

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
COLORADO RIVER BASIN REGION**

ORDER NO. 97-500

**GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
ON-SITE SUBSURFACE WASTEWATER DISPOSAL SYSTEMS
FOR MOBILE HOME AND RECREATIONAL VEHICLE PARKS
AND OTHER SIMILAR FACILITIES**

The California Regional Water Quality Control Board, Colorado River Basin Region, finds that:

1. The California Water Code requires that any person discharging wastes, or proposing to discharge wastes, other than into a community sewer system, which could affect the quality of the waters of the State, shall file a Report of Waste Discharge with the appropriate Regional Water Quality Control Board. The Regional Board then prescribes waste discharge requirements for the discharge of wastes.
2. The Regional Board adopted General Waste Discharge Requirements contained in Board Order No. 93-600 which regulates on-site subsurface wastewater disposal systems for fuel service stations, auto garages, vehicle maintenance/wrecking yards, machine shops, bus washes and car washes.
3. This Board Order of general waste discharge requirements is designed for on-site subsurface wastewater disposal systems of mobile home and recreational vehicle parks, and other similar facilities such as: shopping centers, restaurants, residential developments, schools, camps and other commercial facilities. These facilities have caused and/or have the potential to cause contamination of the State's groundwater resources from total dissolved solids, volatile organic compounds, pH, nitrate, nitrogen and other pollutants.
4. On-site subsurface disposal systems are wastewater disposal systems which use septic tanks followed by subsurface infiltration of wastewater as a primary disposal method. Such systems include, but are not limited to: seepage pits, leach fields, mound systems (all unlined types) and evapotranspiration/absorption systems.
5. Wastewater is defined as any water which contains pollutants as defined in 40 CFR, Section 122.2. This includes domestic wastewater (toilet, sink, bath, etc.); from the facilities previously mentioned in Finding No. 2 above.
6. Section V (B)(3) of the Guidelines for Sewage Disposal from Land Developments, adopted by the Regional Board in 1984, provides for the exclusion of on-site wastewater flows less than 5,000 gallons-per-day.
7. The adoption of general waste discharge requirements for said facilities using on-site wastewater disposal would assist in:
 - a. Protecting the groundwater in the Colorado River Basin Region from contamination;
 - b. Identifying potential groundwater pollution problems existing at this time;
 - c. Simplifying and expediting the application process for the discharger; and

- d. Reducing Regional Board time expended on preparing and considering individual waste discharge requirements for each facility.
8. The Water Quality Control Plan for the Colorado River Basin Region of California (Basin Plan) was adopted on November 17, 1993 and designates the beneficial uses of ground and surface waters in this Region.
9. These general requirements are intended for facilities where the groundwater beneficial uses and/or potential beneficial uses are for municipal supply, agricultural supply and/or industrial supply, as described in the Basin Plan. Under the direction of the Regional Board's Executive Officer, these requirements would benefit the public and Regional Board staff by accelerating the review process without loss of regulatory jurisdiction and oversight.
10. Beneficial uses of groundwater in the Colorado River Basin Region include: municipal supply, agricultural supply and industrial supply. Beneficial uses for individual hydrologic subareas are specified in the Basin Plan.
11. These general waste discharge requirements are applicable to subsurface wastewater disposal facilities for mobile home and recreational vehicle parks and other facilities such as those listed in Finding No. 3 (above) with similar on-site subsurface disposal systems.
12. These general waste discharge requirements are not intended to alter or supersede existing restrictions or conditions or waste discharge requirements imposed by other governmental agencies on the discharge facility.
13. These general waste discharge requirements are applicable to such facilities and systems, as described in Findings No. 3 and No. 4 (above), provided that one of the following conditions exist:
 - a. In accordance with Section 15301, Chapter 3, Title 14 of the California Code of Regulations, the issuance of these waste discharge requirements, which govern the operation of an existing facility involving negligible or no expansion of use beyond that previously existing, is exempt from the provisions of the California Environmental Quality Act (Public Resources Code, Section 21000 et. seq.).
 - b. The installation and operation of the private subsurface disposal system will cause only a minor alteration to land as defined in the California Code of Regulations, Title 14, Section 15300, and therefore are exempt from the requirements of California Environmental Quality Act.
 - c. A Negative Declaration or another environmental document, satisfying the requirements of the California Environmental Quality Act (CEQA), has been approved for the proposed project.
14. To qualify for this General Order, the owner/operator of unregulated existing or new facilities must:
 - a. Own, operate, lease, or propose to own, operate or lease any type of facility previously mentioned;
 - b. Adhere to all current local, State and Federal regulation and applicable permits;

