



# Utah NeT Pesticide General Permit Training – NOI Submittal

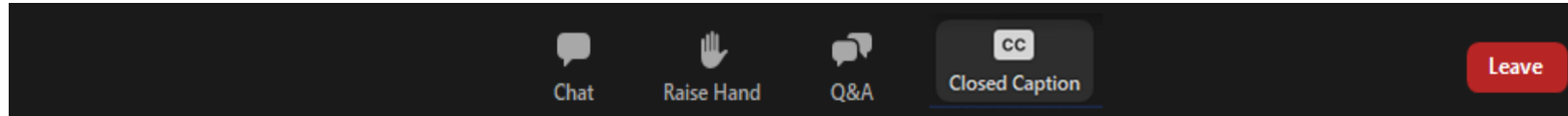
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Tuesday 12/6/2022 at 3pm ET



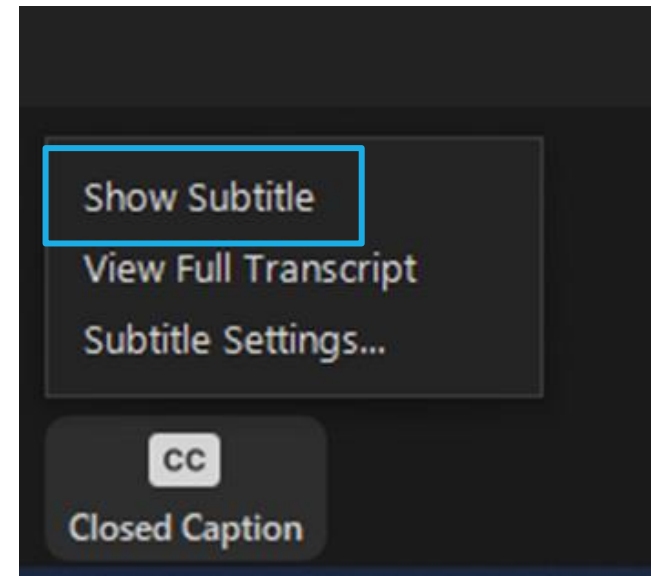
# AUDIO INSTRUCTIONS

*You are in listen-only mode (muted).*

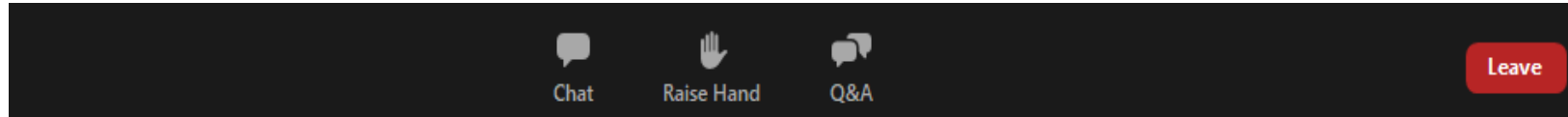


- Closed Captioning for today's Webinar is available by clicking the "Closed Caption" button on your toolbar.

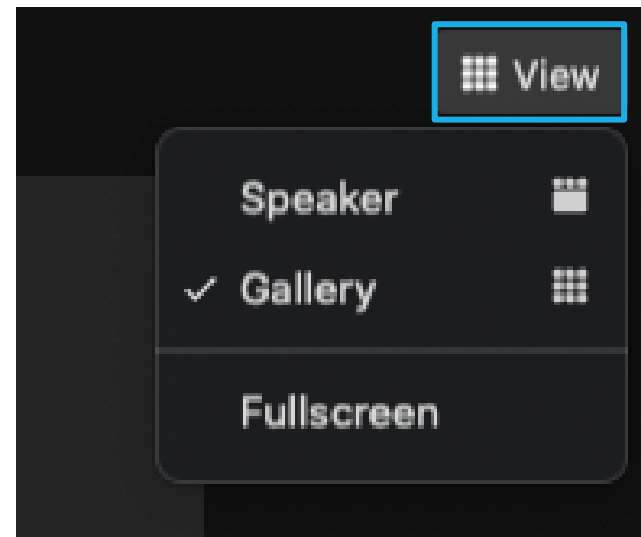
\*For your awareness, this training is being recorded.



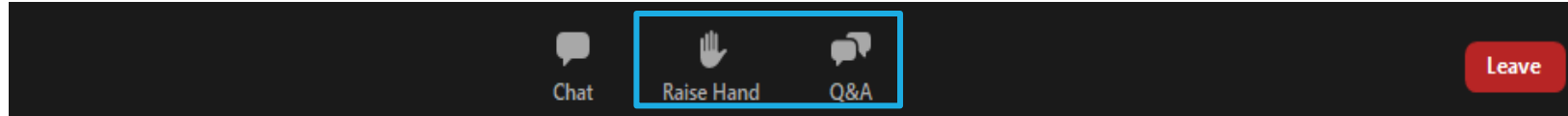
# VIDEO INSTRUCTIONS



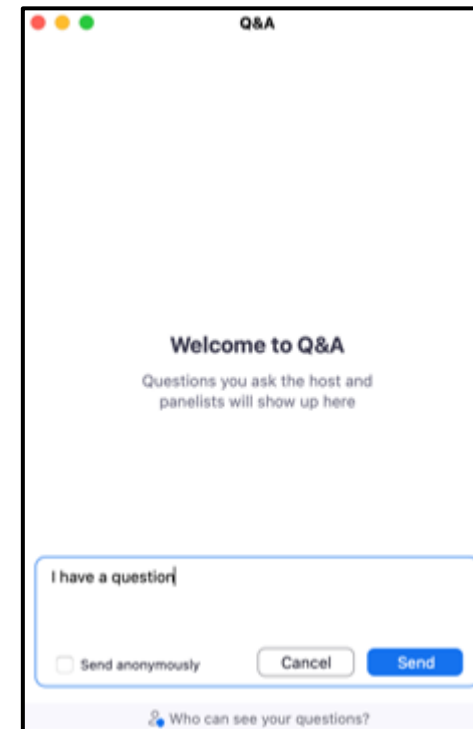
If you don't see a presentation on the screen, try switching the view layout using the options in the top right corner.



# QUESTIONS DURING THE WEBINAR



- All attendees are in listen only mode
- Please enter your questions in the **Q&A pod** and we will be monitoring them throughout the webinar (and have time at the end for Q/A)
- Please **raise your hand** if you would like to be un-muted to ask your question verbally



# Introductions

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## EPA HQ:

- Office of Compliance:
  - Lauren D'Angelo (Product Owner for NeT PGP)
  - Madeline LaPatra (NeT PGP Trainer)
- Utah DEQ Regulatory Authority (RAs):
  - Don Hall
  - Susan Woepffel
  - Alex Heppner
  - Clanci Hawks

# Agenda

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- Introductions (5 min) – All
- Big picture overview: UT PGP (5 min) – Don
- CDX and NeT Introduction and Overview (5 min) – Madeline
- Creating a CDX Account and Accessing NeT PGP (15 min) – Madeline
- Demonstration of electronic NOI (35 min) – Madeline & Don
  - Questions throughout, section by section
  - Adding Attachments
- Payment Instructions (15 min) – Susan & Don
- How to Submit Change NOIs and NOTs (10 min) – Madeline & Don
- Annual Report & Incident Report (15 min ) – Madeline
- Resources (5 min) – Madeline
- Q&A (10 min) – All



**WATER QUALITY**

# Utah PGP: Big Picture Overview

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# Pesticide General Permit (PGP) Overview

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- The permit was renewed on October 1, 2022.
- The PGP will terminate on September 30, 2027.
- The permit can be found at: <https://deq.utah.gov/water-quality/updes-permitting-program#general-pesticides>
- The State Pesticide Rule can be found at: Utah Administrative Code (UAC) R317-8-9.
- Please contact Don Hall regarding PGP questions.



# EPA's eReporting Rule and Utah NeT PGP

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- On October 22, 2015, EPA issued the NPDES Permit eReporting Rule.
- Utah's PGP is a NPDES-based permit which requires eReporting in the NPDES eReporting Tool (NeT).
- Utah NeT PGP was activated on November 18, 2022, and is ready for use.
- NOIs, NOTs, and other permit forms and reports must now be submitted utilizing NeT PGP.

