



**INSTRUCTIONS FOR COMPLETING THE
NOTICE OF INTENT
TO OBTAIN COVERAGE UNDER
SPDES MULTI-SECTOR GENERAL PERMIT
FOR
STORMWATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY
(GP-0-17-004)**

March 2018

Save time by filing your NOI electronically using the E-NOI found on the Departments website.

All information must be completed on the NOI, unless stated otherwise in these instructions.

SECTION 1

The first section of the NOI asks for basic information about a facility's owner/operator, contact and location.

Owner/Operator Information

Enter the Owner/Operator Tax ID #. If the Owner or Operator is an individual without a Federal Tax ID #, this item can be skipped.

Provide the complete name and address of the legally responsible Owner or Operator of the facility seeking coverage under the MSGP. If this is a corporation the name should indicate this fact (e.g. INC., LLC, etc.). Correspondence from the Department is sent to this address.

Contact Information

Provide the name, phone number and email address of the person who should be contacted with questions regarding the information provided in the NOI, facility reporting or other permit related topics.

Facility Information

Enter the complete name and physical address of the facility and the County in which the facility is located.


Geographic Coordinates

Enter the geographic coordinates in decimal degrees for the latitude and longitude of the facility.


These coordinates can be found by using one of the following maps found on the Departments webpage. The Google Earth maps will require that you install Google Earth on your computer.

- o Google Earth Map of Impaired Waterbodies applicable to MSGP can be found on the Natural Resources and Environmental Protection Maps webpage:


<http://www.dec.ny.gov/pubs/103459.html>


 The layer (or line) color of this map is orange. This map is also helpful in answering Question 5.

- Google Earth Map of the Priority Waterbodies List can be found on the Natural Resources and Environmental Protection Maps webpage: <http://www.dec.ny.gov/pubs/103459.html>

 The layer (or line) color of this map is blue. This map is also helpful in identifying the nearest surface waterbody in Question 4.

NOTE – The Google Earth maps listed above can be loaded into Google Earth at

the same time by clicking on the Google Earth icon  on the webpage. This is helpful to give the full picture of the surface waterbodies near the facility and the possibility that these waterbodies are impaired.

- Alternately the coordinates may also be found by using the Identify tool on  the Stormwater Interactive Map, which is on the Department's *Interactive Online Maps* webpage: <http://www.dec.ny.gov/pubs/42937.html>, or it may be obtained from another web based interactive mapping program.

Please note that it is necessary that the coordinates are given in Latitude and Longitude and not a different geographic coordinate system. It is also easy to reverse the latitude and longitude coordinates, thereby giving a location that is not the location of the facility. In New York State, latitude is a number with 6 decimal places between 40 and 45 and longitude is a number with 6 decimal places between -71 to -79. The negative is not necessary to fill in on the form as it has already been given.

Billing Information

Complete this section if you would like the SPDES bill, which is sent from the Department in September of each year, to be mailed to a different address than the Owner/Operator address.

SECTION 2

This section asks for information specific to the facility and the Stormwater Pollution Prevention Plan.

Question 1 - Eligibility Requirements

Read and review Part I.B of GP-0-17-004 before answering this question. If the answer to this question is [NO] then your facility is not eligible for coverage under the permit. Call the Department to determine next steps.

Question 2 - Stormwater Pollution Prevention Plan (SWPPP)

2a. SWPPP preparation

Indicate whether a SWPPP has been developed for the facility in accordance with the requirements described in Part III and Part VII of the MSGP. General requirements that apply to all facilities are found in Part III of the permit. Requirements specific to your facility, also known as sector specific requirements, are found in Part VII of the permit.

To determine which section of Part VII applies to the facility, refer to the worksheets at the end of these instructions. Find the heading(s) above the box(es) you marked to determine which Industrial Activities are being performed at the facility. The letter in the heading corresponds to the applicable section in Part VII of the permit.

For example, an individual completing an NOI for an automobile salvage yard, with an SIC code of 5015 would mark the box on the worksheet next to the number 5015. The heading above this entry indicates that the SIC code falls under Sector M: Automobile Salvage Yards. Therefore, the sector specific requirements are found in Part VII.M of the permit.

