



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Table of Contents

1.0	Introduction.....	1
2.0	Create An Account.....	2
3.0	Electronic Signature Approval	2
4.0	Electronic Signature with Visuals	4
5.0	Filing a CWB “No Exposure” Certification Form	5
6.0	Initial and Renewal CWB "No Exposure" Certification Form Submittal with Visuals.....	9
7.0	Filing a Notice of Intent for Industrial Activities (NOI-B) Stormwater Discharges	18

1.0 Introduction

The following information provides guidance for tenant-operated facilities filling out and submitting Department of Health, Clean Water Branch (DOH CWB) forms relating to National Pollutant Discharge Elimination System (NPDES) Permits for industrial activities. NPDES permit coverage is required for discharges of stormwater runoff associated with certain “industrial” activities. The regulatory requirement is triggered either by a facility’s Standard Industrial Classification (SIC) code or by their activity:

<https://health.hawaii.gov/cwb/files/2013/05/Industrial-Storm-Water-SIC-Codes.pdf>.

<https://health.hawaii.gov/cwb/files/2017/08/How-do-I-find-my-SIC-and-NAICS-codes.pdf>.

1.1 Notice of Intent (NOI) Form B

Provided a regulated facility can meet all the requirements of the NPDES General Permit (Hawaii Administrative Rules (HAR) §11-55, Appendix A and B), they may submit a Notice of Intent (NOI) Form B application for General Permit coverage. <https://health.hawaii.gov/cwb/files/2022/01/January-15-2022-11-55-Appendices-B-A.pdf>.

Facilities that cannot meet the requirements of the General Permit may need to file an application for coverage under an individual permit.

1.2 Conditional “No Exposure” Exclusion (CNEE)

A CNEE may be obtained if all industrial materials and activities are protected by a storm-resistant shelter to prevent exposure to rain or runoff. Industrial materials or activities include, but are not limited to, material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products, or waste products. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, or waste product.

i *Please note, cover and other best management practices (BMPs) are required of the Best Management Practice Field Manual for Operation at State of Hawaii Airports for certain industrial operations and activities*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Storm-resistant shelters are not required for some industrial materials and activities, such as storage of drums, barrels, tanks, and similar containers that are tightly sealed and do not leak, or adequately maintained vehicles used in material handling. Additional information on CNEE qualification may be found in the US Environmental Protection Agency (EPA) Guidance Manual:

<https://health.hawaii.gov/cwb/files/2013/05/EPAnoexposureguide.pdf>. Please note that DOH CWB requires use of their e-Permitting portal for the CNEE application, rather than any forms provided by EPA. CWB's guidance on completing the CNEE documentation may be found at their e-Permitting portal: <https://eha-cloud.doh.hawaii.gov/epermit/app/#/formversion/fc434820-44d6-4718-89e3-7bc34cd4b607>

① This guidance is for informational purposes only and Department of Transportation - Airports (DOTA) assumes no responsibility for the applicant's permit compliance by providing this document. The applicant is entirely responsible for completing the appropriate permit application, for submitting a complete application by the regulatory deadline, for coordinating with DOH CWB to provide additional information requested, and for meeting all requirements of the granted permit.

2.0 Create An Account

1. Create a personal account or log in to the e-Permitting Portal:
<https://eha-cloud.doh.hawaii.gov/epermit/>
2. Select "Register" in the upper right-hand corner of the screen.
3. Provide first name, last name, email, phone number, and password
4. After all information has been provided, select the blue "Register Button."
5. The email address and password were provided in the register section are now the accounts' log in credentials.

3.0 Electronic Signature Approval

The Electronic Subscriber Approval (ESA) will take time to complete. See below for the required steps.

3.1 Do I need to complete the Electronic Signature Approval?

Anyone with an e-Permitting Portal account can prepare an application, but only the Certifying Person and Authorized Representative can sign and submit. For private plane operators (PPO) who lease a single T-Hangar and other individually operated facilities with few to no employees except for the owner, the owner is the Certifying Person and an Authorized Representative is not necessary for the application.

The Certifying Person can sign and submit any submittal type, including the Certifying Person and Authorized Representative Information, but the Authorized Representative is restricted to the following.

- Authorized Representative: Initial as well as revised/subsequent submittals
 - Notification of Start



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



- Notification of Non-Compliance
- Discharge Monitoring Report
- General Contract Information
- Reports and Other Documents
- Notice of Cessation
- Certifying Person: Revised/subsequent submittals only (initial submittals of these items can only be submitted by the Certifying Person)
 - Notice of Intent
 - NPDES Permit Application
 - Transfer of Ownership
 - Owner Name Change
 - Modification Request

3.2 How to complete the Electronic Subscriber Agreement

To sign and submit documents via the online portal, the signatory must request an Electronic Signature approval, download the form from the e-Permitting portal (<https://eha-cloud.doh.hawaii.gov/epermit/>). Click on the Finder button and type “Electronic Signature Subscriber Agreement”. The form must be **notarized**. Download, fill out, and **mail in or physically drop off** the completed notarized Electronic Subscriber Agreement (ESA). Electronic Signature approval/denial will be sent via email. Upon receipt of the Electronic Signature approval, log into the e-Permitting Portal and set up Security Questions.

