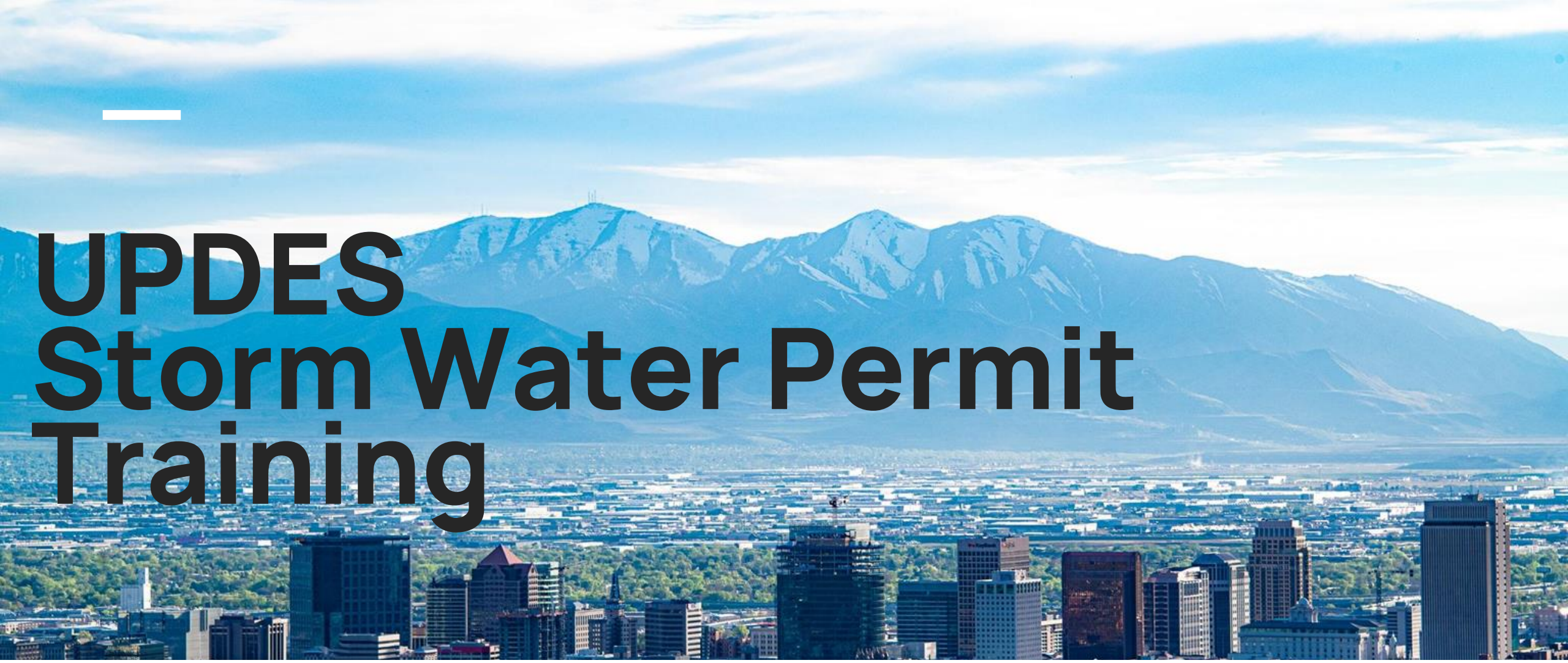

UPDES Storm Water Permit Training

Julian Carroll, DWQ

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

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02 Account Creation and Management

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07 NeT Resources

What is CDX?

- **Central Data Exchange** - Managed by EPA
  - Central platform which manages all EPA reporting systems

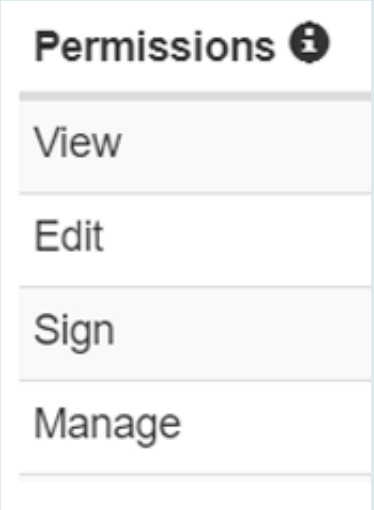
- EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule on October 22, 2015.
  - Required regulatory entities to report information electronically

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.

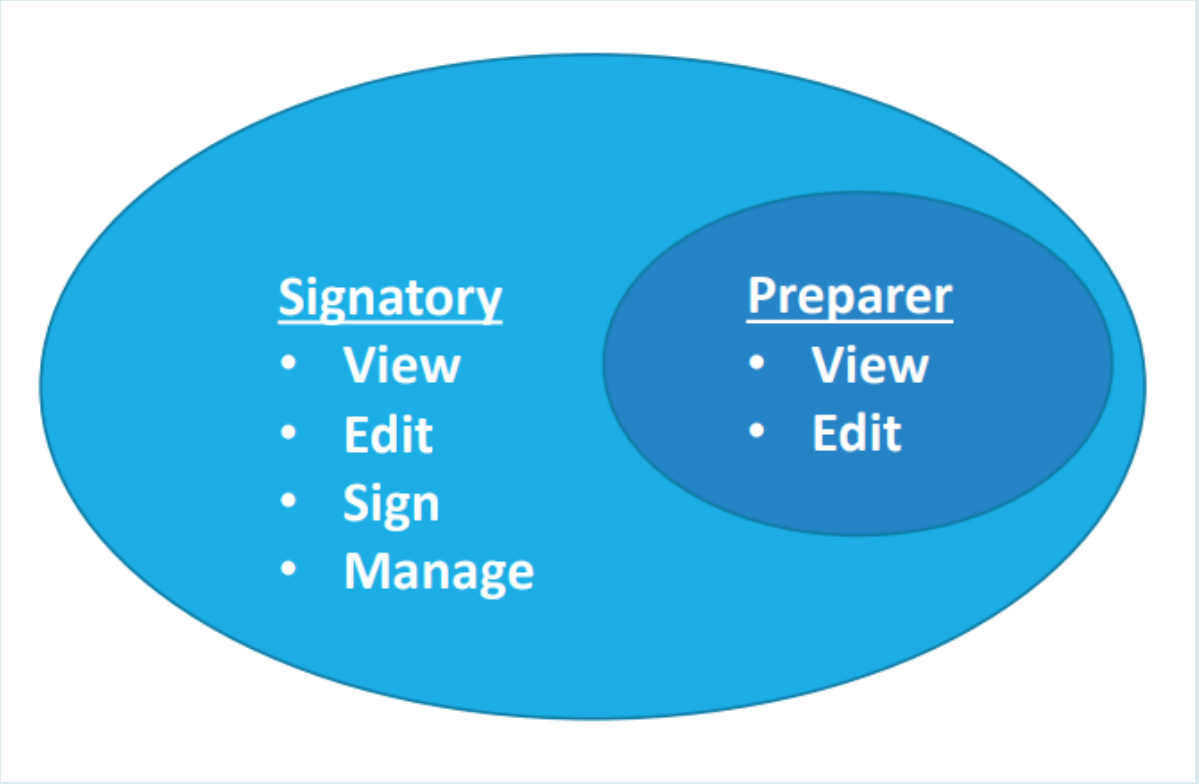
Permissions in NeT

- 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

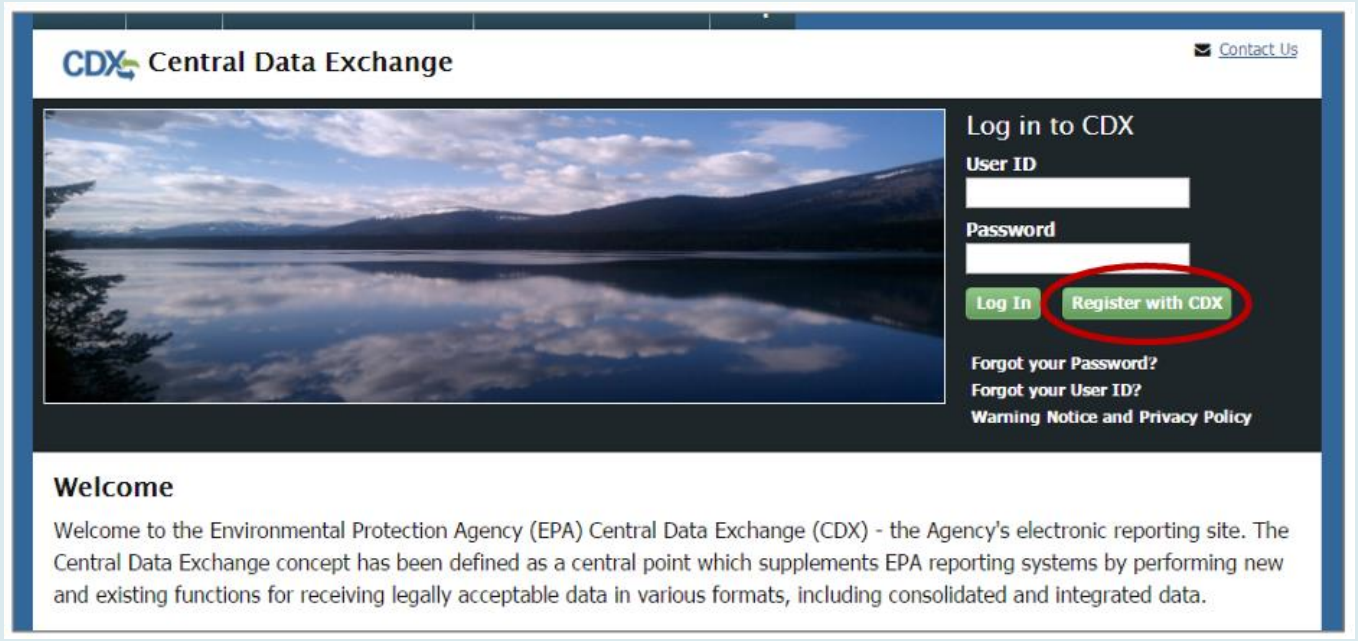
- Preparer
  - Can only View and Edit
- Signatory
  - Can do everything
  - Required to create, terminate, change, or renew a permit



Creating an Account

Go to [cdx.epa.gov](cdx.epa.gov)

