

# Winery General Order Electronic Notice of Intent Help Guide

GENERAL WASTE DISCHARGE REQUIREMENTS FOR WINERY  
PROCESS WATER

WASTE DISCHARGE REQUIREMENT PROGRAM

DIVISION OF WATER QUALITY

UPDATED: SPRING 2023

California State Water Resources Control Board  
General Waste Discharge Requirements for Winery Process Water  
WQ 2021-0002-DWQ



*General Waste Discharge Requirements for Winery Process Water*  
*WQ 2021-0002-DWQ*  
(Statewide Winery Order or Winery Order)

It is highly encouraged to review this document before completing and submitting a facility's electronic Notice of Intent application for enrollment/filing under the Statewide Winery Order. The application constitutes a Report of Waste Discharge pursuant to California Water Code Section 13260.

DISCLAIMER: This document is intended to provide the regulated community and the public general information on the Statewide Winery Order from a Water Boards staff perspective for enrollment purposes. This is not intended to implement, interpret, or create new requirements. In the case of any conflict with existing statutes, regulations, or orders, the actual statute, regulation, or order governs.

Please email [DWQ-Winery@waterboards.ca.gov](mailto:DWQ-Winery@waterboards.ca.gov) with any questions.

## Table of Contents

General Information.....	1
Acronyms and Abbreviations .....	1
Definitions .....	2
Required Application Components.....	3
PART 1: Complete and Submit the Winery Order Electronic Notice of Intent .....	5
Getting Started.....	5
Accessing the California Integrated Water Quality System .....	5
Beginning or Continuing an Electronic Notice of Intent Application.....	6
Beginning an Electronic Notice of Intent Application .....	6
Application Initiated Automated Email.....	8
Continuing an eNOI Application .....	9
Navigation .....	9
Tab 1 – General.....	10
Tab 2 – Facility Information.....	10
Tab 3 – Facility Owner Info .....	12
Tab 4 – Facility Operator Info.....	14
Tab 5 – Land Owner Information .....	15
Tab 6 – Address Where Legal Notice May Be Served.....	16
Tab 7 – Billing Address .....	17
Tab 8 – Questionnaire .....	18
Additional Facility Information .....	19
CEQA.....	22
Existing Water Board Permit(s).....	23
Operation Information .....	24
Process Solids .....	28
Ponds.....	29
Winery Process Water Reuse or Disposal .....	33
Land Application Areas .....	33

---

Subsurface Disposal Systems .....	34
Groundwater Monitoring.....	37
Submittal and Certification .....	38
Legally Responsible Official Signature.....	40
Tab 9 – Attachments.....	41
Tab 10 – Status.....	42
Tab 11 – Preview .....	43
Submissions and Signatures.....	43
Submit Electronically Through CIWQS .....	43
Confirmation and Printing.....	45
PART 2: Application Fee Payment and Legally Responsible Official Signature.....	46
Pay Application Fee .....	46
Legally Responsible Official: Sign and Send the eNOI to Regional Water Board .....	46
Water Boards Contacts .....	48

## General Information

The electronic application (also referred to as an electronic Notice of Intent, eNOI, or electronic form), is part of the application for coverage under the *General Waste Discharge Requirements for Winery Process Water* (Statewide Winery Order or Winery Order) adopted by the State Water Resources Control Board January 20, 2021. The Winery Order is for wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, producing between 10,000 gallons and 15,000,000 gallons of winery process water per year, and discharging it to land for reuse or disposal. More information can be found on the [Winery Order program webpage](#).

The Winery Order includes provisions for when the Water Boards may require enrollment for facilities producing less than 10,000 gallons of winery process water per year. Generally, facilities that do not discharge winery process water to land are not subject to the Winery Order. If you are unsure if the Winery Order applies to your facility, an [Eligibility Survey](#) tool is available. A Help Guide for the Eligibility Survey is available on the [Winery Order program webpage](#).

The Water Boards will review the submitted information and request additional information or determine if a different type of permit is necessary for the discharge. The winery is enrolled under the Winery Order when the fee payment is received and processed then a Notice of Applicability (NOA) is issued by the Water Boards.

## Acronyms and Abbreviations

- **APN:** Assessor Parcel Number
- **Apt:** Apartment
- **cases/yr:** cases per year
- **CEQA:** California Environmental Quality Act
- **CIWQS:** California Integrated Water Quality System
- **e.g.:** example given
- **ft:** feet
- **gal/day:** gallons per day
- **gal/yr:** gallons per year
- **gal:** gallons
- **LAA:** Land Application Area
- **LLC:** Limited Liability Company
- **MRP:** Monitoring and Reporting Program
- **N/A:** Not Applicable
- **NOA:** Notice of Applicability
- **NOI:** Notice of Intent
- **NPDES:** National Pollutant Discharge Elimination System
- **OWTS:** Onsite Wastewater Treatment System
- **PDF:** Portable Document Format
- **ROWD:** Report of Waste Discharge
- **SCH:** State Clearing House
- **SDS:** Subsurface Disposal System
- **ton/yr:** tons per year
- **WDID:** Waste Discharge Identification number
- **WDR:** Waste Discharge Requirement(s)

- **Winery Order:** General Waste Discharge Requirements Order

## Definitions

- **Change in ownership/operator:** A change of legal owner of the facility.
- **Change or expansion for the discharge, facility, or operation:** A material change in characteristics of the existing waste quantity, type, design, or operation. Includes, changes or expansion of an existing facility or system after the adoption date (January 20, 2021) of this Winery Order. The final determination of whether the reported change would have a significant effect will be made by the Regional Water Board.
- **Discharger:** the winery or facility owner and/or operator responsible for the winery waste discharges to land.
- **Existing discharge, facility, or operation:** A facility or system that was in operation on or before the adoption date (January 20, 2021) of this Winery Order.
- **New discharge, facility, or operation:** A discharge or facility that did not exist prior to the adoption date (January 20, 2021) of the Winery Order.
- **Permit coverage:** the process where wineries that are required to obtain regulatory coverage for winery waste discharges to land enroll into the Winery Order.
- **Water Boards:** State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Boards (Regional Water Board(s)). The Water Boards are a state regulatory agency with the responsibility for protecting the quality of the waters of the state within its area of jurisdiction. The Water Boards have authority to require submission of information, direct action, establish regulations, levy penalties and bring legal action when necessary to protect water quality.
- **Winery or Facility:** wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, producing between 10,000 gallons and 15,000,000 gallons of winery process water per year, and discharging it to land for reuse or disposal.
- **Winery process solids** is waste solids generated from the wine making process and include, but are not limited to, leaves, stems, pomace (grape skins, seeds, and pulp), lees (yeast and other fine particulates), bentonite, and diatomaceous earth.

- **Winery process water** is wastewater generated from the wine making process and include, but are not limited to, wine, grape juice, washwater, solids leachate (liquid from winery process water solids), cooling water, boiler blowdown, cleaning chemicals, brine, and stormwater directed through the winery process water collection, treatment, or disposal system and/or land applied.
- **Winery waste** is wastes generated from the wine making process and include, but are not limited to, winery process water, and winery process solids.

## Required Application Components

**Part 1:** Complete and submit the eNOI and attach the required documents in the *Attachments* tab. The eNOI, required technical report, and associated documentation, per Winery Order Attachment C, are the application package and constitute the Report of Waste Discharge (ROWD) pursuant to California Water Code Section 13260.

Attachments:

- Legally Responsible Official signatory, certification (signed copy of the submitted eNOI (e.g., digital signature, scanned copy, image) - **required for each eNOI**.
- Technical Report containing the required information per Attachment C in the [Winery Order](#).
  - Facility background, facility tier and winery effluent flows, process water generation, treatment, reuse, and disposal, water quality, solids management, groundwater characterization, facility improvements and proposed schedule, and summary of information
  - **Required for all applications**
- California Environmental Quality Act documentation (CEQA, Attachment C 1.3.1)
  - Required for all *new or expanding/upgrading wineries* applying for Winery Order coverage with projects determined to require CEQA by the local/lead agency (includes any project occurring at the winery such as adding roads/housing as it may have indirect connections to Winery Order).
- Documentation signed by the landowner (e.g., letter, attached signed form 200) where the process water disposal area is located –
  - Required for all applications using another landowner area for facility operations or disposal.
- Any additional specific requests and technical documentation to the Regional Water Board, including but not limited to the:

- Tier 2-4 subsurface disposal nitrogen effluent limit groundwater monitoring option Winery Order section B.6) a-c.
- Pond sizing variance section D.2) b.i.b.
- Tier 4 groundwater monitoring exemption section D.2) f and/or D.3) g.i.d.

**Part 2:** Pay the associated fee (first annual fee is an application fee) and obtain the Legally Responsible Official signature on a copy of the submitted eNOI. See *Part 2: Application Fee Payment and Legally Responsible Official Signature* section below.

If you need assistance paying the fee, refer to the [Guidance for Fee Payment](#) document available on the [Winery Order program webpage](#) under *Enrollment and Fees*. For assistance determining the correct fee, please reference the State Water Resources Control Board's [Water Quality Fees webpage](#).

A Notice of Intent will be considered complete when the correct fee amount is paid and processed by the Regional Water Quality Control Board. Only after fees are processed will a Notice of Applicability (NOA) be issued.



## **PART 1: Complete and Submit the Winery Order Electronic Notice of Intent**

### **Getting Started**

A technical report submittal is required as part of the eNOI.

