


Submitting a Notice of Cessation Form

A step-by-step guide

Before you
start *

DAVID Y. IGE GOVERNOR OF HAWAII		VIRGINIA PRESSLER, M.D. DIRECTOR OF HEALTH
STATE OF HAWAII DEPARTMENT OF HEALTH P. O. BOX 3378 HONOLULU, HI 96801-3378		
In reply, please refer to: EMDCWB R10F150.FNL.17		
February 8, 2017		
Mr. Robert J. Kroning Director Department of Design and Construction City and County of Honolulu 650 South King Street, 11th Floor Honolulu, Hawaii 96813		
Attention: Mr. Michael Yuen Construction Branch Chief		
Dear Mr. Kroning:		
Subject: NOTICE OF GENERAL PERMIT COVERAGE (NGPC) National Pollutant Discharge Elimination System (NPDES) Waikiki Sidewalk Improvements, Phase 2 Waikiki, Island of Oahu, Hawaii File No. HIR10F150		
<p>This letter is to notify you that the City and County of Honolulu, Department of Design and Construction (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 January 5, 2017, provided that you comply with Hawaii Administrative Rules (HAR) 11-54; HAR 11-55; HAR 11-55, Appendix A; HAR 11-55, Appendix C; and the information submitted in the NOI. Discharges of non-storm water, toxics, and other water 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/.</p>		
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,		

* You will need a copy of the Notice of General Permit Coverage (NGPC)

Items to note in the NGPC:

File Number

Certifying Person

Notice of Cessation Condition

Note: A wet signature by the Certifying Person is needed for the Certification Statement (last step for submission) – allow for time to route the certification for signature

DAVID Y. IGE
GOVERNOR OF HAWAII

VIRGINIA PRESSLER, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
R10F150.FNL.17

February 8, 2017

Mr. Robert J. Kroning
Director
Department of Design and Construction
City and County of Honolulu
650 South King Street, 11th Floor
Honolulu, Hawaii 96813

Attention: Mr. Michael Yuen
Construction Branch Chief

Dear Mr. Kroning:

**Subject: NOTICE OF GENERAL PERMIT COVERAGE (NGPC)
National Pollutant Discharge Elimination System (NPDES)
Waikiki Sidewalk Improvements, Phase 2
Waikiki, Island of Oahu, Hawaii
File No. HIR10F150**

This letter is to notify you that the **City and County of Honolulu, Department of Design and Construction** (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 January 5, 2017, **provided that you comply with Hawaii Administrative Rules (HAR) 11-54; HAR 11-55; HAR 11-55, Appendix A; HAR 11-55, Appendix C; and the information submitted in the NOI.** Discharges of non-storm water, toxics, and other water 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,

Mr. Robert J. Kroning
February 8, 2017
Page 2

R10F150.FNL.17

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>.
3. Obtain, prior to the start of construction, approval from the owner of the receiving drainage system identified in the NOI and include a copy of the discharge approval in the SWPPP.
4. Implement the SWPPP in accordance with HAR 11-55, Appendix C. The Director of Health reserves the right to require the Permittee to modify the SWPPP.
5. 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.
6. Complete and submit the Notice of Cessation (NOC) within seven (7) calendar days after the end of the month that the subject project was completed.

All NGPC compliance submittals, including the NOC 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>.

Step 1

<http://eha-cloud.doh.hawaii.gov/epermit>

1. At the home page, click on **Select Organization**
2. Move your mouse down and hover over **Environmental Management Division**
3. Move your mouse over and hover over **Clean Water Branch**
4. Then, **National Pollutant Discharge Elimination System**
5. and finally, choose **NPDES Individual and General Permit Compliance Data Forms**

HI DOH e-Permitting Sys X

Secure | <https://eha-cloud.doh.hawaii.gov/epermit>

Apps TCG ACE Honolulu District Exemption List Storm Water Quality EIS Distribution Permitting

STATE OF HAWAII
Department of Health
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HI DOH Home

Home Finder Help Sign In Register

Organizations

Select the organization from which you would like to submit a form.

Select Organization

- Environmental Health Administration
- Compliance Assistance Office
- Environmental Health Services Division
- Environmental Management Division**
- Renewable Energy
- State Laboratories Division

? Why do I need to register to look at or start an online application form?

? I have registered but cannot login because my account is inactive.

? Why is there no online form or online information for the permit application I am looking for?

Welcome to the e-Permitting Portal

Please be advised: A majority of our offices have moved from Honolulu to Pearl City. Most programs have or are in the process of updating their contact information. Please contact the program directly prior to coming into our offices to avoid visiting an incorrect location. You may find the program with authority for your application under the contact area for your application or form.

Welcome to the e-Permitting Portal, home for Hawaii Department of Health (DOH) Environmental Health Administration (EHA) permit applications. The DOH EHA e-Permitting Portal provides access to environmental permit applications, related instructions and information. It allows for online application compilation and submission, online application tracking, and online submission tracking.

The EHA oversees the overall Environmental Health Services Division (EHSD),

- CWB "No Exposure" Certification Form
- General Permits
- Individual Permit
- NPDES Individual and General Permit Compliance Data Forms**

- tools for learning about environmental permitting requirements
- guidance in applying for environmental permits
- resources for preparing and filing online permit applications
- online payment processing of application fees
- a means for applicants to communicate with permitting engineers regarding online submitted applications
- a directory of downloadable (manual) permit applications

To search for a specific permit application, please use the Application Finder. You may also use the Organization Browser if you know the organization responsible for the permit application.

