



Notice of Intent (NOI) Modification Form

APDES ANC-GP

Current NOI Information:

Permit Authorization Number

Facility Name

Certification Information

An Alaska Pollutant Discharge Elimination System (APDES) permit application or report must be signed by an individual with the appropriate authority per 18 AAC 83.385. For additional information, please refer to 18 AAC 83.385 (<http://www.legis.state.ak.us/basis/aac.asp#18.83.385>).

"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."

Organization

Name

Title

Phone

Email

Street (PO Box)

State

Zip

Signature

Date

Instructions for completing a modification to an APDES Notice of Intent (NOI)

Use the NOI form on the subsequent pages to indicate the items for which you are submitting this modification. Only enter information you wish to change. If you have questions about modifying your NOI, call the DEC Storm Water Program at 907-269-6285.

1. When Should you modify your Notice of Intent (NOI)?

You can use this form to update or correct information on your NOI, including:

- Owner/Operator address and contact information
- Changes to the SWPPP Contact
- Facility/Site information
- Acreage of industrial area exposed to storm water
- Changes in SIC code or industrial sector designation; or
- Changes to discharge information

2. When must you Submit a Notice of Termination (NOT) Instead of a Modification Form?

- The owner/operator has changed: You must submit an NOT when you transfer control of a site to a new owner/operator.
- The new owner/operator must then file a new NOI to obtain coverage. Coverage is not transferable.
- You have ceased operations at the facility and there are no longer discharges associated with industrial activity at the facility.

Permit #: _____

Section III. Operator Information			
Operator Contact Name:		Organization:	Title:
Phone:	Fax (optional):	Email:	
Mailing Address:	Street (PO Box):		
	City:	State:	Zip:

Section IV: Storm Water Pollution Prevention Plan (SWPPP) Contact/Location Information			
SWPPP Contact Name:		Organization:	Title:
Phone:	Fax (optional):	Email:	
Mailing Address: <input type="checkbox"/> Check if same as Operator Information	Street (PO Box):		
	City:	State:	Zip:
URL of SWPPP (if applicable):			

Section V. Billing Contact Information			
Billing Contact Name:		Organization:	Title:
Phone:	Fax (optional):	Email:	
Mailing Address: <input type="checkbox"/> Check if same as Operator Information	Street (PO Box):		
	City:	State:	Zip:

Section VI. NOI Preparer <i>(Complete if NOI was prepared by someone other than the certifier.)</i>			
Organization:		Name:	Title:
Phone:	Fax (optional):	Email:	
Mailing Address: <input type="checkbox"/> Check if same as Operator Information	Street (PO Box):		
	City:	State:	Zip:

Permit #: _____

Section VII. Certification Information

An Alaska Pollutant Discharge Elimination System (APDES) permit application or report must be signed by an individual with the appropriate authority per 18 AAC 83.385. For additional information, please refer to 18 AAC 83.385 at the following link: <http://www.legis.state.ak.us/basis/aac.asp#18.83.385>.

Corporate Executive Officer 18 AAC 83.385 (a)(1)(A)	For a corporation, a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation.
Corporate Operations Manager 18 AAC 83.385 (a)(1)(B)	For a corporation, the manager of one or more manufacturing, production, or operating facilities, if (i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations; (ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and (iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
Sole Proprietor or General Partner 18 AAC 83.385 (a)(2)	For a partnership or sole proprietorship, the general partner or the proprietor respectively.
Public Agency, Chief Executive Officer 18 AAC 83.385 (a)(3)(A)	For a municipality, state, or other public agency, the chief executive officer of the agency.
Public Agency, Senior Executive Officer 18 AAC 83.385 (a)(3)(B)	For a municipality, state, or other public agency, a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.
<p><i>Any report required by an APDES permit, and a submittal with any other information requested by the department, must be signed by a person described in above, or by a duly authorized representative of that person.</i></p> <p><i>*For Delegated Authority: the delegation must be made in writing and submitted to the DEC.</i></p> <p><i>Your signature will not be approved until DEC receives the written delegation.</i></p> <p><i>An Example of written authorization delegating authority can be found on the Division of Water website: http://dec.alaska.gov/Water/OASysHelp/attachments/Delegation_Authorization_Form.pdf</i></p>	
Operations Manager (Delegated Authority)* 18 AAC 83.385 (b)(2)(A)	For a duly authorized representative, an individual or a position having responsibility for the overall operation of the regulated facility or activity, including the position of plant manager, operator of a well or a well field, superintendent or position of equivalent responsibility.
Environmental Manager (Delegated Authority)* 18 AAC 83.385 (b)(2)(B)	For a duly authorized representative, an individual or position having overall responsibility for environmental matters for the company.