The following information **will be needed** to successfully complete and submit the eNOI:

- Locational information (e.g., Assessor Parcel Numbers (APN), latitude/longitude, facility and area maps)
- Production information (e.g., tons of grapes grown, process water volume/design flow, volume/cases of wine produced)
- Permit documentation for existing Water Board permits (e.g., dates, permit numbers, permitting agency name)
- California Environmental Quality Act (CEQA) documentation (e.g., completion date, name of lead agency)
- Pond information (e.g., liner type/status, storage capacity)
- Winery process water disposal details. For example:
  - Land application area (e.g., acreage, crops grown)
  - Subsurface disposal system information
- Septic tank information (e.g., volume, treatment)
- Groundwater information (e.g., monitoring well network, number of wells, average depth to groundwater)

### **Accessing the California Integrated Water Quality System**

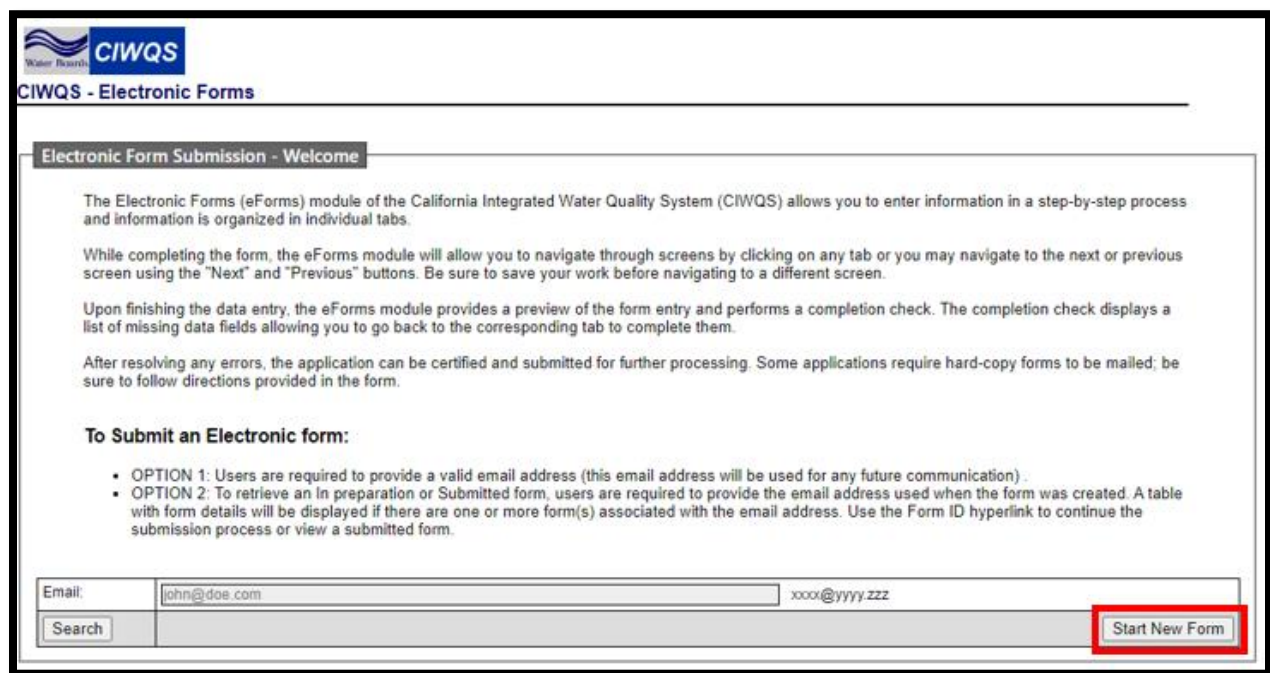
The [electronic Notice of Intent](#) (eNOI, electronic form) is accessible through the California Integrated Water Quality System (CIWQS). Completion of the eNOI on a mobile device is *not* recommended.

Internet browsers such as Google Chrome, Safari, Microsoft Edge, and Mozilla Firefox are the suggested source web browsers for application completion.

## Beginning or Continuing an Electronic Notice of Intent Application

### Beginning an Electronic Notice of Intent Application

In the field at the bottom of the [electronic Notice of Intent application form](#) screen, enter a valid email address. Multiple applications can be associated with an email address. This email address will be used to access an eNOI application in the future and for communication. It is suggested that the email address be recorded for future reference. Once a valid email address is entered, click the *Start New Form* button to continue.



**CIWQS - Electronic Forms**

**Electronic Form Submission - Welcome**

The Electronic Forms (eForms) module of the California Integrated Water Quality System (CIWQS) allows you to enter information in a step-by-step process and information is organized in individual tabs.

While completing the form, the eForms module will allow you to navigate through screens by clicking on any tab or you may navigate to the next or previous screen using the "Next" and "Previous" buttons. Be sure to save your work before navigating to a different screen.

Upon finishing the data entry, the eForms module provides a preview of the form entry and performs a completion check. The completion check displays a list of missing data fields allowing you to go back to the corresponding tab to complete them.

After resolving any errors, the application can be certified and submitted for further processing. Some applications require hard-copy forms to be mailed; be sure to follow directions provided in the form.

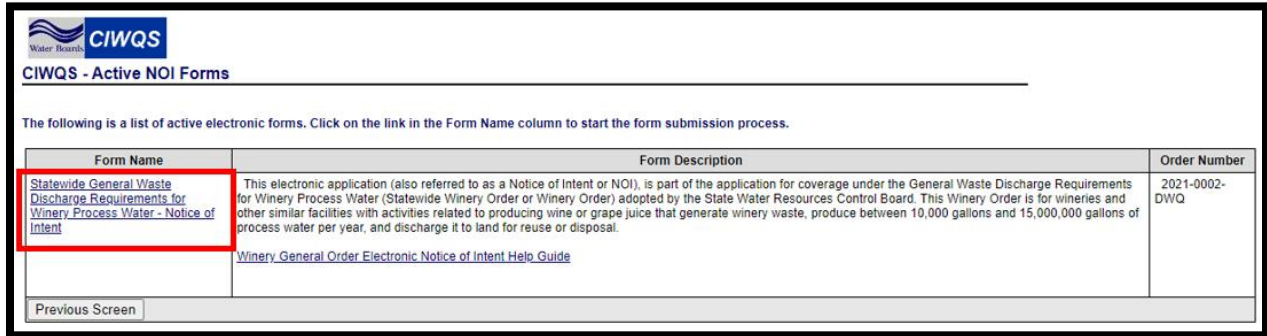
**To Submit an Electronic form:**

- OPTION 1: Users are required to provide a valid email address (this email address will be used for any future communication).
- OPTION 2: To retrieve an In preparation or Submitted form, users are required to provide the email address used when the form was created. A table with form details will be displayed if there are one or more form(s) associated with the email address. Use the Form ID hyperlink to continue the submission process or view a submitted form.

Email:

The next screen will display a list of available electronic forms. Select the *Statewide General Waste Discharge Requirements for Winery Process Water – Notice of Intent*.

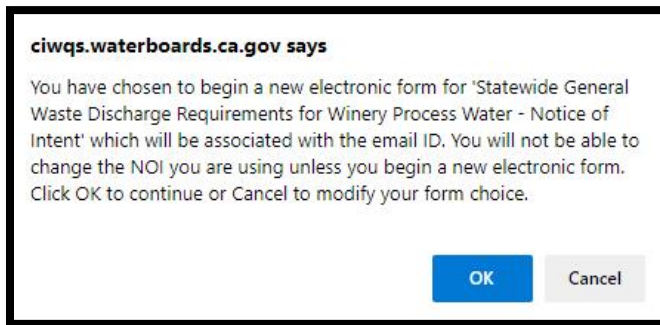
Click the *Previous Screen* button to change the email address associated with the application. **The email address cannot be changed once the electronic form is selected.**



Form Name	Form Description	Order Number
<a href="#">Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent</a>	This electronic application (also referred to as a Notice of Intent or NOI), is part of the application for coverage under the General Waste Discharge Requirements for Winery Process Water (Statewide Winery Order or Winery Order) adopted by the State Water Resources Control Board. This Winery Order is for wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, produce between 10,000 gallons and 15,000,000 gallons of process water per year, and discharge it to land for reuse or disposal. <a href="#">Winery General Order Electronic Notice of Intent Help Guide</a>	2021-0002-DWQ

Previous Screen

A dialog box will pop up confirming which electronic form you are about to begin. Read the dialog box carefully before continuing. If the correct form is noted, select **OK** to continue or **Cancel** to return and select the correct form.



**ciwqs.waterboards.ca.gov says**

You have chosen to begin a new electronic form for 'Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent' which will be associated with the email ID. You will not be able to change the NOI you are using unless you begin a new electronic form. Click OK to continue or Cancel to modify your form choice.

OK Cancel

The next screen includes the auto-generated Form ID which is a unique identifier for each eNOI. Users must record the Form ID and email used for each eNOI to track or access an eNOI at a later time.

Read the information on this screen to confirm that you are using the electronic form called *Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent*.

The NOI Form is organized into different tabs. Each tab should be completed according to the instructions provided. System will perform a completion check to make sure all the required details are entered before submitting the Form.

- **SAVE AND CONTINUE:** Pressing this button will save the information entered thus far and navigate to next screen.
- **PREVIOUS:** Pressing this button will allow you save the information entered thus far and navigate to previous screen.

