

# UPDES Storm Water Permit Training

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

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# What is CDX?

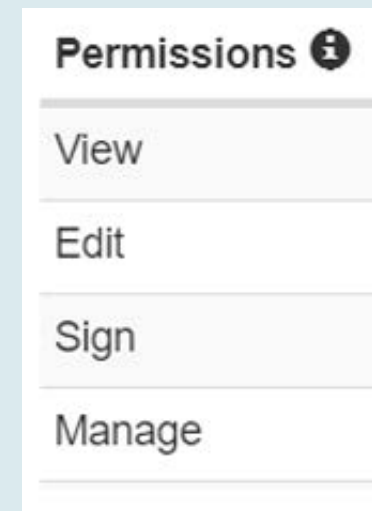
- **Central Data Exchange** - Managed by EPA
  - Central platform which manages all EPA reporting systems
- EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule on October 22, 2015.
  - Required regulatory entities to report information electronically

# 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](https://cdx.epa.gov)

- “Register with CDX”



# Terms and Conditions

## Creating an Account

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

**CDX Terms and Conditions** [Contact Us](#)

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;

I am this registrant. I will not share my account, and I accept the terms and conditions, above.

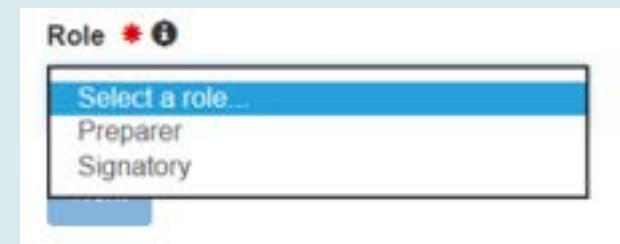
# Select NeT App

Creating an Account



IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
<b>NeT: NPDES eReporting Tool (11)</b>
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 \* i

Select a role...

