

## 2022 Notice of Intent (NOI) Submission Instructions for EPA Region 8 Lagoon General Permits for Wastewater Systems located in Indian Country (LGPs)

Please note, regardless of submission method, the NOI application must be signed by a responsible corporate official, general partner, proprietor, principal executive official, or ranking elected official. Please see 40 Code of Federal Regulations (CFR) §122.22 for additional information on this requirement.

If an applicant does not receive a receipt confirmation from EPA within 1-2 weeks of submission (mailed hardcopies may take longer to receive), it is highly recommended that applicants contact EPA to confirm their application has been received.

There are three methods of submission:

- 1) **(PREFERRED METHOD)** Electronic fillable pdf submission:
  - a. Using the fillable pdf version of the electronic NOI application accessible at: <https://www.epa.gov/npdes-permits/region-8-npdes-lagoon-general-permit>, complete the application and sign electronically (requires Adobe Acrobat® signature functionality).
  - b. Send the signed completed NOI pdf and all required supplemental material in an email with the **Subject: “R8 LGP NOI- [provide facility name], [provide permit number]”** to **stone.kenley@epa.gov**.
- 2) Electronic scanned pdf submission (if unable to sign electronically):
  - a. Using a hardcopy version of the NOI (e.g., received with the notification letter that EPA mailed to permittees, or printed from the website listed in method 1, above), complete the application **in ink**.
  - b. Scan the signed completed NOI into pdf format and attach it in an email (along with all required supplemental material) with the **Subject: “R8 LGP NOI- [provide facility name], [provide permit number]”** to **stone.kenley@epa.gov**.
  - c. For scanned submissions, a mailed in “wet” signature is also required for our records. Please mail the original signed hardcopy application and all required supplemental material to:

**Wastewater Section c/o Michael Boeglin  
(8WD-CWW)  
1595 Wynkoop Street  
Denver, Colorado 80202**

- 3) Hardcopy mailed submission:
  - a. Using a hardcopy version of the NOI (e.g., received with the notification letter that EPA mailed to permittees, or printed from the website listed in method 1, above), complete the application **in ink**.
  - b. Mail the original signed hardcopy application and all required supplemental material to:

**Wastewater Section c/o Michael Boeglin  
(8WD-CWW)  
1595 Wynkoop Street  
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