

# UPDES Storm Water Permit Training

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UTAH DEPARTMENT of  
ENVIRONMENTAL QUALITY  
**WATER  
QUALITY**

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# What is CDX?

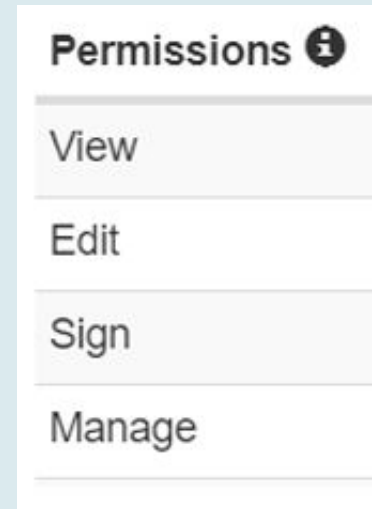
- **Central Data Exchange** - Managed by EPA
  - Central platform which manages all EPA reporting systems
- EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule on October 22, 2015.
  - Required regulatory entities to report information electronically

# 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

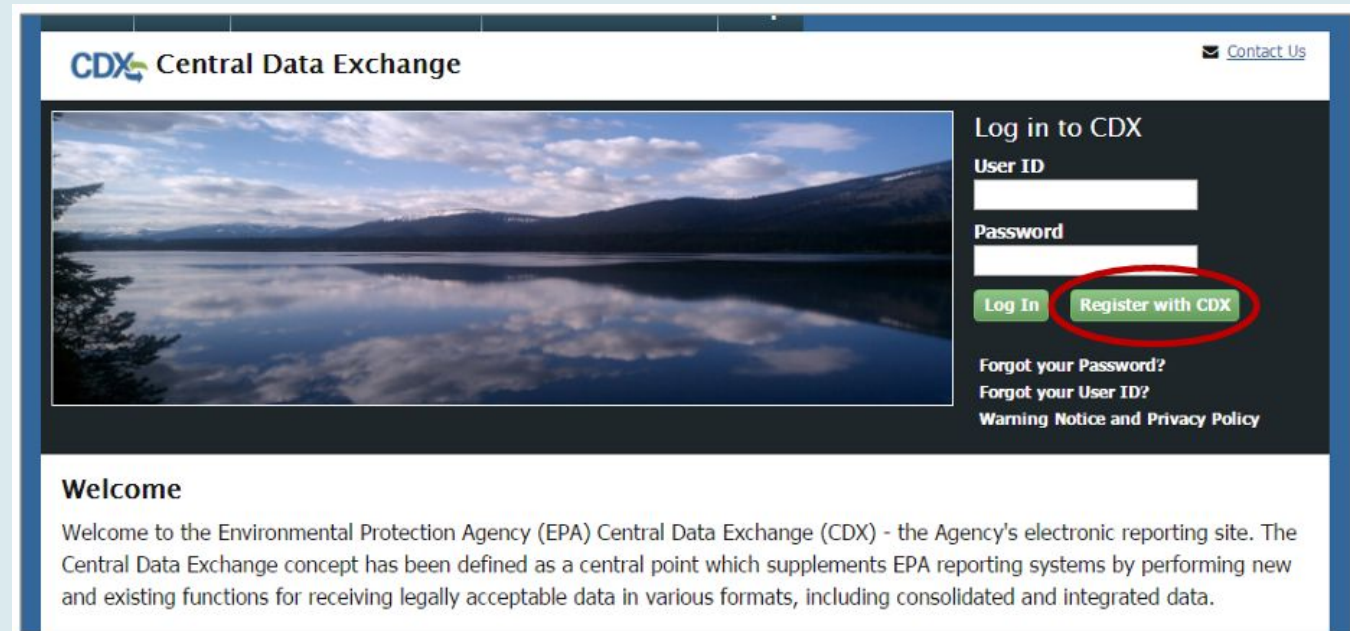
- Preparer
  - Can only View and Edit
- Signatory
  - Can do everything
  - Required to create, terminate, change, or renew a permit



# Creating an Account

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

- “Register with CDX”



The screenshot shows the CDX Central Data Exchange website. The header includes the CDX logo and the text "Central Data Exchange" with a "Contact Us" link. Below the header is a large landscape image of a lake. On the right side, there is a "Log in to CDX" section with input fields for "User ID" and "Password", and buttons for "Log In" and "Register with CDX". The "Register with CDX" button is circled in red. Below the login section are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy". At the bottom, there is a "Welcome" section with a paragraph of text.