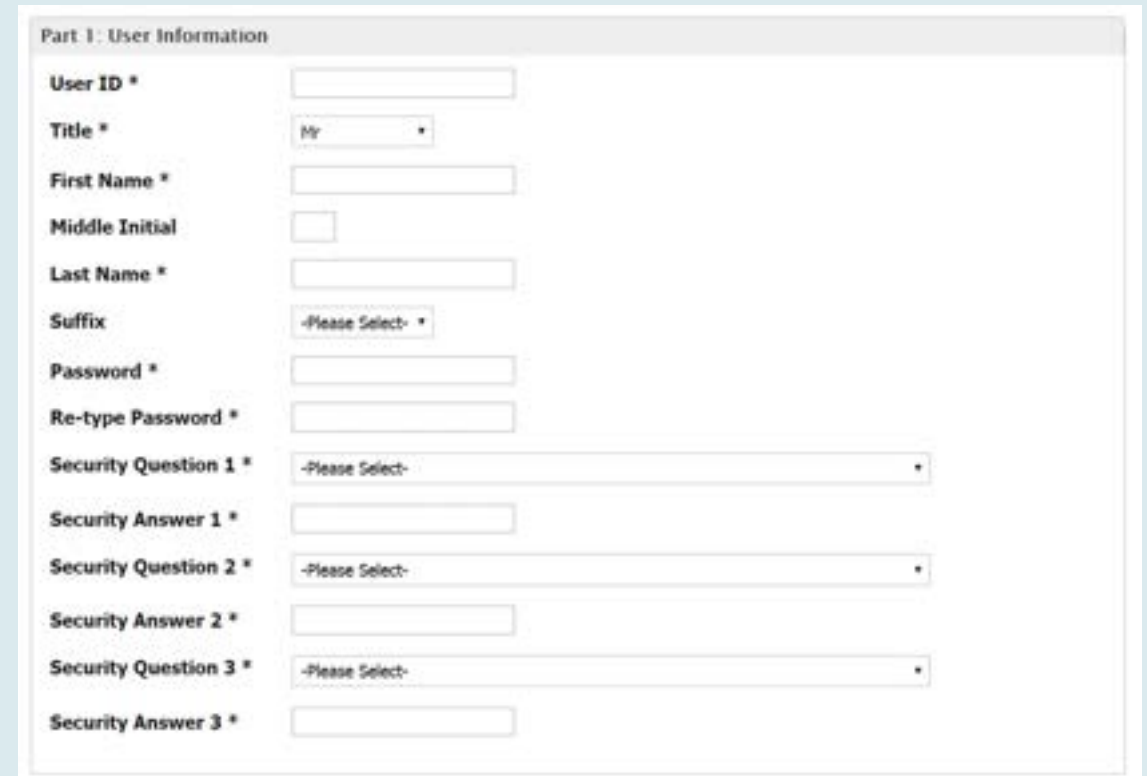
Preparer

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

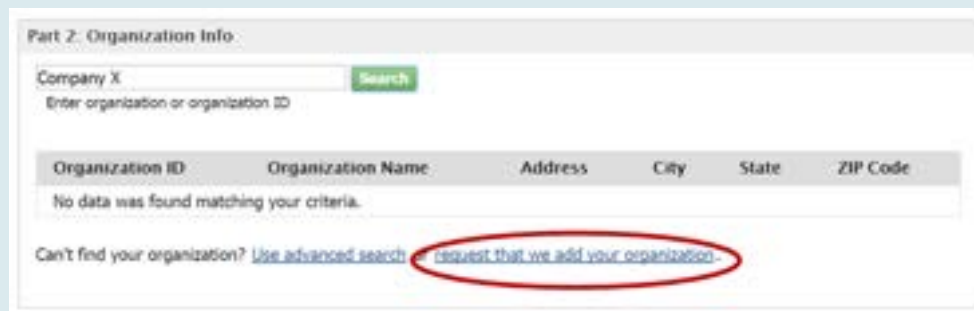
Fax Number

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



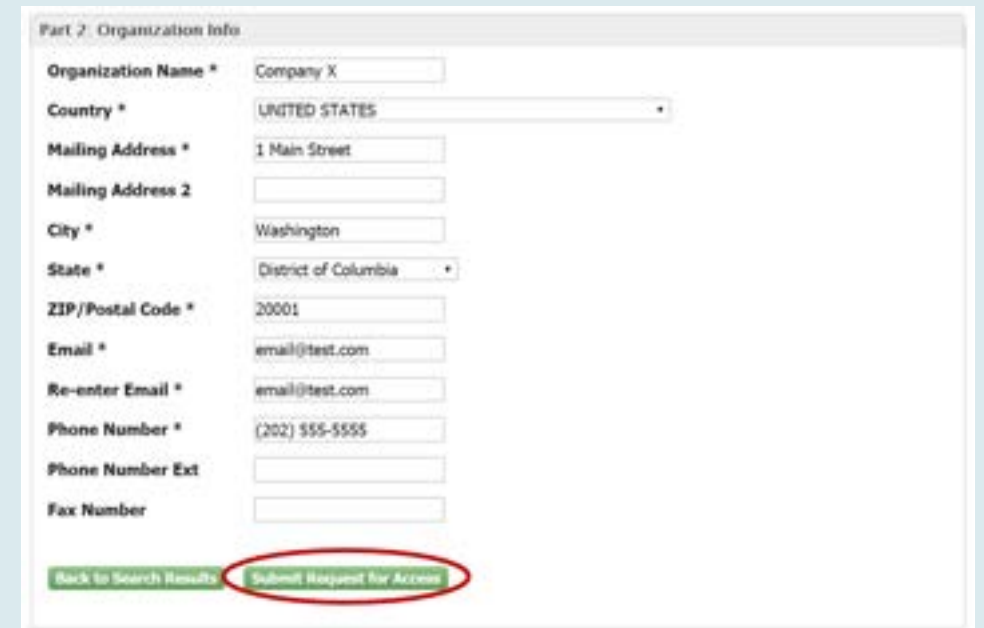
Part 2: Organization Info

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](#) [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 \*

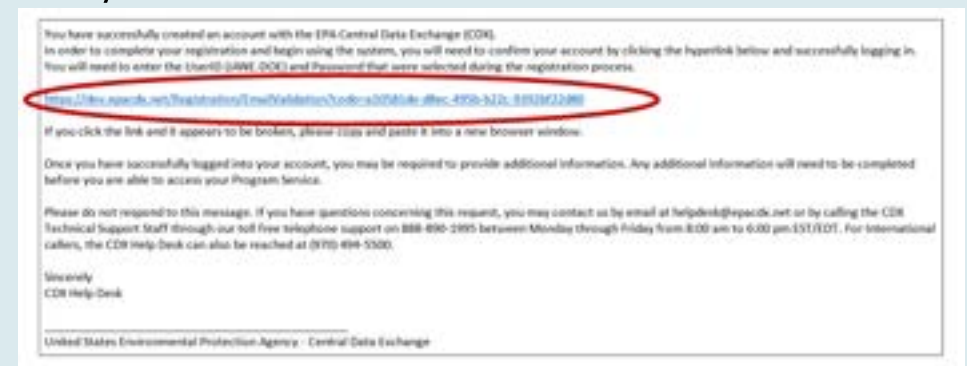
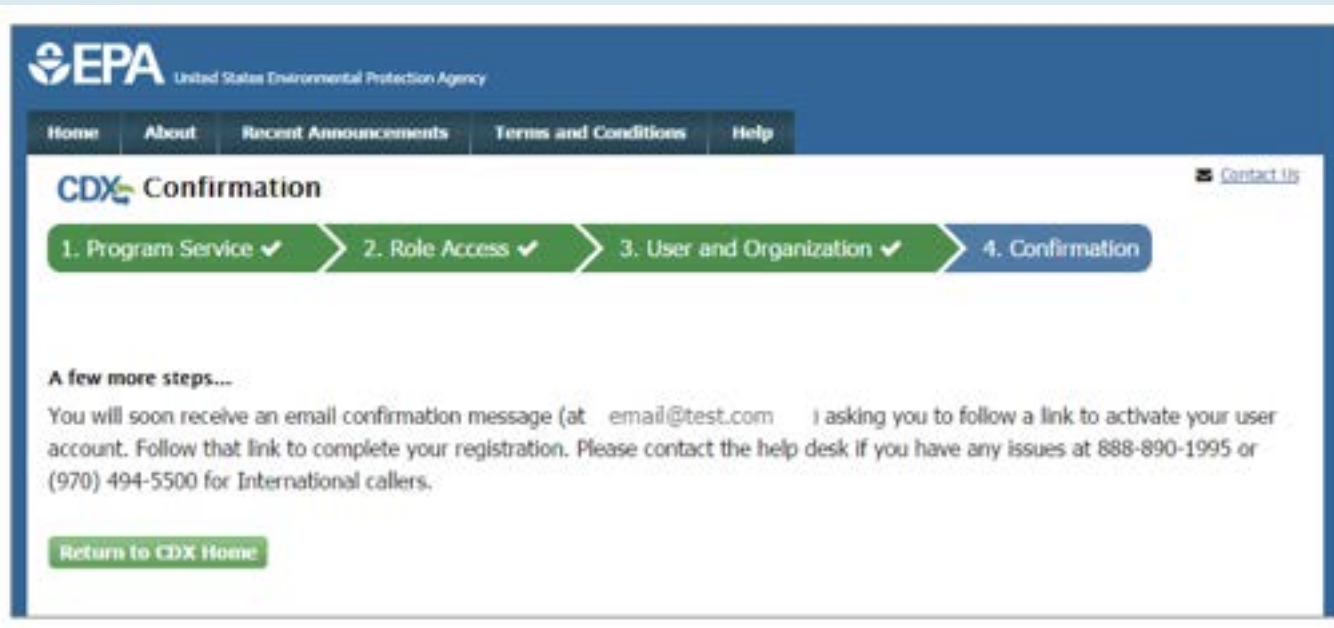
Phone Number Ext

