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Vessel General Permit – One Time Permit Report

A. Permit Number (if applicable):

B. Vessel Owner/Operator Information:

Name:

IRS Employer Identification Number (EIN):

Name of Certifying Official:

Mailing Address:

Street:

City:

State:

Zip:

Country:

Phone:

Fax (optional):

E-mail:

C. Vessel Information:

Vessel Name:

Vessel Identifier:

Flag State:

Vessel Gross Tonnage:

Gross Tons

Gross Registered Tons

Vessel Length:

Feet

Meters

Type of Vessel:

Commercial Fishing Vessel with Ballast Water

Medium Cruise Ship (100 to 499 passengers)

Large Cruise Ship (500+ passengers)

Large Ferry

Barge

Oil or Gas Tanker

Research Vessel

Rescue Vessel

Other: _____

D. Certification Information:

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 gathered and evaluated the information contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.

Print Name:

Title:

Signature:

Date:

E-mail:

E. Questions:	
<p>1. Have all the <i>monitoring conditions</i> and <i>visual inspection requirements</i> in this General Permit (Part 4 and Part 5 if applicable) that apply to your vessel been met since the beginning of its coverage? <i>If you answered "NO," please check which requirements were <u>not</u> met in the space provided below:</i></p> <p>Routine inspections Annual inspections Analytical monitoring (if applicable) Drydock inspection (if applicable) Other (please explain) _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have any <i>corrective actions</i> required by this General Permit (Part 3 of this Permit) that apply to your vessel been necessary since the beginning of its coverage? <i>If you answered "Yes," please check how many corrective actions have been necessary for your vessel since the beginning of its coverage.</i></p> <p>1-5 corrective actions 6-10 corrective actions 11-20 corrective actions 21-30 corrective actions More than 30 corrective actions</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Have <i>modifications</i> requiring new parts or the installation of new equipment been made to your vessel since the beginning of its coverage under this General Permit for the purpose of meeting the conditions or limitations (Part 3) of this Permit? <i>If you answered "YES," then how many modifications have you made?</i></p> <p>One Two Three or more</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Have any <i>standard operating procedures</i> for your vessel been modified since the beginning of its coverage under this General Permit for the purpose of meeting the conditions or limitations? <i>If you answered "YES," then how many?</i></p> <p>One Two Three or more</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Have you conducted all the <i>environmental training</i> related to your vessel that is required under this General Permit since the beginning of its coverage?</p> <p>Required Training <i>For Crew</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Required Training <i>For Passengers</i> (if not applicable, leave blank) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>6. Have you experienced any <i>undue delays in operation</i> of your vessel since the beginning of its coverage under this General Permit that are directly the result of compliance with the requirements of the Permit? <i>If you answered "YES," please provide a brief description of each instance in the space provided below.</i></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Instructions for Completing the One Time Report for Discharges Incidental to the Normal Operation of a Vessel Under the NPDES Vessel General Permit

Who must file a One Time Report with EPA?

The Vessel General Permit (VGP) requires owner/operators to submit a one time report for each vessel between 30 months and 36 months after obtaining permit coverage (see Part 4.4.4 of the VGP). For instance, if an owner/operator received VGP coverage on December 19, 2008, then the owner/operator is required to submit a one time report between June 19, 2011 and December 19, 2011. All owner/operators are required to submit one time reports regardless of whether or not Notices of Intent (NOIs) were required to be submitted to EPA.

Where to File the One Time Report

EPA encourages you to complete the Vessel General Permit (VGP) one time report electronically via the internet. EPA's Vessel General Permit One Time Report Electronic System can be found at <http://www.epa.gov/npdes/vessels/vesselsreporting.cfm>. Filing electronically helps ensure that your one time report is complete and significantly reduces any processing delays. If you choose not to file electronically, you must send the one time report to one of the addresses below.

One Time Reports sent regular mail

EPA Vessels Notice Processing Center (4203M)
USEPA
1200 Pennsylvania Avenue, NW
Washington DC 20460
(202) 564-9545

One Time Reports sent overnight/express mail

EPA Vessel Notice Processing Center
EPA East Building, Rm 7420
1201 Constitution Ave, NW
Washington DC 20004
(202) 564-9545

If you have any questions about whether you need to file a one time report or questions about completing the report, refer to

<http://www.epa.gov/npdes/vessels/vesselsreporting.cfm>
or call 1-866-352-7755 (8:00 a.m. – 5:00 p.m. EST).

