Type 2.04
Administrative Checklist

Name of Permittee:		**Date NOI Received:**	
Name of Facility:		**Inventory Number:**	
Today's Date:		**Reviewer:**	

REQUIREMENTS		**Meets Requirements**			**REFERENCE/REMARKS**
		YES	**NO**	**N/A**	
Notice of Intent to Discharge A.A.C. R18-9-A301(B)(2)					
a	The name, address, and telephone number of the applicant				
b	The email address of the applicant				
c	The name, address, and telephone number of a contact person familiar with the operation of the facility				
d	The name, position, address, and telephone number of the owner or operator of the facility who has overall responsibility for compliance with the permit				
e	The legal description of the discharge areas, including the latitude and longitude coordinates				
f	A narrative description of the facility or project, including expected dates of operation, rate, and volume of discharge				
g	The information required for the general permit				
h	A listing of any other federal or state environmental permits issued for or needed by the facility, including any individual permit, Groundwater Quality Protection Permit, or Notice of Disposal that may have previously authorized the discharge				
i	A signature on the Notice of Intent to Discharge certifying that the permittee agrees to comply with all requirements of this Article, including specific terms of the applicable general permit				
Notice of Intent to Discharge A.A.C. R18-9-C304(B)					
2(a)	The Department **registration number** for the drywell or documentation that a drywell registration form was submitted to the Department				
2(b)	For a drywell constructed more than 90 days before the Notice of Intent to Discharge is submitted, a certification signed and sealed by an Arizona-registered professional engineer or geologist that a site investigation concluded that the drywell is marked "Stormwater Only" on the surface grate or manhole cover; and				

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		YES	NO	N/A	
2(b)	i. The settling chamber does not contain sediment for characterizing and comparison of results to soil remediation levels and the chamber has not been cleaned out within the last six months; or				
2(b)	ii. Analytical results from sampling of the settling chamber sediment for pollutants reasonably expected to be present do not exceed the residential soil remediation levels or groundwater protection levels; or				
2(b)	iii. Soil-borings indicate that neither a soil remediation level nor groundwater protection level is exceeded in soil beneath the drywell.				
Design Requirements A.A.C. R18-9-C304(C)					
1(a)	Include a flow control or pretreatment device, or both, that removes, intercepts, or collects spilled motor fuel or hazardous substances before stormwater enters the drywell injection pipe;				
1(b)	Calculate the volume of runoff generated in the design storm event and anticipate the maximum potential contaminant release quantity to design the treatment and holding capacity of the drywell;				
1(c)	Follow local codes and regulations to meet retention periods for removing standing water;				
1(d)	Locate the drywell at least 100 feet from a water supply well and 20 feet from an underground storage tank; and				
1(e)	e. Locate the bottom of the drywell injection pipe at least 10 feet above the groundwater table. The applicant shall seal off any zone of perched water above the groundwater table from the drywell injection pipe following the requirements in R12-15-816(I)(1) and (2).				
2	An applicant that cannot meet the design requirements in subsections (C)(1)(d) and (e) shall provide the Department with the date of drywell construction, the distance from the drywell to the nearest water supply well and from the drywell to the underground storage tank, and the depth to the groundwater from the bottom of the drywell injection pipe.				
Flow Control Devices A.A.C. R18-9-C304(D)(1)					
a	Normally closed manual or automatic valve. The permittee shall leave a normally closed valve in a closed position except when stormwater is allowed to enter the drywell;				

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b	Raised drywell inlet. The permittee shall: i. Raise the drywell inlet at least six inches above the bottom of the retention basin or other storage structure, or install a six-inch asphalt or concrete raised barrier encircling the drywell inlet to provide a non-draining storage capacity within the retention basin or storage structure for complete containment of a spill; and ii. Ensure that the storage capacity is at least 110 percent of the combined volume of the design storm event required by the local jurisdiction and the maximum releasable quantity of spilled motor fuel;				
c	Magnetic mat or cap. The permittee shall ensure that the drywell inlet is sealed with a mat or cap at all times, except after rainfall or storm event when the mat or cap is temporarily removed to allow stormwater to enter the drywell; and that the mat or cap is always used with a retention basin or other type of storage;				
d	Primary sump, interceptor, or settling chamber. The permittee may use a primary sump, interceptor, or settling chamber only in combination with another flow control or pre-treatment technology. i. The permittee shall remove motor fuel or hazardous substances from the sump, interceptor, or chamber before allowing stormwater to enter the drywell. ii. The permittee shall install a settling chamber or sump and allow the suspended solids to settle before stormwater flows into a drywell; install the drywell injection pipe in a separate chamber and connect the sump, interceptor, or chamber to the drywell inlet by piping and valving to allow the stormwater to enter the drywell. iii. The permittee may install fuel hydrocarbon detection sensors in the sump, interceptor, or settling chamber that use flow control to prevent fuel from discharging into the drywell;				
Pretreatment Devices A.A.C. R18-9-C304(D)(2)					
a	Catch basin inlet filter. The permittee shall: i. Install a catch basin inlet filter to fit inside a catchment drain to prevent motor fuels and hazardous substances from entering the drywell, ii. Ensure that a motor fuel spill or a spill during a high rainfall does not bypass the system and directly release to the drywell injection pipe; and iii. Combine the catch basin inlet filter with a flow control technology to prevent contaminated stormwater from entering the drywell injection pipe;				

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		YES	NO	N/A	
b	Combined settling chamber and a oil/water separator. i. The permittee shall install a system that incorporates a catch basin inlet, a settling chamber, and an oil/water separator. ii. The permittee may incorporate a self-sealing mechanism, such as fuel hydrocarbon detection sensors that activate a valve to cutoff flow to the drywell inlet.				
c	Combined settling chamber and oil/water separator, and filter/adsorption. The permittee shall: i. Allow for adequate collection and treatment capacity for solid and liquid separation; and ii. Allow a minimum treated outflow from the system to the drywell inlet of 20 gallons per minute. If a higher outflow rate is anticipated, the applicant shall design a larger collection system with storage capacity.				
d	Passive skimmer. i. If a passive skimmer is used, the permittee shall install sufficient hydrocarbon adsorbent materials, such as pads and socks, or suspend the materials on top of the static water level in a sump or other catchment to absorb the entire volume of expected or potential spill. ii. The permittee may use a passive skimmer only in combination with another flow control or pre-treatment technology.				
Applicable Fee of $ 1500.00 (A.A.C. R19-14--102)					

COMMENTS

#	DESCRIPTION
[1]	
[2]	
[3]	