

IV. Site Information

1. Facility Discharge Map: Prepare a map with the following information and attach it to this form:

- Surface water locations (include wetlands, drainage ditches, and sloughs) on the site and adjacent to the site.
- Name significant features, including parking lots, buildings, and vehicle maintenance areas.
- Discharges to surface water storm sewers, and discrete ground water infiltration locations such as dry wells.
- Drainage and discharge structures (assign a unique 3-digit identifier for each discharge point).
- Sample location(s) each identified by a unique 3-digit identifier.

2. Discharge Point(s) Latitude and Longitude*: Provide each of your facility's discharge(s) points latitude and longitude expressed in degrees (°), minutes ('), and seconds ("). Please use topographic maps and GPS settings that utilize the 1983 North American Datum (NAD 83). List all discharge points. Please use an extra sheet of paper if necessary. For the discharge identifier, list the name, number, or letter used on the map to identify the point(s) of discharge. The identifier can only be a maximum of three characters long and must be unique for each discharge point. If you identify more than one discharge point, mark the discharge point(s) you'll sample to comply with the permit sampling requirements by checking the "S/P" (sample point) box.

Discharge identifier. These cannot be symbols. (maximum of three characters ex. 01A)	Latitude degrees, minutes, seconds	Longitude degrees, minutes, seconds	S/P	Location description
	° ' N	° ' W	<input type="checkbox"/>	
	° ' N	° ' W	<input type="checkbox"/>	
	° ' N	° ' W	<input type="checkbox"/>	
	° ' N	° ' W	<input type="checkbox"/>	
	° ' N	° ' W	<input type="checkbox"/>	

NOTE: You must use the unique identifier for the sampling point on each discharge monitoring report (DMR) form you will submit each quarter. Ecology will provide the DMR form once we issue coverage under the permit.

*For assistance with latitude and longitude refer to any of the following websites: www.getlatlon.com, <http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm>, or http://www.epa.gov/tri/report/siting_tool/index.htm. Please convert all latitude and longitude coordinates into degrees, minutes, seconds format. For help with this process go to: <http://www.fcc.gov/mb/audio/bickel/DDMMSS-decimal.html>

3. Receiving Water Latitude / Longitude: Provide the latitude and longitude of your facility's discharge where it enters the receiving water expressed in degrees (°), minutes ('), and seconds ("). List all receiving waters for the site. Please use an extra sheet of paper if necessary.

Discharge identifier. These cannot be symbols. (maximum of three characters ex. 01A)			Receiving Water Body	Latitude degrees, minutes, seconds	Longitude degrees, minutes, seconds
				° ' N	° ' W
				° ' N	° ' W
				° ' N	° ' W
				° ' N	° ' W
				° ' N	° ' W

4. Name of Conveyance System: If you discharge to a municipal stormwater system or other stormwater conveyance system (e.g., Kent stormwater drainage system, roadside ditch), identify the system by name or if unnamed, by other identifier (e.g., 145th street ditch). _____

V. Other Permits/Registration Check all that apply.

- NPDES Permit (Individual or General Construction Stormwater) Permit No. _____
- State Waste Discharge Permit (Ground Discharges) Permit No. _____
- State/USEPA Hazardous Waste ID No: _____
- Drywell (Ecology) Registration No: _____
- Other (please explain): _____

VI. State Environmental Policy Act (SEPA)

This section applies only to a facility that has never held an NPDES stormwater permit.

Has a SEPA review been completed? Yes No Exempt

Type of SEPA document: Determination of Non-Significance (DNS) Final Environmental Impact Statement (EIS) Mitigated DNS (MDNS)

Agency issuing DNS, MDNS, Final EIS, or Exemption: _____

Date: _____

VII. Public Notice

Facilities beginning operations after January 1, 2010 or requesting a modification of permit coverage must publish a public notice at least once a week for two consecutive weeks with seven days in between publications, in a single newspaper of general circulation in the county in which the facility is located. Ecology cannot grant permit coverage sooner than the end of the 30 day public comment period, which begins on the date of the second public notice.

