How to Perform an Automatic Transfer for MSGP coverage by Transfer Action (Transfer Ownership) (Fact sheet) *Rev 1/27/22*

MSGP Fact Sheet – How to Perform an Automatic Transfer for Permit coverage in NETMSGP

Overview: In accordance with 250 RICR-150-10-1.23.B, a new permittee can automatically transfer an active permit if production levels, products produced, rates of discharge, and wastewater characteristics remain unchanged. The new permittee must access the active Notice of Intent (NOI) and perform a Transfer Ownership action to reflect the new permittee information. RIDEM's Multi-Sector General Permit (MSGP) relies on the submission of an electronic NOI in order to gain coverage under its permit. An NOI contains basic information about the site and the proposed discharge. The individual signing and submitting the NOI **must meet 40 CFR 122.22(a)**, and 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 TRANSFER A PERMIT IN NETMSGP (VIA TRANSFER OWNERSHIP)

1. Go to https://cdx.epa.gov
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. Permit transfers will most likely be performed by users new to CDX and will need to create a CDX account.

3. Open the program service by clicking on your associated **Role** (i.e. - Preparer or Signatory) located next to the **NETMSGP** program service name.

   If you already successfully gained 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. *If you do NOT have access to NETMSGP, refer to the RIDEM guidance on how to Add NETMSGP to an existing CDX Account*

4. You will be directed to the **NETMSGP Homepage** with a list of facilities you have electronic access to. New users will most likely not have existing access to the permit ID and will need to request permission for access.

   To gain access to a permit for a facility location with active permit coverage:

   a. Click the **Add Facility** button located on MSGP homepage
   b. Type the Facility name or **Permit ID** in the search bar and
   c. Click **Request Permissions** button next to the appropriate facility/permit ID.
   d. Click the **Request** button next to ALL permissions that apply to your role (ex. - manage, sign, view, edit).

   The user with an existing manager role (i.e. - the previous permittee that meets 40 CFR 122.22) can approve your request. If there is no such user or if you are unable to obtain approval from the existing manager, please contact crystal.charbonneau@dem.ri.gov to approve your request.

   Note: once approved, RIDEM recommends that the new user with "manage" permission should Revoke at least the manage, edit and sign permissions for the users associated with the old permit owner before proceeding.

5. To update the NOI to reflect the automatic transfer, go to your **NetMSGP Homepage** and select "**Transfer Ownership**" from the "**Actions**" button listed next to the facility with your permit ID.
6. Upon selecting "Transfer Ownership" from the actions button, a pop-up message will appear – please read the statement carefully and click on **Accept** to go to the Transfer Ownership form.
7. Update the Owner, Operator and Facility information as appropriate, then click **Confirm** to accept the changes. 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. Additionally, a pop-up will appear to remind you that the users under the previous ownership still have access to your permit ID in NETMSGP. Once the transfer is completed, RIDEM recommends the Signatory with manage permission revoke access roles as appropriate.
8. If you are a **Signatory** with the sign permission for the permit ID, and are authorized to sign and submit NOIs (see 40 CFR 122.22 on who is authorized to sign applications), a pop-up message will appear; Click **Certify Form,** and then read the statement and click **Accept** to continue.
   - After clicking Accept, you will have to electronically sign the Transfer 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 a link to your Transferred NOI as a Copy of Record (COR)
   - Click **OK**
   - You will be redirected to your homepage; your Coverage Status should now be **Active**.

11. If you are a **Preparer**, a pop-up message "Draft Transfer of Ownership Created" will appear stating your form has been flagged for certification. A flagged form is not submitted to RIDEM until it is certified/signed by the signatory.

   Note: The draft needs to be signed by the **new** facility owner. If there are no signatories associated with the new facility owner/operator in the NETMSGP program service, the preparer must notify the appropriate individual that they need to create a CDX account and gain access to the NETMSGP program service and the permit ID associated with the draft Transfer in order to complete the submission

   - Click **Return to Home** to continue.

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