



Regulation No. 84 – Steps for Completing a Permit Change of Contact

To process a change of contact for your Regulation 84 (Reclaimed Water) Permit, a Change of Contact Form must be completed in coordination with the Arapahoe County Water and Wastewater Authority (ACWWA) Regulation 84 Coordinator. Please note that not all sections of the form are required. Follow the instructions below to accurately complete the form.

The most recent version of the Change of Contact Form can be found on the Colorado Department of Public Health and Environment (CDPHE) website here:
<https://cdphe.colorado.gov/water-quality-reclaimed-water-reuse-permits>

1. Input Your User Authorization Number

At the top of page 3, enter your User Authorization Number (also referred to as the Certification Number).

- If you do not know your user authorization number, please contact the Regulation 84 Coordinator at **dwalker@acwwa.com** to obtain it.

2. Change to Legal Contact (If Applicable)

If there has been a change to the legal contact, complete **Section A – Legally Responsible Individual** on page 2, following the steps below.

If there has not been a change to the legal contact, skip to Step 3.

- Complete all relevant sections, including:
 - Responsible Position (Title)
 - Held by (Person)
 - Organization
 - Telephone Number
 - Email Address
 - Full Mailing Address
- If any part of this section is left incomplete, the Change of Contact Form will be rejected and returned for additional information.

3. Complete Facility Information

Complete **Section B – Facility Information** on page 2, providing the following:

- Facility Name
- Street Address (or cross streets)
- City

- Zip Code
- County
- This information must match the details on the current reclaimed water permit. If you need assistance verifying this information, please contact the Regulation 84 Coordinator at dwalker@acwwa.com.
- If any part of this section is left incomplete, the Change of Contact Form will be rejected and returned for additional information.

4. Change to Site Contact (If Applicable)

If there has been a change to the site contact, complete **Section C – Facility Contact Information** on page 2, following the steps below.

If there has not been a change to the site contact, proceed to Step 5.

- Complete all relevant sections, including:
 - Responsible Position (Title)
 - Held by (Person)
 - Organization
 - Telephone Number
 - Email Address
 - Full Mailing Address
- If any part of this section is left incomplete, the Change of Contact Form will be rejected and returned for additional information.

5. Complete Section I – Certification

At the bottom of page 4, complete **Section I – Certification**. This section must be signed and dated by the legal contact listed on the current reclaimed water permit, or if there has been a change, by the person listed in **Section A – Legally Responsible Individual**.

6. Submit the Form for Review

Return the completed form, including all required sections and signatures, directly to ACWWA for review. The ACWWA Regulation 84 Coordinator will contact you upon receipt to guide you through the next steps for submission to the CDPHE.