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

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

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

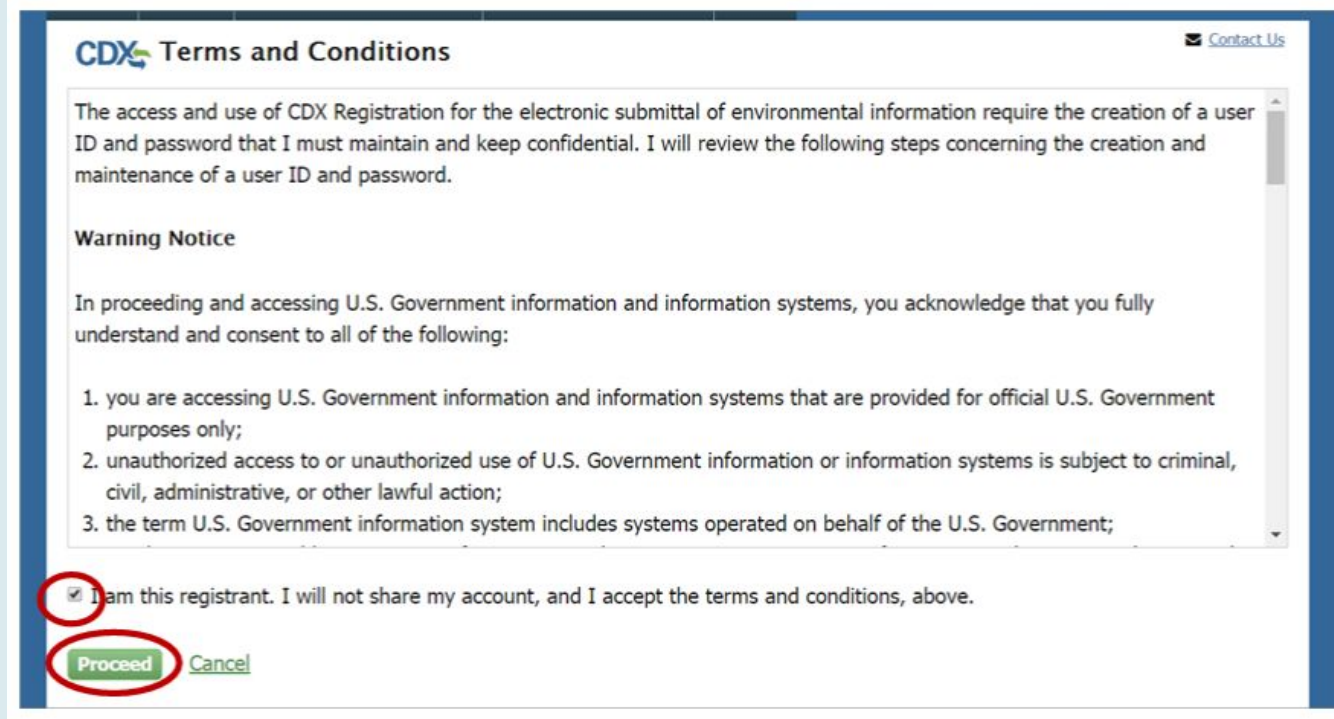
**Welcome**

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

# Terms and Conditions

## Creating an Account

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



The screenshot shows a web page titled "CDX Terms and Conditions" with a "Contact Us" link in the top right corner. The main text states: "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." Below this is a "Warning Notice" section that reads: "In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:" followed by a numbered list of three points regarding U.S. Government information access. At the bottom, there is a checkbox labeled "I am this registrant. I will not share my account, and I accept the terms and conditions, above." which is checked. Below the checkbox are two buttons: "Proceed" and "Cancel". Both the checkbox and the "Proceed" button are circled in red in the original image.

**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

GLELDA: Great Lakes Environmental Database 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)

- Select NeT application you need
- Select Role

Role \* 

Select a role...

