

Appendix 8 – Notice of Change (NOC) Instructions and Suggested Format

I. Notice of Change Instructions

Permittees covered under the Hydroelectric Facilities General Permit (HYDROGP) may provide notification of or request a change to certain conditions of their authorization to discharge without submission of a new NOI. Unless otherwise noted, a requested change does not become effective until an operator receives written approval from EPA. A NOC must be submitted using either the suggested format provided with this appendix or in a form of correspondence containing all of the information required in A through C, below. If using the suggested format electronically, the signature page must be printed, signed and either scanned and attached to the electronic submittal or mailed in hard copy to the addresses listed in D, below.

At a minimum, the operator must provide the following information:

A. General site information

1. NPDES permit number assigned by EPA.
2. Site name and location, including street address.
3. Site **owner's** name, mailing address, telephone number(s), and email address. Indicate an individual that serves as the point of contact.
4. Site **operator's** name, mailing address, telephone number(s), and email address, if different from the site owner's information. Indicate an individual that serves as the point of contact.
5. Discharge identification, such as the outfall number. Include the discharge location (i.e., longitude and latitude), and receiving water(s).

B. Type of change(s) requested

1. Indicate the type of eligible change being requested or the notification being provided. Change requests and notifications that should be submitted using a NOC are for the following circumstances:
 - a. Request for reduction in monitoring requirements for the parameter Total Suspended Solids (TSS): Monitoring requirements for TSS may be reduced or eliminated upon demonstration of compliance if the eligibility requirements for reduction are met. Written approval by EPA is required for this change to be effective. Prior to receiving written approval, the operator must continue to monitor this parameter as

required at the frequency specified in this general permit. This request requires supporting rationale and monitoring data as follows:

To be eligible for a reduction in effluent TSS monitoring for a particular outfall, the operator must provide monitoring data for such outfall for a minimum of four (4) consecutive samples for TSS which are below 30 mg/l.

- b. Request for a change in pH range for sites in New Hampshire and Massachusetts: A NOC must be submitted to request a change in pH range. An operator must request and receive approval from NHDES or MassDEP for a change in pH range prior to submitting a NOC to EPA. Supporting documentation from the State must be provided with the NOC. Written approval by EPA is required for this change to be effective.
- c. Request to discharge new or substitute chemical(s) and/or additive(s): A NOC must be submitted when an operator intends to discharge a chemical or additive that is allowed by the general permit and that was not disclosed in the NOI submitted for a facility. Written approval by EPA is required for this change to be effective. For each chemical that is requested to be used by the permittee, the following data must be supplied with the NOC:
 - (1) Name and manufacturer,
 - (2) Maximum and average daily quantity that is proposed to be used on a monthly basis as well as the maximum and average daily expected concentrations (mg/l) in the discharge, and
 - (3) Any aquatic toxicity values or other toxicological information from the vendor or other source.
- d. Notification of change to administrative information: This includes, but is not limited to: a change in the address for an owner or operator; a change in contact information for an owner or operator; and a change in ownership, so long as the operator authorized to discharge under this general permit remains unchanged. A requested change to administrative information is automatic unless EPA notifies the operator otherwise. Examples of when EPA is likely to provide such notification is when EPA intends to revoke and reissue coverage under this general permit or intends to issue an individual permit. For a change in ownership, the new owner must submit:
 - (1) Written notification to EPA no more than thirty (30) days following the date of ownership change; and
 - (2) Written notification containing the new ownership information, the specific date for ownership change, and an acknowledgement of permit responsibility, coverage, and liability by the new owner.

2. Attach a brief narrative statement that describes the change consistent with Part B.1. above. Include any written rationale or supporting documentation for the change as well as any monitoring data, if required.

C. Certification requirement

1. The NOC must be signed in accordance with the signatory requirements of 40 CFR § 122.22 and include the following certification statement:

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 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 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.

2. Notification Requirements

All operators must certify that notification has been provided to MassDEP or NHDES.

D. Submission of NOCs

1. Submit NOCs to EPA electronically at Hydro.GeneralPermit@epa.gov or, where an operator is able to demonstrate a reasonable basis, such as technical or administrative infeasibility, that precludes submittal in electronic format, in hard copy form to:

U.S. Environmental Protection Agency
Office of Ecosystem Protection
EPA/OEP HYDROGP Applications Coordinator
5 Post Office Square - Suite 100 (OEP06-01)
Boston, MA 02109-3912

2. Submit NOCs to the appropriate State

A copy of a NOC submitted to EPA must also be submitted to the appropriate State. For submittal addresses, see Part I.C.2 of Appendix 4 of the HYDROGP.

II. Suggested Format for the Hydroelectric Facilities General Permit Notice of Change (NOC)

A. General site information

1. NPDES permit number assigned by EPA:			
2. Name of site:	Site address:		
	Street:		
	City:	State:	Zip:
3. Site owner	Contact Person:		
	Telephone:	Email:	
	Mailing address:		
	Street:		
	City:	State:	Zip:
4. Site operator, if different than owner	Contact Person:		
	Telephone:	Email:	
	Mailing address:		
	Street:		
	City:	State:	Zip:
5. Discharge identification:	Discharge location:	Receiving water(s):	

B. Type of change(s) requested

Requested change (check all that apply):	
<input type="checkbox"/>	1. Request for reduction or elimination in monitoring requirements for TSS, based on monitoring data attached in accordance with Part I.B.1.a of the NOC instructions. Written approval by EPA is required for this change to be effective.
<input type="checkbox"/>	2. Request for a change in pH range approved by NHDES or MassDEP, based on supporting documentation attached in accordance with Part I.B.1.b of the NOC instructions. Written approval by EPA is required for this change to be effective.
<input type="checkbox"/>	3. Request to discharge chemical(s) and/or additive(s) that were not disclosed in the NOI submitted for the site, based on written rationale and/or monitoring data attached in accordance with Part I.B.1.c of the NOC instructions. Written approval by EPA is required for this change to be effective.
<input type="checkbox"/>	4. Change to administrative information. Supporting documentation is attached in accordance with Part I.B.1.d of the NOC instructions.

C. Certification requirement

<i>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 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 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.</i>	
Notification provided to the appropriate State, including a copy of this NOC.	Check one: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:	Date:
Print Name and Title:	