Confirm that the SWPPP requirements in this section, as well as Part III have been met. If so, answer [Yes] to question 2a. **If question 2a is answered [No] the Department will not accept the NOI and the facility will not be covered under the MSGP.**

2b. Public Availability of the SWPPP

The SWPPP must be made available to the public. Indicate by marking the circle how the SWPPP will be made available to the public. Mark all that apply.

Question 3 - Ineligible Activities

Read and review Part I.C of GP-0-17-004 before answering this question. If the answer to this question is [YES] then your facility is not eligible for coverage under the permit. Call the Department to determine next steps.

Question 4 - Surface Waterbody Identification

This question requires that you identify the name of the nearest natural surface waterbody into which the site runoff will discharge after leaving the facility's property. Refer to a map or make direct observations of runoff during a storm. Refer to local maps, web based maps or one of the Department supplied maps listed below.

- Google Earth Map of the Priority Waterbodies List can be found on the Natural Resources and Environmental Protection Maps webpage: <http://www.dec.ny.gov/pubs/103459.html>

 The layer (or line) color of this map is blue.

Clicking on the waterbody will open a popup that will give the waterbody's formal name

- The DEC Stormwater Interactive Mapper for waterbody names and locations. The NYSDEC Stormwater Interactive Mapper may be accessed on the Department's *Interactive Online Maps* webpage: <http://www.dec.ny.gov/pubs/42937.html>.

When using the Stormwater Interactive Mapper, zoom in close to get the waterbody's name to show itself.

Sometimes runoff flows through ditches before entering a stream, lake, wetland or other waterbody. Some creeks don't have commonly known names. The nearest natural surface waterbody name is what is required for this question to be answered correctly. Using words like 'ditch', 'swale' or 'pond' is incorrect and will delay coverage of the facility.


NOTE - If the discharge from a facility enters an MS4 before entering the waterbody, identify the surface waterbody that receives the discharge from the MS4. Do not enter the name of the MS4 here. Question 6b asks for the identification of the MS4.

Question 5 – Impaired Waterbody

5a. Determination of receiving waterbody impairment

Enter [YES] in Question 5a if the waterbody identified in Question 4 is an impaired waterbody identified on the 2016 New York State Section 303(d) List of *Impaired/TMDL Waters*, or designated as an Integrated Reporting Category (IRC) 4a or 4b waters. To determine waterbodies that are impaired use the following links available on the Department's public web site:

- Natural Resources and Environmental Protection Maps
The Google Earth map of Impaired Waterbodies applicable to MSGP can be found on the webpage: <http://www.dec.ny.gov/pubs/103459.html>

 The layer (or line) color of this map is orange.

Instructions on how to use this map can be found on the MSGP Toolbox webpage. <http://www.dec.ny.gov/chemical/62803.html>

This is the easiest way to determine if the facility's discharge is to an impaired waterbody. When you click on the waterbody, a popup will give the waterbody's name, pollutant(s) of concern and MSGP sectors affected. If you do not know what sector your facility is in, use the worksheets attached to these instructions to make this determination.

- NYS Section 303(d) List of Impaired/TMDL Waters
<http://www.dec.ny.gov/chemical/31290.html>.

There are 2 pdf documents on this webpage that are helpful to determine if the waterbody the facility discharges to is impaired. The *Final 2016 NYS Section 303(d) List* and the list of *Other Impaired Waterbody Segments Not Listed*. Both documents need to be searched to make the determination of impairment and the pollutant of concern causing the impairment.

If Question 5a is [NO], then go to Question 6, otherwise go to Question 5b.

5b. Pollutant of Concern

Once the pollutant(s) of concern for the impaired waterbody determined in Question 5a is known, check Appendix G of the permit to determine if the pollutant causing the impairment is a pollutant of concern included in the benchmarks and/or effluent limitations in the facility's industrial sector of Part VII.

5c. SWPPP BMPs

Indicate if the SWPPP includes control measures targeted at the pollutant of concern.

NOTE - If question 5b is answered [YES] and 5c is answered [NO], then you are not eligible for permit coverage.