# Utah NeT PGP for Permit Compliance

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- All operators are expected to submit NOIs in NeT PGP, even if a NOI was submitted in the past year.
- NOIs should be submitted in NeT by **January 1, 2023**.
  - You will receive a new NPDES ID when you submit electronically
- Pesticide Discharge Management Plans (PDMPs) must be submitted with the NOIs.
- NOTs, Annual Reports, and Incident Reports must be submitted in NeT PGP, as required.
  - NOTs when terminating permit coverage
  - **Annual Reports by February 28th each year, beginning in 2023.**
  - Incident Reports as needed.

# Utah NeT PGP for Permit Compliance

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- Permittees with Utah Lake applications will need to submit 2-Day Treatment Notifications and Monitoring Reports directly to Don Hall's email, [dghall@Utah.gov](mailto:dghall@Utah.gov), not NeT PGP.

# Utah NeT PGP for Permit Fee Payment

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- Permittees that submit annual permit fees before January 1, 2023, will have their payments recorded in NeT by DWQ.
- Any fee payments made after January 1, 2023, must be made through NeT PGP through the Chase Bank payment portal.
  - Instructions for fee payment will be covered later in this training.
  - Please contact Don Hall for any questions regarding fee payments through NeT.

# CDX and NeT

## Introduction & Overview

# NPDES eReporting Tools: Overview

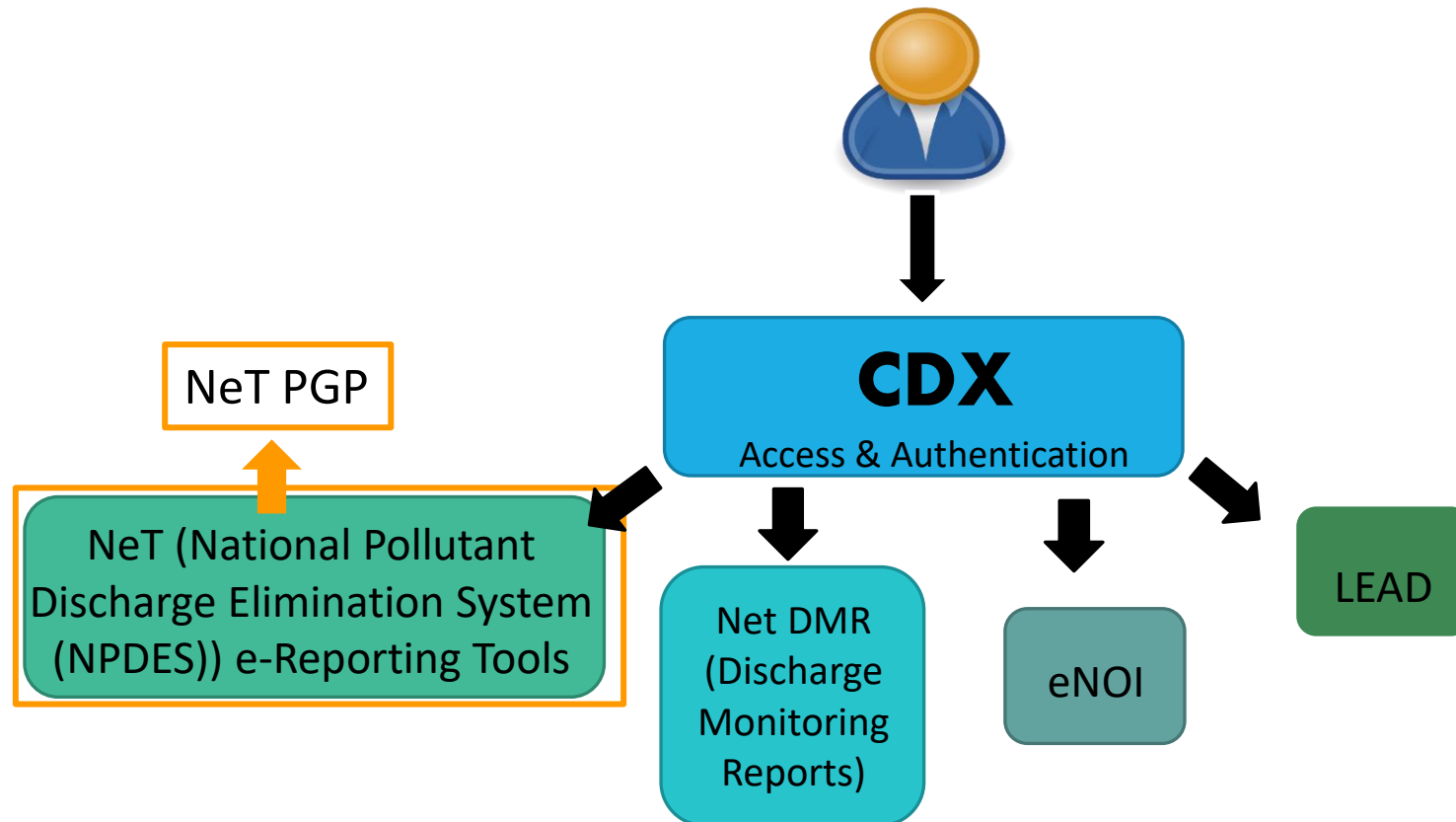
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- NPDES Electronic Reporting Tool (NeT)
- NeT is a tool that was built by EPA to allow states and regions to collect their NOIs and Program Reports electronically in order to satisfy the Phase 2 NPDES (National Pollutant Discharge Elimination System) eRule requirements.
- NeT allows permitting authorities to flow required data elements collected on the NOI and Program Reports to the Integrated Compliance Information System.
- The EPA issued Pesticide General Permit is the first PGP to be implemented in NeT.

# What is CDX?

Environmental Protection Agency (EPA) Central Data Exchange (CDX) is the Agency's electronic reporting site

Uses "Signature Agreement" to authenticate and authorize users who 'certify' data



# Roles and Permissions

Roles	Description	Available Permissions
<b>Signatory</b>	Individual who will be signing/certifying submissions or managing facility user permissions. Signatories can also prepare forms.	View, Edit, Sign, Manage
<b>Preparer</b>	Individual who will be viewing and editing forms. Preparers are not authorized to sign and certify forms.	View, Edit
<b>Regulatory Authority (RA)</b>	In the Actions Center, RA's can approve, deny, hold or remove hold for New NOIs, Change NOIs, Renewals and NOTs. RA's can also approve permission requests.	View



# User Permissions

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## View

- Allows the user to view forms (automatically assigned when another permission is selected)

## Edit

- Allows the user to create and modify forms

## Sign (only available to users with Signatory role)

- Allows the user to certify forms (does not include the edit permission)

## Manage (only available to users with Signatory role)

- Allows the user to assign permissions to other users for the facility

# Creating a CDX Account and Accessing NeT PGP

# User Registration to Create a NeT PGP Account

1. Navigate to NeT Login and Registration Page:

<https://npdes-ereporting.epa.gov/net-pgp/action/login>

2. Click **Create a New Account**.

You should 'Bookmark' this website as it is where you will login to your account.

Welcome to the NeT PGP registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you do not currently have a CDX account, you will need to create one by clicking "create a new account" below.

If the NETPGP program service does not appear on your MyCDX page, you can add it by clicking "Add Program Service" at the bottom of your MyCDX page.

For additional information on creating a CDX account, refer to the [User Registration Guide](#).

For additional information on adding NeT PGP to an existing CDX account, refer to the [Add Program Service Guide](#).

Sign in

or [create a new account](#)

\* = required

User ID \*

Password \*

Sign in

[Forgot username?](#)

[Forgot password?](#)

3. On the *Create a New Account* page, select a permittee role: Preparer or Signatory.
- A **Preparer** is eligible to prepare documents for Decision-makers, or their designees to certify.
  - A **Signatory** will go through identify verification making them eligible to certify documents in addition to preparing documents.

**NeT**  
NPDES eReporting Tool

New Account      ID Proofing      Submission

## Create a New Account

\* = required

Select Role

Role \* ⓘ

Select a role... ▼

Select a role...