Preparer

Signatory

# User Information

Creating an Account

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

Part 1: User Information

User ID *	<input type="text"/>
Title *	Mr ▾
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	-Please Select- ▾
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	-Please Select- ▾
Security Answer 1 *	<input type="text"/>
Security Question 2 *	-Please Select- ▾
Security Answer 2 *	<input type="text"/>
Security Question 3 *	-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
<a href="#">26226</a>	Test Company	100 Main St	Santa Fe	NM	20154

Part 2: Organization Info

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

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

Fax Number

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

# Add New Organization

Creating an Account

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

Part 2: Organization Info

Company X

Enter organization or organization ID

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

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

Part 2: Organization Info

Organization Name \*

Country \*

Mailing Address \*

Mailing Address 2

City \*

State \*

ZIP/Postal Code \*

Email \*

Re-enter Email \*

Phone Number \*

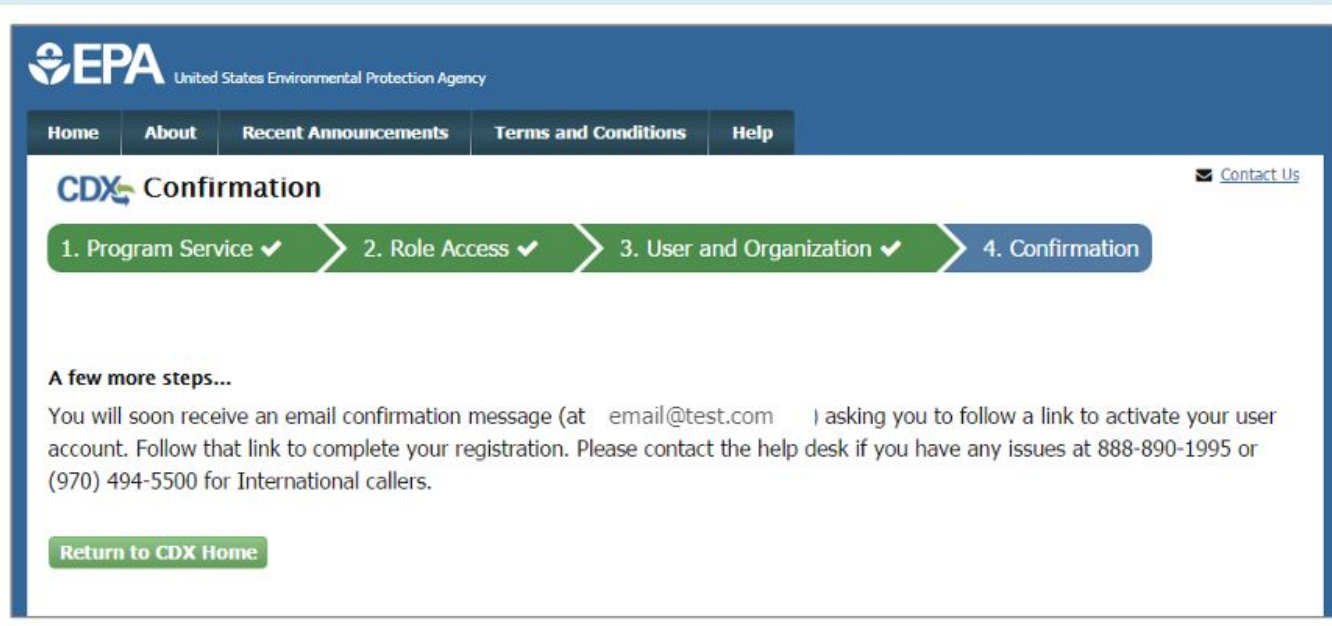
Phone Number Ext

Fax Number

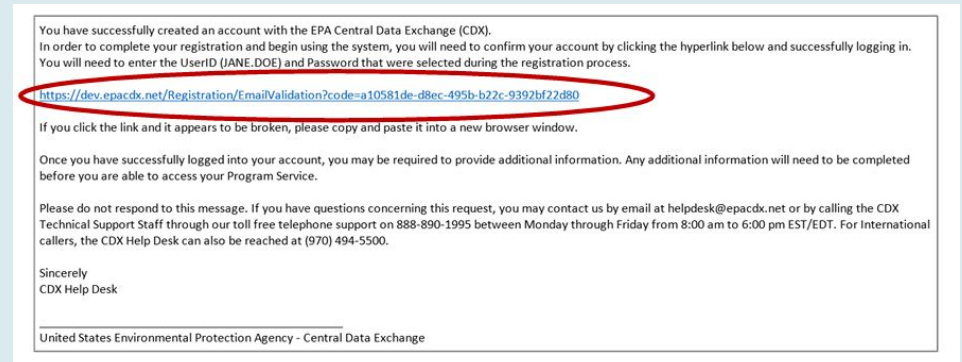
# Activate Account

Creating an Account

