



Notice of Change

Report changes affecting your wastewater discharge permit

Purpose and When to Use This Form

Industrial Users must notify KC Water in advance of any changes that could affect discharge to the sanitary sewer or the terms of the facility's wastewater discharge permit. This form is used to report those changes.

Use this form for changes in operations, chemicals, wastewater, pretreatment, ownership, contacts, or signatory authority that affect the permit. A change of more than 10 percent in effluent quantity, whether an increase or decrease, is a significant flow change. Other substantial changes in wastewater character must also be reported.

When to submit

Submit this form at least 60 days before a planned significant change, including an ownership change. Report unplanned changes as soon as the facility becomes aware and comply with any earlier notice required by applicable law or the permit.

If the change requires a permit modification, KC Water will contact the facility. Submitting this form does not itself modify the permit.

A. Facility Information

Facility name:	
Facility address:	
Wastewater discharge permit number:	
Permit expiration date:	
Primary contact name:	
Primary contact title:	
Primary contact phone:	
Primary contact email:	



B. Type of Change

Check all changes that apply. Complete the corresponding sections in C–I. For B.8 or B.10, attach the current information, proposed information, and a description of the change.

- ☐ B.1 Process or operations change (new process, discontinued process, modified process)
- ☐ B.2 Production change (change in production rate for facilities with production-based categorical limits)
- ☐ B.3 Chemistry change (new chemical, discontinued chemical, substituted chemical, changed formulation)
- ☐ B.4 Wastewater discharge change (flow, characteristics, sampling location, monitoring frequency)
- ☐ B.5 Pretreatment system change (new, modified, or removed treatment system)
- ☐ B.6 Ownership change (sale, merger, or transfer of the facility)
- ☐ B.7 Authorized Representative or signatory change (per 40 CFR Part 403)
- ☐ B.8 Contact information change (facility address, mailing address, primary contact)
- ☐ B.9 Categorical classification change (facility believes a categorical standard now applies, no longer applies, or a different subpart applies)
- ☐ B.10 Other change (describe below)

Effective date of the change (or anticipated effective date):	
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C. Process or Operations Change

Complete this section only if B.1 was checked.

Describe the process or operations change, including new equipment, new production lines, or discontinued operations:

Estimated effect on wastewater

Change in average daily flow (gpd):	
Change in maximum daily flow (gpd):	
Change in pollutants or wastewater characteristics:	
New pollutants of concern:	



D. Production Change

Complete if B.2 was checked. Facilities with production-based categorical limits must also meet the applicable federal production-change notification requirements; the effluent-quantity trigger does not replace them.

Current production rate (units per day):	
New production rate (units per day):	
Basis for the reported production rate:	
Anticipated duration of the new production rate:	

E. Chemistry Change

Complete this section only if B.3 was checked.

Chemical and product / trade name	CAS # (if known)	Use	New / Discontinued / Substituted	Quantity (per day / week / month)

Attach current Safety Data Sheets for new and substituted chemicals. Identify actual chemical names and any applicable trade or product names. Trade names alone are not sufficient; use Safety Data Sheets or supplier information to identify chemical constituents.

Toxic organics screening

- ☐ Any new or substituted chemical contains one or more Toxic Organic constituents identified in the facility's TOMP or the applicable categorical standard.
- ☐ The TOMP or supporting letter has been reviewed and updated for this change and is attached or was submitted separately.
- ☐ No change to the current TOMP or supporting letter is needed; explanation attached.

F. Wastewater Discharge or Pretreatment System Change

Complete this section if B.4 or B.5 was checked.



Describe the change:

New or modified sampling / monitoring location:	
New or modified pretreatment technology:	
Change in scheduled monitoring frequency:	
Change in expected effluent quality:	

G. Ownership Change

Complete this section if B.6 was checked.

Prior owner / operator:	
New owner / operator:	
Effective date of ownership transfer:	
New owner's federal tax ID or EIN:	

Attach documentation of the ownership transfer (sale agreement, corporate records, or equivalent).

Reminder

Use this Notice of Change Form to request KC Water's review of an ownership change. The permit does not transfer automatically; RCD will advise the facility of the required permit action and any supporting documentation.

H. Authorized Representative or Signatory Change

Complete this section if B.7 was checked. If a Signatory Authority Delegation Form is being submitted separately, note that below and skip the fields.

☐ A completed Signatory Authority Delegation Form is attached.



☐ A completed Signatory Authority Delegation Form was submitted separately on the following date:

Prior Authorized Representative:	
New Authorized Representative name:	
New Authorized Representative title:	
New Authorized Representative phone:	
New Authorized Representative email:	
Effective date of change:	

I. Categorical Classification Change

Complete this section if B.9 was checked.

Describe the basis for the requested categorical classification change (new applicable subpart, changed process, changed products, or other):

Current applicable categorical standard (40 CFR Part / Subpart):	
Proposed applicable categorical standard (40 CFR Part / Subpart):	
Categorical classification is a KC Water determination A facility's belief that a categorical standard applies, does not apply, or has changed does not itself change the facility's classification. KC Water will review the information and make a determination. Until KC Water issues a written determination, the facility remains subject to its current permit conditions.	



J. Certification

This form must be signed by an Authorized Representative as defined in 40 CFR Part 403.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (typed or printed):	
Title:	
Signature:	
Date:	

Submittal

How to submit

Submit through the KC Water reporting platform when available for your facility. Otherwise, mail the signed original and attachments to:

KC Water Regulatory Compliance Division
2 NE 32nd St
Kansas City, MO 64116

Email courtesy copies to water.ipp@kcmo.org to expedite review; email does not replace the signed submittal.

Questions regarding changes to your wastewater discharge permit or facility operations should be directed to KC Water's Regulatory Compliance Division at water.ipp@kcmo.org or by phone at (816) 513-0600.