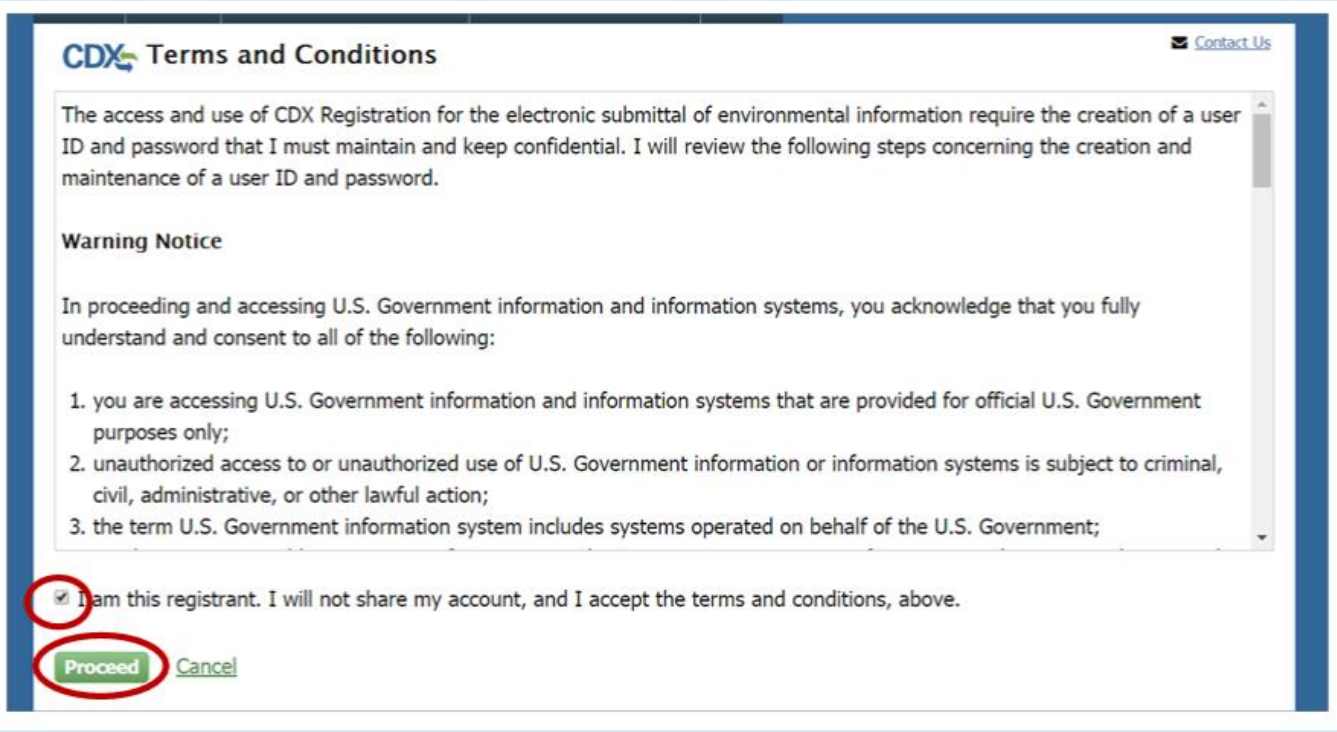
- "Register with CDX"



Terms and Conditions

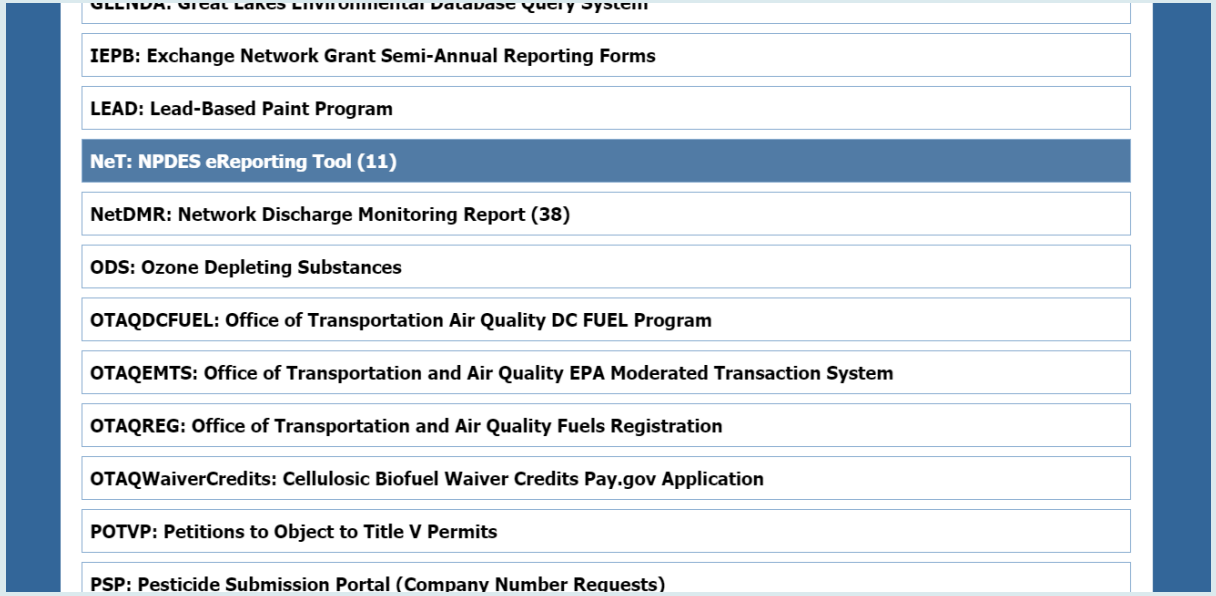
Creating an Account

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

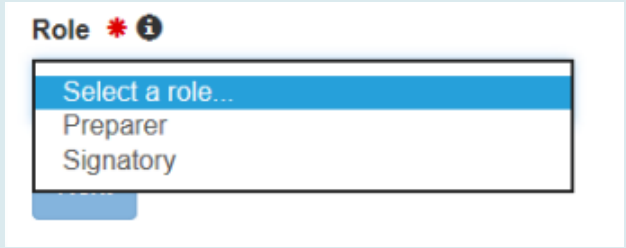


Select NeT App

Creating an Account



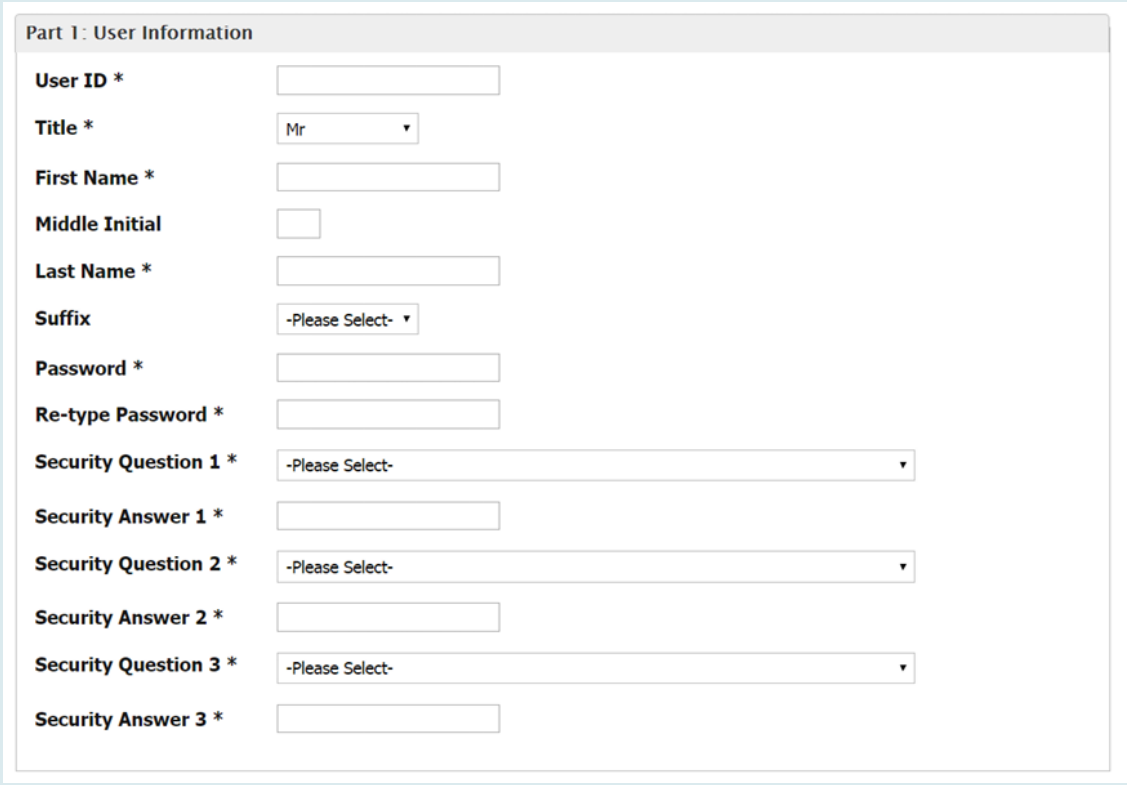
- Select NeT application you need
- Select Role



