


Kentucky General Stormwater Permits

Have you received a letter like the one below? If you have received a letter discussing the electronic Notice of Intent for coverage of the General Permit for Stormwater Discharges Associated with Industrial Activity (eNOI-KYR00), please follow these instructions carefully. These instructions will also assist you in submitting the Notice of Intent for coverage of the General Permit for Stormwater Discharges Associated with Construction Activity (eNOI-SWCA). **Regardless of whether you have received a letter you should still be aware of your potential applicability to these permits.**



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GOVERNOR

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LEONARD K. PETERS
SECRETARY

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Agency Interest ID → KPDES No.: ██████████ ← Permit ID
AI ID: ██████████

Solicitation of Electronic Notice of Intent (eNOI-KYR00) or
Electronic Conditional No Exposure Certification (eNoExposure)

Dear Permittee:

Kentucky Division of Water (DOW) reissued the Kentucky Pollutant Discharge Elimination System (KPDES) General Permit for Stormwater Discharges Associated with Industrial Activity- Other Facilities (KYR000000) on May 1, 2013 with an effective date of June 1, 2013. Pursuant to Section 5.1 of the permit, operators seeking new coverage, modification of existing coverage, or renewal of existing coverage are required to submit an updated eNOI-KYR00 in accordance with the following time table:

1. Operators seeking initial coverage for an existing facility that has commenced discharge shall electronically submit the eNOI-KYR00 by June 16, 2013.
2. Operators seeking modification of an existing coverage to address facility modifications shall electronically submit an updated eNOI-KYR00 a minimum of 15 days prior to the modification of the facility.
3. For existing coverage granted prior to September 30, 2007 the operator shall electronically submit an updated eNOI-KYR00 by August 29, 2013 to renew the coverage.

Failure to submit the updated eNOI-KYR00 within the specified timeframe shall result in the termination of coverage.

Pursuant to Section 5.2 of the permit, operators may seek a conditional exclusion for no exposure by filing an electronic No Exposure Certification (eNoExposure). This certification is time limited and must be resubmitted upon each reissuance of KYR000000 or every 5 years, whichever is first, in order to continue the exclusion for the next permit term.

Both electronic forms, eNOI-KYR00 and eNoExposure, can be found on KDEP's forms library site at: <http://dep.ky.gov/formslibrary/Pages/default.aspx>. Or at www.water.ky.gov. Only electronic forms will be processed (i.e. No paper copies of the forms will be accepted).

When to submit →

Where to go →

- If you received a letter please be aware of following information it contains:
 - Permit ID (KPDES No.)
 - Agency Interest ID (AI ID)
 - When to submit; most facilities that receive this letter will have a deadline of August 29, 2013.
 - **The Notice of Intent form must be submitted electronically.** The letter will provide you web addresses of where to go. Multiple ways to access the form are described below.

Step 1: Please open your internet browser.

