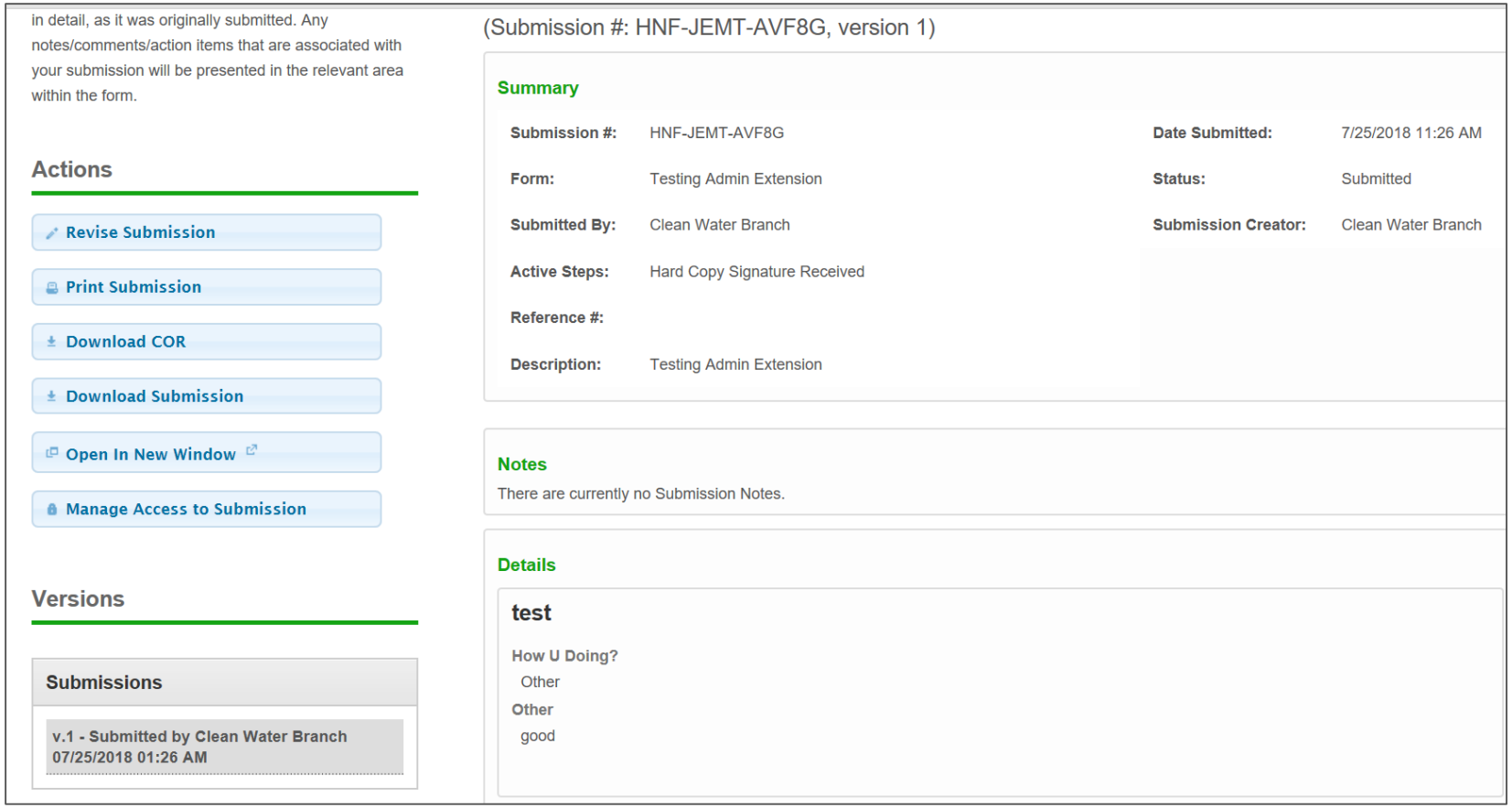
Total records: **23** Filtered total: **23** Page total: **10**

Filter:

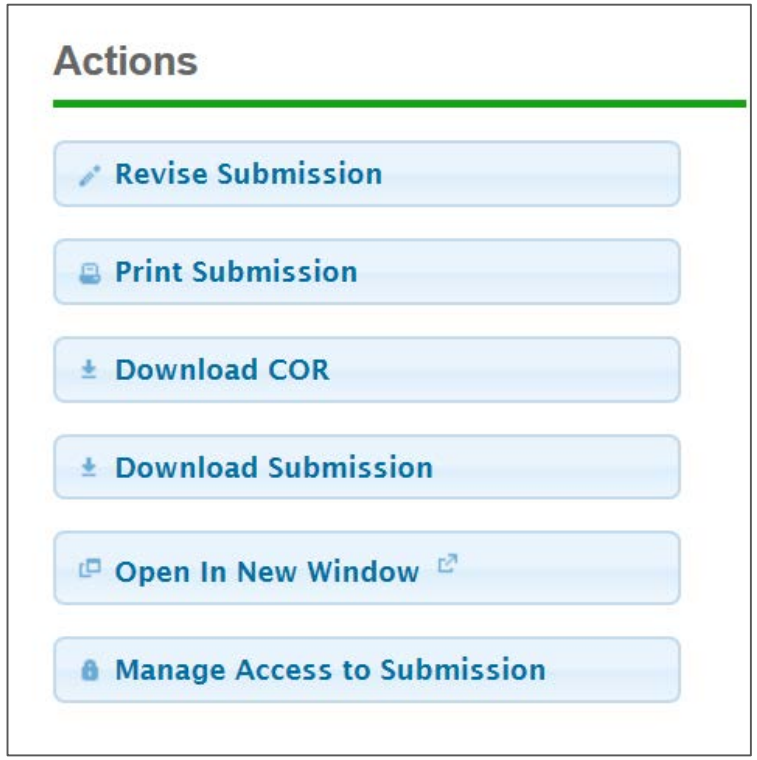
Submission #	File/Reference #	Created	Submitted	Submission Name	Status	Locked	Actions
HND-PK65-EWFG6		05/10/2018 07:15 AM		CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs	Draft	No	
HNF-JCKY-F0679		07/25/2018 09:29 AM		2018 Renewal Notice of Intent Form	Draft	No	

MANAGING SUBMISSION AND CHECKING STATUS

- Form will load for viewing.



MANAGING SUBMISSION AND CHECKING STATUS



E-Permitting allows you to:

- **Revise your submission to address DOH-CWB comments.**
- **Print your submission.**
- **Download a Copy of Record (COR) - official, legally binding submission.**
- **Download just the application.**
- **Open your submission in a new window to copy responses in a new form for another project submission.**
- **Manage access to your submission – share with your project team and define roles (view only,, edit and submit).**

Questions?

Contact information for questions on
NPDES permits and Section 401 WQCs:

DOH-CWB Email:	cleanwaterbranch@doh.hawaii.gov
DOH-CWB Phone:	(808) 586-4309
Address:	Department of Health, Clean Water Branch 2827 Waimano Home Road #225 Pearl City, Hawaii 96782