

# How to Create or Renew an MSGP Notice of Intent (NOI) (Fact sheet) *Rev 4/9/19*

## **MSGP Fact Sheet** – How to Create or Renew 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. A NOI for a general permit is notice to the NPDES permitting authority of the operator's intent to be covered under the general permit. A NOI typically contains basic information about the site and the proposed discharge. 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. An incomplete NOI delays permit coverage until the NOI has been completed and the applicable review period has passed (i.e. 60 days for the RIDEM MSGP).

### **TO CREATE A NEW NOI or TO RENEW AN 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**" and then skip to step 3.b. below)

3. Open the program service.
  - a. **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 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 **electronically** (it will ask for your password and one of your security questions).
  - b. **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.

4. You will be directed to the NETMSGP **Homepage** with a list of facilities you have electronic access to.
  - a. To **renew your permit**, select “**Renew coverage**” 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 renew 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.  
(*note: if a user finds their facility but it has a terminated coverage status, the user must click **Create Facility** instead*)
- iv. Once approved, you will be able to select “**Renew coverage**” from the “**Actions**” button listed next to your facility on the NETMSGP Homepage

b. To **create an NOI for a new facility** (no previous RIPDES permit coverage):

- i. Click on the **Add Facility button** located on NETMSGP homepage
- ii. Type the **Facility name or Permit ID** in the search bar to ensure there is no existing permit coverage (*note: if a user finds their facility go back to step 4.a.ii above*)
- iii. Click on **Create Facility** under the Add a New Facility section

5. Upon selecting “**Renew coverage**” from the actions button or the **Create Facility** button, you will be taken to an Eligibility Information section to verify your eligibility under the MSGP

The MSGP application is a smart form meaning new questions will appear as you answer each question

6. If all information is correct, click **Next** at the bottom of the Eligibility Information section and then click **Next** on the pop-up message to lock your Eligibility Information answers.

**IMPORTANT:** If you must change any of the information in the Eligibility Information section after clicking **Next**, **you will need to start over and submit a new form.**

7. A second pop-up message will appear stating you have successfully created a **draft** Notice of Intent (NOI). Click on **Go to Form** to complete 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.
8. Complete 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 be prefilled without 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)

9. If you are a **Signatory**, the following options will be displayed:

- **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

10. 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 NOI as a Copy of Record (COR)

- Click **OK**
- You will be redirected to your homepage
- Your Coverage Status should now be **Under Review** (new NOIs) or **Admin Continued** or **Effective** (Renew NOIs, unless key elements were modified)
- **After 60 days, your facility will be covered under the MSGP if RIDEM does not deem your submission incomplete or unacceptable. You should expect an authorization notification when your coverage becomes effective.**

11. 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)