❗ Contact information such as email, phone number, mailing address provided on the notarized ESA should match the user identification entered in the signer’s e-Permitting account. If the contact information does not match, the form may be rejected and the application process must be restarted. Provide contact information for the individual signer and avoid providing a general phone number or distribution list/group email address in the ESA form. DOH may reject applications if the user information is not unique to the applicant.

1. In the upper right-hand corner select the “home” button.
2. Select the “Electronic Signature Subscriber Agreement.
3. Read all the instructions, download, fill out, and mail in the completed notarized Electronic Subscriber Agreement (ESA).
4. DOH will contact user via email when Electronic Signature capabilities have been established.



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



5.0 Filing a CWB “No Exposure” Certification Form

CWB “No Exposure” Certification Form Submittal

The Certification Statement is part of the CWB “No Exposure” Certification Form submittal and can be found on the DOH CWB e-Permitting webpage. All documents required to be attached to the CWB “No Exposure” Certification Form submittal can be included in an email and routed to AIR-EE for review prior to submittal to CWB.

i *The CWB “No Exposure” Certification Form and other applications can be initiated and drafted while the ESA is under DOH review. The in-progress form can be saved after clicking on the “Save Progress” button or automatically when moving between sections of the application. In-progress applications can be found in the “My Submissions” button. After DOH has given Electronic Signature approval, the CWB “No Exposure” Certification Form can be submitted by the Certifying Person or Authorized Signatory.*

Electronic e-Permitting Portal Submittal Process

The e-Permitting questions are provided, with suggested responses shown in *italics*.

1. Locate the CWB “No Exposure” Certification Form.
2. Use the *Select Organization option > Environmental Management Division > Clean Water Branch > National Pollutant Discharge Elimination System > CWB “No Exposure” Certification Form*; **OR**
Use the Form Finder tool and search “CWB “No Exposure” Certification Form.”
3. Read the instructions and click “Begin Form Entry” at the bottom of the page.
4. New ‘No Exposure’ Certification page:
 - a) Carefully read and complete the “General Requirements”
 - i. This section includes the following statement:
 1. “By submitting this ‘No Exposure’ application, you are certifying that:
 2. -I read HAR, Chapters 11-54 and 11-55.
 3. -I am submitting this ‘No Exposure’ certification since my facility and my organization will comply with these rules.
 4. -I will not violate HAR, Chapters 11-54 and 11-55.”
 - ii. “I certify under penalty of law that my proposed discharge/activity will not impair any State Waters (including but not limited to rivers, streams, wetlands, ponds, ground waters, and ocean), Native Hawaiian cultural resources (including but not limited to burial sites/iwi, heiau, and taro loi), or the exercise of traditional Native Hawaiian cultural practices”: *Select the appropriate answer.*
 - iii. If you answered ‘No’ above, describe the steps(s) you will take to reasonably protect those State Waters, Native Hawaiian resources, or exercise of traditional Native Hawaiian cultural practices. Please only include the steps that have been accepted by the Office of Hawaiian Affairs and other appropriate agencies. Note: It is your responsibility under the Constitution of the State of Hawaii to mitigate any impacts. *If answered ‘Yes’ above, leave this field blank.*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



- b) Complete the “No Exposure Eligibility Checklist”
 - i. The checklist contains 11 Yes/No questions. *Select the appropriate response* that describes exposure conditions at your facility. *Select the appropriate responses*.
 - ii. Answer the final question asking if this is an “initial” or “renewed/revised” “No Exposure Certification”. *Select the response from the drop-down menu*.
- c) If you selected “Yes” from the drop-down menu, skip to section 5.2, if you selected “No, my submission is a Renewal ‘No Exposure’ Certification” from the drop-down menu, follow section 5.1.

5.1 Renewal “No Exposure” Certification

- 1. After selecting “No, my submission is a Renewal ‘No Exposure’ Certification, press the blue “Renewal ‘No Exposure’ Certification” button.
- 2. Provide the previously assigned File Number that looks like HIXXXXXXX.
- 3. Press the blue “Owner Information” button and continue to step 5.2.1.

5.2 Initial “No Exposure” Certification

- 1. If you selected New “No Exposure” Certification from the drop-down menu. Press the blue “Owner Information” button to continue the application.