Submit (or fax: 360-407-6426) the application to Ecology on or before the date of the first public notice. If you fax the application to Ecology, you must follow up with hard copy by mail.

Date of the first public notice: ____ / ____ / ____

Date of second public notice: ____ / ____ / ____

Example: Date of the first public notice: 01 / 01 / 2010

Date of second public notice: 01 / 08 / 2010

Name of the newspaper that will publish the public notices:

Below is an EXAMPLE of a public notice. It is not an actual public notice.

PUBLIC NOTICE (EXAMPLE)

_____ (Name of applicant)

_____ (Address of applicant) is seeking coverage/modification of coverage (*select one*) under the Washington Department of Ecology's NPDES General Permit for Stormwater Discharges Associated with Industrial Activities. [The industrial site, known as _____ (Project name) is located at _____ (Street address) in _____ (Name of nearest city).

Operations are due to startup on/started on (select one) _____ (Date). Industrial activities include _____

_____ (Briefly clarify the industrial activity). Stormwater from the site discharges to _____ (List unnamed and named receiving waters; storm drains and name of receiving water for storm drains).

Any person desiring to present their views to the Department of Ecology concerning this application may notify Ecology in writing within 30 days from the last date of publication of this notice.

Comments may be submitted to:

Washington Dept of Ecology
Water Quality Program – Industrial Stormwater
PO Box 47696
Olympia, WA 98504-7696

VIII. Certification of Permittee*

"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."

Printed Name/Company	Title
Signature	Date

*** Federal regulations require this application is signed by one of the following:**

- A. For a corporation: by a principal executive officer of at least the level of vice president;
- B. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively or
- C. For a municipality, state, federal, or other public facility: by either a principal executive officer or ranking elected official.

Please return this signed original document to the below address. Make sure you retain a copy for your records.

Washington Department of Ecology
Water Quality Program – Industrial Stormwater
PO Box 47696
Olympia, WA 98504-7696

If you have any questions, please call:

- **Josh Klimek** (360) 407-7451 or jokl461@ecy.wa.gov for city of Seattle and Kitsap, Pierce, and Thurston counties
- **Clay Keown** (360) 407-6048 or ckeo461@ecy.wa.gov for Island, King (except Seattle), and San Juan counties.
- **Charles Gilman** (360) 407-6437 or chgi461@ecy.wa.gov for Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Skagit, Snohomish, Spokane, Stevens, Walla Walla, Whatcom, and Whitman counties.
- **Joyce Smith** (360) 407-6858 or josm461@ecy.wa.gov for Benton, Chelan, Clallam, Clark, Cowlitz, Douglas, Grays Harbor, Jefferson, Kittitas, Klickitat, Lewis, Mason Okanogan, Pacific, Skamania, Wahkiakum, and Yakima counties.

To ask about the availability of this document in a version for the visually impaired call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

Application Instructions for a General Permit to Discharge Stormwater Associated with Industrial Activity

How do I apply for coverage?

The Application, also called the Notice of Intent or NOI, is used by operators of industrial facilities to seek coverage under the National Pollutant Discharge System (NPDES) General Permit for Stormwater Discharges Associated with Industrial Activity. The application is an official document committing the permittee to compliance with the requirements of the permit. It should be completed accurately, completely, and legibly. Please type or print in ink.

How will I know when I have permit coverage?

The applicant will be notified as to coverage under the permit within thirty (31) days of completing the application requirements. If the applicant does not receive notification from Ecology, coverage under the permit automatically commences on the sixty-first (61st) day following receipt by Ecology of a completed application or the thirty-first (31) day following the end of the 30 day comment period, whichever is later.

When do I apply?

Facilities must apply for permit coverage at least 60 days prior to the commencement of industrial activities.

Where do I apply?