Once a permit application is submitted, our primary goal is to process your permit application in an efficient and timely manner while ensuring environmental health protection.

Contact Information

<https://eha-cloud.doh.hawaii.gov/d0457f7b-2c8d-4517-9754-7eeda8984eb0>

Step 2



Click on "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs"

The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/Home/d0457f7b-2c8d-4517-9754-7eeda8984eb0>. The page header includes the Department of Health logo and navigation links like Home, Finder, Help, Sign In, and Register. The main content area is divided into several sections:

- Organizations:** A section with a dropdown menu labeled "Select Organization".
- Forms:** A section with a "Form Finder" button.
- Frequently Asked Questions:** A section with a link for "FAQ 1".
- Forms to Report NPDES Individual and General Permit Compliance Data:** The main heading for the right-hand column, which includes:
 - A list of forms: "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" and "Discharge Monitoring Report (DMR) Form".
 - Contact Information:** Address (Hale Ola, Room 225, 2827 Waimano Home Road, Pearl City, Oahu, Hawaii 96782), Fax (808-586-4352), Phone (808-586-4309), and Email (CleanWaterBranch@doh.hawaii.gov).
 - Additional Links:** Links for "CWB Forms" and "CWB Homepage".
 - Forms:** A list of forms, with a red arrow pointing to the "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs".

At the bottom of the page, there is a footer with contact information and copyright details: "Hawaii State Department of Health e-Permitting - 1250 Punchbowl Street - Honolulu, HI 96813 | Contact Us | Disclaimer and Terms of Use ©Copyright 2017 Windsor Solutions, Inc. | Version: c81dc2244099 | Built on 9/1/2017 5:21:30 PM PT".

Step 3

Read *Instructions* and scroll to bottom of page

The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/formversion/4acd05db-b2d2-46fc-a634-b8085b7c7277>. The browser's address bar shows the page is secure. The website header includes the Department of Health logo and the text "Department of Health Healthy People • Healthy Communities • Healthy Islands". A navigation bar contains links for "Home", "Finder", "Help", "Sign In", and "Register".

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs

VERSION 9.10

INSTRUCTIONS

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.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have NPDES/NGPC compliance questions?
My NGPC has requirements that my organization can't comply with. What should I do?
My organization is very large. Our Design Section fills out the NOI and/or NPDES applications to obtain the NGPC and/or NPDES permits. Our Construction Section does not get the NGPC and/or NPDES permit requirements. What should we do?

CONTACT INFORMATION

Work Address
Clean Water Branch

Step 3

 Click on *Begin Form Entry*

Note: If you have not yet logged in, you will now be prompted to Log In



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.


  **Begin Form Entry**

Industrial Storm Water Discharge Notification Form
MS4 NPDES Individual Permit - No Exposure Notification Form

