

Instructions for completing the **Notice of Intent** for Stormwater Discharge Associated with Industrial Activity under the Vermont Multi-Sector General Permit 3-9003

You must provide a copy of a complete NOI and the Public Comment Instruction page to the municipal clerk of the municipality in which the discharge is located at the time your NOI is submitted to the Secretary.

A. Facility Operator Information

1. Enter the legal name of the person, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or other legal entity that operates the facility or site described in the application. The name of the operator may or may not be the same as the name of the facility. The responsible party is the legal entity that controls the facility's operation, rather than the plant or site manager.
2. Provide the title of the facility operator.
3. Provide the mailing address of the facility operator. Include the street address or P.O. Box, City, State, and Zip code. All correspondence regarding the permit will be sent to this address, not the facility address listed on the form.

B. Facility/Site Information

1. Enter the official or legal name of the facility or site.
2. Check if the facility is new or existing.
3. If you have an existing MSGP authorization, enter your project number (i.e. 1234-9003)
4. Enter the complete street address (if no street address exists, provide a geographic description [e.g., Intersection of Route 9 and 55]), City, State, and Zip code. Do not use a P.O. Box. Enter the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds (for example, latitude: 44° 15' 40", longitude: -72° 34' 35") Latitude and longitude can be obtained from the U.S. Geological Survey (USGS) maps or by following the steps listed on the MSGP website: http://www.vtwaterquality.org/stormwater/htm/sw_msgp.htm

C. Industrial Activity Information

1. List your primary and secondary (if applicable) 4-digit Standard Industrial Classification (SIC) code or 2-character Activity Code that best describe the principle products or services provided at the facility or site identified. Instructions on how to identify your facility's SIC code can be found at: http://www.vtwaterquality.org/stormwater/htm/sw_msgp.htm
2. Check the sector that applies to your industrial activity.
3. The Construction General Permit (CGP), 3-9020 is required for one acre or more of earth disturbance. Sectors G, H, I and J facilities may receive coverage for construction-related discharges under the MSGP by completing the CGP Appendix A and associated erosion control plans and submitting them with this application. The Appendix A "risk scoring" and EPSC plan must be explicitly approved by the Department prior to commencement of construction activities and shall be included in the SWPPP.

D. Receiving Water Information

1. Enter the name(s) of the facility's receiving water.
 - Your facility's receiving water is the first water of the state that stormwater from your site enters or drains to.
 - If the receiving water does not have a name, it is a tributary of the first named waterbody that it flows into. Enter "Unnamed tributary of _____river/stream/brook".
 - To identify your receiving water, locate your facility on a USGS map or use the VT Natural Resource Atlas at: <http://maps.anr.state.vt.us/ANRAv2/>
2. Identify any MS4 that your site discharges to. An MS4 is defined as a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that is owned or operated by a state, city, town, or other public body and is designed or used for collecting or conveying stormwater.
3. Check if your facility discharges into a water quality impaired receiving water. Impaired waters are listed in the state's 303(d) list found at: http://www.vtwaterquality.org/stormwater/htm/sw_msgp.htm.

- The pollutant causing the impairment is listed in the 303(d) list.
 - Check if the pollutant is present or expected to be present in the facility's discharge.
 - Check if a TMDL has been completed for the impairment. A list of completed TMDLs can be found in Part D of the 303(d) list.
4. Check if your facility discharges into an Outstanding Resource Water (ORW). The list of ORWs can be found at: http://www.vtwaterquality.org/stormwater/htm/sw_msgp.htm

E. Public Notice Requirement

You must post this NOI at the Town Clerk's office in the municipality in which the discharge is located at the time the NOI is submitted to the Secretary. It must be posted for 10 days to allow for public comment on the application.

F. Certification

Caution: The original signature must be on the form submitted to DEC (no copies or faxes will be accepted). An unsigned or undated NOI will prevent the granting of MSGP coverage.

Printed Name and Title: For a corporation, the NOI must be signed by a responsible corporate officer, which means:

- (i) 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
- (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which 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 laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; for a partnership or sole proprietorship: by a general partner or the proprietor; or for a municipal, State, or other public facility: by either a principal executive or ranking elected official.