

# MARYLAND DEPARTMENT OF THE ENVIRONMENT

## GENERAL PERMIT Number 16-VW for the DISCHARGE of Exterior Vehicle Washwater to Groundwater from Commercial and Business-Related Vehicle Washing Operations Notice of Intent (NOI) for Permit No. 16-VW

### DISCHARGE PERMIT NO. 16-VW

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State permit issued for discharges from exterior vehicle washing identified in Section II of this form. All information requested must be provided in order to be considered for authorization to discharge under this permit. **Instructions are provided at the end of this form.**

#### SECTION I: Facility Owner/Operator Information

(A) Owner/Operator Name

(B) Primary Contact Name

Title

Telephone Number

Email Address

(C) Mailing Address

City

State

Zip Code

(D) Federal Employer Identification Number (FEIN)

Email Address

(E) Worker's Comp  
Insurance

Company Name

Policy Number

#### SECTION II: Facility Information

(F) Name of Facility

(G) Facility Address (if different than your mailing address)

City

State

Zip Code

County

(H) SIC Code

Nature of Business (describe briefly)

(I) Latitude

Longitude

(J) Source of Water Supply:

Individual Private Well

(K) Sanitary Waste:

Individual Septic System

Public/Community Water Supply

Public/Sanitary Sewer

Other: \_\_\_\_\_

Holding Tank

Other: \_\_\_\_\_

(L) Do you have an Existing Industrial Groundwater Discharge Permit for vehicle washing? Yes No  
If yes, what is the permit number? \_\_\_\_\_

(M) Do you have an Existing Vehicle Washing Operation? Yes No  
If yes, submit washwater analysis for TPH & VOCs.

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### SECTION III: Discharge Information

(N) Vehicle Washing Categories		Average Weekly Discharge Volume (gallons per week)	
Class I		< 500	
Class II		500 – 2,999	
Class III		3,000 – 6,999	
Class IV		7,000 – 25,000	
(O) Methods of Wastewater Discharge: <i>(Check all that apply)</i>		(P) Methods of Wastewater Treatment: <i>(Check all that apply)</i>	
Drainfield		Oil/Water Separator	
Seepage Pit/Dry Well		Grit Trap	
Overland Flow/Infiltration Basin		Absorbent Pads	
Spray Irrigation		Carbon Filtration	
Other: _____ _____		Other: _____ _____	
(Q) Number of Outfalls:			
(R) Include Material Safety Data Sheets (MSDS) for all chemical additives and/or detergents used in washing, if applicable. <b>MSDS included?</b>			

### SECTION IV: Site Map and Washwater Analysis

Site map included		Initial washwater analysis included	
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### SECTION V: Certification

To be completed by a responsible corporate officer, proprietor, general partner, principal executive officer, or ranking elected official or their duly authorized representative, as detailed in Part II.C of the permit.

*"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 gather and evaluate 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 am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Signature/Certifier		Date	
Signatory Name/Title: Typed or Printed		Telephone Number	
NOI Preparer (Complete if NOI was prepared by someone other than the certifier)			
Prepared by:			
Telephone Number		Email Address	

**Submit completed form to: ATTN: Groundwater Discharge Permit Division, WMA-Wastewater Permit Division, Maryland Department of the Environment, 1800 Washington Blvd., STE-455, Baltimore, MD 21230**

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#### **WHO MUST FILE**

The operator of a facility that is requesting to discharge exterior vehicle washwater must submit a Notice of Intent (NOI) to obtain coverage under the General Discharge Permit No. 16-VW. If you have a question about whether you need this discharge permit, contact the Maryland Department of the Environment (MDE), Wastewater Permits Program, at 410-537-3778.

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by a State permit issued for exterior vehicle washwater discharges identified in Section II of this form. Authorization to discharge begins upon notification of registration by MDE. The permit is available using this link [bit.ly/16-VW](http://bit.ly/16-VW) or via MDE's website.