Fax Number

# Activate Account

Creating an Account

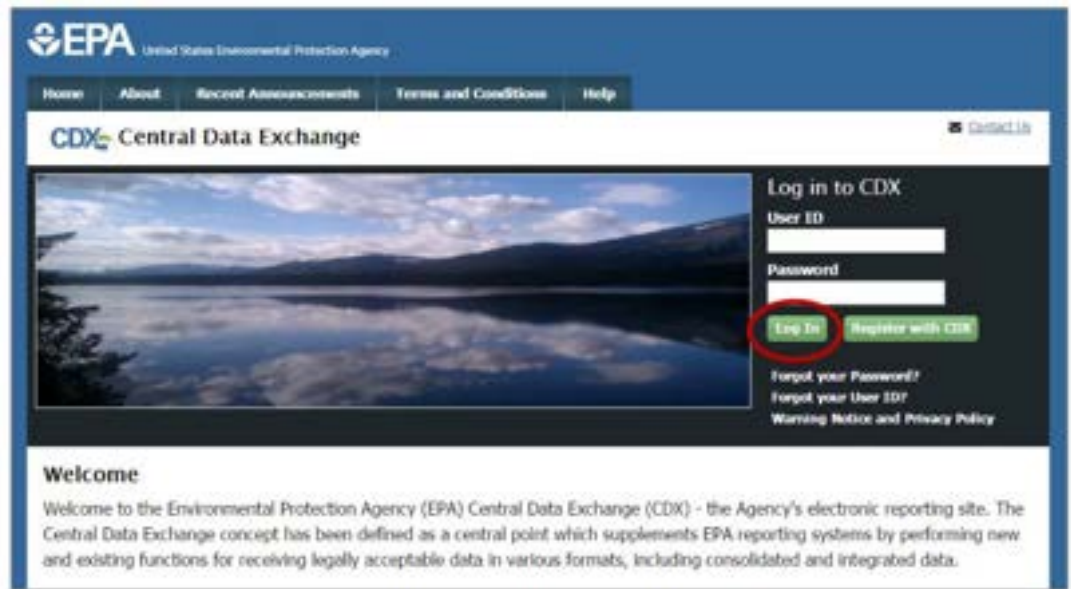
- Find Account Activation email in your inbox
- Click link in email to confirm your account.



# Log In

Creating an Account

- Go to [cdx.epa.gov](https://cdx.epa.gov)
- Input User ID and Password
- Log In



The screenshot shows the EPA Central Data Exchange (CDX) website. At the top, there is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for "Home", "About", "Recent Assessments", "Terms and Conditions", and "Help". The main header area displays "CDX Central Data Exchange" and a "Contact Us" link. The central part of the page features a large scenic image of a lake. To the right of the image is a "Log in to CDX" section with two input fields labeled "User ID" and "Password". Below these fields are two buttons: "Log In" (circled in red) and "Register with CDX". Underneath the buttons are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy". At the bottom of the page, there is a "Welcome" section with a paragraph of text describing the CDX as the Agency's electronic reporting site.

# 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.

The screenshot shows a web form titled "CDX Registration: LexisNexis®" with a "Contact Us" link in the top right. The form is divided into two steps: "1. Identity Verification" (active) and "2. ESA". Below the steps, a paragraph explains that the program requires additional proof of identity and offers two options: using a 3rd-party electronic identity proofing service or submitting a signed form via U.S. Postal Mail to the U.S. Environmental Protection Agency. A note links to "Additional LexisNexis® Identity Proofing Information".

The form fields include:

- 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: \*\*\*\*

At the bottom, there is a checkbox labeled "The name above is me. Please proceed with LexisNexis® Validation." which is checked. Below this, there are three buttons: "Proceed with Verification" (highlighted with a red circle), "Prior Verification", and "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 Logout

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!