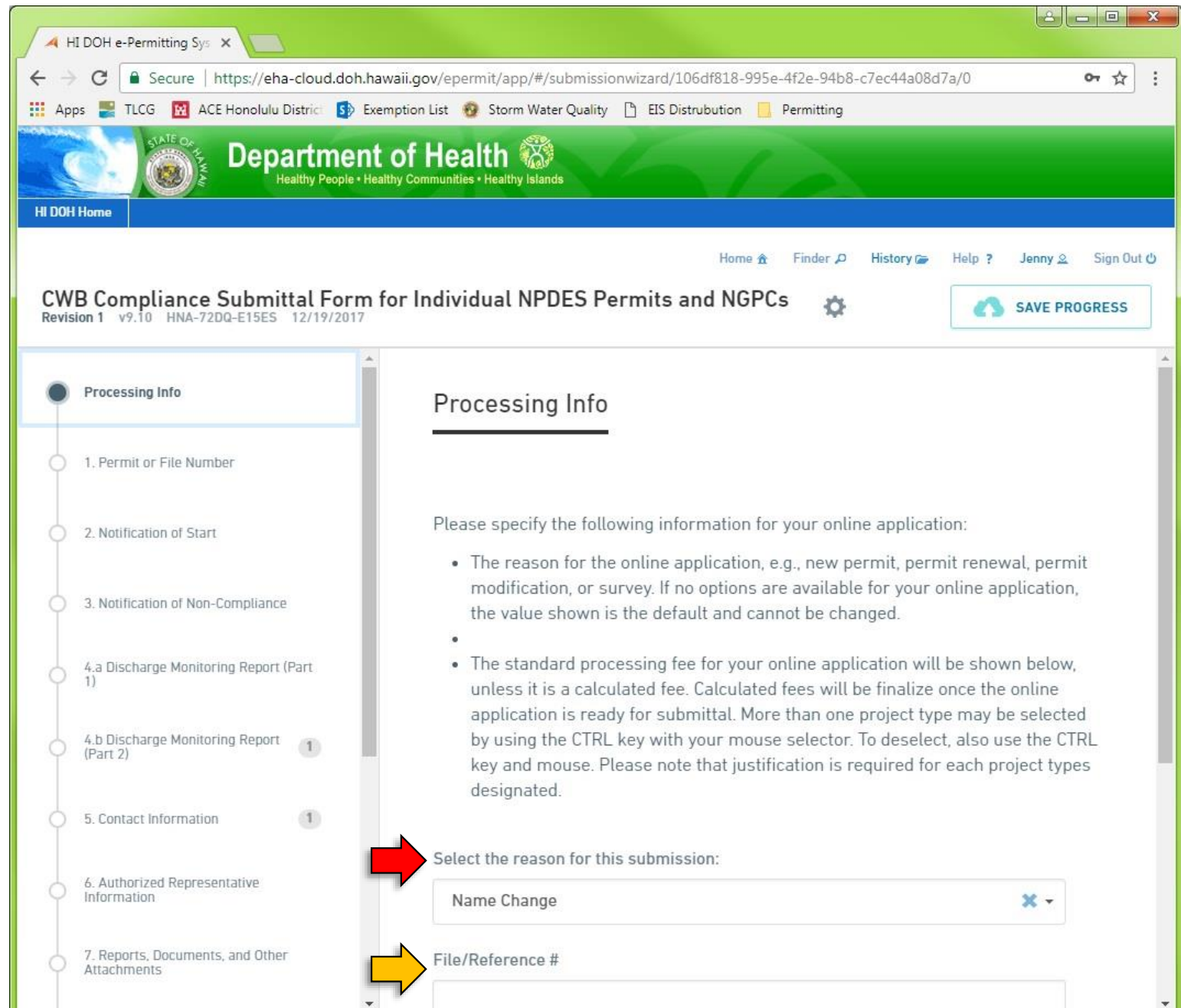
Step 4

The new submittal form is separated into clearly labeled steps

Processing info

 In the box labeled *Select the reason for this submission*
Choose "New."

 In *File/Reference #*
type in the NGPC File Number





The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/106df818-995e-4f2e-94b8-c7ec44a08d7a/0>. The page header includes the Department of Health logo and navigation links. The main content area is titled "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" and includes a "SAVE PROGRESS" button. A vertical progress bar on the left lists seven steps: 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, and 7. Reports, Documents, and Other Attachments. The "Processing Info" section is active, displaying instructions and a list of options for "Select the reason for this submission:" (Name Change, etc.). A red arrow points to the dropdown menu, and a yellow arrow points to the "File/Reference #" input field.



Step 4

The new submittal form is separated into clearly labeled steps

Processing info

 *Select the appropriate fee categorization for your form*
Choose "Basic Submission Fee."


 Choose next section
1. Permit or File Number

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs  

Revision 1 v9.10 HNA-72DQ-E15ES 12/19/2017

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:

Name Change 



File/Reference #

Select the appropriate fee categorization for your form:



Unassigned

Select applicable project types:

Unassigned


 **NEXT SECTION**
1. Permit or File Number 

Processing Info

- 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

Step 5

1. Permit or File Number

 Type in your NGPC File Number

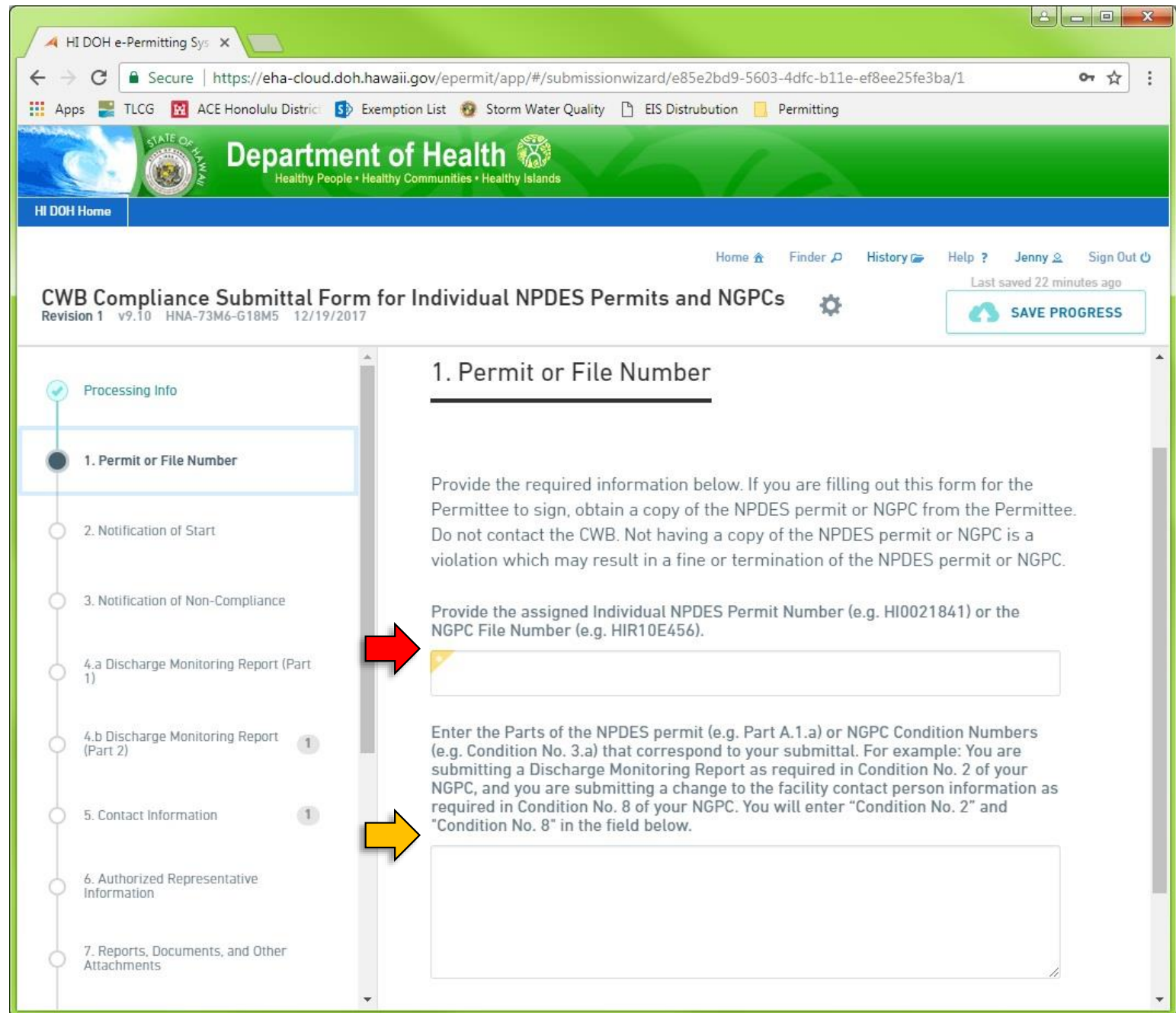
 Type in the Condition Number
This is located in the NGPC

