



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

DATE: SEP 30 2016

TO: Erin Lepper, all WPCB Section Chiefs and RO directors
Department of Natural Resources

THROUGH: John Madras, Director *JM*
Water Protection Program, Division of Environmental Quality

FROM: Chris Wieberg, Section Chief *CW*
Operating Permits Section, Water Protection Program

SUBJECT: Procedural Changes to Facilitate Compliance with the Federal eReporting Rule

This memorandum addresses procedural changes that need to occur to facilitate compliance with the eReporting rule. Per 40 CFR Part 127 National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule, reporting of effluent limits and monitoring shall be submitted by the permittee via an electronic system to ensure timely, complete, accurate, and nationally-consistent set of data.

Phase 1 of the eReporting Rule requires regulated entities to submit discharge monitoring reports electronically, including biosolids/sewage sludge reports to U. S. Environmental Protection Agency (USEPA), and states to share compliance and enforcement actions (e.g., inspections, violations) electronically with USEPA beginning on December 21, 2016.

Phase 2 of the rule requires (1) programmatic reports, such as those for concentrated animal feeding operations, municipal separate storm sewer systems, pretreatment programs, significant industrial users in areas without pretreatment programs, sewer overflows, and 316(b) annual reports and (2) applications, terminations, no exposure certifications, low erosivity waivers, and other waivers for general permit covered facilities be submitted electronically on December 21, 2020.

Guidance in a memorandum to staff dated March 27, 2015, for processing Electronic Discharge Monitoring Report (eDMR) system applications for general permit covered facilities will be revised to be more inclusive of all permits issued by the department. For additional information please read the referenced memorandum and visit <http://dnr.mo.gov/env/wpp/edmr.htm>. One can access the Facility Participation Package as an appendix to the memorandum as well as at the link provided above.

The following addresses the department's eReporting implementation policy. Water Protection Program and Regional Office staff implementing the NPDES program shall follow the instructions below.

Voluntary participation in eDMR system

For facilities approved to voluntarily participate in the eDMR system as of December 21, 2016, a minor modification of their NPDES permit to include a special condition is required. Minor modifications shall follow the procedures outlined in the Permit Writer's manual.

Major Facilities

Central Office staff will notify any major facility that is not currently reporting discharge monitoring reports (DMRs) electronically that they will be required to submit an eDMR participation package no later than December 21, 2016. No modification fee will be required since this initiative is department driven as long as the modification is solely related to eDMR participation. If the modification also includes changes requested by the facility, a modification fee may be required. The Operating Permits Section will conduct a minor modification of a major facility's NPDES permit to include a special condition that requires the submission of DMRs electronically upon approval of the eDMR application.

Revisions to Permit Applications

Permitting Application Forms A, B, B2, E, and Application for Transfer of Ownership have been revised as follows. One of the following must be checked in order for these applications to be considered complete.

- You have completed and submitted with this permit application the required documentation to participate in the eDMR system.
- You have previously submitted the required documentation to participate in the eDMR system and/or you are currently using the eDMR system.
- You have submitted a written request for a waiver from electronic reporting. See instructions for further information regarding waivers.

Renewal of Master General Permit Templates

Central Office staff began requiring eDMR participation as of December 21, 2015, for master general permit templates that were not yet in the revision process and will continue to renew templates that include language requiring DMRs to be submitted electronically.

Application for Coverage under a Master General Permit

Effective December 21, 2015, any renewal application or application for new general permit covered facility (GPCF) for which the master general permit template requires submission of DMRs electronically must also contain an eDMR participation packet. Beginning on December 21, 2016, all GPCFs will be required to indicate on the revised application form that they are currently submitting DMRs electronically, have received an eReporting waiver, or enclosed an eDMR participation package with the renewal application.

Applications will be considered incomplete if the facility is not currently reporting electronically via eDMR, has not had the requirement waived or did not submit an eDMR participation package with the application. Permit writers are to follow the procedures outlined in the Department's Procedures of Assistance, Compliance and Enforcement (PACE) manual to obtain the incomplete information via Conference Conciliation and Persuasion (CC&P) at: <http://n-nr1ntra.ads.state.mo.us/PACE/pace.htm>. Coverage under a permit requiring submission of DMRs electronically cannot be granted without participation in eDMR or approval of a waiver.