The screenshot displays the 'CDX Registration: Additional Verification' page. At the top, there is a progress bar with three steps: '1. Identity Verification' (completed), '2. Signature Question' (completed), and '3. ESA' (current step). Below the progress bar, the title 'Electronic CDX Electronic Signature Agreement' is followed by a paragraph explaining the agreement. A warning statement reads: 'Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.' The main section is titled 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT'. It states: '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:'. Below this is a table for 'Electronic Signature Holder Company Information' with the following details:

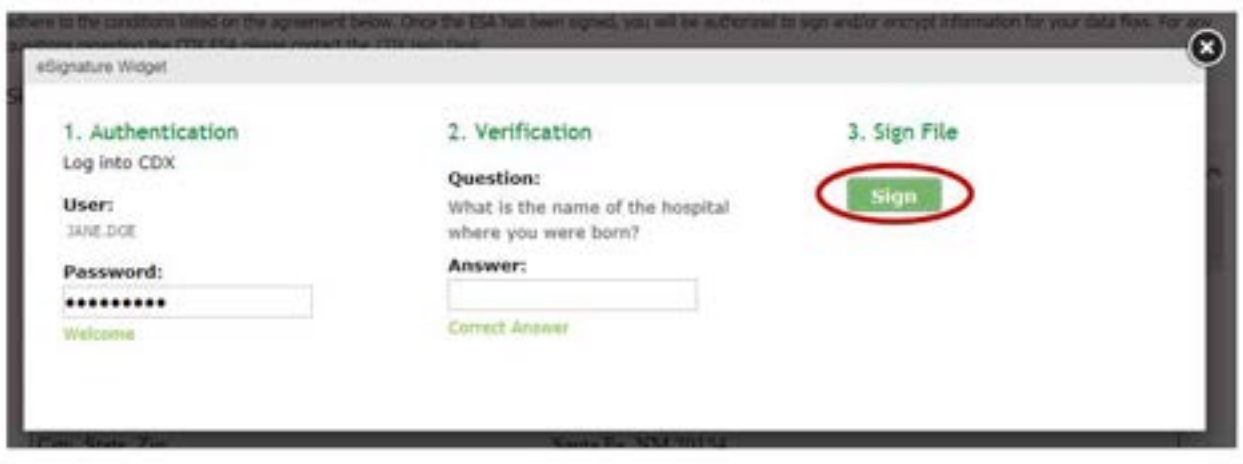
Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

At the bottom of the form, there are two buttons: 'Sign Electronically' (highlighted with a red circle) and '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.



The screenshot displays an "eSignature Widget" window with a close button in the top right corner. The widget is divided into three vertical sections:

- 1. Authentication:** Labeled "Log into CDX". It includes a "User:" field with the text "JANE.DOE" and a "Password:" field with masked characters "\*\*\*\*\*". A green "Welcome" message is visible below the password field.
- 2. Verification:** Labeled "Question:". It contains the text "What is the name of the hospital where you were born?" and an "Answer:" field. A green "Correct Answer" message is shown below the answer field.
- 3. Sign File:** Features a prominent green "Sign" button, which is circled in red in the image.

# 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 web form for identity proofing. It includes the following fields and options:

- Address Line 2**: A text input field.
- City\***: A text input field.
- State\***: A dropdown menu.
- Zip Code\***: A text input field.
- Home or Personal Phone**: A text input field.
- Date of Birth**: Three dropdown menus for **Month\***, **Day\***, and **Year\***.
- Last 4 of SSN**: A text input field.
- The name above is me. Please proceed with LexisNexis® Validation.
- Proceed with Verification**: A green button.
- Paper Verification**: A button circled in red, indicating the selected option.

# Identity Proofing

Creating an Account

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

Home About Recent Announcements Terms and Conditions FAQ Help

CDX: CDX Registration: Additional Verification

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

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:

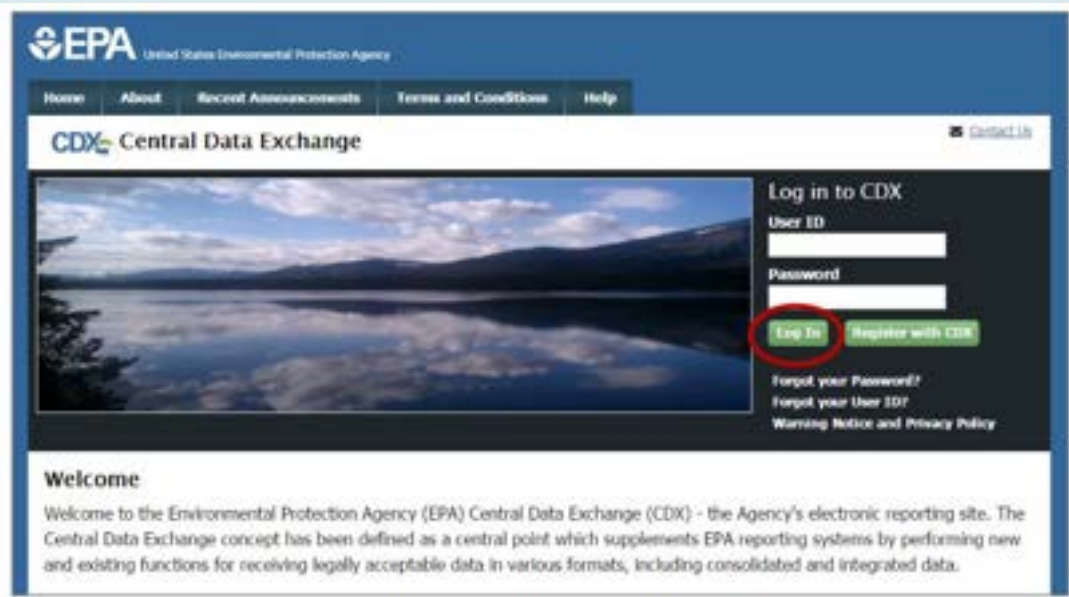
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- All Permittee (signature) must submit an Electronic Signature Agreement (ESA) which includes Identify Proofing.
- CDX account (password and user ID ) can only be registered to one person and cannot be shared or transferred.
- Misuse of credentials 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.