Preparer

Signatory

Cancel

4. In Personal Information, select title and enter first name, last name, and job title. If applicable, enter middle initial and select suffix. Click **Next Section**.

**NeT**  
NPDES eReporting Tool

New Account ID Proofing Submission

## Create a New Account

\* = required

Select Role

Personal Information ▲ 1

Title \*  
Ms

First Name \*  
Madeline

Middle Initial

Last Name \*  
LaPatra

Suffix  
Select...

Job Title \* ⓘ

This field is required.

Next Section

5. In *Create a User ID and Password*, enter a unique **User ID** with a minimum of three characters. Enter and verify **Password** with a minimum of eight characters, containing at least one letter and one number. Check the “Show password” checkbox to reveal password.

6. Select and answer three **Security Questions**. The answers to these three questions must be unique and contain at least three characters. Check the “Show answers” checkbox to reveal answers.

7. Confirm that “I am this registrant. I will not share my account, and I accept the Terms and Conditions” by selecting the checkbox. Click **Next**.

The screenshot shows a registration form with the following sections:

- Select Role**: A dropdown menu with a checkmark icon.
- Personal Information**: A dropdown menu with a checkmark icon.
- Create a User ID and Password**: The main section containing:
  - User ID**: A text input field with a red asterisk.
  - Password**: A text input field with a red asterisk.
  - Verify Password**: A text input field with a red asterisk.
  - Show password
  - These questions will be used to reset your password:**
    - Question 1**: A dropdown menu with a red asterisk and the text "Select a question...".
    - Question 2**: A dropdown menu with a red asterisk and the text "Select a question...".
    - Question 3**: A dropdown menu with a red asterisk and the text "Select a question...".
  - Answer 1**: A text input field with a red asterisk and a question mark icon.
  - Answer 2**: A text input field with a red asterisk.
  - Answer 3**: A text input field with a red asterisk.
  - Show answers
- I am this registrant. I will not share my account, and I accept the [Terms and Conditions](#)
- Next Section**: A blue button.

## Additional Registration Step Only for Signatory Role:

The *Electronic Signature Setup* requires users with signatory roles to select and answer questions with user inputted responses. It is important that the user has both unique and easy to remember answers for these questions.

When certifying a form as a Signatory, users will be asked to respond to one of the questions chosen below and will be required to answer to continue through the Cross-Media Electronic Reporting Rule (CROMERR) Certification Process.

Select security questions and complete answers. Click **Next** at the bottom of the page.

**Create a New Account** \* = required

Select Role  ▼

Personal Information  ▲

Create a User ID and Password  ▲

Electronic Signature Setup  ▲

These questions will be used for signing your document electronically:

Question 1 * <input type="text" value="Who is your favorite author?"/>	Answer 1 * ⓘ <input type="text" value="...."/>
Question 2 * <input type="text" value="Where did you graduate from high school?"/>	Answer 2 * <input type="text" value="....."/>
Question 3 * <input type="text" value="What is your favorite hobby?"/>	Answer 3 * <input type="text" value="....."/>
Question 4 * <input type="text" value="What is your best friend's last name?"/>	Answer 4 * <input type="text" value="....."/>
Question 5 * <input type="text" value="What is your favorite book?"/>	Answer 5 * <input type="text" value="....."/>

Show answers

**Next Section**

8. In the *Organizational Information* section, search for existing organization using **Name** and **State**. Mailing address, city, and zip code can be used as additional search criteria. Click **Find**.

Organization Information ▲

Search your organization by one or more of the following criteria:<

Your Organization \* ⓘ

Mailing Address (line 1)

Mailing Address (line 2)

City State \* Zip/Postal Code

**Find**

**Next Section**



9. Review search results. Select “Back to Search Again” to narrow results or change criteria. Click **Select** next to correct organization from search results.

If you cannot find your organization, return ‘Back to the search page’ to refine your search or ‘request that we add your organization’.

Organization Information

Select your organization:

Show 10 entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	70351	BONNEVILLE ENVIRONMENTAL SERVICES AND TESTING, INC.	735 WEST 2600 SOUTH		PERRY	UT	84302
Select	107924	TEST FACILITY PS05 TEST BUILDI	100 OAK STREET		OAKTON	UT	22124
Select	133048	TEST	TEST		TEST	UT	11111
Select	1021660	American Water Testing	PO Box 636		Salt Lake City	UT	84110
Select	1068373	Utah DEQ BR Test Account	P.O. Box 144880		Salt Lake City	UT	84114
Select	1150206	Test	Test	Test	Test	UT	84116
Select	1183850	Landmark Testing & Engineering	795 E Factory Drive		St. George	UT	84790
Select	1185816	Landmark Testing and Engineering	795 East Factory Drive		St. George	UT	84790
Select	1191868	Performance Testing LLC	3808 South 1500 East Circle #202		ST. GEORGE	UT	84790
Select	1213685	Alliance Source Testing	3683 W 2270 S	Suite E	West Valley City	UT	84120

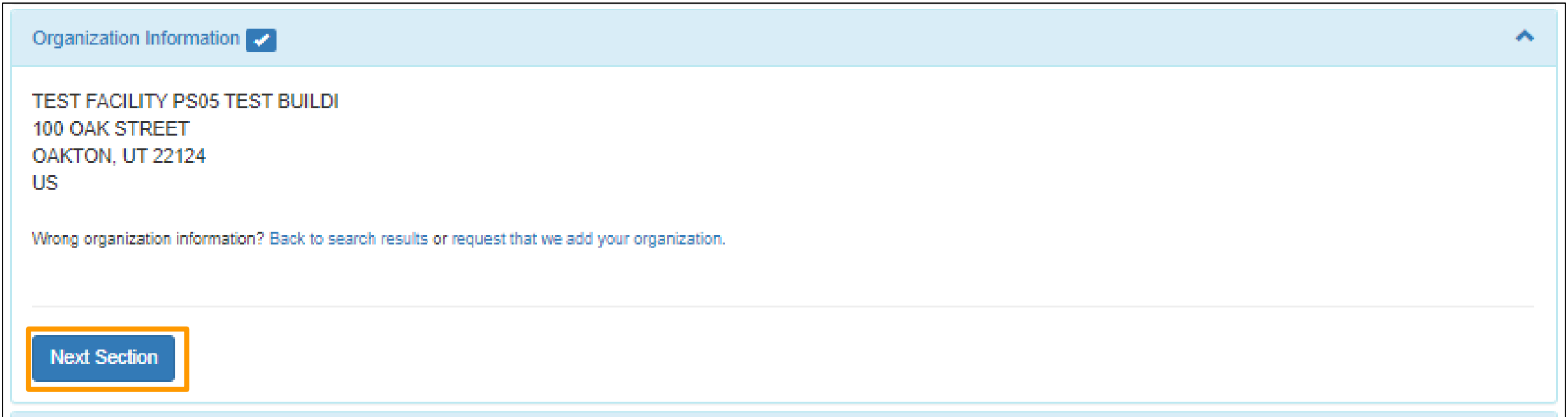
Showing 1 to 10 of 11 entries

Previous 1 2 Next

Can't find your organization? [Back to search page](#) or [request that we add your organization](#).

