

UPDES Storm Water Permit Training

Julian Carroll, DWQ



UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY
**WATER
QUALITY**

Table of Contents

01 CDX/NeT
Overview

02 Account
Creation and
Management

03 How to File a New
NOI

04 Request
Permissions to an
existing NOI

05 How to Manage or
Terminate
Coverage

06 MS4 Authorities

07 NeT Resources

What is CDX?

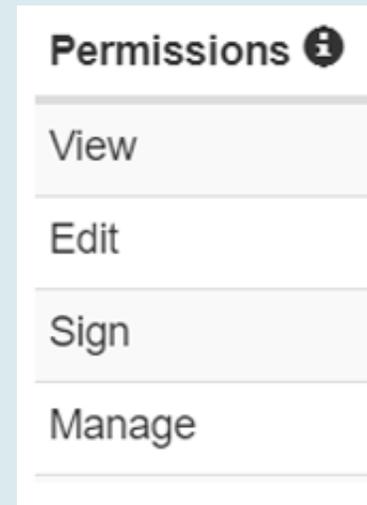
- **Central Data Exchange** - Managed by EPA
 - Central platform which manages all EPA reporting systems
- EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule on October 22, 2015.
 - Required regulatory entities to report information electronically

What is NeT?

- **NPDES eReporting Tool**
- NeT refers to a subset of applications within CDX
- NeT applications house different UPDES permits
 - Construction Stormwater
 - Industrial Stormwater
 - Dewatering, etc.

Permissions in NeT

- View - View permit form
- Edit - Edit the permit, but not submit any changes
- Sign - Submit changes for review
- Manage - Manage other accounts' access to the permit



Roles in NeT

- Preparer
 - Can only View and Edit
- Signatory
 - Can do everything
 - Required to create, terminate, change, or renew a permit



Creating an Account

Go to cdx.epa.gov

- “Register with CDX”



The screenshot shows the CDX Central Data Exchange website. The header includes the CDX logo and the text "Central Data Exchange" with a "Contact Us" link. Below the header is a large landscape image of a lake. To the right of the image is a login and registration section. It contains the text "Log in to CDX", followed by input fields for "User ID" and "Password". Below these fields are two buttons: "Log In" and "Register with CDX". The "Register with CDX" button is circled in red. Below the buttons are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

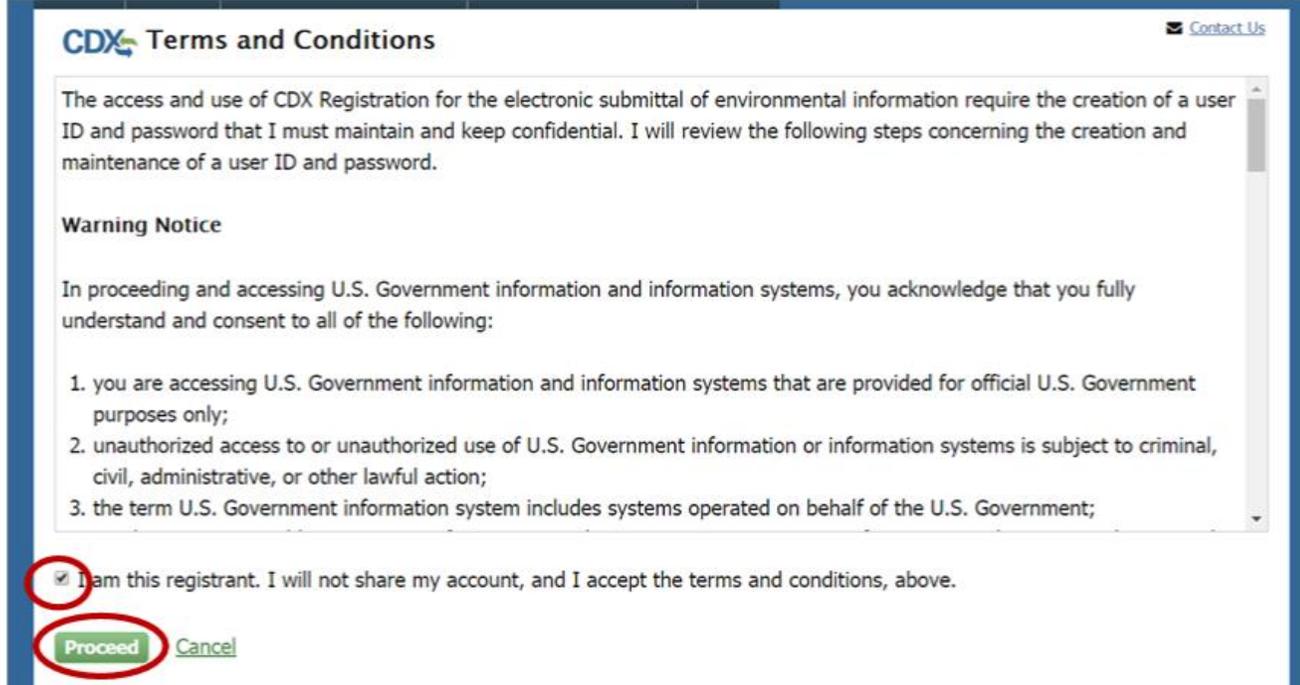
Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Terms and Conditions