Each respective office will be in charge of reviewing the completeness of GPCF applications, eDMR participation packets, and/or eDMR waiver requests for any permit they issue. The following list outlines which office is responsible for each category of GPCF:

Central Office

MOG – 01, 05, 87, C, D (new), S1

MOR – A, 100, 240 (new)

Regional Offices

MOG – 09, 13, 14, 251, 35, 49, 50, 64, 641, 67, 67A, 685, 69, 698, 75, 76, 821, 822, 823, 84, 92, 94, 97, D (renewal)

MOR – 04, 13, 203, 22A, 22B, 22C, 23A, 23D, 23E, 240 (renewal), 60A, 80C, 80F, 80H

Applications for Site Specific Permits

Effective December 21, 2016, any renewal application or application for new site-specific permit will be required to indicate that they are either currently submitting DMRs electronically, have received an eReporting waiver, or enclosed an eDMR participation package with the renewal application. Applications will be considered incomplete if the facility is not currently reporting electronically via eDMR, have had the requirement waived or did not submit an eDMR participation package with the application.

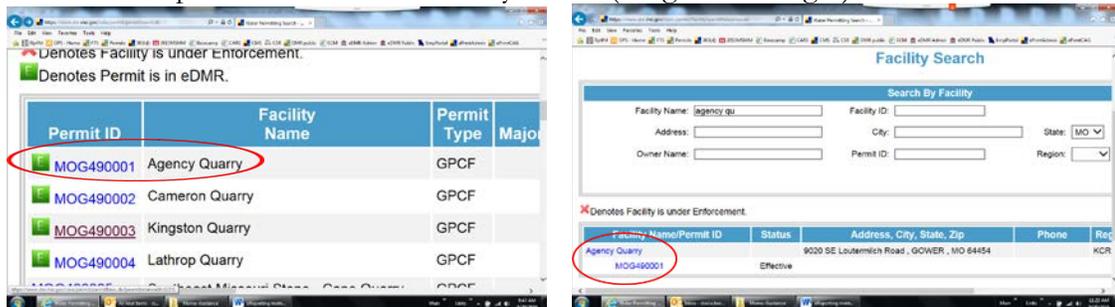
Permit writers are to follow the procedures outlined in the Department's PACE Manual to obtain the incomplete information via CC&P during which time permit writers shall make two attempts to receive an eDMR application from the applicant. After two failed attempts, permit writers can proceed to draft the permit including a narrative condition requiring submission of the eDMR application within 30 days of the effective date of the permit for those with monthly or more frequent monitoring and 60 days of the effective date of the permit for those with quarterly or less frequent monitoring. All site specific permits shall contain a permit condition requiring submission of DMRs electronically after approval is granted to use eDMR.

Facilities that submitted an application prior to the change in forms requiring eDMR participation and who's permit is placed on public notice for comment after December 21, 2016, shall have a condition stating submittal of an eDMR application is required to the department within 90 days of permit issuance.

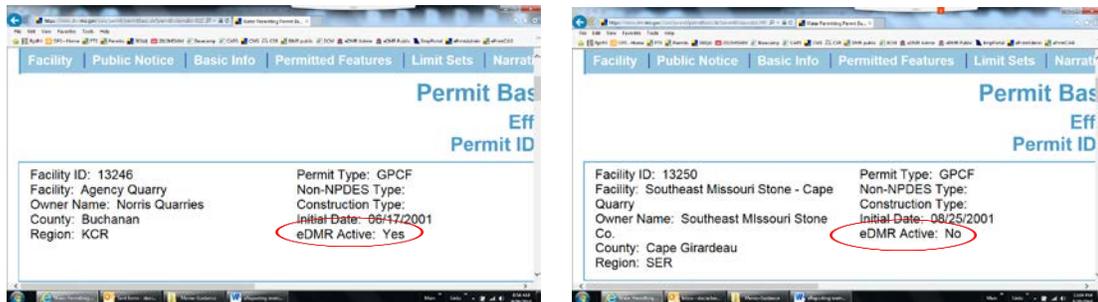
eDMR Updates in MoCWIS

MoCWIS has been updated to indicate when a permit is linked to the eDMR system. Once the eDMR participation packet is reviewed and the flag has been flipped indicating participation, the indicators will appear the following business day in MoCWIS in the following two ways:

1. If one does a permit search, a green box with an “E” will be located to the left of the permit ID number denoting eDMR participation (image on the left). This indication cannot be seen if one finds a permit number via a facility search (image on the right).



