

Instructions for Completing the Notice of Termination (NOT) of Coverage under the Pesticide General Permit (PGP) for Discharges from the Application of Pesticides.

Who Must File an NOT Form with EPA?

Any decision-maker required to submit a Notice of Intent (NOI) is required to submit a Notice of Termination (NOT) to end coverage under this permit. The requirement to submit an NOT applies only to those decision-makers required to submit an NOI to obtain permit coverage. Dischargers automatically covered under this permit as identified in Part 1.2.3 are likewise automatically terminated upon permanent cessation of discharge consistent with any of the criteria identified in Part 1.2.5.2.

If you have questions about whether you need to file an NOT or questions about completing the form, see www.epa.gov/npdes/pesticides or contact the NOI Center toll free at 866-352-7755.

If you have specific questions about the Pesticide General Permit, send a detailed e-mail to pesticidesgeneralpermit@epa.gov.

When to File the NOT Form

Once all point source discharges associated with pesticide application have ceased, the permittee must submit an NOT, as described in Part 1.2.5.1, within 30 days after one or more of the conditions at 1.2.5.2 have been met.

Where to File the NOT Form

Consistent with Part 1.2.5.1 the decision-maker must submit the NOT using EPA's electronic Notice of Intent System (eNOI) available on EPA's website (www.epa.gov/npdes/pesticides) unless eNOI is otherwise unavailable or the decision-maker has obtained a waiver from the requirement to use eNOI for submission of the NOT. The Electronic Submission Waiver is at the top of this form. A decision-maker waived from the requirement to use eNOI for NOT submission must certify to EPA on this form that use of eNOI will incur undue burden or expense over the use of the paper NOT form and then provide a basis for that determination.

Filing electronically is the fastest way to terminate permit coverage and help ensure that your NOT is complete

If you do receive a waiver from using eNOI; you must send the NOT to one of the addresses listed below.

Via United States Mail:

United States Environmental Protection Agency
Office of Water, Water Permits Division
Mail Code 4203M, ATTN: NPDES Pesticides
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Via overnight/express delivery:

United States Environmental Protection Agency
Office of Water, Water Permits Division
EPA East Building - Room 7420, ATTN: NPDES Pesticides
1201 Constitution Avenue, NW
Washington, DC 20004
Phone: 202-564-9545

If you have questions about whether you need to file an NOT or questions about completing the form, see www.epa.gov/npdes/pesticides/eNOI or contact the NOI Center at 1-866-352-7755.

If you file a paper NOT, submit the original with a signature in ink. Do not send copies. Also, faxed copies will not be accepted.

Completing the NOI Form

To complete this form, type or print in uppercase letters in the appropriate areas only. Make sure you complete all questions. Make sure you make a photocopy for your records before you send the completed original form to the address above. You can also use this paper form as a checklist for the information you will need when filing an NOT electronically via EPA's Pesticides eNOI system.

Section A. Permit Information

1. Enter the existing NPDES Pesticides General Permit Tracking Number assigned by eNOI or the EPA's Pesticides Processing Center. If you do not know the permit tracking number, contact the Pesticides Processing Center at 1-866-352-7755.
2. Select the appropriate box to indicate why you are submitting an NOT to end permit coverage. Select one of three options: because a new decision-maker has taken over responsibility of pest control activities and you are no longer the decision-maker, because you have ceased all discharges from the application of pesticides for which you obtained permit coverage and you do not expect to discharge during the remainder of the permit term, or because you have obtained individual NPDES permit coverage or alternative NPDES permit coverage.

2a. Select this box if you have ceased aquatic pesticide application or there is not, or no longer will be a pesticide discharge.

2b. Select this box if you have obtained an individual or alternative permit.

2c. Select this box if you have sold or transferred the responsibility of the pest treatment and you are no longer the owner or operator. Provide the date of transfer and the name and contact information of the new owner/operator.

Section B. Operator Information

1. Provide the full legal name of the person, firm, public organization, or other entity that is the owner/operator of the pesticide application described in this application.
2. Provide the owner's/operator's mailing address. Correspondence will be sent to this address.
3. Provide a contact person's full legal name, telephone number, and e-mail address. This person will be contacted regarding any NOT communication.

Section C. Certification

Carefully read the certification statement. By completing and submitting the NOT, the owner/operator certifies that every applicable general permit requirement will be met. Sign and date the form. Provide the title and printed full legal name of the certifier. (CAUTION: An unsigned or undated NOT form will prevent the termination of permit coverage.) Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application 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 that 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, federal, or other public facility: by either a principal executive or ranking elected official.

If the NOT was prepared by someone other than the certifier (for example, if the NOT was prepared by the PDMP contact or a consultant for the certifier's signature), include the name, organization, phone number and e-mail address of the NOT preparer.

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection of information is estimated to average .5 hours or 30 minutes per response.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed NOT form to that address.