

# 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

FORM TYPE	ACTIONS
Notice of Intent (NOI)	New, Renew, Change/modify, Terminate  <b><u>***Renewal Deadline: August 2, 2019***</u></b>
No Discharge Certification (NDC)	New, Change/modify, Discontinue
No Exposure Certification (NEC)	New, Change/modify, Discontinue

# HOW DO I APPLY?

LOGIN TO YOUR  
CDX ACCOUNT

OR

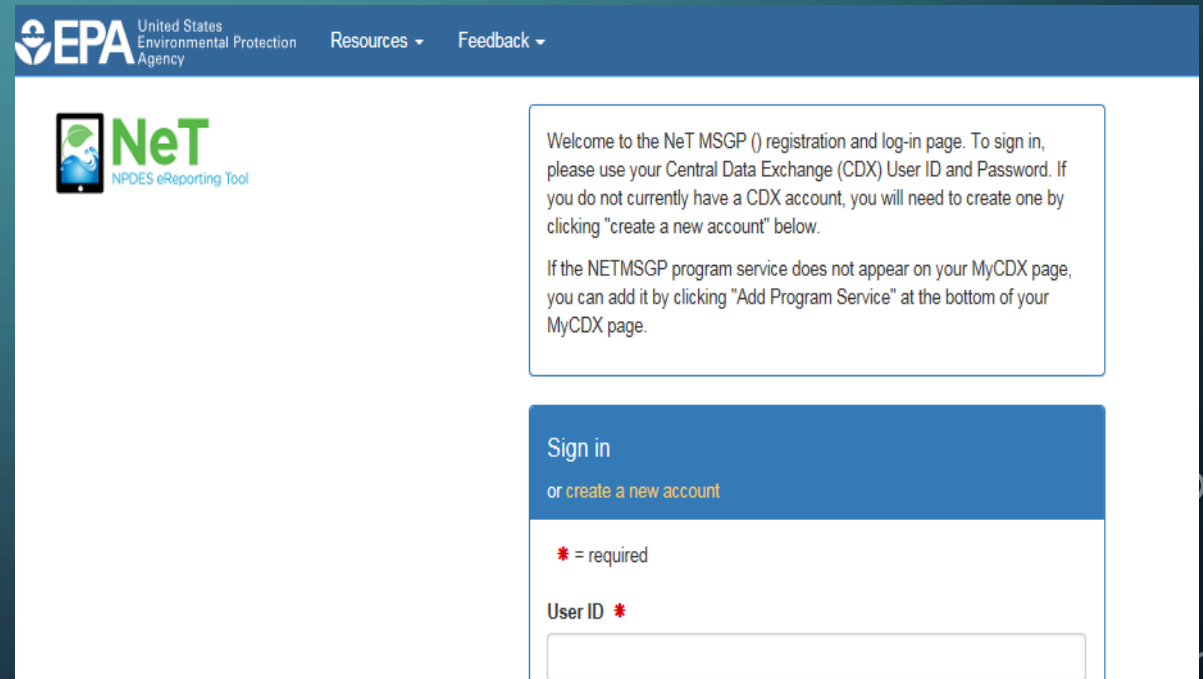
CREATE AN  
ACCOUNT at

 **Central Data Exchange**

<https://npdes-ereporting.epa.gov/msgp>


AND ADD THE NETMSGP  
PROGRAM SERVICE

**Add Program Service**



The screenshot shows the EPA website header with the logo and navigation links. Below the header is the NetMSGP logo and a welcome message. The message explains that users should use their CDX User ID and Password to sign in, and provides instructions for creating a new account if they do not have one. It also mentions that users can add the NETMSGP program service to their MyCDX page. Below the message is a 'Sign in' section with a link to 'create a new account'. A legend indicates that an asterisk (\*) denotes a required field. The 'User ID' field is marked as required and has an input box below it.

EPA United States Environmental Protection Agency Resources Feedback

 **NetMSGP**  
NPDES eReporting Tool

Welcome to the NetMSGP () registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you do not currently have a CDX account, you will need to create one by clicking "create a new account" below.

If the NETMSGP program service does not appear on your MyCDX page, you can add it by clicking "Add Program Service" at the bottom of your MyCDX page.

Sign in  
or [create a new account](#)

\* = required

User ID \*

# 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.

 **ESA Signed**



## 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)(ii) rather than to specific individuals.

# IMPORTANT INFORMATION TO NOTE

(CONT'D.)

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.**

# IMPORTANT INFORMATION TO NOTE




(CONT'D.)