2. When viewing the Basic Info, Permitted Features, and Limit Sets tabs, one will find text that states “eDMR Active: Yes” or “eDMR Active: No.”



Electronic Reporting Waivers

This memorandum authorizes regional office directors and central office section chiefs to approve waiver requests in accordance with the following procedures.

Per 40 CFR 127.15 and 127.24, permitted facilities may request a temporary waiver for up to 5 years or a permanent waiver from electronic reporting from the department. Each request must be signed by an authorized representative and contain the facility name; permit number; facility address; name, address, and contact information for the owner, operator, or appointed representative; and a brief written statement explaining the need for the waiver. An eDMR Waiver Request Form is being developed to outline the required information. A request must be made for each facility. If more than one facility is owned or operated by a single entity, then the entity must submit a separate request for each facility based on its specific circumstances. An approved waiver is non-transferable.

The department must review and notify the facility within 120 days of receipt if the waiver request has been approved or rejected [40 CFR 124.27(a)]. Federal regulations have no reference to a time extension. During the department review period as well as after a waiver is granted, the facility must continue submitting a hard-copy of any reports required by their permit. The department will enter data submitted in hard-copy from those facilities allowed to do so and electronically submit the data to the USEPA on behalf of the facility.

Staff should file eDMR waiver requests and the associated departmental approval or denial with the permit record under the facility folder on the T drive. At this time, addition of such documents into the Electronic Content Management (ECM) system should not occur. Currently Central Office staff are working with Information Technology staff to implement a program-wide project related to adding final permitting documents into ECM. The only documents to be added into ECM as this time are the MO-RA permits, MO-RA wet ink signature pages, and eDMR application packets. Additional guidance will be given in the future once that project is complete.

Temporary Waivers

The department may not grant a temporary waiver in excess of 5 years, but a facility may reapply to extend the waiver. Temporary waivers should follow the duration of the permit term if less than 5 years remains and may not be administratively continued should the permit expire before a renewal is processed. If the issuance of a master general permit template or site specific permit is imminent and before the 120-day decision deadline, the permit writer may hold the waiver request until permit issuance. However if the GPCF or site specific permit cannot be issued before the 120-day deadline, a decision regarding the waiver must be sent to the facility prior to the 120-day deadline being reached.

In this later scenario, the duration of a temporary waiver approved prior to the issuance of a permit renewal would not coincide with the permit expiration. The permit writer has discretion to determine an appropriate expiration date of the temporary waiver up to the maximum of 5 years from the date of waiver approval. See the examples below.

- If the eDMR requirement is a condition of a current permit and the permit is effective, staff could grant the waiver for up to the expiration of the current permit.
- If the eDMR requirement is a condition of the current permit and the permit is expired, staff could grant a short term waiver (e.g., 1 year) to provide 'gap coverage' for the time period between waiver expiration and permit issuance. An additional waiver may be granted at permit issuance.
- If the eDMR requirement is not a condition of the current permit and the permit is effective, then staff should be granting a short term waiver (e.g., 1 year or the remainder of the current permit term). This period could vary depending on the time table for permit renewal.
- If the eDMR requirement is not a condition of the current permit and the permit is expired, we could issue a short term waiver then direct the applicant to request another waiver at permit renewal, which could then be for a longer term up to 5 years.

At each permit renewal, the facility must either submit an eDMR participation packet or a new waiver request with the permit application.

Temporary waivers may be granted to facilities that fall into one of the following categories:

1. Located in areas with limited broadband access. The National Telecommunications and Information Administration (NTIA) in collaboration with the Federal Communications Commission (FCC) have created a broadband internet availability map: <http://www.broadbandmap.gov/>;
2. Commit to terminating their permit within 1 year;
3. Use of a computer application to facilitate electronic reporting has yet to be developed by the department; or
4. On a case-by-case basis provided sufficient justification documented by the issuing office.