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



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

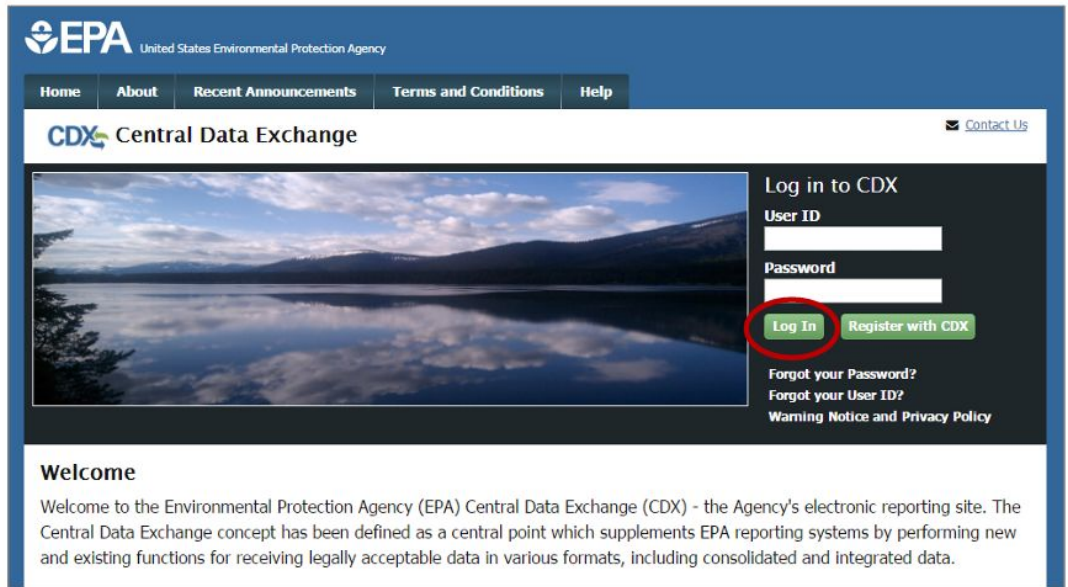


The screenshot shows an email confirmation message. The text reads: "You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully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

# Log In

Creating an Account

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



**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

**CDX** Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

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

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

**Welcome**

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

# Identity Proofing

Creating an Account

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

# Identity Proofing

## Creating an Account

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

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

1. Identity Verification 2. ESA

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

LexisNexis® Instant ID

**Legal Name**  
Jane M Doe

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

**Home or Personal Phone**  
(555) 555-5555

**Date of Birth**  
January 1 1963

**Last 4 of SSN**  
••••

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

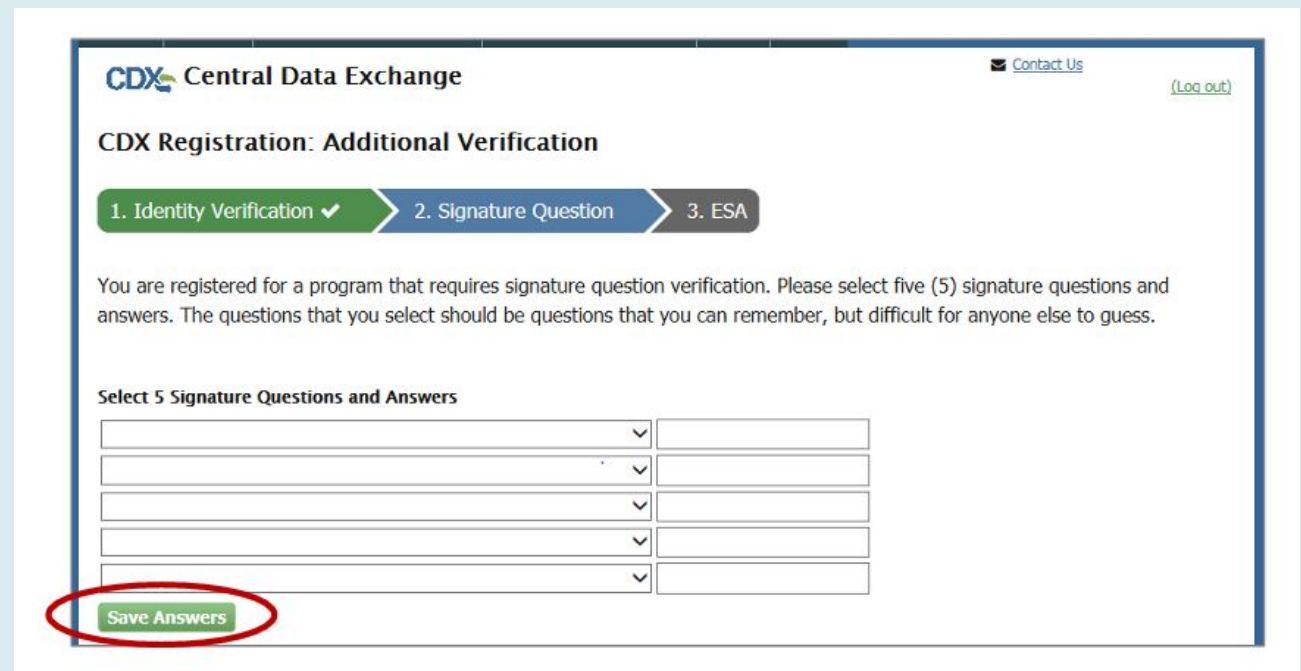
[Proceed with Verification](#) [Paper Verification](#) [Exit](#)



