

Water Quality Program

Upland Finfish Hatching & Rearing

General Permit Renewal

Permit Renewal Instructions

You may access your Uplands Finfish Hatching and Rearing General Permit Renewal via SecureAccess Washington, a secure gateway to many government services, and the Water Quality Permitting Portal. If you already started the renewal process, please refer to the instructions on the last page of this document to [find your existing NOI applications and renewals](#).

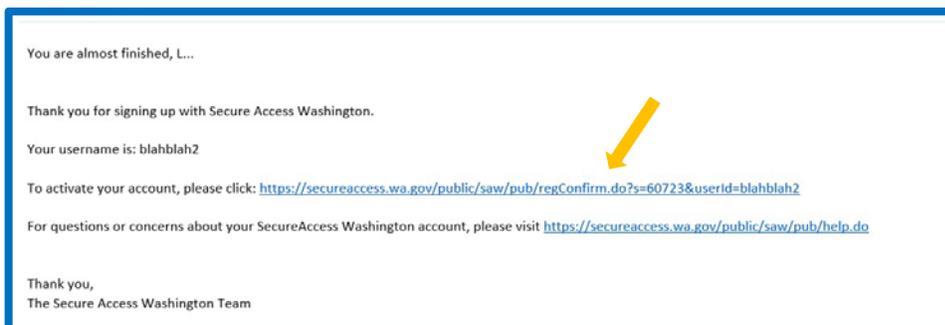
Step 1: Sign up for a SecureAccess Washington (SAW).

If you already have a SAW account, go to Step 2. If you already have the WQWebPortal, you may start your renewal with Step 3.

- Sign up for a SecureAccess Washington (SAW) account
- Go to: <https://secureaccess.wa.gov/myAccess/saw/select.do> and select Sign Up.



- Complete the sign-up sequence and hit submit
- You will receive an email from SecureAccess Washington with a link you must click to activate your SAW account



- Go to: <https://secureaccess.wa.gov/ecy/wqwebportal>
- Complete the sign-up sequence by creating a new account

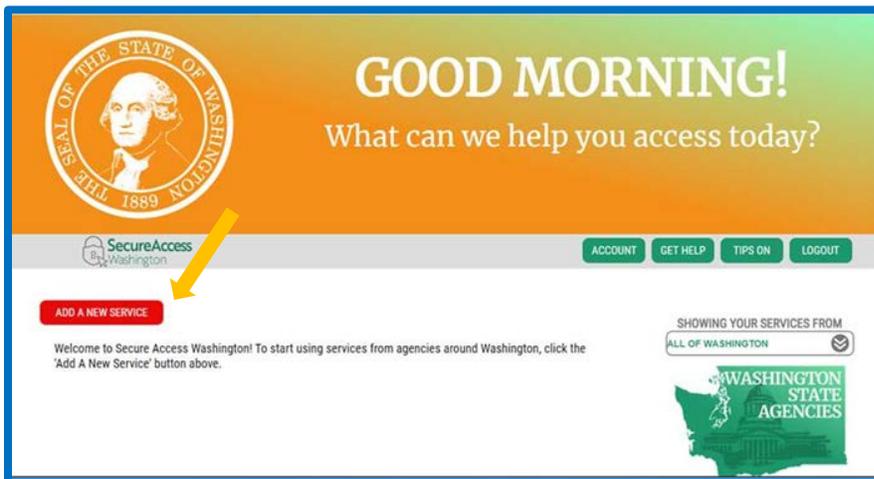
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- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder if you do not receive one)