- c. Submit documentation that the requirements of the California Environmental Quality Act (Chapter 3, Division 13, Public Resources Code) has been satisfied.
 - d. Submit a project plan and a complete and accurate Notice of Intent (NOI) incorporated herein as Attachment "A", and made a part of this Board Order along with the first annual fee.
15. To qualify for this General Order, the owner/operator of an existing regulated facility must:
- a. Adhere to all current local State, and Federal regulations and applicable permits; and
 - b. Submit a complete and accurate NOI for compliance.
16. Following receipt of the pertinent information, listed in Findings No. 14 and No. 15, the Regional Board's Executive Officer will determine:
- a. It is appropriate to regulate the proposed facility under general waste discharge requirements;
 - b. No further documentation or clarification is needed; and
 - c. The wastewater disposal system appears to meet criteria necessary for protection of groundwater.
17. Dischargers that submit complete applications and are determined to be subject to these requirements will be notified by the Regional Board's Executive Officer in writing. This notification, called a Notice of Applicability (NOA), will inform the discharger that their proposed discharge is subject to the requirements promulgated by the Regional Board.
18. Notwithstanding the above findings, individual cases may be brought to the Board for consideration of waste discharge requirements when deemed appropriate by the Regional Board's Executive Officer.
19. The Board has notified interested agencies and persons of its intent to adopt general waste discharge requirements for the use of on-site subsurface wastewater disposal systems for mobile home and recreational vehicle parks and other similar facilities, such as: shopping centers, restaurants, residential developments, schools, camps and any commercial facilities not regulated by Board Order No. 93-600.
20. The Board in a public meeting heard and considered all comments pertaining to this discharge.

IT IS HEREBY ORDERED, that in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted thereunder, the discharger shall comply with the following:

A. Prohibitions

1. The direct discharge of any wastewater to any surface waters or surface drainage courses is prohibited.
2. Bypass or overflow of untreated or partially treated waste is prohibited.
3. The discharge of waste to land not owned or controlled by the discharger is prohibited.

4. Discharge of treated wastewater at a location or in a manner different from that described in Findings No. 3 and No. 4, above, is prohibited.
5. Discharge of waste classified as "hazardous" or "designated" as defined in California Code of Regulations, Title 23, Chapter 15, Section 2521(a) and 2522(a), to any part of the wastewater disposal system is prohibited.

B. Specifications

1. This Board Order shall serve as general waste discharge requirements for the discharge of wastewater to on-site subsurface wastewater disposal systems from mobile home and recreational vehicle parks and other similar facilities.
2. Any person owning or operating facilities of the type described in Findings No. 3 and No. 4, above, are considered a discharger for the purposes of this Board Order.
3. All facilities referenced in Finding No. 3 above, using on-site wastewater treatment/disposal for domestic wastewater, shall have officially approved septic tank/seepage pit or leach field disposal systems or similar subsurface disposal systems which are accessible for cleaning and inspection.
4. No wastewater other than domestic wastewater shall be discharged into the sewage disposal systems described in Findings No. 3 and No. 4, above.
5. The septic tank systems shall be maintained to remain effective in treating wastewater.
6. Odors of sewage origin shall not be perceivable beyond the limits of the individual facility.
7. Any off-site disposal of septage shall be only to a legal point of disposal, with the approval of the legal disposal site operator. For purposes of these requirements, a legal disposal site is one for which requirements have been established by the California Regional Water Quality Control Board and which is in full compliance therewith. Any septage handling shall be in such a manner as to prevent its reaching surface waters or watercourses.
8. No part of the subsurface disposal systems shall be closer than 150 feet to any water well or closer than 100 feet to any stream, channel, or other water source.
9. No part of the seepage pit or leach field for the disposal system shall extend to a depth where wastes may deleteriously affect an aquifer that is usable for domestic, agricultural or industrial purposes. In no case may the seepage pit or leach field extend to within 10 feet of the zone of historic or anticipated high groundwater level unless otherwise approved by the Regional Board's Executive Officer. Furthermore, the seepage pit or disposal field shall not lay above fractured or impermeable bedrock. The discharger must submit a technical report certifying that the seepage pits or leach fields meet this requirement. The report shall be prepared by a California Registered Civil Engineer or a Certified Engineering Geologist.
10. The subsurface wastewater disposal system(s) shall be maintained so that at no time will sewage be permitted to surface or overflow at any location.
11. Septic tank cleanings shall be discharged only by a duly authorized service.
12. The treatment or disposal of wastes at this facility shall not cause pollution or nuisance as defined in Section 13050 of Division 7 of the California Water Code.

