How to Create a New MSGP No Exposure Certification (NEC) (Fact Sheet) *Rev 1/27/22*

No Exposure Certification (NEC) Overview: The NEC constitutes notice that the operator does not require permit authorization under RIDEM's Multi-Sector General Permit (MSGP) for the stormwater discharges from the facility because all industrial materials or activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. A No Exposure Certification must be provided for each facility qualifying for the no exposure exclusion. The operator must resubmit their NEC at least every five years. The industrial facility operator must maintain a condition of no exposure at its facility or site in order for the no exposure certification to remain applicable. If conditions change resulting in the exposure of materials and activities to storm water, the facility operator must obtain coverage under a RIPDES storm water permit immediately.

TO CREATE A NEW NEC

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

2. **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*)

   OR type in your **CDX User ID** and **Password** and

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 – <u>see definitions below</u>):

         <u>Available Roles</u>:

         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).

   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. To **create a new NEC:**

i. Click on the **Add Facility** button located on NETMSGP homepage
ii. Type the **Facility name** in the search bar.

If you find your facility <u>and</u> the coverage status is **inactive**:

- click the **Request Permissions** button and select all available permissions (i.e. – view, edit, sign, manage). Once your request is approved, skip to Step 8. <u>Note:</u> when filing a new NEC, **do _not_ request permission from your facility if it has a terminated coverage status**. Also please note that any facility with active coverage status has a certified electronic form on file with RIDEM – anyone can request permissions to view it.

If you <u>do not</u> find you facility with inactive coverage status:

a. Click on **Create Facility** under the Add a New Facility section

5. Upon selecting **Create Facility** button, you will be taken to an Eligibility Information section to verify your eligibility for No Exposure Certification for the MSGP

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

Note: If you answered "yes" to question 7 in the webform "**Has your facility previously been covered by a No Exposure exclusion?**" and RIDEM has not provided a RIPDES ID for the previous No Exposure certification submissions, please enter **<u>RIRNE0000</u>** in the text box.

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, delete the drafted form and submit a new form_**.

7. A second pop-up message will appear stating you have successfully created a **_draft_** No Exposure Certification (NEC). Click on **Go to Form** (or **Go to Form with no Manager**) to complete the NEC 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 (<u>all boxes with an asterisk * must be filled in</u>). If a red box appears next to a section that means that section is incomplete

9. If you are a **_Signatory_** _and have obtained sign permission for the facility_, the following options will be displayed in the Certification Information Section:

   o **Certify Form** – to sign and submit form to RIDEM
   o **Flag for certification** – to lock information and flag for certification/signature (your form will **not** be submitted to RIDEM)
   o **No action at this time** – no action

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

   o **Flag for certification** – to lock information and flag for certification/signature (your form will **not** be submitted to RIDEM).
   o **No action at this time** – no action

10. If you are a **S*ignatory*** and are authorized to sign and submit NECs on behalf of your facility, select **Certify Form** to complete the NEC submission
    - ○ A pop-up message will appear
    - ○ Click **Accept** to continue
    - ○ 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**
    - ○ 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 NEC as a Copy of Record (COR)

    - • Click **OK**
    - • You will be redirected to your homepage
    - • Coverage Status for all new NECs should immediately show as **Active**

    If you are a **P*reparer***, click **Flag for certification** and notify the Signatory the form is ready for signature.
    - • 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 or click Assign manager if the signatory already has a CDX account.

For guidance documents and electronic reporting FAQs, please visit RIDEM's Electronic Reporting Website www.dem.ri.gov/ripdesErule and EPA's NeT Support Portal 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 or 1-877-227-8965). You can also send an email to 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 or 888-890-1995).

Additional questions related to Rhode Island's MSGP permitting requirements can be directed to Margarita Chatterton at margarita.chatterton@dem.ri.gov