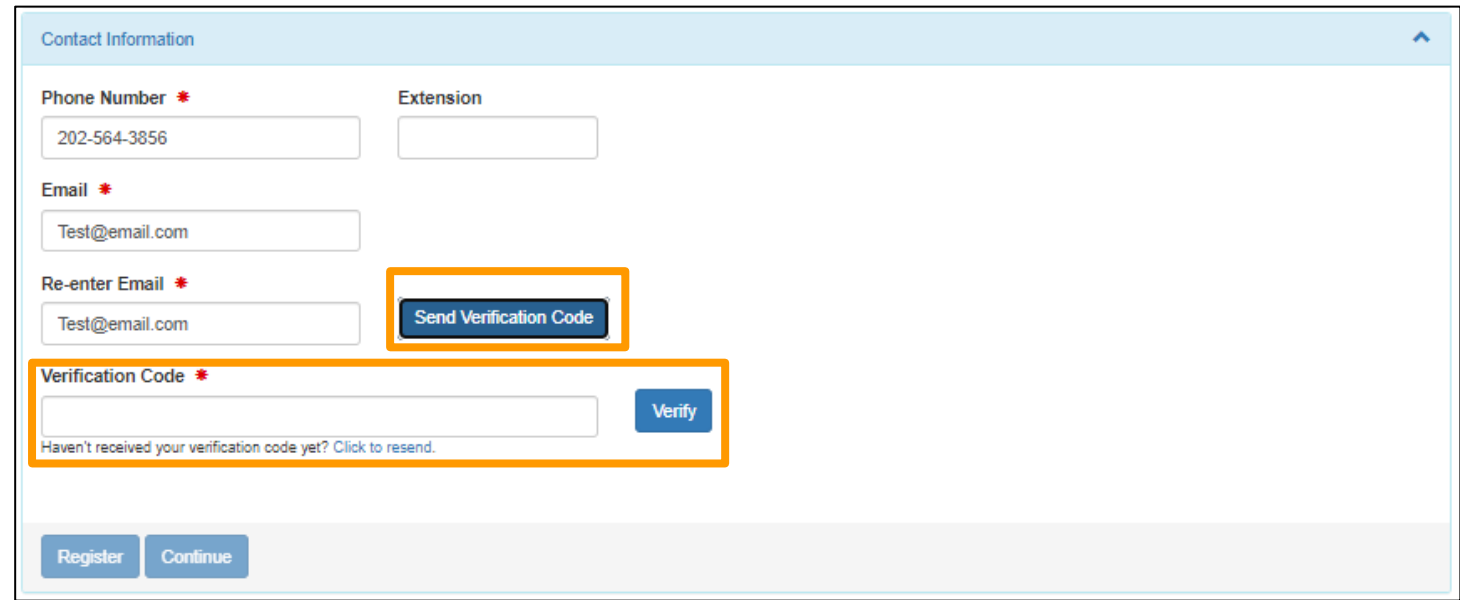
Next Section

10. Information for the selected organization will be displayed in the *Organization Information* section. Confirm it is correct, then click **Next Section**.



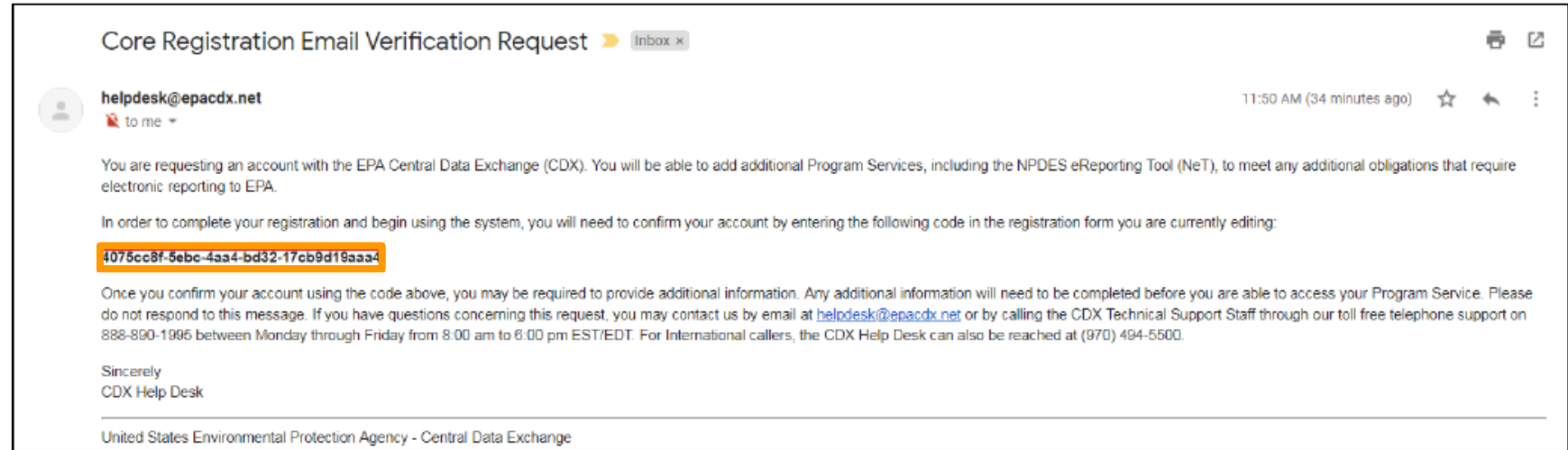
The screenshot shows a software interface with a light blue header bar. On the left of the header, it says "Organization Information" with a small blue checkmark icon. On the right, there is a small blue upward-pointing arrow icon. Below the header, the main content area displays the following text:  
TEST FACILITY PS05 TEST BUILDI  
100 OAK STREET  
OAKTON, UT 22124  
US  
  
Below this text, there is a line of smaller text: "Wrong organization information? [Back to search results](#) or [request that we add your organization](#)." At the bottom left of the main content area, there is a blue button with the text "Next Section" inside it, which is highlighted with an orange rectangular border.

11. In the *Contact Information* section, enter phone number. Enter and confirm email. Click **Send Verification Code**. A verification email with the subject “Core Registration Email Verification Request” will be sent to the email address provided. The **Verification Code** field will be displayed.



The screenshot shows a registration form titled "Contact Information". It includes fields for "Phone Number" (with "202-564-3856" entered), "Extension", "Email" (with "Test@email.com" entered), and "Re-enter Email" (with "Test@email.com" entered). A blue button labeled "Send Verification Code" is highlighted with an orange box. Below these fields is a "Verification Code" field, also highlighted with an orange box, with a "Verify" button to its right. At the bottom of the form are "Register" and "Continue" buttons.

12. Open the “Core Registration Email Verification Request” email. Copy the bolded verification code and paste into the **Verification Code** field in NeT Contact Information section.



13. After the verification code is correctly entered, a green check mark will appear in the **Verification Code** field. Click **Register** to complete the registration process.