**Form ID:** 10052      **Form Name:** Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent

**Form Status:** Application in preparation      **User Email:** [REDACTED]

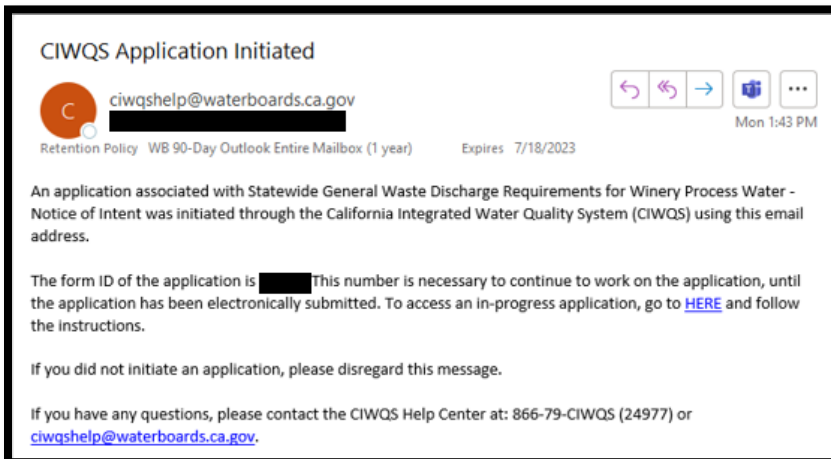
General | Facility | Facility Owner | Facility Operator | Land Owner | Notice Serve Address | Billing Address | Questionnaire | Attachments | Status | Preview

General Information	
<b>Form ID:</b>	10052
<b>Form Name:</b>	Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent
<b>Form Description:</b>	This electronic application (also referred to as a Notice of Intent or NOI), is part of the application for coverage under the General Waste Discharge Requirements for Winery Process Water (Statewide Winery Order or Winery Order) adopted by the State Water Resources Control Board. This Winery Order is for wineries and other similar facilities with activities related to producing wine or grape juice that generate winery waste, produce between 10,000 gallons and 15,000,000 gallons of process water per year, and discharge it to land for reuse or disposal.
<b>Form Status:</b>	Application in preparation

[Next Page](#)

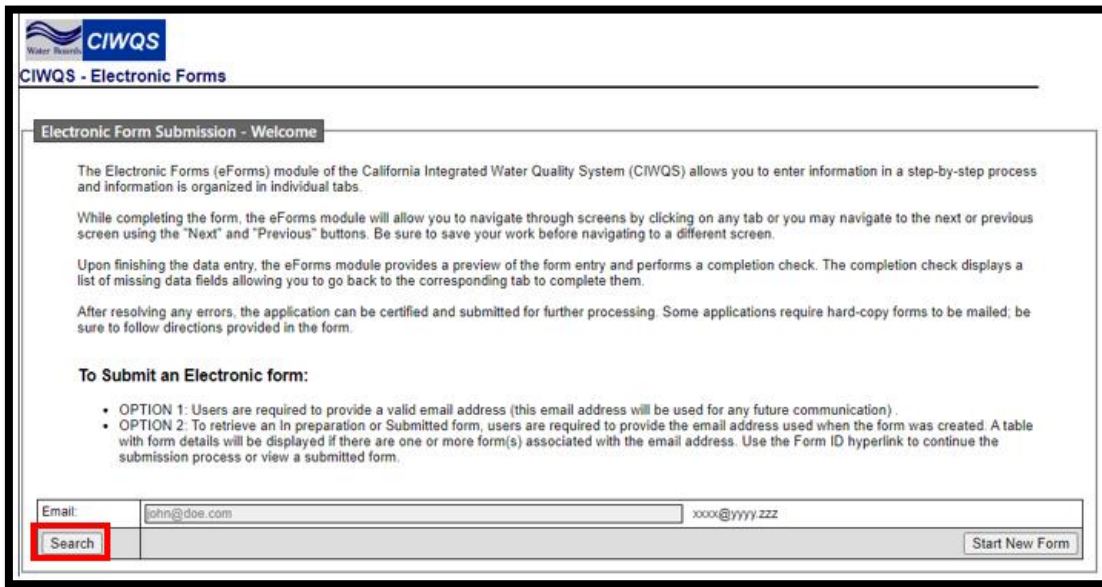
### Application Initiated Automated Email

An automated email from CIWQS will be sent to the email address used when an application is initiated. This email contains important links and information regarding the eNOI and should be saved for future reference.



## Continuing an eNOI Application

Enter in the email that was used to initiate the process to continue an eNOI application. All eNOI applications associated with the entered email will show after clicking the *Search* button. Click on the appropriate Form ID to continue the process.



## Navigation



The tabs at the top of the eNOI correspond with the information that is required. Clicking a tab will take the user directly to the associated screen. For example, if the *Facility Owner* tab is active, clicking on the *Attachments* tab will take the user directly to the Attachments screen. Alternately, the *Save and Continue* button at the bottom on the screen can be used to move forward one tab at a time.

**If used, always use *Save and Continue* before either clicking the *Previous* button or clicking on a tab.** If *Save and Continue* is not done first, all information entered will be lost. It is suggested that applicants save their entries frequently.



*Note:* If the screen is left idle for an extended period the session will expire. The [direct link to the application portal](#) will need to be used If the session expires (refreshing the browser will not work). Guidance for continuing an eNOI is included above.

`/ciwqs/eforms/sessionExpired.jsp`

## Tab 1 – General

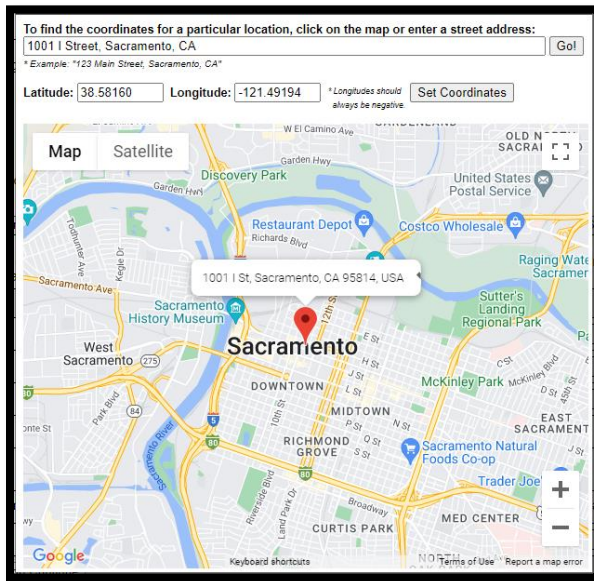
Use this screen to be sure that the correct User Email and application name are displayed. If starting an eNOI for the first time, save the Form ID for future reference. If an eNOI is being continued, confirm that the Form ID is correct.

This tab also displays the status of an eNOI application.

## Tab 2 – Facility Information

- Name
- Street Number
  - P.O. Box numbers are not accepted. If there is no physical address, use the street and nearest cross street.
- Suite/Apt
- Street Direction
- Street Name
- Street Type

*Note:* The [\[Show Map\]](#) tool will open a new window. Enter the winery address at the top click *Go*. Subsequently, a pin will be placed at the address. Verify that the pin is in the correct location and click *Set Coordinates*. The window will close automatically and the City, State, Postal code, County, Latitude, and Longitude fields will be complete. The user will still need to complete the fields relating to the physical address.



City:*	<input type="text" value="Sacramento"/>	State:*	<input type="text" value="CA"/>	Postal code:*	<input type="text" value="95814"/> - <input type="text" value="2828"/>
County:*	<input type="text" value="Sacramento"/>	Latitude:	<input type="text" value="38.58160"/>	Longitude:	<input type="text" value="-121.49194"/> <a href="#">[ Show Map ]</a> <small>*Longitude should always be negative.</small>

- City
- State
- Postal code
- County
- Latitude
- Longitude
- Contact Person First Name
- Contact Person Last Name

Note: The contact person first and last name should be those of the person the Water Boards can contact.

- Phone
  - Include the direct telephone number of the winery.
- Email
  - Include the direct email address of the winery.

**Save the information entered on a screen by clicking the *Save and Continue* button at the bottom of the screen.**

General	Facility	Facility Owner	Facility Operator	Land Owner	Notice Serve Address	Billing Address	Questionnaire	Attachments	Status	Preview
---------	----------	----------------	-------------------	------------	----------------------	-----------------	---------------	-------------	--------	---------

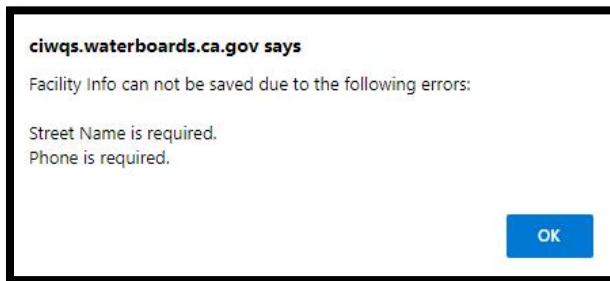
Please enter the legal name of the facility, physical address (NO P.O. Box numbers), and information about the contact person for the facility. Use the "Show Map" feature to select the coordinates of the facility on a map.\*

Facility Information					
Name:*	<input type="text"/>				
Street Number:	<input type="text"/>	Suite/Apt:	<input type="text"/>	Street Direction:	<input type="text"/>
Street Name:*	<input type="text"/>			Street Type:	<input type="text"/>
City:*	<input type="text"/>	State:*	CA	Postal code:*	<input type="text"/> - <input type="text"/>
County:*	<input type="text"/>	Latitude:	<input type="text"/>	Longitude:	<input type="text"/> [Show Map]
Contact Person First Name:	<input type="text"/>		Contact Person Last Name:	<input type="text"/>	
Phone:*	<input type="text"/> (999-999-9999)	Email:	<input type="text"/> xxx@yyyy.zzz		

Previous Screen Save and Continue

(\*) indicates a required field

The user will be unable to move forward if any required (\*) fields are left blank. A dialog box from CIWQS will appear indicating which field(s) are incomplete from the section.



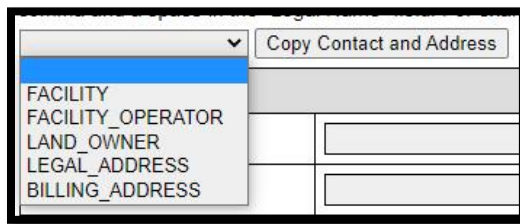
### Tab 3 – Facility Owner Info

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

In the upper left-hand corner below the tab names, is a drop-down that copies the contact and address information from other sections. If needed, select the information to be copied over from the drop-down then click *Copy Contact and Address*. Be sure to check that the information copied is correct and that all blank required fields are complete.

This tool is available for use with the Facility\_Operator, Land\_Owner, Legal\_Address (Address where Legal Notice May Be Served), and the Billing Address.