Permanent Waivers

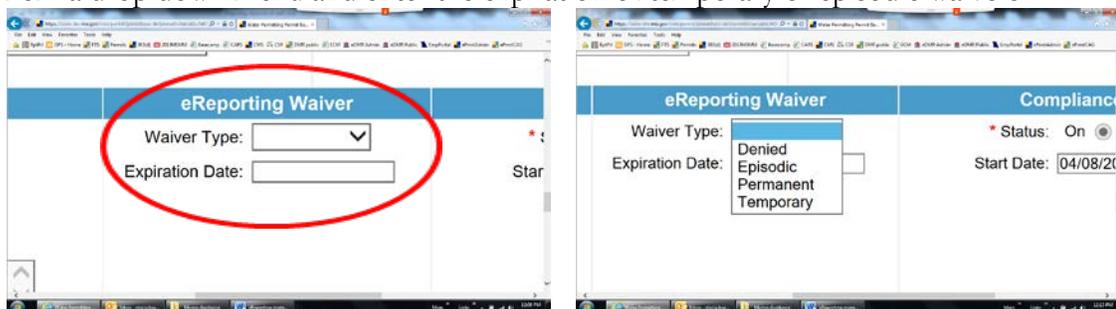
Permanent waivers from electronic reporting may only be requested by facilities owned or operated by members of religious communities that choose not to use certain modern technologies (e.g., computers, electricity). Permanent waivers do not have an expiration date, but must be reviewed and possibly revoked should the facility change ownership.

Episodic Waivers

The department may also issue an episodic waiver for up to 60 days in the case of large scale emergencies or electronic reporting system outages longer than 96 hours allowing facilities to submit hard-copy reports or delay electronic submission for up to 40 days. Large scale emergencies include catastrophic circumstances beyond the control of the facilities, such as floods, tornados, or other national disasters. No request is required from affected facilities. The department must provide an individual or mass notice defining when the waiver is available, who may use it, the duration of the waiver, and how to submit required data.

eDMR and MoCWIS

The Basic Info tab in MoCWIS has been updated to include a new information box related to waivers in between the boxes for Codes and Compliance Tracking Status. Staff can pick the type of waiver from a drop down menu and enter the expiration of temporary or episodic waivers.



MoCWIS does not automatic track waiver expiration for compliance purposes. Staff are to review this information at the time of permit renewal to be sure the facility is in compliance with their permit conditions, including those related to eDMR and waivers. In the future, a report could be developed to pull those records where waivers are expiring within 60 days with Reportal generating a letter requesting permittees for an updated eDMR Waiver Request Form or compliance with eDMR.

Near Term Information Technology Projects to Support Compliance with the eReporting Rule

These projects are in the planning stages and expected to be completed in the near term.

Missouri Clean Water Information System (MoCWIS) enhancement:

In conjunction with enhancements related to Missouri Gateway to Environmental Management (MoGEM) system, MoCWIS will now indicate if a facility is currently participating in eDMR through text on the top of the Basic Information page under initial date with a yes or no. Furthermore, a green box around the letter 'E' will be located above the permit number in the search mode to indicate those permits approved to participate in eDMR.

Additional upgrades to the Basic Information screen include a place for tracking waiver type and expiration date. When a waiver is approved, the permit writer will pick the appropriate waiver type from the drop down menu. For temporary and episodic waivers, an expiration date not to exceed the expiration of the current permit is required. Permanent waivers do not require a date. When a facility is transferred to a different owner, the waiver type and date should be removed and left blank. If a waiver is not approved, then the wavier type is 'denied' and date is left blank. A note may also be added to the Basic Permit Comments section of the Basic Information screen.

Cross-Media Electronic Reporting Rule (CROMERR):

In order to authenticate public use for the many electronic systems being implemented on the federal and state levels, USEPA implemented CROMERR. Missouri has not yet adopted enhancements to our various systems to address this federal rule, but anticipates compliance within the next year. CROMERR will have implications for both ePermitting and eDMR, requiring less staff time during the review of applications for participation in these electronic systems. The CROMERR enhancements will allow the user to answer a series of questions in order to authenticate themselves before entering permit or DMR information.

Mapping for MoCWIS:

A large system upgrade will allow permit writers to verify locational information through geographic information system (GIS) mapping software built into the MoCWIS system. This upgrade will expedite permit issuance, enhance accuracy, and allow for future enhancements related to permit review and compliance with the eReporting Rule (e.g, electronic applications).