**NeT**  
NPDES eReporting Tool

New Account      ID Proofing      Submission

## Create a New Account

\* = required

Select Role

Personal Information

Create a User ID and Password

Organization Information

Contact Information

Phone Number \*      Extension

202-564-3856

Email \*      Test@email.com

Re-enter Email \*      Test@email.com      **Send Verification Code**

Verification Code \*      e1e7b7e7-2f15-4b7d-9270-85ebf3730da8 ✓

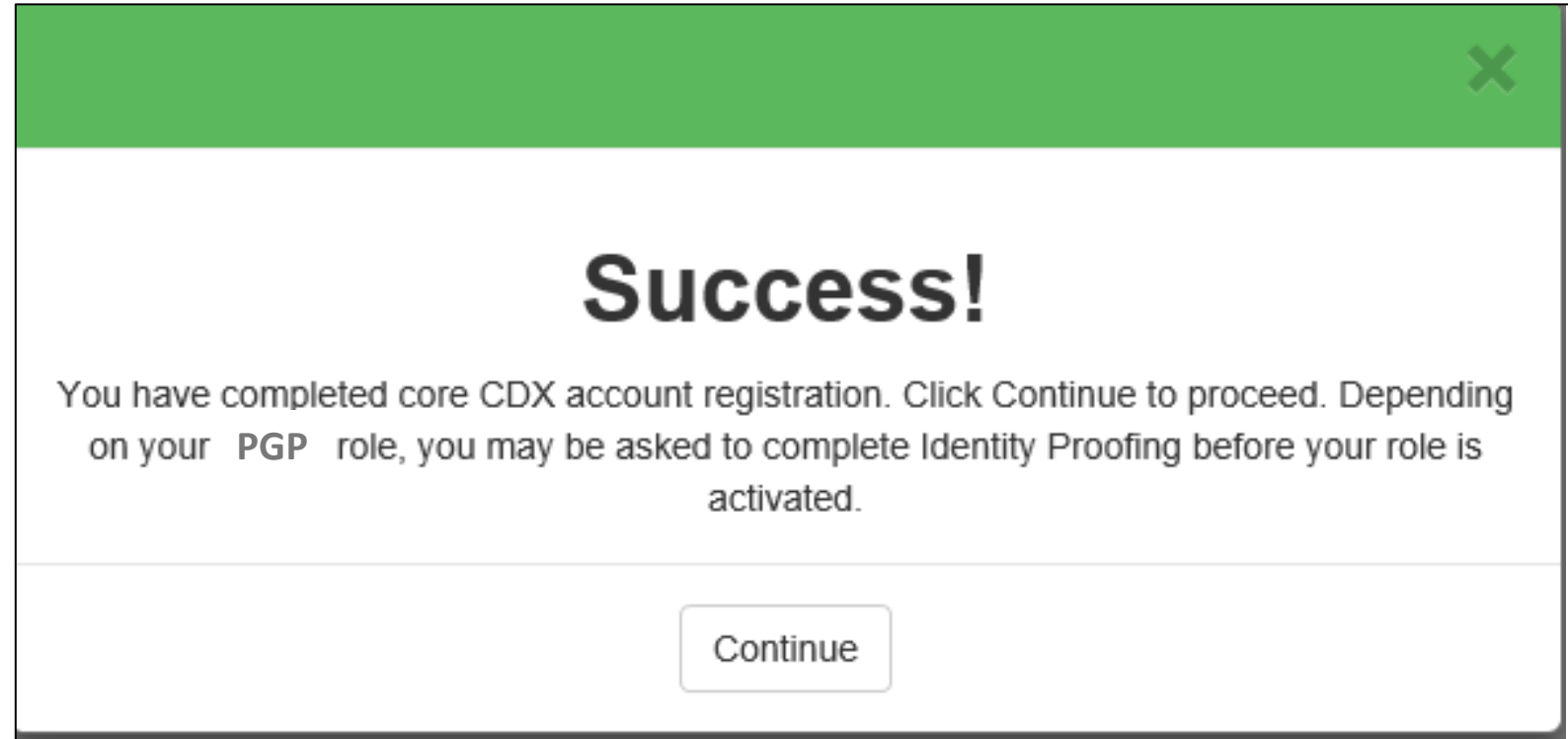
**Register**      Continue

Cancel

**Preparers** have completed registration and can now access NeT PGP.

**Signatories** will need to continue as additional information is required:

- Identity Proofing
- Electronic Signature Agreement (ESA)



## Additional Registration Step Only for Signatory Role:

In the Identity Verification section, enter Home Mailing Address, Date of Birth, and SSN Last 4. This information is used to verify identity to process electronic signatures.

- You should use your personal information (Home address) in the requested fields, not your company information.

Check “I agree to the Electronic Signature Agreement” after reading the linked document. Click **Verify and Sign**.

**Note:** If you fail LexisNexis or if you opt to complete the paper ESA process you will have to print and mail a paper ESA.

### Identity Verification

Would you like to perform electronic Identity Proofing? ...

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#### Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) \*

Home Mailing Address (line 2)

City \* State \* Zip/Postal Code \*

Date of Birth \*

SSN Last 4: \* Phone Number

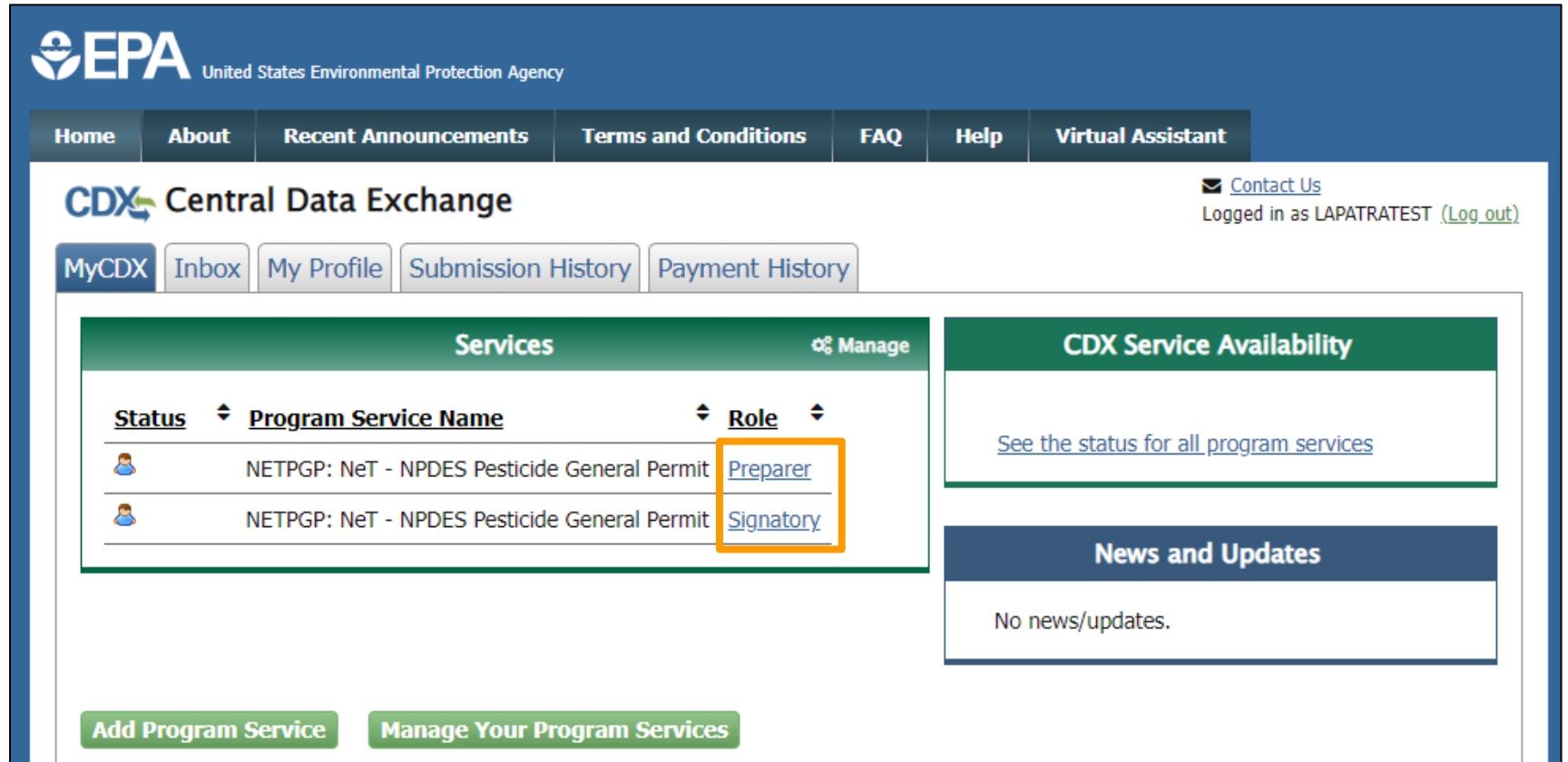
Show SSN digits

I agree to the [Electronic Signature Agreement](#)

At the bottom right-hand corner of the screen, two notifications will appear.



You have now successfully made a CDX Account and can access NeT PGP by clicking on your hyperlinked role.



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**CDX** Central Data Exchange [Contact Us](#)  
Logged in as LAPATRATEST ([Log out](#))

MyCDX Inbox My Profile Submission History Payment History

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	<a href="#">Preparer</a>
	NETPGP: NeT - NPDES Pesticide General Permit	<a href="#">Signatory</a>

**Services** [Manage](#)

**CDX Service Availability**  
[See the status for all program services](#)

**News and Updates**  
No news/updates.

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

# Additional Registration Step Only for Signatory Role:

If your identity was unable to be verified (or if you opt for the paper form), it must be manually submitted. **Click Print and mail to the address listed.** NeT PGPT will be accessible once the Electronic Signature Agreement is received and processed.

**Identity Proofing** \* = required

Identity Verification

**⚠ We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement (ESA).**

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the Electronic Signature Agreement (ESA) and does take longer to process. You will not be able to access the MSGP system until this document is received and processed.