- Legal Name
  - If the facility owner is a Corporation/Partnership/LLC, include the legal business name.
  - If the facility owner is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the facility owner contact person.
- Email
  - Include the direct email address to the facility owner contact person.
- Federal Tax Id
  - Provide the Federal Tax Identification Number if the owner is a Corporation, Partnership, or LLC. This information *must* be included for these owner types.
  - If this is not applicable, use a *not applicable* response.
- Owner Type
  - Individual
  - Corporation
  - Partnership
  - LLC

**Save the information entered on the screen by clicking the *Save and Continue* button at the bottom of the screen.**

General						Facility		Facility Owner		Facility Operator		Land Owner		Notice Serve Address		Billing Address		Questionnaire		Attachments		Status		Preview			
Complete the fields regarding the facility owner. If the owner is a private individual, enter the last name and then the first name of the individual, separated by a comma and a space in the "Legal Name" field. For example: Doe, John																											
<input type="text"/> <input type="button" value="Copy Contact and Address"/>																											
<b>Facility Owner Info</b>																											
Legal Name:*		<input type="text"/>																									
Street Number:		<input type="text"/>				Suite/Apt:		<input type="text"/>				Street Direction:		<input type="text"/>													
Street Name:*		<input type="text"/>																									
City:*		<input type="text"/>				State:*		CA <input type="text"/>				Postal code:*		<input type="text"/>													
Contact Person First Name:		<input type="text"/>										Contact Person Last Name:		<input type="text"/>													
Phone:*		<input type="text"/>				(999-999-9999)				Email:		<input type="text"/>															
Federal Tax Id		<input type="text"/>										Owner Type:*		<input type="text"/>													
<input type="button" value="Previous Screen"/> <input type="button" value="Save and Continue"/>																											
(*) indicates a required field																											

## Tab 4 – Facility Operator Info

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The *Copy Contact and Address* drop-down is available for this tab.

- Legal Name
  - If the facility operator is a Corporation/Partnership/LLC, include the legal business name.
  - If the facility operator is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the facility operator contact person.

- Email
  - Include the direct email address to the facility operator contact person.
- Owner Type
  - Individual
  - Corporation
  - Partnership
  - LLC

**Save information entered on the screen by clicking the *Save and Continue* button at the bottom of the screen.**

General	Facility	Facility Owner	Facility Operator	Land Owner	Notice Serve Address	Billing Address	Questionnaire	Attachments	Status	Preview
---------	----------	----------------	-------------------	------------	----------------------	-----------------	---------------	-------------	--------	---------

Complete the fields regarding the facility operator. If the operator is a private individual, enter the last name and then the first name of the individual, separated by a comma and a space in the "Legal Name" field. For example: Doe, John

▼ Copy Contact and Address

Facility Operator Info						
Legal Name:*	<input type="text"/>					
Street Number:	<input type="text"/>	Suite/Apt:	<input type="text"/>	Street Direction:	<input type="text" value="↓"/>	
Street Name:*	<input type="text"/>				Street Type:	<input type="text" value="↓"/>
City:*	<input type="text"/>	State:*	<input type="text" value="CA"/>	Postal code:*	<input type="text"/> - <input type="text"/>	
Contact Person First Name:	<input type="text"/>	Contact Person Last Name:	<input type="text"/>			
Phone:*	<input type="text"/>	(999-999-9999)	Email:	<input type="text"/>		
Owner Type:*	<input type="text" value="↓"/>					

Previous Screen Save and Continue

(\*) indicates a required field

## Tab 5 – Land Owner Information

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The *Copy Contact and Address* drop-down is available for this tab.

- Legal Name
  - If the landowner is a Corporation/Partnership/LLC, include the legal business name.
  - If the landowner is an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State

- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the contact person.
- Email
  - Include the direct email address to the contact person.
  
- Owner Type
  - Individual
  - Corporation
  - Partnership
  - LLC

If disposal is using another landowner area for facility operations or disposal additional documentation is required for all applications.

Please upload documentation signed by the landowner (e.g., letter, separate and signed report of waste discharge [Form 200](#)) describing where the process water disposal area is located under the Landowner Documentation type (*Tab 9 – Attachments*).

**Save information entered on the screen by clicking the *Save and Continue* button at the bottom of the screen.**

<a href="#">General</a>   <a href="#">Facility</a>   <a href="#">Facility Owner</a>   <a href="#">Facility Operator</a>   <a href="#">Land Owner</a>   <a href="#">Notice Serve Address</a>   <a href="#">Billing Address</a>   <a href="#">Questionnaire</a>   <a href="#">Attachments</a>   <a href="#">Status</a>   <a href="#">Preview</a>					
Complete the fields regarding the land owner. If the land owner is a private individual, enter the last name and then the first name of the individual, separated by a comma and a space in the "Legal Name" field. For example: Doe, John					
<input type="button" value="Copy Contact and Address"/>					
<b>Land Owner Information</b>					
Legal Name:*	<input type="text"/>				
Street Number:	<input type="text"/>	Suite/Apt:	<input type="text"/>	Street Direction:	<input type="text"/>
Street Name:*	<input type="text"/>			Street Type:	<input type="text"/>
City:*	<input type="text"/>	State:*	<input type="text" value="CA"/>	Postal code:*	<input type="text"/>
Contact Person First Name:	<input type="text"/>		Contact Person Last Name:	<input type="text"/>	
Phone:*	<input type="text"/>	(999-999-9999)	Email:	<input type="text"/>	
Owner Type:*	<input type="text"/>				
<input type="button" value="Previous Screen"/>   <input type="button" value="Save and Continue"/>					
(*) indicates a required field					

## Tab 6 – Address Where Legal Notice May Be Served

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The *Copy Contact and Address* drop-down is available for this tab.

- Legal Name
  - If a Corporation/Partnership/LLC, include the legal business name.
  - If an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the contact person.
- Email
  - Include the direct email address to the contact person.

**Save information entered on the screen by clicking the *Save and Continue* button at the bottom of the screen.**

General						Facility		Facility Owner		Facility Operator		Land Owner		Notice Serve Address		Billing Address		Questionnaire		Attachments		Status		Preview	
Please enter the address where legal notice may be served, person to contact, phone number and email (optional).																									
<input type="button" value="Copy Contact and Address"/>																									
<b>Address Where Legal Notice May Be Served</b>																									
Street Number:				<input type="text"/>				Suite/Apt:				<input type="text"/>				Street Direction:				<input type="text"/>					
Street Name:*												Street Type:													
City:*						State:*						Postal code:*													
Contact Person First Name:												Contact Person Last Name:													
Phone:*												Email:													
<input type="text"/>												<input type="text"/>													
<input type="text"/>												<input type="text"/>													
<input type="button" value="Previous Screen"/>												<input type="button" value="Save and Continue"/>													
(*) indicates a required field																									

## Tab 7 – Billing Address

If any of this information changes in the future, contact the Regional Water Board to update all necessary information.

The *Copy Contact and Address* drop-down is available for this tab.

- Legal Name
  - If a Corporation/Partnership/LLC, include the legal business name.
  - If an individual, include the Legal Name and continue with their information below.
- Street Number
- Suite/Apt
- Street Direction
- Street Name
- Street Type
- City
- State
- Postal code
- Contact Person First Name
  - The contact person should be the individual associated with the business that the Water Boards can contact.
- Contact Person Last Name
- Phone
  - Include the direct telephone number to the contact person.
- Email
  - Include the direct email address to the contact person.

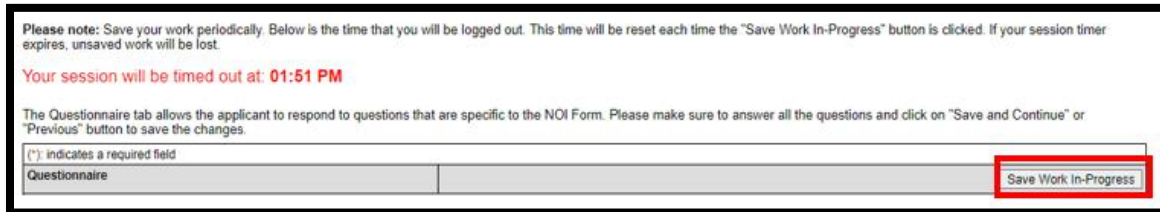
**Save information entered on the screen by clicking the *Save and Continue* button at the bottom of the screen.**



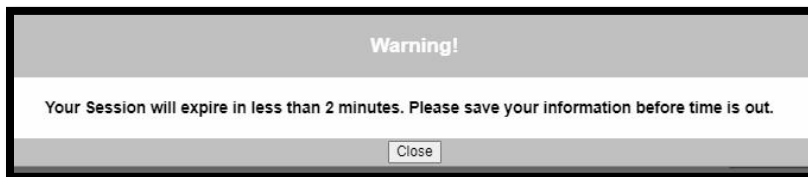
## Tab 8 – Questionnaire

The questionnaire section consists of technical questions specific to the facility discharges and operations.

Periodically scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the questionnaire to save entered responses. This is suggested after every section is completed. Not saving periodically increases the chances of information being lost.



The questionnaire session will be timed out at 30 minutes. The clock will reset each time the *Save Work In-Progress* button is clicked. A warning message will appear on the screen when there are five (5) minutes left in the session and again when there is less than two (2) minutes. Close the warning window and scroll or jump (ctrl + home) to the top of the questionnaire to save the work in-progress.



*Note:* Long answer text boxes can be shrunk or enlarged by using the Anchor Control in the lower right-hand corner of each box. If the size can be changed, there will be two diagonal lines in the lower right-hand corner.



### Additional Facility Information

- Type of discharge: Waste Discharge to Land
  - If the type of discharge that applies to the facility is not listed, this eNOI may not applicable. Contact the [local Regional Water Board](#) for assistance in finding the correct permit coverage.
  - Mark all that apply
    - Winery process water

- Winery process solids
- Winery waste
  - *Note: Winery waste* refers to winery waste that has been combined/comingled with domestic wastewater systems (e.g., systems for bathrooms). This type of waste may be ineligible for coverage by this permit.

