ELECTRONIC APPLICATION PROCESS FOR THE MULTI-SECTOR GENERAL PERMIT

RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

JUNE 2019
RENEWAL DEADLINE: AUGUST 2, 2019

What is new?

• Submissions must be made online via CDX account. The tool is called NETMSGP.

Who?

• Can be prepared by consultants; must be signed by individual who meets 40 CFR 122.22(a)(1)

Why has it changed?

• Federal E-Reporting Rule was published October 22, 2015. All states are required to comply

How do I apply?

• Create a CDX Account; Access program; Complete and certify submission
## MSGP Submissions Via NETMSGP

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Intent (NOI)</td>
<td>New, Renew, Change/modify, Terminate</td>
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<tr>
<td></td>
<td><em><strong>Renewal Deadline: August 2, 2019</strong></em></td>
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<tr>
<td>No Discharge Certification (NDC)</td>
<td>New, Change/modify, Discontinue</td>
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<tr>
<td>No Exposure Certification (NEC)</td>
<td>New, Change/modify, Discontinue</td>
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HOW DO I APPLY?

LOGIN TO YOUR CDX ACCOUNT

OR

CREATE AN ACCOUNT at
https://npdes-ereporting.epa.gov/msgp

AND ADD THE NETMSGP PROGRAM SERVICE

Add Program Service
NETMSGP USER ROLES

Signatory

In addition to the information gathered for preparers, signatory users have a legally signed Electronic Signature Agreement (ESA) on file, allowing them to electronically sign and submit documents to regulatory authorities.

Preparer

A user who has identified their first and last name, organization, had their email verified and set up a CDX account.
IMPORTANT INFORMATION TO NOTE

Individual who signs NOI must meet 40 CFR 122.22 (a)(1). It should not be delegated.

§122.22 Signatories to permit applications and reports (applicable to State programs, see §123.25).

(a) Applications. All permit applications shall be signed as follows:

(1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation; in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities; provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

Note: EPA does not require specific assignments or delegations of authority to responsible corporate officers identified in §122.22(a)(1)(i). The Agency will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified the Director to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions under §122.22(a)(1)(i) rather than to specific individuals.
A signatory may need to submit an Electronic Signature Agreement (ESA)

This should be signed **ELECTRONICALLY**. A paper ESA submission will take 1-2 weeks to process once received via US Mail at EPA Headquarters.

A new signatory may fail electronic identity proofing and will automatically be routed to sign a paper ESA. **GIVE YOURSELF PLENTY OF TIME TO APPLY.**
The permissions above need to be requested and approved by the manager for each facility the user wants access to. If there is no manager, RIDEM must approve the request(s).
IMPORTANT INFORMATION TO NOTE

(CONT'D.)

This is not NetDMR!

NETMSGP is another program you need to add to your CDX account.
RESOURCES

All MSGP submissions to RIDEM can be viewed and downloaded by the public at https://e-enterprise.gov/
If you are having trouble finding your facility, a list of permittees that were covered under the 2013 MSGP can be found at http://dem.ri.gov/programs/benviron/water/permits/ripdes/status/msgp.pdf
RESOURCES

http://www.dem.ri.gov/ripdesErule
RESOURCES

**MSGP Questions**

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**Electronic Reporting**

NPDES E-Reporting Help Desk
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