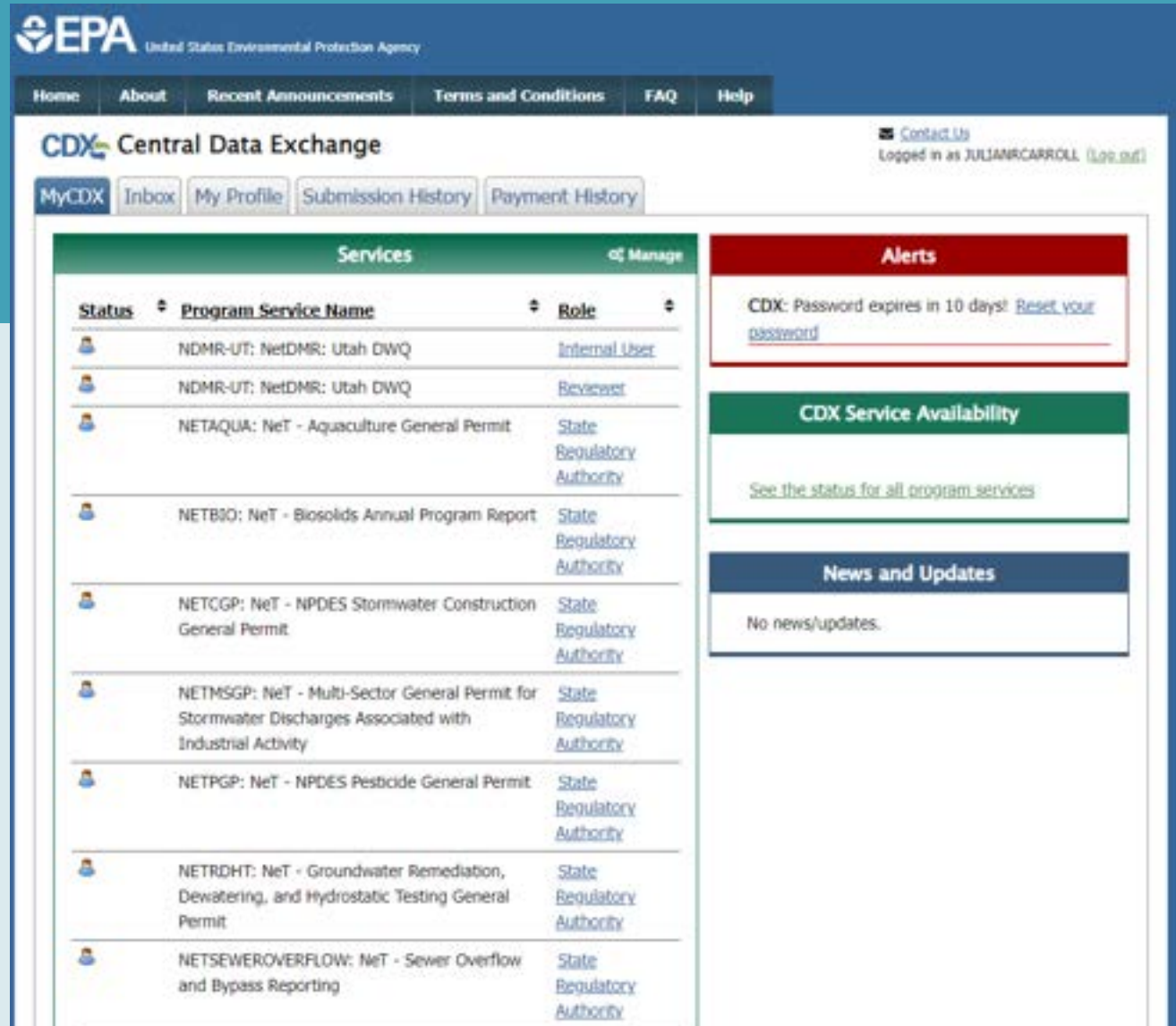


# MyCDX

epa.cdx.gov



The screenshot shows the EPA Central Data Exchange (CDX) homepage. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the CDX logo and a 'Contact Us' link. The main content area features a large image of a lake and mountains. To the right of the image is a 'Log in to CDX' form with fields for 'User ID' and 'Password'. Below the form are two buttons: 'Log In' (highlighted with a red circle) and 'Register with CDX'. There are also links for 'Forgot your Password?' and 'Forgot your User ID?'. At the bottom, there is a 'Welcome' section with a brief description of the CDX.



The screenshot shows the EPA MyCDX user dashboard. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and a 'Contact Us' link. The user is logged in as JULIANCARROLL. The dashboard has several tabs: MyCDX, Inbox, My Profile, Submission History, and Payment History. The main content area is divided into two columns. The left column is titled 'Services' and contains a table of services. The right column contains three sections: Alerts, CDX Service Availability, and News and Updates.

