

How to Modify an Active MSGP Notice of Intent, No Exposure or No Discharge Certification (Change NOI/NEC/NDC) (Fact sheet) *Rev 8/11/23*

MSGP Fact Sheet – How to Change a NOI/NEC/NDC Form in NETMSGP

Overview: RIDEM's Multi-Sector General Permit (MSGP), No Exposure Certification (NEC) and No Discharge Certification (NDC) are required to be submitted electronically. The MSGP relies on its Notice of Intent (NOI), which contains basic information about the site and proposed discharge. If any of the information on the NOI, NEC or NDC has changed, a facility can modify the information by creating a 'Change' action. You should create a 'Change' action to update or correct information on your NOI, NEC or NDC, including but not limited to: Owner/Operator address and contact information; Facility/site information; Changes in SIC code or industrial sector designation; Changes to discharge information. By signing and submitting the Change NOI, NEC or NDC, the operator is certifying that the information submitted is true, accurate and complete, and that the operator meets the eligibility requirements. For MSGP permittees, by signing and submitting the NOI the operator is certifying that they will comply with the permit conditions and effluent limitations. A fraudulent or erroneous NOI invalidates permit coverage. A fraudulent or erroneous NEC or NDC invalidates certification.

TO CREATE A CHANGE NOI/NEC/NDC FORM

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 new CDX Account for NETMSGP Access](#)”*)

3. Open the program service. 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.

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.
 - a. Select the **“Actions”** button listed next to your facility on the NETMSGP Homepage (*then skip to step 5 below*).

If you are a first-time user, it is possible that you will not have access to your facility on your homepage. To **gain access to an existing facility**:

- i. Click the **Add Facility** button located on MSGP homepage
- ii. Type the **Facility name or RIPDES ID** in the search bar and click **Request Permissions** button next to the appropriate facility/RIPDES ID.
- iii. Click the **Request** button for ALL permissions that apply to your role (ex. - manage, sign, view, edit). The user with an existing manager role can approve your request. If there is no such user, RIDEM can approve your request
- iv. Once approved, you will be able to select the **“Actions”** button listed next to your facility on the NETMSGP Homepage

5. Select “**Change**” from the actions drop-down to initiate a draft form. A pop-up message will appear stating you have successfully created a **draft** Change form. Click on **Go to Form** to complete the Change form.
6. The answers to the latest form submission will be pre-populated. Update all sections and fields that have changed. 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. **Note:** Some sections will not have the ability to edit.
7. Once you have updated your form with all of the changes, click on the **Certification Information** Section header.

If you are a **Signatory**, 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 by a user who meets 40 CFR 122.22(a) (your form will **not** be submitted to RIDEM)
- **No action at this time** – no action (your form will **not** be submitted to RIDEM)

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

- **Flag for certification** – to lock information and flag for certification/signature by a user who meets 40 CFR 122.22(a) (your form will **not** be submitted to RIDEM).
- **No action at this time** – no action (your form will **not** be submitted to RIDEM)

8. If you are a **Signatory** and are authorized to sign and submit forms (see 40 CFR 122.22), select **Certify Form** to complete the submission
 - A pop-up message will appear
 - Click **Accept** to continue
 - After clicking Accept, you will have to electronically sign the NOI/NEC/NDC 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 an attached zip file of your Change NOI/NEC/NDC as a Copy of Record (COR)
 - Click **OK**

You will be redirected to your homepage. Your Submission Status should now be **Under Review** or **Approved** depending on the form type and the data elements that were modified. If the form is not automatically approved, you will receive a notification when your change form has been approved by RIDEM.

9. If you are a **Preparer**, click **Flag for certification**. **This form has not been submitted to RIDEM**
 - 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 in NETMSGP 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 RIPDES ID associated with the draft form in order to complete the submission
 - Click **OK** 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 Elliot Anderson at Elliot.Anderson@dem.ri.gov