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.

Organization:	Name:	Title:
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Phone:	Fax (optional):	Email:
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Mailing Address: <input type="checkbox"/> Check if same as Operator Information	Street (PO Box):		
	City:	State:	Zip:

_____ Signature/Responsible Official	_____ Date
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Section VIII. Document Attachments

Documents attached with this application:

Storm Water Pollution Prevention Plan

Delegation of Authority

Other:

Instructions for Completing the Notice of Intent for Storm water Discharges Associated with INDUSTRIAL ACTIVITY under the Ted Stevens Anchorage International Airport General Permit (ANC-GP)

Who Must File a Notice of Intent with DEC?

Under section 402(p) of the Clean Water Act (CWA) and regulations at 40 CFR Part 122.26, adopted by reference at 18 AAC 83.010 (3) storm water discharges associated with industrial activity are prohibited to waters of the United States unless authorized under an Alaska Pollutant Discharge Elimination System (APDES) permit. You can obtain coverage under the ANC-GP by submitting a completed NOI if you operate a facility that:

- is located in a jurisdiction where DEC is the permitting authority, listed in Part 1.1 of the ANC-GP;
- meets the eligibility requirements in Part 1.2 of the permit;
- develops a storm water pollution prevention plan (SWPPP) in accordance with Part 5 of the ANC-GP; and
- installs and implements control measures in accordance with Part 4 to meet numeric and non-numeric effluent limits.

If you are unsure if you need an APDES storm water permit, contact your APDES storm water permit program. Contacts are listed at:

<http://dec.alaska.gov/water/wnpssc/stormwater/index.htm>

One NOI must be submitted for each facility or site for which you are seeking permit coverage. You do not need to submit separate NOIs for each type of industrial activity present at your facility, provided your SWPPP covers all activities.

When to File the NOI Form

Do not file your NOI until you have obtained and thoroughly read a copy of the ANC-GP. A copy of the ANC-GP is located on the DEC website (<http://dec.alaska.gov/water/wastewater/stormwater.aspx>). The ANC-GP describes procedures to ensure your eligibility, prepare your SWPPP, install and implement appropriate storm water control measures, and complete the NOI form questions – all of which must be done before you sign the NOI certification statement attesting to the accuracy and completeness of your NOI. You will also need a copy of the ANC-GP once you have obtained coverage so that you can comply with the implementation requirements of the permit.

Completing the NOI Form

To complete this form, type or print in the appropriate areas only. Please make sure you complete all questions. Make sure you make a photocopy for your records before you send the completed form to the address below.

Facility Information

Enter the facility's official or legal name. Unless the name of your facility has changed, please use the same name provided on prior NOIs or permit applications.

Indicate if industrial storm water discharges from your facility were previously covered by an APDES permit.

If your facility was covered by the MSGP, please include the tracking number that you received in your confirmation letter or email from DEC's Storm Water Program. You can find the tracking number assigned to your previous NOI on DEC's Online Permit Search:

<http://www.dec.state.ak.us/Applications/Water/WaterPermitSearch/Search.aspx>

Enter the street address, including city, state, zip code, borough or similar government subdivision of the actual physical location of the facility. Do NOT use a P.O. Box.

Provide the facility latitude and longitude in decimal degrees format. You can obtain your facility's latitude and longitude through Global Positioning System (GPS) receivers, U.S. Geological Survey (USGS) quadrangle or topographic maps, or EPA's web-based siting-tools, among other methods. For consistency, DEC requests you take measurements from the location of your facility's storm water outfall. Outfalls are locations where the storm water exits the facility, including pipes, ditches, swales, and other structures that transport storm water. If there is more than one outfall present, measure at the primary outfall (i.e., the outfall with the largest volume of storm water discharge associated with industrial activity).