<u>Where do I apply?</u>	Mailing Address	or	Physical Address
Submit the application to:	Washington Department of Ecology Water Quality - Industrial Stormwater P.O. Box 47696 Olympia, WA 98504-7696		Washington Department of Ecology Water Quality -Industrial Stormwater 300 Desmond Drive Lacey, WA 98503

Fees

Do not send in a fee payment with this application. You will be billed once a year after the permit is issued.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

CHANGE OF INFORMATION

Only check this box if information included in a previously submitted application has changed. An example of a change could be a new contact person for the operator, owner of the facility, or new billing address. **Include your assigned permit number in the right hand corner of the application.** Your assigned permit number is in the upper right hand corner of the first (title) page of your permit. Complete only those sections of the application that require changes. Please submit a transmittal letter which confirms/explains the change of information in the application.

MODIFICATION OF COVERAGE

Only check this box if you are requesting a modification of your current permit. **Include your assigned permit number in the right hand corner of the application.** A modification is required for a change to the industrial activity or change to the quantity/type of discharge is anticipated. A modification may also be required as part of a time extension or waiver from Level 2 or 3 Corrective Actions, or after an Ecology decision regarding a Level 4 corrective action. A modification of permit coverage requires the applicant to comply with public notice requirements prior to a 30 day public comment period (see SECTION VII. Public Notice).

Termination of Coverage

Do not use this application form to inform Ecology that your company has ceased operations. When a company ceases operations at a facility for which it has coverage under the stormwater permit, it should submit a NOTICE OF TERMINATION (NOT) form to the Department of Ecology. You may obtain a notice of termination from the Ecology web page or by contacting Ecology.

<http://www.ecy.wa.gov/programs/wq/stormwater/>

SECTION I. PERMITTEE INFORMATION

Please list the contact information for the permittee. Please provide your company's Universal Business Identifier (UBI) number, as well. This information is required as part of the application. The UBI number was issued to your company by the Washington State Department of Licensing. If you are unsure of your UBI number you may need to contact the Department of Licensing at (360) 664-1414 or use the internet tool located at <http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>.

SECTION II. BILLING ADDRESS

If the billing invoices should be sent to a different address than the operator/representative, complete the billing address information section. Also provide a billing contact person and phone number who can answer questions on invoices sent to the facility.

SECTION III. FACILITY INFORMATION

1. Facility Name, etc.:

Enter the facility's name, the street address, and the date that you intend to begin operations. If a street address is not available, a location description must be included. If you are already operating, enter the date that you began operation. Also provide a facility contact person who can answer questions on the day-to-day operations at the facility if this person is different than the operator/representative for the facility. Please provide the site latitude and longitude and/or the Township/Section/Range.

Latitude and longitude is a means of identifying a particular point on Earth's surface. It is the same as placing an "X" on a map which indicates "I am here." If you have a global positioning system (GPS) device you can use it to determine your latitude and longitude. You can also use online (internet) tools to locate latitude and longitude of your facility and, with reasonable accuracy, the requested point of discharge information. Please use topographic maps and GPS settings that utilize the 1983 North American Datum (NAD 83).

For assistance with latitude and longitude refer to any of the following websites:

www.getlatlon.com, <http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm>, or http://www.epa.gov/tri/report/siting_tool/index.htm. Please convert all latitude and longitude coordinates into degrees, minutes, seconds format. For help with this process go to <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>.

2. Standard Industrial Classification (SIC):

List your primary SIC code first in this section. List any additional SIC codes that describe other industrial activities taking place at the facility in the remaining boxes by level of activity. The SIC codes can be found in the Standard Industrial Classification Manual, prepared by the Federal Office of Management and Budget, which is available in public libraries. You can get this information from the Internet at: <http://www.census.gov/epcd/www/naicstab.htm>. Tax and business records may also list a facility's SIC codes.

The activity in which a facility is primarily engaged determines the primary SIC code for that facility. To determine the activity in which a facility is primarily engaged, the SIC manual recommends using a value of receipts or revenues approach. For example, if a facility manufactures both metal and plastic products, the facility would total receipts for each operation. The operation that generated the most revenue for the facility is the operation in which the facility is primarily engaged. If revenues and receipts are not available for a particular facility, the number of employees or production rate may be compared. If a facility performs more than two types of operations, whichever operation generates the most (not necessarily the majority) of the revenue or employs the most personnel, is the operation in which the facility is primarily engaged. Once a primary activity is identified, refer to the SIC Manual to find the corresponding SIC four digit code.

