

# How to Modify an Active MSGP Notice of Intent (Change NOI) (Fact sheet) Rev 4/16/19

## MSGP Fact Sheet – How to Change a Notice of Intent (NOI) in NETMSGP

**Overview:** RIDEM's Multi-Sector General Permit (MSGP) relies on the submission of an electronic document called a Notice of Intent (NOI) to gain coverage under its permit. An NOI contains basic information about the site and the proposed discharge. If any of the information on the NOI has changed during the permit cycle, a facility can modify the information by creating a change NOI. You should create a change NOI to update or correct information on your NOI, including: Owner/operator address and contact information; Facility/site information; Changes in SIC code or industrial sector designation; Changes to discharge information. By signing and submitting the NOI, the operator is certifying that the information submitted is true, accurate, and complete, that the operator meets the eligibility requirements, and that, when covered, the operator will comply with the permit conditions and effluent limitations. A fraudulent or erroneous NOI invalidates permit coverage.

### TO CREATE A CHANGE NOI

1. Go to <https://npdes-ereporting.epa.gov/msgp>
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 CDX Account for NETMSGP Access**”)

3. Open the program service. 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.

**If you do NOT have access to NETMSGP**, refer to the RIDEM guidance on How to Create a NETMSGP NOI for more information.

4. You will be directed to the NETMSGP **Homepage** with a list of facilities you have electronic access to.
  - a. To **Change your NOI**, select “**Create Change NOI**” 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 change an NOI** for a facility with 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 Change NOI**” from the “**Actions**” button listed next to your facility on the NETMSGP Homepage
5. Upon selecting “**Create Change NOI**” from the actions button, a pop-up message will appear stating you have successfully created a **draft** Change NOI. Click on **Go to Form** to complete the Change NOI form. **Note to Preparers:** If there is no manager associated with the permit ID, you can either assign a manager role to the appropriate individual who already has a CDX account, or invite them to create one.

- The answers to the latest NOI submission will be populated. Review the form and update all fields that have changed. All of the required information (all boxes with an asterisk \*) must be filled in. If a red box appears next to a section that means that section is incomplete.

For additional guidance documents, please refer to [www.dem.ri.gov/ripdesErule](http://www.dem.ri.gov/ripdesErule) and a list of FAQs at <http://www.dem.ri.gov/programs/water/permits/ripdes/stormwater/industrial.php>

**Note:** Some sections will not have the ability to edit. If there are questions related to these data elements, please contact Crystal Charbonneau at [crystal.charbonneau@dem.ri.gov](mailto:crystal.charbonneau@dem.ri.gov) or Margarita Chatterton at [margarita.chatterton@dem.ri.gov](mailto:margarita.chatterton@dem.ri.gov)

- Once you have updated your NOI, click on the **Certification Information** Section header.
- If you are a **Signatory**, the following options will be displayed in the Certification Information Section:
  - Certify Form** – to sign and submit form to RIDEM
  - Flag for certification** – to lock information and flag for certification. (your form will not be submitted to RIDEM)
  - No action at this time** – no action

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

- Flag for certification** – to lock information and flag for certification.
  - No action at this time** – no action
- If you are a **Signatory** and are authorized to sign and submit NOIs (*see 40 CFR 122.22 on who is authorized to sign applications*), select **Certify Form** to complete NOI submission
    - A pop-up message will appear
    - Click **Accept** to continue
    - After clicking Accept, you will have to electronically sign the NOI by entering your
      - CDX password then click **Login**
      - A security question, then click **Answer**
      - Click **Sign**
    - After signing, a message will appear stating your form has been certified and you will be receiving an email from RIDEM with an attached zip file of your Change NOI as a Copy of Record (COR)
      - Click **OK**
      - You will be redirected to your homepage
      - Your Coverage Status should now be **Under Review** or **Effective** depending on the data elements that were modified
      - You should expect a notification when your change NOI has been accepted by RIDEM.**
  - If you are a **Preparer**, click **Flag for certification**
    - A pop-up message will appear stating your form has been flagged for certification. A notification email has been sent to the signatory associated with the facility. Note: If there are no 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
    - Click **OK** to continue

Additional information about CDX and MSGP can be found by clicking on the following link to the MSGP EPA NeT Support Portal - <https://epanet.zendesk.com/hc/en-us>.

Questions about CDX login should be directed to the CDX Help Desk ([helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or 888-890-1995).

If you have technical questions about NETMSGP please feel free to send an email to [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov) or call 866-352-7755 between 8:00 am – 5:00 pm (EST).

If you have questions related to Rhode Island's MSGP, please contact Margarita Chatterton at [margarita.chatterton@dem.ri.gov](mailto:margarita.chatterton@dem.ri.gov)