Type of discharge: Waste Discharge to Land  
 Corresponding definitions are outlined in the Electronic Notice of Intent Help Guide on the State Water Resources Control Board Winery Webpage.  
 Mark all that apply  Winery process water  Winery process solids  Winery waste \*

- Reason(s) for Filing
  - Definitions are at the beginning of this document.
  - Mark all that apply
    - New discharge, facility, or operation
    - Existing discharge, facility, or operation
    - Change or expansion
    - Change in ownership/operator
    - Directed by Executive Officer
    - Other

Reason(s) for Filing  
 Mark all that apply  New discharge, facility, or operation  Existing discharge, facility, or operation  Change or expansion  Change in ownership/operator  Directed by Executive Officer  Other \*

- Regional Water Board (Region) of Facility Location
  - Select one
    - The Regional Water Board is where the winery is located. The applicable Regional Board can be found using the [State and Regional Water Board map search](#).
    - *Note:* there are three (3) subregions in the Central Valley Regional Water Quality Control Board (Region 5).
      - Region 5 Fresno, Region 5 Redding, and Region 5 Sacramento.
    - *Note:* there are two (2) subregions in the Lahontan Regional Water Quality Control Board (Region 6).
      - Region 6 Tahoe and Region 6 Victorville.
    - 1-North Coast
    - 2-San Francisco Bay
    - 3-Central Coast



- 4-Los Angeles
- 5F-Fresno (Central Valley)
- 5R-Redding (Central Valley)
- 5S-Sacramento (Central Valley)
- 6A-Victorville (Lahontan)
- 6B-Tahoe (Lahontan)
- 7-Colorado River Basin
- 8-Santa Ana
- 9-San Diego

Regional Water Board (Region) of Facility Location

Select One

- 1-North Coast
- 2-San Francisco Bay
- 3-Central Coast
- 4-Los Angeles
- 5F-Fresno (Central Valley)
- 5R-Redding (Central Valley)
- 5S-Sacramento (Central Valley)
- 6A-Victorville (Lahontan)
- 6B-Tahoe (Lahontan)
- 7-Colorado River Basin
- 8-Santa Ana
- 9-San Diego

- Secretary of State Business Entity Number

Secretary of State Business Entity Number

Answer:  \* (100 character maximum)

- Facility APN(s)
  - Parcel numbers should be recorded in the format that the jurisdiction of the facility uses.
  - Example 1: 000-111-222
  - Example 2: 000-111-222-333

Facility APN(s)

Answer:  \* (100 character maximum)

- If the disposal area is not on the same parcel, you must include a signed agreement with the disposal area landowner in your technical report.

Is the winery process water disposal area at the same location as the facility and owned by the same entity listed in the Landowner Information?

- If the disposal area is not on the same parcel, a signed agreement with the disposal area landowner is required.
- Select One
  - Yes
  - No, documentation included.
    - *Note:* Documentation of a signed agreement and relevant information must be included with the technical report and as a *Landowner Documentation* attachment in the *Attachments* tab.

If the disposal area is not on the same parcel, you must include a signed agreement with the disposal area landowner in your technical report. Is the winery process water disposal area at the same location as the facility and owned by the same entity listed in the Landowner Information?

Select One  \*

- Yes
- No, documentation included

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

## CEQA

This section is only applicable to facilities that are applying as new or expanding/upgrading. If this section is not applicable, use the *not applicable* responses.

Upload a copy of CEQA Notice of Exemption or Determination. Compliance with CEQA (Public Resources Code Section 21000 et. seq) is required prior to enrollment under the General Waste Discharge Requirements. In most cases, the CEQA lead agency is the local agency (e.g., city or county planning department) that determines if a winery project is exempt from CEQA or must prepare an environmental document (e.g., Environmental Impact Report, Mitigated Negative Declaration, or Negative Declaration). The CEQA lead agency may also rely on an environmental document previously prepared by another agency. Provide the expected type and date of completion if exemption or determination has not been completed at the time of submitting an eNOI for review.

Please upload CEQA documentation in the *Attachments* tab.

- Has a CEQA determination been made by an agency?
  - Select one
    - Not applicable
    - Yes

- No

Has a CEQA determination been made by an agency?

Select One

- Not applicable
- Yes
- No

- Name of agency
  - Spell out the name of the Local Agency. This will typically be the public agency that approves the building of the project (e.g., County or City). The Regional Water Boards are not typically the lead agency.

Name of agency

Answer:  \* (100 character maximum)

- Type and date of determination
  - Examples of determination type: Notice of Determination, Negative Declaration, Environmental Impact Report.

Type and date of determination

Answer:  \* (100 character maximum)

- State Clearinghouse (SCH) Number

State Clearinghouse (SCH) Number

Answer:  \* (100 character maximum)

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

### Existing Water Board Permit(s)

- Is the winery (including any process water generation, treatment, reuse, and disposal features/areas) covered under any other Water Boards regulatory program?
  - Select one
    - Yes
    - No

Is the winery (including any process water generation, treatment, reuse, and disposal features/areas) covered under any other Water Boards regulatory program?

Select One

- Yes
- No

- For each Water Boards waste permit or waiver, list the type, issuing agency, date of issuance, and waste discharge or other permit identification number.
  - Place ID, WDID, or order number associated with the facility in the California Integrated Water Quality System (CIWQS).
  - If unknown indicate that in the text box.
  - Indicate which identifier used in your response.
    - Example: Place ID xxxxxx.

For each Water Boards waste permit or waiver, list the type, issuing agency, date of issuance, and waste discharge or other permit identification number.

Answer:  \* (4000 character maximum)

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

### Operation Information

Any additional specific requests and technical documentation for Regional Water Board approval must be attached to this eNOI, including but not limited to the:

- Setback distance variances
  - Order Section D.1).j
- Pond sizing and/or pond lining variances
  - *Order Sections D.2).c.i.b) and D.2).c.ii.b)(1)*
- Temporary postponement of groundwater monitoring requirements
  - *Order Section D.2).f.i.b)*
- Treated wastewater from separate process water and domestic wastewater systems directed to the same subsurface disposal area
  - *Order Section A.15*
- Separately treated waste streams from the process water system and the domestic wastewater system discharged to a combined subsurface system
  - *Order Section D.4).b.ii, Order Section D.4).b.ii.b), and/or Order Section G.1).e.iii*
- Land application area (LAA) groundwater monitoring exemption
  - *Order Sections D.3).g.i.c) and e)*
- Request to participate in an existing or to develop an area-wide monitoring well network

- *Order Section D.3).g.i.b)(2)*
- Area-wide monitoring well network plan related to the land application area groundwater monitoring exemption
  - *Order Section D.3).g.i.b)(5)i)*
- Smaller separation (min. of 2 feet) between the subsurface disposal (SDS) area distribution and disposal system/appurtenances and the seasonal high-water table
  - *Order Section D.4).e.*

Please upload documentation for the items requesting Regional Water Board approval in the *Attachments* tab under the *Review Documentation* type.

- Which of the following are being requested for Regional Water Board review and approval?
  - Mark all that apply
    - Horizontal setback distance variances
    - Pond sizing and/or pond lining variances
    - Temporary postponement of groundwater monitoring
    - Separate process/domestic wastewater discharged to combined SDS
    - LAA groundwater monitoring exemption
    - Request participation in an area-wide monitoring well network
    - Vertical setback variance for the SDS (from seasonal high-water table)
    - None of the above

Which of the following are being requested for Regional Water Board review and approval?

**Mark all that apply**  Horizontal setback distance variances  Pond sizing and/or pond lining variances  Temporary postponement of groundwater monitoring  Separate process/domestic wastewater discharged to combined SDS  LAA groundwater monitoring exemption  Request participation in an area-wide monitoring well network  Vertical setback variance for SDS (from seasonal high-water table)  None of the above \*

- Which operations are generally performed at the facility?
  - Mark all that apply
    - Crushing and/or pressing
    - Producing wine or grape juice
    - Blending
    - Bottling
    - Other

Which operations are generally performed at the facility?

Mark all that apply  Crushing and/or pressing  Producing wine or grape juice  Blending  Bottling  Other \*

- How many days per year on average does the winery generate or discharge (for reuse of disposal) winery waste?
  - Enter a value between 0 and 365

How many days per year on average does the winery generate or discharge (for reuse of disposal) winery waste?

Average days per year  \* (Enter a value between 0 and 365)

- How many days per year on average does the facility crush and process grapes?
  - Enter a value between 0 and 365

How many days per year on average does the facility crush and process grapes?

Answer:  \* (Enter a value between 0 and 365)

- Provide the Month and Date crush typically begins at the facility.

Provide the Month and Date crush typically begins at the facility.

Answer:  \* (100 character maximum)

- Provide the Month and Date crush typically ends at the facility.

Provide the Month and Date crush typically ends at the facility.

Answer:  \* (100 character maximum)

- How many days per year on average does the facility operate during the off-season?
  - Enter a value between 0 and 365

How many days per year on average does the facility operate during the off-season?

Answer:  \* (Enter a value between 0 and 365)

- Provide the Month and Date off-season typically begins at the facility.

Provide the Month and Date off-season typically begins at the facility.

Answer:  \* (100 character maximum)

- Provide the Month and Date off-season typically ends at the facility.

Provide the Month and Date off-season typically ends at the facility.

Answer:  \* (100 character maximum)

- Select the proposed tier for the facility based on the gallons of process water (winery waste generated from wine, grape juice, production process) generated/produced per year.
  - Select one
    - Tier 1 (10,000 to 30,000 gallons per year or otherwise designated)
    - Tier 2 (>30,000 to 300,000 gallons per year or otherwise designated)
    - Tier 3 (>300,000 to 1,000,000 gallons per year)
    - Tier 4 (>1,000,000 to 15,000,000 gallons per year)

Select the proposed tier for your facility based on the gallons of process water (winery waste generated from wine, grape juice, production process) generated/produced per year.

