

How to Request Access to your RIPDES Permit(s)/NPDES ID(s) in NETSEWEROVERFLOW (Rev. 11/28/23)

The first time you open NeT-SewerOverflow you will not see any Facilities/NPDES IDs in your My Facilities section. You need to request permission to NPDES ID(s) and be approved before submitting any reports. Your permission request can be approved by the Regulatory Authority (RIDEM), NPDES eReporting Help Desk, and CDX users with existing “Manage” permission for that NPDES ID.

RIDEM has assigned NPDES IDs starting with “RISS” for RIPDES permitted Wastewater Treatment Facilities (WWTFs) and satellite communities to use to report their sewer overflows that occur prior to treatment at the facility. Therefore, all WWTFs will need to gain access to both their RIPDES permit ID (starting with RI01) and their Sewer Overflow ID (starting with RISS) in order to report both Bypasses/Anticipated Bypasses and Sewer Overflows. All satellite communities that do not have a RIPDES permit will only need access to their assigned Sewer Overflow ID (starting with RISS) to submit sewer overflow reports.

1. **Log in** to your CDX account at <https://cdx.epa.gov>. If you do not have a CDX account, you must Create a CDX account (see [Create a New CDX Account to Access NETSEWEROVERFLOW](#)).
2. Click on your **Role** (i.e. – Signatory or Preparer) to open the NETSEWEROVERFLOW program service. If you do NOT have access to NETSEWEROVERFLOW, you will need to **add the program service** (see [How to Add the NETSEWEROVERFLOW Program Service to an existing CDX account](#)).

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is a navigation bar with buttons for MyCDX, Inbox, My Profile, Submission History, and Payment History. Below this is a table titled "Services" with a "Manage" icon in the top right corner. The table has three columns: Status, Program Service Name, and Role. The Role column for the NETSEWEROVERFLOW service is highlighted with a red box.

Status	Program Service Name	Role
	NETAQUA: NeT - Aquaculture General Permit	Preparer
	NETBIO: NeT - Biosolids Annual Program Report	Preparer
	NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting	Preparer

3. Click on the “Search Facility” button to start the permission request process.

NeT Sewer Overflow and Bypass Reporting

EPA and state regulations require Treatment Works Treating Domestic Sewage (TWTDS) to submit a report for sewer overflows and bypass events. This is the electronic form for the submission of these reports.

Please note that you must first obtain access to a facility's record in order to view, edit, sign, or manage a report. Click the Search Facility button to find a facility and then request permissions. Please contact us if you cannot find your facility as we may need to create a mail NPDESreporting@epa.gov for assistance.

Public Availability of Information Submitted on and with General Permit Reports

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business call phone number or non-business email address) intended to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to guidance.

My Facilities

- Type at least three characters of the Facility Name (i.e. – “Bristol”) or RIPDES Permit ID/NPDES ID (i.e. – “RISSxxxxx” and/or “RI01xxxxx”) into the search box.

Sewer Overflow and Bypass Reporting Facility Search

Enter your NPDES ID or Facility Name in the search box below. As you type, results will appear in the table below. Select “Request Permissions” to associate yourself with an existing Facility.

Show entries

- Click on the “Request Permissions” button for the RIPDES Permit ID(s)/NPDES ID(s) that you need access to submit overflow reports.

Sewer Overflow and Bypass Reporting Facility Search

Enter your NPDES ID or Facility Name in the search box below. As you type, results will appear in the table below. Select “Request Permissions” to associate yourself with an existing Facility.

Show entries

Actions	NPDES ID	Facility Name	City	State
Request Permissions	NHG581214	STRATFORD-MILL HOUSE	NORTH STRATFORD	NH

Showing 1 to 1 of 1 entries

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- Click the **Request** button for ALL permissions that apply to your role (ex. - manage, sign, view, edit). The user with an existing manage permission can approve your request. If there is no such user, then RIDEM must approve your request. Click the **Done** button when finished.

Request Permissions

for STRATFORD-MILL HOUSE

Permissions	Status	Info	Actions
View	Available for Request	-	Request
Edit	Available for Request	-	Request
Sign	Available for Request	-	Request
Manage	Available for Request	-	Request

[Done](#)

NeT-SewerOverflow Permission	NeT-SewerOverflow Permission Description	Required CDX Role
View	This permission allows a CDX user to view the following in NeT-SewerOverflow: facility information, report information, and other CDX user permissions.	Signatory or Preparer
Edit	This permission allows a CDX user to create, edit, and delete draft reports (both new and change reports) as well as flag and unflag reports for signature.	Signatory or Preparer
Sign	This permission allows a CDX user to create a valid electronic signature and submit a report to the Regulatory Authority (EPA or state).	Signatory
Manage	This permission allows a CDX user to approve or reject permission requests for a facility (uniquely identified by a NPDES ID). This permission also allows a CDX user to independently grant or revoke permissions for a facility (by NPDES ID).	Signatory

You can check on the status of your permission requests on the NeT-SewerOverflow landing page by clicking on the “My Requests” link in the top blue banner.



- Once your permission(s) request is approved, you will see the facility listed under the My Facilities section on your NETSEWEROVERFLOW homepage