Note: You can always save your work and come back to it later - click **Save Progress**

 SAVE PROGRESS

To access saved forms, click on the **History** icon for a list of the forms you have saved

 History



The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/e85e2bd9-5603-4dfc-b11e-ef8ee25fe3ba/1>. The page title is "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" (Revision 1 v9.10 HNA-73M6-G18M5 12/19/2017). The user is logged in as "Jenny" and the form was last saved 22 minutes ago. A "SAVE PROGRESS" button is visible in the top right.

The main content area is titled "1. Permit or File Number". It contains the following instructions:

Provide the required information below. 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.


Provide the assigned Individual NPDES Permit Number (e.g. HI0021841) or the NGPC File Number (e.g. HIR10E456).

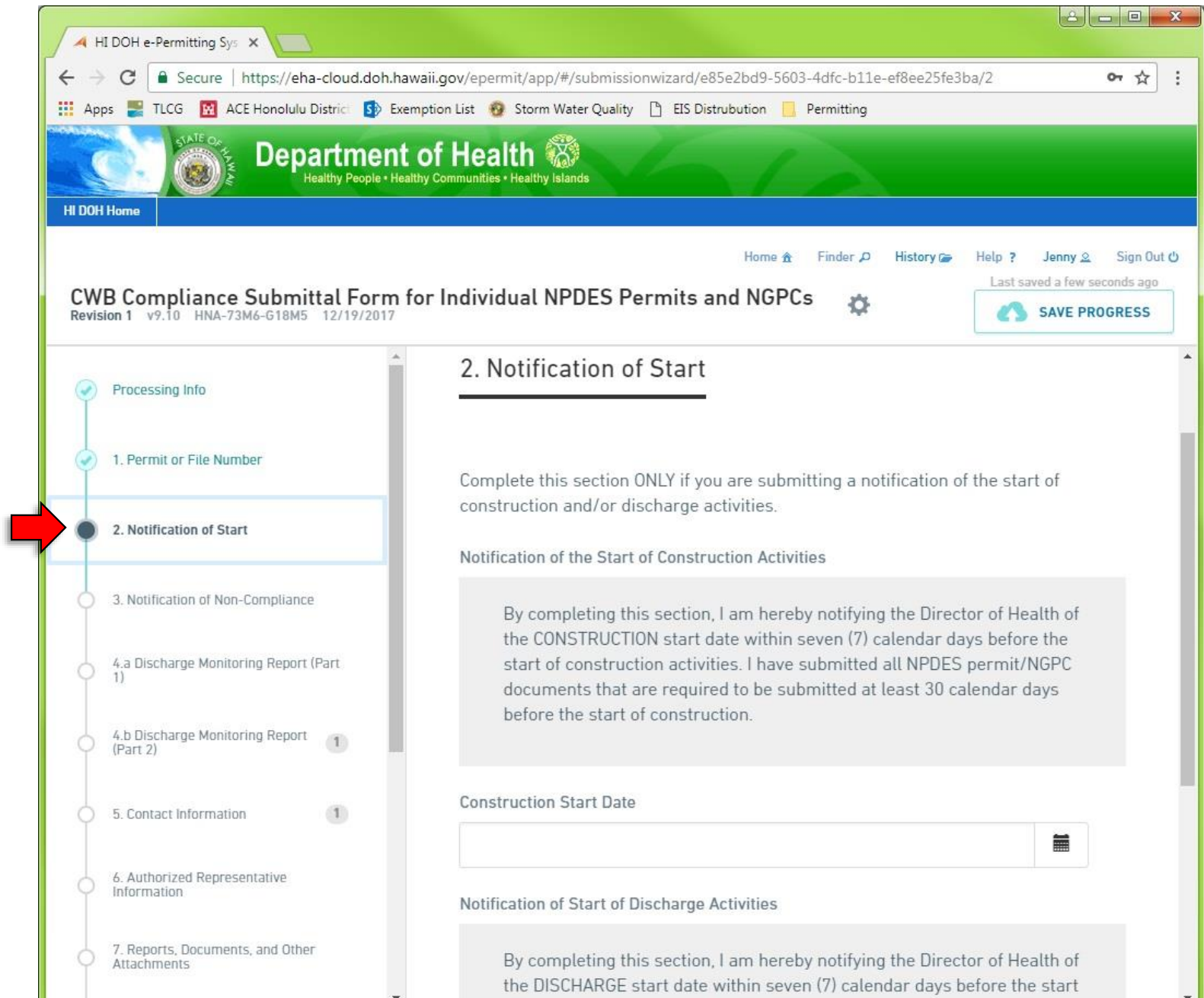
Enter the Parts of the NPDES permit (e.g. Part A.1.a) or NGPC Condition Numbers (e.g. Condition No. 3.a) that correspond to your submittal. For example: You are submitting a Discharge Monitoring Report as required in Condition No. 2 of your NGPC, and you are submitting a change to the facility contact person information as required in Condition No. 8 of your NGPC. You will enter "Condition No. 2" and "Condition No. 8" in the field below.