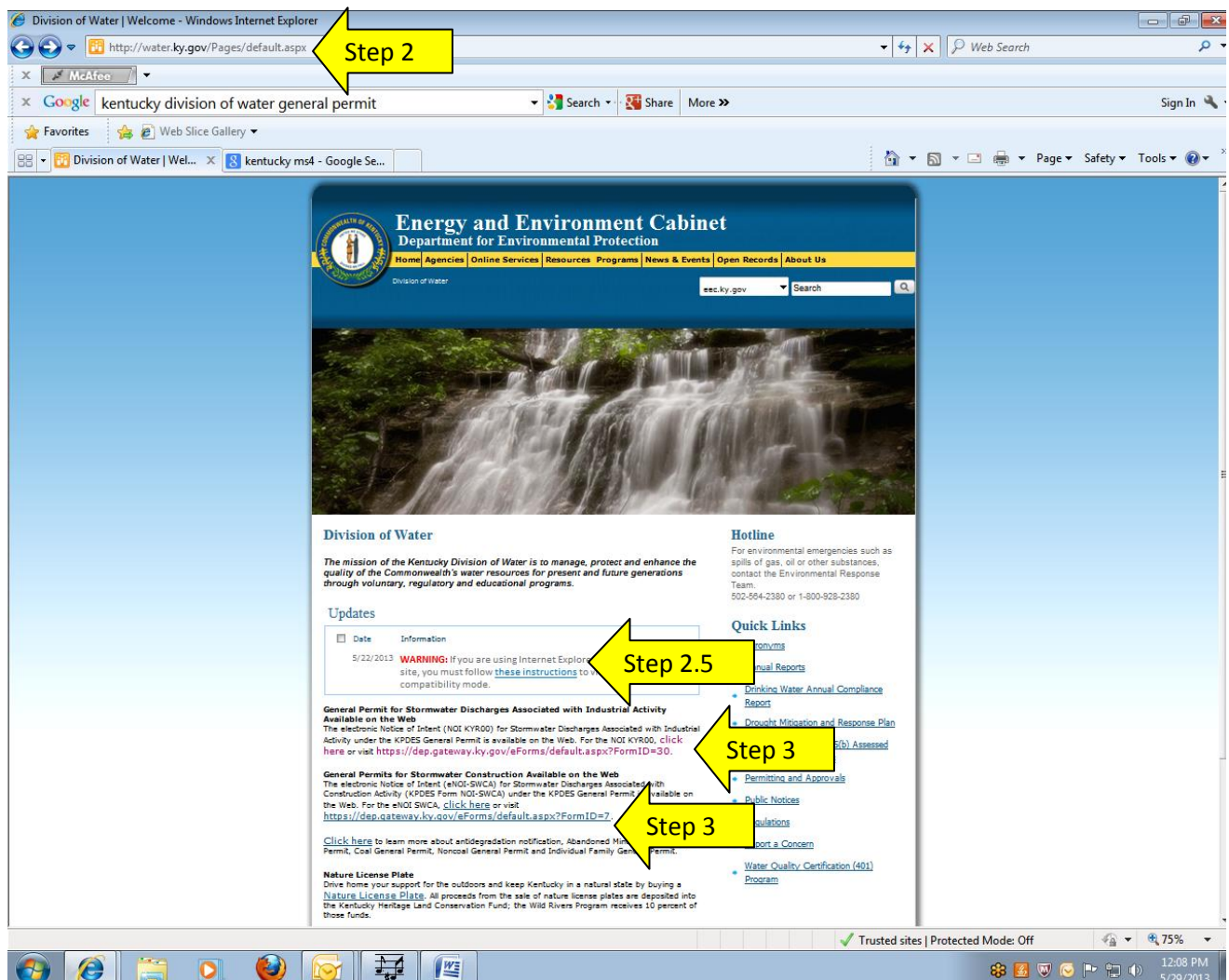
Step 2: In the search bar type in water.ky.gov or click on the blue underlined link.

[CLICK HERE](#) to go directly to the eNOI-KYR00 form. (General Permit Renewal)

[CLICK HERE](#) to go directly to the eNOI-SWCA form. (Construction Activities)

Step 2.5: If you have trouble accessing the files you may have compatibility issues; instruction can be found in the warning box on the page below and by following steps 1 and 2. To directly access these instructions please [CLICK HERE](#)

Step 3: Click on the link to appropriate form.



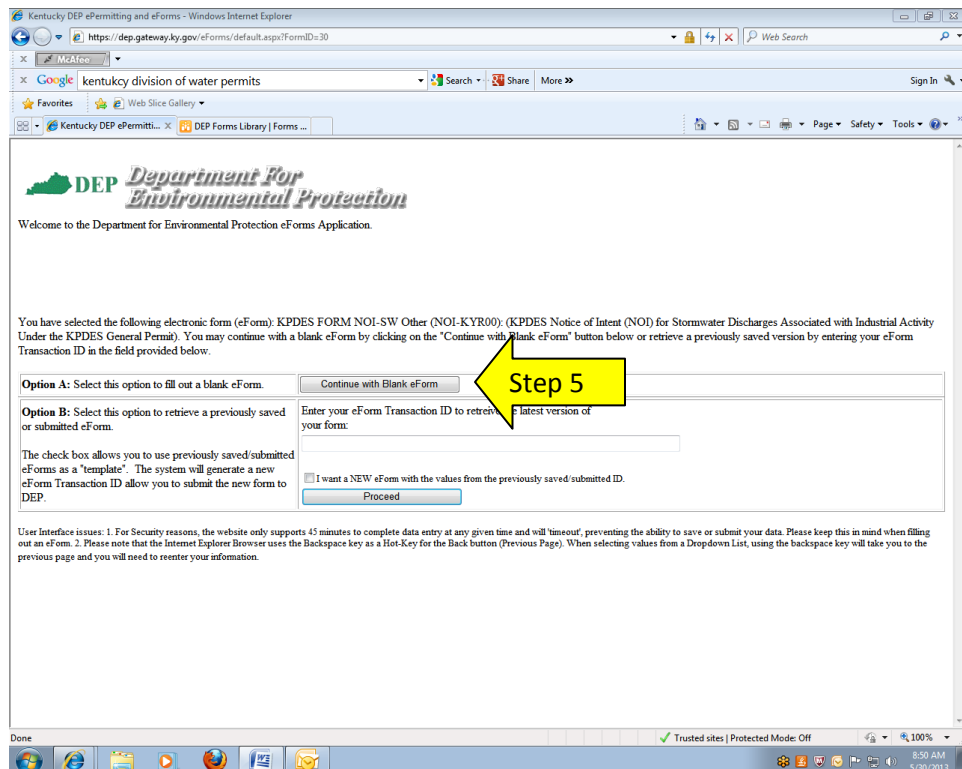
Step 4: If you determine that your facility qualifies for a No Exposure Certification, the electronic form is now available and must be used.