Creating an Account

- Read Terms and Conditions
- Confirm you are registering for yourself, and will not share the account information



The screenshot shows a web browser window with the title "CDX Terms and Conditions" and a "Contact Us" link in the top right corner. The main content area contains the following text:

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;

At the bottom of the page, there is a checkbox with a checkmark and the text "I am this registrant. I will not share my account, and I accept the terms and conditions, above." Below this text are two buttons: "Proceed" and "Cancel". Both the checkbox and the "Proceed" button are circled in red.

Select NeT App

Creating an Account

GLEND: Great Lakes Environmental Database Query System
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
NeT: NPDES eReporting Tool (11)
NetDMR: Network Discharge Monitoring Report (38)
ODS: Ozone Depleting Substances
OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program
OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System
OTAQREG: Office of Transportation and Air Quality Fuels Registration
OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application
POTVP: Petitions to Object to Title V Permits
PSP: Pesticide Submission Portal (Company Number Requests)

- Select NeT application you need
- Select Role

Role * 

Select a role...

Preparer

Signatory

User Information

Creating an Account

- Input User Information
 - Make sure to choose security questions you will remember, you will need them when managing your permit!

Part 1: User Information

User ID *	<input type="text"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="-Please Select-"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	<input type="text" value="-Please Select-"/>
Security Answer 3 *	<input type="text"/>

Add Organization

Creating an Account

- Search for Organization, and request access.

Part 2: Organization Info

Test Company

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
26226	Test Company	100 Main St	Santa Fe	NM	20154

Part 2: Organization Info

Test Company
100 Main St
Santa Fe, NM, US
20154

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Add New Organization

Creating an Account

- If your Organization is not in CDX, request to add it.
- You must search prior to adding a new organization