Paper Electronic Signature Agreement (ESA)

**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:	Fake Test Company
Address:	123 Fake Test Street
City, State, Zip:	Richmond, VA 23112
Province:	
Country:	US
Phone Number:	202-564-4700
E-mail Address:	cdxtestcgi@gmail.com
Registrant's Name:	Dr Fake Count
Registrant Title:	Tester
CDX User Name:	FAKEACCOUNT123

[Print](#) [Continue](#)

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**CDX** Central Data Exchange

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

**Services** [Manage](#)

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	<a href="#">Preparer</a>
	NETPGP: NeT - NPDES Pesticide General Permit	Signatory

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



# Logging into your CDX Account to Access NeT PGP

Go to the NeT PGP Login Website:

<https://npdes-ereporting.epa.gov/net-pgp/action/login>

Links at the bottom if you forgot your username or password.

Welcome to the NeT PGP registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you do not currently have a CDX account, you will need to create one by clicking "create a new account" below.

If the NETPGP program service does not appear on your MyCDX page, you can add it by clicking "Add Program Service" at the bottom of your MyCDX page.

For additional information on creating a CDX account, refer to the [User Registration Guide](#).

For additional information on adding NeT PGP to an existing CDX account, refer to the [Add Program Service Guide](#).

**Sign in**  
or [create a new account](#)

\* = required

User ID \*

Password \*

**Sign in**

[Forgot username?](#)

[Forgot password?](#)

# CDX Home Page

Once you have logged in, you can enter NeT PGP by clicking on your hyperlinked **ROLE**.

**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#)  
Logged in as LAPATRATEST ([Log out](#))

MyCDX Inbox My Profile Submission History Payment History

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	<a href="#">Preparer</a>
	NETPGP: NeT - NPDES Pesticide General Permit	<a href="#">Signatory</a>

**CDX Service Availability**  
[See the status for all program services](#)

**News and Updates**  
No news/updates.

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

# NeT PGP System Features

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## Internet Accessible

- Can use computers, laptops, tablets, or smartphones
- Can use Internet Explorer, Firefox, or Chrome

## 15-minute time out

- 15 minutes of inactivity will log the user out
- Make sure to save every 15 minutes to avoid losing work

## Related Questions

- For some questions, depending on the answer provided, additional questions will appear

You will be prompted to change your CDX password every 90 days.

# NeT PGP Home Page

1. Use the **home icon** to return to the homepage
2. The **Action Center** has user permission requests and forms flagged for certification
3. **My Requests** shows the list of permission requests you have made that are not completed yet
4. **Resources** has links to the NeT Aquaculture help center, terms and conditions and more
5. This **drop-down menu** has two options, the first to take you back to your “My CDX” homepage and the second to logout
6. The **Information Icon** has the NPDES eReporting helpdesk email and phone number

The screenshot shows the NeT PGP Home Page interface. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". The navigation bar contains several items: a home icon (1), "Action Center" (2), "My Requests" (3), "Resources" (4), a user login status "Logged in as: LAPATRATEST" (5), and an information icon (6). Below the navigation bar, the main heading is "NeT - NPDES Pesticide General Permit (PGP)". The main content area is titled "My Notice of Intent (NOI)" and features a "Create New NOI" button, a filter dropdown, and a table of entries. The table has columns for Actions, Pest Management Activity Name, NPDES ID, Submission Status, Submission Type, Coverage Status, Certified / Submitted Date, Effective Date, Coverage Expiration Date, and Last Modified Date. A single entry is shown with a status of "Draft" and a last modified date of "08/24/2021 2:19 PM".

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
+	Testing		Draft	New	Inactive	-	-		08/24/2021 2:19 PM

# NeT PGP Home Page

1. Click here to 'Create a New NOI'
2. The homepage will show all your Pest Management Activity Names, use this button to filter them
3. The + symbol allows you to view a summary of the Pest Management Activity information
4. The Actions drop-down allows users to View Form, Edit, Certify (or flag), delete and Manage User Permissions
5. Hover over the ⓘ icon throughout the application to view more information or definitions about the topic
6. Column Visibility allows users to adjust what columns are being visible by selecting and deselecting column titles to customize

The screenshot shows the NeT - NPDES Pesticide General Permit (PGP) home page. The page header includes the EPA logo, navigation links (Action Center, My Requests, Resources), and a user login status (Logged in as: LAPATRATEST). The main content area is titled "My Notice of Intent (NOI)" and features a "Create New NOI" button (1), a "Filter My Notice of Intent (NOI)" dropdown (2), and a "Column visibility" button (6). Below the filter is a table with columns: Actions, Pest Management Activity Name, NPDES ID, Submission Status, Submission Type, Coverage Status (5), Certified / Submitted Date, Effective Date, Coverage Expiration, and Last Modified Date. A single entry is shown with a "+" icon (3) and an "Actions" dropdown (4) next to the "Testing" name. The entry details are: Draft, New, Inactive, and Last Modified on 08/24/2021 at 2:19 PM. The page footer shows "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous", "1", and "Next".

# Live Demo of NeT PGP

NET NAVIGATION AND USER PERMISSIONS

CREATING AN NOI

FILLING OUT AN NOI

SUBMITTING & CERTIFYING AN NOI

# Creating an NOI in NeT PGP

- To create a new NOI, click 'Create New NOI'

The screenshot shows the EPA NeT PGP NOI management interface. At the top, the EPA logo and navigation menu are visible. The main heading is "NeT - NPDES Pesticide General Permit (PGP)". Below this, there is a section titled "My Notice of Intent (NOI)". A blue button labeled "Create New NOI" is highlighted with an orange box. Below the button is a filter bar and a table of existing NOI entries. The table has columns for Actions, Pest Management Activity Name, NPDES ID, Submission Status, Submission Type, Coverage Status, Certified / Submitted Date, Effective Date, Coverage Expiration Date, and Last Modified Date. One entry is shown for "LaPatra Test Facility" with NPDES ID "UTG17100H", status "Approved", type "New", and coverage status "Active".

- You will have to search for your NeT PGP NOI (even if you haven't created one) to have the 'Create New NOI' button become available.

The screenshot shows the "NeT PGP NOI Search" interface. At the top, there is a search bar with a magnifying glass icon and the text "Enter a minimum of three characters for a text search". The search bar is highlighted with an orange box. To the right of the search bar are dropdown menus for "State" and "Issuer". Below the search bar is a table with columns for Actions, NPDES ID, Pest Management Activity Name, Operator Name (aka Decision-maker Name), City, State, Issuer, and Coverage Status. The table is currently empty, with the text "Showing 0 to 0 of 0 entries" at the bottom. On the left side of the interface, there is a "Create New NOI" button, also highlighted with an orange box, with the text "Click to begin a new Notice of Intent" below it.

# Payment Instructions

UTAH'S CHASE PAYMENT PORTAL



# Utah NeT PGP for Permit Fee Payment

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- The operator selects whether they are a small, medium, or large applicator
  - That determines the fee amount
- Fees are due 8/1 each year
  - Payment reminders are sent via email on 7/1, 8/1, and 9/1
  - On 10/1, 60 days late, permittees are given an expired status
- A link to the Chase Bank payment portal will be placed in NeT PGP soon

# Utah NeT PGP for Permit Fee Payment

- Fee payment **should be made in NeT**, using the Chase Portal - via Visa, Mastercard, American Express, Discover or Electronic Check.
- Click on the Actions drop down for your NOI. Click Pay Fee action in Actions drop down to open Fee Payment modal.

The screenshot shows the EPA NeT (NPDES eReporting Tool) interface. At the top, the EPA logo and navigation menu are visible. The main heading is "NeT - NPDES Pesticide General Permit (PGP)". Below this, there is a section for "My Notice of Intent (NOI)" with a "Create New NOI" button. A filter bar allows filtering by "NPDES ID". A table displays NOI entries with columns for Actions, Pest Management Activity Name, NPDES ID, Submission Status, Submission Type, Coverage Status, Certified / Submitted Date, Effective Date, Coverage Expiration Date, and Last Modified Date. One entry is shown for "UT noi" with NPDES ID "UTG171007" and status "Payment Required". The "Actions" dropdown menu is open, highlighting the "Pay Fee" option. Other options include "View Form", "Withdraw", and "Manage User Permissions".

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
<b>Actions</b>	UT noi	UTG171007	Payment Required	New	Inactive	11/01/2022	-		11/16/2022 1:53 PM

# Permittee Payment modal as currently exists (as of 12/5/2022)

This is a temporary modal only shown when Chase Payment Portal is disabled. The UT RA will record your payment in NeT.