**Signatory**




**Preparer**

<p><b>Sign</b></p> <p>With Sign, users are able to utilize their eSignature, to sign and submit NOIs, No Exposure or No Discharge excursions as well as Annual Reports electronically to their Regulatory Authority.</p> <p>Available for: </p>	<p><b>DAR Sign</b></p> <p>DAR Sign is a special permission granted by a user with the Sign permission. It allows a user to sign annual reports on their behalf as a Duty Authorized Representative (DAR).</p> <p>Available for: </p>	<p><b>Manage</b></p> <p>Users with the Manage permission have the ability to approve or deny permission requests as well as proactively add or remove user permissions for a given facility.</p> <p>Available for: </p>
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<p><b>View</b></p> <p>View grants the ability to view a read-only version of a specific facilities' pending and current submissions as well as any prior submissions to MSGP.</p> <p>Available for:  </p>	<p><b>Edit</b></p> <p>The Edit permission allows a user to create forms and enter information for a facility. It also grants the ability to flag and lock forms for certification.</p> <p>Available for:  </p>
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 NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity

[Signatory](#)



Add Facility

**Actions**

Request Permissions

**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)**

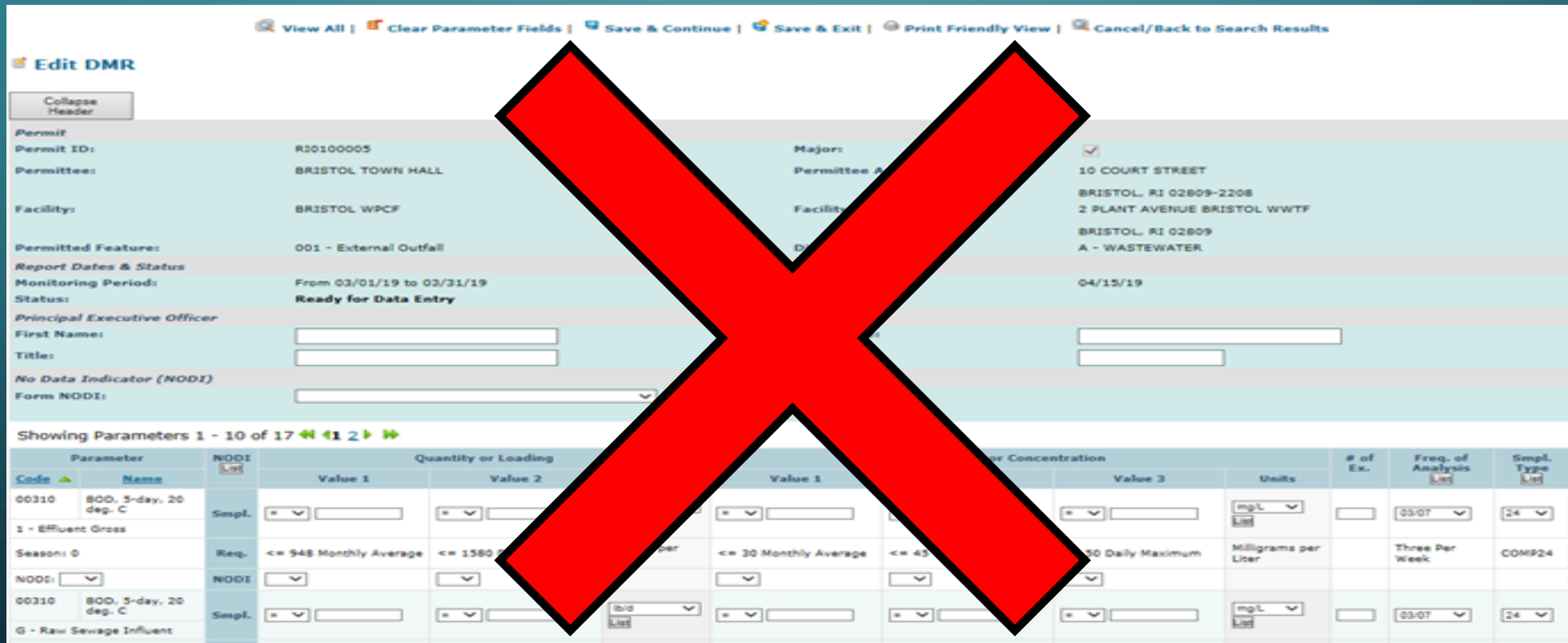


# IMPORTANT INFORMATION TO NOTE

(CONT,D.)

This is not NetDMR!