Part 2: Organization Info

Company X

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

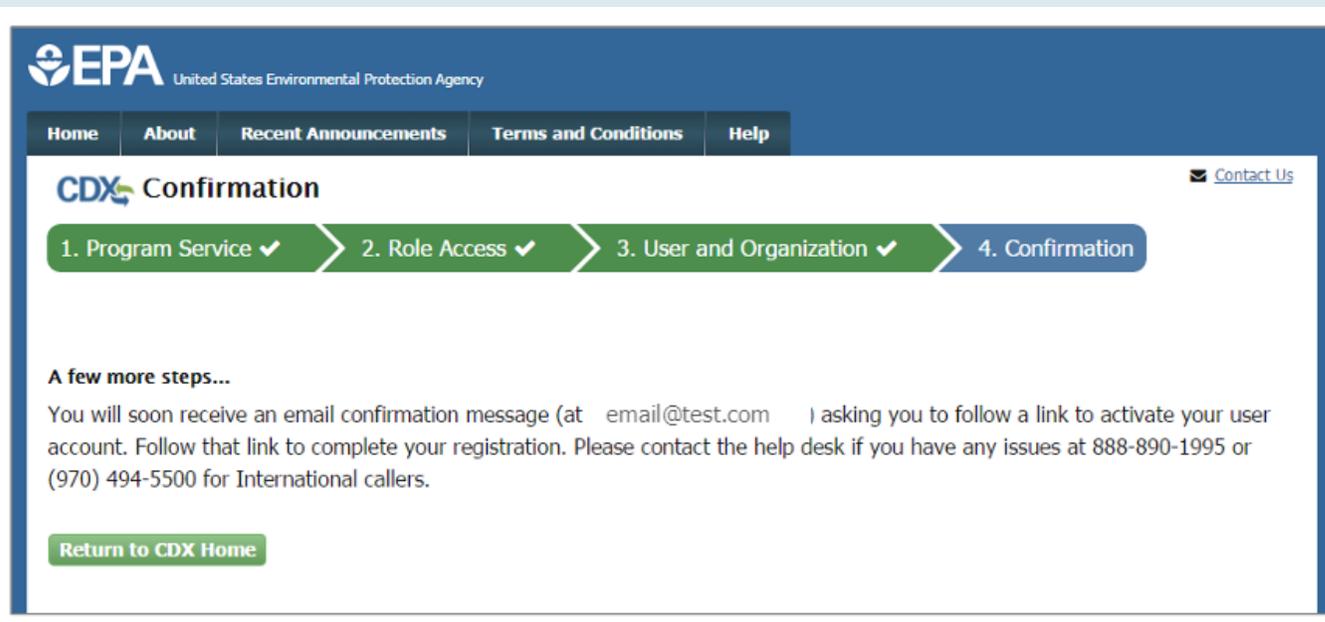
Phone Number Ext

Fax Number

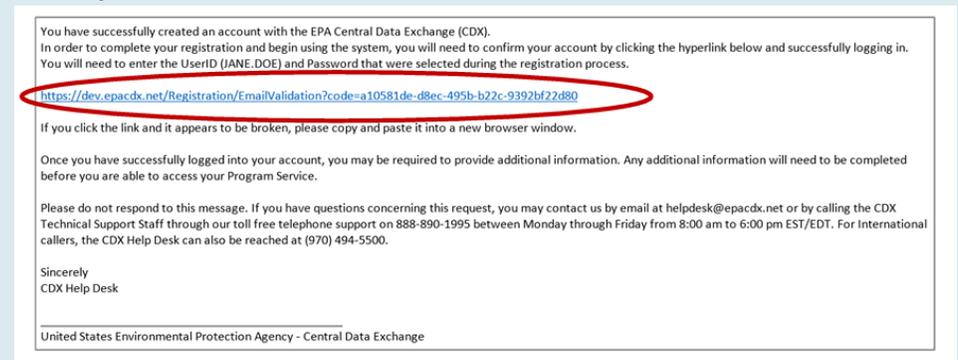
Activate Account

Creating an Account

- Find Account Activation email in your inbox
- Click link in email to confirm your account.



The screenshot shows the EPA CDX Confirmation page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". The main heading is "CDX Confirmation" with a "Contact Us" link. A progress bar shows four steps: "1. Program Service", "2. Role Access", "3. User and Organization", and "4. Confirmation". Below the progress bar, the text reads "A few more steps..." followed by instructions: "You will soon receive an email confirmation message (at email@test.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers." At the bottom left is a "Return to CDX Home" button.

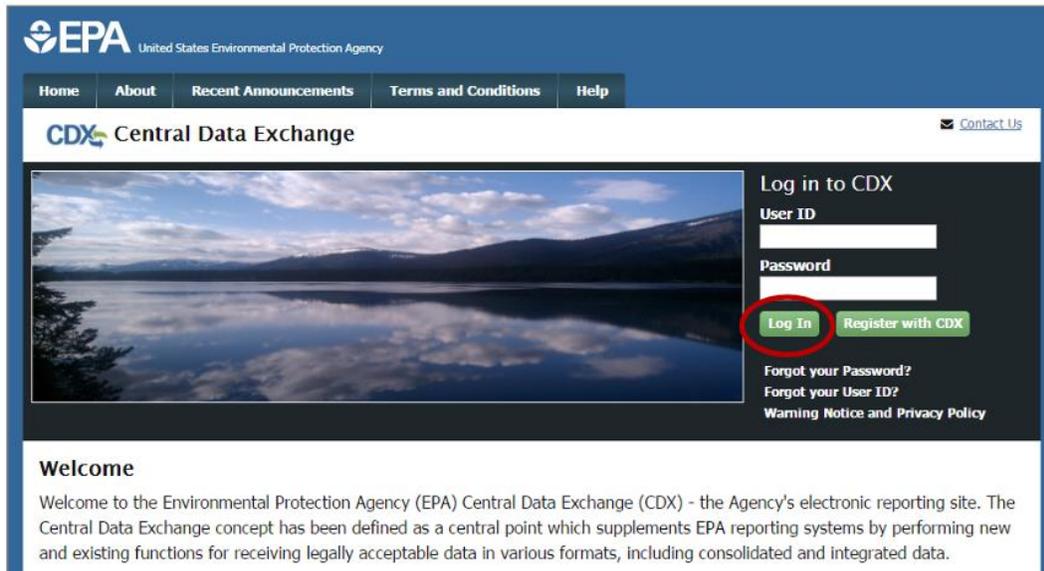


The screenshot shows an email confirmation message. The text reads: "You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (JANE.DOE) and Password that were selected during the registration process." A red circle highlights the following URL: <https://dev.epacdx.net/Registration/EmailValidation?code=a10581de-d8ec-495b-b22c-9392bf22d80>. Below the URL, it says: "If you click the link and it appears to be broken, please copy and paste it into a new browser window." Further down, it states: "Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service." At the bottom, it says: "Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500." The signature is "Sincerely, CDX Help Desk" and the footer is "United States Environmental Protection Agency - Central Data Exchange".