Future Information Technology Projects to Support Compliance with the eReporting Rule

The following is the Water Protection Programs attempt to provide staff a glimpse of Information Technology (IT) projects that may be on the horizon to facilitate compliance with future aspects of the eReporting Rule. These projects are subject to change based upon feasibility and funding.

Electronic Applications (eApplication):

This is an expansion of the existing online ePermitting system which would be modified to allow permittees (any site specific or general) to apply for a new, modification to, renewal of, or termination of a wastewater or stormwater permit via eApplication. The federal eReporting rule requires general permits to be applied for via an electronic application by December 21, 2020. The system would determine if the permit can be auto issued as is the case with the land disturbance permit or if the information needs to be transmitted to a permit writer for decision, public notice, route through management, and other steps.

Electronic Content Management (ECM) System:

Operating Permit Section is currently seeking to utilize ECM as a final permit document storage solution for permit applications (these may come directly from eApplication), draft public notice permits, issued permits, eDMR waivers, and supporting documents. Currently, documents are stored on a network drive that does not interface with other software and web applications such as MoCWIS. Additionally, searches in ECM will be more effective by utilizing a uniform naming convention.

The section has also submitted a request to upgrade the functionality of the current public online search. Currently, only issued permits are viewable with the online search. This project would pull documents from ECM to be searched and viewed by any person using the department online search page at http://dnr.mo.gov/mocwis_public/permitSearch.do.

Future expansion of this component to store and search finalized compliance and enforcement documents (inspections and orders) will also be explored.

eDMR:

This system is currently in place; however, upgrades are needed to be CROMERR compliant. Additionally this system will need an upgrade in the next 5 years to allow programmatic reports and noncompliance reports to be submitted electronically in accordance with Phase 2 of the eReporting Rule. Appendix A of the rule outlines the data field requirements that need to be added to eDMR for transmittal to MoCWIS which then batches to USEPA's database. This effort will also require an upgrade to MoCWIS given not all the data fields from Appendix A exist in MoCWIS.

Non Compliance Reporting (mostly SSOs and Bypass reporting):

This component will likely need to be expanded upon in the current eDMR system in order for the data to be transmitted via MoCWIS to EPA as required by the eReporting Rule.

If you have any questions, please contact the Operating Permits Section at (573)522-4502.

SB/sm

Appendix A: Template Letter for eDMR Waiver Information Requests

OWNER NAME
OWNER ADDRESS
OWNER CITY, STATE ZIP

FACILITY NAME
PERMIT NUMBER
COUNTY

Dear Permittee:

The purpose of this letter is to provide more information on the waiver from participating in the Department of Natural Resources' Electronic Discharge Monitoring Report (eDMR) system.

In October 2015, the U.S. Environmental Protection Agency (USEPA) published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule (80 FR 64064). This rule directs any facility with a NPDES permit that requires monitoring and reporting to begin submitting their discharge monitoring reports (DMRs) electronically by December 21, 2016. In Missouri these facilities are required to submit their DMRs electronically through eDMR.

If you feel you cannot comply with this federal requirement, you may seek a non-transferable waiver from the department as authorized under 40 CFR 127.15. In order to apply for a waiver of the eDMR requirement, an eDMR Waiver Request Form (once developed) or a written request must be submitted to the department with the following information provided:

1. Facility name,
2. NPDES permit number,
3. Facility address,
4. Contact information,
5. Reason for waiver request (e.g., religious practices do not allow the use of modern technology, no access to a computer and/or internet, termination of the permit is eminent, etc.), and
6. Signature of an authorized representative of the facility.

The request may be mailed to the address provided below. Please be advised that receiving a waiver does not relieve you of the duty to comply with the conditions of your facility's permit. All permit requirements including sampling and reporting must be followed. The waiver only allows you to report on paper forms instead of electronically.

Thank you for working with the department to protect our natural resources. If you have any questions, please contact <DNR contact> by phone at <(xxx) xxx-xxxx>, or by mail at the Department of Natural Resources, < Program or Regional Office>, <address>.

Sincerely,

WATER PROTECTION PROGRAM or REGIONAL OFFICE

Appendix B: Template Letter for Waiver Approvals.

