

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM)
NPDES ANNUAL PETROLEUM CERTIFICATION
FORM INSTRUCTIONS

PURPOSE:

This form should be used to submit an Annual Petroleum Certification for storm water discharges associated with fueling, petroleum storage and handling, equipment storage, and maintenance areas if required by NPDES Individual or General Permits. **This certification is typically due no later than January 28th of each year for the prior calendar year.** Please check your specific permit requirements for the applicable due date.

COMPLETENESS:

All information requested on the form must be provided. In addition, an Annual Petroleum Certification will be considered **incomplete** for a reporting period if it is submitted prior the end of the reporting period to which it applies (e.g. if the certification is intended to cover the period from January 1st through December 31st of a calendar year, the certification is not valid for the entire reporting period if it is submitted on or before to December 31st of that calendar year).

SIGNATORY REQUIREMENTS:

The information contained in this form must be certified by a responsible official (RO) or a duly authorized representative (DAR) as defined ADEM Administrative Code r. 335-6-6-.09 "Signatories to Permit Applications and Reports." The applicable portions of this rule are provided below:

335-6-6-.09 Signatories to Permit Applications and Reports.

- (1) The application for an NPDES permit shall be signed by a responsible official, as indicated below:
 - (a) In the case of a corporation, by a principal executive officer of at least the level of vice president, or a manager assigned or delegated in accordance with corporate procedures, with such delegation submitted in writing if required by the Department, who is responsible for manufacturing, production, or operating facilities and is authorized to make management decisions which govern the operation of the regulated facility;
 - (b) In the case of a partnership, by a general partner;
 - (c) In the case of a sole proprietorship, by the proprietor; or
 - (d) In the case of a municipal, state, federal, or other public entity by either a principal executive officer, or ranking elected official.
- (2) All reports required by permits and other information requested by the Department shall be signed by a person described in paragraph 335 6 6 .09(1) or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph 335-6-6-.09(1);
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity and;
 - (c) The written authorization is submitted to the Department.
- (3) If an authorization under paragraph 335-6-6-.09(2) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of said paragraph must be submitted to the Department prior to or together with any reports or information signed by the newly authorized representative.

SUBMISSION:

The completed form may be submitted as an attachment to a Discharge Monitoring Report (DMR) submitted via the e-DMR module of the E2 Reporting System. The form may also be submitted via hard copy by mail to the applicable address below:

For NPDES General Permits

ADEM-Water Division
Industrial General Permit Section
PO Box 301463
Montgomery, Alabama 36130-1463

For NPDES Individual Permits

ADEM-Water Division
Industrial Section
PO Box 301463
Montgomery, Alabama 36130-1463

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM) NPDES ANNUAL PETROLEUM CERTIFICATION

Please review "Form Instructions" page prior to completing form. **This certification is typically due no later than January 28th of each year for the prior calendar year.** Please check your specific permit requirements for the applicable due date.

SECTION 1: FACILITY IDENTIFICATION INFORMATION

Name of Permittee: _____ NPDES Permit Number: _____

Name of Facility: _____

Facility Location Address (do not list a PO Box number):

Street Address

City

Zip Code

County

SECTION 2: REPORTING PERIOD

This certification is being submitted for the period of: _____ through _____
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Note: The reporting period dates must fall within the same calendar year, and the typical reporting period is a full calendar year from January 1st through December 31st. You should not designate a period other than a full calendar year unless the permittee did not have permit coverage for the full calendar year.

SECTION 3: COMPLIANCE STATEMENT

Please check the appropriate compliance statement below (Select only one):

The permittee certifies compliance with all applicable conditions of the permit for the storm water discharges associated with fueling, petroleum storage and handling, equipment storage, and maintenance areas covered by the permit during the reporting period specified above.

The permittee certifies compliance with the applicable conditions of the permit for the storm water discharges associated with fueling, petroleum storage and handling, equipment storage, and maintenance areas covered by the permit **EXCEPT** for the periods/instances of non-compliance identified on the ADEM Form 421 (NPDES/SID Non-compliance Notification Form) submitted for this reporting period.

SECTION 4: CERTIFICATION

The information contained in this form must be certified by a responsible official (RO) or a duly authorized representative (DAR) as defined in ADEM Administrative Code r. 335-6-6-.09 "Signatories to Permit Applications and Reports" (see Form Instructions page).

"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, 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."

RO/DAR Signature: _____ Date Signed: _____

RO/DAR Name: _____ RO/DAR Title: _____

RO/DAR Mailing Address: _____

RO/DAR Phone Number: _____ RO/DAR Email Address: _____