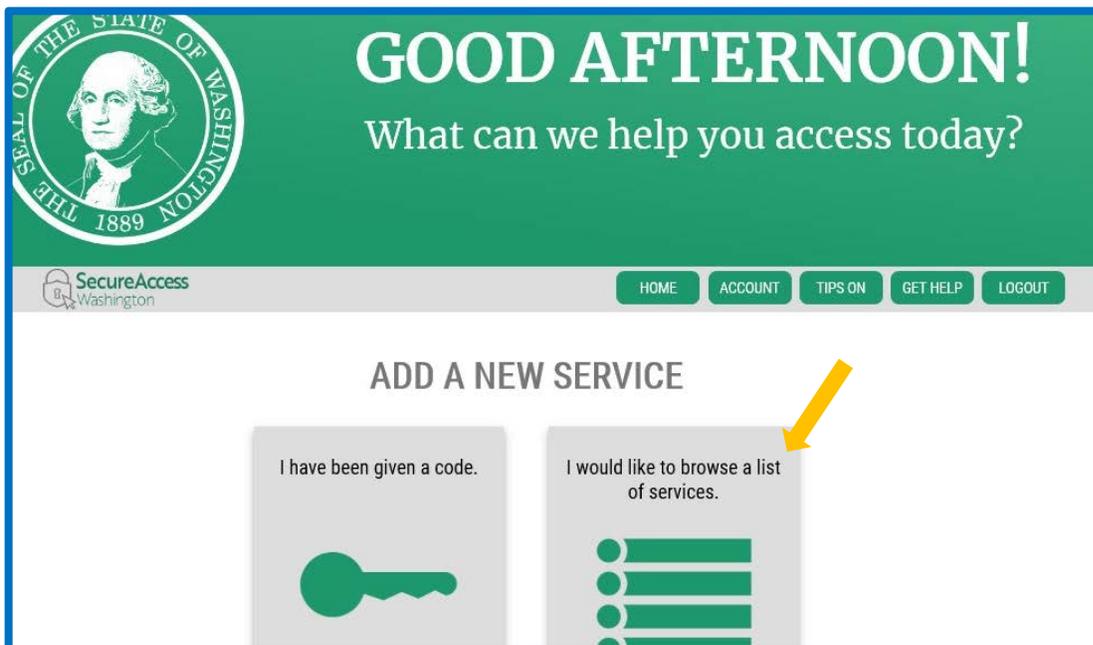
Step 2: Add a service for WQWebPortal

If you have already the WQWebPortal, you may begin your renewal

- Log into your SecureAccess Washington (SAW) account
- Click on “Add New Service”

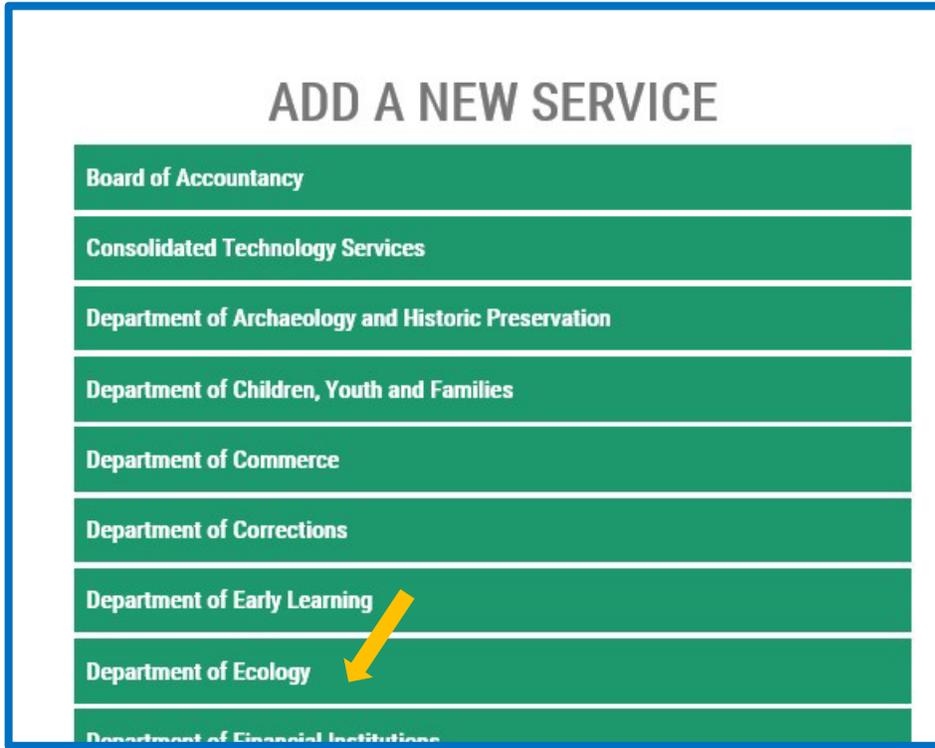


- Click in the box “I would like to browse a list of services”

