EPA's Pesticide General Permit (PGP) Annual Reporting Requirements & Guide to Submitting an Annual Report Electronically U.S. EPA, Office of Water

EPA's PGP Annual Reporting

PART I:

- Who must submit an Annual Report?
- When to file the Annual Report?
- What information is included in the Annual Report?

PART II:

• How to Submit an Annual Report electronically?



Who must submit an Annual Report?

 Any Decision-maker who is required to submit an NOI and who is a Large Entity;

Large Entity – any (1) private enterprise that exceeds the Small Business Administration size standard as identified at 13 CFR 121.201, or (2) local government that serves a population of 10,000 or more.

 Any Decision-maker required to submit an NOI and who is a small entity with discharges to waters of the United States containing U.S. National Marine Fisheries Service (NMFS) listed resources of concern, as defined in appendix A of the PGP.

NOTE: Webcast on NOI requirements is available at http://www.epa.gov/npdes/pesticides - under Trainings



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When to File an Annual Report?

 Decision-makers must file an Annual Report no later than February 15 of the following year for all pesticide activities covered under this permit occurring during the previous calendar year.

| Annual Report Submission Deadline | For pesticide discharges occurring in calendar year: |
|--------------------------------------|--|
| Feb 15, 2013 | 2012 |
| Feb 15, 2014 | 2013 |
| Feb 15, 2015 | 2014 |
| Feb 15, 2016 | 2015 |
| Feb 15, 2017 | 2016 |



When to File an Annual Report?

IMPORTANT NOTES:

- Once required to file an Annual Report, it must be filed every year whether or not you have discharges from the application of pesticides unless you file a Notice of Termination
- If you were required to submit annual reports prior to the termination of authorization under this permit, you must file an annual report for the portion of the year up through the date of termination.

Example-

- -Filed an NOI on March 1, 2012
- -Submitted an NOT on August 1, 2012

then

Required to file an annual report for the year 2012 for any applications that occurred from March 1 to August 1, 2012.

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What information is included in the Annual Report?

- Electronic Submission Waiver
- SECTION A General Information
- SECTION B Adverse Incident and Corrective Actions
- SECTION C Pest Management Area & Treatment Area Information
- SECTION D Certification



What information is included in the Annual Report? Electronic Submission Waiver

- Decision-makers <u>must file</u> an Annual Report electronically unless requesting a waiver because it would incur undue burden or expense (will need to provide reason in paper Annual Report form).
- Fill out the waiver section if you cannot file your Annual report electronically.

| Electronic Submission Waiver (skip if submitting through EPA's eNOI system) | |
|--|--|
| I hereby acknowledge my waiver request from the use of EPA's electronic Notice of Intent system (eNOI) because my use of eNOI will incur undue burden or expense over my use of this paper NOI form. | |
| Briefly describe the reason why use of the electronic system causes undue burden or expense. | |
| | |
| | |

Only for Paper Annual Report Form



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What information is included in the Annual Report?

Section A – Operator Information

- Operator Name refers to the organization, public entity, or firm that is the Decision-maker. (i.e., Federal Agency, Name of City or Mosquito Control Distinct).
- This information is prepopulated when filing the Annual report electronically but can be edited.

| A. General Informati | ion - For pesticides activities in calendar year: |
|--------------------------|---|
| 1. NPDES Permit Track | king Number: |
| 2. Operator Name: | |
| 3. Operator Contact In 1 | torm attoa: |
| a. Street | |
| b.Cfty: | c. State: d. ZIP Code: - |
| e. Telephone: | Ext |
| 4. Contact in formation: | |
| a. Contact Name: | |
| b. Title: | |
| c. E-mall: | |



What information is included in the Annual Report?

Section B - Adverse Incident & Corrective Action Info.

