

# How to Discontinue a MSGP No Exposure Certification (NEC) or No Discharge Certification (NDC) (Fact Sheet) *Rev 5/16/23*

**Discontinue Certification:** Discontinuing the No Exposure Certification or No Discharge Certification constitutes notice that the operator seeks to deactivate their certification. If conditions have changed resulting in one or more point source discharges of stormwater from areas exposed to industrial activities and materials into water(s) of the State, or indirectly through a separate storm sewer system, the facility operator must obtain coverage under a RIPDES storm water permit immediately.

## TO DISCONTINUE A NEC OR NDC

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

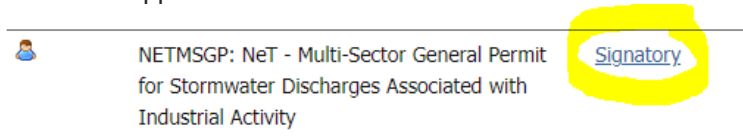
2. Type in your **CDX User ID** and **Password** and click **Log In**




OR **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)

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 – [see definitions below](#)):

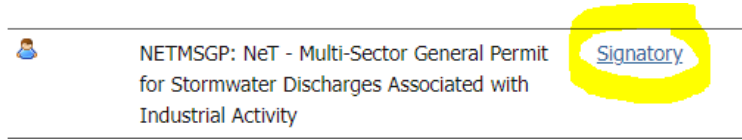
### Available Roles:

**Signatory** Individual who is authorized 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.

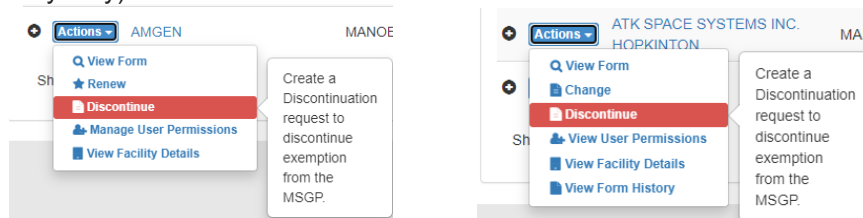
- v. select the green “**Request Role Access**” button 

- 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 **electronically** (it will ask for your password and one of your security questions).
- vii. Once completed successfully, the requested Role will be hyperlinked on your MyCDX homepage. Click on your associated **Role** located next to the **NETMSGP** program service name to enter the NETMSGP application.



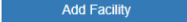
4. You will be directed to the NETMSGP **Homepage** with a list of facilities you already have electronic access to. To **Discontinue a NEC or NDC**:

- **If you already have permission to access your facility**, select the **Actions** drop-down menu next to your facility and click **Discontinue** (available actions from the drop-down menu may vary)



OR

- **If you do NOT have permission to access your facility**,

- a. Click on the **Add Facility** button located on NETMSGP homepage 
- b. Type the **Facility name** in the search bar and apply the filter for Coverage Type to only return No Exposures. If you find your facility, the coverage type **MUST** be **No Exposure**:

- Check the box next to the NPDES ID, click the **Request Permissions** button, select all available permissions (i.e. – view, edit, sign, manage) and click **Submit**.

NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Status	Coverage Type
<input checked="" type="checkbox"/> RIRNE0656	RI NEC (SRA) 5/05/23 6:39:24 AM	Operator RI NEC (SRA) 5/05/23 6:39:24 AM	Providence	RI	RI	Active	No Exposure

**Request Permissions**

**Request Facility Permissions for CDXTEST123CC**

Select one or more permissions to the facilities in the list below. Click Submit to request the selected permissions ?

NPDES ID	Facility	View	Edit	Sign	Manage	Has Manager? <span style="float: right;">?</span>
RIRNE0656	RI NEC (SRA) 5/05/23 6:39:24 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

- Once your request is approved by the user with manage permission or RIDEM, select the **Actions** drop-down menu next to your facility on the NetMSGP Homepage, and click **Discontinue**

If you do not find your facility with a No Exposure Certification and you believe you have an active NEC, please contact RIDEM for technical assistance.

5. Upon selecting the **Discontinue** button, complete the reason for discontinuation and click **Continue**.

**Continue**

6. A second module will appear stating you have created a Draft Discontinue and it has been flagged for certification, but not complete. Select **Return to Home**.

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## Draft Discontinue Created

You have flagged your form for certification. A notification email has been sent to all Signatories for the facility "Safe Harbor Allen Harbor", RIRNE0399.

This form is not complete. To finalize discontinuation, the Draft must be certified using the option available in the actions drop down. If you have the Sign permission, you can certify your form by clicking Certify Form below.

**Return to Home**

7. If you are a **Signatory and have obtained sign permission for the facility**, select the **Actions** button next to your facility and then select **Certify Form** to sign and submit the NEC or NDC discontinuation.

Actions	Facility Name	NPDES ID	Submission Status	Submission Type
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>🔍 View Form</li> <li style="background-color: #27ae60; color: white; padding: 2px;">✔ Certify</li> <li>✖ Delete Draft</li> <li>👤 View User Permissions</li> <li>📄 View Facility Details</li> <li>📜 View Form History</li> </ul> </div>	[REDACTED]	RIRNE0399	Draft	Discontinuation
		RIRNE0397	Draft	Change
		MANOE3921	Draft	Renewal
		MANOE4088	Draft	Renewal

- A pop-up message will appear
- Click **Accept** to continue **Accept**
- After clicking Accept, you will have to electronically sign the NEC by entering your
  - CDX password, then click **Login**
  - A security question, then click **Answer**
  - Click **Sign**

eSignature Widget

**1. Authentication**

Log into CDX

User:  
CDXTEST123CC

Password:

**2. Verification**

Question:  
What is your favorite pet's name?

Answer:

Show Answer

**3. Sign File**

**Sign**

- 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 Discontinued NEC as a Copy of Record (COR)
- Click **OK**
- You will be redirected to your homepage
- Submission Status for a successfully NEC or NDC discontinuation submission should immediately show as **On Hold**. Once the discontinue submission is approved by RIDEM, the Coverage Status will change to **Discontinued**

If you are a **Preparer** or if you are a Signatory **and you do NOT have sign permission for the facility,** notify the appropriate individual that they need to create a CDX account and gain access to NETMSGP and the NPDES ID associated with the draft discontinue form in order to complete the submission. If you are the appropriate individual to certify the draft form, you must request sign permission to the facility.

For guidance documents and electronic reporting FAQs, please visit RIDEM's Electronic Reporting Website [www.dem.ri.gov/ripdesErule](http://www.dem.ri.gov/ripdesErule) and EPA's NeT Support Portal [https://usepa.servicenowservices.com/oeca\\_icis?id=net\\_homepage](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](mailto:NPDESeReporting@epa.gov) or 1-877-227-8965). You can also send an email to [crystal.charbonneau@dem.ri.gov](mailto: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](mailto:helpdesk@epacdx.net) or 888-890-1995).

Additional questions related to Rhode Island's MSGP permitting requirements can be directed to Elliot Anderson at [Elliot.anderson@dem.ri.gov](mailto:Elliot.anderson@dem.ri.gov)