# Identity Proofing

Creating an Account

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



The screenshot shows the CDX Central Data Exchange registration page. At the top, it says "CDX Central Data Exchange" with a logo on the left and "Contact Us" and "(Log out)" on the right. The main heading is "CDX Registration: Additional Verification". Below this is a progress bar with three steps: "1. Identity Verification" (completed, green), "2. Signature Question" (current step, blue), and "3. ESA" (pending, grey). The text below the progress bar reads: "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." Below this is a section titled "Select 5 Signature Questions and Answers" with five rows, each containing a dropdown menu and a text input field. At the bottom left, a green "Save Answers" button is circled in red.

# Identity Proofing

## Creating an Account

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

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

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

### Electronic CDX Electronic Signature Agreement

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

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

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

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

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

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

# Identity Proofing

## Creating an Account

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

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

eSignature Widget

<b>1. Authentication</b> Log into CDX <b>User:</b> JANE.DOE <b>Password:</b> ●●●●●● Welcome	<b>2. Verification</b> <b>Question:</b> What is the name of the hospital where you were born? <b>Answer:</b> <input type="text"/> Correct Answer	<b>3. Sign File</b> <input type="button" value="Sign"/>
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City: State: Zip: Santa Fe, NM 20154

# Identity Proofing

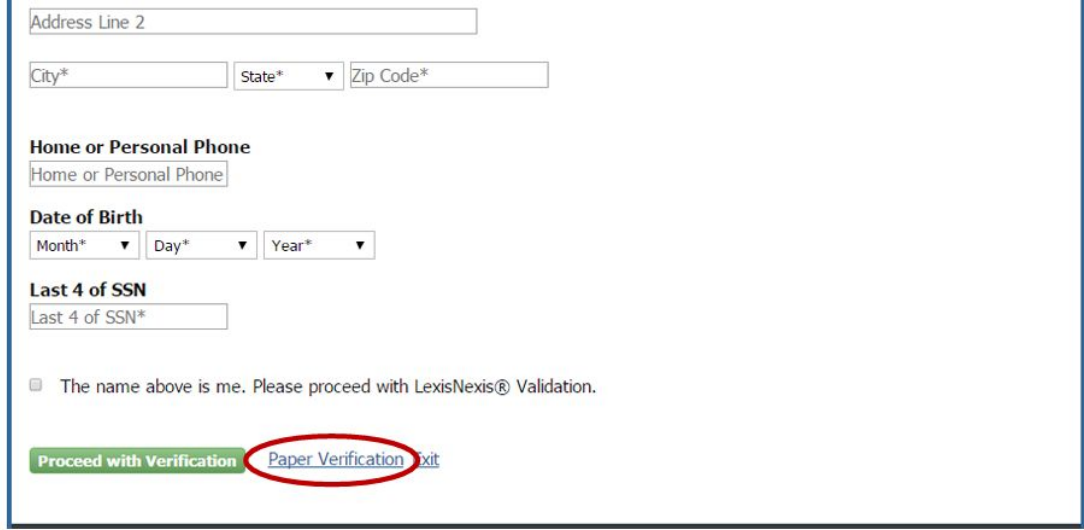
Creating an Account

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

# Identity Proofing

Creating an Account

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



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

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

# Identity Proofing

## Creating an Account

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

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Registration: Additional Verification

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

1. Identity Verification 2. ESA

### Paper CDX Electronic Signature Agreement

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

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

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

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

**Sign Paper Form** Cancel

Print to Mail Close

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

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

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

# Account Sharing

Creating an Account

## CDX Account Sharing:

---

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



# MyCDX

epa.cdx.gov

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

**Welcome**

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

The screenshot shows the user dashboard for MyCDX. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Central Data Exchange". Below this is a navigation bar with buttons for "MyCDX", "Inbox", "My Profile", "Submission History", and "Payment History". On the right, there is a "Contact Us" link and a notification that the user is logged in as "JULIANRCARROLL (Log out)".