5.2.1 Owner Information

The owner is the legal entity that owns the facility, business, or personal aircraft. They may be the leaseholder or the operator of the facility. Please note that the owner is **not** State of Hawaii, DOT Airports.

① For T-Hangar PPOs and other individually operated facilities, the contact information will be provided multiple times for the Owner Information, Operator Contact Information, and Facility Information. The CWB “No Exposure” Certification form is also intended to accommodate larger facilities and businesses with many operational roles and corporate offices.

- 1. Provide the requested information for the Owner. The Owner may be the leaseholder or the operator of the facility.
- 2. Provide the requested information for the Certifying Person. The Signatory Person must meet the following conditions listed in the form.
- 3. Provide the requested information for the Owner’s Contact Person. The Owner’s Contact person may be the staff person with direct responsibility for the facility or project, not necessarily the certifying or “responsible” person.
- 4. Press the blue “Operator Contact Information” button.

5.2.2 Operator Contact Information

- 1. Fill out as appropriate with Operator of the facility Contact information. This can be someone working at the “facility” who is responsible for operations.



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



2. Press the blue “Facility Information” button.

5.2.3 Facility Information

1. Facility Name: *Provide the name of the facility. For T-Hangars, insert Air Transport Association (IATA) 3 Letter Code of the airport with T-Hangar number (e.g., LIH T-Hangar 999).*
2. City where the project/facility is located: *Identify the city where the project or facility is located.*
3. Island where the project/facility is located: *Select the island where the project or facility is located.*
4. Mailing Address: *Provide the mailing address of the facility.*
5. Facility Street Address: *Provide the street address of the facility.*
6. Facility Contact Person: *Provide the facility contact person information.*
7. Latitude Longitude: *Identify the latitude/longitude of the “front of gate or entrance.” The map can be used to identify the latitude and longitude of the “front of gate or entrance.”*
8. Was the facility or site previously covered under an NPDES stormwater permit? *For new applications, select ‘No.’*
9. Is the facility or site currently covered under an NPDES stormwater permit? *For new applications, select ‘No.’*
10. If yes, please provide the assigned Permit/File No.
11. What is the total size of the facility or site associated with industrial activity (in acres)? *Indicate the size of the areas where industrial activity is conducted or materials are stored.*
12. Have you paved or roofed over a formerly exposed and pervious area in order to qualify for the “No Exposure” exclusion? *Select ‘Yes’ if impervious areas have been added to your facility site to intentionally reduce exposure areas of your facility. Otherwise, select ‘No.’*
13. If ‘Yes’ to the above question, please indicate approximately how much area was paved or roofed over. *Select the approximate area in acres that was paved or roofed over.*
14. Press the blue “Facility Information: NAICS/SIC Codes.” button.

5.2.4 Facility Information: NAICS/SIC Codes

1. Enter an NAICS Code: *Enter the appropriate NAICS code for your facility.*
2. NAICS Code Description: *Enter the corresponding narrative description for the NAICS code entered above. The NAICS Code Description can be found here: <https://www.naics.com/naics-code-description/>*
3. SIC Code: *Provide the SIC Code for the facility.*
4. SIC Description: *Enter the corresponding narrative description for the SIC code you entered above. The SIC Description can be found here: <https://www.osha.gov/data/sic-search>*
5. Do you have more facility codes to enter? *Select ‘Add new.’ And repeat the above steps a through d.*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



6. Press the blue “Tax Map Key (TMK) No.” button.

5.2.5 Tax Map Key (TMK) No.

1. Provide all TMK numbers involved with the facility in the appropriate boxes. This information can be found on the County’s property tax website.
2. A minimum of one TMK is required.
3. Select “ADD ROW” to add additional TMK numbers.
4. Press the blue “Review.” button.

5.2.6 Review

1. Review the entire form to make sure all the information is correct.
2. Press the blue “Signing” button.

5.2.7 Signing and Submission

1. After DOH has accepted the ESA, sign, certify, and submit the form
2. DOH will contact all relevant submission contacts through email.
3. DOH will decide whether to issue or deny a Conditional “No Exposure” Exclusion from NPDES storm water associated with industrial activity permitting.
4. Provide a copy of any correspondence and additional information sent from CWB or DOH to AIR-EE at dot.air.environmental@hawaii.gov
5. Once the Conditional “No Exposure” Exclusion has been issued by CWB, email a copy of the new or renewed Conditional “No Exposure” Exclusion and any correspondence from CWB to AIR-EE.



Guidance for DOH Tenant Submittals CNEE and NPDES NOI-B for Regulated Industrial Facilities Department of Transportation – Airports (DOTA) State of Hawaii



6.0 Initial and Renewal CWB "No Exposure" Certification Form Submittal with Visuals

Steps 1 and 2: Login to e-Permitting Portal and locate the CWB "No Exposure" Certification Form.

Locate using the Select Organization option.