If you are uncertain whether your facility qualifies for a No Exposure Certification, please refer to the electronic version of the [eform-NE](#) and instructions by clicking the hyperlink at the top of the form. The eform-NE, the [e-NOI-KYR00](#) and the [eNOI-SWCA](#) can be found at the links below:

<http://water.ky.gov/permitting/Pages/WastewaterDischarge.aspx>

<http://dep.ky.gov/formslibrary/Pages/default.aspx> (on this page click on Division: Water > Program: Kentucky Pollutant Discharge Elimination System (KPDES) and select appropriate form from list.

Step 5: Once you have selected the appropriate form you will need to click the “Continue with Blank eForm” tab; entering an eForm Transaction ID is only for electronic forms you have worked on previously and have saved.



Step 6: With the blank form, please fill out the appropriate information. An (*) denotes required information. If the question is required but does not apply, type N/A (Not Applicable) in the blank. Click on drop down arrows to select the appropriate answer from a list. Some Instruction can be found at a link at the top of the page; the document you are currently viewing is intended to give supplemental instructions. **Additional useful links and information will be shown as red links throughout the electronic document.**

FORM NOI-KYR00
[Click here for eNOI-KYR00 Instructions](#) **Step 6**

KENTUCKY POLLUTION DISCHARGE ELIMINATION SYSTEM (KPDES)
 Notice of Intent (NOI) for coverage of Storm Water Discharges Associated with Other Facilities Under the KPDES Storm Water General Permit KYR000000
water.ky.gov

Agency Interest ID: Permit ID (KYR00):

SECTION I-PURPOSE OF NOI
 This NOI is for: (*)

SECTION II-FACILITY OPERATOR INFORMATION

First Name (*)	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name (*)	<input type="text"/>	Company Name (*)	<input type="text"/>
Status (*)	<input type="text"/>	Address (*) (Number and Street)	<input type="text"/>	City (*)	<input type="text"/>	State (*)	<input type="text"/>
Zip Code (*)	<input type="text"/>	E-Mail Address	<input type="text"/>	Home Phone Number: ###-###-####	<input type="text"/>	Business Phone Number (*) ###-###-####	<input type="text"/>

SECTION III-FACILITY/SITE LOCATION INFORMATION
 Name of Facility: (*) Physical Address: (*)

Below are some helpful sections to submitting a complete electronic application! If you don't find your answer in these sections, don't forget about the instructions tab described in **Step 6**.

You may click directly on the hyperlinked section to go there

[Section 1:](#)

Where do I find my Agency Interest and Permit ID?

[Section 2:](#)

What are receiving water, MS4, and outfalls?

[Section 3:](#)

What is an SIC and where can I find my facility's SIC?

[Section 4:](#)

Where do I get Latitudes and Longitudes?

[Section 5:](#)

Where do I get the required location map?

Section 1:

Where do I find my Agency Interest and Permit ID?

As discussed in the beginning of this document, both the Agency Interest (AI) ID and Permit ID (KPDES No.) can be found on the letter you received. **Please include letters in the Permit ID, example: KYR001234.** If you do not have a letter to obtain this information, you may contact the Division of Compliance Assistance; however if the facility has never applied, an AI ID and/or Permit ID may not exist for the facility.

Section 2:

What are receiving water and outfalls?

- A receiving stream is the stream that receives the discharge of stormwater runoff from your facility. When viewing the electronic form, a list of receiving streams can be accessed by clicking on the red link.¹
- A Municipal Separate Storm Sewer System (MS4) is a system of publicly-owned conveyances, including roads, curbs, gutters, swales, or ditches that collect or convey only stormwater to local waterbodies (streams, rivers, lakes, etc.) but not to a wastewater treatment facility. The term MS4 includes storm sewer systems owned by a state, city, town, village, or other public entity, such as a state department of transportation, university, local sewer district, hospital, military base, or prison. MS4s are located throughout the state; you may want to ask your municipality if you

¹ If the receiving stream is not listed, use "Not Named."

discharge to an MS4.² To learn more, click on the link http://water.ky.gov/wet_weather/Pages/MS4.aspx

- An outfall is the direct discharge location of the stormwater runoff, for example, a pipe. This will also be the location from which samples will be taken.
- After entering the number of outfalls, additional information requirements will pop up regarding each outfall (information will appear according to the number of outfalls listed) and each outfall should be given a unique, three digit identifier, for example 001, 002...

