



Instructions:

Complete and submit this form to request a Section 401 Water Quality Certification (WQC) pre-filing meeting with the Department of Health (DOH), Clean Water Branch (CWB) only if:

- The Army Corps of Engineers, Regulatory Branch (USACE) is requiring you to obtain a Department of the Army (DA) license or permit; and
- The USACE cannot cover your project under the Blanket Section 401 WQC.

Please contact the USACE at (808) 835-4303 to determine if your project requires a DA license or permit and to determine if your project can be covered under the Blanket Section 401 WQC.

Federal regulations [40 CFR 121.4(a)] requires you to request a pre-filing meeting with the DOH at least 30 days prior to submitting an individual Section 401 WQC application. An informational presentation regarding WQCs is available at: https://health.hawaii.gov/cwb/files/2019/03/20190328_GCA_USACE_DOH_WKSHP_401WQC.pdf.

Provide the information on the following page, then submit this form via e-mail as described below.

- Email To: cleanwaterbranch@doh.hawaii.gov.
- Copy Email To: The USACE at cepoh-ro@usace.army.mil and the email of the USACE program manager you are working with.
- Email Subject: WQC Pre-Filing Meeting Request
- Attach:
 - This completed Pre-Filing Meeting Request form;
 - The completed Pre-Construction Notification form or DA application you submitted to the USACE; and
 - A downloaded copy of your draft e-Permitting CWB Individual Section 401 WQC Form or Electronic Signature CWB Individual Section 401 WQC Form with all of the requested information.
 - To access the forms, go to the form finder on the e-Permitting Portal located at: <https://eha-cloud.doh.hawaii.gov/epermit/finder> and type in “CWB Individual Section 401”.

- Follow the instructions to fill out the form (note: you will need an e-Permitting account) **but do not click on the submit button at the end of the form.**
- To download the submission, click on the “History” tab at the top right of the e-Permitting Portal. Click on the “Summary” button (magnifying glass) for the submission. Click on the “Download” button to the right, then click on “Download Submission”, to save a copy of your submission to your computer. Include this generated pdf as an attachment to this pre-filing meeting request.

After submitting this form, wait for a response from the DOH-CWB. The DOH-CWB will notify you and the USACE in writing via e-mail if the pre-filing meeting request has been granted or if a pre-filing meeting is not necessary.

Provide the Project Proponent information below. The Project Proponent is the applicant for a license or permit or the entity seeking certification.			
Project Proponent Company/Organization			
Project Proponent Contact Person Information			
Name:			
Phone:		Email:	
Provide the name of the project. This name should be consistent with any applicable plans, drawings, and/or applications to other regulatory agencies (e.g., USACE permit application).			
Project Name:			
Provide the e-Permitting Submission Number. This number should be at the top of your e-Permitting submission and at the top of your downloaded e-Permitting submission PDF. Example: HP3-HE1P-42Y27			
Submission Number:			
Provide three (3) proposed pre-filing meeting dates/time slots. The DOH-CWB office hours are 7:45 am to 4:30 pm, Monday through Friday. The office is closed on State and Federal holidays and weekends. Enter the date as MM/DD/YYYY.			
Date 1:		Time 1:	
Date 2:		Time 2:	
Date 3:		Time 3:	
Location:			

Pre-Filing Meeting Request

FOR DOH-CWB USE ONLY			
WQC Number:			
Request Received Date:			
	Pre-filing meeting has been granted. The Pre-filing meeting information is below.		
Date:		Time:	
Location:			
	Pre-filing meeting is not necessary. Submit your individual WQC application 30 days from the date your pre-filing meeting request was emailed to the DOH-CWB.		