

# How to Update or Change a SSO/Bypass, Anticipated Bypass or Extreme Event Report

(Fact sheet) *Rev 11/28/23*

**RIDEM Fact Sheet** – How to Change a Report in NETSEWEROVERFLOW

**Overview:** Owners and operators of Rhode Island wastewater facilities (collection systems, pumping stations, treatment facilities, etc.) must report emergencies and/or bypasses to the Rhode Island Department of Environmental Management (RIDEM), Office of Water Resources' Operations and Maintenance Section (O&M Section) within 24 hours of becoming aware of the situation. Between the hours of 8:30 AM and 4:00 PM on business days, the O&M Section can be reached at 401-222-4700.

When calling to report a wastewater emergency or bypass, it is important that you actually speak with a RIDEM staff member. DO NOT leave a recorded message. If someone from the O&M section is not available, press zero to speak with the receptionist and give them the general information; they will then contact an appropriate staff member. If you call outside of business hours, call the RIDEM's emergency hotline at 401-222-3070. In addition to an immediate verbal report, an electronic report must be submitted through CDX within five days of the event's start date or within 10 days of the anticipated start date. CDX allows users to submit a change report after it is initially submitted to RIDEM. However, a change report submitted outside of the required timeframe may trigger the system to generate a late reporting violation.

By signing and submitting the electronic report, the operator is certifying that the information submitted is true, accurate, and complete, and that the operator meets the eligibility requirements to submit reports. The electronic report remains in draft form and has not been completed or submitted to RIDEM until it is certified by the Signatory user.

## TO SUBMIT A CHANGE REPORT

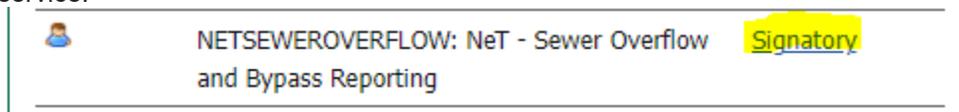
1. Go to <https://cdx.epa.gov>

2. Type in your **CDX User ID** and **Password**

A rectangular button with a black background and white text that says "Log In".

OR **Create a CDX Account** (to create an account, follow the RIDEM guidance titled [Create a New CDX Account to Access NETSEWEROVERFLOW](#))

3. Open the **NETSEWEROVERFLOW** program service.
  - a. **If you already have access to NETSEWEROVERFLOW**, 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 in blue. Click on your associated **Role** located next to the **NETSEWEROVERFLOW** program service name to open the NETSEWEROVERFLOW program service.



- b. **If you do NOT have access to NETSEWEROVERFLOW**, you will need to **add the program service** to your account (see [How to Add the NETSEWEROVERFLOW Program Service to an existing CDX account](#)).

4. You will be directed to the **NETSEWEROVERFLOW Homepage** with a list of facilities you already have electronic access to.

**Note:** It is possible that you see the facility on your NETSEWEROVERFLOW homepage, but do not have all the necessary permissions (i.e. –sign or DAR sign) to complete and/or certify the report. To review or manage your permissions for the facility, you can select the permissions icon located in the far-right column.

a. **If you already have access to your permitted facility on your homepage**, select the **Actions** button to the left of the facility name on your NETSEWEROVERFLOW Homepage

The screenshot shows the EPA NETSEWEROVERFLOW homepage. At the top, there is a navigation bar with the EPA logo and links for 'Action Center', 'My Requests', 'Resources', and 'Contact Us'. Below this is a search bar and a section titled 'Public Availability of Information Submitted on and with Program Reports'. The main content area is titled 'My Facilities' and contains a table with columns for 'Actions', 'Facility Name', 'NPDES ID', 'Issuer', 'Facility Status', and 'Ongoing Event'. One facility, 'SOUTH KINGSTOWN WWTF', is listed with NPDES ID 'RI0100374', Issuer 'Rhode Island', and Facility Status 'Active'. The 'Actions' button for this facility is highlighted with a yellow box.

b. **If you do not see your permitted facility on your homepage**, you will need to request access (see [How to Request Access to your RIPDES Permit\(s\)/NPDES ID\(s\) in NETSEWEROVERFLOW](#)). The user with an existing manage permission can approve your request(s). If there is no such user, RIDEM can approve your request(s).

