

How to Modify an Active MSGP Notice of Intent, No Exposure or No Discharge Certification (Change NOI/NEC/NDC) (Fact sheet) *Rev 8/14/24*

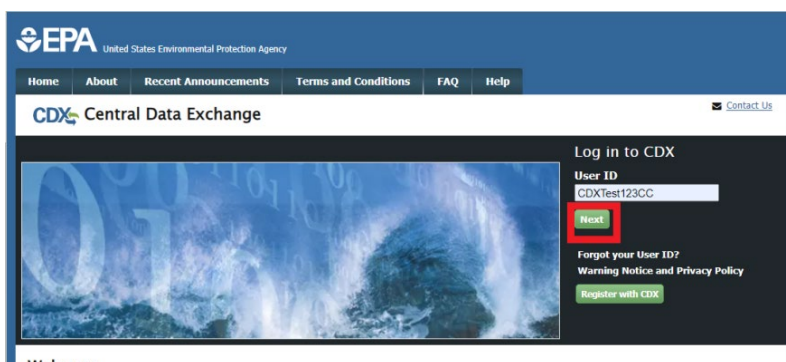
MSGP Fact Sheet – How to Change a NOI/NEC/NDC Form in NETMSGP

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.

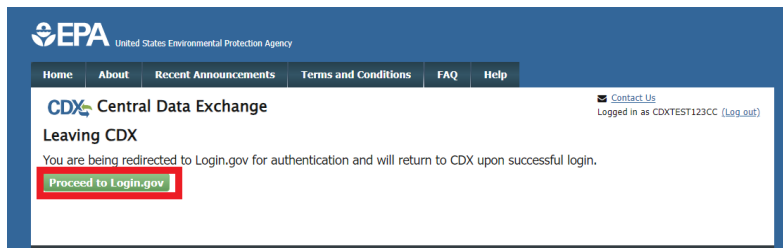
TO CREATE A CHANGE NOI/NEC/NDC FORM

1. Go to <https://cdx.epa.gov>
2. Type in your **CDX User ID** and click **Next** (If you have not migrated your CDX account to Login.gov, please follow RIDEM guidance titled "[Login.gov Migration for existing CDX Users](#)")

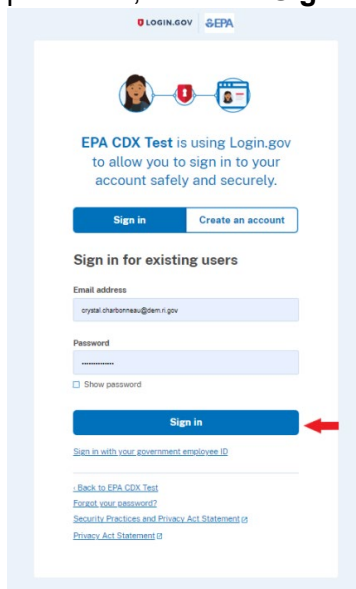
OR Create a CDX Account (to create an account, follow the RIDEM guidance titled "[Create a New CDX Account with Login.gov](#)" and skip to step 6 below)



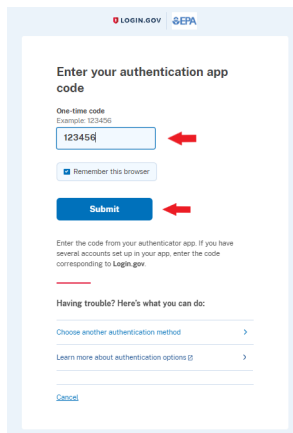
3. On the next screen, click "Proceed to login.gov"



4. Enter in the email address associated with your Login.gov account, and your Login.gov password, and click **Sign in** (at the bottom):



5. Enter in the code from your preferred authentication method, and click Submit



6. You will be directed to your CDX Homepage. Open the program service.

- **If you do NOT have access to NETMSGP**, you will need to add the program service by following the guidance “[How to Add the NETMSGP Program Service to an existing CDX_Login.gov account](#)”
- **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.

- You will be directed to the NETMSGP **Homepage** with a list of facilities you have electronic access to. Select **“Change”** from the actions drop-down to initiate a draft form.

Note: 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** a facility, follow the guidance **“How to Request Access to your RIPDES Permit/NPDES ID in NetMSGP”**. Once approved, you will be able to select **“Change”** from the **“Actions”** button listed next to your facility on the NETMSGP Homepage

- 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

- 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.

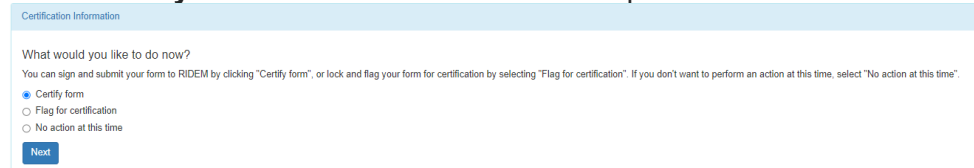
10. Once you have updated your form with all of the changes, click on the **Certification Information** Section header. Certify the completed Change form

If you are a **Signatory**, the following options will be displayed in the Certification Information Section:


Actions Available	Description	Users	Note
Certify Form	to sign and submit form to RIDEM	Signatory	Must have Sign permission for the facility
Flag for certification	to lock information and flag for certification/signature by a user who meets 40 CFR 122.22(a) (form will not be submitted to RIDEM)	Signatory or Preparer	If there are no signatories associated with the facility, the preparer must notify the appropriate individual to Create a CDX Account in order to Certify
No action at this time	no action (your form will not be submitted to RIDEM)	Signatory or Preparer	

11. If you are a **Signatory** and are authorized to sign and submit forms (see 40 CFR 122.22):

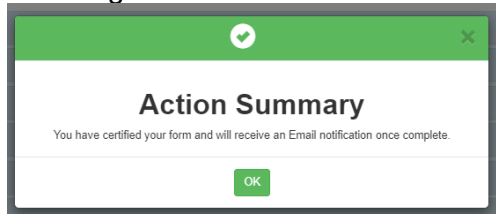
- Select **Certify Form** and then click **Next** to complete NOI submission



- Read and Agree to the certification statement by clicking “Accept”



- 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. Your Submission Status should now be **On Hold** 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.

12. 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 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 RIPDES Municipal & Industrial Stormwater Staff at DEM.RIPDESMMSGP@dem.ri.gov or 401-222-4700.