The screenshot shows the Hawaii Environmental Health e-Permitting Portal. On the left, under 'Organizations', there is a dropdown menu labeled 'Select Organization'. The menu is open, showing a list of divisions: Environmental Health Administration, Compliance Assistance Office, Environmental Health Services Division, Environmental Management Division, Hazard Evaluation & Emergency Response, Renewable Energy, and State Laboratories Division. The 'Clean Water Branch' is highlighted under the 'Environmental Management Division'. On the right, under 'Forms', there is a list of forms: Forms to Request to Access a Gov. Record, National Pollutant Discharge Elimination System, Section 401 Water Quality Certification, CWB "No Exposure" Certification Form, General Permits, Individual Permit, and NPDES Individual and General Permit Compliance Data Forms. The 'CWB "No Exposure" Certification Form' is highlighted.

OR Click "Form Finder" to simply search for the form name.

The screenshot shows the Hawaii Environmental Health e-Permitting Portal. On the left, under 'Forms', there is a button labeled 'Form Finder' which is highlighted with a red circle. On the right, under 'Welcome to the e-Permitting Portal', there is a section titled 'Contact Information' with the following details: Address: 2827 Waimano Home Road, Pearl City, HI 96782. There is also a 'Contacts' section with the following details: Web Admin: 808-586-4350.

Select the Electronic Signature CWB "No Exposure" Certification Form.



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Department of Health
Healthy People • Healthy Communities • Healthy Islands

Hi DOH Home

Home Finder My Submissions Help

Organizations
Select the organization from which you would like to submit a form.
[Select Organization](#)

Forms
To locate a specific form please use our form finder.
[Form Finder](#)

Frequently Asked Questions
Does my facility qualify for a "No Exposure" Certification?

CWB "No Exposure" Certification Form
The CWB-NPDES "No Exposure" Certification Form is applicable to industrial activities as defined in 40 CFR 122.26(b)(14) [except 40 CFR 122.26(b)(14)(x) for construction activities] with no exposure of industrial storm water, including storm water runoff.

Contact Information
Address:
Hale Ola, Room 225
2827 Waimano Home Road
Pearl City, Oahu, Hawaii 96782
Contacts:
CWB: 808-586-4309
Email address: cleanwaterbranch@doh.hawaii.gov

Additional Links
[CWB Home](#)
[CWB Forms](#)
[Regulated SIC Codes that Require NPDES Permit Coverage for Industrial Storm Water Discharges](#)

Forms
Electronic Signature CWB "No Exposure" Certification Form
This "No Exposure" Certification form applies to Industrial Activities as defined in 40CFR 122.26(b)(14), excluding construction activities (i.e. 40CFR122.26(b)(14)(x)).
Can't find a specific form? Please use our [Form Finder](#)

Hawaii State Department of Health e-Permitting | 1250 Punchbowl Street | Honolulu, HI 96813 | [Contact Us](#) | [Disclaimer and Terms of Use](#)
©Copyright 2025 Windsor Solutions, Inc. | Version: 4.17 (g-913b6456c2d0) | Built on 3/15/2024 11:19:13 AM PT

Step 3: Read instructions and click Begin Form Entry (blue button as shown below) at bottom of the instructions page.



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 4: Complete the New “No Exposure” Certification information.

New “No Exposure” Certification

Provide the following information.

General Requirements

By submitting this “No Exposure” application, you are certifying that:

- I read HAR, Chapters 11-54 and 11-55.
- I am submitting this “No Exposure” certification since my facility and my organization will comply with these rules.
- I will not violate HAR, Chapters 11-54 and 11-55.

I certify under penalty of law that my proposed discharge will not impair any State water (including but not limited to rivers, streams, wetlands, ponds, ground waters, and ocean), Native Hawaiian cultural resources (including but not limited to burial sites/iwi, heiau, and taro loi), or the exercise of traditional Native Hawaiian cultural practices

* Select...

No Exposure Eligibility Checklist

Answer Yes or No as appropriate to describe the exposure condition at your facility.

If you answer Yes to any of these questions, you are not eligible for the no exposure exclusion and you may not submit this form.

Are any of the following materials or activities exposed to precipitation, now or in the foreseeable future?

Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment * remain and are exposed to storm water.

- ☐ Yes
☐ No

* Materials or residuals on the ground or in storm water inlets from spills/leaks.

- ☐ Yes
☐ No

* Materials or products from past industrial activity.

- ☐ Yes
☐ No

* Material handling equipment (except adequately maintained vehicles).

- ☐ Yes
☐ No

* Materials or products during loading/unloading or transporting activities.

- ☐ Yes
☐ No

Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to storm water does not result in the * discharge of pollutants)

- ☐ Yes
☐ No

Materials contained in open, deteriorated or leaking storage drums, barrels, * tanks, and similar containers.