13. Wastewater which has a total dissolved solids (TDS) concentration greater than 400 mg/L over the TDS content of the water supply to the facility shall be discharged only to an appropriate waste management facility approved by the Regional Board's Executive Officer.
14. The discharge shall not cause degradation of groundwater nor adversely affect any of the beneficial uses.

C. Provisions

1. Prior to any change in ownership or management of this operation, the discharger shall transmit a copy of this Board Order to the succeeding owner/operator, and forward a copy of the transmittal letter to the Regional Board. The new owner shall submit a NOI described in Finding No. 15.
2. This Board Order does not authorize violation of any federal, state, or local laws or regulations.
3. The discharger shall submit a Notice of Intent (as described in Findings No. 14 and No. 15) that includes the as-built construction and operation details of the subsurface system for review within 90 days after system completion.
4. These waste discharge requirements are subject to review and revision by the Regional Board.
5. Individual provisions of these waste discharge requirements are severable. If any provision of these requirements is found invalid, the remainder of these requirements shall not be affected.
6. The discharger shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances), which are installed or used by the discharger to achieve compliance with conditions of this Board Order.
7. Sufficient land area shall be reserved for possible future 100 percent replacement of the seepage pits or leach fields, until such time as this facility is connected to a municipal sewerage system. Replacement pits shall be installed in accordance with Title 22, Chapter 16, Section 64630, the Water Works Standards of the California Water Code.
8. Adequate measures shall be taken to assure that flood or surface drainage waters do not erode or otherwise render portions of the discharge facilities inoperable.
9. The discharger shall comply with "Monitoring and Reporting Program No. 97-500", and future revisions thereto, as specified by the Regional Board's Executive Officer.
10. The discharger shall comply with all of the conditions of this Board Order. Any noncompliance with this Board Order constitutes a violation of the Porter-Cologne Water Quality Control Act and is grounds for enforcement action.
11. All regulated disposal systems shall be readily accessible for sampling and inspection.

12. In the case that sample analyses indicate that the concentration of any nitrate or hazardous substance including VOCs exceeds the MCL established for drinking water, the discharger is required to resample the wastewater within 30 days of the date of the initial sampling results. If the resampling results also exceed the MCLs of nitrate or any hazardous substances including VOCs, the discharger is required to perform a subsurface investigation pursuant to Section 13267 of the California Water Code to determine any impacts to the ground water and/or soils. If a subsurface investigation is necessary, the discharger is required to submit a workplan to perform the investigation. The workplan must be prepared by a qualified professional engineer or geologist. The workplan shall be submitted to the Regional Board's Executive officer for approval within 90 days of the dated of the resampling results. This provision applies only to areas where the ground water is designated for municipal use in the Basin Plan
13. The discharger shall allow the Regional Board's Executive Officer, or his/her authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the premises regulated by this Board Order, or the place where records must be kept under the conditions of this Board Order;
 - b. Have access to and copy, at reasonable times, any records that shall be kept under the conditions of this Board Order;
 - c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Board Order; and
 - d. Sample or monitor at reasonable times, for the purpose of assuring compliance with this Board Order or as otherwise authorized by the California Water Code, any substances or parameters at this location.
14. The discharger shall report any noncompliance which may endanger health or the environment. Any such information shall be provided verbally to the Regional Board's Executive Officer within 24 hours from the time the discharger becomes aware of the circumstances. A written submittal shall also be provided within five days of the time the discharger becomes aware of the circumstances. The written submittal shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; and if the noncompliance has not been corrected, the anticipated time it is expected to continue and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance. The Regional Board's Executive Officer, or an unauthorized representative, may waive the written report on a case-by-case basis, if the oral report has been received within 24 hours.
15. The discharger is the responsible party for the waste discharge requirements and the monitoring and reporting program for the facility. The discharger shall comply with all conditions of these waste discharge requirements. Violations may result in enforcement actions, including Regional Board Orders or court orders, requiring corrective action or imposing civil monetary liability, or in modification or revocation of these waste discharge requirements by the Regional Board.
16. The discharger shall remove and relocate any wastes which are discharged at this site in violation of these requirements.