Section 3:

What is an SIC and where can I find my facility's SIC code?

Standard Industrial Classification or SIC is used to classify industries.

If you are uncertain as to what your facility's SIC code is, please use the link below to select the most appropriate SIC code.

http://www.osha.gov/pls/imis/sic_manual.html

Section 4:

Where do I get Latitudes and Longitudes?

Download Google Earth at the link below.

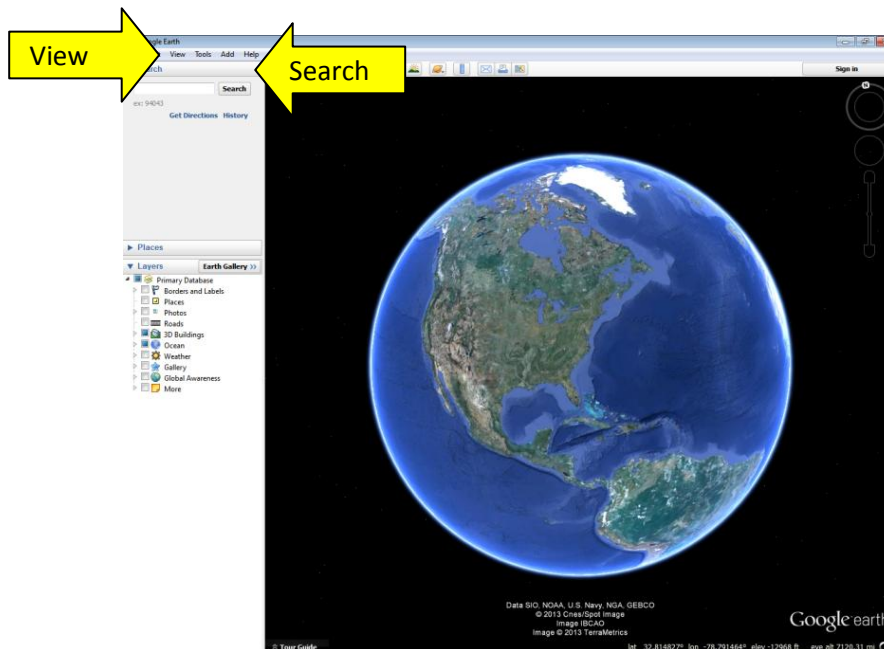
<http://www.google.com/earth/index.html>

² If your stormwater discharge goes to an MS4, you must also indicate the receiving water for the MS4.

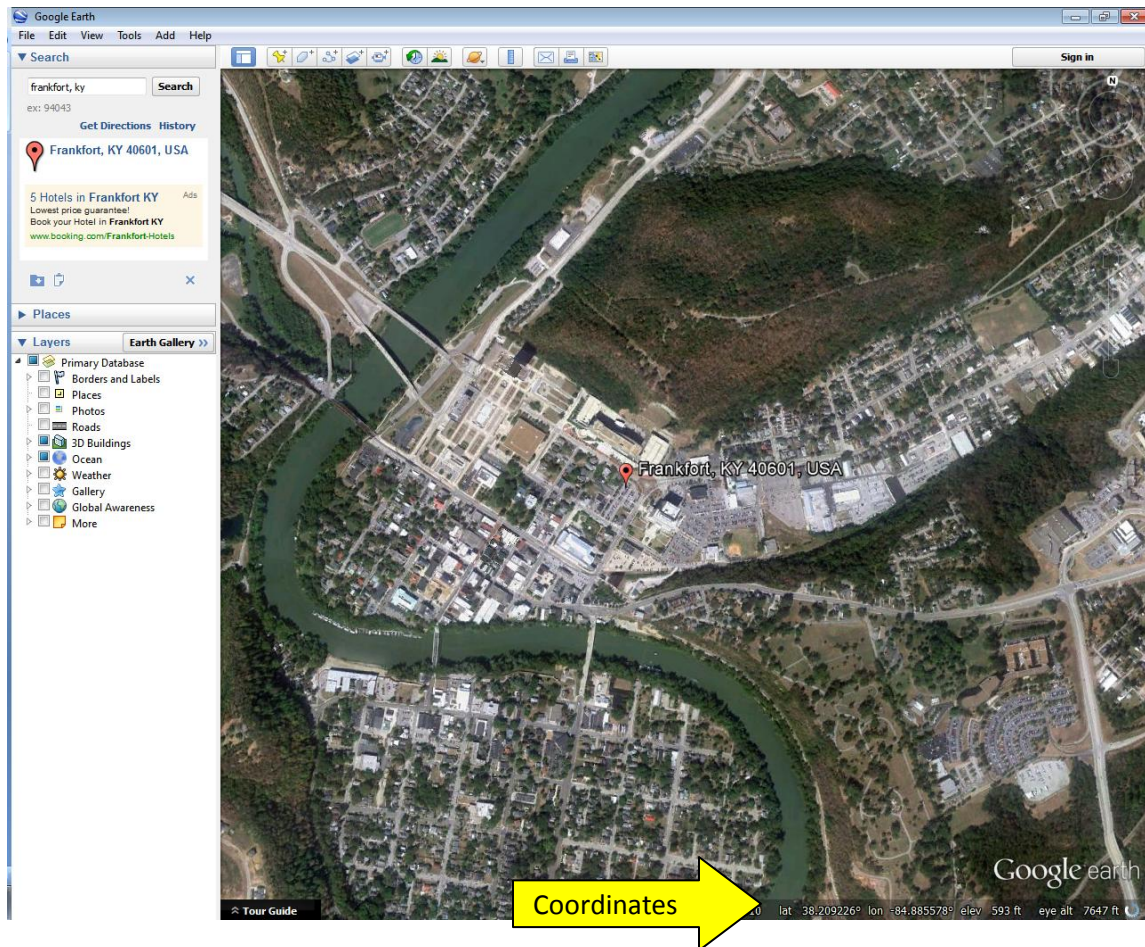
After going to the link and clicking Download Google Earth you should notice a new icon on your desktop that looks like the one below.