Log In

Creating an Account

- Go to cdx.epa.gov
- Input User ID and Password
- Log In



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Identity Proofing

Creating an Account

- When logging in for the first time, you may need to go through Identity Proofing
 - Usually for Signatory Access
- Can prove identity by:
 - LexisNexis, and independent 3rd party electronic service built into NeT
 - Mailing your info to EPA

Identity Proofing

Creating an Account

- Input only your **PERSONAL** information.
- Info related to your job, such as an office phone number, may get your flagged and denied.

CDX CDX Registration: LexisNexis® [Contact Us](#) [\(Log out\)](#)

1. Identity Verification 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

Legal Name
Jane M Doe

Home Address
100 Test Avenue
Address Line 2
Washington D.C. District of C 20000

Home or Personal Phone
(555) 555-5555

Date of Birth
January 1 1963

Last 4 of SSN

The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#) [Paper Verification](#) [Exit](#)

Identity Proofing

Creating an Account

- Create security questions
 - You will need to remember these when you submit any changes to you permits, such as renewing coverage.

CDX Central Data Exchange [Contact Us](#) [\(Log out\)](#)

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Signature Question 3. ESA

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

[Save Answers](#)

Identity Proofing

Creating an Account

- Review the information you entered
- Sign the Electronic Signature Agreement (ESA)
- Electronics Signature Agreement (ESA) is specific to your organization, so you only need to do this once!

CDX CDX Registration: Additional Verification [Contact Us](#) [\(Log out\)](#)

1. Identity Verification ✓ 2. Signature Question ✓ 3. ESA

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

[Sign Electronically](#) [Cancel](#)

Identity Proofing

Creating an Account

- Use the eSignature widget to sign off on the information
- This widget layout will be similar to how you sign off on any permit documents as well.

adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDY ESA please contact the CDY Help Desk.

eSignature Widget

1. Authentication Log into CDX User: JANE.DOE Password: ●●●●●● Welcome	2. Verification Question: What is the name of the hospital where you were born? Answer: <input type="text"/> Correct Answer	3. Sign File <input type="button" value="Sign"/>
---	---	--

City: State: Zip: Santa Fe, NM 20154

Identity Proofing

Creating an Account

- If you get denied by LexisNexis, you have two options:
 - Call NPDES Helpdesk and ask for them to reset your account, so you can try again
 - Phone Number: (877)-227-8965
 - Mail in your info to the EPA
 - Usually takes 2+ weeks to resolve

Identity Proofing

Creating an Account

- If you choose to submit info by mail, you can select the Paper Verification option instead



The screenshot shows a registration form with the following fields and options:

- Address Line 2 (text input)
- City* (text input), State* (dropdown), Zip Code* (text input)
- Home or Personal Phone (text input)
- Date of Birth (Month*, Day*, Year* dropdowns)
- Last 4 of SSN (text input)
- The name above is me. Please proceed with LexisNexis® Validation.
- Proceed with Verification (green button)
- [Paper Verification](#) (blue link, circled in red)
- [Exit](#) (blue link)

Identity Proofing

Creating an Account

- Enter info, sign, and print
- Mail to EPA

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Registration: Additional Verification

Contact Us
Logged in as JANE.DOE (Log out)

1. Identity Verification 2. ESA

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

Sign Paper Form Cancel

Print to Mail Close

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

Account Sharing

Creating an Account

CDX Account Sharing:

- All Permittee (signature) must submit an Electronic Signature Agreement (ESA) which includes Identify Proofing.
- CDX account (password and user ID) can only be registered to one person and cannot be shared or transferred.
- Misuse of credentials for a government system is a federal offense.
- User's account will be locked due to violation.
- If an individual is no longer associated with the company/facility, they must have their account deactivated.



MyCDX

epa.cdx.gov

The screenshot shows the EPA Central Data Exchange (CDX) login page. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Central Data Exchange". Below this is a large image of a lake with mountains in the background. To the right of the image is a login form with fields for "User ID" and "Password", and buttons for "Log In" (circled in red) and "Register with CDX". There are also links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

The screenshot shows the MyCDX dashboard. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Central Data Exchange". Below this is a navigation bar with buttons for "MyCDX", "Inbox", "My Profile", "Submission History", and "Payment History". On the right, there is a "Contact Us" link and a "Logged in as JULIANRCARROLL (Log out)" notification. The main content area is divided into three sections: "Services", "Alerts", and "News and Updates".