17. Prior to any modifications in this facility which would result in material change in the quality¹ or quantity² of wastewater treated or discharged, or any material change in the location of discharge, the discharger shall report all pertinent information in writing to the Regional Board and obtain revised requirements before any modifications are implemented.
18. The discharger shall furnish, under penalty of perjury, technical monitoring program reports, and such reports shall be submitted in accordance with the specifications prepared by the Regional Board's Executive Officer. Such specifications are subject to periodic revisions as may be warranted.
19. The discharger shall ensure that all site operating personnel are familiar with the content of this Board Order, and shall maintain a copy of this Board Order at the site.
20. The Regional Board's Executive Officer and the Director of the County Environmental Health Department shall be notified immediately of any failure of the wastewater containment facilities. Such failure shall be promptly corrected in accordance with the requirements of this Board Order.
21. Unless otherwise approved by the Regional Board's Executive Officer, all analyses shall be conducted at a laboratory certified for such analyses by the State Department of Health Services. All analyses shall be conducted in accordance with the latest edition of "Guidelines Establishing Test Procedures for Analysis of Pollutants", promulgated by the United States Environmental Protection Agency.
22. The discharger shall retain records of all monitoring information including all calibration and maintenance records, copies of all reports required by this Board Order, and records of all data used to complete the application for this Board Order. Records shall be maintained for a minimum of three years from the date of the sample, measurement, or report. This period may be extended during the course of any unresolved litigation regarding this discharge or when requested by the Regional Board's Executive Officer.
23. All maintenance performed shall be reported with the monitoring reports as required.
24. All applications reports, NOIs and/or information to be submitted to the Regional Board's Executive Officer shall be signed and certified as follows:
 - a. For a corporation - - by a principal executive officer with at least the level of vice president.
 - b. For a partnership or sole proprietorship - - by a general partner or the proprietor, respectively.
 - c. For a municipality, State, Federal, or other public agency - - by either a principal executive officer or ranking elected official.

¹ A change in the material quality of the wastewater stream is defined as a change in the type of wastewater discharge, the addition of wastewater streams or other similar changes to the process which would result in a chemical parameter change within the wastewater stream.

² A significant change in the quantity is defined as a ten percent increase in the daily flow of the wastewater stream.

25. A duly authorized representative of the person designated above may sign documents if:
 - a. The authorization specifies an individual or person having responsibility for the overall operation of the regulated disposed system; and
 - b. The authorization specifies an individual or person having responsibility for the overall operation of the regulated disposal system; and
 - c. The written authorization is submitted to the Regional Board's Executive Officer.
26. Facilities shall be available to keep the sewage disposal systems in operation in the event of commercial power failure.

I, Philip A. Gruenberg, Executive Officer, do hereby certify the foregoing is a full, true and correct copy of an Order adopted by the California Regional Water Quality Control Board, Colorado River Basin Region, on March 26, 1997.



Executive Officer

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
COLORADO RIVER BASIN REGION**

**MONITORING AND REPORTING PROGRAM NO. 97-500
FOR
ON-SITE SUBSURFACE WASTEWATER DISPOSAL SYSTEMS
FOR MOBILE HOME AND RECREATIONAL VEHICLE PARKS
AND OTHER SIMILAR FACILITIES**

MONITORING

The discharger shall submit an annual status report on the following:

1. Estimate of the total maximum daily flow of sewage discharged to the sewerage systems (septic tank/seepage pit systems).
2. List any proposed changes in the sewage disposal facilities during the upcoming year.
3. Report any surfacing of wastewater or other failures in any of the systems during the past year.
4. Swimming pool wastewater shall be monitored for total dissolved solids before discharge.
5. One septic tank/seepage pit or leach field disposal system for every 20 septic tank systems shall be sampled annually during November. The samples shall be analyzed for the following:

<u>Constituent</u>	<u>Unit</u>	<u>Type of Sample</u>	<u>Sampling Frequency</u>
Total Dissolved Solids	mg/L ¹	Grab	Annually
Volatile Organics (EPA Methods 601 and 602)	µg/L ²	Grab	Annually
Hydrogen Ion	pH units	Grab	Annually
Nitrate as NO ₃ -N	mg/L	Grab	Annually
Total Nitrogen	mg/L	Grab	Annually

The collection, preservation and holding times of all samples shall be in accordance with U. S. Environmental Protection Agency approved procedures. All analyses shall be conducted by a laboratory certified by the State Department of Health Services to perform the required analyses.

¹mg/L - milligrams per Liter

²µg/L - micrograms per Liter

MAINTENANCE AND INSPECTION

Septic tanks shall be inspected and pumped as described below:

<u>Parameter</u>	<u>Units</u>	<u>Type of Measurement</u>	<u>Minimum Inspection Frequency</u>
Sludge depth and scum thickness in each compartment of each septic tank	Feet	Staff Gauge	Annually
Distance between bottom of scum layer and bottom of outlet device	Inches	Staff Gauge	Annually
Distance between top of sludge layer and bottom of outlet device	Inches	Staff Gauge	Annually

Septic tanks shall be pumped when any one of the following conditions exist, or may occur before the next inspection:

- a. The combined thickness of sludge and scum exceeds one-third of the tank depth of the first compartment; or,
- b. The scum layer is within three inches of the outlet device; or,
- c. The sludge layer is within eight inches of the outlet device.

In lieu of septic tank measuring, the septic tank may be pumped annually.

REPORTING

1. Annual monitoring reports shall be submitted to the Regional Board by January 15 of each year to:

California Regional Water Quality Control Board
Colorado River Basin Region
73-720 Fred Waring Drive, Suite 100
Palm Desert, CA 92260
2. The discharger shall arrange the data in tabular form so that the specified information is readily discernible. The data shall be summarized in such a manner as to clearly illustrate whether the facility is operating in compliance with waste discharge requirements.
3. Report immediately any failure in the waste disposal system to the Regional Board's Executive Officer and the Director of the County Environmental Health Department by telephone with follow-up by letter.

4. Records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurement(s);
- b. The individual(s) who performed the sampling or measurement(s);
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical techniques or method used; and
- f. The results of such analyses.

5. A duly authorized representative of the discharger may sign the documents if:

- a. The authorization is made in writing by the person described above;
- b. The authorization specified an individual or person having responsibility for the overall operation of the regulated disposal system; and
- c. The written authorization is submitted to the Regional Board's Executive Officer.

6. Each report shall contain the following statement:

"I declare under the penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations."

Ordered by: Philip A. Greenberg
Executive Officer

March 26, 1997
Date



California Regional Water Quality Control Board

Colorado River Basin Region



Winston H. Hickox
Secretary for
Environmental
Protection

Internet Address: <http://www.swrcb.ca.gov>
73-720 Fred Waring Drive, Suite 100, Palm Desert, California 92260
Phone (760) 346-7491 • FAX (760) 341-6820

Gray Davis
Governor

ATTACHMENT A

NOTICE OF INTENT (NOI)

TO COMPLY WITH THE TERMS OF GENERAL WASTE DISCHARGE REQUIREMENTS FOR ON-SITE SUBSURFACE WASTEWATER DISPOSAL SYSTEMS FOR MOBILE HOMES AND RECREATIONAL PARKS AND OTHER SIMILAR FACILITIES - ORDER NO. 97-500

Mark Only One Item	1. <input type="checkbox"/>	New Discharge of Existing Unregulated Discharge
	2. <input type="checkbox"/>	Existing Regulated Discharge
	3. <input type="checkbox"/>	Change of Ownership/Operator Information - WDID _____

I. OWNER

A. Name			
Mailing Address			
City	State	Zip Code	Telephone
B. Contact Person		Title	

Additional Owners - if additional owners are involved, provide the information on a separate piece of paper

II. OPERATOR

A. Name			
Mailing Address			
City	State	Zip Code	Telephone
B. Contact Person		Title	

Additional Owners - if additional operators are involved, provide the information on a separate piece of paper