- ☐ Yes
☐ No

Materials or products handled/stored on roads or railways owned or maintained * by the discharger.

- ☐ Yes
☐ No

Waste material (except waste in covered, non-leaking containers [e.g., * dumpsters]).

- ☐ Yes
☐ No

* Application or disposal of process wastewater (unless otherwise permitted).

- ☐ Yes
☐ No

Particulate matter or visible deposits of residuals from roof stacks and/or vents not otherwise regulated (i.e., under an air quality control permit) and evident in * the storm water outflow.

- ☐ Yes
☐ No

Is your submission for a new “No Exposure” certification (Initial “No Exposure” certification or a Revised “No Exposure” certification)?

* Select...



NEXT SECTION
Owner Information



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 5: If applicable, complete Renewal “No Exposure” Certification information.



PREVIOUS SECTION
New “No Exposure” Certification

Renewal “No Exposure” Certification

Provide the following information.

Provide the previously assigned File Number (e.g. HI03BB921).

*



NEXT SECTION
Owner Information



Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii



Step 6: Complete Owner Information.

Owner Information

Please provide the following information for the Legal Entity that owns the facility (co-owner or the operator of the facility. The Conditional "No Exposure" Exclusion will be section.

You do not have to press the Validate Address button in the Owner mailing and street get an error message.

Owner Legal Name

*

Owner Department

Owner Division

Owner Mailing Address

* Address Line 1

Address Line 2

* City State/Area HI * Postal Code

VALIDATE ADDRESS

Owner's Street Address

* Address Line 1

Address Line 2

* City State/Area HI * Postal Code

VALIDATE ADDRESS

Owner Type

* Select...

Select the appropriate signatory type and confirm that the Certifying Person meets the requirements for the corresponding type. The Certifying Person has to meet the applicable requirement and be employed by the Owner.

* Select...

Certifying Person Salutation

* Select...

Certifying Person Information

* First Name * Last Name

* Title

* Phone Type * Phone Number

ADD PHONE

Certifying Person Email

Owner Contact Person

The Owner's contact person may be the staff person with direct responsibility for the facility or project, not necessarily the certifying or "responsible" person.

Owner Contact Person's Salutation

* Select...

Owner Contact Person Information

* First Name * Last Name

* Title

* Organization Name

* Phone Type * Phone Number

ADD PHONE

Owner Contact Person Email

*



NEXT SECTION
Operator Contact Information



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 7: Complete Operator Contact Information.

Operator Contact Information

Provide information for the operator of the facility.

You do not have to press the Validate Address button in the Operator mailing and sl will get an error message.

Operator Legal name

*

Operator Department

Operator Division

Operator Mailing address

* Address Line 1

Operator Street address:

* Address Line 1

Address Line 2

* City **State/Area** HI * Postal Code

VALIDATE ADDRESS

Operator Contact Person Salutation

* Select...

Operator Contact Person Information

* First Name * Last Name

* Title

* Phone Type * Phone Number

ADD PHONE

Operator Contact Person Email

*

[NEXT SECTION
Facility Information](#)



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 8: Complete the Facility Information.

Facility Information

Please provide the information below.

You do not have to press the Validate Address button in the facility/project mailing an error message.

Enter the Facility Name:

The Facility Name will appear on all correspondence, official files, and the Conditional "No Exposure" Exclusion.

Facility Name

*

City where the facility is located.

Island where the facility is located.

*

Provide the Mailing Address

The mailing address may be the mailing address of the facility's or project's contact person.

Mailing Address

*

*

VALIDATE ADDRESS

Provide the Street Address

The street address is the facility location with respect to identifiable street names or adjacent developments or properties (i.e., 1234 15th Drive or northwest corner of 1st Street and X Avenue).

Street Address (i.e. the location of the facility)

Provide the Facility Contact Person information.

Provide the facility contact person information. The facility contact person can be anyone (e.g. consultant, staff, etc.).

Facility Contact Person Salutation

*

Facility Contact Person

*

*

*

*

Facility Contact Person Email

*

LOCATION COORDINATES

*

NPDES Permit Coverage

Indicate whether the facility is currently, or was previously, covered under an NPDES permit.

Was the facility or site previously covered under an NPDES storm water permit?

*

Is the facility or site currently covered under an NPDES storm water permit?

*

What is the total size of the facility or site associated with industrial activity (in acres).

*

Have you paved or roofed over a formerly exposed and pervious area in order to qualify for the "No Exposure" exclusion?

*



NEXT SECTION
Facility Information: NAICS/SIC Codes



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 9: Complete the Facility Information: NAICS/SIC Codes.

1 Facility Information: NAICS/SIC Codes

NAICS Code Reference

See the link below to determine the NAICS code(s) and descriptions for your facility.