The screenshot shows the EPA NeT - NPDES eReporting Tool interface. A modal window titled "Fee Payment" is centered on the screen. The modal contains the following text:

**Fee Payment**

Pest Management Activity Name: UT noi  
Operator Name: example operator  
UPDES ID: UTG171007

The fee due is \$1424.00.  
Online payment through CDX has been suspended at this time.

**To pay your fee by credit card** please copy the information below.

Pest Management Activity Name: UT noi  
Operator Name: example operator  
UPDES ID: UTG171007  
Fee Type: Application  
Fee Amount: \$1424.00

Go to the Division of Water Quality shopping cart [[https://secure.utah.gov/cart/dwq\\_cart/details.html?productId=117](https://secure.utah.gov/cart/dwq_cart/details.html?productId=117)] and paste your information in the description box.

Enter Fee Amount into Amount Field. Please allow a week from payment for your permit status to be updated.

**To pay by check** please make it payable to "Utah Division of Water Quality" and reference the UPDES ID number in the memo section of the check. Please include a copy of the invoice. Allow 14 business days for processing payments made by check.

Checks can be sent to:  
Department of Environmental Quality  
Division of Water Quality  
P.O. Box 144870  
Salt Lake City, UT 84114-4870

At the bottom of the modal is a blue button labeled "Return".

The background shows the NeT interface with a table of entries. The table has columns for "Effective Date", "Coverage Expiration Date", and "Last Modified Date". The first entry shows an effective date of 11/16/2022 and a last modified date of 1:53 PM. There are also navigation buttons for "Previous", "1", and "Next".

# Permittee Payment modal coming soon

This Fee Payment modal is what the Permittees will see when Chase Payment Portal is enabled. The payment will automatically be recorded in NeT.

## Fee Payment

**Pest Management Activity Name:** LaPatra Test Facility  
**Operator Name:** LaPatra Test Operator Name  
**UPDES ID:** UTG17100H

The fee due is \$1424.00.

Permit fees are prorated by quarter based on a \$1898.00 annual fee. Permits obtained in the 4th quarter are billed for that quarter as well as coverage for the following year.

To pay online, click "Pay Now by Credit Card" or "Pay Now by Electronic Check". To pay online at a later date, pay the fee in person, or mail the fee payment, click "Pay Later".

**Note:** Clicking "Pay Now by Credit Card" or "Pay Now by Electronic Check" will forward you to the Chase Payment Portal. This is an external site.

[Pay Later](#) [Pay Now by Credit Card](#) [Pay Now by Electronic Check](#)

Click Pay Now by Credit Card to pay via Chase Payment Portal.

Enter your payment information and click Submit.

## CHASE J.P.Morgan

Card Holder Name:

Credit Card Type:

Credit Card Number:

Expiration Date:

CVC Number: [What is this?](#)

Billing Address:

Suite / Apartment:

City:

State:

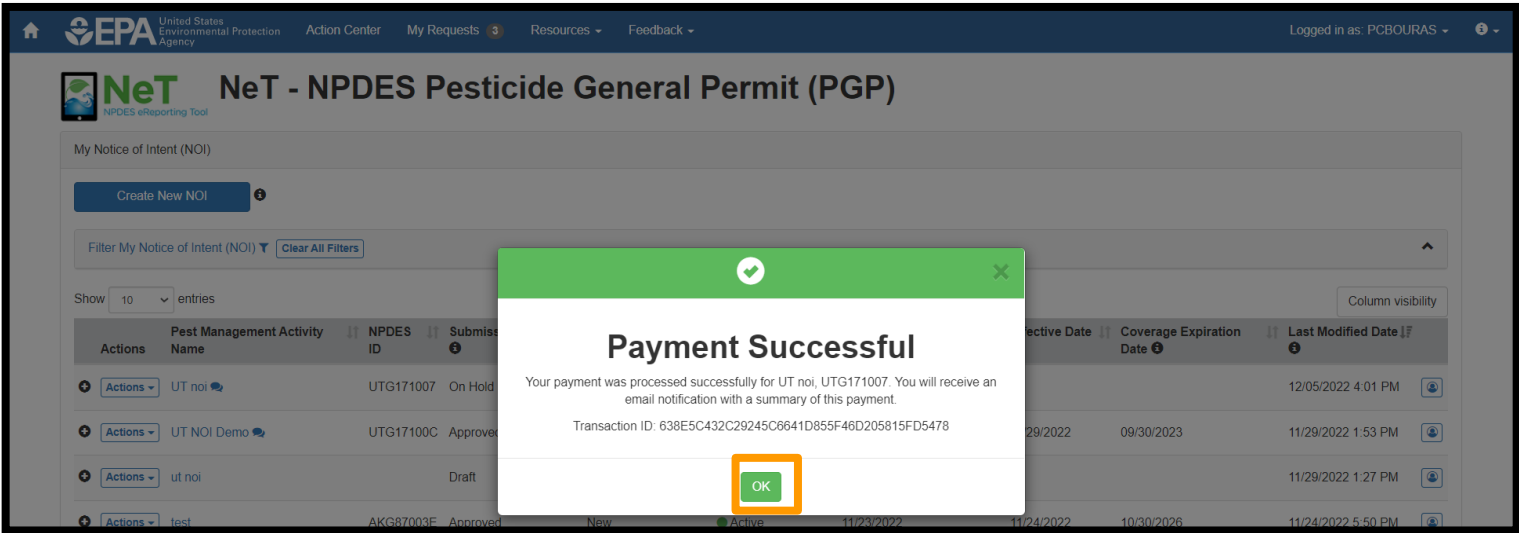
Postal Code:

Order ID:

Total Amount:

[Cancel](#) [Submit](#)

Permittee payment was successful.



### NeT - NPDES Pesticide General Permit (PGP)

My Notice of Intent (NOI)

Create New NOI

Filter My Notice of Intent (NOI) Clear All Filters

Show 10 entries

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
Actions	LaPatra Test Facility	UTG17100H	Approved	New	Active	12/05/2022	12/05/2022	09/30/2023	12/05/2022 3:57 PM

Coverage Requests | Annual Report | Associated Documents | Payment History

#### Payment History

Action	Fee Type	Edited?	Fee Amount	Payment Method	Payment Date	Effective Date	Expiration Date
Actions	NOI Application Fee - Large	No	\$1424.00	Credit Card	12/05/2022	12/05/2022	09/30/2023

The Utah RA will have to approve your NOI, then it will show as 'Active' under the Coverage Status with the Effective and Expiration Dates.

# Change NOIs and NOTs

# Creating a Change NOI or NOT

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
<a href="#">+ Actions</a>	LaPatra Test Facility	UTG17100H	Payment Required	New	Inactive	12/05/2022	-		12/05/2022 1:38 PM
<a href="#">- Actions</a>	ML Test Facility UT	UTG17100B	Approved	New	Active	11/29/2022	11/29/2022	09/30/2023	11/29/2022 1:50 PM

- View Form
- View Comments
- Change**
- Terminate
- Manage User Permissions
- Manage Annual Report(s)
- View Associated Documents
- View Payment History

Report | Associated Documents | Payment History

Name): ML Test Operator  
Test Facility UT

**Operator Information**  
Street: 123 Main St  
City: City  
State: UT  
ZIP/Postal Code: 12345

Indian Country Lands: No  
Operator Type:  
Large Entity: Yes  
Coverage Status: Active  
Certified/Submitted Date: 11/29/2022  
Last Modified: 11/29/2022 1:50 PM

**Operator Contact Information**  
Name: Madeline LaPatra  
Phone: 202-564-3856  
Email: lapatra.test@gmail.com

# Annual Report & Incident Report Information



# Annual and Incident Reports

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**Annual reports** for calendar year 2022 are due February 28, 2023. The reports must be submitted in NeT PGP. The following operators are required to submit annual reports:

- Large applicators as defined in the permit.
- Operators with incidents and incident reports.
- Operators that apply to Utah Lake.