Services

Status	Program Service Name	Role
	NDMR-UT: NetDMR: Utah DWQ	Internal User
	NDMR-UT: NetDMR: Utah DWQ	Reviewer
	NETAQUA: NeT - Aquaculture General Permit	State Regulatory Authority
	NETBIO: NeT - Biosolids Annual Program Report	State Regulatory Authority
	NETCGP: NeT - NPDES Stormwater Construction General Permit	State Regulatory Authority
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	State Regulatory Authority
	NETPGP: NeT - NPDES Pesticide General Permit	State Regulatory Authority
	NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit	State Regulatory Authority
	NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting	State Regulatory Authority

Alerts

CDX: Password expires in 10 days! [Reset your password](#)

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

Getting into NeT Apps

NETCGP: NeT - NPDES Stormwater
Construction General Permit

[Signatory](#)

NeT NPDES Stormwater Construction General Permit

Create New/Request Permissions

Create new NOI or LEW

Request Permissions for an existing NOI or LEW

Do I qualify for a LEW?

My Projects/Sites

Filter

Show 10 entries

Column Visibility

Actions	Project / Site Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Coverage Type	Certified / Submitted Date	Effective Date	Expiration Date	Last Modified Date
Actions	Deer Creek Campground	UTRC04603	Approved	New	Expired	General Permit	03/14/2022	03/16/2022	03/15/2023	03/08/2024 2:03 PM
Actions	test	UTRC07936	Payment Required	New	Inactive	General Permit	12/05/2023	-	-	12/05/2023 9:52 AM

Showing 1 to 2 of 2 entries

Previous 1 Next

Tour

Logged in as: JULIANCARROLL

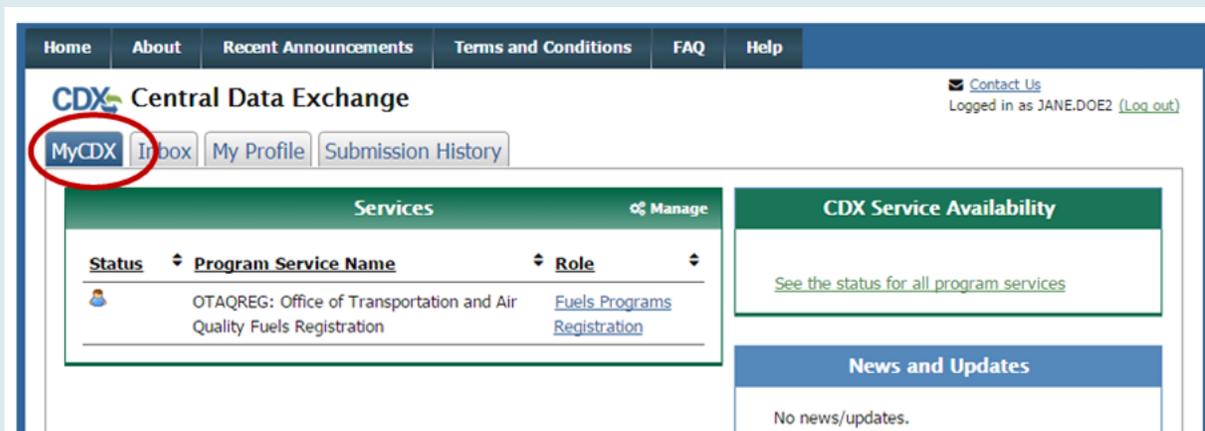
MyCDX

Logout

Changing your Role

Do you have a Preparer Role but need a Signatory Role?