OWNER NAME
OWNER ADDRESS
OWNER CITY, STATE ZIP

FACILITY NAME
PERMIT NUMBER
COUNTY

RE: Electronic Discharge Monitoring Report Waiver

Dear Permittee:

On <DATE REQUEST RECEIVED>, the Department of Natural Resources' <Water Protection Program OR Regional Office> received your letter dated <DATE>, requesting a waiver from the electronic discharge monitoring report (eDMR) requirements for your Missouri State Operating Permit referenced above.

The department grants you a temporary waiver from the eDMR requirements for the above referenced permit based on <REASONS>. This waiver is valid for the five-year cycle of your new permit, which expires on <DATE>. You must reapply for a new temporary waiver at your next permit renewal in <YEAR> if you wish to continue submitting your DMRs to the department on paper. If at any time during this five-year period you wish to begin using the eDMR system, please contact this office. Please also note that this temporary waiver from electronic reporting is not transferrable.

Please be advised this waiver does not relieve you of the duty to comply with the conditions of your facility's permit. All permit requirements including sampling and reporting must be followed. This waiver only allows you to report on paper forms instead of electronically. Please attach this waiver to the current permit as part of your official record.

If you have any questions, please contact <PERMIT WRITER> by phone at (000) 000-0000, by e-mail at <E-MAIL>, or by mail at the Department of Natural Resources, <ADDRESS>. Thank you for working with the department to protect our environment.

Sincerely,

WATER PROTECTION PROGRAM

<SIGNATORY>

XX/xx

c: <Consultant>
<Regional Office>
<Permit Writer, Operating Permits Section>
<file>

Appendix C: Template Letter for Waiver Denials.

DATE

OWNER NAME

OWNER ADDRESS

OWNER CITY, STATE ZIP

FACILITY NAME

PERMIT NUMBER

COUNTY

RE: Denial of Electronic Discharge Monitoring Report Waiver Request

Dear Permittee:

In October 2015, the U.S. Environmental Protection Agency (USEPA) published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule (80 FR 64064). This rule directs any facility with a NPDES permit that requires monitoring and reporting to begin submitting their discharge monitoring reports (DMRs) electronically by December 21, 2016. In Missouri these facilities are required to submit their DMRs electronically through eDMR. The Department will consider waivers for facilities owned or operated by members of religious communities that choose not to use certain modern technologies, facilities that commit to terminate their permit within a year, where electronic reporting is not achievable, or other reasons showing why the use of eDMR will not work.

On <DATE REQUEST RECEIVED>, the Department of Natural Resources' <Water Protection Program OR Regional Office> received your letter dated <DATE>, requesting a waiver from the electronic discharge monitoring report (eDMR) requirements for your Missouri State Operating Permit referenced above.

The department hereby denies your request for a <temporary OR permanent> waiver from the eDMR requirements for the above referenced permit based on <REASONS>. Please complete the application at your earliest convenience. Should your situation change, you may submit a different waiver request at a later date.

If you were adversely affected by this decision, you may be entitled to an appeal before the Administrative Hearing Commission (AHC) pursuant to 10 CSR 20-1.020 and Section 621.250, RSMo. To appeal, you must file a petition with the AHC within thirty days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the AHC. Contact information for the AHC is: Administrative Hearing Commission, United States Post Office Building, 3rd Floor, 131 West High Street, P.O. Box 1557, Jefferson City, Missouri 65102, Phone: 573-751-2422, Fax: 573-751-5018, and Website: www.ao.mo.gov/ahc.

Thank you for working with the department to protect our natural resources. If you have any questions, please contact <DNR contact> by phone at <(xxx) xxx-xxxx>, or by mail at the Department of Natural Resources, < Program or Regional Office>, <address>.

