



NOTICE OF TERMINATION
FOR A GENERAL (PAG-02) OR INDIVIDUAL NPDES PERMIT, ESCP, or ESCGP
FOR STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITIES

PLEASE READ THE NOTICE OF TERMINATION INSTRUCTIONS PROVIDED WITH THIS NOTICE OF TERMINATION FORM BEFORE COMPLETING THIS FORM AND THE ATTACHED CHECKLIST. PLEASE PRINT OR TYPE INFORMATION IN BLACK OR BLUE INK.

Applicability: A permittee(s) presently covered under an Individual National Pollutant Discharge Elimination System (NPDES) Permit for Stormwater Discharges Associated with Construction Activities, the General NPDES Permit for Stormwater Discharges Associated with Construction Activities (PAG-02), an Erosion and Sediment Control Permit (ESCP), or an Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Exploration, Production, Processing, or Treatment Operations or Transmission Facilities (ESCGP) shall submit this notice of Termination (NOT) form to the Department of Environmental Protection (Department) or delegated conservation district.

1. PERMIT INFORMATION:

Check the appropriate box.

- ☒ NPDES Stormwater Construction Permit # PAC620006 _____
- ☐ Erosion and Sediment Control Permit # _____
- ☐ Erosion and Sediment Control General Permit # _____

2. PROJECT LOCATION OR PHYSICAL ADDRESS:

Facility/Development Name: Warren County Career Center _____

Address: 347 E 5th Ave, Warren, PA 16365 _____

Municipality: City of Warren _____ County: Warren _____

Latitude: 45.85930 °/ _____ ' _____ " Longitude: -79.13691 °/ _____ ' _____ "

3. REASON FOR PERMIT TERMINATION:

Check the appropriate box.

- ☒ Full Permit Termination – all planned activities were conducted and are complete, and the entire site is encompassed by this NOT
- ☐ Full Permit Termination – some planned activities were conducted, and the entire site is encompassed by this NOT
- ☐ Full Permit Termination – no planned activities were conducted, and the entire site is encompassed by this NOT
- ☐ Partial Permit Termination – all planned work is complete for a portion of the site, described as _____, encompassed by this NOT

4. PERMITTEE(S) INFORMATION:**PERMITTEE**

Name: Norbert Kennerknecht - WCSD _____

Address: 6820 Market Street _____

City: Russell _____

State: PA _____ Zip Code: 16345-3406 _____

Telephone Number: 814-723-6903 X1131 _____

Email Address: kennerknechn@wcsdpa.org _____

PERMITTEE (additional)

Name: Hudson Group, Inc. _____

Address: 2450 Shenango Valley Freeway _____

City: Hermitage _____

State: PA _____ Zip Code: 16148 _____

Telephone Number: 724-981-1204 _____

Email Address: ehunter@hudsoncompanies.net _____

5. FINAL CERTIFICATION OF LICENSED PROFESSIONAL:

This section is to be completed by a licensed professional as defined in 25 Pa. Code §102.1.

I, THOMAS SWISHER, do hereby certify pursuant to the penalties of 18 Pa. C.S.A. § 4904 to the best of my knowledge, information and belief, that the accompanying record drawings accurately reflect the as-built conditions, are true and correct, and are in conformance with Chapter 102 of the rules and regulations of the Department of Environmental Protection and that the project site was constructed in accordance with the approved PCSM Plan or Site Restoration/Reclamation plan, all approved plan changes and accepted construction practices.

Name and Official Title of Licensed Professional

THOMAS J. SWISHER
LANDSCAPE ARCHITECT

Signature: THOMAS J. SWISHER



6. LONG-TERM OPERATION AND MAINTENANCE AND RESTORATION/RECLAMATION

This project involves: (check the appropriate box)

☒ Installation or utilization, and subsequent long-term operation and maintenance of PCSM BMPs per 25 Pa. Code §102.8(a) through (m).

OR

☐ Installation of PCSM BMPs identified as restoration or reclamation activities per 25 Pa. Code §102.8(n).

Note: For projects solely involving restoration or reclamation activities, proceed to Section 8.