User Information

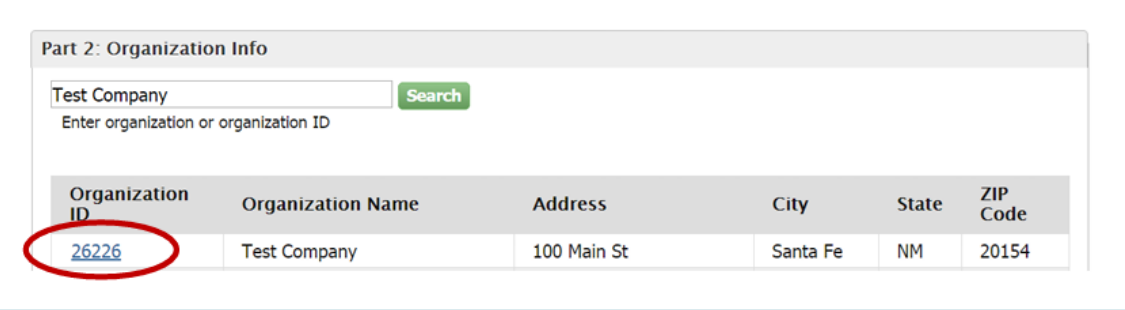
Creating an Account

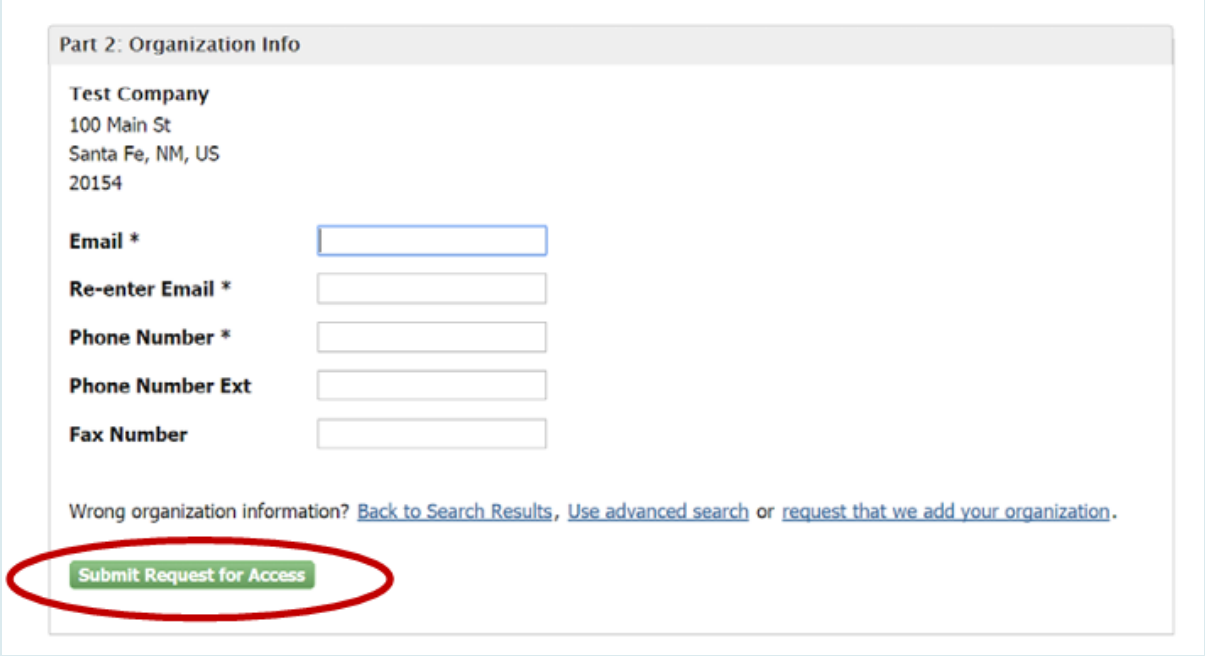
- Input User Information
  - Make sure to choose security questions you will remember, you will need them when managing your permit!



Add Organization | Creating an Account

- Search for Organization, and request access.

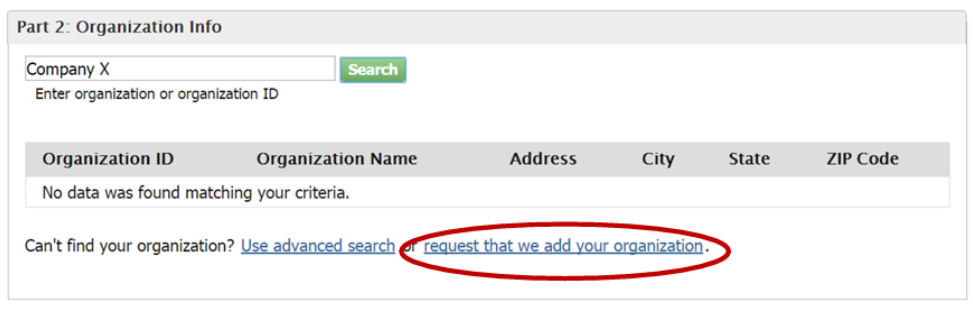


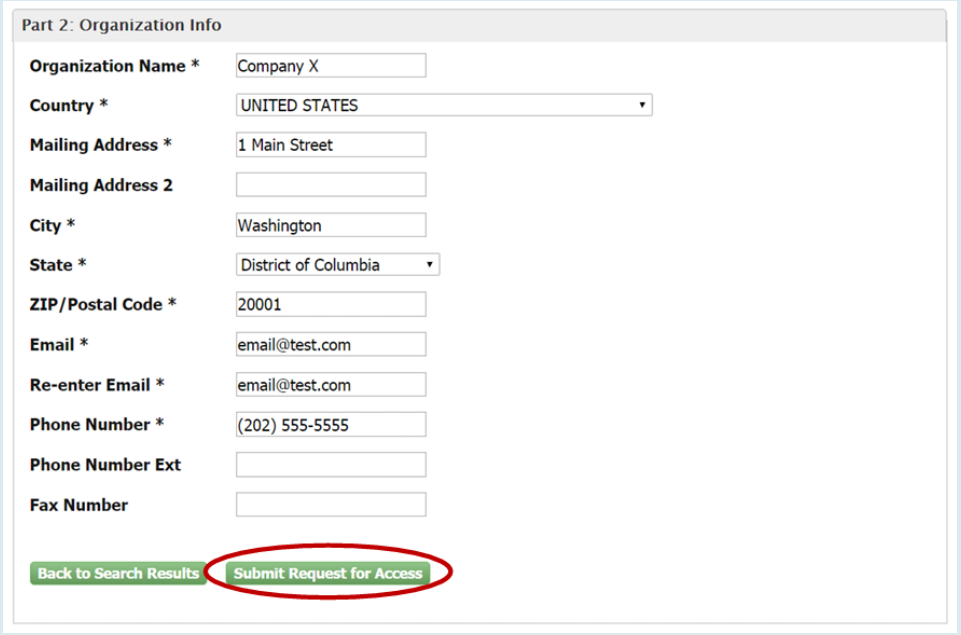


Add New Organization

Creating an Account

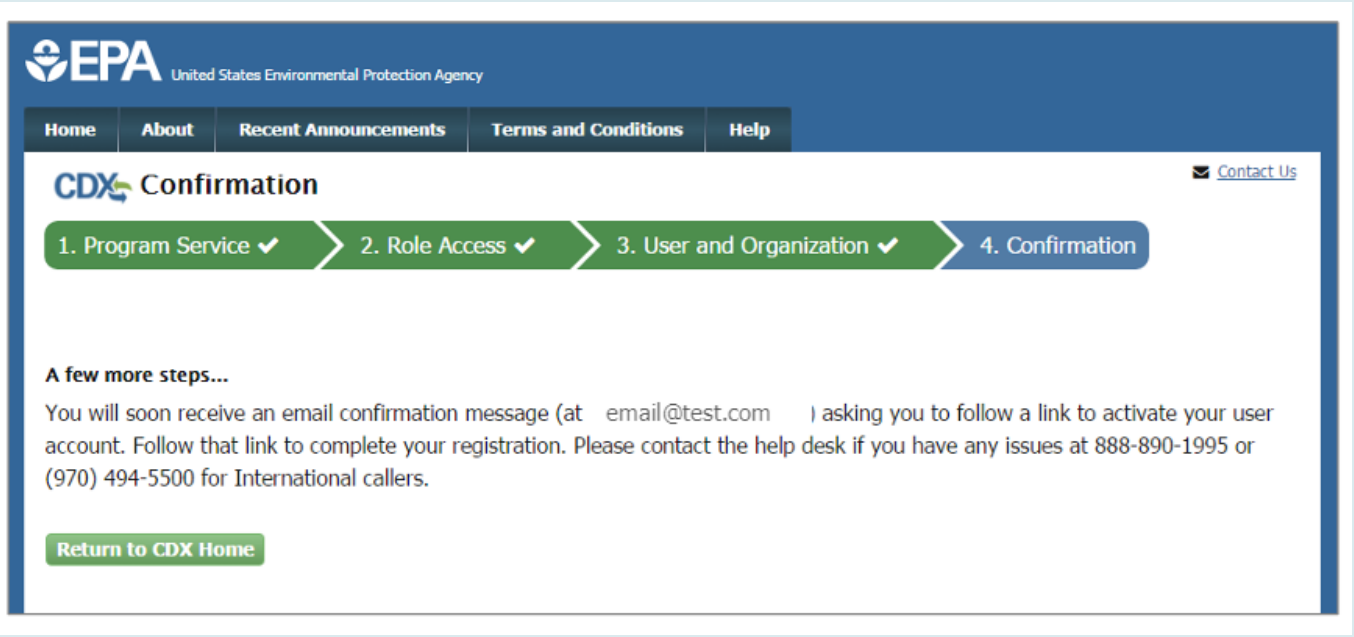
- If your Organization is not in CDX, request to add it.
- You must search prior to adding a new organization



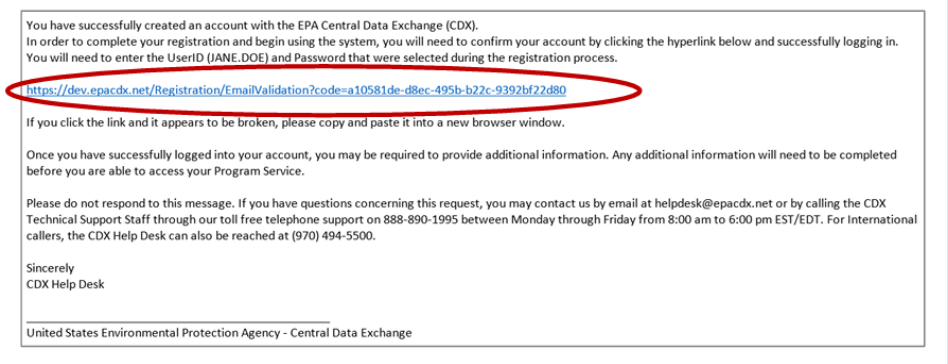


Activate Account

Creating an Account



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



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.

https://dev.epacdx.net/Registration/EmailValidation?code=a10581de-d8ec-495b-b22c-9392bf22d80

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

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.

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.

