How to Update or Change a SSO/Bypass, Anticipated Bypass or Extreme Event Report
(Fact sheet) *Rev 11/28/23*

RIDEM Fact Sheet – How to Change a Report in NETSEWEROVERFLOW

Overview: Owners and operators of Rhode Island wastewater facilities (collection systems, pumping stations, treatment facilities, etc.) must report emergencies and/or bypasses to the Rhode Island Department of Environmental Management (RIDEM), Office of Water Resources' Operations and Maintenance Section (O&M Section) within 24 hours of becoming aware of the situation. Between the hours of 8:30 AM and 4:00 PM on business days, the O&M Section can be reached at 401-222-4700.

When calling to report a wastewater emergency or bypass, it is important that you actually speak with a RIDEM staff member. DO NOT leave a recorded message. If someone from the O&M section is not available, press zero to speak with the receptionist and give them the general information; they will then contact an appropriate staff member. If you call outside of business hours, call the RIDEM's emergency hotline at 401-222-3070. In addition to an immediate verbal report, an electronic report must be submitted through CDX within five days of the event's start date **or within 10 days of the anticipated start date.** CDX allows users to submit a change report after it is initially submitted to RIDEM. However, a change report submitted outside of the required timeframe may trigger the system to generate a late reporting violation.

By signing and submitting the electronic report, the operator is certifying that the information submitted is true, accurate, and complete, and that the operator meets the eligibility requirements to submit reports. The electronic report remains in draft form and has not been completed or submitted to RIDEM until it is certified by the Signatory user.

TO SUBMIT A CHANGE REPORT

1. Go to https://cdx.epa.gov

2. Type in your **CDX User ID** and **Password**

   OR **Create a CDX Account** (*to create an account, follow the RIDEM guidance titled Create a New CDX Account to Access NETSEWEROVERFLOW*)

3. Open the **NETSEWEROVERFLOW** program service.

   a. **If you already have access to NETSEWEROVERFLOW**, it will show in your list of available "services" located on your MyCDX home page and your **Role** (either Preparer or Signatory) will be hyperlinked in blue. Click on your associated **Role** located next to the **NETSEWEROVERFLOW** program service name to open the NETSEWEROVERFLOW program service.
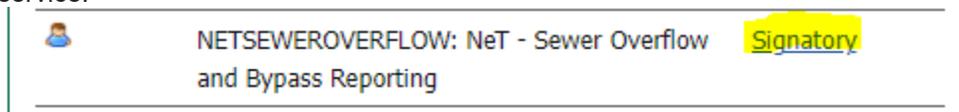
   b. **If you do NOT have access to NETSEWEROVERFLOW**, you will need to **add the program service** to your account (see *How to Add the NETSEWEROVERFLOW Program Service to an existing CDX account*).

4. You will be directed to the NETSEWEROVERFLOW **Homepage** with a list of facilities you already have electronic access to.
Note: It is possible that you see the facility on your NETSEWEROVERFLOW homepage, but do not have all the necessary permissions (i.e. –sign or DAR sign) to complete and/or certify the report. To review or manage your permissions for the facility, you can select the permissions icon located in the far-right column.

a. **If you already have access to your permitted facility on your homepage**, select the **Actions** button to the left of the facility name on your NETSEWEROVERFLOW Homepage

b. **If you do not see your permitted facility on your homepage**, you will need to request access (see *How to Request Access to your RIPDES Permit(s)/NPDES ID(s) in NETSEWEROVERFLOW*). The user with an existing manage permission can approve your request(s). If there is no such user, RIDEM can approve your request(s).

5. Upon selecting the **Actions** button, a drop-down menu will appear. Select "**Manage Reports**" to open the reports page.

6. On the Reports page, select the **Actions** button next to the certified report that you would like to update, and then select "**Change**" from the drop-down menu.

7. Click "**Continue**" to create a draft change report

8. The draft report will be populated with the latest certified information. Please expand the appropriate section(s) you wish to update by selecting the section header(s). Please read all of the instructions carefully and complete all of the information (all boxes with an asterisk * are required fields). If a red box appears next to a section that means that section is incomplete. **Note**: Some sections will be prefilled without the ability to edit.