3. Type or Nature of Industrial Activities:

Briefly describe the type or nature of your industrial activity

4. Total Size of Site:

Give the total size of your site with industrial activity in acres (divide square feet by 43,560 to get acres). You may exclude natural areas with no activity.

SECTION IV. SITE INFORMATION

1. Facility Discharge Map:

Make sure you mark on the map the point(s) where stormwater discharges from your property. If you have more than one discharge point, please label (name) each point so that you can refer to it later. This ID can only be three characters long and must be unique for each discharge point. The map should be submitted with the application and include the below list of information (see permit Special condition S3.B.1 for complete detail). You may need to update the map to include all of the items.

- Surface water locations (include wetlands, drainage ditches, and sloughs) on the site and adjacent to the site.
- Name significant features, including parking lots, buildings, and vehicle maintenance areas.
- Discharges to surface water storm sewers, and discrete ground water infiltration locations such as dry wells.
- Drainage and discharge structures (assign a unique 3-digit identifier for each discharge point).
- Sample location(s) each identified by a unique 3-digit identifier.

2. Discharge Information:

This information is necessary for Ecology to correctly identify your monitoring requirements. Even if you have included this information previously, you need to fill out the information here. The following information is designed to help you fill out this part of the form.

Identify your discharge points:

From the map you created, please list here the name, number, or letter used on the map to identify the places where stormwater leaves your facility. These are your discharge points. This ID can only be a maximum of three characters long and must be unique for each discharge point.

Identify your sampling point(s):

Please list the point or points where you plan to sample. This ID can only be a maximum of three characters long and must be unique for each point of discharge. You may be able to revise this later if necessary. The sampling points may or may not be the same as the discharge points.

Identify latitude and longitude (lat/long) of the point(s):

This information will help Ecology determine if you discharge to impaired waters. If you have a global positioning system (GPS) device you can use it to determine your latitude and longitude. You can also use online (internet) tools to locate latitude and longitude of your facility and, with reasonable accuracy, the requested point of discharge information. Please use topographic maps and GPS settings that utilize the 1983 North American Datum (NAD 83).

For assistance with latitude and longitude refer to any of the following websites:

www.getlatlon.com, <http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm>, or http://www.epa.gov/tri/report/siting_tool/index.htm. Please convert all latitude and longitude coordinates into degrees, minutes, seconds format. For help with this process go to <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>.

If you have more than one point of discharge and latitude/longitude, please add additional pages to the application and list each separately.

3. Identify the name of the receiving water:

The receiving water is the waterbody that your stormwater goes into, such as a creek, river, lake, wetland or saltwater (e.g. Puget Sound). If you discharge to a stormwater conveyance system such as a roadside ditch or municipal stormwater system (e.g. City of Everett stormwater sewer system), the receiving water is the waterbody where that conveyance system discharges to.

Identify latitude and longitude (lat/long) of the receiving water:

You must identify the latitude and longitude of where your facility’s stormwater discharge meets the receiving water. If you directly discharge into the receiving water this will be your discharge point. If your facility discharges to a stormwater conveyance system (see explanation below) you must then identify the latitude and longitude of where that stormwater conveyance system discharges to the receiving water. Please use topographic maps and GPS settings that utilize the 1983 North American Datum (NAD 83). For assistance with latitude and longitude refer to any of the following websites: www.getlatlon.com, <http://cfpub1.epa.gov/npdes/stormwater/latlong.cfm>, or http://www.epa.gov/tri/report/siting_tool/index.htm. Please convert all latitude and longitude coordinates into degrees, minutes, seconds format. For help with this process go to <http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html>.

4. Identify the name of conveyance system (if applicable):

You need to tell Ecology if you are discharging to a receiving water directly or via a stormwater conveyance system. The easy example of a stormwater conveyance system is the traditional stormwater sewer system, usually owned by a municipality. In this system you typically collect or channel stormwater into a grated opening that goes to a pipe that connects to the underground stormwater sewer system.

