



# Instructions for Completing a Notice of Termination Form for Storm Water Discharges Associated with INDUSTRIAL ACTIVITY under the Mult-Sector General Permit (MSGP)

## Who May File Notice of Termination (NOT) Form

A permittee currently covered by Alaska's APDES Storm water Multi-Sector General Permit may submit a Notice of Termination (NOT) form. You must submit an NOT within 30 days after one or more of the following conditions have been met:

- a new owner or operator has assumed responsibility for the facility;
- you have ceased operations at the facility and there are not or no longer will be discharges of storm water associated with industrial activity from the facility, and you have already implemented necessary sediment and erosion controls as required by Part 2.1.2.5;
- you are a Sector G, H, or J facility, and you have met the applicable termination requirements; or
- you have obtained coverage under an individual or alternative general permit for all discharges required to be covered by an APDES permit.

See the MSGP Part 1.4 for more information.

## Completing the Form

Type or print, in the appropriate areas only. "NA" can be entered in areas that are not applicable. If you have any questions about how or when to use this form, contact the ADEC Storm Water Program at (907) 269-6285 or online at <http://www.dec.state.ak.us/water/wnpssc/stormwater/stormwater.htm>.

### Section I. Permit Information

Enter the existing NPDES or APDES Storm water General Permit Tracking Number assigned to the facility by ADEC's or EPA's Storm water Program. If you do not know the tracking number, you can find the tracking number assigned to your facility on ADEC's Water Permit Search [www.dec.state.ak.us/water/WaterPermitSearch/Search.aspx](http://www.dec.state.ak.us/water/WaterPermitSearch/Search.aspx) or EPA's Notice of Intent (NOI) Search website ([www.epa.gov/npdes/noisearch](http://www.epa.gov/npdes/noisearch)) if you submitted your NOI on EPA's website.

Indicate your reason for submitting the NOT by checking the appropriate box. (See MSGP Part 1.4 for more information) Check only one box.

### Section II. Operator Information

Provide the legal name of the person, firm, public organization, or any other entity that operates the facility described in this application and is covered by the permit tracking number identified in Section I. The operator is the legal entity that controls the facility's operation, rather than the site manager. Enter the operator's complete mailing address, telephone number, email address, and the fax number (optional) of the operator.

### Section III. Facility Information

Enter the official or legal name and complete street address, including city, state, zip code, and borough or similar government subdivision of the facility.

### Section IV. Certification Information

The NOTs, must be signed as follows:

(1) For a corporation, a responsible corporate officer shall sign the NOT, 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, and email address of the person signing the form and the date of signing. An unsigned or undated NOT form will not be considered valid termination of permit coverage.

### Where to File NOT form

ADEC encourages you to complete the NOT form electronically via the Internet. ADEC's Online Application System (OASys) can be found at <https://myalaska.state.ak.us/dec/water/OASys>. Filing electronically is the fastest way to terminate permit coverage and help ensure that your NOT is complete. If you choose not to file electronically, you must send the NOT to the address listed below.

**If you file by mail, please submit the original form with a signature in ink. ADEC will not accept a photocopied signature. Remember to retain a copy for your records.**

### NOTs sent by mail:

**Alaska Dept. of Environmental Conservation**  
Wastewater Discharge Authorization Program  
555 Cordova Street  
Anchorage, AK 99501  
Phone: (907) 269-6285