How to Create an MSGP Notice of Termination (NOT) (Fact Sheet) *Rev. 1/27/22*

Notice of Termination Overview: The Notice of Termination (NOT) constitutes notice that a facility currently covered by the RIPDES Multi-Sector General Permit (MSGP) no longer requires authorization under the RIPDES MSGP for the discharge of storm water associated with industrial activity, because the stormwater discharges associated with industrial activity no longer exist or such discharges are authorized under a RIPDES individual or alternative general permit. A Notice of Termination must be submitted to discontinue MSGP coverage.

TO CREATE AN NOT

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

2. **Create a CDX Account** (*to create an account, follow the RIDEM guidance titled "Create a CDX Account for NETMSGP Access" and then skip to step 3.b below*)

    OR type in your **CDX User ID** and **Password** and

3. Open the program service.

    a. **If you already have access to NETMSGP**, 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. Click on your associated **Role** located next to the **NETMSGP** program service name to enter the NETMSGP application.
    b. **If you do NOT have access to NETMSGP,** you will need to add the program service by:

        i. selecting the green "**Add Program Service**" button,
        ii. scroll down and select "**NeT: NPDES e-Reporting Tool**"
        iii. select "**NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity**"
        iv. select your **role** from the drop-down menu (Signatory or Preparer – <u>see definitions below</u>):

            <u>Available Roles</u>:

            Signatory Individual who is authorized under 40 CFR 122.22 to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

            Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports under 40 CFR 122.22.

        v. select the green "**Request Role Access**" button
        vi. Users may be prompted to electronically sign an Electronic Signature Agreement (ESA). Please do so by agreeing to the terms and sign the document **<u>electronically</u>** (it will ask for your password and one of your security questions).

4. You will be directed to the NETMSGP **Homepage** with a list of facilities you have electronic access to. To **create an NOT:**

    Select "**Create NOT (Terminate)**" from the "**Actions**" button listed next to your facility on the NETMSGP Homepage (*then skip to step 5 below*).

If you are a first-time user, it is possible that you will not have access to your facility on your homepage. To **gain access to terminate a permit** for a facility with previous permit coverage:

      i. Click the **Add Facility** button located on MSGP homepage
      ii. Type the **Facility name or Permit ID** in the search bar and click **Request Permissions** button next to the appropriate facility/permit ID.
      iii. Click the **Request** button for ALL permissions that apply to your role (ex. - manage, sign, view, edit). The user with an existing manager role can approve your request. If there is no such user, RIDEM can approve your request.
      iv. Once approved, you will be able to select "**Create NOT (Terminate)**" from the "**Actions**" button listed next to your facility on the NETMSGP Homepage

5. Upon selecting "**Create NOT (Terminate)**" from the actions button or upon permission request approval, you will be prompted to provide a reason for termination. Select the reason and click **OK**

6. A pop-up message will appear stating you have successfully created a *__draft__* Notice of Termination (NOT). Click **OK**.

7. Once redirected to the NETMSGP Homepage:

    o If you are a **S**ignatory and are authorized to sign and submit NOTs (*see 40 CFR 122.22 on who is authorized to sign applications*), select "**Certify Form**" from the "**Actions**" button listed next to your facility on the NETMSGP Homepage
        i. A pop-up message will appear
        ii. Click **Accept** to continue
        iii. After clicking Accept, you will have to electronically sign the NOT by entering your
            1. CDX password, then click **Login**
            2. A security question, then click **Answer**
            3. Click **Sign**
        iv. After signing, a message will appear stating your form has been certified and you will be receiving an automated email from RIDEM with an attached zip file of your NOT as a Copy of Record (COR)
        v. Click **OK**

        You will be redirected to your homepage. Coverage Status for an NOT will show as **On Hold** until it is approved by RIDEM.

    o If you are a *Preparer*, the flagged draft form and is **not complete** until it is signed/certified by the individual who meets 40 CFR 122.22.

        i. A pop-up message will appear stating your form has been automatically flagged for certification and a notification email has been sent to the signatory associated with the facility. Note: If there are no valid signatories associated with the facility, the preparer must notify the appropriate individual that they need to create a CDX account and gain access to the NETMSGP application *and* the NPDES ID associated with the draft form in order to complete the submission
        ii. Click **OK** to continue

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 a list of permit FAQs and other permit related resources, please visit http://www.dem.ri.gov/programs/water/permits/ripdes/stormwater/industrial.php#sw-faq

Questions about CDX and NETMSGP 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 MSGP permitting requirements can be directed to Margarita Chatterton at margarita.chatterton@dem.ri.gov