B. Adverse incidents and Corrective Actions

1. Was an adverse hobies tode adversed adversed actions bale a briary Pert Management Ama a break bytos kase coveringe ender the premit?

a. — No other to be to be the two endors connected actions and take 1, 8 noted to Section 6.

b. — Yes, an adverse hobies trade observed advoir connective actions and take 1, 8 noted to Section 6.

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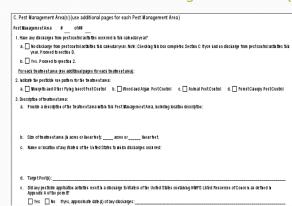
- Identify if an adverse incident was observed and corrective actions taken and fill in the information in Section B separately for each observed adverse incident.
- See Part 6 of the Permit for more information on reporting adverse incidents and corrective action.



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What information is included in the Annual Report?

Section C - Pest Management Area (PMA) Info.

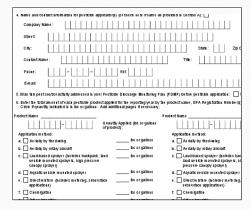


- Under PMA identify the following info. for each treatment area:
- Description of area.
- Use Pattern
- Name/Location of waterbodies.
- Total area treated.
- Targeted pest(s).
- Discharge to NMFS Listed Resources of Concern.



What information is included in the Annual Report?

Section C Cont. – Pest Management Area (PMA) Info.



- Under PMA identify the following info. for each treatment area (cont.)
- Applicator(s) info.
- Whether discharge addressed in PDMP
- Product Information.
 - The total amount of products used during the calendar year
 - Note: This is the amount of registered product <u>not</u> the quantity after water or other substances are added.



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What information is included in the Annual Report?

Pest Management Area vs. Treatment Area

- PMA Area of land, including water, for which Operator has responsibility for pest management - This was identified by Decision-makers when filing the NOIs
- Treatment Area Area of land, including water, where a pesticide application is intended to provide pesticidal benefits <u>within</u> the PMA.

For Example -

- 1) A State may include the whole State as its PMA; however if the State only treated 2 lakes within the State then the treatment area would be the 2 lakes.
- 2) A Mosquito Control District can identify the whole district boundaries as the PMA and also identify the whole district boundary as the treatment area. (PMA = Treatment Area)



What information is included in the Annual Report? Section D - Preparer & Certifier Info.

 Annual Reports can be prepared by anyone but must be signed by a person in a managerial position who performs decision-making functions.

(i.e., Superintendent, District Manager, Director of Operations)

- Signatory requirements found in Appendix B11 of the permit
- By signing Decision-maker certifies that all the information is true, accurate, and complete.

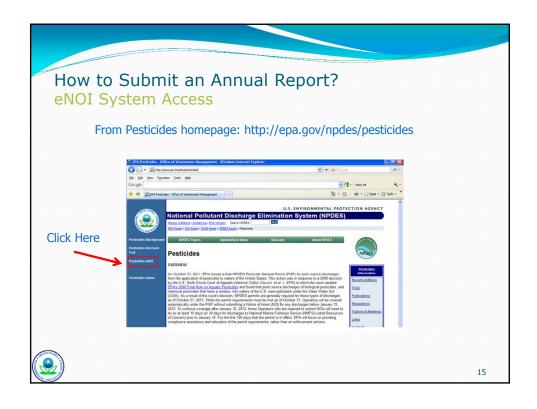
| D. Certification | | |
|---|--|--|
| | | |
| I certify under penalty of law that this document and all attachments were prepar | | |
| designed to assure that qualified personnel properly gathered and evaluated the | information submitted. On the basis of my inquiry of the person or | |
| persons who manage the system, or those persons directly responsible for gath | ering the information, the information submitted is, to the best of my | |
| knowledge and belief, true, accurate, and complete. I am aware that there are si | gnificant penalties for submitting false information, including the | |
| possibility of fine and imprisonment for knowing violations. | | |
| Printed Name: | | |
| Times reality. | | |
| Title: | | |
| Title. | | |
| II | | |
| E-Mail: | | |
| | | |
| Signature/Responsible Official: | Date: / / | |
| | | |
| Annual Report Preparer (Complete if the Annual Report was prepared by someone other than the certifier) | | |
| Armaa Report Freparer (Complete in the Armaa Report was prepared by | omeone other than the certifier) | |
| Preparer Name: | | |
| | | |
| Organization: | | |
| organization: | | |
| II | Internal of the control of the control | |
| | | |
| Phone: Ext | Date: / / / | |
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| Phone: | | |