Identify the data source that you used to determine the facility latitude and longitude. If you did not use a USGS quadrangle or topographic map or GPS receivers, then select "Other" and write the method used on the line provided. If you used a USGS quadrangle or topographic map, write the map scale on the line provided. Scale should be identified on the map.

Enter the estimated area of industrial activity at your site exposed to storm water, in acres.

Discharge Information

Receiving Water, Drainage Basin

Indicate whether storm water from your site will be discharged into which drainage basin.

Operator Information

Provide the name of the contact person and the legal name of the firm, public organization, or any other public entity that operates the facility described in this application. An operator of a facility is a legal entity that controls the operation of the facility.

Provide the operator's mailing address, telephone number, fax number (optional), and email address. Correspondence will be sent to this address.

Storm Water Pollution Prevention Plan (SWPPP) Contact Information

Identify the name, telephone number, and email address of the person who will serve as a contact for DEC on issues related to storm water management at your facility. This person should be able to answer questions related to storm water discharges, the SWPPP, and other issues related to storm water permit coverage or have immediate access to individuals with that knowledge. This person does not have to be the facility operator but should have intimate knowledge of storm water management activities at the facility.

If you are making your SWPPP publicly available on a website, provide the appropriate Internet URL address.

Billing Contact Information

Provide the name of the contact person and the legal name of the firm, public organization, or any other public entity that is responsible for accounts payable for this facility.

Provide the billing contact's mailing address, telephone number, fax number (optional), and email address. Correspondence for billing purposes will be sent to this address. If the billing contact address is the same as the operator, check the box and continue to Section III SWPPP Information. See 18 AAC 72.956 for applicable authorization fee to be paid with the submittal of the NOI. Existing Multi-Sector General Permit (MSGP) permittees when transferring permit coverage to this permit do not need to pay two permit authorization fees in one calendar year. Existing dischargers transferring from (those facilities that have been paying their annual fee based on invoices from DEC) will continue to pay the annual fee based on invoices from DEC, and will not need to pay an additional permit fee when they submit their NOI.

Certification Information

The NOIs, must be signed as follows:

- (1) For a corporation, a responsible corporate officer shall sign the NOI, a responsible corporate officer means:
 - (A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
 - (B) the manager of one or more manufacturing, production, or operating facilities, if
 - (i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
 - (ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
 - (iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) For a partnership or sole proprietorship, the general partner or the proprietor, respectively; or
- (3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
 - (A) the chief executive officer of the agency; or
 - (B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Include the name, title, organization, and email address of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered valid application for permit coverage.

If the NOI was prepared by someone other than the certifier (for example, if the NOI was prepared by the facility SWPPP contact or a consultant for the certifier's signature), include the name, organization, telephone number, and email address of the NOI preparer.

Where to File the NOI Form

NOIs sent by mail or via email to the following location (remember to retain a copy for your records):

Alaska Dept. of Environmental Conservation

Wastewater Discharge Authorization Program, Storm Water NOI
555 Cordova Street
Anchorage, AK 99501
Phone: (907) 269-6285

Email: DEC.Water.WQPermit@alaska.gov

Your SWPPP needs to be submitted with the NOI as required in Part 2.2 of the ANC-GP. You must keep a copy of your SWPPP on-site or otherwise make it available to facility personnel responsible for implementing provisions of the permit.

Phase I of the E-Reporting rule (DMR's) has been implemented. Phase II of the E-Reporting rule will integrate all other electronic reporting (other reports, NOI, NOT, etc) required by the Permit and implementation is expected to begin December 2020. Permittees should monitor DEC's E-Reporting Information website (<http://dec.alaska.gov/water/Compliance/EReportingRule.htm>) for updates on Phase II of the E-Reporting Rule. Until such time, other reports required by the Permit may be submitted in accordance with Appendix A – Standard Conditions.