- From MyCDX tab, select Manage Your Program Services



Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

Contact Us
Logged in as JANE.DOE2 (Log out)

MyCDX Inbox My Profile Submission History

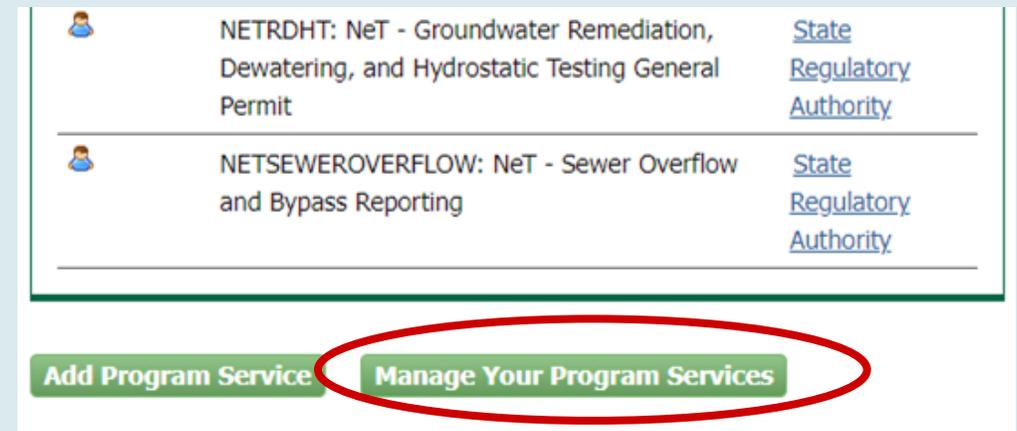
Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

CDX Service Availability

See the status for all program services

News and Updates

No news/updates.



	NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit	State Regulatory Authority
	NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting	State Regulatory Authority

Add Program Service Manage Your Program Services

Changing your Role

- Select the NeT application that you need a different Role for
- Select Deactivate
- Return to MyCDX and select Add Program Service

Manage Program Services

[Add Program Service](#) [Back to MyCDX](#) [Expand All] [Collapse All]

Utah Department of Environmental Quality, P.O. Box 144820, Salt Lake City, UT, US 84114, (650) 291-0452 [Edit](#)

NDMR-UT: NetDMR: Utah DWQ

NETAQUA: NeT - Aquaculture General Permit

NETBIO: NeT - Biosolids Annual Program Report

Role	Program ID	Status	Details
State Regulatory Authority	State: UT	Active (Deactivate)	

NETCGP: NeT - NPDES Stormwater Construction General Permit

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#)

Services [Manage](#)

Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

[Add Program Service](#) [Manage Your Program Services](#)

Add Program Service

Do you need access to a different NeT application?
Did you just Deactivate a different Role?

- From MyCDX tab, select Add Program Service

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

Contact Us
Logged in as JANE.DOE2 (Log out)

MyCDX Inbox My Profile Submission History

Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

Add Program Service Manage Your Program Services

Add Program Service

- Find and select your NeT application you need access to.
- Choose Role.

GLLNDQ: Great Lakes Environmental Database Query System
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
NeT: NPDES eReporting Tool (11)
NetDMR: Network Discharge Monitoring Report (38)
ODS: Ozone Depleting Substances
OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program
OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System
OTAQREG: Office of Transportation and Air Quality Fuels Registration
OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application
POTVP: Petitions to Object to Title V Permits
PSP: Pesticide Submission Portal (Company Number Requests)

Add Program Service

- Select your current Organization.
- Submit request for access.
- If requesting access as a Signatory, may need to do Identity Proofing if you haven't before.

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Edit Account Profile [Contact Us](#) [\(Log out\)](#)

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information	
Program Service	Ozone Depleting Substances
Role	Submitter

Select a Current Organization
 Request to Add an Organization

Select an organization from the dropdown list.

Test Company (100 Main St, Santa Fe, NM, US 20154) ▼

Submit Request for Access

Creating a New NOI

1

Log in to:

cdx.epa.gov

3

Click on either:

Create new NOI or LEW

2

Add Facility

4

Click on Role:

NETCGP: NeT - NPDES Stormwater
Construction General Permit

Signatory

5

Click "Create Project/Site":

Create Project/Site
Click to begin a new Notice of
Intent (NOI) or Low Erosivity
Waiver (LEW) form

Create Project/Site

Search for your Project:

NeT CGP Project/Site Search

Project Site

Show 10 entries

Action	NPDES ID	Project/Site Name	Operator Name
Request Permissions	UTRC03644	Example Project Site	Example Owner N

Creating a New NOI

#6

Fill out Eligibility Questions

Choose type of permit

- Such as CPP, CGP, or LEW for NeTCGP
- Once you choose, your form answers will be locked

#8

Fill out Site Description Q's

Ensure you choose:

- Correct MS4
- Correct Receiving Water

#10

Pay Fee:



#7

Create Draft NOI:

Draft Notice of Intent (NOI) Created

You have created a draft Notice of Intent (NOI) for project/site "test".
This form is not complete. The form must be filled in and certified in order to complete the submission process.