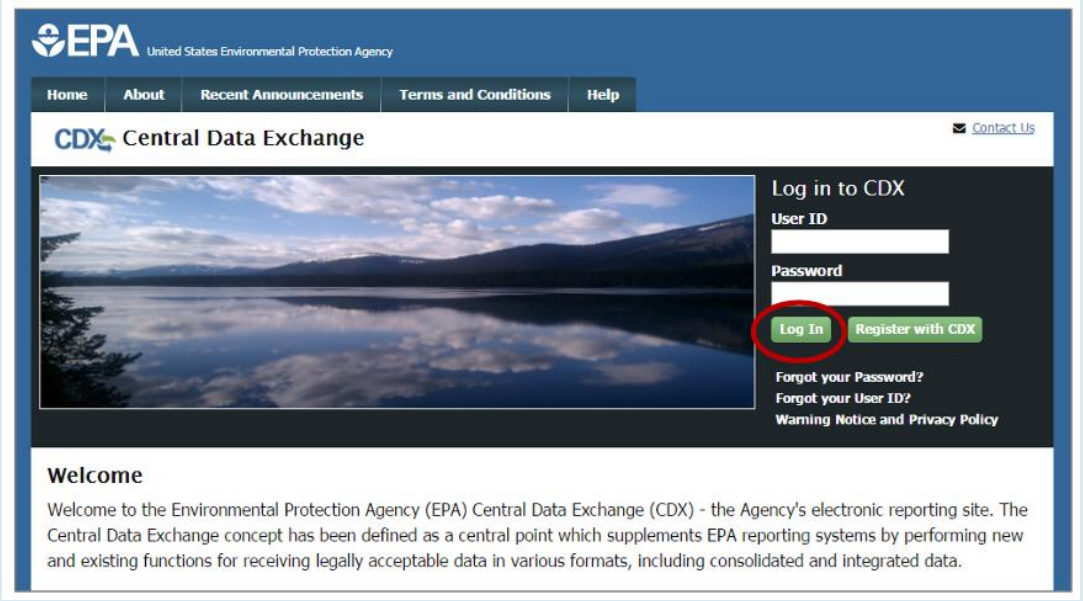
Sincerely
CDX Help Desk

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



Identity Proofing

Creating an Account

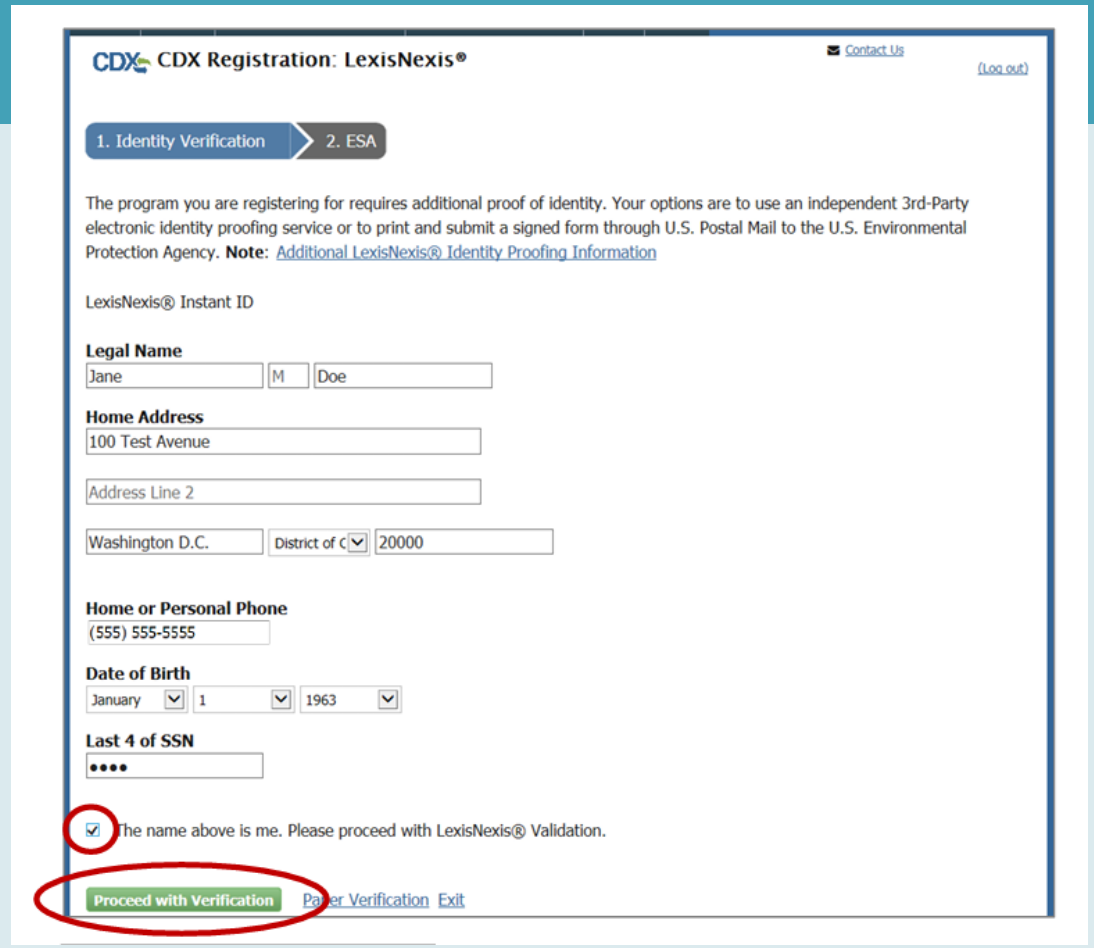
- When logging in for the first time, you may need to go through Identity Proofing
  - Usually for Signatory Access

- Can prove identity by:
  - LexisNexis, and independent 3rd party electronic service built into NeT
  - Mailing your info to EPA

Identity Proofing

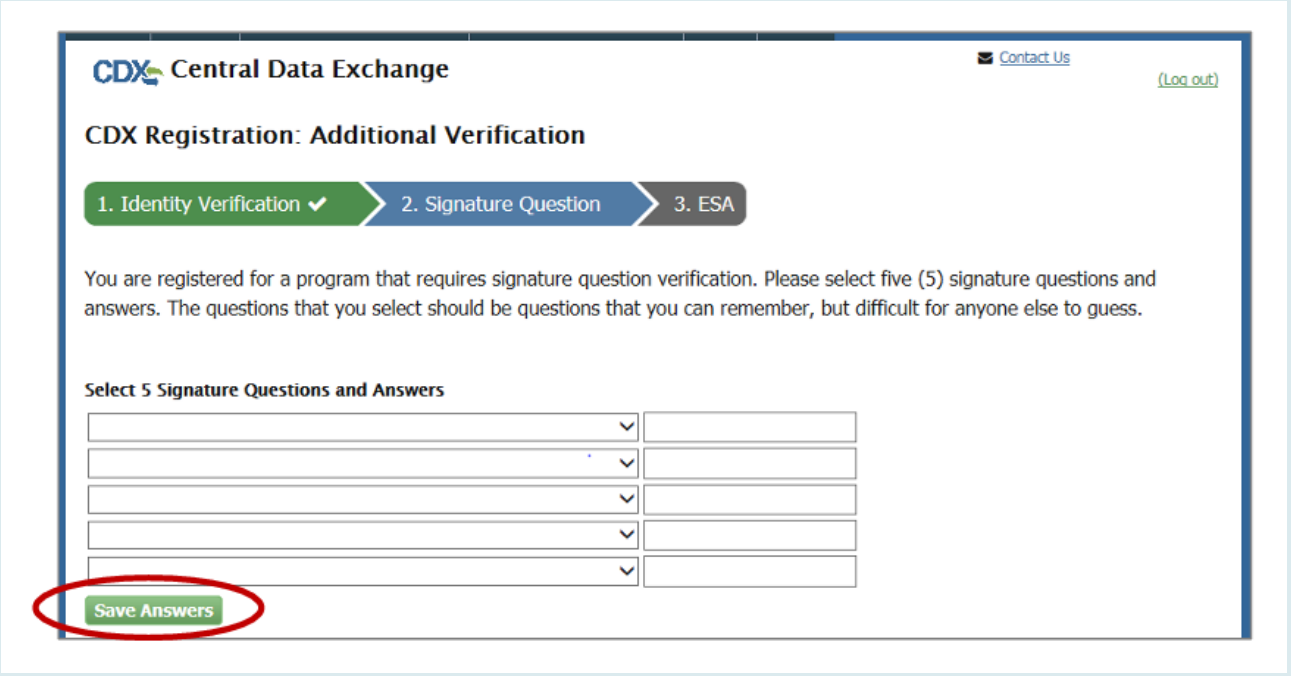
Creating an Account

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



Identity Proofing | Creating an Account

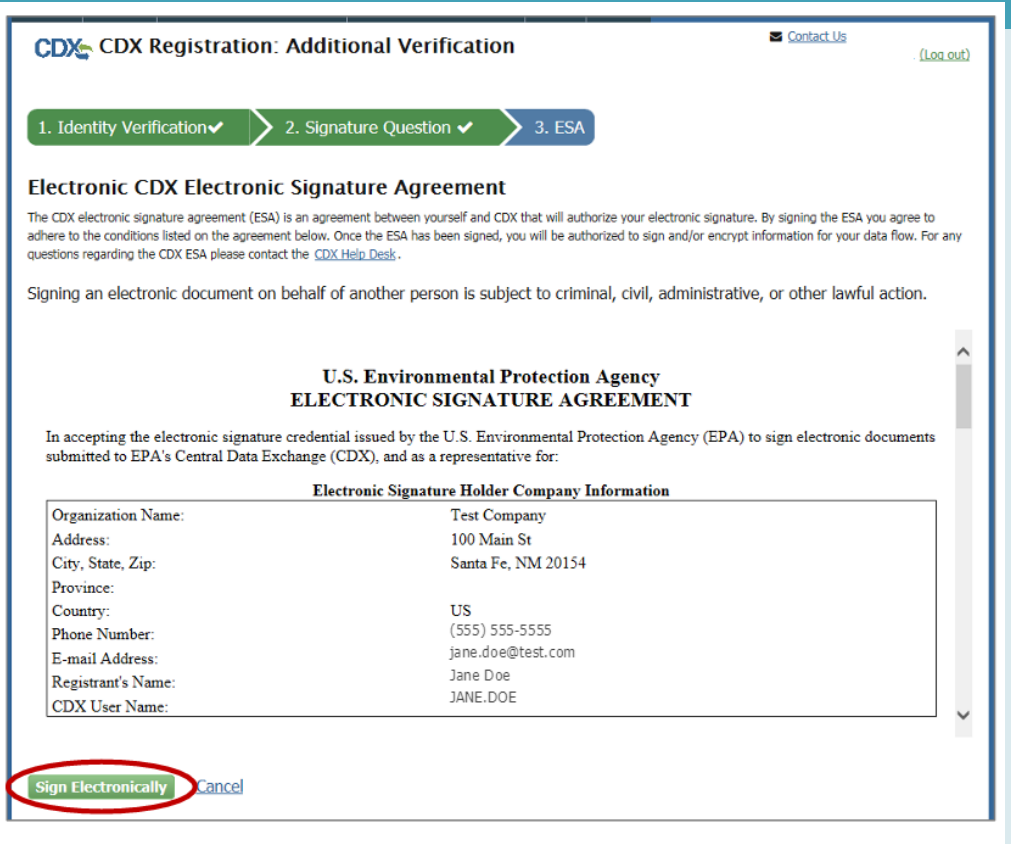
- Create security questions
  - You will need to remember these when you submit any changes to you permits, such as renewing coverage.