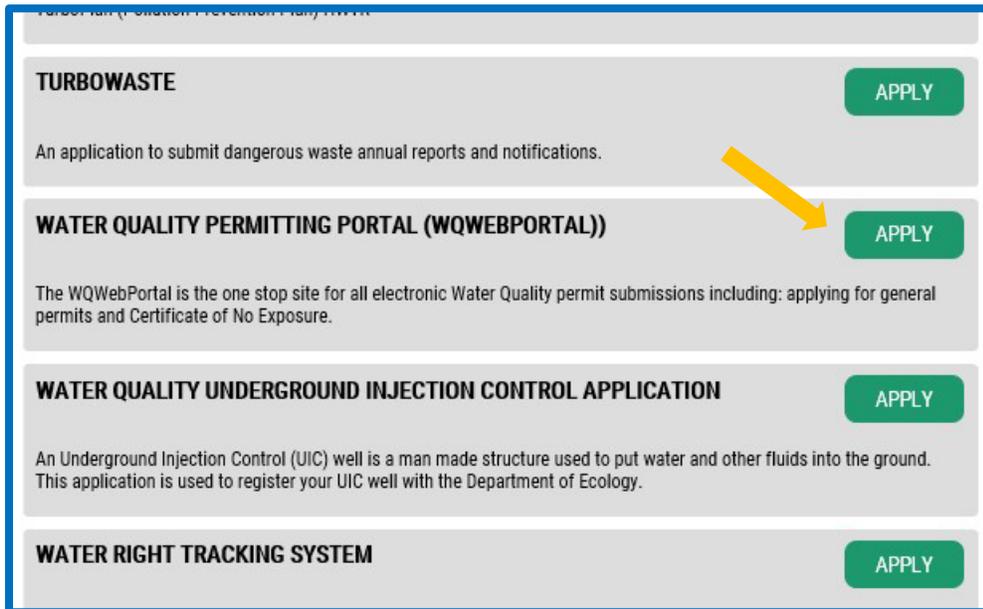


- Click on “Department of Ecology”

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- Look for “Water Quality Permitting Portal (WQWebPortal)” and click **APPLY**

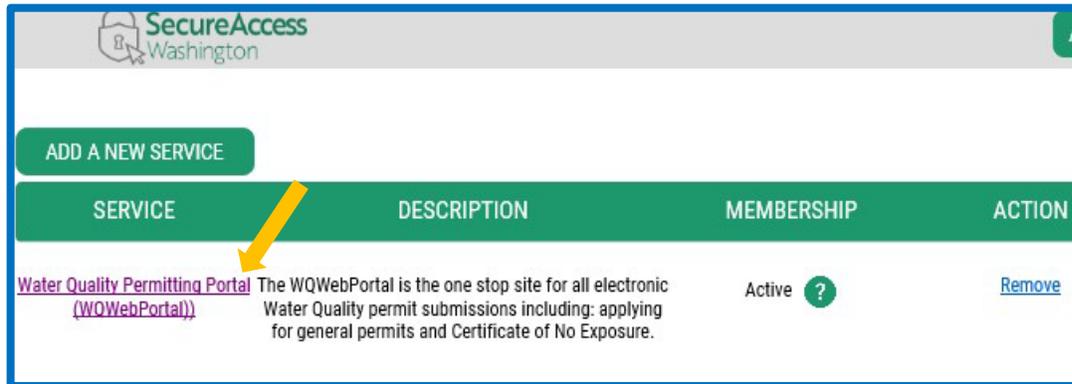


- Click **Ok**. Use link from email to log into your SAW account. Click on the Water Quality Permitting Portal (WQWebPortal)) and hit **CONTINUE** to the Portal Home Page