Clicking on the icon will bring up a screen that looks similar to this one. In the top left portion of the screen is a search bar. Either type in an address or coordinates if you know them and it will automatically take you there. **If the search bar doesn't appear, you will need to select View and then Sidebar.**



After you type in the address, you can zoom in and out of the location. Pick out the location using the map and it will show you the latitude and longitude coordinates anywhere on the map at the bottom of the page.



The coordinates may be in degrees, minutes, and seconds. On the electronic submittal, the coordinates must be in decimal degrees. The electronic form has a converter to convert the latitude and longitude to decimal degrees (see below).

Example Degrees, Minutes, Seconds (DMS): (Latitude, Longitude)
(38° 12' 01.90"N, 84° 52' 17.10") **Incorrect**

Example Decimal Degrees (DD): (Latitude, Longitude)
(38.200528, -84.871417) **Correct**

Note: Latitude values in Kentucky will range from 36.4900 to 39.1500; longitude values from -81.9600 to -89.5800. Be sure to enter a minus sign (-) before the longitude.

The screenshot shows a web browser window with the following details:

- Browser: Windows Internet Explorer
- Address Bar: https://dep.gateway.ky.gov/eForms/Default.aspx?FormID=30&S_ID=f1ce6a8b-b6a3-4040-a832-ad101653eded
- Page Title: Kentucky DEP ePermitting and eForms

The form content includes:

- Facility Information:** Status (*), City (*), State (*), Zip Code (*), E-Mail Address, Home Phone Number, Business Phone Number.
- SECTION III - FACILITY/SITE LOCATION INFORMATION:** Name of Facility (*), Physical Address (*), County (*), Primary Receiving Water (*), State (*), Zip Code (*), Latitude (Decimal Degrees, NAD83): **DMS to DD Converter**, Longitude (Decimal Degrees, NAD83): Negative Number.
- SECTION IV - FACILITY/SITE ACTIVITY INFORMATION:** SIC (*), # of Outfalls (*), Industrial Activity Conducted (*), Areas Contacted by Storm Water (*), Potential Pollutants (*).

A yellow arrow labeled "Converter" points to the "DMS to DD Converter" field in the Latitude section.

You will need coordinates for the facility's location and for the outfall locations.

Section 5:

Where do I get the required location map?

The map must be a topographical (topo) map; you can scan and upload a topo map marking the location of the activity and the proposed discharge points.

You choose to use Google Earth as described in **Section 4**.