#### **SECTION I: Owner/Operator Information**

- (A) Provide the legal name of the person, firm, public organization, or other entity that operates the industrial facility described in Section II of this application. An operator of a facility is a legal entity that controls the operation of the facility.
- (B) Provide the name of the Primary Contact; title of Primary Contact; Primary Contact phone number; Primary Contact e-mail address.
- (C) Provide the primary facility contact mailing address; city; state; zip. All correspondence will be sent to this address.
- (D) Provide the Federal Employer Identification Number (FEIN).
- (E) Provide worker's compensation insurance information for the facility identified in this section of the application.

#### **SECTION II: Facility Information**

- (F) Provide the name of facility – enter "same" if the name does not differ from the information in Section I(A).
- (G) Provide the physical address; city; state; zip – enter "same" if the address does not differ from the information in Section I (C); Provide the County where the facility is located. If this is a contiguous system spanning multiple counties or cities, list all county or cities associated with mailing address.
- (H) Provide the primary and any co-located four-digit Standard Industrial Classification (SIC) code describing the facility. Also provide a short written explanation of the industrial process category (e.g., scrap recycling of automobiles). The current Department of Labor's - Occupation, Safety and Health Administration (OSHA) website (<http://www.osha.gov/pls/imis/sicsearch.html>) provides a detailed written description of SIC codes.
- (I) Provide latitude and longitude of the discharge/outfalls requesting to be permitted. To obtain coordinates, you may use a GPS to find location within your site. There are internet options that you can also use, such as Google's Tool. A step by step method can be found at this URL: <http://www.wikihow.com/Find-the-GPS-Coordinates-of-an-Address-Using-Google-Maps>.
- (J) Provide the source of your water supply – individual private well (groundwater), city/county water (public/community water supply) or some other source not mentioned.
- (K) Provide the method of disposal for sanitary waste.
- (L) Indicate whether your facility has an existing industrial groundwater discharge permit for vehicle washwater. If so, please provide the State discharge permit number.
- (M) Indicate whether your facility has an existing vehicle washwater operation. If so, a chemical analysis for Total Petroleum Hydrocarbons (TPH) and Volatile Organic Compounds (VOCs) of a representative sample of vehicle washwater should be included with the NOI. (EPA Method 624 should be used to test for VOCs).

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### **SECTION III: Discharge Information**

- (N) Identify the vehicle washing category/Class by determining the average **weekly** volume of vehicle washwater to be discharged.
- (O) Provide all methods of vehicle washwater discharge.
- (P) Identify all methods of washwater treatment.
- (Q) Provide the number of vehicle washwater discharge locations (outfalls).
- (R) List all chemical additives and/or detergents to be used in vehicle washing. Indicate whether a copy of the MSDS/SDS (Material Safety and Data Sheet/Safety Data Sheet) for each additive/detergent is included with the NOI.

### **SECTION IV: Site Map and Washwater Analysis**

A site map identifying the vehicle washwater discharge locations should be included with the NOI. The site map should provide significant points of reference (i.e., road, building, etc.) near the discharge location.

The initial washwater analysis should be of a representative sample of vehicle washwater analyzed (tested) for TPH & VOCs (see Section II. (M) above).

### **SECTION V: Certification**

Signatures and Certifications are detailed in the permit Part II.C. Individuals who discharge to waters of the State without an individual State or general State/NPDES discharge permit, are in violation of the Federal Clean Water Act and of the Environment Article, Annotated Code of Maryland, and may be subject to penalties. An original signature and date is required.

### **HOW TO SUBMIT:**

Send the completed NOI to **ATTN: Groundwater Discharge Permit Division, WMA-Wastewater Permit Division, Maryland Department of the Environment, 1800 Washington Blvd., STE-455 Baltimore, MD 21230**. You must ensure that the form is completely filled out and the initial wastewater analysis, MSDS for each additive and a site map is included with your NOI. We will contact you for a site visit after we have received your application.

Please do not submit payment with this application. You will be billed according to the fee structure outlined in the Fact Sheet.

**NOTE:** Permit coverage will not begin until you receive written confirmation.

**QUESTIONS:** Please contact Mike Eisner or Tracy Rocca-Weikart at 410-537-3778 or [mike.eisner@maryland.gov](mailto:mike.eisner@maryland.gov) or [tracy.rocca-weikart@maryland.gov](mailto:tracy.rocca-weikart@maryland.gov).