Select One  \*

- Tier 1 (10,000 to 30,000 gallons per year or otherwise designated)
- Tier 2 (>30,000 to 300,000 gallons per year or otherwise designated)
- Tier 3 (>300,000 to 1,000,000 gallons per year)
- Tier 4 (>1,000,000 to 15,000,000 gallons per year)

- Current facility process water discharge flow in gallons per year (gal/yr)
  - Enter a value between 1 and 999,999,999

Current facility process water discharge flow in gallons per year (gal/yr)

Total gallons per year  \* (Enter a value between 1 and 999999999)

- Facility process water design flow in **gallons per year** (gal/yr)
  - Enter a value between 0 and 999,999,999

Facility process water design flow in gallons per year (gal/yr)

Total gallons per year  \* (Enter a value between 0 and 999999999)

- Facility process water design flow in **gallons per day** (gal/day)
  - Enter a value between 0 and 999,999,999

Facility process water design flow in **gallons per day** (gal/day)

Total gallons per day  \* (Enter a value between 0 and 999999999 )

- Process water flow data (metered or calculated) were used for Questions 23, 24, and 25 and supporting documentation is included in the *Technical Report* submitted with this application.
  - Select One
    - Yes
    - No

Process water flow data (metered or calculated) were used for Questions 23, 24, and 25 and supporting documentation is included in the Technical Report submitted with this application.

Select One

- Total volume of wine or grape juice produced (**gal/yr**)
  - Enter a value between 0 and 999,999,999

Total volume of wine or grape juice produced (gal/yr)

Total gallons of wine produced  (Enter a value between 0 and 999999999 )

- Volume of wine produced (**cases/yr**)
  - Enter a value between 0 and 999,999,999

Volume of wine produced (cases/yr)

Volume of wine produced in  \* (Enter a value between 0 and 999999999 )

cases per year

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

**Process Solids**

- How are the winery process solids disposed of?



- State where the leaves, stems, pomace, lees, bentonite, diatomaceous earth, etc. are disposed of.
- Mark all that apply
  - Not applicable
  - Land application area (at the facility or other property with same ownership)
  - Onsite composting
  - Offsite reuse or disposal (under applicant's responsibility)
  - Offsite reuse or disposal (commercial hauler or permitted disposal)
  - Offsite composting

How are the winery process solids disposed of?

Mark all that apply  Not applicable  Land application area (at facility or other property with same ownership)  Onsite composting  Offsite reuse or apply disposal (under applicant's responsibility)  Offsite reuse or disposal (commercial hauler or permitted disposal)  Offsite composting \*

- Winery process solids produced, annual total (ton/yr)
  - Enter a value between 0 and 999,999,999

Winery process solids produced, annual total (ton/yr)

Tons per year  \* (Enter a value between 0 and 999999999 )

- Acres used for applying winery process solids
  - Total acres
    - Enter a value between 0 and 999,999,999

Acres used for applying winery process solids

Total acres  \* (Enter a value between 0 and 999999999 )

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

**Ponds**

- Number of process water ponds
  - Total number of ponds
    - Enter a value between 0 and 999,999,999

Number of process water ponds

Total number of ponds  \* (Enter a value between 0 and 999999999 )

- Pond #1 size (gal)
  - Total gallons
    - Enter a value between 0 and 999,999,999

Pond #1 size (gal)  
Total gallons  \* (Enter a value between 0 and 999999999 )

- Pond #1 use type
  - Select one
    - Not applicable
    - Storage
    - Aerated
    - Settling
    - Other

Pond #1 use type  
Select one   
Not applicable  
Storage  
Aerated  
Settling  
Other

- Pond #1 liner type
  - Select one
    - Not applicable
    - Unlined
    - Synthetic
    - Clay
    - Concrete
    - Other

Pond #1 liner type  
Select one   
Not applicable  
Unlined  
Synthetic  
Clay  
Concrete  
Other

- Pond #2 size (gal)
  - Total gallons
    - Enter a value between 0 and 999,999,999

Pond #2 size (gal)  
Total gallons  \* (Enter a value between 0 and 999999999)

- Pond #2 use type
  - Select one
    - Not applicable
    - Storage
    - Aerated
    - Settling
    - Other

Pond #2 use type  
Select one   
Not applicable  
Storage  
Aerated  
Settling  
Other

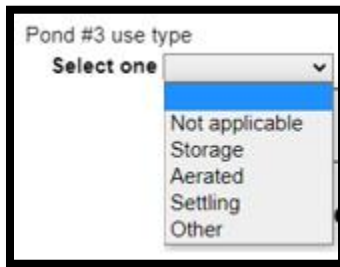
- Pond #2 liner type
  - Select one
    - Not applicable
    - Unlined
    - Synthetic
    - Clay
    - Concrete
    - Other

Pond #2 liner type  
Select one   
Not applicable  
Unlined  
Synthetic  
Clay  
Concrete  
Other

- Pond #3 size (gal)
  - Total gallons
    - Enter a value between 0 and 999,999,999

Pond #3 size (gal)  
Total gallons  \* (Enter a value between 0 and 999999999)

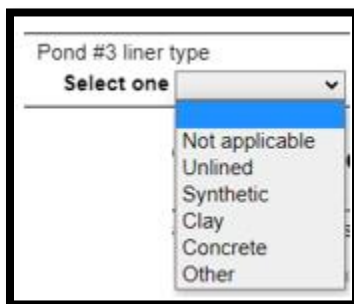
- Pond #3 use type
  - Select one
    - Not applicable
    - Storage
    - Aerated
    - Settling
    - Other



Pond #3 use type  
Select one

- Not applicable
- Storage
- Aerated
- Settling
- Other

- Pond #3 liner type
  - Select one
    - Not applicable
    - Unlined
    - Synthetic
    - Clay
    - Concrete
    - Other



Pond #3 liner type  
Select one

- Not applicable
- Unlined
- Synthetic
- Clay
- Concrete
- Other

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

**Winery Process Water Reuse or Disposal**

- Winery process water and disposal system consists of:
  - Mark all that apply
    - Pond(s)
    - Land application area
    - Subsurface disposal area
    - Other (e.g., publicly owned treatment works)

Winery process water and disposal system consists of:  
 Mark all that apply  Pond(s)  Land application area  Subsurface disposal area  Other (e.g., publicly owned treatment works) \*

- Describe any discharge or reuse of the process water (e.g., crop irrigation, frost protection, dust abatement/control, fire protection, etc.)

Describe any discharge or reuse of the process water (e.g., crop irrigation, frost protection, dust abatement/control, fire protection, etc.).  
 Answer:  (4000 character maximum; 4000 characters remaining)

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

**Land Application Areas**

- Are land application areas utilized?
  - Select one
    - Yes
    - No

Are land application areas utilized?  
 Select one  \*

- Land application area APN(s)
  - Parcel numbers should be recorded in the format that the jurisdiction of the facility uses.
    - Example 1: 000-111-222
    - Example 2: 000-111-222-333

Land application area APN(s)  
 Answer:  \* (100 character maximum)

- Total land application area (acres)
  - Enter a value between 0 and 999,999,999

Total land application area (acres)  
 Total acres  \* (Enter a value between 0 and 999999999 )

- If process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to the land application areas?
  - Total percentage
    - Enter a value between 0 and 100

If process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to the land application areas?  
 Total percentage  \* (Enter a value between 0 and 100 )

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

**Subsurface Disposal Systems**

- Does the facility have an onsite wastewater treatment and disposal system?
  - Onsite wastewater treatment system (OWTS): individual disposal systems, community collection and disposal systems, and alternative collection and disposal systems that use subsurface disposal.
    - Select one
      - Yes
      - No

Does the facility have an onsite wastewater treatment and disposal system?  
 Select one  \*  
 Yes  
 No

- Subsurface disposal system method
  - Mark all that apply
    - Not applicable
    - Leachfield
    - Dual leachfield
    - Drip distribution

- Pressure distribution
- Other

Subsurface disposal system method

Mark all that apply  Not applicable  Leachfield  Dual leachfield  Drip distribution  Pressure distribution  Other \*

- Storage/tank volume (gal)
  - Enter a value between 0 and 999,999,999

Storage/tank volume (gal)

Total gallons  \* (Enter a value between 0 and 999999999 )

- Storage/tank detention time (days)
  - Enter a value between 0 and 365

Storage/tank detention time (days)

Total days per year  \* (Enter a value between 0 and 365 )

- Description of storage/treatment prior to discharge into the subsurface disposal system

Description of storage/treatment prior to discharge into the subsurface disposal system

Answer:  \* (4000 character maximum)

- Treatment and subsurface disposal for domestic wastewater
  - Mark all that apply
    - Not applicable
    - Disposal is comingled but treatment is separate
    - Treatment and disposal are both comingled
    - Disposal is separate but treatment is comingled

Treatment and subsurface disposal for domestic wastewater

Mark all that apply  Not applicable  Disposal is comingled but treatment is separate  Treatment and disposal are both comingled  Disposal is separate but treatment is comingled \*

- Describe how the system will comply with the subsurface disposal Winery Order requirements for comingled process and domestic wastewater systems.
  - Comingled: winery process water and domestic wastewater are combined.

- Select one
  - Not applicable
  - Separate the treatment
  - Separate the treatment and disposal
  - Obtain separate domestic wastewater system permit
    - *Note:* This is done by obtaining Regional Water Board approval for separate system permitting

Describe how the system will comply with the subsurface disposal Winery Order requirements for comingled process and domestic wastewater systems.

Select one

- Not applicable
- Separate the treatment
- Separate the treatment and disposal
- Obtain separate domestic wastewater system permit

- 100 percent (%) redundancy area?
  - Select one
    - Not applicable
    - Yes
    - No

100 percent (%) redundancy area?

Select one

- Not applicable
- Yes
- No

- Subsurface disposal system area (acres)
  - Enter a value between 0 and 999,999,999

Subsurface disposal system area (acres)

Total acres  \* (Enter a value between 0 and 999999999)

- Subsurface disposal system APN(s)
  - Parcel numbers should be recorded in the format that your jurisdiction uses.
    - Example 1: 000-111-222
    - Example 2: 000-111-222-333

Subsurface disposal system APN(s)

Answer:  \* (100 character maximum)



- If process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to subsurface disposal?
  - Total percentage
    - Enter a value between 0 and 100

If winery process water is directed to both a land application area and a subsurface disposal system, what is the percentage going to subsurface disposal?