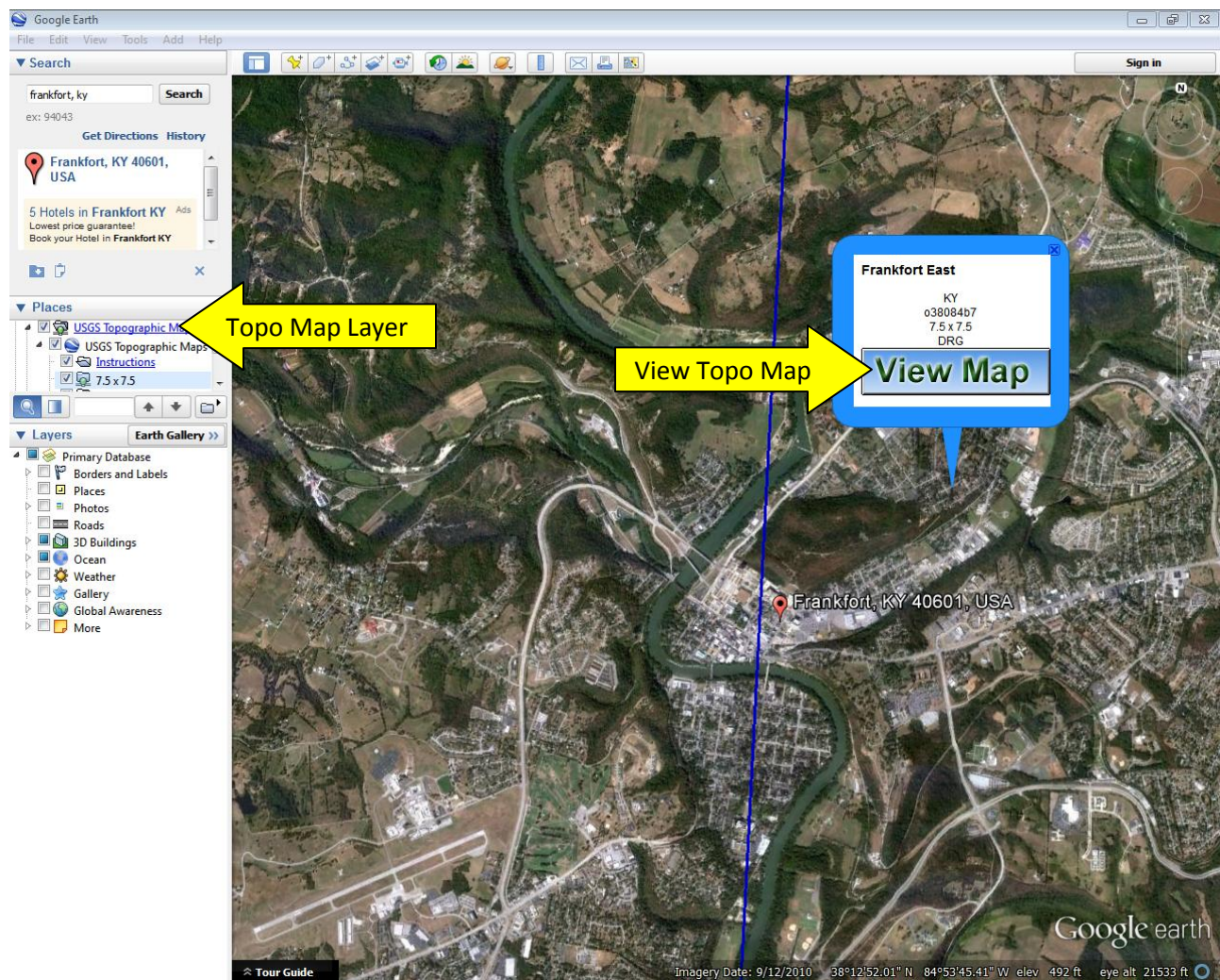
The link below will take you to website with a topographic map layer you can add to Google Earth.

<http://www.gelib.com/usgs-topographic-maps-2.htm>

On the site in the middle of the page you notice a **blue download with Google Earth tab**. **Do not click the large download button at the top of the page** after clicking on the tab identical to the one below. The topo layer should automatically be added to Google Earth.

