

**ATTACHMENT C – INSTRUCTIONS FOR COMPLETING NOTICE OF INTENT (NOI)
FORM**

INSTRUCTIONS FOR NOTICE OF INTENT (NOI) to comply with the terms of the region wide General National Pollutant Discharge Elimination System (NPDES) Permit authorizing discharges from surface water treatment plant facilities to surface waters.

I. OWNER/OPERATOR INFORMATION

The owner is the organization or person who owns or leases the facility or land where the surface water treatment plant is located. For a facility that is one of several owned by a corporation, indicate the corporation name and the name by which the facility is known to the employees (i.e., ABC Inc. - DEF Facility). Provide the street address or a description of the facility location (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue). Note that each facility must obtain separate coverage under this General Permit.

II. BILLING ADDRESS

Provide this information only if the annual waste discharge fee should be billed to a different entity.

III. DISCHARGE EFFLUENT INFORMATION

List all possible discharges under item 2 of the table. This General Permit will not cover discharges that are not listed here. State whether a Group A or Group B discharger. An additional NPDES permit may be needed for any other discharge of wastewater to any State waters.

The annual waste discharge fee will be determined based on the maximum discharge flow rate under this item (III.3). The maximum discharge flow rate is also the maximum permitted discharge flow rate. For intermittent discharges, the maximum discharge flow rate is the average daily flow over one year (i.e., the total volume in one year divided by 365 days). The permitted flow rate may be changed by filing a revised NOI with the new maximum discharge flow rate. The new maximum daily flow rate will take effect upon issuance of a revised Notice of General Permit Coverage (NGPC).

If your facility has only non-routine (i.e., unplanned or emergency) discharges, the annual fee is \$1,000.00 for the first year. Subsequent annual fees will be based on the previous year's maximum flow rate.

IV. DISCHARGE WATER QUALITY PARAMETERS

For existing facilities, all of the parameters must be tested by a State certified laboratory and reported in this table. If discharge data has not already been provided to the Regional Water Board, provide a copy of the laboratory data sheets and Chain of Custody documents, as applicable. For a new or proposed facility, enter estimated values to this table. Where there is more than one outfall, submit a separate sheet for item IV for each outfall. Test results shall be obtained from a sample or samples representative of the discharge.

V. RECEIVING WATER AND DISCHARGE POINT INFORMATION

The discharge point is generally the point of first contact with State waters. Provide the coordinates of each discharge point. A U.S. Geographical Survey (USGS) or any other appropriate map may be used to interpolate the coordinates.

If the discharge enters a separate storm drainage system prior to contact with a State water, provide the name of the State watercourse or water body to which the storm drainage system discharges. Please contact the owner of the storm drainage system about your proposed discharge.

Attach a separate sheet for additional discharge points. Properly label the discharge points with numbers that correspond to the discharge point label(s) on the location map(s) and flow chart(s) submitted.

VI. LOCATION MAP

Provide the location map on 8-1/2 by 11 inches sized paper or paper folded to 8-1/2 by 11 inches. Show at least one mile beyond the property boundaries of the facility on the map.

Indicate the discharge point(s) on the location map and include all of the required information. The discharge point(s) may include where the discharge exits the facility and enters the roadway right-of-way and then flows into a separate storm drainage system and/or where the discharge directly enters the State waters.

VII FLOW CHART

The flow chart shall indicate all water treatment processes from raw water influent to finished water distribution, including discharge of wastewater to the receiving water, and the approximate amounts of flow through each process or discharge. Flow quantities may be estimated if no data are available.

VIII.SITE-SPECIFIC BEST MANAGEMENT PRACTICES (BMPS) PLAN**A. Site-specific BMPs Plan for Discharges from Surface Water Treatment Facilities**

Existing Dischargers shall submit a site-specific BMPs plan with this NOI. New dischargers have the option of submitting a BMPs plan with this NOI or 30 days before commencement of the proposed discharge. If the facility has prepared a BMPs plan complying with a municipal storm water permit, the applicant may provide a copy of that plan. The site-specific BMPs plan shall include, at minimum, the following information:

- 1. Facility Operation** - Describe the operation of the facility.
 - (a) Describe the source and characteristics of the raw water
 - (b) Briefly describe the water treatment processes. The description shall include a flow diagram that includes all the treatment units at your facility and a brief description of each
 - (c) Provide the water treatment capacity and normal operation rate
 - (d) Provide the filter backwash frequency and flow rate
 - (e) Describe chemicals added at each treatment process

(f) Describe backwash water treatment method(s) (e.g., settling basin)

2. Potential Pollutants - Describe pollutants that may potentially be generated by the facility. These pollutants may include, but are not be limited to:

- (a) Chemicals used in water treatment;
- (b) Pollutants associated with operation and maintenance of equipment, such as oil and grease and hydraulic fluid leakage and spills;
- (c) Any solids or sediments generated by the operation (e.g., in filter backwash water);
- (d) Storm water runoff from exposed oil, fuel or any hazardous material storage locations and containment structures;
- (e) Evaluation of stream bank conditions (i.e., potential for erosion) at locations where large volumes of discharged water may enter the stream.