The left sidebar shows a progress indicator with steps: Processing Info, 1. Permit or File Number (current), 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, and 7. Reports, Documents, and Other Attachments. A red arrow points to the input field for the permit/file number, and a yellow arrow points to the input field for the condition numbers.

Step 6

Since you are trying to submit a Notice of Cessation, you won't need to fill out information in Sections 2 – 10 . However, you will need to pass through these sections

 You can get to any of the sections by clicking on the Section title in the Form Sections Box



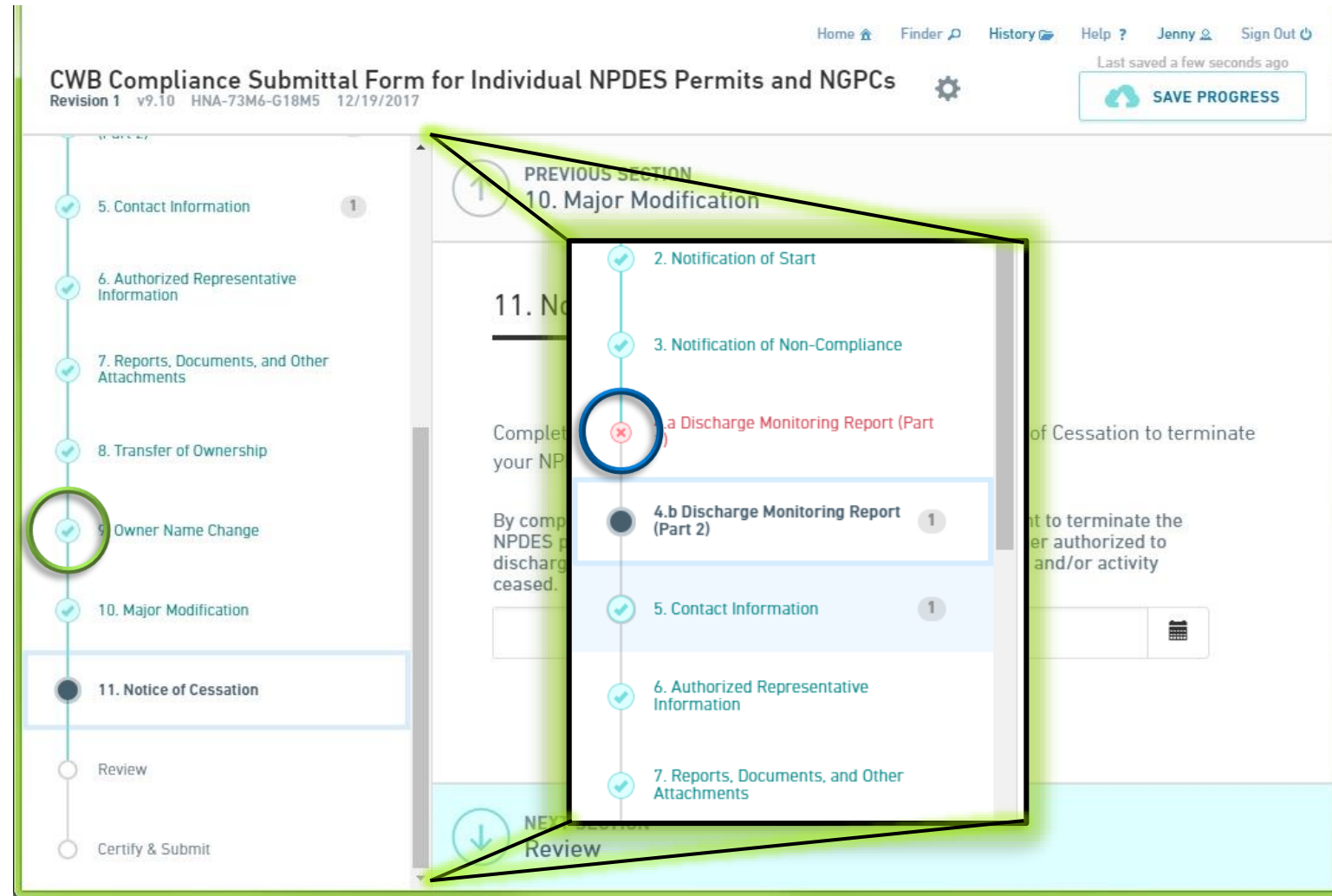
The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/e85e2bd9-5603-4dfc-b11e-ef8ee25fe3ba/2>. The page header includes the Department of Health logo and navigation links. The main content area is titled "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" with revision information. A "SAVE PROGRESS" button is visible. On the left, a "Form Sections Box" lists sections 1 through 7. Section 2, "Notification of Start", is highlighted with a blue border and a red arrow pointing to it. The main content area displays the "2. Notification of Start" section, which includes instructions for submitting a notification of the start of construction and/or discharge activities. It features a text box for a declaration, a "Construction Start Date" field with a calendar icon, and a section for "Notification of Start of Discharge Activities".