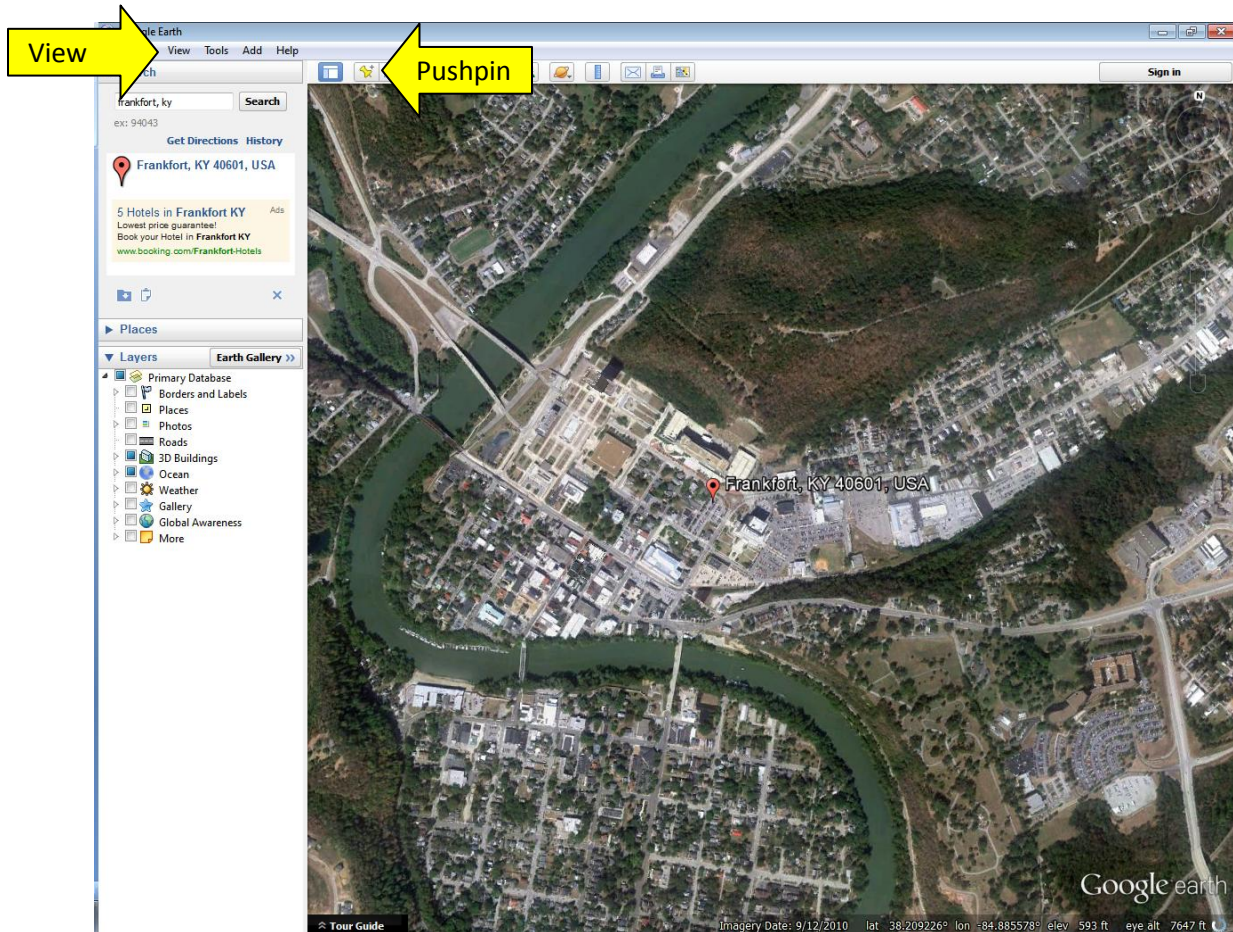


Use Google Earth as you normally would, zoom in to the location and click on the map, then a window will popup in which you will need to click **View Map**. The actual USGS map should appear on the page; if this doesn't happen, you may need to zoom in closer before double clicking on the map. If nothing appears you may need to check the box next to the USGS Topographic Maps layer which should appear under a bar on the left hand side of the page titled **Places**. If the sidebar doesn't appear, follow directions in **Section 4**.



Marking the facility and outfall locations:

On the top of your Google Earth screen you should see a yellow pushpin icon similar to the icon below. **If you do not see the pushpin, select **View** and then **Toolbar**.**



Click on the icon and a pushpin will pop up on the screen identical to the one below. Select the newly added pushpin and a popup window will appear, you can then move the pushpin anywhere on the map, and in the window you will be able to see the latitude and longitude of the pushpin. In the popup window you can change the name that will appear next to the pushpin (for example, to outfall 001) and you may also change the pushpin symbol.



After you have finished, save the map image and upload as described in **Step 7**.

Step 7: Save the image you created in Google Earth by selecting **File**, then **Save**, and finally **Save Image**. Navigate to the location where you have saved the map as shown by selecting **Upload file** as shown below.

Step 8: At any point in the process of completing this form, you may select the **Click to Save Values for Future Retrieval** tab. Even if you are ready to submit the form, it is a good idea to save the form first, so that if there is a problem you will not have lost any information that you had put into the form. **Be sure to save the eForm Transaction ID to retrieve this information!!** The eForm Transaction Id will appear as a series of numbers and letters. Example: 5be7263a-5d23-4531-84ea-2fde27233232. When you go back to the eNOI-KYR00 form entry page, you will select Option B, put the eForm Transaction ID into the box under the **Enter your eForm Transaction ID to retrieve the latest version of your form:** tab, and select the **Proceed** tab.

Note: The page may time out after 45 minutes. Please either write the information down or print the form for later use.

Note: The date in the last box must be the current date. If you saved the form and then brought back the form to submit on a subsequent day, you must be sure that you change any date previously put into this box to the current date.

Step 9: After you have completed the entire form, especially those required fields denoted by (*), select the **Click to Submit to DEP** tab.