7. PROOF OF INSTRUMENT FILING WITH THE RECORDER OF DEEDS OFFICE:

Per 25 Pa. Code §102.8(m)(2), the instrument will assure disclosure of the PCSM BMP(s) and the related obligations in the ordinary course of a title search of the subject property. The recorded instrument must identify the PCSM BMP(s), provide for the necessary access related to long-term operation and maintenance of the PCSM BMP(s) and provide notice that the responsibility for long-term operation and maintenance of the PCSM BMP(s) is a covenant that runs with the land that is binding upon and enforceable by subsequent grantees. A long-term operation and maintenance plan should be recorded along with the instrument.

For either Commonwealth or federally-owned property, a covenant that runs with the land is not required until the transfer of the land containing the PCSM BMP(s) occurs. Upon said transfer, the deed must then comply with 25 Pa. Code § 102.8(m)(2).

a. Is the project located entirely on Commonwealth or federally-owned property? ☒ Yes ☐ No

If the answer to question a., above, is Yes, proceed to Section 8.

If the project is not located entirely on Commonwealth or federally-owned property, proceed to Section 7.b. The completed Section 7.b and an attached copy of the Recorder of Deeds Office receipt constitutes proof of instrument filing as required by 25 Pa. Code §102.7(b)(5).

Also attach copies of the "landowner notice(s)" provided to all landowners who have bought or accepted ownership or other legal responsibility for parcels within the permit boundary.

b.

I certify, under penalty of law, that the below checked items have been recorded at the project county's Recorder of Deeds Office to assure disclosure of the PCSM BMP(s) and the related obligations in the ordinary course of a title search of the subject property, and which meet the requirements of 25 Pa. Code §102.8(m)(2).

- ☒ Legal instrument which addresses 25 Pa. Code §102.8(m)(2) (required)
- ☒ Record drawings which accurately reflect as-built conditions (recommended)
- ☐ Long-term operation and maintenance plan which clearly outlines the operation and maintenance activities necessary for the associated PCSM BMP(s) (recommended)
- ☐ Long-term operation and maintenance agreement(s) (recommended if any individual other than the permittee is identified in Appendix C as being responsible for the long-term operation and maintenance of one or more PCSM BMPs)

8. Permit Termination Certification:

This Section is to be completed by the person(s) listed in Section 4.

I, _____, certify under penalty of law that either permanent stabilization, under 25 Pa. Code §102.22(a)(2), of the earth disturbance activities has occurred or the site has been returned to agricultural operation regulated under 25 Pa. Code §102.4(a). I certify under penalty of law that either the installation of BMPs in accordance with an approved plan* prepared and implemented per §§ 102.4 and 102.8 (relating to erosion and sediment control requirements; and PCSM requirements) has occurred or all approved restoration/reclamation activities have been completed. I understand that by submitting this NOT, I am no longer authorized to conduct earth disturbance activities under the referenced permit and that discharging stormwater from earth disturbance activities to waters of the Commonwealth is unlawful where the discharge is not authorized by a permit. I also understand that the submittal of this NOT does not release a permittee or co-permittee from liability for any violations of the permit, the federal Clean Water Act (if applicable), the Pennsylvania Clean Streams Law and the rules and regulations promulgated thereunder, or from liability for any environmental damages occurring as a result of any earth disturbance activities conducted at the site. I understand that there are significant penalties for submitting false information, including possible fines and imprisonment for knowing violations.

*Upon NOT approval, the submitted record drawings or site restoration/reclamation plan equates an approved plan.

☐ **Individual; proceed to signature portion.**

I hereby certify that I am the signatory pursuant to 25 Pa. Code § 92a.22 and 40 CFR §122.22 and that I am the person who is responsible for decision-making regarding environmental compliance functions for Warren County School District, the manager of one or more manufacturing, production, or operating facilities of the permittee and am authorized to make management decisions which govern the operation of regulated facility including having explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure the permittee's long term environmental compliance with environmental laws and regulations.

(choose one of the following; not applicable for individuals):

☐ president ☐ vice president ☐ secretary ☐ treasurer
of Warren County School District David Undercoffer 12/10/21 Corporation/Company
Entity name

☐ member or ☐ manager of _____ LLC
Entity name

☐ general partner of _____ partnership/LP/LLP
Entity name

☐ principal executive officer or ranking elected official of _____ Municipality/State/Federal/other
public agency Entity name

☐ Power of Attorney/delegation of contractual authority (documentation supporting delegation of contracting authority must be provided) for _____
Entity name

SIGNATURE

Permittee

David Undercoffer Operations Manager
Print Name and Title of Person Signing

David Undercoffer
Signature of Permittee

12/10/21
Date Signed

APPENDIX A

Summary Table of Installed PCSM BMPs

Check all applicable PCSM BMPs that have been installed as part of the approved PCSM Plan along with their associated function(s).