Step 6

Since you are trying to submit a Notice of Cessation, you won't need to fill out information in Sections 2 – 10 . However, you will need to pass through these sections

Once you have passed through a section, a checkmark will appear in the circle to the left of the header Section

Any section that is not properly filled out will turn red and an x will appear in the circle



Step 6 (alternate)


➔ Alternately, to pass through the sections one by one, you can click *Next Section*

Keep clicking *Next Section* until you get to the section you want

The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/e85e2bd9-5603-4dfc-b11e-ef8ee25fe3ba/12>. The page header includes the Department of Health logo and navigation links like Home, Finder, History, Help, Jenny, and Sign Out. The main content area is titled "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" with a revision number of 1, version 9.10, and a date of 12/19/2017. A "SAVE PROGRESS" button is visible in the top right. On the left, a vertical progress bar lists sections 5 through 11, with "11. Notice of Cessation" selected. The main content area displays the "11. Notice of Cessation" section, which includes instructions and a text input field. At the bottom, a "NEXT SECTION Review" button is highlighted with a yellow arrow.

Step 7

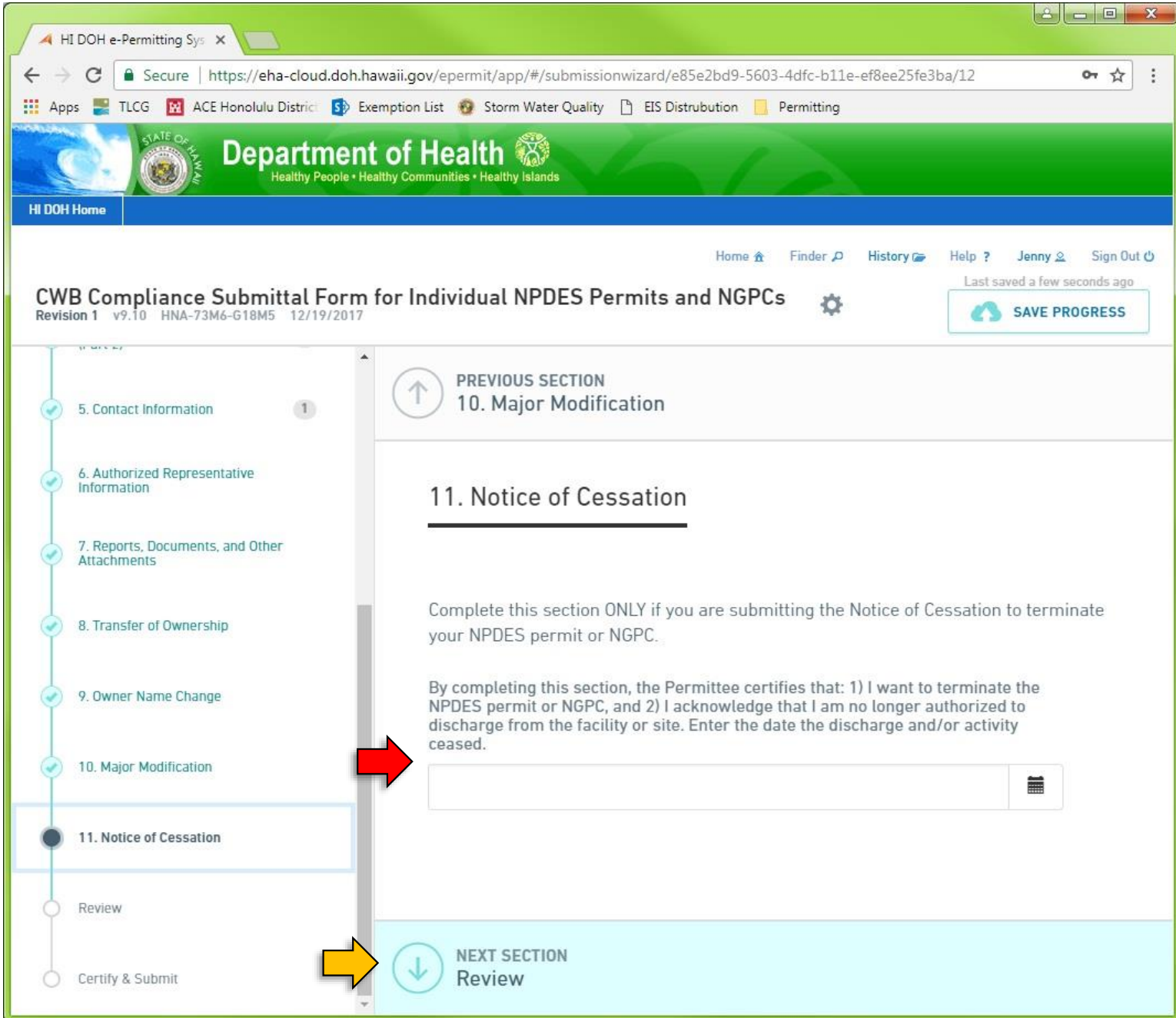
11. Notice of Cessation

 Enter the date construction was completed. Do so by clicking on the empty field/box, which will then bring up a calendar where you can select a date

 click **Next Section - Review**

Note: Your construction completion date should be after stabilization of disturbed areas (i.e. paved, vegetation has been established to 70% coverage) and mobilization/storage areas have been restored

Are there still construction related storm water pollutants at your site (dirt you exposed, fuel, concrete, plaster, etc.? If your answer is NO, you can close out your permit coverage!