3. Pollution Control and Effluent Treatment Methods – Describe in detail the control and treatment measures for each of the potential pollutants identified under item VII.2 above:

- (a) Prevention measures to be implemented to prevent the pollutants from entering the effluent and receiving water;
- (b) Measures to reduce or eliminate the use of copper compound to the maximum extent practical;
- (c) Effluent treatment methods to be implemented on-site to remove the pollutants in the effluent (indicate the treatment system locations on the location map);
- (d) Maintenance procedures and maintenance schedules to maintain the effluent treatment system; and
- (e) Methods to prevent stream bank erosion resulting from the discharge (e.g., bank stabilization, control of discharge rate).

4. Chlorine Management

- (a) Chlorine storage and transportation. The BMPs plan shall indicate the form of chlorine (e.g., chlorine gas, sodium hypochlorite) used at the facility. The BMPs plan shall also include chlorine storage methods, storage tank size and location, secondary containment, and any exposed pipes used to transport chlorine.
- (b) Chlorine spill and leakage prevention. The BMPs plan shall specify how chlorine is handled to prevent spills, and the emergency response and cleanup plan in the event of a spill or leakage. The BMPs plan shall also include the schedule for routine inspection of chlorine storage sites and transport piping to prevent leaks.
- (c) Chlorinated water spill. The Discharge shall install an alarm system to provide warning of chlorinated water overflows or spills. The BMPs plan shall describe procedures for dechlorination of spill or overflow water.
- (d) Water release. The BMPs plan shall include a set of standard procedures for total chlorine residual monitoring and dechlorination of water to be released or discharged to State waters.

- (e) Responsibility and training. The BMPs plan shall identify the names and positions of persons responsible for the tasks identified in the BMPs plan. The BMPs plan shall also include the schedule(s) for BMPs training.

B. BMPs Plan for Dewatering Effluent Discharge from Water Storage Facilities at Treatment Plant

A Discharger that plans to dewater its on-site storage facilities and discharge its dewatering effluent shall submit a BMPs plan at least 30 days before the planned discharge. The Discharger may submit its BMPs plan, if available, with its NOI. The BMPs plan shall contain, at minimum, the following information:

- 1. Effluent Water Monitoring.** The Discharger shall monitor the effluent in accordance with the sampling and monitoring schedule specified under Table E-4 of the Self-Monitoring Program (Attachment E).
- 2. Treatment Method.** The BMPs plan shall describe the specific treatment method(s) to be used to treat dewatering effluent prior to discharge, in case the initial analytical results show pollutant level(s) above the permit limitations in Section IV.A of the General Permit.
- 3. Bottom Sediment Disposal Method.** The Discharger shall identify the specific means of preventing sediments from the water storage facility from discharging to State waters. The BMPs plan shall also identify where and how these sediments will be disposed.
- 4. Discharge Point Location and Stream Bank Protection.** The BMPs plan shall also include a map indicating the location where the dewatering effluent is expected to enter the stream, and the proposed flow rate to prevent stream bank erosion. The calculation used to determine this flow rate shall be included. The BMPs plan shall also describe the stream bank stabilization method to be used at the point of discharge.

IX. AUTHORIZATION OF REPRESENTATIVE

Authorization statements are provided for the owner to complete if he wishes to authorize a representative to process this NOI for him. A standard authorization statement is provided under item IX. The owner may provide his own customized statement in a separate letter if the standard statement does not appropriately limit the authority. If a separate authorization letter is provided, this letter shall be signed by the qualified person (see item X below for the requirement of the qualified person).

Provide the duly authorized representative's information in the applicable item(s). There shall be only one duly authorized representative at any time. The owner may change the designated duly authorized representative at any time during the processing of this NOI. The duly authorized representative will no longer be authorized effective as of the date of receipt of any new authorization statement from the owner.

X. CERTIFICATION

The person certifying this NOI Form must meet one of the following descriptions and be employed by the owner listed in item I (refer to 40CFR 122.22 for more detailed requirements):

- For a corporation: (1) A president, secretary treasurer, or vice president of the corporation in charge of the principal business function, or any other person who performs similar policy or decision making functions for the corporation, or (2) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- For a partnership or sole proprietorship: a general partner or the proprietor, respectively.
- For a municipality, State, Federal or other public agency: either a principal executive officer or ranking elected official.

XI. APPLICATION FEE AND MAILING INSTRUCTIONS

No application will be considered complete without the applicable fee. For discharges regulated under this General NPDES Permit, annual fees are based on California Code of Regulations (CCR) Title 23, Division 3, Chapter 9, Section 2200 (b) (9). The Regional Water Board may modify this instruction at any time to reflect a new CCR fee schedule. At this time, the application fee is **\$3,437** per discharge outfall.

Submit the complete NOI, with attachments, and the fee, to the Regional Water Board mailing address as indicated in the NOI.