[NAICS Search](#)

Enter an NAICS Code

*

Enter the NAICS Description (for the NAICS code entered above).

*

SIC Code Reference

Click on the link below to view a table of NAICS codes and corresponding SIC codes.

[SIC Code Tables](#)

SIC Code

*

SIC Description

*

Additional NAICS/SIC Codes

Select "Add New" to add additional NAICS/SIC codes.

DUPLICATE FACILITY INFORMATION: NAICS/SIC CODES

ADD NEW FACILITY INFORMATION: NAICS/SIC CODES

NEXT SECTION

Tax Map Key (TMK) No.

8/2025 V2

Page 16 of 22



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



Step 10: Complete Tax Map Key (TMK) No. information.

Tax Map Key (TMK) No.

CLEAR SECTION

1. Provide all TMK numbers involved in the facility. A minimum of one (1) TMK is required.
2. You are required to provide the TMK Division, Zone, Section, and Plat. If applicable, provide the Portion, Parcel, or Lot.
3. Select "Add Row" to add additional TMK numbers.

Projects/facilities on Oahu: TMK Division = 1.

Projects/facilities on Maui/Molokai/Lanai/Kahoolawe: TMK Division = 2.

Projects/facilities on Big Island: TMK Division = 3.

Projects/facilities on Kauai/Niihau: TMK Division = 4.

TMK

DIVISION (E.G., 1) ▲

ZONE (E.G., 9) ▲

SECTION (E.G., 7) ▲

PLAT (E.G., 025) ▲

PORTION, PARCEL, OR LOT (E.G., LOTS 1-10, 15, & 20)

*

*

*

*

×

ADD ROW



NEXT SECTION
Review

Review

Step 11: Review the entire form to make sure all the information is correct.

Step 12: Press the blue "Signing" button.

Signing and Submission

Step 13: Sign, certify, and submit the form.

Step 14: DOH will contact all relevant submission contacts through email.

Step 15: DOH will decide whether to issue or deny a Conditional "No Exposure" Exclusion from NPDES storm water associated with industrial activity permitting.

Step 16: Provide a copy of any correspondence and additional information sent from CWB or DOH to AIR-EE at dot.air.environmental@hawaii.gov

Step 17: Once the Conditional "No Exposure" Exclusion has been issued by CWB, email a copy of the new or renewed Conditional "No Exposure" Exclusion and any correspondence from CWB to AIR-EE.



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



7.0 Filing a Notice of Intent for Industrial Activities (NOI-B) Stormwater Discharges

NOI-B Submittal

The Notice of Intent Form and Certification Statement is part of the NOI-B submittal and can be found on the DOH CWB e-Permitting webpage. All documents required to be attached to the NOI-B submittal can be included in an email and routed to AIR-EE with a standard memo for review prior to submittal to CWB.

Electronic e-Permitting Portal Submittal Process

The e-Permitting questions are provided, with suggested responses shown in *italics*. The guidance includes only questions where guidance may be helpful; for simple yes/no answers, the questions are not included in the guidance below.

1. Create a personal account or log in to the e-Permitting Portal.
<https://eha-cloud.doh.hawaii.gov/epermit/>
2. Locate the **CWB NOI Form**.
 - a) *Use the Select Organization option > Environmental Management Division > Clean Water Branch > National Pollutant Discharge Elimination System > General Permits; OR*
 - b) *Use the Form Finder tool and search "NOI Form".*
3. Read the instructions and click: *Begin Form Entry*.
4. Complete the e-Permitting sections.

7.1 NPDES General Permit Requirements

Review the requirements of this section carefully and select the appropriate responses.

1. Select the general permit you are requesting coverage under. *Select Appendix B - Storm Water Associated with Industrial Activities.*
2. Under the Notice of Intent General Requirements it states: "I certify under penalty of law that my proposed discharge will not impair any State waters (including but not limited to rivers, streams, wetlands, ponds, ground waters, and ocean), Native Hawaiian cultural resources (including but not limited to burial sites/iwi, heiau, and taro loi), or the exercise of traditional Native Hawaiian cultural practices": *Select the appropriate response.*
3. Is this an NOI to continue coverage under a newly re-adopted general permit? This means that you either have a currently effective or administratively extended Notice of General Permit Coverage (NGPC) under the previous general permit: *Select appropriate response.*
4. Is this an NOI to request new or amended coverage (including non-automatic transfers of ownership) for an already permitted facility? Please note that a new NGPC must be issued prior to the project commencing the new activities that are not covered under the currently issued NGPC or NPDES permit: *Select appropriate response.*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