**Incident reports** must be submitted into NeT PGP within 5 days of the incident.

# Creating an Annual Report

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
<a href="#">+</a> <a href="#">Actions</a>	LaPatra Test Facility	UTG17100H	Payment Required	New	Inactive	12/05/2022	-		12/05/2022 1:38 PM
<a href="#">-</a> <a href="#">Actions</a>	ML Test Facility UT	UTG17100B	Approved	New	Active	11/29/2022	11/29/2022	09/30/2023	11/29/2022 1:50 PM

[Coverage Requests](#) | [Annual Report](#) | [Associated Documents](#) | [Payment History](#)

### Activity Annual Reports

Reporting Period:  [Create Annual Report](#)

Actions	Reporting Period	Report Year	Pending Form	Status	Created Date	Last Modified Date	Certified/Submitted Date
No annual reports have been created.							

Showing 0 to 0 of 0 entries

Reporting Period	Report Year	Status	Created Date	Last Modified Date	Certified/Submitted Date
No annual reports have been archived.					

Showing 0 to 0 of 0 entries

# Adding an Incident Report

Actions	Pest Management Activity Name	NPDES ID	Submission Status	Submission Type	Coverage Status	Certified / Submitted Date	Effective Date	Coverage Expiration Date	Last Modified Date
<a href="#">+ Actions</a>	LaPatra Test Facility	UTG17100H	Payment Required	New	Inactive	12/05/2022	-		12/05/2022 1:38 PM
<a href="#">- Actions</a>	ML Test Facility UT	UTG17100B	Approved	New	Active	11/29/2022	11/29/2022	09/30/2023	11/29/2022 1:50 PM

[Coverage Requests](#) | [Annual Report](#) | [Associated Documents](#) | [Payment History](#)

### Associated Documents

[Add Document](#)

Document Description	Document Type	Date Uploaded	Action
No documents were found.			

# Resources

# EPA NeT Support Portal: [https://usepa.servicenowservices.com/oeca\\_icis?id=net\\_homepage](https://usepa.servicenowservices.com/oeca_icis?id=net_homepage)

The NeT Support Portal has General NeT Info as well as information on NeT PGP

We will be adding the recording of this training and materials soon

Training link will also be available on the Utah Website

The screenshot displays the EPA NeT Support Portal website. At the top, it features the EPA logo and the text "United States Environmental Protection Agency". Navigation links include "Home", "FAQs", and "Ask A Question". A blue navigation bar contains "Environmental Topics", "Laws & Regulations", "Report a Violation", and "About EPA". The main content area is titled "NeT Training Materials" and contains a grid of blue buttons with white icons and text. The buttons are: General, Aquaculture, CGP, GMG, GEG, PGP (highlighted with an orange border), NETBIO, MS4, MSGP, State Issued MSGP, and Sewer Overflow.

NeT Training Materials		
<a href="#">General</a>	<a href="#">Aquaculture</a>	<a href="#">CGP</a>
<a href="#">GMG</a>	<a href="#">GEG</a>	<a href="#">PGP</a>
<a href="#">NETBIO</a>	<a href="#">MS4</a>	<a href="#">MSGP</a>
<a href="#">State Issued MSGP</a>	<a href="#">Sewer Overflow</a>	

# Useful Links:

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Launch NeT PGP: <https://npdes-ereporting.epa.gov/net-pgp/action/login>

Utah PGP Website: <https://deq.utah.gov/businesses-facilities/general-updes-pesticide-permit>

NeT Support Portal: [https://usepa.servicenowservices.com/oeca\\_icis?id=net\\_homepage](https://usepa.servicenowservices.com/oeca_icis?id=net_homepage)

- [NeT PGP Training Material](#)
- [NeT PGP Training Schedule](#)
- [New CDX User: Streamlined PGP Registration Guide](#)
- [General NeT Information](#)
- [New NeT Users](#)

## CDX Assistance

- Forgot CDX Password: <https://cdx.epa.gov/PasswordReset/GetResetCode>
- Forgot CDX User ID: <https://cdx.epa.gov/AccountRecovery/ForgotUserId>

# Utah Permit List - <https://deq.utah.gov/water-quality/updes-permitting-program#general-pesticides>

The screenshot displays the Utah Department of Environmental Quality (DEQ) website's UPDES Permitting Program page. The page features a navigation menu on the left and a main content area on the right. The main content area is titled "UPDES Permitting Program" and lists several permit categories, each with a plus or minus icon for expansion. The "Application of Pesticides: UTG170000" category is highlighted with an orange border and contains a list of links to various forms and documents.

**UPDES Permitting Program**

- Water Quality
- Water Quality Board (+)
- Water Quality & Health (+)
- Laws & Rules
- Public Notices (+)
- Info & Data Requests
- Integrated Report Program (+)
- Nutrient Pollution (+)
- Monitoring (+)
- Engineering
- Ground Water Protection/Underground Injection Control (+)
- Water Quality Permitting (-)

**Individual Permits** (+)

**General Permits** (-)

- Coal Mining: UTG040000 (+)
- Concentrated Animal Feeding Operations (CAFOs): UTG080000 (+)
- Construction Dewatering or Hydrostatic Testing: UTG070000 (+)
- Aquatic Animal Feeding Operations: UTG130000 (+)
- Small Municipal Separate Storm Sewer Systems (MS4s): UTR090000 (+)
- Drinking Water Treatment Plants: UTG640000 (+)
- Application of Pesticides: UTG170000** (-)
  - General Permit for Application of Pesticides
  - Fact Sheet/Statement of Basis
  - Monitoring Report Form
  - Annual Report
  - Incident Report
  - Treatment Notification Form
  - Notice of Intent NOI Form
  - Notice of Termination NOT Form

# Utah DWQ Contact Information:

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If you have questions, contact:

- Don Hall at [dghall@utah.gov](mailto:dghall@utah.gov) or (801) 536-4492
- Or call Utah Division of Water Quality at (801) 536-4300

\* You will have to contact UT (Don) directly for payment status updates



# User Support Contact Information:

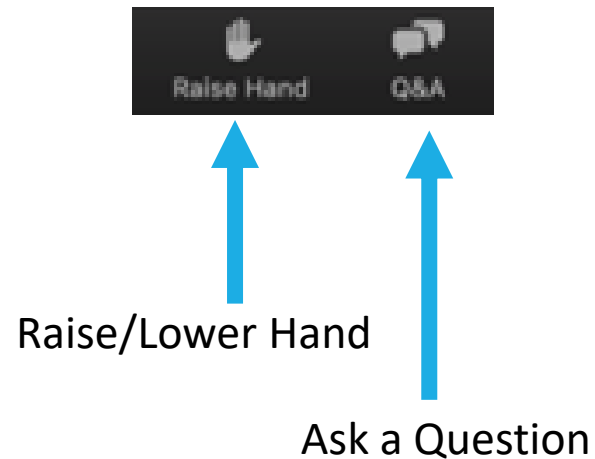
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- EPA (NPDES eReporting) Helpdesk
  - ✓ ServiceNow Support Request Form: [https://usepa.servicenowservices.com/oeca\\_icis?id=oeca\\_csm\\_get\\_help\\_1&sys\\_id=dcf6a9b51b0378104614ddb6bc4bcb34](https://usepa.servicenowservices.com/oeca_icis?id=oeca_csm_get_help_1&sys_id=dcf6a9b51b0378104614ddb6bc4bcb34)
  - ✓ Email: [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov)
  - ✓ Phone: 1-877-227-8965
  - ✓ Issues with CDX and NeT: Creating account in CDX, changing email address/Organization only, requesting access to permit (DAR/RO)
- CDX Help Desk
  - ✓ Email: [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)
  - ✓ Phone: 888-890-1995
  - ✓ **ONLY** CDX related issues like editing CDX profile information (first & last name), i.e. If user's last name changed

# Question and Answer Session

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Please enter your questions in the Q&A pod or raise your hand and we will un-mute you to ask verbally.



# Thank you for attending today's training!

Slides will be posted on the [NeT Support Portal](#).

A short survey will appear on your screen momentarily, we would really appreciate your feedback.

**OMB Control Number: 2030-0051 Expiration Date: 5/31/24**

*(Pursuant to 5 CFR § 1320.12(b)(2); approval for the current collection is automatically extended on a monthly basis during OMB's review of its renewal.)*

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