9. Once the form is filled out, the submission will still need to be certified in order to be submitted to RIDEM. If you are a *Signatory* (with the Sign permission), the following options will be displayed:

- o **Certify Form** – to sign and submit form to RIDEM
- o **Flag for certification** – to lock information and flag for certification/signature. (your *form will **not** be submitted to RIDEM*)
- o **No action at this time** – no action

If you are a *Preparer*, you will have the option to:

- o **Flag for certification** – to lock information and flag for /signature. (your *form will **not** be submitted to RIDEM*)
- o **No action at this time** – no action

10. If you are a **S**ignatory and are authorized to sign and submit Reports (*see 40 CFR 122.22 on who is authorized to sign reports*), select **Certify Form** to complete the change report submission
    a. A pop-up message will appear
    b. Click **Accept** to continue

   c. After clicking Accept, you will have to electronically sign the change report by entering your
      ▪ CDX password then click **Login**
      ▪ A security question, then click **Answer**
      ▪ Click **Sign**

d. After signing, a message will appear stating your form has been certified and you will be receiving an email notification once successful.
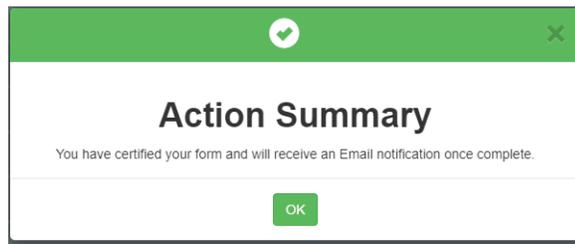
- Click **OK**
- You will be redirected to your homepage
- On the Reports tab, the status of the change report you submitted will appear as "Active" with a new version ID assigned to the report. You can select the ⊕ next to the report to view all previous versions of the report that have now been archived in addition to the current change report you just certified.

Actions	Report Type	Report ID	Version ID	Report Start Date	Report End Date	Ongoing Event	Report Status	Last Updated By	Created/Last Modified Date	Certified/Submitted Date	Noncompliance
⊖ Actions ▾	Sewer Overflow/Bypass Event Report	2	2	08/28/2023	08/28/2023	No	● Active	CDXTEST123CC	08/29/2023 4:19 PM	08/29/2023 4:19 PM	Yes

Report History

Actions	Version ID	Report Start Date	Report End Date	Report Status	Certified/Submitted Date	Noncompliance
Actions ▾	1	08/28/2023	08/28/2023	● Archived	08/28/2023	Yes

Showing 1 to 1 of 1 entries

Note: you can select **View** under the report **Actions** column to view and print your report submission, or compare it to previous report versions to review the changes made to the report.
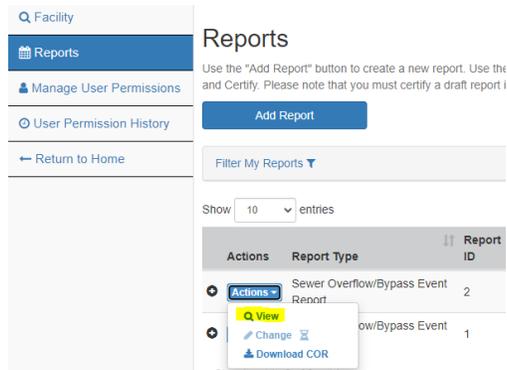
11. If you are a *Preparer*, click **Flag for certification. <u>A flagged form is still a draft form and is not complete</u>** until it is signed/certified by the individual who meets 40 CFR 122.22.

- A pop-up message will appear stating your form has been flagged for certification and must still be certified by the appropriate user. Click **Continue**

- A pop-up message will appear stating a notification email has been sent to the signatory that has permissions associated with the facility in NETSEWEROVERFLOW. Click **OK** to continue

Note: If there are no signatories associated with the facility in NETSEWEROVERFLOW, <u>the preparer must notify the appropriate individual</u> that the form is ready for signature and that the individual must create a CDX account, gain access to the NETSEWEROVERFLOW program service *and* request permissions to the NPDES ID associated with the draft report in order to certify and complete the submission.

For guidance documents and electronic reporting FAQs, please visit RIDEM's Electronic Reporting Website www.dem.ri.gov/ripdesErule and EPA's NeT Support Portal https://usepa.servicenowservices.com/oeca_icis?id=net_homepage

For information on Sewer Overflow Reporting and other O&M related resources, please visit http://www.dem.ri.gov/wwtf-om

Questions about CDX and NETSEWEROVERFLOW should be directed to the NPDES E-Reporting HelpDesk (NPDESeReporting@epa.gov or 1-877-227-8965). You can also send an email to crystal.charbonneau@dem.ri.gov

If your CDX account is locked or your first/last name has changed, please contact the CDX Help Desk (helpdesk@epacdx.net or 888-890-1995).

Additional questions related to Rhode Island's SSO/Bypass, Anticipated Bypass and Extreme Event Reporting requirements can be directed to:

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| Jack Segal | jack.segal@dem.ri.gov |