

How to Renew a MSGP No Exposure Certification (NEC) (Fact Sheet) *Rev 5/16/23*

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. The action to Renew a NEC becomes available in NETMSGP 6 months before the expiration date.

TO RENEW A NEC

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

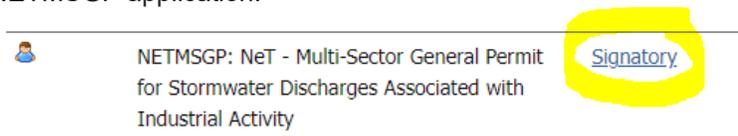
2. Type in your **CDX User ID** and **Password** and click **Log In**



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 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.



- b. **If you do NOT have access to NETMSGP**, you will need to add the program service by:

- selecting the green "**Add Program Service**" button, 
- scroll down and select "**NeT: NPDES e-Reporting Tool**"
- select "**NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity**"
- select your **role** from the drop-down menu (Signatory or Preparer – see definitions below):

Available Roles:

Signatory Individual who is authorized to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

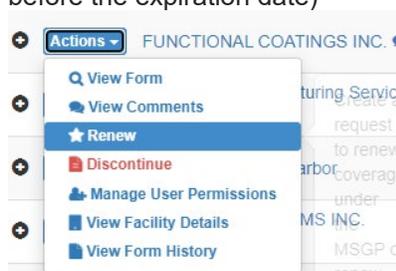
Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports.

- 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).
- vii. Once completed successfully, the requested Role will be hyperlinked on your MyCDX homepage. 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 already have electronic access to. To **Renew a NEC**:

- i. **If you already have permission to access your facility**, select the **Actions** drop-down menu next to your facility and click **Renew** (this action becomes available 6 months before the expiration date)



OR

- ii. **If you do NOT have permission to access your facility**,

- a. Click on the **Add Facility** button located on NETMSGP homepage 
- b. Type the **Facility name** in the search bar and apply the filter for Coverage Type to only return No Exposures. If you find your facility, the coverage type **MUST** be **No Exposure**:
 - Check the box next to the NPDES ID, click the **Request Permissions** button, select all available permissions (i.e. – view, edit, sign, manage) and click **Submit**.

Note: do *not* request permission from your facility if it has a Discontinued coverage status as you will not be able to renew it.



NPDES ID	Facility	View	Edit	Sign	Manage	Has Manager?
RIRNE0656	RI NEC (SRA) 5/05/23 6:39:24 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

- Once your request is approved by the user with Manage permission or by RIDEM, select the **Actions** drop-down menu next to your facility on the NetMSGP Homepage, and click **Renew** (this action becomes available 6 months before the expiration date)

If you do not find your facility with a No Exposure Certification because there is no existing NEC and you need a NEC for your facility, you will need to Create a New NEC (to create a new NEC, follow the RIDEM guidance titled “[How to Create an MSGP No Exposure Certification \(NEC\)](#)”)

- Upon selecting **Renew** button, a module will appear stating you have created a draft renewal. Click **Go to Form** to open the draft.

- You will be taken to the Operator and Facility Information sections of the form which will be pre-filled based on the last NEC submitted. Please verify your facility information for No Exposure Certification for the MSGP. If all information is correct, click **Next Section**.
- Please verify your eligibility to renew your NEC by answering the questions in the Tarpaulin Information section, and then click **Next Section**.
- Please verify your eligibility to renew your NEC by answering the questions in the Exposure Checklist section, and then click **Next Section**.

IMPORTANT: If you answer “yes” to any of the questions in the Exposure Checklist, **you are ineligible to renew your NEC and will not be able to certify the form. Instead, follow instructions to Discontinue the NEC and Create a new NOI to apply for permit coverage for the MSGP.**

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

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

10. If you are a **Signatory** and are authorized to sign and submit NECs on behalf of your facility, select **Certify Form** and **Next** to complete the NEC renewal.

Certification Information

What would you like to do now?

You can sign and submit your form to EPA b

Certify Form

Flag for certification

No action at this time

Next

- 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**

eSignature Widget

1. Authentication
Log into CDX
User:
CDXTEST123CC
Password:

2. Verification
Question:
What is your favorite pet's name?
Answer:

Show Answer

3. Sign File
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 a successfully renewed NEC should immediately show as **Active**

If you are a **Preparer**, 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 Elliot Anderson at Elliot.anderson@dem.ri.gov