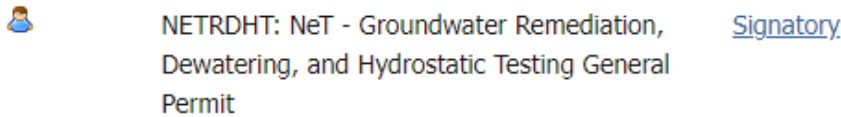


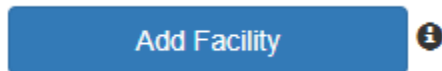


How to Create a New Permit in NeTRDHT

- 1) Sign into the NeT RDHT Application. <https://npdes-ereporting.epa.gov/net-rdht>
- 2) Click on your role next to the NeTRDHT App, will be Signatory or Preparer



- 3) Click the Add Facility button



- 4) Enter a site name or permit number into the search bar.

NeT Remediation, Dewatering, and Hydrostatic Testing Facility Search

Enter your NPDES ID, Facility, or Operator Name in the search box below. As you type, results will appear in the table below. Select "Request Permissions" to associate yourself with an existing Facility. To create a new Notice of Intent (NOI), click the "Create Facility" button below.

Search:

Show entries

Actions	NPDES ID	Facility Name	Operator Name	City	State
No matching records found					

- 5) Review permit list to verify a permit does not already exist. If one exists, you can click Request Permissions to gain access.

Action	NPDES ID	Project/Site Name	Operator Name	City	State	Issuer	Coverage Status
Request Permissions	UTRC03644	Example Project Site	Example Owner Name	Salt Lake City	UT	UT	Active

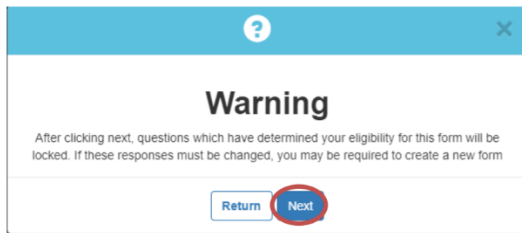
- 6) If a permit does not exist, select Add a New Facility. This button will not activate unless a search is performed (step 4).

Add a New Facility ?

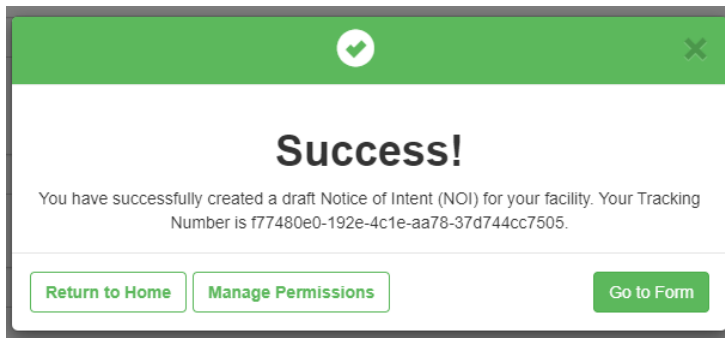
To create a new Facility, first perform a search above to make sure the Facility has not already been created.

Create Facility

- 7) Complete Eligibility Information section of the permit.
8) Select Next to create the form.



- 9) Select Go to Form to enter the rest of your facility information.

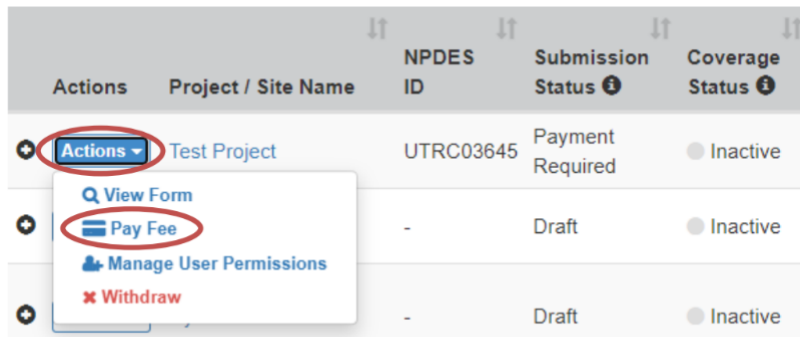


- 10) Certify your completed form and submit or Flag for Certification to have a signatory sign. Preparer roles can not sign.

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

- 11) After certifying you will be given the option to pay. If you do not pay at this point, you can return to the payment screen by logging into the home screen (Step 1 & 2) and selecting

Pay Fee from the Actions dropdown.



Actions	Project / Site Name	NPDES ID	Submission Status ⓘ	Coverage Status ⓘ
⊕ Actions ▼	Test Project	UTRC03645	Payment Required	● Inactive
⊕ View Form		-	Draft	● Inactive
⊕ Pay Fee		-	Draft	● Inactive
⊕ Manage User Permissions		-	Draft	● Inactive
⊕ Withdraw		-	Draft	● Inactive

12) Your permit's Coverage Status will update to Active, and you will be sent a notification email.