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
	NETB30: 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](#)

The screenshot shows the EPA NeT application interface. At the top, the EPA logo and navigation menu are visible. The main heading is "NPDES Stormwater Construction General Permit". Below this, there are three buttons: "Create new NOI or LEW", "Request Permissions for an existing NOI or LEW", and "Do I qualify for a LEW?". The "My Projects/Sites" section contains a table with two entries. The first entry is for "Deer Creek Campground" with a status of "Expired". The second entry is for "test" with a status of "Inactive".

Actions	Project / Site Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Coverage Type	Certified / Submitted Date	Effective Date	Expiration Date	Last Modified Date
<a href="#">Actions</a>	Deer Creek Campground	UTRC04603	Approved	New	Expired	General Permit	03/14/2022	03/16/2022	03/15/2023	03/08/2024 2:03 PM
<a href="#">Actions</a>	test	UTRC07006	Payment Required	New	Inactive	General Permit	12/05/2023	-	-	12/05/2023 9:52 AM

The screenshot shows a user profile dropdown menu. The user is logged in as "JULIANCARROLL". The menu options are "Tour", "MyCDX", and "Logout".

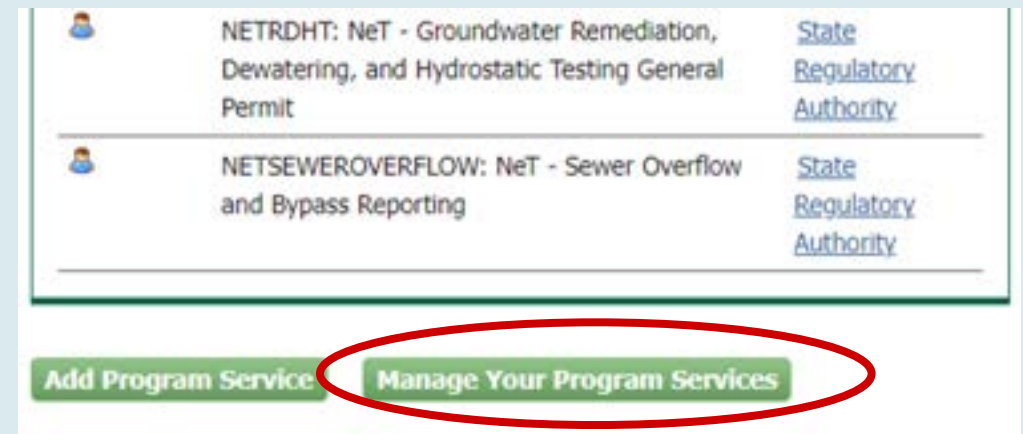
Tour    Logged in as: JULIANCARROLL

MyCDX  
Logout

# Changing your Role

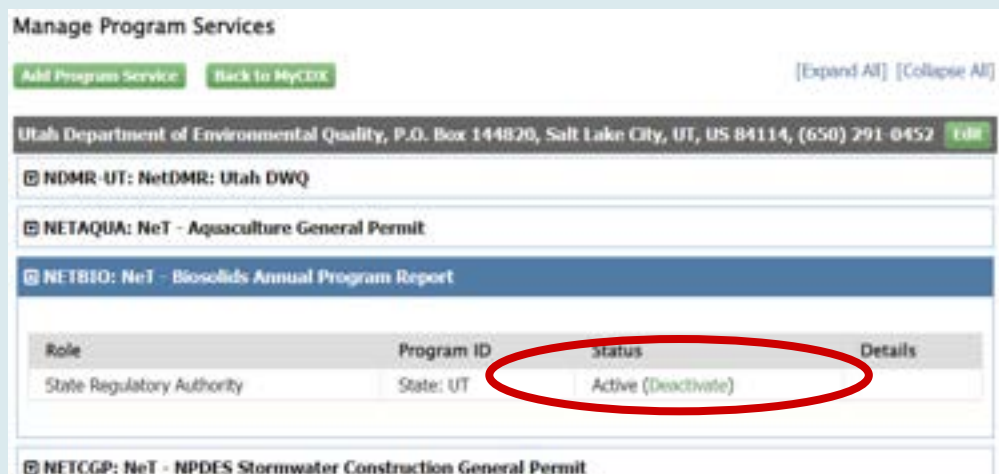
Do you have a Preparer Role but need a Signatory Role?

- From MyCDX tab, select Manage Your Program Services



# 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

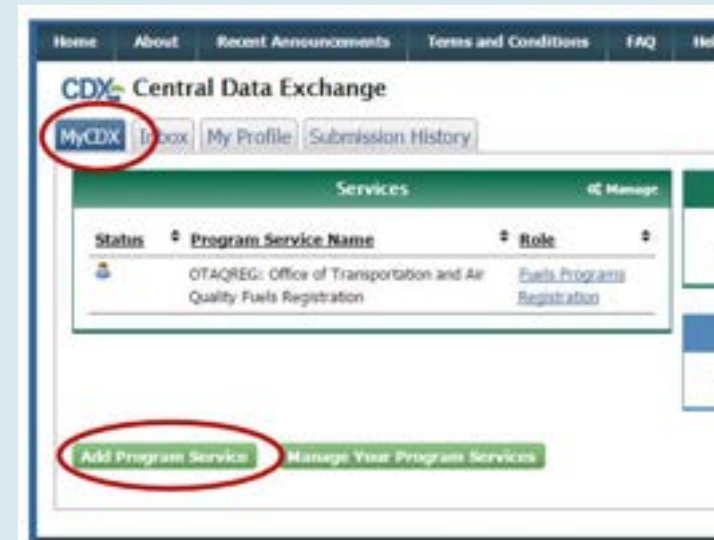
[Add Program Service](#) [Back to MyCDX](#) [Expand All] [Collapse All]