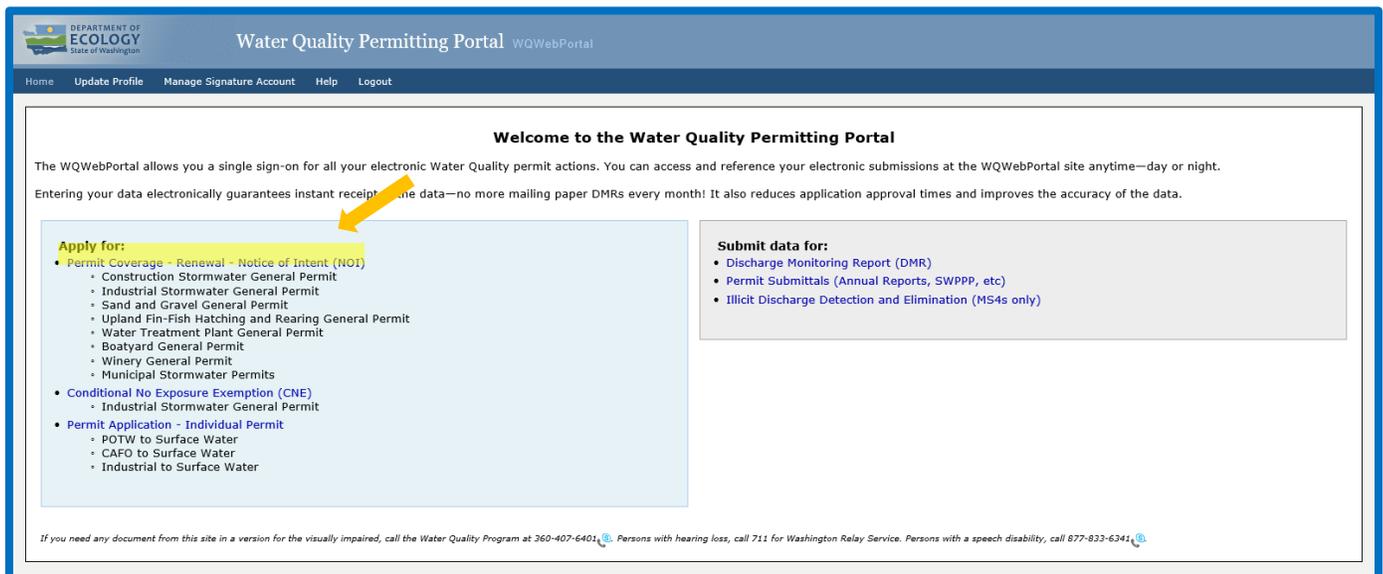
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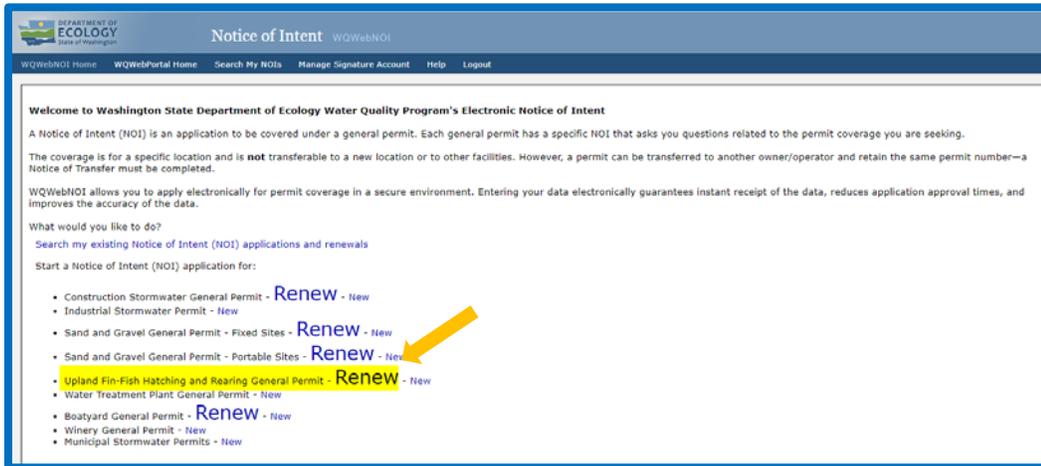


Step 3: Click Permit Coverage – Renewal - Notice of Intent (NOI) From the Water Quality Permitting Portal Home Page



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Step 4: Click the **Renew** button next to Upland Fin-Fish Hatching and Rearing General Permit



WQWebNOI Home WQWebPortal Home Search My NOIs Manage Signature Account Help Logout

Notice of Intent WQWebNOI

Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent

A Notice of Intent (NOI) is an application to be covered under a general permit. Each general permit has a specific NOI that asks you questions related to the permit coverage you are seeking.

The coverage is for a specific location and is **not** transferable to a new location or to other facilities. However, a permit can be transferred to another owner/operator and retain the same permit number—a Notice of Transfer must be completed.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant receipt of the data, reduces application approval times, and improves the accuracy of the data.

What would you like to do?

