



# GMS

Gallagher Marine Systems

To: Distribution

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**Subj: Procedures for filing a Notice of Intent with the Hawaii Department of Health**

Follow these steps for filing State VGP information with the Hawaii Department of Health:

Step 1: Go to Hawaii.gov website: <http://health.hawaii.gov/>

Step 2: Click on “e-Permitting Portal” (located to right under “Links to Services & Resources”)

Step 3: Click “Sign In” (upper right, in blue letters)

Step 4: At the pop-up screen, enter your User ID and Password. If you have not already registered then click the “Register” button and follow those instructions to obtain an account. Once an account is obtained, follow steps 1 through 4 again. The username will be the email address provided by you when you create the account.

Step 5: in the left column, click the “Form Finder” button. A Search screen will open. In the search field type in “VGP” and click Search. A form named “VGP DOH Notification Form” will appear below. Click on the blue letters saying “VGP DOH Notification Form”. This will take you to the instructions page.

Step 6. Read the instructions on the instruction page. They explain why the Hawaii VGP DOH Notification Form is required and a link is provided to their “401 Certification” of the VGP. This further explains the extra requirements Hawaii added to the Federal requirements of the 2013 VGP. This Instruction Page also has phone numbers, post and e-mail addresses to the Hawaii Department of Health.

Step 7: While on the Instructions Page, click the “How much is the application processing fee?” link under the Frequently Asked Questions column. It will tell you “There is no application processing fee”.

Step 8: From the Instructions Page, click the “Submit online form” button in the left column.

Step 9: Instructions are at the top of the page. First question: Select the reason for this submission:  
Possible Choices are:

- a. Name Change
- b. Modification
- c. Survey/Other
- d. Renewal
- e. Permit Transfer

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- f. Variance
- g. Registration
- h. New

In most cases you will be filing for a VGP DOH permit for a vessel the first time. In this case you would select “New”. For a vessel operator information change, such as address or phone number changes, use the Name Change entry.

DO NOT select any of the items in the “Select applicable project types:” field. If you do so you will get an error until you clear the selection.

DO NOT enter any data into the field labeled: “If selected, please provide referential information for your selection:”

**Push the “Next Step” button**

Step 10: The Requirements screen will appear. You must select “Yes” for each question. Note that on the left of the screen a “Form Sections” box has appeared, with each portion of the form listed.

**Push the “Next Section” button** (not the “Next Step” button).

Step 11: The Vessel Operator Information screen will appear. Most of the information is self-explanatory. For non-US addresses, DO NOT push the “Validate Address” button. For Operator Type, select “Industrial – Private Project”. It is clear the other 3 available selections are for government agencies, not private companies.

Step 12: Continuing on the Vessel Operator Information screen, read the information about signatory type. It thoroughly explains what the position would be for each of the signatory types.

- a. Select the Signatory Type. In most cases it will be Corporation Officer, Corporation Manger, or LLC as the case may be.
- b. Select proper salutation (self-explanatory)
- c. Enter Certifying Person’s first name (self-explanatory)
- d. Enter Certifying Person’s last name (self-explanatory)
- e. Enter Certifying Person Title, such as “DPA”, “HSSQE Manager”, etc.
- f. Enter Certifying Person’s Email Address (self-explanatory)
- g. Certifying Person’s Phone Number: The system is set up so it will only process US based phone numbers (###-###-####) without a country code. If the system will not accept your number you may use the GMS main number at 856-642-2091.

**Push the “Next Section” button** (not the “Next Step” button).

Step 13: In the Vessel Information screen enter the information as requested from the ship’s NOI:

- a. The Vessel Organizaton ID Numer should be the Company IMO number.
- b. Enter the Vessel Name
- c. Enter the Tracking Number provided on the vessel’s NOI filing with the EPA.

**Push the “Next Section” button** (not the “Next Step” button).

Step 14: In the Effluent Discharges screen, select all effluents selected on the EPA NOI filing. Select multiple discharges by holding down the Control key. You are now finished with all of the Form Setions.

**Push the “Next Step” button**

Step 15: The completed Form will appear for review. Review all information and go back to correct if necessary.

**Push the “Next Step” button**

Step 16: The Certification Requirements screen will appear. This screen tells you to download the Transmittal Requirements and Certification Statement for the VGP DOH Notification Form.

This form has instructions on it to tell you that you must burn the downloaded form onto a CD, print a copy of the form and sign in ink, then post mail the CD and signed form to Hawaii DOH. **This step is essential otherwise the permit filing will not become valid in the system.**

Step 17: While still in the Certification Requirements screen, push the “Submit Form” button. The system will process the application and a screen should appear stating that you have successfully submitted the form and provide a Submission number. You will also receive an email from the system saying that you have successfully submitted the form

Below the notification screen, there is a link “submission history page” where you can see the status of the submission. Note that the status will remain Submitted until Hawaii receives the CD and signed form in the mail. Once received and processed the status of the submission/permit in the system will change to “Issued”.

In the same box as the submission status, there will be a magnifying glass. Click this glass symbol and the completed permit will appear. Print a copy of this permit and provide to the vessel for their records.

The filing is now complete.