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	<a href="#">Fuels Program Registration</a>

[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

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as JANE DOE2. Below the navigation bar, there are several tabs: MyCDX (highlighted with a red circle), Inbox, My Profile, and Submission History. The main content area is divided into several sections. The 'Services' section contains a table with the following data:

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

Below the table, there are two buttons: 'Add Program Service' (highlighted with a red circle) and 'Manage Your Program Services'. To the right of the Services section, there is a 'CDX Service Availability' section with a link to 'See the status for all program services'. Below that is a 'News and Updates' section with the text 'No news/updates.'

# Add Program Service

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



GLLSPZ: Great Lakes Environmental Release Query System
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
<b>NeT: NPDES eReporting Tool (11)</b>
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.

The screenshot displays the 'CDX Edit Account Profile' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, a progress indicator shows three steps: '1. Program Service' (checked), '2. Role Access' (checked), and '3. Organization Information' (active). The main content area is titled 'Registration Information' and contains a table with the following data:

Program Service	Ozone Depleting Substances
Role	Submitter

Below the table, there are two radio button options: 'Select a Current Organization' (selected) and 'Request to Add an Organization'. A text prompt reads 'Select an organization from the dropdown list.' Below this is a dropdown menu with the text 'Test Company (100 Main St, Santa Fe, NM, US 20154)'. At the bottom, there is a green button labeled 'Submit Request for Access'.

# Creating a New NOI

# 1

Log in to:

[cdx.epa.gov](https://cdx.epa.gov)

# 3

Click on either:

Create new NOI or LEW

Add Facility

# 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

# 2

Click on Role:

NETCGP: NeT - NPDES Stormwater  
Construction General Permit

Signatory

# 4

Search for your Project:

NeT CGP Project/Site Search

Project Site

Show 10 entries

Action	NPDES ID	Project/Site Name	Operator Name
<a href="#">Request Permissions</a>	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



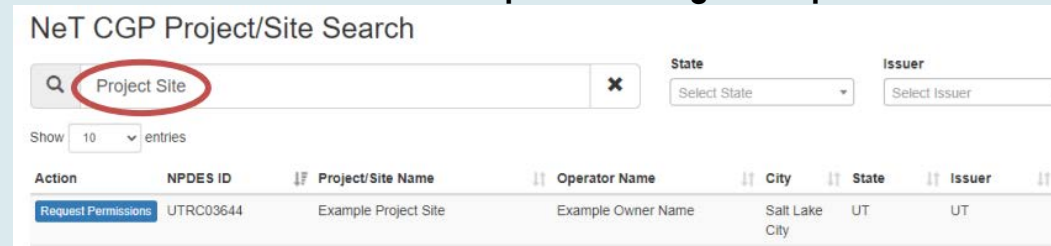
#4

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

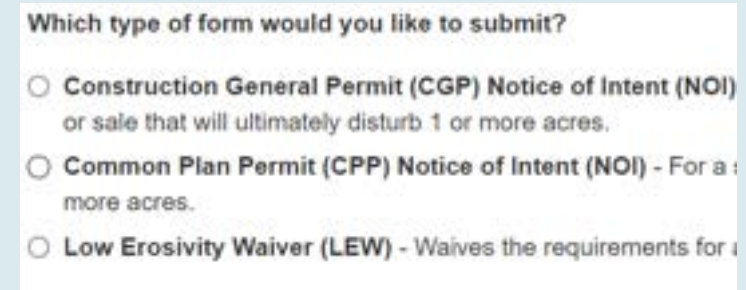


#6

Fill in Eligibility Questions:

Choose permit type:

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




# 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

Q Test Facility X State: Select State Issuer: Select Issuer

Show 10 entries

Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Status
<a href="#">Request Permissions</a>	UTR00021	Test Facility	Test Owner	Salt Lake City	UT	UT	Active
<a href="#">Request Permissions</a>	UTR00028	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
<a href="#">Request Permissions</a>	UTR00021	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](https://cdx.epa.gov)

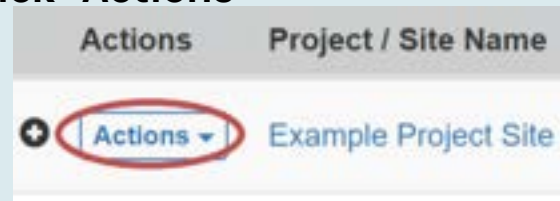
# 2

Click on Role:

NETCGP: NeT - NPDES Stormwater  
Construction General Permit

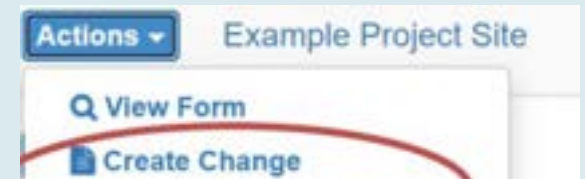
# 3

Click "Actions"