Stormwater can also be conveyed above ground, usually in an unlined (sometimes un-named) ditch. These are considered stormwater conveyance systems as long as the “ditch” was created specifically for the purpose of conveying stormwater; it is not a stream that has been straightened or channelized; and it is not replacing a “natural” waterbody. If the ditch is typically dry except during storm events, it likely qualifies as a stormwater conveyance system. Ditches that drain ground water and coincidentally convey stormwater do not qualify as a stormwater conveyance system.

If you discharge to a stormwater conveyance system owned by a municipality and you do not know where their system discharges, the municipality may be able to help you. Municipalities organize differently, but in the government pages of a phone directory, you should look for categories such as “public works”, “utilities – stormwater”, “drainage”, “water programs”, or “planning and development”. If they are not able to tell you, please contact Ecology.

SECTION V. REGULATORY STATUS

This section includes information on any existing NPDES, State Waste Discharge, Air permits, or Hazardous Waste ID Numbers issued to the facility. In Washington, air emission permits are issued by local agencies or Ecology. These can be referred to by various names such as a permit, an order, or a Notice of Construction. If you currently hold an NPDES stormwater permit for construction of the facility you plan to operate, include the permit number.

SECTION VI. STATE ENVIRONMENTAL POLICY ACT (SEPA)

This section **only** applies to new or newly established facilities.

Please check and fill in the appropriate items. Please mark the type of SEPA document prepared, i.e., a Determination of Nonsignificance (DNS) or a Final Environmental Impact Statement (EIS). Include the name of the agency which issued the DNS, the Final EIS, or which decided that the project was exempt from SEPA. Usually this agency is a representative of local government such as a city or county. Also provide the date the agency issued the DNS or Final EIS.

SECTION VII. PUBLIC NOTICE

State law requires a 30 day public comment period prior to permit coverage, therefore permit coverage will not be granted sooner than 31 days after the date of the second public notice. The public notice may be published simultaneously with other notices such as State Environmental Policy Act notices, and Shoreline Permit notices, provided the application is sent to Ecology on or before the date of the first public notice. The applicant must complete the 30 day public notice requirement prior to receiving permit coverage.

A typed copy of what will be submitted to the newspaper, the dates that the first and second public notices will run and the name of the newspaper in which the public notices will appear must be sent to Ecology with the application.

SECTION VIII. CERTIFICATION OF AN ACCURATE APPLICATION BY THE PERMITTEE

This section should be read closely by the applicant. A responsible official or authorized representative of the operator shall print or type their name for clarity, then sign and date the document on the lines provided. In the case of corporations, the application must be signed by a principal executive officer of at least the level of vice president.

- For a partnership, the application must be signed by a general partner.
- For a sole proprietorship, the application must be signed by the proprietor.
- For a municipal, state or other public agency, the application must be signed by either a principal executive officer, a ranking elected official, or other duly authorized employee.

QUESTIONS

For questions regarding the application, please call the appropriate permit administrator:

- **Josh Klimek** (360) 407-7451 or jokl461@ecy.wa.gov for city of *Seattle* and *Kitsap, Pierce, and Thurston* counties
- **Clay Keown** (360) 407-6048 or ckeo461@ecy.wa.gov for *Island, King (except Seattle), and San Juan* counties.

- **Charles Gilman** (360) 407-6437 or chgi461@ecy.wa.gov for Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Skagit, Snohomish, Spokane, Stevens, Walla Walla, Whatcom, and Whitman counties.
- **Joyce Smith** (360) 407-6858 or josm461@ecy.wa.gov for Benton, Chelan, Clallam, Clark, Cowlitz, Douglas, Grays Harbor, Jefferson, Kittitas, Klickitat, Lewis, Mason Okanogan, Pacific, Skamania, Wahkiakum, and Yakima counties.

To ask about the availability of this document in a version for the visually impaired call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.