If you file a paper one time report, please submit the original with a signature in ink – Do Not Send Copies. Faxed copies will not be accepted.

EPA will review paper one time reports for completeness, but no confirmation of receipt will be provided. If the paper one time report is incomplete, EPA may send the report back to the preparer for resubmission.

Completing the One Time Report

To complete this report, 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 original report to the address above. You may also use this paper report as a checklist for the information you will need when filing a one time report electronically via EPA's Vessel General Permit one time report electronic system.

Section A. Permit Number

- This field is for permittees' Notice of Intent (NOI) tracking number. If a permittee was not required to submit a NOI in accordance with Part 1.5 of the VGP, then this field should be kept blank.

Section B. Vessel Owner/Operator Information

- Provide the full legal name of the person, firm, public organization, or other entity that is the owner/operator of the vessel described in this report.
- Provide the Employer Identification Number (EIN from the Internal Revenue Service (IRS)), commonly referred to as your taxpayer ID number. If the owner/operator does not have an EIN, enter the International Maritime Organization (IMO) Registered Owner or Company (DOC) number. Please designate the type of ID number entered. If the owner/operator does not have an EIN or IMO Owner or company number, enter "NA" in the space provided.
- Provide the name of the Certifying Official.
- Provide the owner/operators' mailing address, telephone number, fax number (optional), and email address. Correspondence, if necessary, will be sent to this address.

Section C. Vessel Information

- Provide the vessel's official or legal name, if applicable. If the vessel does not have a name, enter "NA" in the space provided.
- Provide the vessel's identification, registered identification number, or IMO Ship number, as applicable.
- Provide the flag state or port of registry. If the vessel does not have a flag state or port of registry, enter "NA" in the space provided.
- Enter the vessel weight in gross tons or gross registered tons and specify the units entered.
- Enter the vessel length in feet or meters and specify the units entered.

- Select the type of vessel by checking the appropriate button. Only the vessel types required to meet additional, vessel type-specific permit requirements are listed; all other vessel types should select “other” and enter the vessel type in the space provided.

Section D. Certification Information

Carefully read the certification statement. By completing and submitting the one time report, the owner/operator certifies that all information in the one time report is correct. Enter the certifier’s printed name, title and email address. Sign and date the report. (CAUTION: An unsigned or undated one time report will not be accepted by EPA and will be returned to the user.) Federal statutes provide for severe penalties for submitting false information on this one time report. Federal regulations require this report to be signed as follows:

For a corporation: 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 have 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, Federal, or other public facility: by either a principal executive or ranking elected official.

Section E. Questions

1. Indicate whether all monitoring conditions and visual inspection requirements in this General Permit (Part 4 and Part 5 if applicable) that apply to your vessel have been met since the beginning of its coverage. *If you answered “No,” please check which requirements were not met in the space provided.*
2. Indicate whether any corrective actions required by this General Permit (Part 3 of the Permit) that apply to the vessel have been necessary since the beginning of its coverage. *If you answered “Yes,” please check how many corrective actions have been necessary for the vessel since the beginning of its coverage.*
3. Indicate whether any modifications requiring new parts or the installation of new equipment have been made to the vessel since the beginning of its coverage under this General Permit for the purpose of meeting the conditions or limitations (Part 3) of this Permit. *If you answered “Yes,” check how many modifications have been made.*
4. Indicate if any standard operating procedures for the vessel have been modified since the beginning of its coverage under the General Permit for the purpose of meeting the conditions or limitations. *If you answered “Yes,” check how many in the space provided.*
5. Indicate whether all environmental training related to the vessel that is required under this General Permit has been conducted for crew since the beginning of its coverage. Indicate whether all environmental training related to the vessel that is required under this General Permit has been conducted for passengers since the beginning of its coverage. If training for passengers is not applicable, please leave this field blank.
6. Indicate whether the vessel has experienced undue delays in operation since the beginning of its coverage under this General Permit that are directly the result of compliance with the requirements of the Permit. *If you answered “Yes,” please provide a brief description of each instance in the space provided.*