7.1.1 Permittee Information

1. Is the Permittee the operator of the facility or activity applying on behalf of the facility or activity owner? *Select 'Yes' if the applicant is not the facility or activity owner and is applying on their behalf. This could apply, for example, if a fueling business has an operator who will apply for the permit.*
 - a) Owner Authorization (only applicable if “yes” was selected above): *Click on the 'Operator on Behalf of Owner Agreement' link and download the CWB Authorization to Allow Operator to Apply for NPDES Permit or NGPC on Behalf of Owner. Follow the instructions on the form and upload the completed form to the 'Owner Authorization' box in the e-permitting portal.*
2. Select the Permittee Organization Type: *Select the appropriate response.*
 - a) *If 'Private' is selected, provide the Permittee Legal Name: The legal name of the person, company, or corporation that owns or operates the facility.*
3. Select the appropriate signatory type and confirm that the Certifying Person meets the requirements for the corresponding type. *The Certifying Person must meet the applicable requirement and be employed by the Permittee. Either the operator or person working for the owner must choose the appropriate option as the Certifying Person.*
4. Provide the requested information for the Certifying Person.
5. Do you wish to designate an authorized representative? *Select 'Yes' or 'No.' An authorized representative may also be designated later with the CWB Compliance Submittal Form for Individual NPDES Permits and NGPCs form. If an authorized representative will be designated with this application, provide the following information:*
6. Provide the requested information for the Authorized Representative.

7.1.2 Facility/Project Information

1. Provide the Facility information.
2. Facility Site: *Provide the name of the facility. For T-Hangars, insert International IATA 3 Letter Code of the airport with T-Hangar number (e.g., LIH T-Hangar 999).*
3. Provide all TMK numbers associated with the facility: *A minimum of one (1) TMK is required.*
4. Location Coordinates: *Provide Latitude and Longitude of the Facility's front gate location.*
5. Primary SIC and NAICS Code: *Provide the SIC and NAICS Code for the Facility.*
6. Are there any additional SIC and North American Industry Classification (NAICS) codes? *Select 'Yes' if there are additional SIC and NAICS codes and provide the additional codes.*
7. Are there any other existing or pending NPDES permits/NGPCs associated with this facility? *Select 'Yes' and provide the Permit/File No. if your facility has another NGPC for construction or other discharge.*
8. Are there any other existing or pending (non-NPDES) permits, licenses or approvals associated with this facility? *Answer 'Yes' or 'No' and provide the appropriate information for existing or pending non-NPDES permits, licenses, or approvals for the facility. For the purposes of the tenant's NOI-B,*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



only the tenant's permits, including RCRA, UIC, Air Quality, or other environmental permits, licenses, or approvals, would apply here.

9. Is the facility on the Superfund Amendments and Reauthorization Act (SARA) 313 list? *Select appropriate response.*
10. Topographic Maps. *Upload topographic maps of the airport (in PDF format). The map should provide an extent encompassing the facility's leased property boundary. Provide the name of the maps that identify the following features:*
 - a) Island on which the Facility is Located
 - b) Legal Boundaries of the Site
 - c) Location and an Identification Number for Each of the Site's Existing and Proposed Intake and Discharge Structures (i.e., discharge points/outfalls)
 - d) Receiving State Water(s) and Receiving Storm Water Drainage System(s) Identified and Labeled and Wetland Delineation.

7.1.3 Permitted Feature(s) Information

A permitted feature is a feature (such as an outfall) that is being requested to be covered under this NPDES Permit or NGPC.

1. Permitted Feature Actual Average Flow (Million Gallons per Day): *The average flow that a permitted feature will discharge or transmit, in MGD, from the facility at the start of its permit term.*
2. Receiving State Waters Name for Permitted Feature: *This is the name of the waterbody that is or will likely receive the discharge from the facility via the permitted feature(s):*
 - a) *For HNL, enter the name of the canal that your discharge first enters or, if discharging directly to the ocean, enter "Mamala Bay" or "Keehi Lagoon."*
 - b) *For OGG, enter the name of the canal that your discharge first enters or, if discharging directly to the ocean, enter "Kahului Bay."*
 - c) *For LIH, enter "Pacific Ocean" or "Hanamaulu Bay."*
3. Watershed Name for Permitted Feature: *Enter the watershed name:*
 - a) *For HNL, enter "Manuwai."*
 - b) *For OGG, enter "Kalialinui."*
 - c) *For LIH, enter "Lihue Airport."*
4. Receiving State Water Classification: *If the discharge enters a receiving State waters canal or gulch or Ahua Lagoon, select 'Class 2, Inland.' If the discharge enters oceanic waters, select 'Class A, Marine.' If discharge enters Keehi Lagoon for HNL, select 'Class A, Embayment.' Refer to HAR, Chapter 11-54 and the Water Quality Standards Map available on DOH CWB website to confirm.*
5. Receiving Water Type: *Select the receiving water type. If the receiving State waters is a canal or gulch, select 'Stream, Natural Ditch, Natural Gulch.' If discharge enters Ahua Lagoon, select 'Estuary.' If discharge enters oceanic waters, select 'Open Coastal.' If discharge enters a bay, select 'Embayment.'*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