5. Upon selecting the **Actions** button, a drop-down menu will appear. Select **“Manage Reports”** to open the reports page.

This screenshot shows a close-up of the 'Actions' button for a facility. A drop-down menu is open, displaying three options: 'View Facility' (with a magnifying glass icon), 'Manage Reports' (with a calendar icon and highlighted in yellow), and 'Manage User Permissions' (with a person icon).

6. On the Reports page, select the **Actions** button next to the certified report that you would like to update, and then select **“Change”** from the drop-down menu.

The screenshot shows a table of reports with columns for 'Actions', 'Report Type', 'Report ID', 'Version ID', 'Report Start Date', 'Report End Date', 'Ongoing Event', and 'Report Status'. Two reports are visible. The first report is for 'Sewer Overflow/Bypass Event Report' with Report ID 2, dated 08/28/2023, and status 'Draft'. The second report is for 'Sewer Overflow/Bypass' with Report ID 1, Version ID 2, dated 06/13/2023, and status 'Active'. The 'Actions' button for the second report is highlighted, and a drop-down menu is open showing the 'Change' option highlighted in yellow.

7. Click **“Continue”** to create a draft change report

This is a confirmation dialog box with a blue header containing a question mark icon and a close button. The main text asks 'Change Report?' and states 'Clicking Continue will create a draft change report. To submit any changes, you must certify your form.' At the bottom, there are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted in yellow.

8. The draft report will be populated with the latest certified information. Please expand the appropriate section(s) you wish to update by selecting the section header(s). Please read all of the instructions carefully and complete all of the information (all boxes with an asterisk \* are required fields). If a red box appears next to a section that means that section is incomplete. **Note:** Some sections will be prefilled without the ability to edit.
9. Once the form is filled out, the submission will still need to be certified in order to be submitted to RIDEM. If you are a **Signatory** (with the Sign permission), the following options will be displayed:

Certification Information

What would you like to do now?

You can sign and submit your form by clicking "Certify Form", or lock :

Certify Form  
 Flag for certification  
 No action at this time

[Next](#)

- **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 /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 Reports (see [40 CFR 122.22](#) on who is authorized to sign reports), select **Certify Form** to complete the change report submission
  - a. A pop-up message will appear
  - b. Click **Accept** to continue

**Please Read and Respond to the Following Statement**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signatory: Crystal Charbonneau  
Date: 08/28/2023

Please note that only the individuals described in [40 CFR 122.22](#) are authorized to sign and submit this report. Clicking on "Accept" certifies your acknowledgement that you have the proper authorization to sign this report. If you are unsure of your authorization to sign this report, you should click on "Decline" and contact your NPDES permitting authority for further guidance.

- c. After clicking Accept, you will have to electronically sign the change report by entering your
  - CDX password then click **Login**
  - A security question, then click **Answer**
  - Click **Sign**

eSignature Widget x

**1. Authentication**

Log into CDX

**User:**  
CDXTEST123CC

**Password:**

**Show Password**

Welcome Crystal Charbonneau

**2. Verification**

**Question:**  
What is the name of the hospital where you were born?

**Answer:**

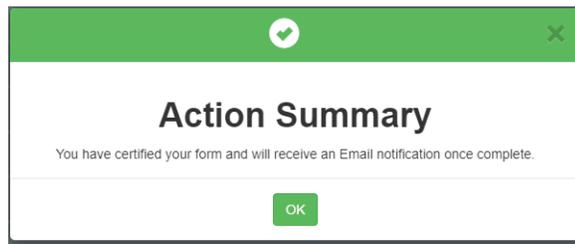
**Show Answer**

Correct Answer

**3. Sign File**

[Sign](#)

- d. After signing, a message will appear stating your form has been certified and you will be receiving an email notification once successful.



- Click **OK**
- You will be redirected to your homepage
- On the Reports tab, the status of the change report you submitted will appear as “Active” with a new version ID assigned to the report. You can select the next to the report to view all previous versions of the report that have now been archived in addition to the current change report you just certified.