Question 6 – Municipal Separate Storm Sewer System (MS4)

Enter [YES] in Question 6a if site runoff enters an MS4 and enter the name of the municipality/entity that owns the MS4 in Question 6b. Contact the town, village or county to determine if stormwater runoff from the facility enters the MS4.

If site runoff does not enter an MS4, enter [NO] for Question 6a and move on to Question 7.

NOTE - If you answer [YES] to question 6a, the answer to Question 4 should be the surface waterbody where the MS4 discharges.

Questions 7a and 7b - Permit ID number

This question requests the existing SPDES identification of facilities that are covered under the Multi-Sector General Permit. These IDs begin with NYR00, followed by a letter and 3 numbers (e.g. NYR00Z123).

If the facility has been covered under a previous version of the MSGP and is owned by the same individual or entity, mark [Yes] in 7a and enter the SPDES ID in the space provided in 7b. If 7a is [No], leave the space in 7b blank.

If the facility's SPDES ID is unknown answer Question 7b accordingly. Please do not use the space in 7b to enter the number of the permit itself (e.g. GP-17-004).

SECTION 3

This section asks for information specific to the outfalls that discharge industrial stormwater from the facility.

Question 8 - Coal Piles

If there are coal piles exposed to precipitation at the facility, answer [Yes]. If not, answer [No].

Question 9 - Salt Piles

If there are salt piles exposed to precipitation at the facility, answer [Yes]. If not, answer [No].

Question 10 - Secondary Containment Areas

If there are secondary containment areas for liquid bulk storage or transfer areas, answer [Yes]. If not, answer [No].

Question 11 – Sector S Air Transportation

Indicate if the facility is an airport that uses more than 100,000 gallons of glycol-based deicing/anti-icing chemicals and/or 100 tons or more of urea on an average annual basis.

Question 12 – Representative Outfall Waiver

Indicate if a Representative Outfall Waiver is being claimed in accordance with Part IV.G of the MSGP. IF [YES] the Representative Outfall Waiver form must be submitted with the NOI.

Question 13 - Outfall information

Refer to the worksheets at the end of these instructions to help complete this question. If you need help defining the term outfall, please refer to the definitions section of the permit.

Outfall location is usually dependent on the topography at or around the facility. Do a field investigation, preferably during a rain event, to identify the locations of the outfalls and the drainage area associated with each of these outfalls. Do not include outfalls that only discharge stormwater from drainage areas that are not associated with industrial activities, such as employee parking lots, outlying woods, or other areas not affected by the industrial activities.

Enter the outfall number. If you have one outfall, you may identify it as 001. If there are 2, identify the second outfall 002 and so on.

Indicate the Primary, and if necessary, the Secondary and Tertiary Standard Industrial Classification codes (SIC) representing the industrial activity or activities that are associated with the drainage area that contributes stormwater to the outfall listed in the left hand column. Include the Sector and the Monitoring Required for each SIC code listed. The worksheet will indicate if Benchmark monitoring is required. It may also indicate that compliance monitoring may be required. However, that determination will be based on the answers to Question 14. Compliance monitoring is required if the answer to any of the questions in 14 is [YES]. Use B for Benchmark and C for Compliance monitoring on the NOI.

Provide an estimate of the drainage area contributing to the discharge from each outfall in the right hand column and total the area at the bottom of the column.

Make sure that the locations of these outfalls are marked in your SWPPP site map.

Question 14 - EPA Point Source Category Effluent Limitations

Answer each of the questions in this section. Do not leave any of these questions blank. If you answer [Yes] to any of the questions in this section, list the outfalls that discharge stormwater from the areas associated with the indicated activity.

NOTE – If the answer to any of the questions in 14 are [YES] then you are subject to Compliance monitoring.

Certification

Read the certification statement. Complete the form and mail it with an original signature to the address on page 1 of the NOI.

Additional Assistance

You may contact Steven McCague, at 518.402.8108 or by email at steven.mccague@dec.ny.gov if you need further assistance.

Industrial Activities Worksheet

Identify Industrial Activities from the Industrial Sectors

The following worksheets are designed to help answer Question 13 of the NOI.