6. Permitted Feature Identifier (Name, e.g., 001, 002, 003, etc.): *Provide the name of the permitted feature. Check with DOTA on the EID number for each permitted feature that will receive flow from the facility.*
7. Permitted Feature Location: *Provide the latitude and longitude of the permitted feature(s).*
8. Is the receiving State Water on the Section 303(d) List? *Based on current Section 303(d) List, select 'Yes' or 'No.' For HNL, OGG, and LIH, select 'No' unless flow enters Keehi Lagoon for HNL or Hanamaulu Bay for a LIH facility. However, check the current 303(d) list for updates here: <https://mywaterway.epa.gov/state/HI/advanced-search>.*
9. If there are more permitted features, select “Add new permitted features information” and repeat steps 1 through 8.

7.1.4 Receiving Drainage System(s) Information

Provide the following if the discharge from your facility enters a drainage system. (e.g., the Airport's Storm Sewer System, culvert, or drainageway [excludes the canals listed as receiving waters]).

If discharges enter DOTA storm drainage system prior to discharge into State Water, enter the information here.

Does the discharge enter a stormwater drainage system before discharging into the receiving State Waters? *If 'Yes,' provide the following information:*

1. Drainage System Owner's Name. *Enter "State of Hawaii Department of Transportation, Airports."*
2. Is the Drainage System Owner the same as the Permittee? *Select 'No.'*
3. Do you have the Drainage System Owner's Approval to Discharge? *Select 'Yes. I will attach a copy of the Drainage System Owner approval to discharge with this form.'*
4. Drainage System Owner's Approval to Discharge. *Download and fill out the Tenant Agreement for Compliance with State Airport Drainage System with tenant information, which can be found here: <https://hidot.hawaii.gov/airports/doing-business/engineering/environmental/tenant-agreement-for-compliance-with-state-airport-drainage-system/> Provide the completed form to DOTA AIR-EE for review at dot.air.environmental@hawaii.gov. Once approval from DOTA has been given, upload the Airport Drainage Discharge Permit in the ePermitting file directory. Please contact AIR-EE for any questions on filling the Tenant Agreement for Compliance with State Airport Drainage System form.*

7.1.5 NOI Form B

1. Is the facility a new discharger or new source as defined in Part 1.1.4.7 of HAR 11-55 Appendix B? *Select 'Yes' or 'No.'*
2. Provide the stormwater runoff quantity from the facility estimated assuming a representative rainfall event (greater than or equal to 0.1 inch). Specify either gallons per minute or cubic feet per second. *Conduct the appropriate assessment and calculations of stormwater flow from your facility and provide the stormwater quantity with applicable units.*
3. Is the facility subject to any Effluent Limitation Guidelines as identified in Table 1-1 of HAR 11-55 Appendix B? *Regulated Discharges listed in Table 1-1 unlikely to be relevant.*



**Guidance for DOH Tenant Submittals
CNEE and NPDES NOI-B for Regulated Industrial Facilities
Department of Transportation – Airports (DOTA)
State of Hawaii**



<https://health.hawaii.gov/cwb/files/2022/01/January-15-2022-11-55-Appendices-B-A.pdf>. Confirm and select 'No.'

- a) *If 'Yes' was selected, provide all applicable Effluent Limitation Guidelines.*
4. Are any outfalls at the facility substantially identical? Substantially identical outfalls are those outfalls that discharge substantially identical effluents. *For each facility, identify flow directions and whether the flow from the facility enters more than one outfall. If the flow from the facility enters more than one outfall, determine if the outfalls receive flow from substantially identical sources and are likely to have substantially identical effluents. Select 'Yes' or 'No.'*
 - a) *If 'Yes' was selected, provide the identical outfall groups.*
5. Does the facility discharge to a freshwater and is subject to benchmark monitoring requirements for hardness dependent metal pollutants? *Select 'No.'*
6. SWPPP Availability Options: *Select the applicable option.*
 - a) *Provide the URL for the publicly available SWPPP; or*
 - b) *Provide the minimum required SWPPP information in this NOI Form.*

i *Please note that the SWPPP must be prepared by a qualified environmental professional.*

7.1.6 Additional Information

Provide any additional information or documentation to the file upload directory in this section.

7.1.7 Payment Information

Select the applicable option for payment of the filing fee.

7.1.8 Review

Review entire submission.

7.1.9 Signing

1. Sign, certify, and submit the form.
2. DOH will contact all relevant submission contacts through email.
3. Provide a copy of any correspondence and additional information sent from CWB or DOH to AIR-EE at dot.air.environmental@hawaii.gov