Identity Proofing

Creating an Account

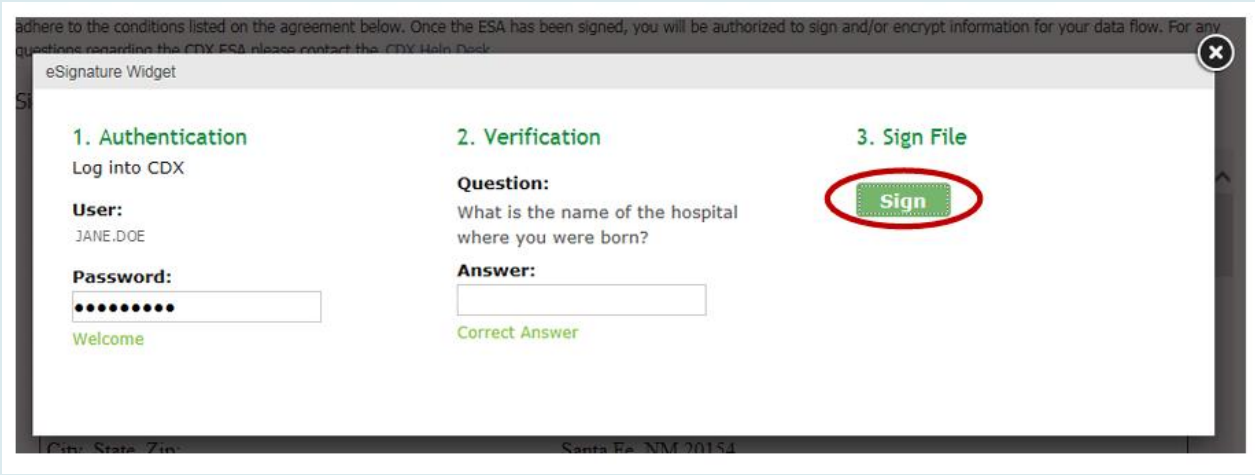
- Review the information you entered
- Sign the Electronic Signature Agreement (ESA)
- Electronics Signature Agreement (ESA) is specific to your organization, so you only need to do this once!



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.



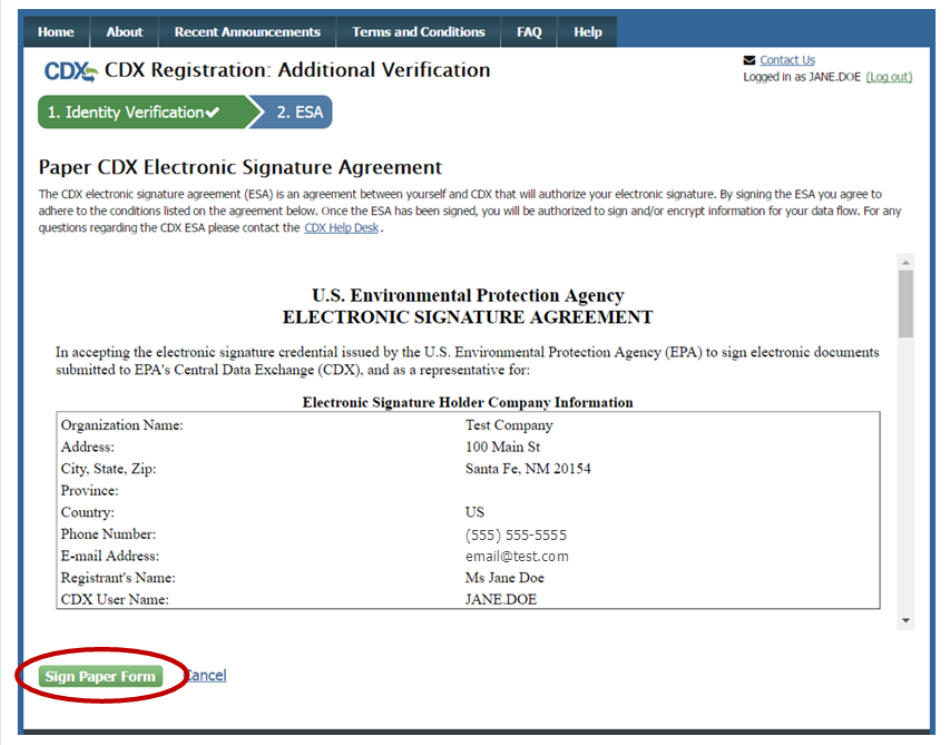
Identity Proofing | Creating an Account

- 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

Identity Proofing | Creating an Account



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

Account Sharing

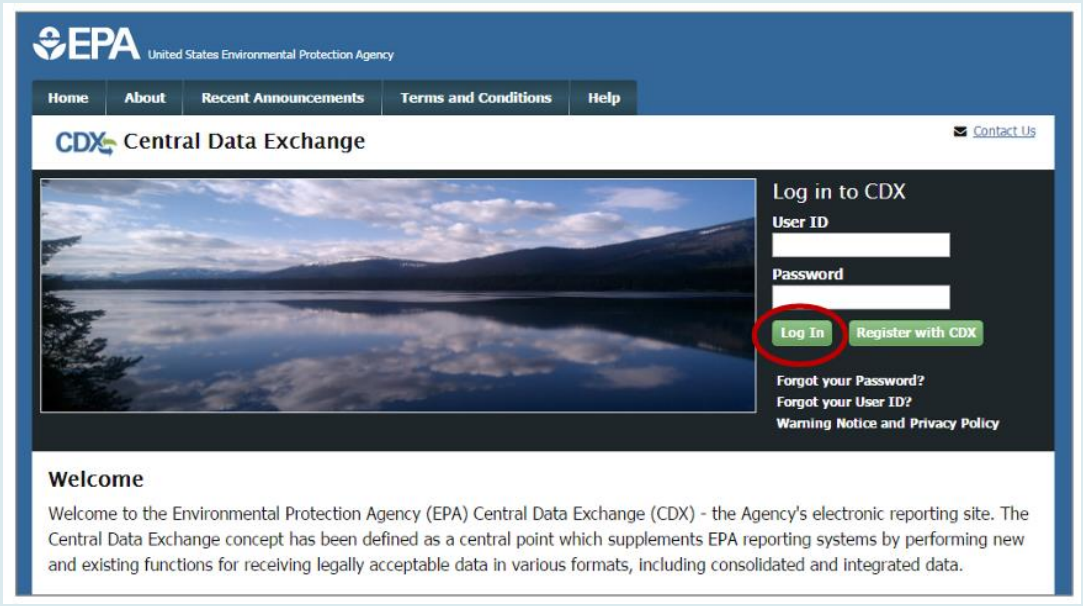
Creating an Account

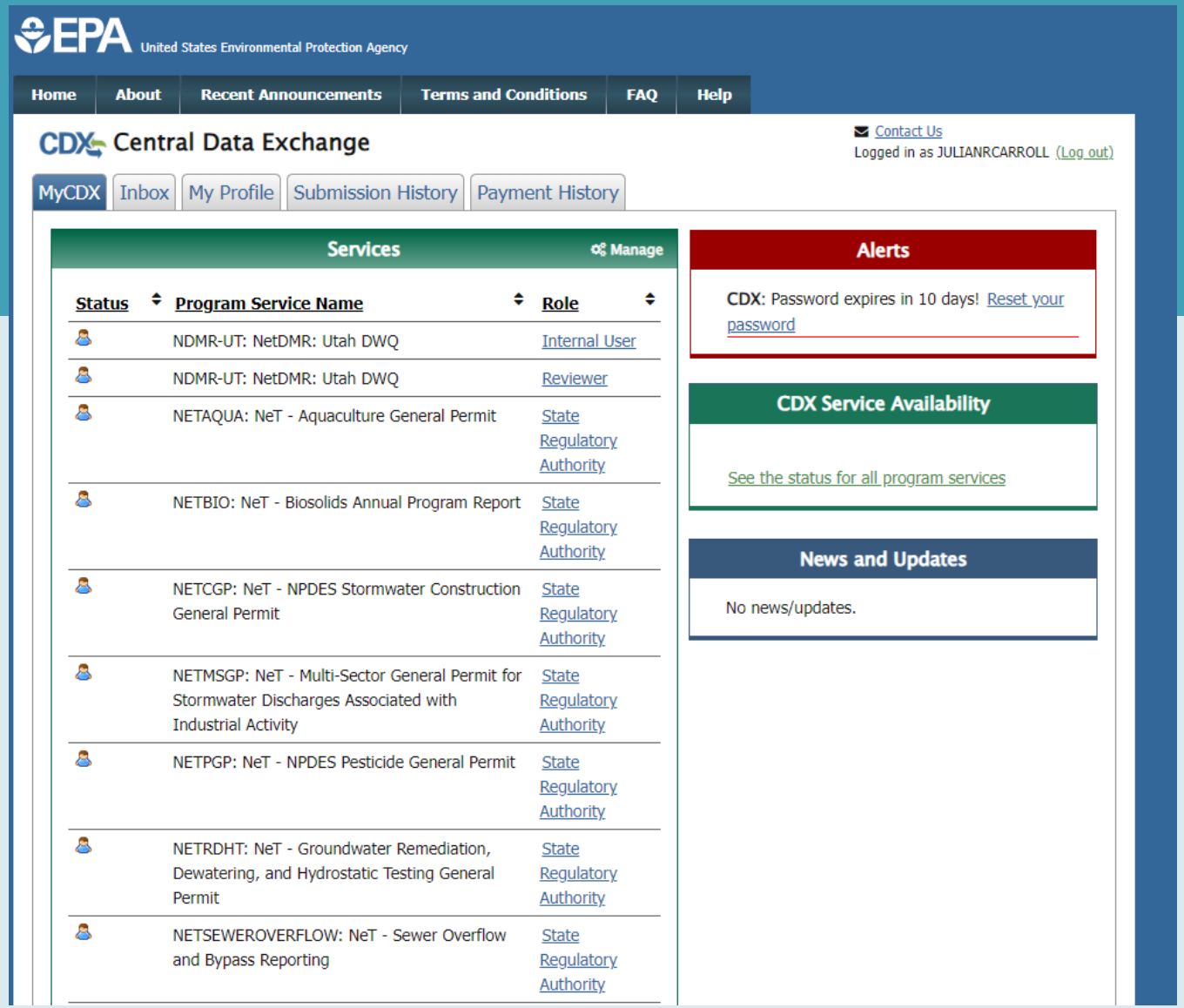
CDX Account Sharing:

- 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.