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

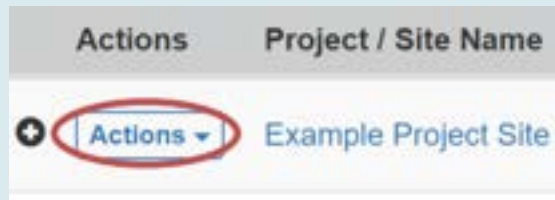
# 1

Log in to:

[cdx.epa.gov](https://cdx.epa.gov)

# 3

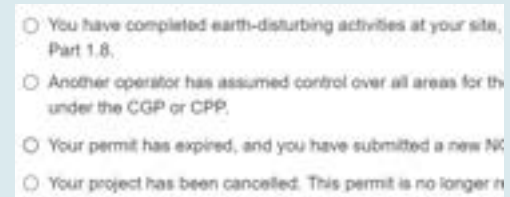
Click "Actions"



# 5

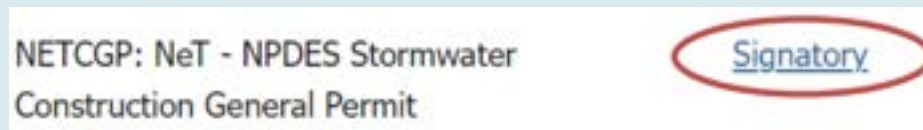
Click reason for NOT:

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



# 2

Click on Role:



# 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

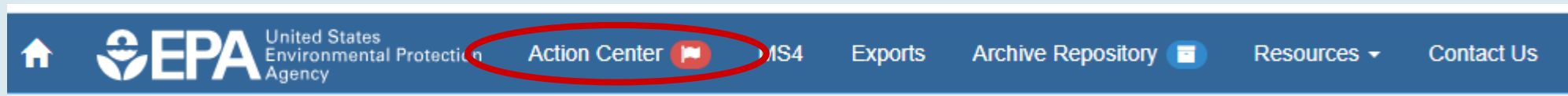
MS4 Authority Roles can:

- 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

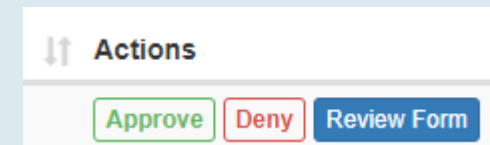
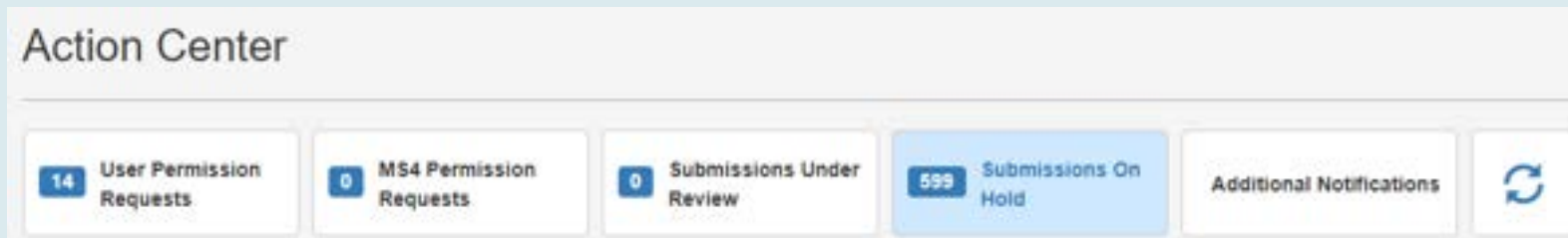
# MS4 Authorities

Managing CGP Permits

- Log into NeTCGP
- Go to Actions Center



- Manage MS4 Requests and NOTs



# 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

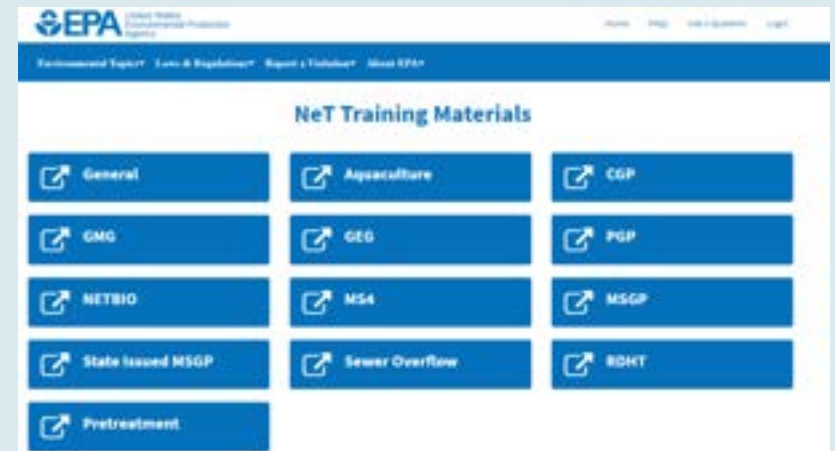
## Email us:

[wqinfodata@utah.gov](mailto:wqinfodata@utah.gov)

# 3

## EPA NeT Training Materials:

[https://usepa.servicenowservices.com/oeca\\_icis?id=launch\\_net\\_training](https://usepa.servicenowservices.com/oeca_icis?id=launch_net_training)



# 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](mailto:wqinfodata@utah.gov)  
(801) 536-4300