Use the first column to mark all SIC code(s) associated with the industrial activities being conducted at the facility. The SIC codes are listed in Column 2 of the worksheets. If you do not know what the facility's SIC code is you can use a reference tool such as the Standard Industrial Classification System search tool on the U.S. Department of Labor website.

Each grouping of SIC codes has a heading which will inform you of the Sector applicable to your facility. For example, a sawmill facility is SIC code 2421. This SIC code is under Sector A – Timber Products. Put an 'A' in the Sector Code column of Question 13

Column 3 of the worksheets tells you if there is monitoring and what type of monitoring is required. If this is blank for you SIC code, then there is no monitoring required for this permit term. If the monitoring required is Benchmark, then put a 'B' in the monitoring required column of question 13. You will put a 'C' for Compliance monitoring and put 'BC' if both benchmark and compliance monitoring apply to your discharge. Using the Sawmill example above the monitoring required is Benchmark, so q13 should be marked 'B' in the monitoring required column.

Sectors of Industrial Activity And Related Monitoring Requirements			
Mark all that apply	Activities Consistent with Descriptions and SIC Code or Activity Code	Monitoring Required	Activity Represented
	Sector A: Timber Products		
	2411	Benchmark, Compliance*	Log Storage and Handling (Wet deck storage areas are only authorized if no chemical additives are used in the spray water or applied to the logs).
	2421	Benchmark	General Sawmills and Planning Mills
	2426	Benchmark	Hardwood Dimension and Flooring Mills
	2429	Benchmark	Special Product Sawmills, Not Elsewhere Classified
	2431-2439 (except 2434 - see Sector W)	Benchmark	Millwork, Veneer, Plywood, and Structural Wood
	2441, 2448, 2449	Benchmark	Wood Containers
	2451, 2452	Benchmark	Wood Buildings and Mobile Homes
	2491	Benchmark	Wood Preserving
	2493	Benchmark	Reconstituted Wood Products
	2499	Benchmark	Wood Products, Not Elsewhere Classified
	Sector B: Paper and Allied Products		
	2611		Pulp Mills
	2621		Paper Mill
	2631	Benchmark	Paperboard Mills
	2652-2657		Paperboard Containers and Boxes
	2671-2679		Converted Paper and Paperboard Products, Except Containers and Boxes
	Sector C: Chemical and Allied Products		
	2812-2819	Benchmark	Industrial Inorganic Chemicals
	2821-2824	Benchmark	Plastics Materials and Synthetic Resins, Synthetic Rubber, Cellulosic and Other Manmade Fibers Except Glass
	2833-2836		Medicinal Chemicals and Botanical Products; Pharmaceutical Preparations; In Vitro and In Vivo Diagnostic Substances; Biological Products, Except Diagnostic Substances
	2841-2844	Benchmark	Soaps, Detergents, and Cleaning Preparations; Perfumes, Cosmetics, and Other Toilet Preparations
	2851		Paints, Varnishes, Lacquers, Enamels, and Allied Products
	2861-2869		Industrial Organic Chemicals
	2873-2879	Benchmark, Compliance*	Agricultural Chemicals
	2891-2899		Miscellaneous Chemical Products
	2911	Benchmark	Petroleum Refineries
	3952 (limited to list)		Inks and Paints, Including China Painting Enamels, India Ink, Drawing Ink, Platinum Paints for Burnt Wood or Leather Work, Paints for China Painting, Artist's Paints and Artist's Watercolors

*Compliance Monitoring is required ONLY if any of the answers to Question 14 is [YES]