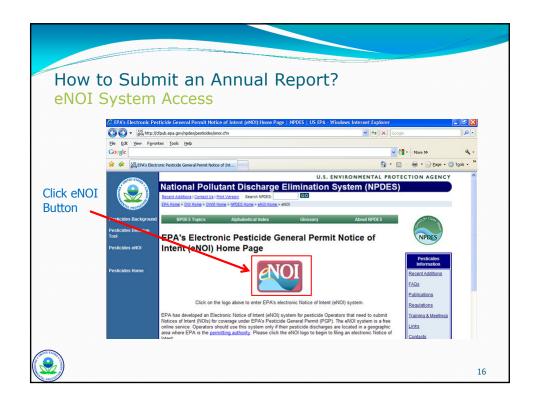


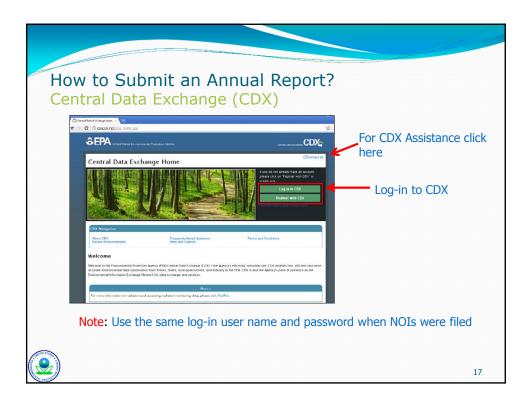
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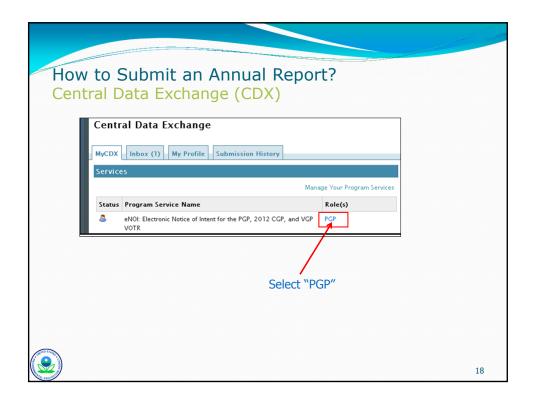
Part II – How to Submit an Annual Report Electronically