HI DOH e-Permitting Sys

Secure | https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/e85e2bd9-5603-4dfc-b11e-ef8ee25fe3ba/12


Apps TLCG ACE Honolulu District Exemption List Storm Water Quality EIS Distribution Permitting

STATE OF HAWAII
Department of Health
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HI DOH Home

Home Finder History Help ? Jenny Sign Out

Last saved a few seconds ago

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs 

Revision 1 v9.10 HNA-73M6-G18M5 12/19/2017



5. Contact Information 1

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

Review


Certify & Submit

PREVIOUS SECTION
10. Major Modification

11. Notice of Cessation

Complete this section ONLY if you are submitting the Notice of Cessation to terminate your NPDES permit or NGPC.

By completing this section, the Permittee certifies that: 1) I want to terminate the NPDES permit or NGPC, and 2) I acknowledge that I am no longer authorized to discharge from the facility or site. Enter the date the discharge and/or activity ceased.




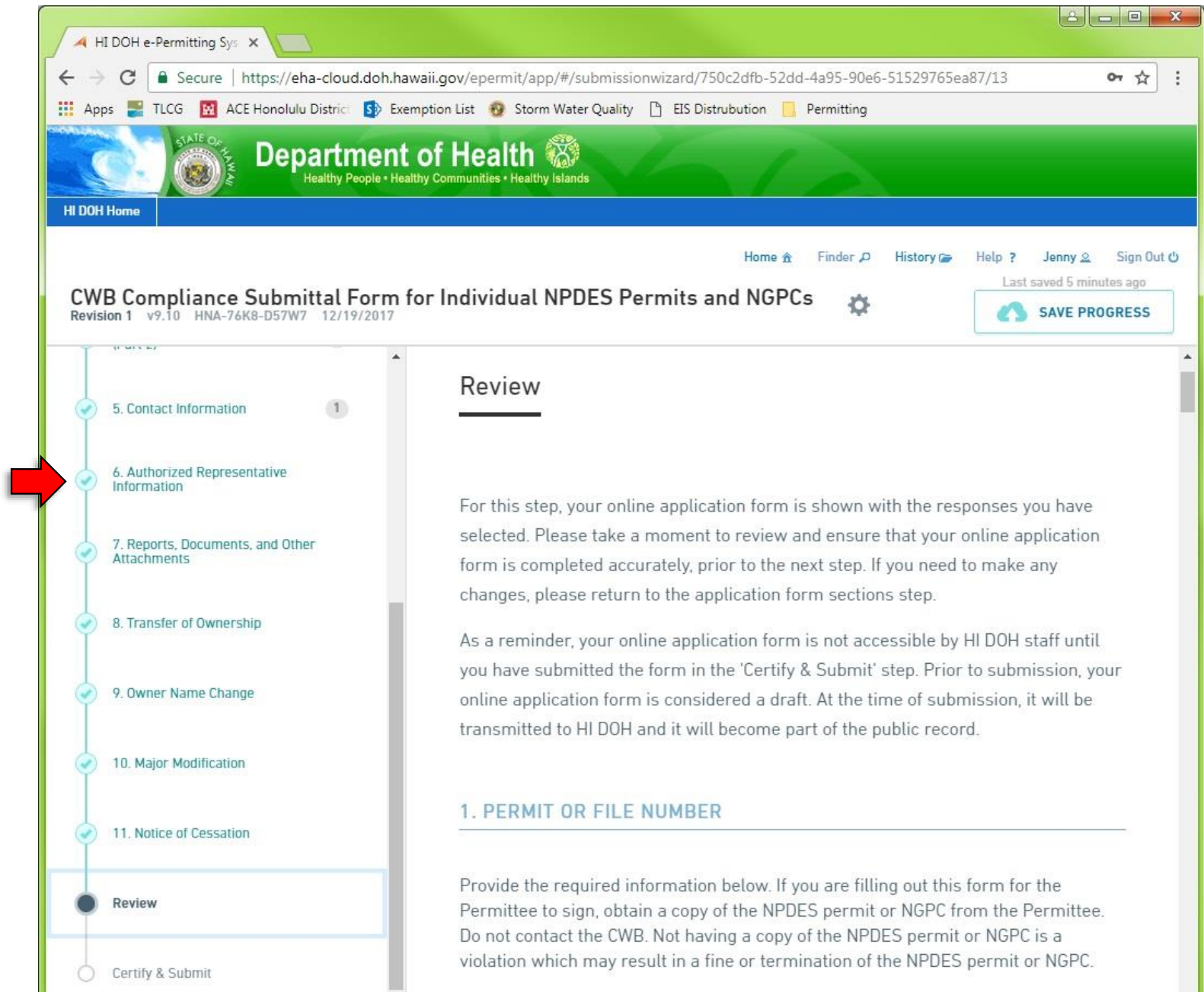
NEXT SECTION
Review

Step 8

Review

On the **Review** page, you can see your finished application

 To make changes to any section, click on a section header on the left



HI DOH e-Permitting Sys


Secure | <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/750c2dfb-52dd-4a95-90e6-51529765ea87/13>


Apps TLCG ACE Honolulu District Exemption List Storm Water Quality EIS Distribution Permitting

STATE OF HAWAII
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HI DOH Home

Home Finder History Help ? Jenny Sign Out

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs 
Revision 1 v9.10 HNA-76K8-D57W7 12/19/2017

Last saved 5 minutes ago 

Review

For this step, your online application form is shown with the responses you have selected. Please take a moment to review and ensure that your online application form is completed accurately, prior to the next step. If you need to make any changes, please return to the application form sections step.