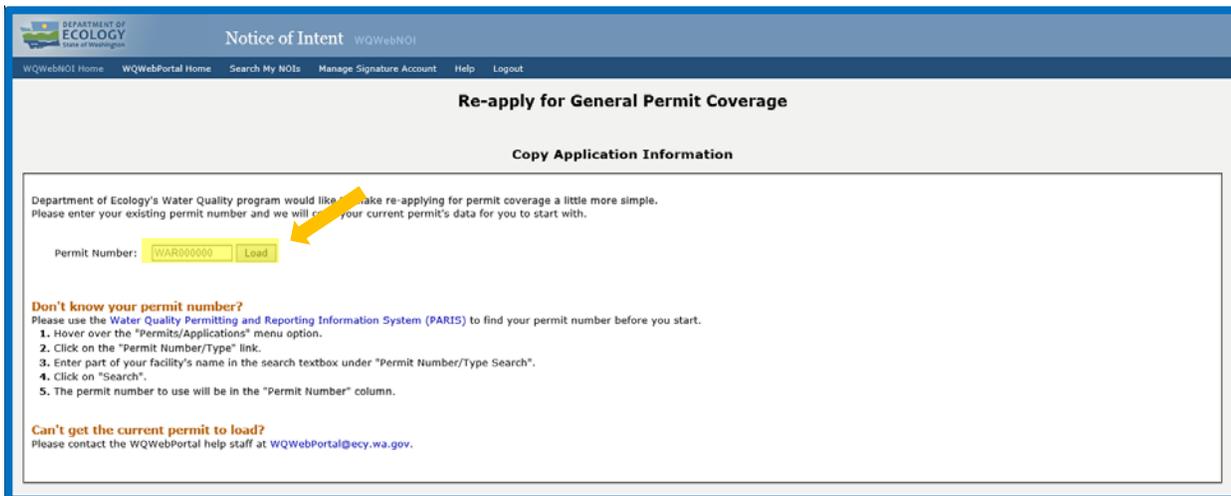
Search my existing Notice of Intent (NOI) applications and renewals

Start a Notice of Intent (NOI) application for:

- Construction Stormwater General Permit - [Renew](#) - [New](#)
- Industrial Stormwater Permit - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [Renew](#) - [New](#)
- Sand and Gravel General Permit - Portable Sites - [Renew](#) - [New](#)
- Upland Fin-Fish Hatching and Rearing General Permit - [Renew](#) - [New](#)**
- Water Treatment Plant General Permit - [New](#)
- Boatyard General Permit - [Renew](#) - [New](#)
- Winery General Permit - [New](#)
- Municipal Stormwater Permits - [New](#)

Step 5: Enter your permit #, including letters, and click **Load**.

- Once you load the Renewal you are the only person who can access the renewal application.



WQWebNOI Home WQWebPortal Home Search My NOIs Manage Signature Account Help Logout

Notice of Intent WQWebNOI

Re-apply for General Permit Coverage

Copy Application Information

Department of Ecology's Water Quality program would like to make re-applying for permit coverage a little more simple. Please enter your existing permit number and we will copy your current permit's data for you to start with.

Permit Number:

Don't know your permit number?
Please use the Water Quality Permitting and Reporting Information System (PARIS) to find your permit number before you start.

1. Hover over the "Permits/Applications" menu option.
2. Click on the "Permit Number/Type" link.
3. Enter part of your facility's name in the search textbox under "Permit Number/Type Search".
4. Click on "Search".
5. The permit number to use will be in the "Permit Number" column.

Can't get the current permit to load?
Please contact the WQWebPortal help staff at WQWebPortal@ecy.wa.gov.

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Step 6: Review and make updates that are needed by clicking through the tabs on the left with information from your facility permit file for you to review and potentially update (see green highlight). Follow the directions. Please note that once you have loaded the NOI, the document has been created and you are the only person who can access it. When you are finished, click Save and Continue. If you need to leave your application and finish it later, click Save and Submit Later bottom right.

The screenshot shows the 'Notice of Intent' (NOI) application interface for the Department of Ecology, State of Washington. The page title is 'Notice of Intent WQWebNOI'. The navigation bar includes links for 'NOI Home', 'WQWebPortal Home', 'Search My NOIs', 'Manage Signature Account', 'Help', and 'Logout'. A message instructs users to use the left-side tabs to navigate and that information is saved automatically. The 'Facility' tab is highlighted in green. The main content area is titled 'Facility Name and Location' and includes instructions to review location information and confirm latitude/longitude. It also provides a link to reapply if the facility is no longer at the address. The form fields include: 'This Facility/Site's Ownership Type is:' (Public), 'Facility/Site Name:', 'Street Address:', 'City:', 'Zip:', 'Latitude:', 'Longitude:', and 'County:'. A 'View Map' button is located below the longitude field. At the bottom right, there are three buttons: 'Cancel', 'Save and Submit Later', and 'Save and Continue', with the latter two highlighted in yellow.

