![Pennsylvania Department of Environmental Protection logo]

Bureau of Clean Water

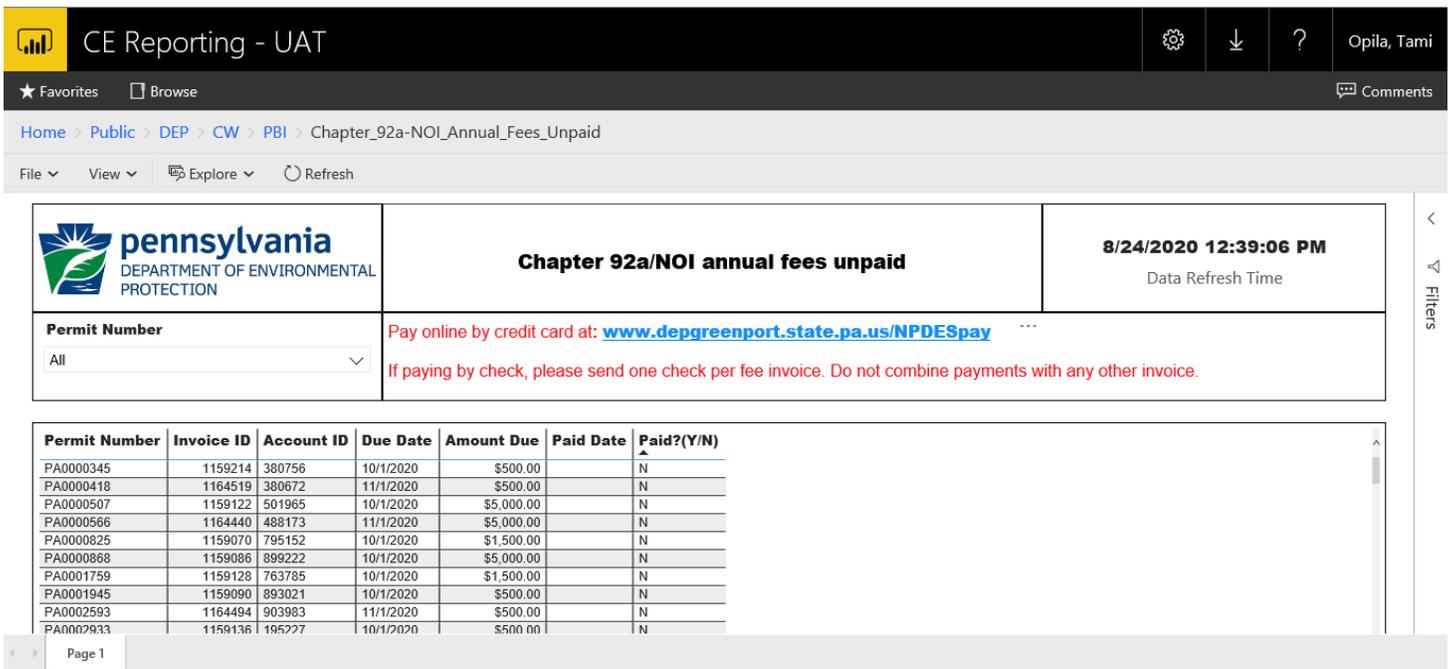## Instructions for Using DEP's Chapter 92a/NOI Annual Fee Report

August 24, 2020

DEP has prepared the *Chapter 92a/NOI Annual Fee Report* for the public to search for and retrieve fee and invoice information related to Chapter 92a annual fees and Notice of Intent (NOI) annual installment fees.

This report identifies Chapter 92a and NOI annual installment fee information, both paid and unpaid for any current NPDES permit. Chapter 92a annual fees refer to individual NPDES permits. NOI annual installment fees are fees that serve in lieu of permit fees for general NPDES permits. The report allows NPDES permittees to select any NPDES permit, or multiple permits, to see all fees past and present, and if, and when, they were paid.

Instructions

DEP recommends reading these instructions prior to using the report, which can be accessed at the following link: http://cedatareporting.pa.gov/reports/powerbi/Public/DEP/WasteWater/PBI/Chapter_92a-NOI_Annual_Fees_Unpaid Click on the link to open the main page containing all Chapter 92a and NOI annual installment fee information, as
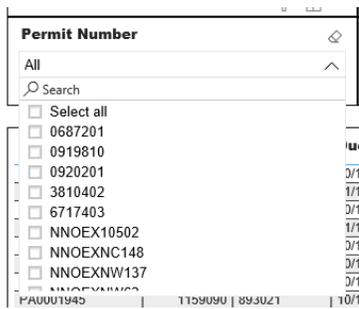
shown here:

1. To narrow the report to just the desired permit, or permits, use the Permit Number dropdown to select the desired results.
   a. Click on the dropdown field below Permit Number.

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b. Search on the desired permit number by typing the permit number into the search field, or just scroll through the list to find the permit number.

c. Check the box next to the permit number, or permit numbers, desired.

2. The report returns the following columns:
   a. **Permit number** – The identifier for the NPDES permit
   b. **Invoice ID** – Identifying number for the annual fee
   c. **Account ID** – Identifying number for the NPDES permit holder
   d. **Due Date** – Date the fee was due
   e. **Amount Due** – Amount of the fee due for payment
   f. **Paid Date** – If the fee has been paid, this is the date the payment was received. If the fee has not been paid, this field will be blank.
   g. **Paid? (Y/N)** – If the fee has been paid, this column will be populated with a "Y." If the fee has not been paid, this column will be populated with an "N."

3. The website to pay online is displayed in the header information for the report. To pay any fee online, simply click the link and enter the Account and Invoice IDs for the fee to be paid.

For questions about the data in this report, contact the Chapter 92a Annual Fee resource account at ra-annualfee@pa.gov or call the Data Systems Division at 717.787.6744.