

MEMORANDUM

Office of Water Resources Management  
State Water Control Board

SUBJECT: OWRM Guidance Memo No. 91-028  
Procedure for Assigning Numbers to CAP Permits

TO: Regional Directors

FROM:  Larry G. Lawson, Director through  Martin G. Ferguson, Jr.,  
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Now that the CAP permits are ready to be issued, we need to establish a system for assigning the numbers to them. Effective immediately, the following system will be used for this purpose. This system should give the regions the ability to begin processing CAP permits without having to wait for numbers from headquarters and it should provide enough numbers to each region.

The non-discharging CAP permits' numbers start with the prefix VCAP. In order to allow each region to issue their own CPA permit numbers we must make their numbers different from those issued by the other regions. This will be done by making the first number following VCAP the number assigned to the region as follows:

SWRO = 1  
WCRO = 2  
NRO = 3  
PRO = 4  
TRO = 5  
VRO = 6

In order to accommodate the possibility of merging this system into PTS at some time in the future, we will limit the total number of digits in the CAP numbers to nine. This is the same number of digits that the VPDES numbers currently use. The regional office will issue CAP permit numbers sequentially. For example, Southwest's first non-discharging CAP permit will be numbered VCAP10001, the second will be VCAP10002, etc. This will give each regional office 9,999 permit numbers for non-discharging CAPs.

The system will be much the same for the discharging CAP permit numbers, except that the prefix will be VCAPD and the total number of permits will be limited to 999 per region. For example, Piedmont's first discharging CAP permit will be number VCAPD4001, their second will be VCAPD4002, etc. If we should get to the point of one region having to issue 1,000 discharging CAP permits, the system can be modified to accommodate that.