III. FACILITY INFORMATION

A. Name			Telephone		
Mailing Address of Facility			Street Address of Facility		
City	State	Zip Code	City	State	Zip Code

California Environmental Protection Agency



Recycled Paper

IV. BILLING ADDRESS

SEND TO: <input type="checkbox"/> OWNER/OPERATOR <small>(ENTER INFORMATION AT RIGHT ONLY IF DIFFERENT FROM ABOVE)</small> <input type="checkbox"/> OTHER <small>(ENTER INFORMATION AT RIGHT)</small>	Name		
	Mailing Address		
	City	State	Zip Code

V. DESCRIPTION OF DISCHARGE

Describe the existing discharge(s).

Provide the Following Information:

- 1) Daily Volume of Discharge: Maximum: _____ Average: _____ Minimum: _____
- 2) Depth to Groundwater: _____ Total Dissolved Solids of Groundwater: _____ mg/l
- 3) Supply Water Total Dissolved Solids: _____ mg/l
- 4) Distance to Nearest Water Well: _____
- 5) Facility Assessor's Parcel Number: _____
- 6) Number of Residential Units: _____ Mobile Home Spaces: _____ and/or RV Spaces: _____
- 7) California Environmental Quality Act (CEQA) Compliance:
 - State Clearing House SCH # _____
 - Environmental Impact Report # _____
 - Negative Declaration # _____
 - Lead Agency Name: _____
 - Adoption Date: _____

INSTRUCTIONS FOR COMPLETING THE NOTICE OF INTENT (NOI)

These instructions are intended to help you, the discharger, complete the NOI form for General Waste Discharge Requirements for On-Site Subsurface Wastewater Disposal Systems for Mobile Homes and Recreational Parks and Other Similar Facilities - Order No. 97-500.

At the top of the form, please mark whether this is the first time coverage under this General Permit? General WDR are being requested or if this is a change of information for a facility already covered under this General Permit/General WDR. If this is a change of information, please supply the eleven-digit WDID number for the facility.

Section I - Owner

Section A.

1. **Name** - The name (first and last) of the owner of the facility. If the owner is a company, corporation, etc., then put the name of the company, corporation, etc., in this space. Please print clearly.
2. **Mailing Address** - The street number and street name where mail and correspondence should be sent. (P.O. Box is acceptable)
3. **City, State, and Zip Code** - The city, state, and zip code that apply to the mailing address given.
4. **Telephone** - Daytime telephone number of the owner given.

Section B.

1. **Contact Person** - Please list the name (first and last) of the contact person for the owner (agency, corporation, private business, etc.) listed above.
2. Please check the boxes to the right of "Contact Person" to indicate whether the name given in section "A." is the owner, operator, or both the owner and the operator.
3. **Additional Owners** - Please check the box if there is more than one owner. Provide the additional information in a supplementary letter addressed to the Colorado River Basin Regional Water Quality Control Board as part of this NOI.

Section II - Operator

Please provide the requested information for the OPERATOR. Use the same instructions as for Section I.

Section III - Facility Information

1. **Name of Facility** - The name of the facility that is requesting coverage under this General Permit/General WDR.
2. **Mailing Address of Facility** - The street number and street name where the facility is located. (P.O. Box is not acceptable).
3. **City, State, and Zip Code** - The city, state, and zip code that apply to the facility address given.
4. **Telephone** - The telephone number of the facility.

Section IV - Billing Address

1. **Send To:** - Please check the appropriate box. Please enter the information to the right only if it is different than that in Section I. If the bill should be sent to someone else, please check the box titled "OTHER" and fill in the information on the right.
2. **Name** - The name of the person who will be responsible for the annual fee.
3. **Mailing Address** - The street number and street name where the bill should be sent. (P.O. Box is acceptable)
4. **City, State, and Zip Code** - The city, state, and zip code that apply to the mailing address given.

Section V - Description of Discharge

Please provide the requested information.

Section VI - Certification

1. **Printed Name** - Please letter your name legibly. This section should be filled out by the person responsible according to Section I.A, of Attachment A.
2. **Signature and Date** - Signature of name printed above, and the date signed.
3. **Title** - The professional title of the person signing the NOI.

Section VII - Other Information Required

Please provide the requested information.