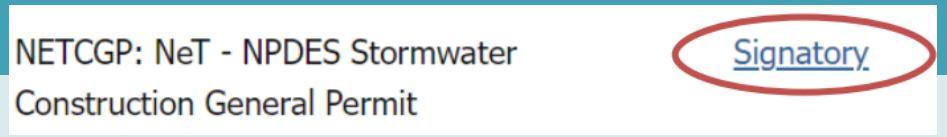
MyCDX

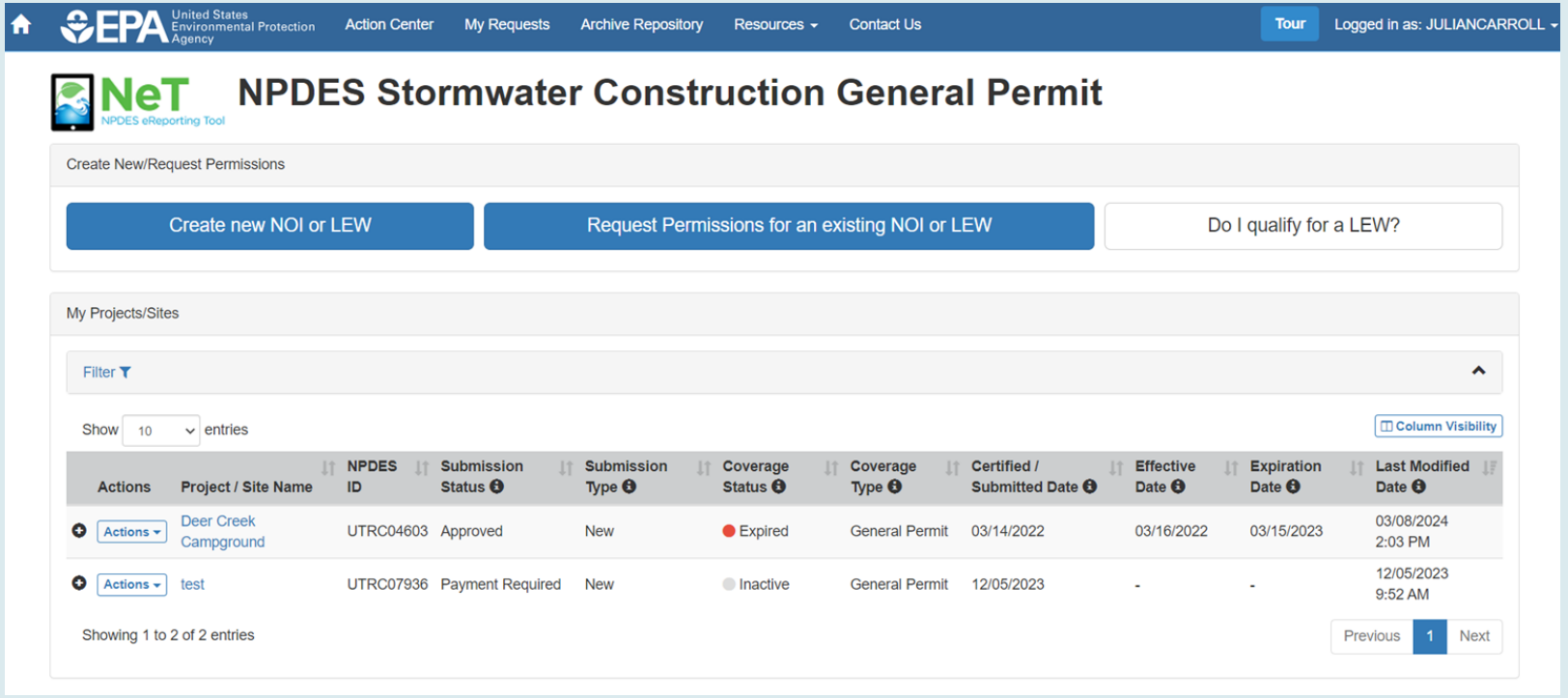
epa.cdx.gov

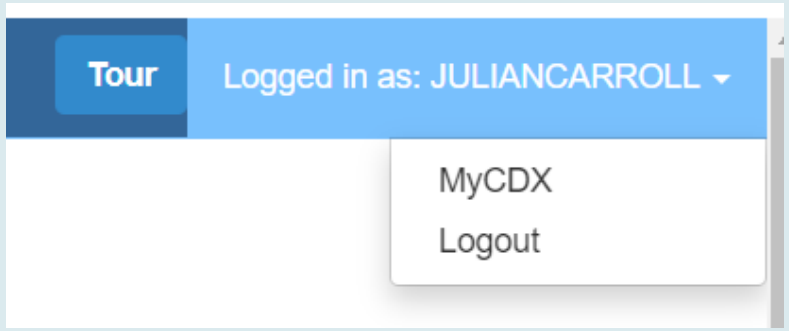




Getting into NeT Apps



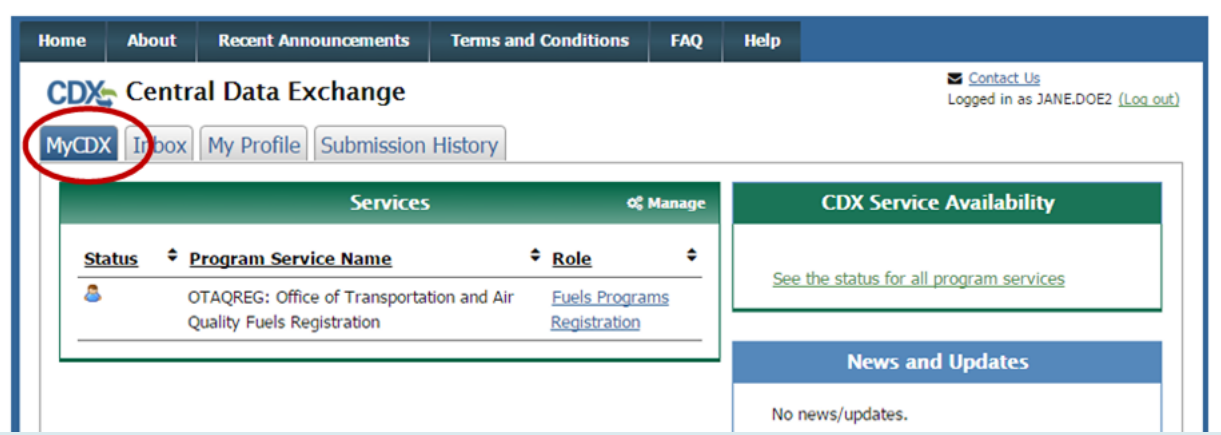


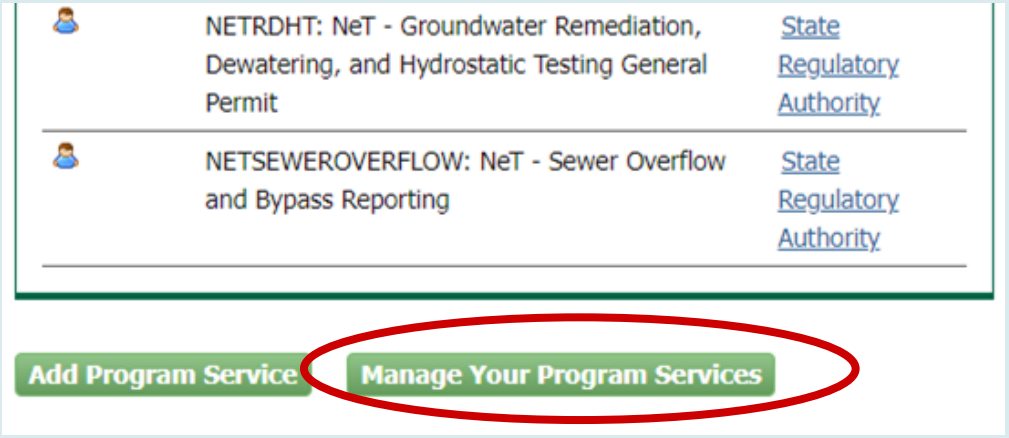


Changing your Role

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

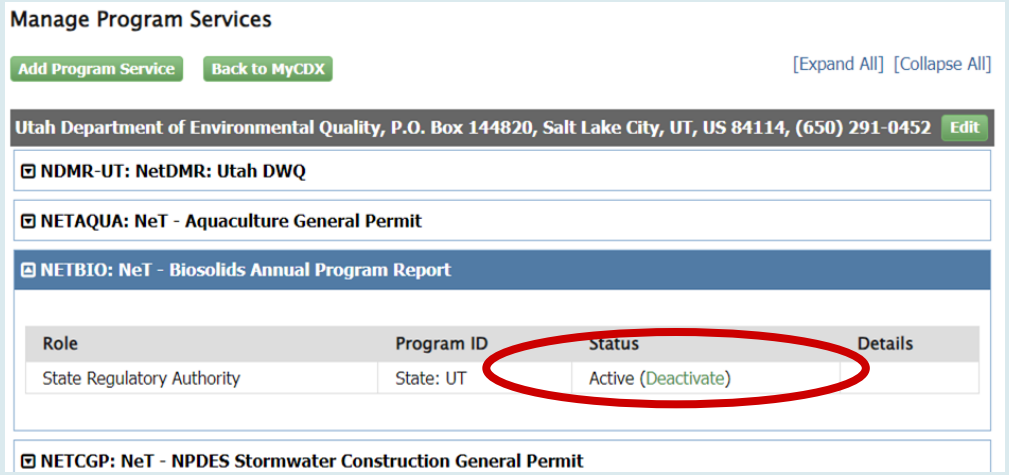
- From MyCDX tab, select Manage Your Program Services



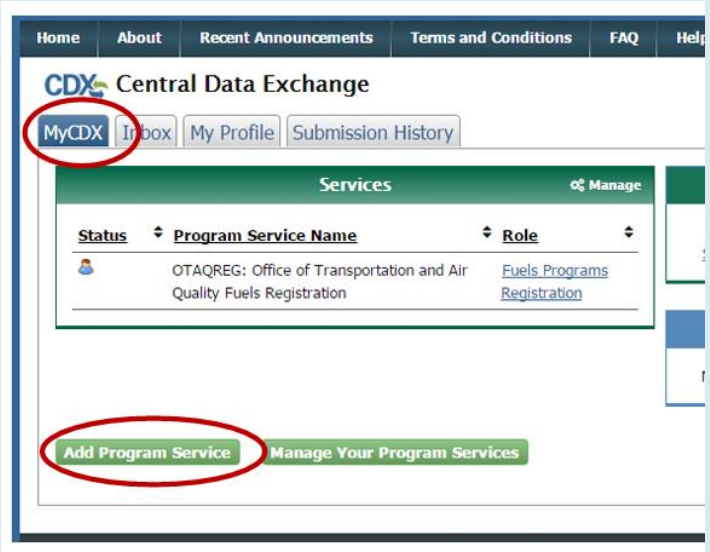


Changing your Role

- Select the NeT application that you need a different Role for
- Select Deactivate