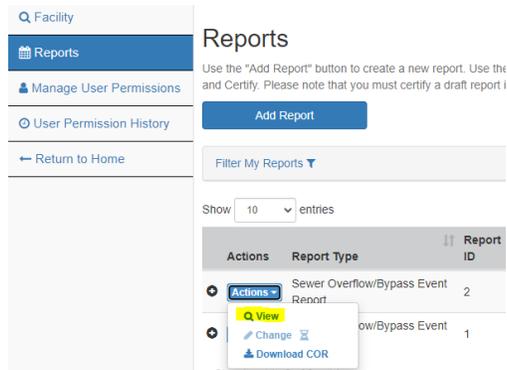
Actions	Report Type	Report ID	Version ID	Report Start Date	Report End Date	Ongoing Event	Report Status	Last Updated By	Created/Last Modified Date	Certified/Submitted Date	Noncompliance
<a href="#">Actions</a>	Sewer Overflow/Bypass Event Report	2	2	08/28/2023	08/28/2023	No	Active	CDXTEST123CC	08/29/2023 4:19 PM	08/29/2023 4:19 PM	Yes

Report History						
Actions	Version ID	Report Start Date	Report End Date	Report Status	Certified/Submitted Date	Noncompliance
<a href="#">Actions</a>	1	08/28/2023	08/28/2023	Archived	08/28/2023	Yes

Showing 1 to 1 of 1 entries

**Note:** you can select **View** under the report **Actions** column to view and print your report submission, or compare it to previous report versions to review the changes made to the report.



11. If you are a *Preparer*, click **Flag for certification**. **A flagged form is still a draft form and is not complete** until it is signed/certified by the individual who meets 40 CFR 122.22.

Certification Information

What would you like to do now?

You can sign and submit your form by clicking "Certi

Flag for certification  
 No action at this time

Next

- A pop-up message will appear stating your form has been flagged for certification and must still be certified by the appropriate user. Click **Continue**

?

## Warning

You have selected to Flag this form for Certification. Please note that this form must still be certified before it can be submitted to your NPDES permitting authority. Do you wish to Continue or Cancel and select the option to Certify and complete the submission?

- A pop-up message will appear stating a notification email has been sent to the signatory that has permissions associated with the facility in NETSEWEROVERFLOW. Click **OK** to continue

✔

## Action Summary

You have flagged your form for certification. A notification email has been sent to all Signatories for facility SOUTH KINGSTOWN WWTF. You can unflag forms on the reports page if you need to make further edits.

OK

**Note:** If there are no signatories associated with the facility in NETSEWEROVERFLOW, the preparer must notify the appropriate individual that the form is ready for signature and that the individual must create a CDX account, gain access to the NETSEWEROVERFLOW program service and request permissions to the NPDES ID associated with the draft report in order to certify and complete the submission.

For guidance documents and electronic reporting FAQs, please visit RIDEM's Electronic Reporting Website [www.dem.ri.gov/ripdesErule](http://www.dem.ri.gov/ripdesErule) and EPA's NeT Support Portal [https://usepa.servicenowservices.com/oeca\\_icis?id=net\\_homepage](https://usepa.servicenowservices.com/oeca_icis?id=net_homepage)

For information on Sewer Overflow Reporting and other O&M related resources, please visit <http://www.dem.ri.gov/wwtf-om>

Questions about CDX and NETSEWEROVERFLOW should be directed to the NPDES E-Reporting HelpDesk ([NPDESReporting@epa.gov](mailto:NPDESReporting@epa.gov) or 1-877-227-8965). You can also send an email to [crystal.charbonneau@dem.ri.gov](mailto: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](mailto:helpdesk@epacdx.net) or 888-890-1995).

Additional questions related to Rhode Island's SSO/Bypass, Anticipated Bypass and Extreme Event Reporting requirements can be directed to:

Matt Puglia	<a href="mailto:matt.puglia@dem.ri.gov">matt.puglia@dem.ri.gov</a>
Jack Segal	<a href="mailto:jack.segal@dem.ri.gov">jack.segal@dem.ri.gov</a>