Total percentage  \* (Enter a value between 0 and 100 )

**Reminder to scroll or jump to the top (ctrl + home) or to the bottom (ctrl + end) of the page to save information entered on the screen.**

### Groundwater Monitoring

- Number of groundwater monitoring wells
  - Total number of groundwater monitoring wells
    - Enter a value between 0 and 100

Number of groundwater monitoring wells

Total number of groundwater monitoring wells  \* (Enter a value between 0 and 100 )

- Average depth to groundwater (ft)
  - Depth measurement averaged across all existing groundwater monitoring wells in the network.
  - Total average footage
    - Enter a value between 0 and 100

Average depth to groundwater (ft)

Total average footage  \* (Enter a value between 0 and 100 )

- Brief description of groundwater monitoring well network, include any specific features being monitored.
  - Example features include but are not limited to ponds, land application area, subsurface disposal system, etc.

Brief description of groundwater monitoring well network, include any specific features being monitored.

Answer:  \* (4000 character maximum)

- Approximate distance of winery features (facility, ponds, disposal areas) to nearest known supply well(s)
  - Examples of a disposal area include a land application area or a subsurface disposal system.
  - Total approximate footage
    - Enter a value between 0 and 999,999,999

Approximate distance of winery features (facility, ponds, disposal areas) to nearest known supply well(s)

Total approximate footage  \* (Enter a value between 0 and 999999999 )

- Approximate distance of winery features (facility, ponds, disposal areas) to the nearest surface water or drainage feature
  - Examples of a disposal area include a land application area or a subsurface disposal system.
  - Total approximate footage
    - Enter a value between 0 and 999,999,999

Approximate distance of winery features (facility, ponds, disposal areas) to nearest known supply well(s)

Total approximate footage  \* (Enter a value between 0 and 999999999 )

- Name(s) of any surface water or drainage features onsite or adjacent to the site
  - For example, Drainage A onsite, Creek 2 adjacent. If not known or not applicable, indicate *Unknown* or *N/A*.


Name(s) of any surface water or drainage features onsite or adjacent to the site

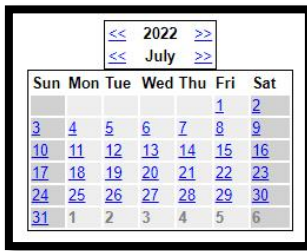
Answer:  \* (100 character maximum)

**Submittal and Certification**

- By what date will the facility be in compliance with the Winery Order?
  - Use the format mm/dd/yyyy
  - Clicking on the calendar will open a calendar window that can be used to select the date the facility will be in compliance with the Winery Order.

By what date will the facility be in compliance with the Winery Order?

mm/dd/yyyy   \*



Read the following completely and carefully before certifying that the information in this eNOI is complete and accurate.

*“I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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.”*

- Submitter’s Title

Submitter’s title:  
 Answer:  \* (100 character maximum)

- Submitter’s Email

Submitter’s email:  
 Answer:  \* (100 character maximum)

- Submitter’s Phone

Submitter’s phone:  
 Answer:  \* (100 character maximum)

- First name of Legally Responsible Official
  - This individual must have an eligible title to be the signee (titles listed on pages 47 and 48).

First name of Legally Responsible Official:

Answer:  \* (100 character maximum)

- Last name of Legally Responsible Official

Last name of Legally Responsible Official:

Answer:  \* (100 character maximum)

- Legally Responsible Official's Title

Legally Responsible Official's title:

Answer:  (100 character maximum; 100 characters remaining)

- Legally Responsible Official's email

Legally Responsible Official's email:

Answer:  \* (100 character maximum)

- Legally Responsible Official's phone

Legally Responsible Official's phone:

Answer:  \* (100 character maximum)

### Legally Responsible Official Signature

*Note:* the below will be completed by the Legally Responsible Official **after** the electronic Notice of Intent (eNOI) is submitted on the CIWQS portal. The signature must follow the guidelines in the *Sign and Submit* section of this document.

#### Legally Responsible Official

( ) I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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.

Signed: \_\_\_\_\_

Click *Save and Continue* to move to the *Attachments* tab.

*Note:* In the case of blank fields the screen will either (a) redirect to a field stating “this field is required” or (b) a dialog box will appear indicating what response type and question is blank.

Answer:  This field is required.

**ciwqs.waterboards.ca.gov says**

Please select atleast one checkbox from question : Type of discharge:  
W.....

### Tab 9 – Attachments

All required and applicable documents must be uploaded in the *Attachments* tab. The attachment description and title should be explicit for document contents.

<a href="#">General</a>   <a href="#">Facility</a>   <a href="#">Facility Owner</a>   <a href="#">Facility Operator</a>   <a href="#">Land Owner</a>   <a href="#">Notice Serve Address</a>   <a href="#">Billing Address</a>   <a href="#">Questionnaire</a>   <b>Attachments</b>   <a href="#">Status</a>   <a href="#">Preview</a>				
To add a document select the file and click Upload.				
Note: The upload process may take a few minutes depending on the speed of your Internet connection and the size of the file. Do not attempt to click the "Refresh" or "Submit" buttons during the upload process.				
<b>Attachments / Supporting documents</b>				
Please upload all the supporting documents.				
Attachment Type	<input type="text"/>			
Attachment Description	<input type="text"/>			
File Name	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			
<small>File size should be less than 10MB. MS Office, PDF, and Picture files are accepted. (PDF is recommended)</small>				
The following are the uploaded documents				
File Name	Document Type	File Description	Date/Time Uploaded	Status

**Every eNOI application is required to have an associated technical report.** The user will receive an incomplete NOI message as a result of a form completion check if a submittal is attempted without having a technical report attached.

**Electronic Form Completeness Check Results**

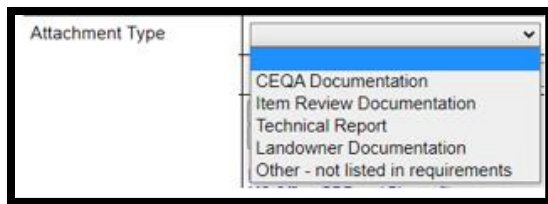
The completion check indicates that the form is **INCOMPLETE**. Please review the following list of incomplete or missing information:

- NOI Incomplete: Required attachment is missing: Technical Report

Attachment types are described below.

- CEQA Documentation
  - CEQA documentation is required for facilities that are applying as new or expanding/upgrading.
- Item Review Documentation

- If there is a request for any Regional Water Board review, the appropriate information must be included. Examples of [situations that need Regional Water Board review and approval](#) are provided on the [Winery Order program webpage](#).
- Technical Report
  - Required for an eNOI submittals. See Attachment C of the [Winery Order](#) for additional information.
- Landowner documentation
  - If the disposal area is not on the same parcel as the winery, you must include a signed agreement with the disposal area landowner.
- Other – not listed in requirements



After uploading, open the document and verify that it is correctly labeled. Use the delete button to reupload a file with a corrected name. The user cannot make changes to these documents once the eNOI is submitted. Contact the appropriate Regional Water Board if any corrections are needed after submittal or to request the eNOI to be returned.

The following are the uploaded documents

File Name	Document Type	File Description	Date/Time Uploaded	Status	
<a href="#">request_for_regional_approval.pdf</a>	Item Review Documentation	Review for pond variance setback request	07/20/2022	OK	<a href="#">delete</a>

After all required and necessary documents are uploaded, click on the *Status* tab (there is no *Save and Continue* button).

## Tab 10 – Status

This is a view only screen that displays the statuses and dates of status changes for the submitted eNOI throughout approval. There are four status types: (1) Application in preparation; (2) Submitted, Under Review; (3) Returned to applicant; (4) Processed and approved.

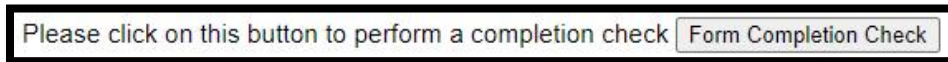
You can access this information at any time by using steps provided at the beginning of this guide.

Form Status
Application in preparation
Submitted, Under Review
Returned to applicant
Submitted, Under Review
Processed and approved

## Tab 11 – Preview

This is an important screen in the eNOI submittal process. Here the user runs a *Form Completion Check* and *Prints* the form for signature by the Legally Responsible Official (can also be saved as a Portable Document Format [PDF]).

Review each field for accuracy before performing a *Form Completion Check* or *Printing* the form. Navigate to the correct tab to make edits if information needs correction. After all fields are verified, click the *Form Completion Check* button.



Any mandatory (\*) missing information will be listed at the bottom of the screen and must be corrected on the applicable tab before submittal. The eNOI cannot be submitted until the corrections are made.



After the corrections are made, perform another *Form Completion Check*. At the bottom of the screen is a *Certification and Submission Statement* that is intended for the individual submitting the eNOI application.

## Submissions and Signatures

### Submit Electronically Through CIWQS

If necessary, perform another form completion check. Scroll or jump (ctrl + end) to the bottom of the screen and complete the remaining fields. The information here is for the individual submitting the eNOI.

Read the following carefully and completely, checking the verification boxes after.

*I certify the following:*

*“Under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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.”*

*“I have printed the complete PDF form generated and will be mailing or emailing the signed form to RWQCB in order to complete the submission process.”*

To submit the electronic form, complete the *Certification And Submission Statement* fields and click the *Submit Electronic Form* button. If you are not ready to submit your form yet, please click on the any of the tabs above to navigate away from the screen.

- Application Fee
  - The amount associated with the facility tier is the *Application Fee*. See the State Water Resources Control Board's [Water Quality Fees webpage](#).
- Submitter Initial
- Submit Date
- Submitter Title
- Submitter First Name
- Submitter Last Name

After the *Certification and Submission Statement* fields are completed the eNOI can be submitted to the Water Boards via the *Submit Electronic Form* button and confirming the intention to submit the eNOI using the dialog box. If the form is not ready to submit, click on the any of the tabs above to navigate away from the screen.