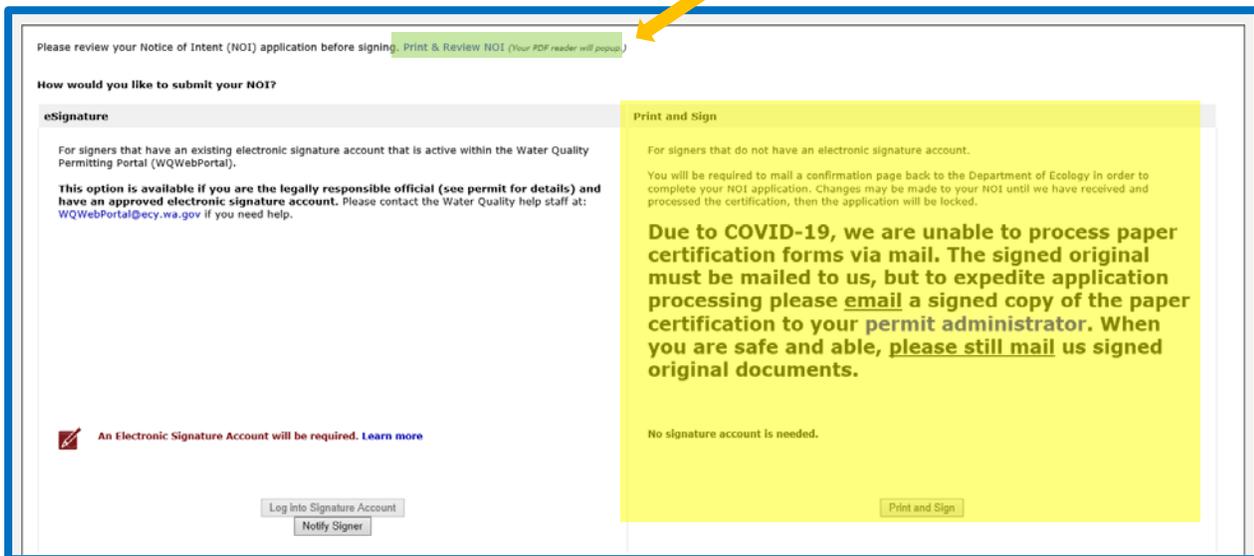
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Step 7: Finalize the renewal

- **Review:** At the top of page (see green highlight), click on Print and Review the Renewal NOI to review a PDF.
- **Sign:** Only the Legal Responsible Party (LRP) can sign the NOI. At this step if you are the LRP and you have an electronic signature account, log in and sign the NOI. If you are not the Legal Responsible Party or do not have a signature account, use the print the Paper Certification Page for the Legal Responsible Party to sign and mail to Ecology (step in yellow below). Ecology will not start the process until this page has been received by email.
- If you are not the Permittee, print the Paper Certification Page for the Permittee to sign and scan and email* to your permit administrator. **NOTE: When it's safe for you to post mail the original, please mail to the address on bottom of form*
- The Paper Certification Page must be signed by the legal responsible party.



Please review your Notice of Intent (NOI) application before signing. [Print & Review NOI \(Your PDF reader will popup.\)](#)

How would you like to submit your NOI?

eSignature	Print and Sign
<p>For signers that have an existing electronic signature account that is active within the Water Quality Permitting Portal (WQWebPortal).</p> <p>This option is available if you are the legally responsible official (see permit for details) and have an approved electronic signature account. Please contact the Water Quality help staff at: WQWebPortal@ecy.wa.gov if you need help.</p> <p> An Electronic Signature Account will be required. Learn more</p> <p><input type="button" value="Log into Signature Account"/> <input type="button" value="Notify Signer"/></p>	<p>For signers that do not have an electronic signature account.</p> <p>You will be required to mail a confirmation page back to the Department of Ecology in order to complete your NOI application. Changes may be made to your NOI until we have received and processed the certification, then the application will be locked.</p> <p>Due to COVID-19, we are unable to process paper certification forms via mail. The signed original must be mailed to us, but to expedite application processing please <u>email</u> a signed copy of the paper certification to your <u>permit administrator</u>. When you are safe and able, <u>please still mail</u> us signed original documents.</p> <p>No signature account is needed.</p> <p><input type="button" value="Print and Sign"/></p>