Sectors of Industrial Activity And Related Monitoring Requirements			
Mark all that apply	Activities Consistent with Descriptions and SIC Code or Activity Code	Monitoring Required	Activity Represented
Sector D: Asphalt Paving and Roofing Materials and Lubricants			
	2951, 2952	Benchmark, Compliance*	Asphalt Paving and Roofing Materials
	2992, 2999		Miscellaneous Products of Petroleum and Coal
Sector E: Glass Clay, Cement, Concrete, and Gypsum Products			
	3211		Flat Glass
	3221, 3229		Glass and Glassware, Pressed or Blown
	3231		Glass Products Made of Purchased Glass
	3241	Compliance*	Hydraulic Cement
	3251-3259	Benchmark	Structural Clay Products
	3261-3269	Benchmark	Pottery and Related Products
	3271-3275	Benchmark, Compliance*	Concrete, Gypsum and Plaster Products
	3281		Cut Stone and Stone Products
	3291-3299		Abrasive, Asbestos, and Miscellaneous Non-metallic Mineral Products
Sector F: Primary Metals			
	3312-3317	Benchmark	Steel Works, Blast Furnaces, and Rolling and Finishing Mills
	3321-3325	Benchmark	Iron and Steel Foundries
	3331-3339		Primary Smelting and Refining of Nonferrous Metals
	3341		Secondary Smelting and Refining of Nonferrous Metals
	3351-3357	Benchmark	Rolling, Drawing, and Extruding of Nonferrous Metals
	3363-3369	Benchmark	Nonferrous Foundries (Castings)
	3398, 3399		Miscellaneous Primary Metal Products
Sector G: Metal Mining (Ore Mining and Dressing)			
	1011	Benchmark, Compliance*	Iron Ores
	1021	Benchmark, Compliance*	Copper Ores
	1031	Benchmark, Compliance*	Lead and Zinc Ores
	1041, 1044	Benchmark, Compliance*	Gold and Silver Ores
	1061	Benchmark, Compliance*	Ferroalloy Ores, Except Vanadium
	1081	Benchmark, Compliance*	Metal Mining Services
	1094, 1099	Benchmark, Compliance*	Miscellaneous Metal Ores
Sector H: [Reserved]			
Sector I: Oil and Gas Extraction and Refining			
	1311	Benchmark	Crude Petroleum and Natural Gas
	1321	Benchmark	Natural Gas Liquids
	1381-1389	Benchmark	Oil and Gas Field Services

*Compliance Monitoring is required ONLY if any of the answers to Question 14 is [YES]

Sectors of Industrial Activity And Related Monitoring Requirements			
Mark all that apply	Activities Consistent with Descriptions and SIC Code or Activity Code	Monitoring Required	Activity Represented
	Sector J: Mineral Mining and Dressing		
	1411	Benchmark	Dimension Stone
	1422-1429	Benchmark, Compliance*	Crushed and Broken Stone, Including Rip Rap
	1442, 1446	Benchmark, Compliance*	Sand and Gravel
	1455, 1459		Clay, Ceramic, and Refractory Materials
	1474-1479		Chemical and Fertilizer Mineral Mining
	1481	Benchmark	Nonmetallic Minerals Services, Except Fuels
	1499	Benchmark	Miscellaneous Nonmetallic Minerals, Except Fuels
	Sector K: Hazardous Waste Treatment, Storage, or Disposal Facilities		
	HZ	Benchmark, Compliance*	Hazardous Waste Treatment Storage or Disposal
	Sector L: Landfills and Land Application Sites		
	LF	Benchmark, Compliance*	Landfills, Land Application Sites, and Non-Compliant Landfills
	Sector M: Automobile Salvage Yards		
	5015	Benchmark	Automobile Salvage Yards
	Sector N: Scrap Recycling Facilities		
	5093 N-1		Scrap Recycling Facilities. Source separated recycling only
	5093 N-2	Benchmark	Mixed waste stream of Non-Recyclable and Recyclable wastes.
	5093 N-3	Benchmark	Scrap and Waste Recycling (Non-Liquid wastes)
	5093 N-4	Benchmark, Compliance*	Facilities with a Shredder
	5093 N-5	Benchmark	Reclaiming and Recycling of Liquid wastes
	4499 (limited to list)	Benchmark	Dismantling Ships, Marine Salvaging, and Marine Wrecking - Ships For Scrap
	Sector O: Steam Electric Generating Facilities		
	SE	Benchmark, Compliance*	Steam Electric Generating Facilities
	Sector P: Land Transportation and/or Warehousing		
	4011, 4013	Benchmark	Railroad Transportation
	4111-4173	Benchmark	Local and Highway Passenger Transportation
	4212-4231	Benchmark	Motor Freight Transportation and/or Warehousing
	4311	Benchmark	United States Postal Service
	5171	Benchmark	Petroleum Bulk Stations and Terminals
	Sector Q: Water Transportation		
	4412-4499 (except 4499 facilities as specified in Sector N)	Benchmark	Water Transportation, Marinas, Yacht Clubs
	Sector R: Ship and Boat Building or Repairing Yards		
	3731, 3732		Ship and Boat Building or Repairing Yards
	Sector S: Air Transportation		
	4512-4581	Benchmark, Compliance*	Air Transportation Facilities
*Compliance Monitoring is required ONLY if any of the answers to Question 14 is [YES]			