Kentucky DEP ePermitting and eForms - Windows Internet Explorer
https://dep.gateway.ky.gov/eForms/default.aspx?FormID=30

McAfee
Google Search Share More Sign In

Kentucky DEP ePermitting ... Kentucky DEP ePermitti... x

First Name (*)	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name (*)	<input type="text"/>
Address (*) (Number and Street)	<input type="text"/>	City (*)	<input type="text"/>	State (*)	<input type="text"/>
E-Mail Address	<input type="text"/>	Home Phone Number: ###-###-####	<input type="text"/>	Business Phone Number: ###-###-####	<input type="text"/>

DMR Recipient

Recipient Type (*)	<input type="text"/>	First Name (*)	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name (*)	<input type="text"/>
Address (*) (Number and Street)	<input type="text"/>	City (*)	<input type="text"/>	State (*)	<input type="text"/>	Zip Code (*)	<input type="text"/>
E-Mail Address	<input type="text"/>	Home Phone Number: ###-###-####	<input type="text"/>	Business Phone Number: ###-###-####	<input type="text"/>		

SECTION VII-- NOI PREPARER INFORMATION

First Name (*)	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name (*)	<input type="text"/>
Address (*) (Number and Street)	<input type="text"/>	City (*)	<input type="text"/>	State (*)	<input type="text"/>
E-Mail Address (*)	<input type="text"/>	Home Phone Number: ###-###-####	<input type="text"/>	Business Phone Number (*): ###-###-####	<input type="text"/>

SECTION VIII - ATTACHMENTS

Location Map (*) **Step 7**

Other File(s)

SECTION IX - CERTIFICATION

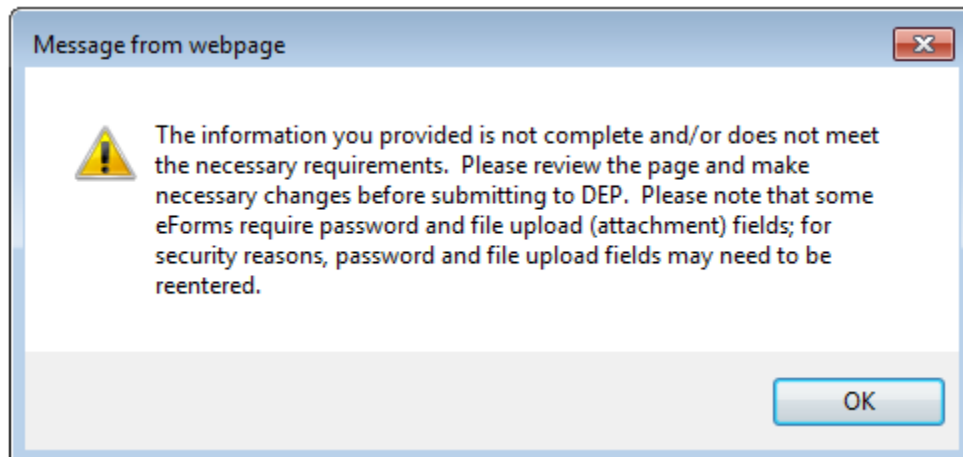
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information 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 (*)	<input type="text"/>	First Name (*)	<input type="text"/>	Last Name (*)	<input type="text"/>
Phone Number (*): ###-###-####	<input type="text"/>	E-Mail Address (*)	<input type="text"/>	Date (*) (MM/DD/YYYY)	<input type="text"/>

Step 8 **Step 9**

Trusted sites | Protected Mode: Off 100% 9:27 AM 5/30/2013

If there is an error or a required field not filled in, you will get the following message:



Errors and missing fields are identified in red on the form. After making the required corrections, again, it is wise to save the form, then go back into the form and select the **Click to Submit to DEP** tab.

If you have successfully submitted the form, you will get the following message on your screen (you will not get an e-mail). (Note: below this message is a complete copy of the form that you submitted, including all of the information):

Thank you for submitting your information via the Kentucky Department for Environmental Protection eForms website. Please save a copy of this submittal for your records. We recommend saving a copy as a .mit, .html, or .htm file.

The Submittal ID for this transaction is 24348 and was submitted on February 04, 2014 01:15 PM Eastern Time. If you need to contact DEP regarding your submission, please reference your Submittal ID.

Your eForm Transaction ID for this submittal is 54ef8995-25c3-4c83-91a9-967129f8cdd4. The eForm Transaction ID allows you to use the data from this submittal as a template and/or download a copy of your submittal.

Please click [here](#) for the Submittal and Attachment Download Page.

Please click [here](#) to return to the eForms Home Page.

Contact the Division of Compliance Assistance



Email: envhelp@ky.gov

Phone: (800) 926-8111