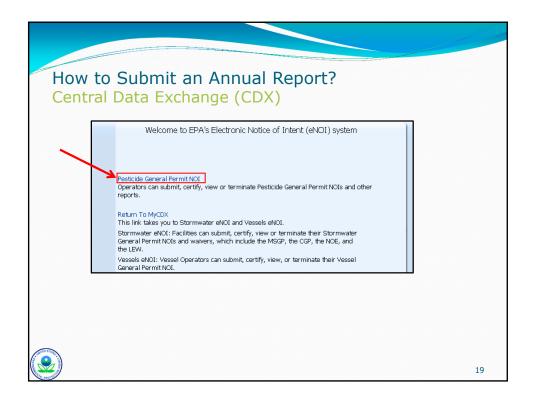


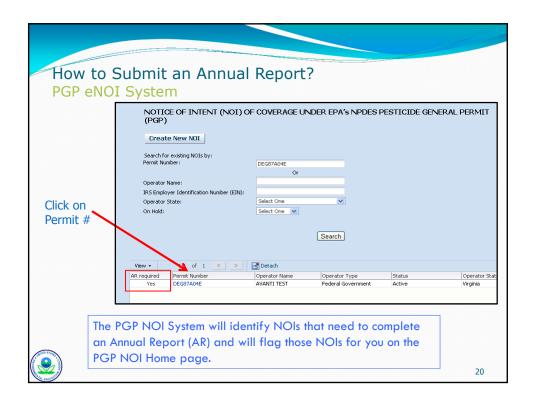


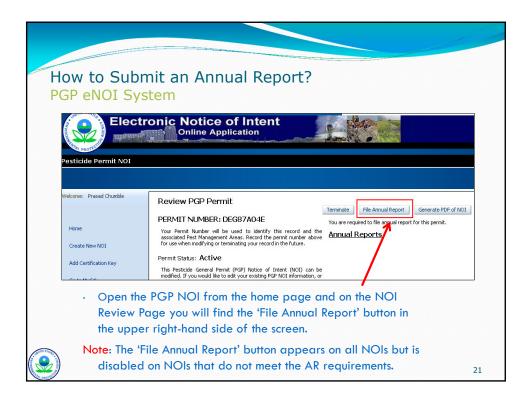


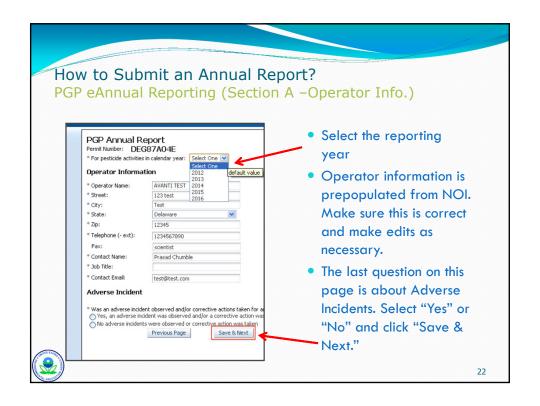


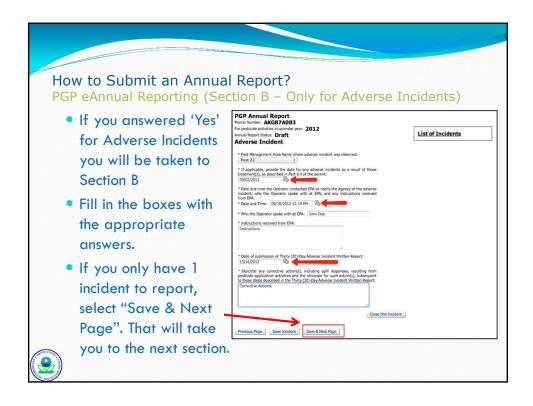


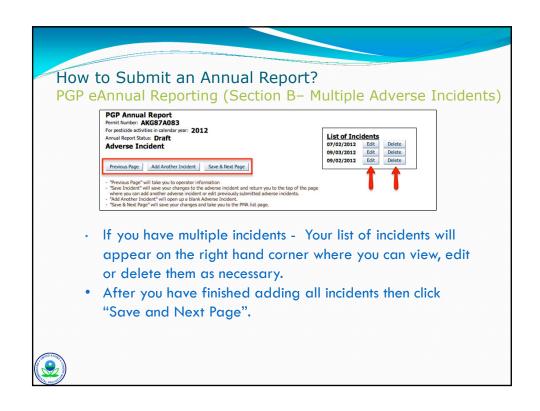


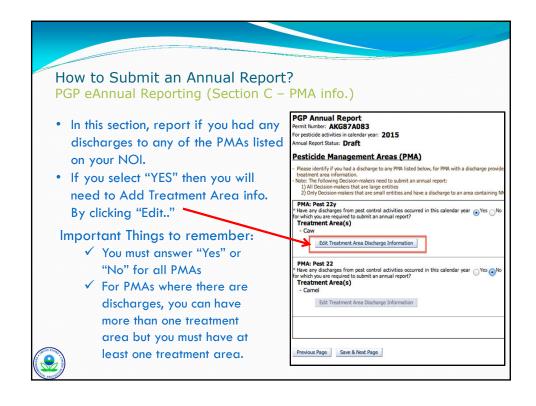


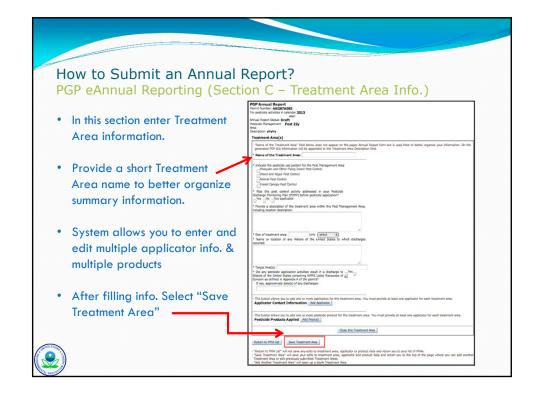


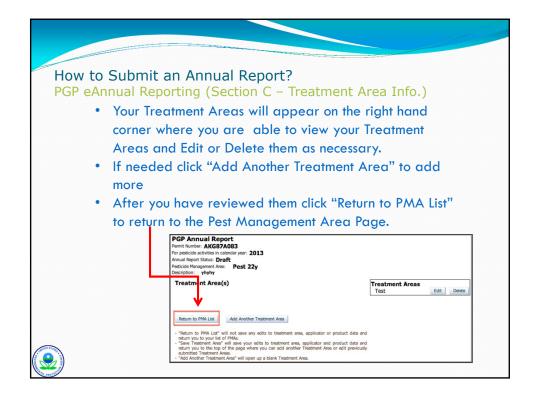