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



The screenshot shows the 'Edit DMR' interface. At the top, there are navigation links: View All, Clear Parameter Fields, Save & Continue, Save & Exit, Print Friendly View, and Cancel/Back to Search Results. Below this is a 'Collapse Header' button. The form contains several sections: Permit information (Permit ID: R10100005, Permittee: BRISTOL TOWN HALL, Facility: BRISTOL WPCF), Permitted Feature (001 - External Outfall), Report Dates & Status (Monitoring Period: From 03/01/19 to 03/31/19, Status: Ready for Data Entry), and Principal Executive Officer details (First Name, Title, No Data Indicator (NODI)). A table at the bottom shows parameters 1-10 of 17, with columns for Parameter Code, Name, NODI, Quantity or Loading (Value 1, Value 2), Concentration (Value 1, Value 3), Units, # of Ex., Freq. of Analysis, and SmpL Type. A large red 'X' is overlaid on the entire form.

# DEMO

NOI Renewal

# RESOURCES

All MSGP submissions to RIDEM can be viewed and downloaded by the public at <https://e-enterprise.gov/>

Welcome to the new E-Enterprise Portal, with an updated and improved look and performance! As we move everything over, you can find old widgets and services at the [original E-Enterprise](#) for the time being.

### Multi-Sector General Permit Lookup Results

[< Back to Search](#)

Filter

Rows 5

Issuer	NPDES ID	Coverage Type	Submission Type	Facility Name	Facility Operator	Facility State	Facility City	Coverage Status	Effective Date	Corresponding Documents
RI	RIR50E010	General Permit	Renew	STRUCTURAL STONE, LLC	STRUCTURAL STONE, LLC	RI	NORTH KINGSTOWN	Active	2019-05-07	<a href="#">COR ZIP</a>
RI	RIR50F014	General Permit	New	Gannon & Scott, Inc.	Gannon & Scott, Inc.	RI	Cranston	Under Review	Not Effective	<a href="#">COR ZIP</a>
RI	RIR50J003	General Permit	Terminate	ARMETTA, LLC - SAND & STONE (FORMERLY COPAR QUARRIES OF WESTERLY)	WESTERLY GRANITE COMPANY, INC.	RI	BRADFORD	Terminated	2015-01-01	<a href="#">COR ZIP</a>

« < 1 2 3 4 > »

# RESOURCES

## NeT MSGP Facility Search

Enter your NPDES ID, Facility, or Operator 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 in order to view, change, manage or terminate an existing coverage or waiver. If you need to create a new Notice of Intent (NOI), No Exposure Certification (NOE/NEC) or No Discharge Certification (NDC), click the "Create Facility" button below.

× ✕

Show  entries

Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Status
No matching records found							

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>

Submit or revise a Notice of Intent (NOI), No Exposure Certificate (NEC), No Discharge Certificate (NDC) or Notice of Termination (NOT)

Do you need a permit? Review our [RIPDES page](#) or contact us at 401-222-4700 for more information.

All electronic submissions require a CDX account. DMRs are submitted through the NetDMR-RI program service, while NOIs, NECs, NDCs and NOTs will be submitted through the NeT program service.

## Multi-Sector General Permit (MSGP)






### 1. Log in or create an account

Create CDX account, add the NET MSGP program service in the CDX portal, and complete identity proofing

-  [Create a new CDX Account for NETMSGP Access](#)
-  [Add NETMSGP to an existing CDX Account](#) ←
-  [NET MSGP Roles](#)
-  [NETMSGP User Roles and Permissions Overview](#)

### 2. Submit

Submit your NOI, NDC, NEC, or NOT electronically

-  [How to Create or Renew an MSGP Notice of Intent \(NOI\)](#) ←
-  [How to Modify an Active MSGP Notice of Intent \(Change NOI\)](#)
-  [How to Create an MSGP No Discharge Certification \(NDC\)](#)
-  [How to Create an MSGP No Exposure Certification \(NEC\)](#)
-  [How to Create an MSGP Notice of Termination \(NOT\)](#)

# RESOURCES

## MSGP Questions

Margarita Chatterton

[Margarita.Chatterton@dem.ri.gov](mailto:Margarita.Chatterton@dem.ri.gov)

401-222-4700 xt.7605

## Electronic Reporting

NPDES E-Reporting Help Desk

1-877-227-8965

Crystal Charbonneau

[Crystal.Charbonneau@dem.ri.gov](mailto:Crystal.Charbonneau@dem.ri.gov)

401-222-4700 xt.7221