Note: VC = Volume Control, RC = Rate Control and WQ = Water Quality

Permit No.: PAC620006_____

BMP	Function(s)					No. of BMPs	Total Acres Treated	Total Volume Treated
<input type="checkbox"/> Wet Ponds	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Constructed Wetlands	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Retention Basins	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Detention Basins	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC				
<input type="checkbox"/> Underground Detention	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC				
<input checked="" type="checkbox"/> Dry Extended Detention Basin	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC			2.12	4,230 (vc)
<input type="checkbox"/> Sediment Fore Bay	<input type="checkbox"/>	VC			<input type="checkbox"/>	WQ		
<input checked="" type="checkbox"/> Infiltration Trench	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	0	550 (vc)
<input type="checkbox"/> Infiltration Berm/Retentive Grading	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Subsurface Infiltration Bed	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Infiltration Basin	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Pervious Pavement	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Dry Well/Seepage Pit	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Bio-Infiltration Areas	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Rain Gardens/Bio-Retention	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input checked="" type="checkbox"/> Vegetated Swales	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	0	0
<input type="checkbox"/> Constructed Filters	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Protect Sensitive & Special Value Features	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Protect/Convert/Establish Riparian Buffers	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Restoration: Buffers/Landscape/Floodplain	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input checked="" type="checkbox"/> Disconnection From Storm Sewers	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	0	363 (vc)
<input type="checkbox"/> Rooftop Disconnections	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Vegetated Roofs	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input checked="" type="checkbox"/> Runoff Capture/Reuse	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	0	0
<input type="checkbox"/> Oil/Grit Separators					<input type="checkbox"/>	WQ		
<input type="checkbox"/> Water Quality Inserts/Inlets					<input type="checkbox"/>	WQ		
<input type="checkbox"/> Street Sweeping					<input type="checkbox"/>	WQ		
<input checked="" type="checkbox"/> Soil Amendment/Soil Restoration	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	0	184 (vc)
<input checked="" type="checkbox"/> Other Underground Extended Detention Tank	<input checked="" type="checkbox"/>	VC	<input checked="" type="checkbox"/>	RC	<input checked="" type="checkbox"/>	WQ	1.10	3,643 (vc)
<input type="checkbox"/> Other	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/> Other	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		

APPENDIX B
Record Drawings (accurately reflecting as-built conditions) Checklist

Permit No.: PAC 620006 _____

Indicate whether each item is included or not applicable		
		Building Improvements
Included	Not Applicable	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Footprint
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limits of Paving and other impervious areas
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Property Lines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finish Grading
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Downspout Locations
		Site Utilities
Included	Not Applicable	Item
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Well location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Septic tanks, dosing tanks, distribution boxes and on-lot absorption area
		Stormwater Conveyance
Included	Not Applicable	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pipe locations including pipe material, diameter, slope and length
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inlets and endwall locations including inverts and grate elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Swale locations and dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rock aprons and other pipe outlets locations
		Post Construction Storm Water Management (PCSM)
Included	Not Applicable	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural PCSM BMP locations and access
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Structural PCSM BMP locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction details of PCSM BMPs in as-built condition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BMP berm elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BMP bottom elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency spillway elevation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency spillway length
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency spillway protection (TRW, Riprap, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outlet structure elevations, orifice sizes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pipe size, length, material, elevations and slope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show all rain barrels, seepage pits, infiltration trenches
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show limits (soil amendments, new wood line, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cover condition (lawn, meadow, woods, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PCSM BMP Long-Term O&M
		PCSM – Irrigation BMPs only
Included	Not Applicable	Item
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spray Head and Valve Locations and Spray Radii
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pump Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pump Information (Duty point, HP)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controller Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intake Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of main (size and material)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laterals (size and material)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dosing Schedule
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drip Field with tubing location

APPENDIX C

Permit No.: PAC620006

Person(s) Responsible for Long-Term Operation and Maintenance of PCSM BMPs:

Statement: The following person(s) understand and have agreed to the long-term operation and maintenance of the PCSM BMPs as per the long-term operation and maintenance plan.