Sincerely,

WATER PROTECTION PROGRAM or REGIONAL OFFICE

<SIGNATORY>

XX/xx

c: <Consultant>
<Regional Office>
<Permit Writer, Operating Permits Section>
<file>

Acronym List

CAFO	Concentrated Animal Feeding Operation
CC&P	Conference Conciliation and Persuasion
CROMERR	Cross-Media Electronic Reporting Rule
DMR	Discharge Monitoring Report
ECM	Electronic Content Management system
eApplication	Electronic Application
eDMR	Electronic Discharge Monitoring Report system
eReporting	NPDES Electronic Reporting Rule [40 CFR Part 127]
FCC	Federal Communications Commission
GIS	Geographic Information System
GPCF	General Permit Covered Facility (GPCF)
IT	Information Technology
MoCWIS	Missouri Clean Water Information System
MoGEM	Missouri Gateway to Environmental Management
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
NTIA	National Telecommunications and Information Administration
PACE	Procedures of Assistance, Compliance and Enforcement manual
POTW	Publicly Owned Treatment Works
SSO	Sanitary Sewer Overflow
USEPA	U. S. Environmental Protection Agency



MISSOURI DEPARTMENT OF NATURAL RESOURCES
WATER PROTECTION PROGRAM
eDMR WAIVER REQUEST FORM

FOR OFFICE USE ONLY

DATE RECEIVED

READ THE ACCOMPANYING INSTRUCTIONS BEFORE COMPLETING THIS FORM

PART A. FACILITY INFORMATION

PERMIT NUMBER MO-	COUNTY		
FACILITY NAME			
ADDRESS (PHYSICAL)	CITY	STATE	ZIP CODE

PART B. OWNER INFORMATION

NAME			
ADDRESS (MAILING)	CITY	STATE	ZIP CODE
TELEPHONE NUMBER WITH AREA CODE	EMAIL		

PART C. FACILITY CONTACT If same as Owner Information.

NAME	TITLE		
ADDRESS (MAILING)	CITY	STATE	ZIP
TELEPHONE NUMBER WITH AREA CODE	EMAIL		

PART D. REASON FOR WAIVER REQUEST

Check the box for the reason that best applies to you or your facility:

- Facility owned or operated by members of a religious community that choose not use certain modern technologies, such as computers and/or internet.
- Facility is located in areas with limited broadband access.
The National Telecommunications and Information Administration (NTIA) in collaboration with the Federal Communications Commission (FCC) have created a broadband internet availability map: <http://www.broadbandmap.gov/>.
- Facility commits to terminating permit within 1 year.
- Use of a computer application to facilitate electronic reporting has yet to be developed by the department.
- Other: _____

PART E. CERTIFICATION

I certify I am familiar with the information contained in the application, that to the best of my knowledge and belief such information is true, complete and accurate.

NAME (TYPE OR PRINT)	OFFICIAL TITLE	TELEPHONE NUMBER WITH AREA CODE
SIGNATURE		DATE SIGNED

INSTRUCTIONS FOR COMPLETING eDMR WAIVER REQUEST FORM

Part A: Facility Information

Provide the permit number, the facility name listed on the permit, the county of the facility, and physical address of the facility.

Part B: Owner Information

Provide the current owner name, mailing address, telephone number, and e-mail address for the owner.

Part C: Facility Contact Information

Provide the name, title, mailing address, work phone number, and email address of a person who is thoroughly familiar with the operation of the facility and the facts reported in this form who can be contacted by the department.

If the facility contact and owner are the same with the same information to be provided, please check the box indicating this. No additional information is needed in this part if box is checked.

Part D: Reason for Waiver Request

Check the appropriate box. Multiple boxes may be checked if applicable. If other is chosen, please provide justification. Additional justification may be attached to this form.

Part E: Certification

Signature - All forms must be signed as follows and the signatures must be **original**:

- a. For a corporation, by an officer having responsibility for the overall operation of the regulated facility or activity or for environmental matters.
- b. For a partnership or sole proprietorship, by a general partner or the proprietor.
- c. For a municipal, state, federal or other public facility, by either a principal executive officer or by an individual having overall responsibility for environmental matters at the facility.

Submittal of an incomplete form may result in form being returned or request being denied.

This completed form and any attachments should be submitted to:

Site-Specific Permits (MO-000000)	General Permits (MO-R000000 or MO-G000000)
Department of Natural Resources Water Protection Program ATTN: Operating Permits Section P.O. Box 176 Jefferson City, MO 65102	Please send to the appropriate Regional Office. Map of regional offices with addresses and phone numbers are available on the Web at http://dnr.mo.gov/regions/ .

If there are any questions concerning this form, contact the appropriate regional office or the Department of Natural Resources, Water Protection Program, Operating Permits Section at 800-361-4827 or 573-751-6825.