Sectors of Industrial Activity And Related Monitoring Requirements			
Mark all that apply	Activities Consistent with Descriptions and SIC Code or Activity Code	Monitoring Required	Activity Represented
	Sector T: Treatment Works		
	TW	Benchmark	Treatment Works
	Sector U: Food and Kindred Products		
	2011-2015		Meat Products
	2021-2026		Dairy Products
	2032-2038		Canned, Frozen and Preserved Fruits, Vegetables and Food Specialties
	2041-2048	Benchmark	Grain Mill Products
	2051-2053		Bakery Products
	2061-2068		Sugar and Confectionery Products
	2074-2079	Benchmark	Fats and Oils
	2082-2087		Beverages
	2091-2099		Miscellaneous Food Preparations and Kindred Products
	2111-2141		Tobacco Products
	Sector V: Textile Mills, Apparel, and Other Fabric Product Manufacturing, Leather and Leather Products		
	2211-2299		Textile Mill Products
	2311-2399		Apparel and Other Finished Products Made From Fabrics and Similar Materials
	3131-3199 (except 3111 - see Sector Z)		Leather and Leather Products, except Leather Tanning and Finishing
	Sector W: Furniture and Fixtures		
	2434		Wood Kitchen Cabinets
	2511-2599		Furniture and Fixtures
	Sector X: Printing and Publishing		
	2711-2796		Printing, Publishing, and Allied Industries
	Sector Y: Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries		
	3011	Benchmark	Tires and Inner Tubes
	3021	Benchmark	Rubber and Plastics Footwear
	3052, 3053	Benchmark	Gaskets, Packing, and Sealing Devices and Rubber and Plastics Hose and Belting
	3061, 3069	Benchmark	Fabricated Rubber Products, Not Elsewhere Classified
	3081-3089		Miscellaneous Plastics Products
	3931		Musical Instruments
	3942-3949		Dolls, Toys, Games and Sporting and Athletic Goods
	3951-3955 (except 3952 facilities specified in Sector C)		Pens, Pencils, and Other Artists' Materials
	3961, 3965		Costume Jewelry, Costume Novelties, Buttons, and Miscellaneous Notions, Except Precious Metal. Miscellaneous Manufacturing Industries.
	3991-3999		

Sectors of Industrial Activity And Related Monitoring Requirements			
Mark all that apply	Activities Consistent with Descriptions and SIC Code or Activity Code	Monitoring Required	Activity Represented
Sector Z: Leather Tanning and Finishing			
	3111	Benchmark	Leather Tanning, Currying and Finishing
Sector AA: Fabricated Metal Products			
	3411-3499	Benchmark	Fabricated Metal Products, Except Machinery and Transportation Equipment
	3911-3915	Benchmark	Jewelry, Silverware, and Plated Ware
Sector AB: Transportation Equipment, Industrial or Commercial Machinery			
	3511-3599 (except 3571-3579 - see Sector AC)		Industrial and Commercial Machinery (Except Computer and Office Equipment).
	3711-3799 (except 3731, 3732 - see Sector R)		Transportation Equipment (Except Ship and Boat Building and Repairing)
Sector AC: Electronic, Electrical, Photographic, and Optical Goods			
	3571-3579	Benchmark	Computer and Office Equipment
	3612-3699	Benchmark	Electronic, Electrical Equipment and Components, Except Computer Equipment
	3812-3873	Benchmark	Measuring, Analyzing and Controlling Instrument; Photographic and Optical Goods