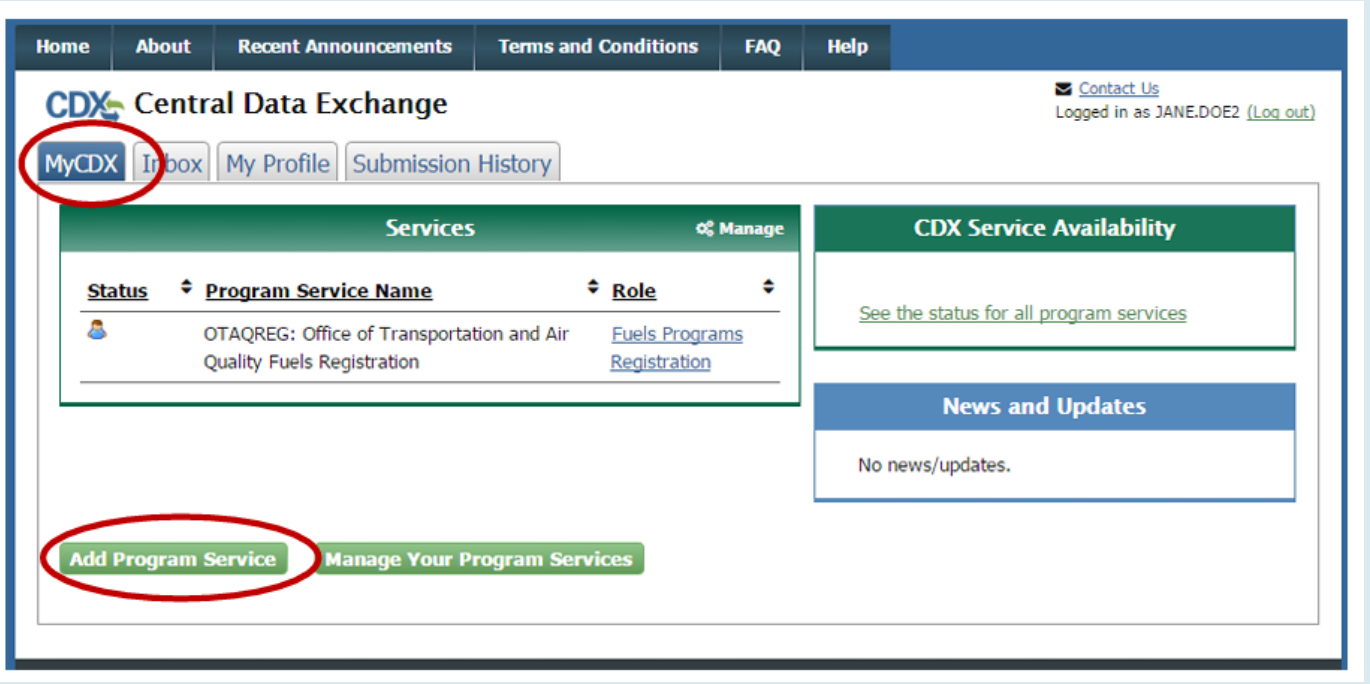
- Return to MyCDX and select Add Program Service



Add Program Service

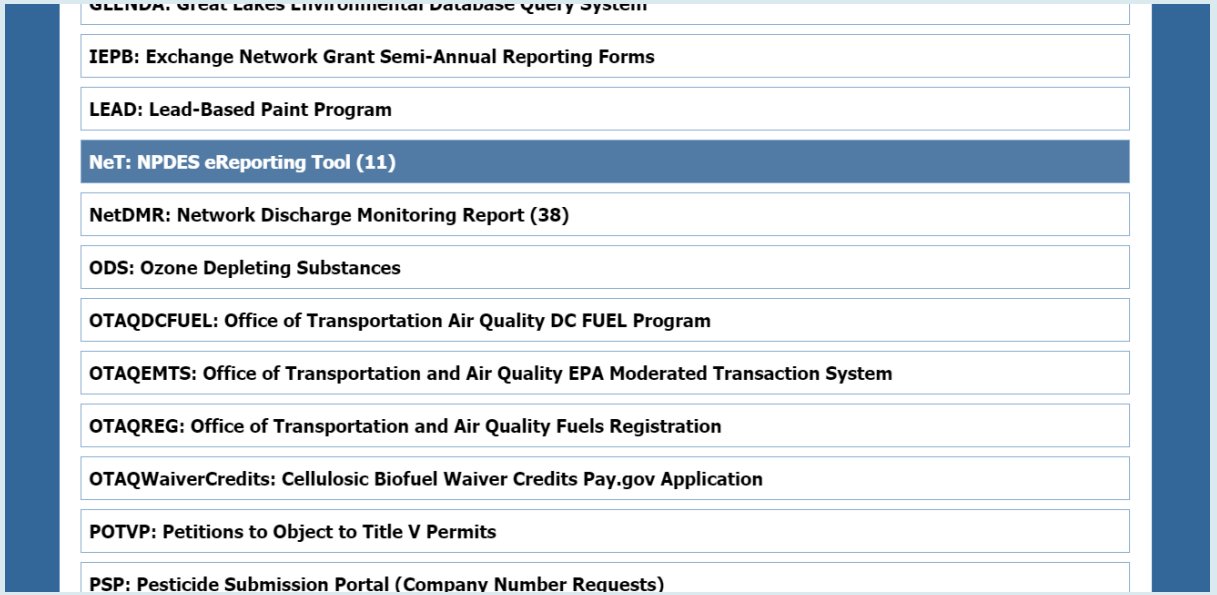
Do you need access to a different NeT application? Did you just Deactivate a different Role?

- From MyCDX tab, select Add Program Service



Add Program Service

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



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.

Creating a New NOI

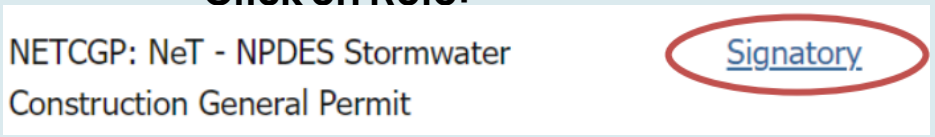
 # 1

Log in to:

cdx.epa.gov

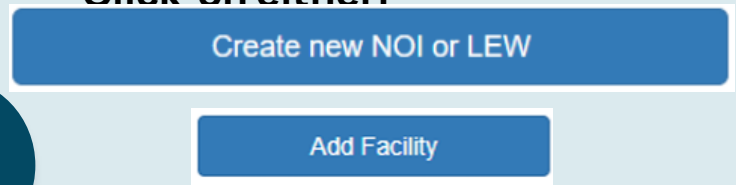
 # 2

Click on Role:



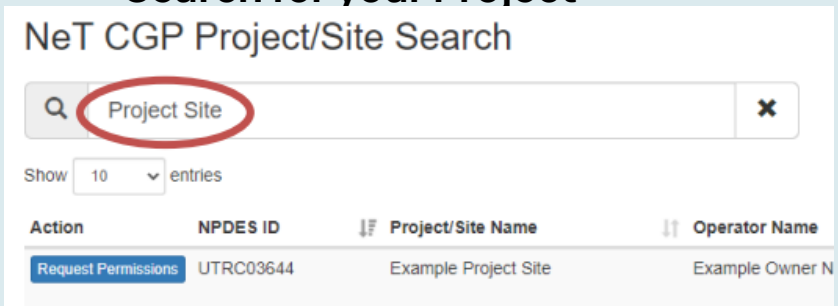
 # 3

Click on either:



 # 4

Search for your Project:



 # 5

Click "Create Project/Site":

Creating a New NOI

#6

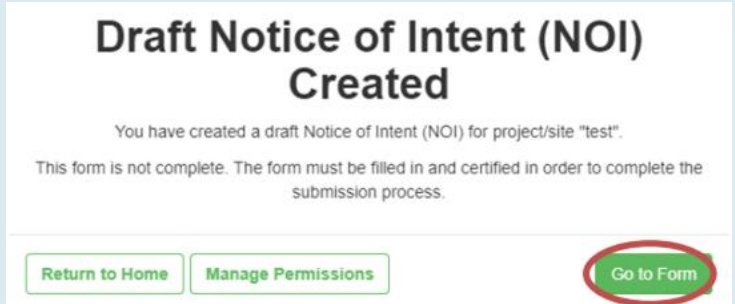
Fill out Eligibility Questions

Choose type of permit

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

#7

Create Draft NOI:



#8

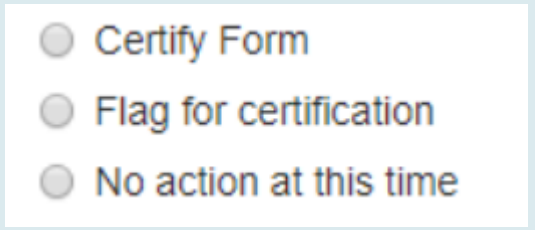
Fill out Site Description Q's

Ensure you choose:

- **Correct MS4**
- **Correct Receiving Water**

#9

Flag for Certification/Certify:



#10

Pay Fee:

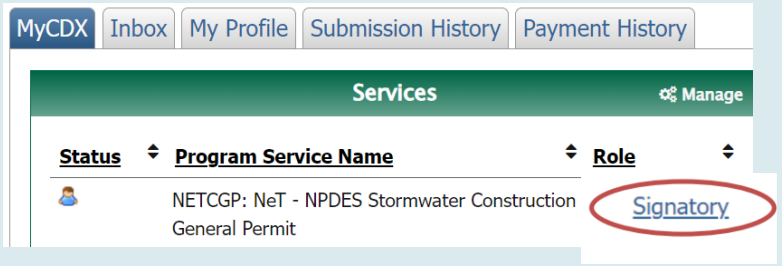
Creating a New NOI | Problem Areas

#2

Click on Role:

Choose Signatory/Preparer:

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



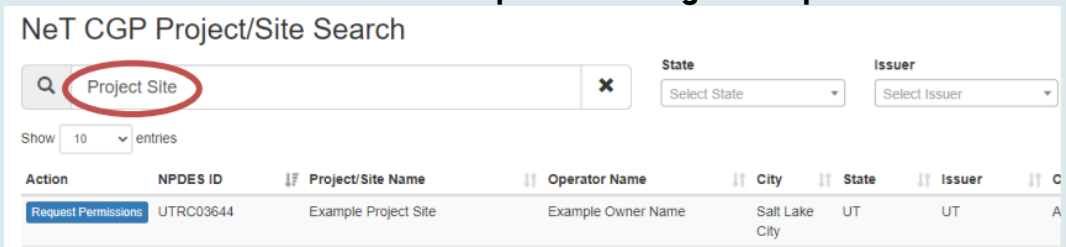
#4

Search Project:

<u>In NeT:</u> Search for your project (only fill required fields), "Request Permissions"

<u>Not in NeT:</u> Search, then click, "create new project/site"

- **You <u>must search</u> prior to filing a new permit**

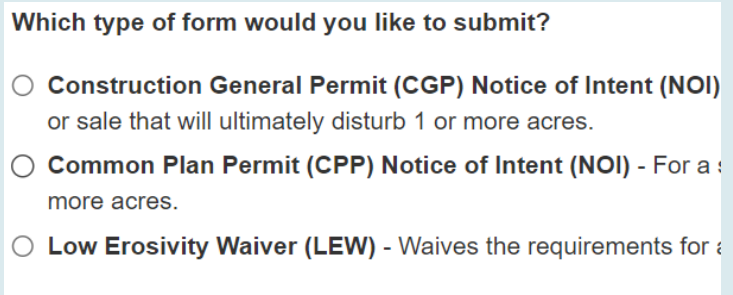


#6

Fill in Eligibility Questions:

Choose permit type:

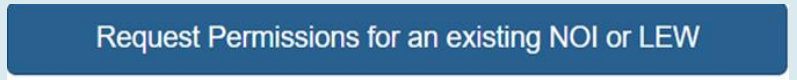
- **If you choose the incorrect permit type, you are unable to change a NOI without cancelling & refiling**



Request Permissions to a Permit

 # 1 Sign into CDX and log into the NeT app

 # 2 Click on the associated button below:

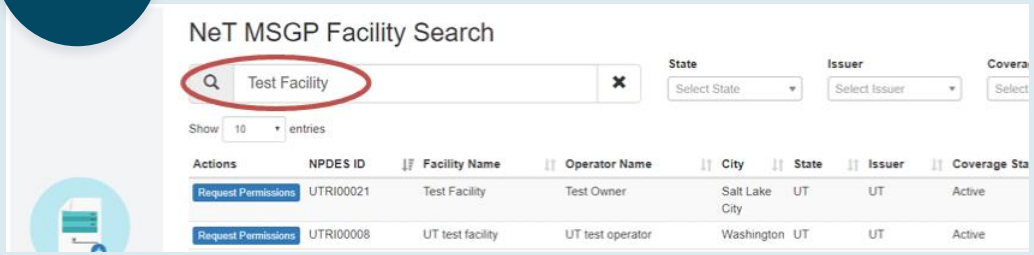
- CGP: 

- MSGP:

- RDHT:

Request Permissions to a Permit

 # 3 Search for permit



 # 4 Request Permissions

Permissions must be approved by:

- Someone with the Manage permissions on the permit
- DWQ

Managing your NOI

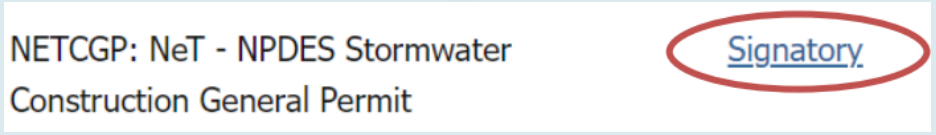
 # 1

Log in to:

cdx.epa.gov

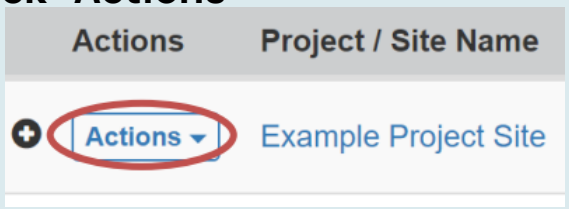
 # 2

Click on Role:



 # 3

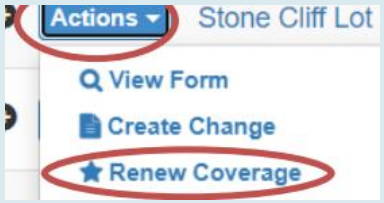
Click "Actions"



Click "<u>Change NOI</u>" to change any field including:

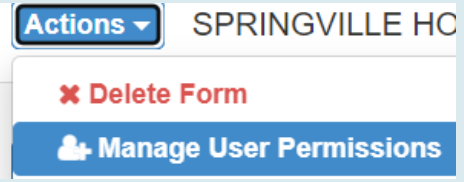
- **Owner/Operator**
- **MS4 Operator**
- **Contact Information**

Click "<u>Renew Coverage</u>" to renew Permit coverage:



Click "<u>Manage User Permissions</u>" to manage:

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



Filing a NOT

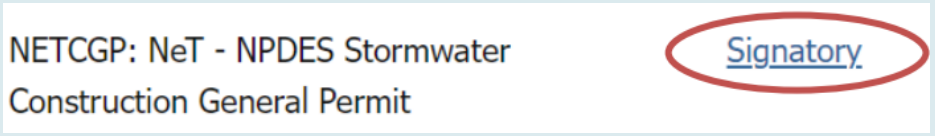
 # 1

Log in to:

cdx.epa.gov

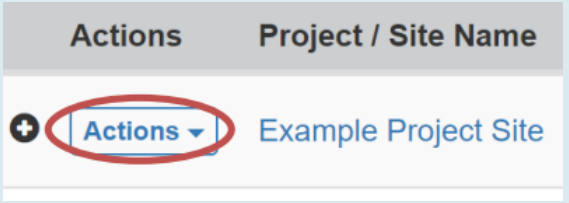
 # 2

Click on Role:



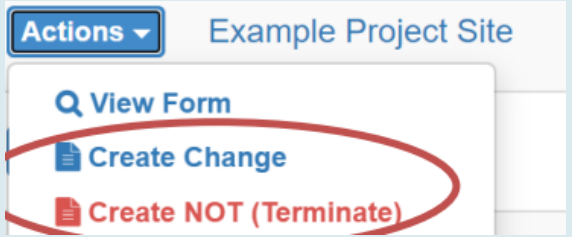
 # 3

Click "Actions"



 # 4

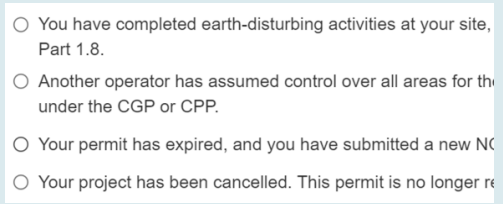
Click "Create NOT"



 # 5

Click reason for NOT:

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



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

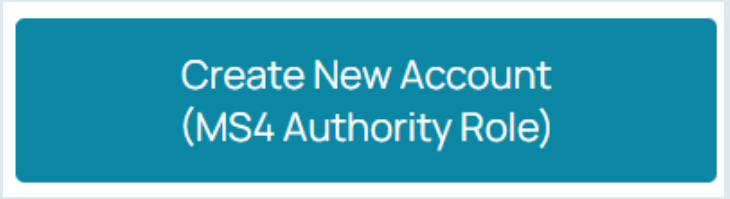
City employees who need an MS4 Authority Role in NeTCGP

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

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

MS4 Authorities

MS4 Authority Role

MS4 Authority Roles can:

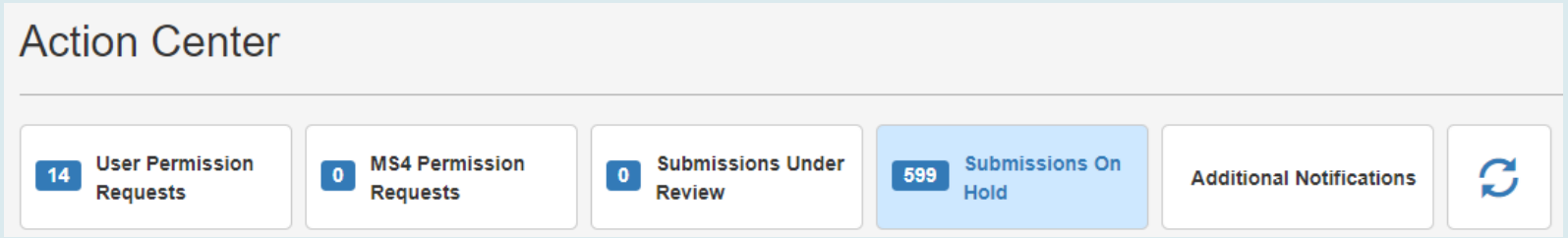
- Manage other MS4 Authority Role access
- Access CGP permits within their jurisdiction
- Receive notifications when an NOT is submitted
- Approve or Deny Terminations after site inspections

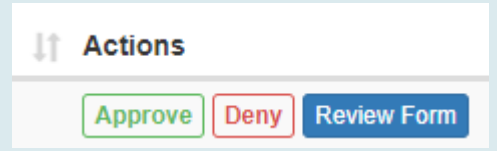
MS4 Authorities

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

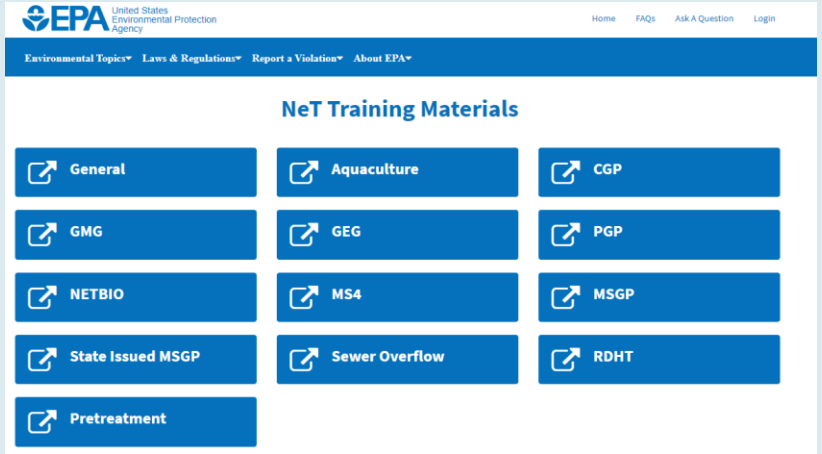
Email us:

wqinfodata@utah.gov

 # 3

EPA NeT Training Materials:

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



Who to Call to Get Help?

NPDES Helpdesk

(877)-227-8965

- Account Setup
- Switch Preparer/Signatory
- Password changes
- Locked out of account
- eSign Failure
- Account deactivation

Utah DWQ

(801) 536-4300

- Permit Questions
- Plan Documents
- Signatory Role
- Permission Requests
- Change NOI Requests
- NOT approval (non-MS4)

Local MS4

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- 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