As a reminder, your online application form is not accessible by HI DOH staff until you have submitted the form in the 'Certify & Submit' step. Prior to submission, your online application form is considered a draft. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record.

1. PERMIT OR FILE NUMBER

Provide the required information below. 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.

Progress bar items:
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
Review
Certify & Submit


Step 8

Review

On the **Review** page, you can see and print your finished application

 To print or make a pdf copy, click **Print Review**

 To finish the application, choose **Certify & Submit**

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs  Last saved 11 minutes ago [SAVE PROGRESS](#)

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None Specified

Upload Major Modification Information

No files uploaded




COMMENT
None Specified

11. NOTICE OF CESSATION

Complete this section ONLY if you are submitting the Notice of Cessation to terminate your NPDES permit or NGPC.

BY COMPLETING THIS SECTION, THE PERMITTEE CERTIFIES THAT: 1) I WANT TO TERMINATE THE NPDES PERMIT OR NGPC, AND 2) I ACKNOWLEDGE THAT I AM NO LONGER AUTHORIZED TO DISCHARGE FROM THE FACILITY OR SITE. ENTER THE DATE THE DISCHARGE AND/OR ACTIVITY CEASED.

None Specified

 NEXT SECTION
Certify & Submit   Print Review

5. Contact Information **1**

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

Review

Certify & Submit

Step 9

Certify & Submit

To finalize application, you must submit a Certification form. The form is available on this page – scroll down

The screenshot shows a web browser window with the URL <https://eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/750c2dfb-52dd-4a95-90e6-51529765ea87/14>. The page header includes the Department of Health logo and navigation links. The main content area is titled "CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs" and includes a "SAVE PROGRESS" button. A vertical progress bar on the left lists steps 5 through 11, with "Certify & Submit" at the bottom. The main text area contains the following content:

Certify & 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.

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.

Before completing this submission, you must complete the accompanying certification form. You are required to download, print, sign, and remit (to the address specified on the form) this certification in order for your submission to be

Step 9

Review

To finalize application, you must submit a Certification form. The form is available on this page – scroll down




Download the required *Certification Form*



Click **Submit Form**

the application is submitted, however it is not complete until the *Certification Form* is received by DOH

Note: If your browser blocks pop-ups, you need to manage pop-ups in your browser settings and allow pop-ups from this DOH website

CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs  Last saved 12 minutes ago [SAVE PROGRESS](#)


Revision 1 v9.10 HNA-76K8-D57W7 12/19/2017

step. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record.

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.

Before completing this submission, you must complete the accompanying certification form. You are required to download, print, sign, and remit (to the address specified on the form) this certification in order for your submission to be processed.

 [DOWNLOAD CERTIFICATION FORM](#)


OR

I have already downloaded this certification form

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.

Before completing this submission, you must complete the accompanying certification form. You are required to download, print, sign, and remit (to the address specified on the form) this certification in order for your submission to be processed.

 [DOWNLOAD CERTIFICATION FORM](#)

OR

I have already downloaded this certification form

FINALIZE SUBMISSION
Submit Form

FINISH LATER
Save and Exit

Certify & Submit

Step 10

Certification Form

-  1. Fill in e-permitting Submission Number and NGPC Number

Once the application is submitted, a submission number will be acquired

-  2. Check off *Notice of Cessation*

-  3. Input the name of the *Certifying Person*


Unless you are the *Certifying Person*, do not sign the form

Only the *Certifying Person* can sign for a Notice of Cessation.



TRANSMITTAL REQUIREMENTS AND CERTIFICATION STATEMENT FOR E-PERMITTING NPDES/NGPC COMPLIANCE SUBMISSIONS

1. Submission and Permit/File Numbers

 e-Permitting Submission #: _____
NPDES Permit or NGPC File Number: _____

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

<input type="checkbox"/> Notification of start of construction/discharge	<input type="checkbox"/> Reports and documents
<input type="checkbox"/> Notification of non-compliance	<input type="checkbox"/> Site-specific plans
<input type="checkbox"/> Discharge Monitoring Report (DMR)	<input type="checkbox"/> Transfer of ownership (\$500 fee)
<input type="checkbox"/> Revised contact information	<input type="checkbox"/> Owner name change
<input type="checkbox"/> Authorized representative information	<input type="checkbox"/> Major modification to an NGPC (\$500 fee) or major modification to an Individual NPDES Permit (\$1000 fee)
<input checked="" type="checkbox"/> Notice of Cessation	<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 _____

Step 10

Certification Form



4. Check all three boxes

5. Not applicable; leave blank



6. Check "My submittal does not require a filing fee"



Note: Clean Water Branch mailing address at the end of the form

Get your filled out transmittal/certification form signed by the Certifying person

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 or DVD is attached. This CD or DVD 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.)

- A \$500 check made payable to the State of Hawaii is attached.
- 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.



Additional

Mail or deliver this form and all attachments to the Department of Health, Clean Water Branch, Hale Ola, Room 225, 2827 Waimano Home Road, Pearl City, Oahu, Hawaii 96782.

Step 11

Finishing up!

At this point, you should have submitted your on-line form

Next, package up:

- A CD/DVD or thumb drive with the pdf of your submittal on it; and
- A signed transmittal/certification form

Note – Make sure you give the Clean Water Branch the transmittal/certification form with the original, wet signature!

Send the packaged items to the Clean Water Branch:

DOH Clean Water Branch
Hale Ola Room 225
2827 Waimano Home Road
Pearl City, Oahu, Hawaii
96782.