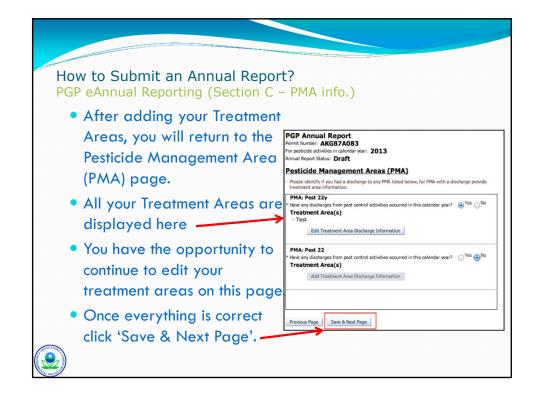


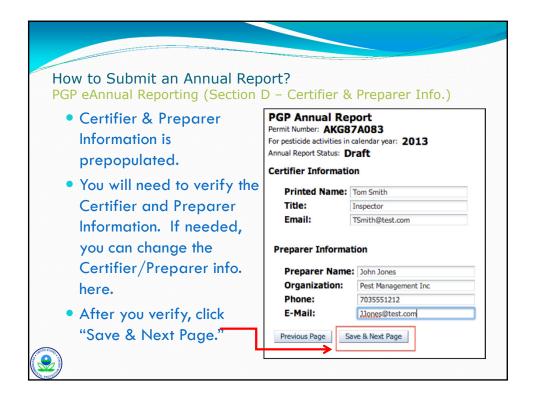


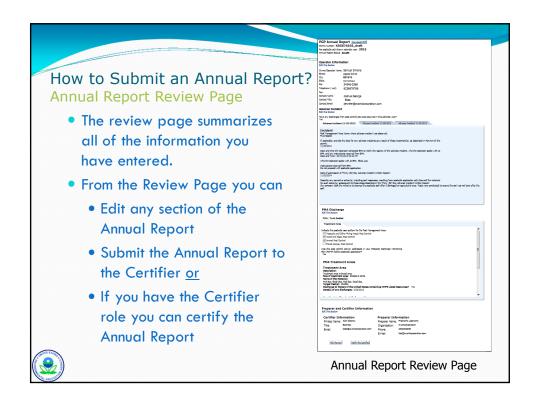


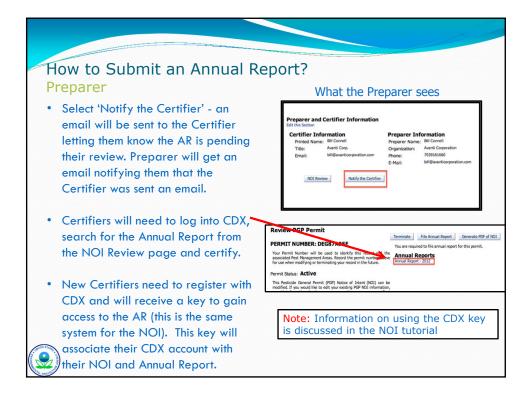


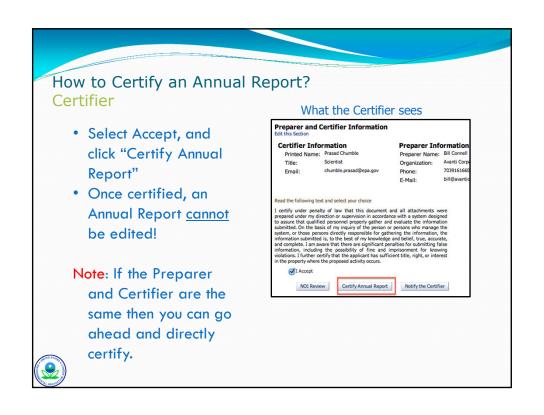


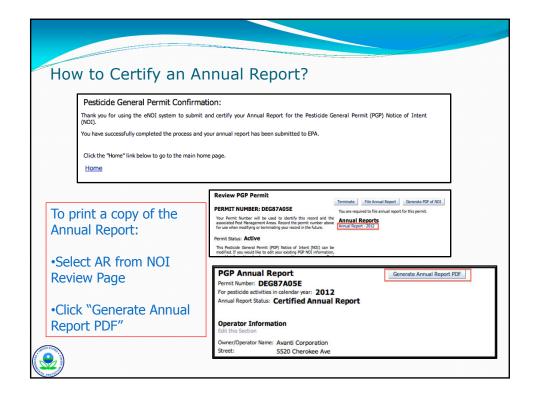


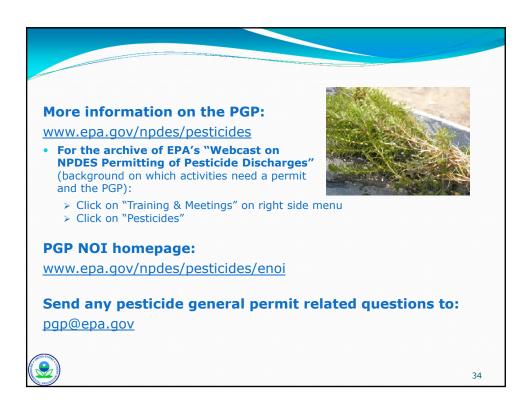












For Registration and Login Questions Specific to The Central Data Exchange (CDX) contact:

- By Telephone: Person-to-person telephone support is available from Monday Friday 8:00 am to 6:00 pm (EST). Call (866) 890- 1995.
- By Email: Send email to helpdesk@epacdx.net

For Questions Regarding the eNOI system contact:

- By Telephone: Person-to-person telephone support is available from Monday Friday 8:00 am to 5:00 pm (EST). Call (866) 352-7755.
- By Email: Send email to Technical Support at noi@avanticorporation.com.