[Return to Home](#)

[Manage Permissions](#)

[Go to Form](#)

#9

Flag for Certification/Certify:

- Certify Form
- Flag for certification
- No action at this time

Creating a New NOI

Problem Areas

#2

Click on Role:

Choose Signatory/Preparer:

- You **MUST** click Signatory/Preparer on the myCDX tab in order to access NeT app

The screenshot shows the myCDX interface with a navigation bar containing 'MyCDX', 'Inbox', 'My Profile', 'Submission History', and 'Payment History'. Below this is a 'Services' table with a 'Manage' icon. The table has columns for 'Status', 'Program Service Name', and 'Role'. A row is visible with 'NETCGP: NeT - NPDES Stormwater Construction General Permit' and the 'Role' is 'Signatory', which is circled in red.

#4

Search Project:

In NeT: Search for your project (only fill required fields), “Request Permissions”

Not in NeT: Search, then click, “create new project/site”

- You **must** search prior to filing a new permit

The screenshot shows the 'NeT CGP Project/Site Search' interface. It features a search input field with a magnifying glass icon and a red circle around the text 'Project Site'. To the right are dropdown menus for 'State' (labeled 'Select State') and 'Issuer' (labeled 'Select Issuer'). Below the search bar is a 'Show 10 entries' dropdown. At the bottom, a table lists search results with columns for 'Action', 'NPDES ID', 'Project/Site Name', 'Operator Name', 'City', 'State', 'Issuer', and 'C'. The first row shows 'Request Permissions', 'UTRC03644', 'Example Project Site', 'Example Owner Name', 'Salt Lake City', 'UT', 'UT', and 'A'.

#6

Fill in Eligibility Questions:

Choose permit type:

- If you choose the incorrect permit type, you are unable to change a NOI without cancelling & refiling

The screenshot shows a question: 'Which type of form would you like to submit?'. There are three radio button options: 'Construction General Permit (CGP) Notice of Intent (NOI) or sale that will ultimately disturb 1 or more acres.', 'Common Plan Permit (CPP) Notice of Intent (NOI) - For a more acres.', and 'Low Erosivity Waiver (LEW) - Waives the requirements for a'.

Request Permissions to a Permit

1

Sign into CDX and log into the NeT app

2

Click on the associated button below:

- CGP: 
- MSGP: 
- RDHT: 

Request Permissions to a Permit

3

Search for permit

NeT MSGP Facility Search

Search: Test Facility

State: Select State Issuer: Select Issuer

Show 10 entries

Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Sta
Request Permissions	UTRI00021	Test Facility	Test Owner	Salt Lake City	UT	UT	Active
Request Permissions	UTRI00008	UT test facility	UT test operator	Washington	UT	UT	Active

4

Request Permissions

Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Status
Request Permissions	UTRI00021	Test Facility	Test Owner	Salt Lake City	UT	UT	Active

Permissions must be approved by:

- Someone with the Manage permissions on the permit
- DWQ

Managing your NOI

1

Log in to:

cdx.epa.gov

2

Click on Role:

NETCGP: NeT - NPDES Stormwater
Construction General Permit

3

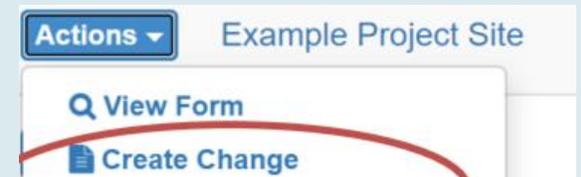
Click "Actions"

Actions	Project / Site Name
 Actions ▾	Example Project Site

Signatory

Click "Change NOI" to change any field including:

- Owner/Operator
- MS4 Operator
- Contact Information

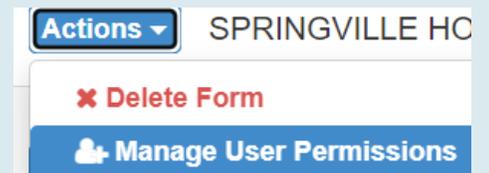


Click "Renew Coverage" to renew Permit coverage:



Click "Manage User Permissions" to manage:

- Add other users
- Remove other users
- Update user's permissions



Filing a NOT

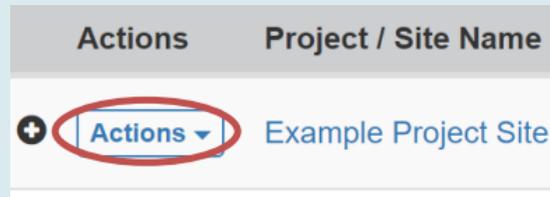
1

Log in to:

cdx.epa.gov

3

Click "Actions"



5

Click reason for NOT:

- A signatory **MUST** sign or it will remain a "draft"

- You have completed earth-disturbing activities at your site, Part 1.8.
- Another operator has assumed control over all areas for the site under the CGP or CPP.
- Your permit has expired, and you have submitted a new NPDES permit.
- Your project has been cancelled. This permit is no longer required.