PCSM BMPs (list one BMP per row)	Latitude and Longitude, of each PCSM BMP	Name of Responsible Party	Address	Phone #
Underground Extended detention tank	41° 51' 32" N 79° 8' 12" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Street Sweeping	41° 51' 35" N 79° 8' 12" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Disconnect from Storm Sewers	41° 51' 35" N 79° 8' 14" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Soil Amendment/compost blanket	41° 51' 35" N 79° 8' 16" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Runoff/Reuse	41° 51' 32" N 79° 8' 13" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328

Attach additional Appendix C Forms as needed.

Person(s) Responsible for Long-Term Operation and Maintenance of PCSM BMPs:

Statement: The following person(s) understand and have agreed to the long-term operation and maintenance of the PCSM BMPs as per the long-term operation and maintenance plan.

PCSM BMPs (list one BMP per row)	Latitude and Longitude, of each PCSM BMP	Name of Responsible Party	Address	Phone #
Dry Extended Detention Basin	41° 51' 34" N 79° 8' 16" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Infiltration Trench	41° 51' 34" N 79° 8' 11" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Vegetated Swale	41° 51' 35" N 79° 8' 14" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328
Water Quality Inserts I-3 Ex. I-8 Ex. I-7 Ex. I-6 Ex. I-1.1	41° 51' 35" N 79° 8' 12" W 41° 51' 35" N 79° 8' 14" W 41° 51' 34" N 79° 8' 14" W 41° 51' 33" N 79° 8' 14" W 41° 51' 30" N 79° 8' 13" W	Dennis O'Toole Maintenance Foreman	101 School Street Sugar Grove, PA 16350	814-730-8328

NOTICE OF TERMINATION ("NOT") COMPLETENESS REVIEW AND FIELDWORK CHECKLIST FOR POST-NOVEMBER 19, 2010 PERMIT SUBMISSIONS

Facility/Development Name: Warren Career Center _____ Permit No.: PAC620006 _____
C = Complete, NC = Not Complete, N/A = Not Applicable

Paperwork Requirements:

SECTION 1 - NON-COMMONWEALTH/NON-FEDERAL PROPERTY			
Permittee Included	Reviewer		Item
	C	NC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-8 of the NOT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings which accurately reflect as-built conditions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Recorder of Deeds Office receipt for instrument filing
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Copy of Landowner Notices (required if sale or other transfer of any parcel, lot, road, or other real property occurred within the permit boundary during the life of the permit)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Appendices A, B, and C
SECTION 2 - COMMONWEALTH/FEDERAL PROPERTY			
Permittee Included	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-7.a. and 8 of the NOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings which accurately reflect as-built conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Appendices A, B, and C
SECTION 3 - RESTORATION/RECLAMATION ACTIVITY			
Permittee Included	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-6 and 8 of the NOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings or Site Restoration/Reclamation Plan

Fieldwork Requirements:

SECTION 4 - FIELD INSPECTION (Required for permit termination)			
Permittee Addressed	Reviewer		Item
	C	NC	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent Stabilization per 25 Pa. Code §102.22(a)(2) or the return to agricultural operation regulated under 25 Pa. Code §102.4(a)
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Installation of PCSM BMPs per 25 Pa. Code §102.8(a) through (m) and approved permit (required for non-restoration/reclamation activities)
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Installation of PCSM BMPs per 25 Pa. Code §102.8(n) and approved permit (required for restoration/reclamation activities)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal of E&S BMPs per 25 Pa. Code §102.22(a)(1) and approved permit

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Determination: ☒ Approve ☐ Deny

Inspection Report No: 1

Reviewer Name: Brianna Osborne

Date: 1-5-2022

DOCUMENT REVISION HISTORY

Date	Revision Reason
September 2020	The record drawings, long-term O&M plan, and long-term O&M agreements are only recommended, not required, to be included with the recorded instrument.
January 2018	Revised Appendix C to replace "individual(s)" with "person(s)"; Updated Checklist Section 2 to include Appendix C.