

## NOTES FOR WATER INVOICES

### 1. Oyster Fees

- A surcharge of 20% of the department imposed permit fee, with a maximum of \$150.00, shall be added to the fee for each water discharge permit issued pursuant to R.S. 30:2075 for discharges in the Atchafalaya, Terrebonne, Barataria, Lake Pontchartrain, and Mississippi River water quality management basins as defined by the department Water Quality Management Basin Plans.

### 2. [LDEQ Rules and Regulations](#) can be found on our website. Please see website link below.

### 3. Permit Type Explanation

- General permit numbers begin with **LAG or LAR**
- Individual permit numbers begin with **LA0**
- The Permit Number is located on the second line below the assessments of your invoice line item

### 4. Questions concerning Fee Rating Points (Individual Permits)

- If you have questions related to your fee rating points you should call the Financial Services representative listed below. This information will then be relayed to the appropriate permit writer for review.

### 5. If this facility was closed/shut down or was never constructed and you no longer wish to maintain the permit.

- Submit a [Notice of Termination form \(NOT\)](#) or a [Request for Termination form \(RFT\)](#) by mail to LDEQ which can be found on our website. **YOU MUST INCLUDE THE DATE THAT YOU CLOSED/CEASED OPERATIONS/SOLD THE FACILITY. WITHOUT THE DATE THE INVOICE WILL STILL BE OWED.**

### 6. If you only operated under this permit for a portion of the year do you owe the entire fee?

- See question # 3 above to determine whether you have a General or an Individual water discharge permit.
- General Permits - If a permitted facility is **active at anytime** during the billing period, it is subject to the entire assessed fee and is not eligible for a prorated amount.
- Individual Permits - The LDEQ regulations allow for the proration of an Individual water discharge permit fee based on the initial start up or shutdown of the facility generating a water discharge. Please contact your LDEQ representative listed below to request this modification.

### 7. If you no longer own or operate this facility.

- The original permit owner is liable for all fees associated with the water discharge permit, until the proper ownership transfer forms have been submitted to LDEQ and processed by the department.
- The [Name/Operator/Owner Change Form](#), which can be found on our website, should be completed and submitted to the LDEQ immediately.

### 8. The mailing address is incorrect.

- Please indicate the correct address on the back of the remittance coupon on the bottom of your invoice and submit it with your payment. Or you may contact us directly as indicated below.
- Please Note: If you are paying your invoice electronically, or if your billing address changes during the year, please inform the Financial Services Division at the contact listed below.

### 9. You are paying the invoice late.

- Payments not **received** by the department within 15 days of the due date will be charged a late payment fee. The late payment fees are a percentage of the annual fee as follows:
  - Payments received within 45 days of the invoice date . . . 5%
  - Payments received within 60 days of the invoice date . . . 10%
  - Payments received within 90 days of the invoice date . . . 15%

### 10. For any other questions please contact your DEQ Financial Services representative

Attn: Ashley Broom

LDEQ - Financial Services Division

PO Box 4303

Baton Rouge, LA 70821-4303

Phone: (225) 219-5337

Fax: (225) 219-3868

Email: [Ashley.Broom@LA.GOV](mailto:Ashley.Broom@LA.GOV)

Website: <http://www.deq.louisiana.gov/invoice>