**Certification And Submission Statement**

Please read the following certification and submission statement before submitting the form.

I certify the following:

- Under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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.
- I have printed the complete PDF form generated and will be mailing or emailing the signed form to RWQCB in order to complete the submission process.

To submit this electronic form, please enter your initials certifying the accuracy of the form and click the "Submit Electronic Form" button. If you are not ready to submit your form yet, please click on the any of the tabs above to navigate away from this screen.

<b>Application Fee:</b>	<input type="text"/>	<b>Submitter Initial</b>	<input type="text"/>	<b>Submit Date</b>	<input type="text"/>
<b>Submitter Title</b>	<input type="text"/>	<b>Submitter First Name</b>	<input type="text"/>	<b>Submitter Last Name</b>	<input type="text"/>
<input type="button" value="Print this Page"/>		Please review before you submit the form, once submitted can not be undone			<input type="button" value="Submit Electronic Form"/>

**ciwqs.waterboards.ca.gov says**

Your electronic form is about to be submitted and can not be undone.  
Please click on OK to continue, else click CANCEL

*Note:* once the form is submitted changes cannot be made.

### Confirmation and Printing

After submittal the Form ID and User Email shown should be recorded for future use if not done so already. The Form Status should show *Submitted, Under Review*. Print the form after submittal using the appropriate button on the confirmation screen or using the link in the confirmation email. This printed document must be provided to the Legally Responsible Official for signature.

**Electronic Form entry complete - Acknowledgement**

Your Electronic Form is successfully submitted to RWQCB with a unique form id as mentioned below. Please keep this ID for your future references.

Form ID:	<input type="text"/>
User Email:	<input type="text"/>
Form Name:	Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent
Form Status:	Submitted, Under Review

An automatic submittal confirmation email will be sent to the User Email provided and should be recorded for future reference. This email will come from CIWQS. **Please do not respond. If there are questions, please contact the State Water Board at [DWQ-Winery@waterboards.ca.gov](mailto:DWQ-Winery@waterboards.ca.gov)**

CIWQS Application Submitted



Retention Policy: WB 90-Day Outlook Entire Mailbox (1 year) Expires: 7/22/2023  
This is the most recent version, but you made changes to another copy. Click here to see the other versions.

An application (form ID [REDACTED] associated with Statewide General Waste Discharge Requirements for Winery Process Water - Notice of Intent was submitted through the California Integrated Water Quality System (CIWQS) using this email address.

Click [HERE](#) to view the submitted application.

To complete the application process, the application must be printed, signed, and sent in hard-copy or emailed to the Water Board. The applicable fee must also be submitted.

If you have any questions, please contact the CIWQS Help Center at: 866-79-CIWQS (24977) or [ciwqshelp@waterboards.ca.gov](mailto:ciwqshelp@waterboards.ca.gov).

Email auto-generated by CIWQS on 07/22/2022

## **PART 2: Application Fee Payment and Legally Responsible Official Signature**

### **Pay Application Fee**

The application fee is the first annual fee. The application fee amount must be paid before the Water Boards will process the eNOI or issue Winery Order enrollment. For assistance determining the correct fee, please reference the State Water Resources Control Board's [Water Quality Fees webpage](#). For guidance on paying a fee, refer to the [Guidance for Fee Payment](#) document available on the [Winery Order program webpage](#).

### **Legally Responsible Official: Sign and Send the eNOI to Regional Water Board**

The Legally Responsible Official signee must provide a signed copy (e.g., digital signature, scanned signed copy, image of signed copy, mailed with wet signature) of the submitted application to the Water Boards.

The signed copy should be emailed for electronic payments or mailed to the Water Boards with the fee payment check. More information for fee payment is available on the [Winery Order program webpage](#).

Acceptable Legally Responsible Official signatures are:

- Corporation, or a limited liability company: a principal executive officer/responsible corporate officer of at least the level of senior vice president.
- Partnership or individual (sole proprietorship): a general partner or the proprietor.

- Governmental or public agency: either a principal executive officer or ranking elected/appointed official.
- Individual: the individual; or
- Any type of entity not listed above (for example: trusts, estates, receivers): an authorized person with managerial authority over the construction or land disturbance project.

The Legally Responsible Official should read the following completely and carefully before certifying that the information in the eNOI is complete and accurate. The Legally Responsible Official must mark the field confirming that they have read the statement before signing on the provided signature line.

*“I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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.”*

### **Email the Signed eNOI**

If the application fee was paid electronically, email a *signed* copy of the eNOI application to the Regional Water Board using the email address in the *Contacts* section below. The subject of the email should include “WDR Fee Payment”. Attach the signed form and include the facility name, facility city, and payment confirmation number in the body of the email. Include any additional information the Regional Water Board should be aware of if necessary.

### **Mail the Signed eNOI**

Application payments via check, money order, or cashier check should be mailed directly to the Regional Water Board along with the *signed* copy of the printed eNOI. Include the Form ID number on the check, money order, or cashier check. Mailing addresses are provided in the *Contacts* section.

## Water Boards Contacts

Regional Water Quality Control Board and State Water Resources Control Board program email and billing addresses are included below.

<p>North Coast Regional Water Quality Control Board (Region 1)</p>	<p><a href="mailto:RB1-Winery@waterboards.ca.gov">RB1-Winery@waterboards.ca.gov</a></p> <p>California Regional Water Quality Control Board North Coast Region Attention: WDR Program, Wineries 5550 Skylane Boulevard, Suite A Santa Rosa, CA 95403</p>
<p>San Francisco Bay Regional Water Quality Control Board (Region 2)</p>	<p><a href="mailto:RB2-Winery@waterboards.ca.gov">RB2-Winery@waterboards.ca.gov</a></p> <p>San Francisco Bay Regional Water Quality Control Board Attention: WDR Program, Wineries 1515 Clay Street, Suite 1400 Oakland, CA 94612</p>
<p>Central Coast Regional Water Quality Control Board (Region 3)</p>	<p><a href="mailto:RB3-Winery@waterboards.ca.gov">RB3-Winery@waterboards.ca.gov</a></p> <p>Central Coast Regional Water Quality Control Board Attention: WDR Program, Wineries 895 Aerovista Suite 101 San Luis Obispo, CA 93401</p>
<p>Los Angeles Regional Water Quality Control Board (Region 4)</p>	<p><a href="mailto:losangeles@waterboards.ca.gov">losangeles@waterboards.ca.gov</a></p> <p>Los Angeles Regional Water Quality Control Board Attention: WDR Program, Wineries 320 W. 4th Street, Suite 200 Los Angeles, CA 90013</p>
<p>Central Valley Regional Water Quality Control Board – Redding (Region 5)</p>	<p><a href="mailto:RB5R-Winery@waterboards.ca.gov">RB5R-Winery@waterboards.ca.gov</a></p> <p>Central Valley Regional Water Quality Control Board Attention: WDR Program, Wineries 364 Knollcrest Drive, Suite 205 Redding, CA 96002</p>

<p>Central Valley Regional Water Quality Control Board – Sacramento (Region 5)</p>	<p><a href="mailto:RB5S-Winery@waterboards.ca.gov">RB5S-Winery@waterboards.ca.gov</a></p> <p>Central Valley Regional Water Quality Control Board Attention: WDR Program, Wineries 11020 Sun Center Drive, Suite 200 Rancho Cordova, CA 95670</p>
<p>Central Valley Regional Water Quality Control Board – Fresno (Region 5)</p>	<p><a href="mailto:RB5F-Winery@waterboards.ca.gov">RB5F-Winery@waterboards.ca.gov</a></p> <p>Central Valley Regional Water Quality Control Board Attention: WDR Program, Wineries 1685 E Street Fresno, CA 93706</p>
<p>Lahontan Regional Water Quality Control Board - South Lake Tahoe (Region 6)</p>	<p><a href="mailto:lahontan@waterboards.ca.gov">lahontan@waterboards.ca.gov</a></p> <p>Lahontan Regional Water Quality Control Board Attention: WDR Program, Wineries 2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150</p>
<p>Lahontan Regional Water Quality Control Board – Victorville (Region 6)</p>	<p><a href="mailto:lahontan@waterboards.ca.gov">lahontan@waterboards.ca.gov</a></p> <p>Lahontan Regional Water Quality Control Board Attention: WDR Program, Wineries 15095 Amargosa Road - Bldg. 2, Ste 210 Victorville Ca 92394</p>
<p>Colorado River Basin Regional Water Quality Control Board (Region 7)</p>	<p><a href="mailto:rb7-wdrs_paperless@waterboards.ca.gov">rb7-wdrs_paperless@waterboards.ca.gov</a> Note the underscore between “wdrs” and “paperless”</p> <p>Colorado River Basin Regional Water Quality Control Board Attention: WDR Program, Wineries 73-720 Fred Waring Dr., Suite 100 Palm Desert, CA 92260</p>

<p>Santa Ana Regional Water Quality Control Board (Region 8)</p>	<p><a href="mailto:santaana@waterboards.ca.gov">santaana@waterboards.ca.gov</a></p> <p>Santa Ana Regional Water Quality Control Board Attention: WDR Program, Wineries 3737 Main Street, Suite 500 Riverside, CA 92501-3348</p>
<p>San Diego Regional Water Quality Control Board (Region 9)</p>	<p><a href="mailto:sandiego@waterboards.ca.gov">sandiego@waterboards.ca.gov</a></p> <p>San Diego Regional Water Quality Control Board Attention: WDR Program, Wineries 2375 Northside Drive, Suite 100 San Diego, CA 92108</p>
<p>State Water Resources Control Board</p>	<p><a href="mailto:DWQ-Winery@waterboard.ca.gov">DWQ-Winery@waterboard.ca.gov</a></p> <p>State Water Resources Control Board Division of Water Quality Waste Discharge Requirement Unit, 15<sup>th</sup> Floor P.O. Box 100 Sacramento, CA 95812-0100</p>