How to Create or Renew an MSGP Notice of Intent (NOI) (Fact sheet) *Rev 9/16/24*

MSGP Fact Sheet – How to Create or Renew a Notice of Intent (NOI) in NETMSGP

Overview: RIDEM's Multi-Sector General Permit (MSGP) relies on the submission of an electronic document called a Notice of Intent (NOI) to gain coverage under its permit. A NOI for a general permit is notice to the NPDES permitting authority of the operator's intent to be covered under the general permit. A NOI typically contains basic information about the site and the proposed discharge. By signing and submitting the NOI, the operator 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. An incomplete NOI delays permit coverage until the NOI has been completed and the applicable review period has passed (i.e. 60 days for the RIDEM MSGP).

TO CREATE A NEW NOI or TO RENEW AN NOI

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***)
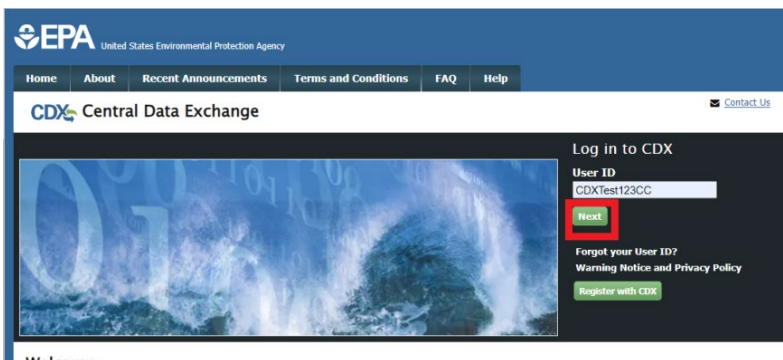
3. On the next screen, click "**Proceed to login.gov**"
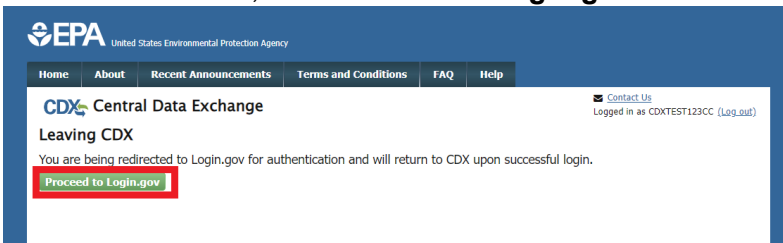
4. Enter in the email address associated with your Login.gov account, and your Login.gov password, and click **Sign in** (at the bottom):

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.

7. You will be directed to the NETMSGP **Homepage** with a list of facilities you have electronic access to.

- To *renew* **your permit**, select "**Renew**" from the "**Actions**" button listed next to your facility on the NETMSGP Homepage (*then skip to step 8 below*).
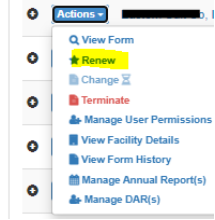

> Note: If you are a first-time user, it is possible that you will not have access to your facility on your homepage. To **gain access to renew a permit** for a facility with previous permit coverage, follow the guidance *"How to Request Access to your RIPDES Permit/NPDES ID in NetMSGP"*. Once approved, you will be able to select "**Renew**" from the "**Actions**" button listed next to your facility on the NETMSGP Homepage

- To **create a** *new* **NOI for a** *new facility* (no previous RIPDES permit coverage):
  i. Click on the **Add Facility button** located on NETMSGP homepage

  ii. Type the **Facility name or Permit ID** in the search bar to ensure there is no existing permit coverage (*note: if a user finds their facility go back to step 7 above to gain access and renew coverage instead*)
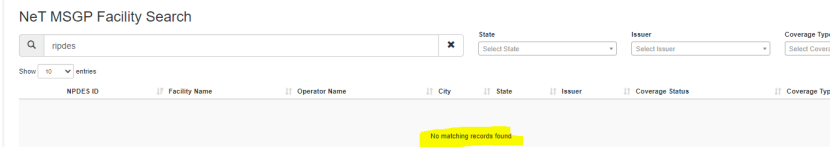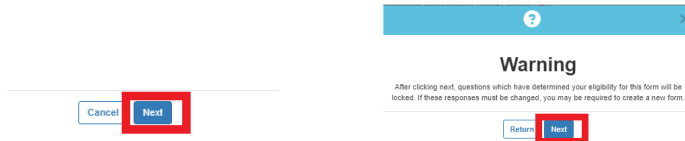

  iii. Click on **Create Facility** under the Add a New Facility section
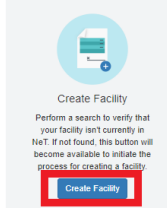
8. Upon selecting "**Renew**" from the actions menu or the **Create Facility** button, you will be taken to an Eligibility Information section to verify your eligibility under the MSGP

   The MSGP application is a smart form meaning new questions will appear as you answer each question

9. If all information is correct, click **Next** at the bottom of the Eligibility Information section and then click **Next** on the pop-up message to lock your Eligibility Information answers.

Warning

After clicking next, questions which have determined your eligibility for this form will be locked. If these responses must be changed, you may be required to create a new form.

IMPORTANT: If you must change any of the information in the Eligibility Information section after clicking **Next**, _**you will need to start over by deleting the draft form you created and submitting a new form**_.

10. A second pop-up message will appear stating you have successfully created a _**draft**_ Notice of Intent (NOI). Click on **Go to Form** to complete NOI form. Note to _**Preparers**_: If there is no manager associated with the permit ID, you can either assign a manager role to the appropriate individual who already has a CDX account, or invite them to create one.

This form is not complete. The form must be filled in and certified in order to complete the submission process.
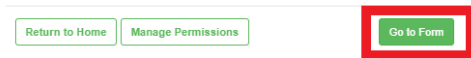
11. Complete all of the required information (<u>all boxes with an asterisk * must be filled in</u>). If an error message appears next to a section or field that means that section or field is incomplete and the form cannot be certified until the error is corrected.
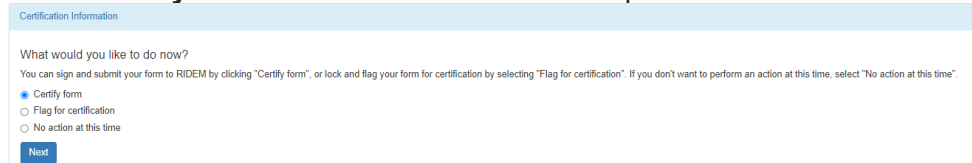
   Note: For renewals, some sections will be pre-populated based on your last NOI filing. Please review all pre-populated fields and edit as needed to ensure the NOI is accurate.

12. Certify the complete NOI form

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	

13. If you are a **Signatory** and are authorized to sign and submit NOIs (_see 40 CFR 122.22 on who is authorized to sign applications_):
   - 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. **For Renewals**: your Coverage Status should now be **On Hold** or **Active**, depending on if key elements were modified. **For New NOIs**: your Coverage Status should now be **Payment Pending**.

For New NOIs: Once payment is received and RIDEM does not deem your submission incomplete or unacceptable, your facility will be covered under the MSGP after 60 days. You should expect an automated authorization notification when your coverage becomes effective.

14. If you are a *Preparer*, click **Flag for certification**.
    - 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.RIPDESMSGP@dem.ri.gov or 401-222-4700.