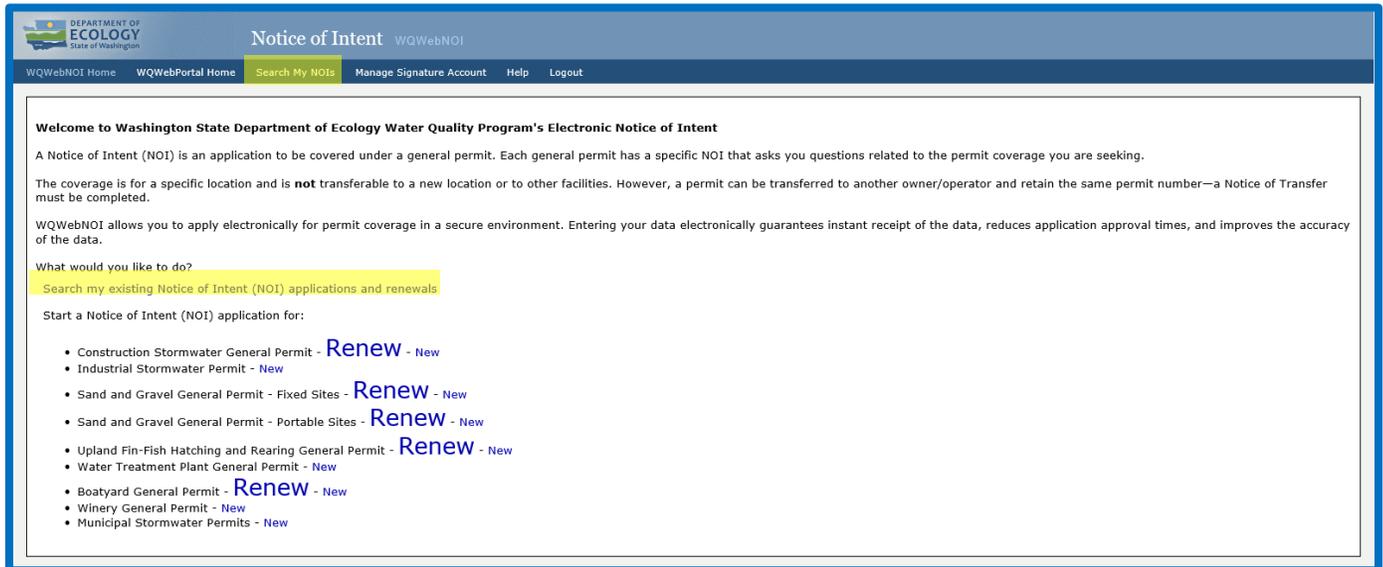
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Find the existing renewal you started

- Click on top of page “Search My NOI” or
- At the bottom of page “Search my existing Notice of Intent (NOI) applications and renewals”



The screenshot shows the WQWebNOI portal interface. At the top, there is a navigation bar with the following links: WQWebNOI Home, WQWebPortal Home, Search My NOIs (highlighted in yellow), Manage Signature Account, Help, and Logout. Below the navigation bar, the main content area is titled "Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent". The text explains that a Notice of Intent (NOI) is an application to be covered under a general permit and that the coverage is for a specific location and is not transferable. It also states that WQWebNOI allows users to apply electronically for permit coverage in a secure environment. Below this text, there is a section titled "What would you like to do?" with a yellow highlight on the link "Search my existing Notice of Intent (NOI) applications and renewals". Underneath, there is a section titled "Start a Notice of Intent (NOI) application for:" followed by a list of permit types, each with a "Renew - New" link:

- Construction Stormwater General Permit - [Renew - New](#)
- Industrial Stormwater Permit - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [Renew - New](#)
- Sand and Gravel General Permit - Portable Sites - [Renew - New](#)
- Upland Fin-Fish Hatching and Rearing General Permit - [Renew - New](#)
- Water Treatment Plant General Permit - [New](#)
- Boatyard General Permit - [Renew - New](#)
- Winery General Permit - [New](#)
- Municipal Stormwater Permits - [New](#)

If you have additional questions, please contact Ecology staff at WQWebPortal@ecy.wa.gov, or (800) 633-6193/option 3, or (360) 407-7097 (Olympia Area).