2

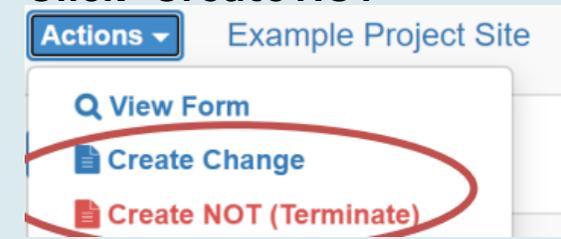
Click on Role:

NETCGP: NeT - NPDES Stormwater
Construction General Permit

Signatory

4

Click "Create NOT"



Filing a NOT

NOT Inspection

- Once a Termination is submitted, your permit may be in an On Hold status
 - Many potential reasons, such as closeout inspection
- For questions regarding the hold, reach out to either:
 - DWQ
 - The MS4 with jurisdiction over your permit area

MS4 Authorities - NeTCGP

City employees who need an MS4 Authority Role in NeTCGP

- Go to UPDES permit webpage: <https://deq.utah.gov/water-quality/storm-water-permits-updes-permits>
- Click on button for MS4 Authorities:

Municipal Separate Storm Sewer
Systems (MS4s)

MS4 Authorities

Customer Retrieval Key
(CRK)

- Click button to create new MS4 Authority Role:
- Fill out Google Form
 - Form is sent to EPA, who will email you a CRK link
 - This link will let you set up your new MS4 Authority Role
 - After setup, log in and request access to MS4
 - MS4 Admin will approve your new account

Create New Account
(MS4 Authority Role)

MS4 Authorities

MS4 Authority Role

MS4 Authority Roles can:

- Manage other MS4 Authority Role access
- Access CGP permits within their jurisdiction
- Receive notifications when an NOT is submitted
- Approve or Deny Terminations after site inspections

MS4 Authorities

Managing CGP Permits

- Log into NeTCGP
- Go to Actions Center



- Manage MS4 Requests and NOTs

Action Center

14 User Permission Requests	0 MS4 Permission Requests	0 Submissions Under Review	599 Submissions On Hold	Additional Notifications	
-----------------------------	---------------------------	----------------------------	-------------------------	--------------------------	--

⇅ Actions

[Approve](#) [Deny](#) [Review Form](#)

NeT Resources

1

UPDES Permits Webpage:

<https://deq.utah.gov/water-quality/storm-water-permits-updes-permits>

Help files

- [How to Create an Account](#)
- [How to Add NeTCGP to an Existing CDX Account](#)
- [How to Create a New Permit in NeTCGP](#)
- [Request Permissions to an Existing Permit](#)
- [How to Terminate or Change a Permit](#)
- [How to Renew a Permit](#)

2

Email us:

wqinfodata@utah.gov

3

EPA NeT Training Materials:

https://usepa.servicenowservices.com/oeca_icis?id=launch_net_training

The screenshot shows the EPA website's navigation bar with links for Environmental Topics, Laws & Regulations, Report a Violation, and About EPA. The main content area is titled 'NeT Training Materials' and displays a grid of buttons for various permit categories: General, Aquaculture, CGP, GMG, GEG, PGP, NETBIO, MS4, MSGP, State Issued MSGP, Sewer Overflow, RDHT, and Pretreatment.

Who to Call to Get Help?

NPDES Helpdesk

[\(877\)-227-8965](tel:(877)-227-8965)

Account Setup

Switch Preparer/Signatory

Password changes

Locked out of account

eSign Failure

Account deactivation

Utah DWQ

[\(801\) 536-4300](tel:(801)536-4300)

Permit Questions

Plan Documents

Signatory Role

Permission Requests

Change NOI Requests

NOT approval (non-MS4)

Local MS4

[*****](tel:*****)

Permit Questions

SWPPP (How to fill out)

SWPPP Submittal/Review

NOT approval

Upcoming Presentations

- **Construction Dewatering and the Treated Groundwater/Surface Water Permits**
 - April 10th - Linsey Shafer
- **NeT Annual Reports & Discharge Reports**
 - June - Julian Carroll



Questions?

Julian Carroll
DWQ Info & Data Services

wqinfodata@utah.gov
(801) 536-4300