**Services** Manage

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

**Alerts**

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

**CDX Service Availability**

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

**News and Updates**

No news/updates.



# Getting into NeT Apps

NETCGP: NeT - NPDES Stormwater  
Construction General Permit

[Signatory](#)

## NeT NPDES Stormwater Construction General Permit

Create New/Request Permissions

Create new NOI or LEW

Request Permissions for an existing NOI or LEW

Do I qualify for a LEW?

My Projects/Sites

Filter

Show 10 entries

Column Visibility

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

Showing 1 to 2 of 2 entries

Previous 1 Next

Tour

Logged in as: JULIANCARROLL

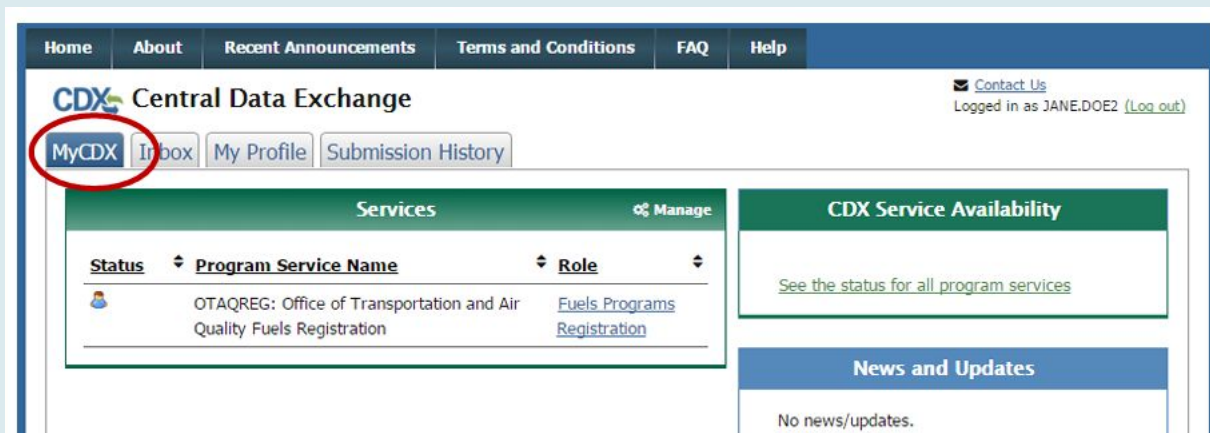
MyCDX

Logout

# Changing your Role

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

- From MyCDX tab, select Manage Your Program Services



Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

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

MyCDX Inbox My Profile Submission History

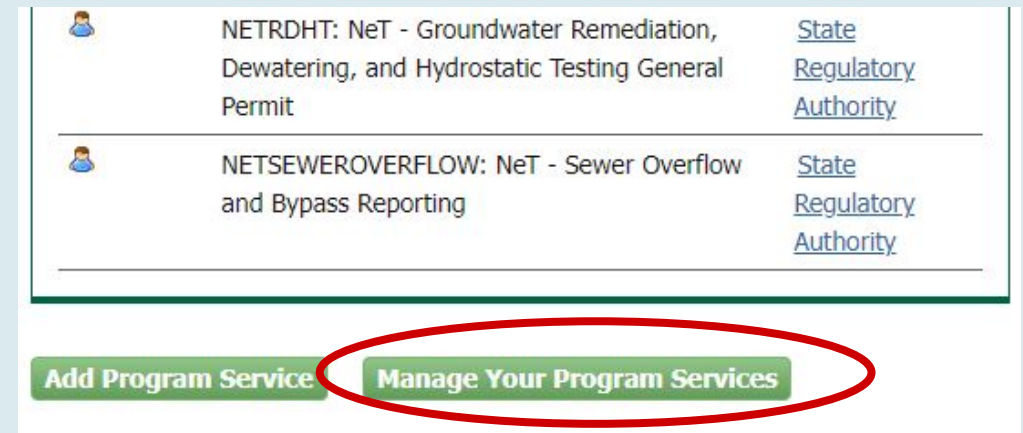
Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

CDX Service Availability

See the status for all program services

News and Updates

No news/updates.



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

Add Program Service Manage Your Program Services

# Changing your Role

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

Manage Program Services

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

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

NDMR-UT: NetDMR: Utah DWQ

NETAQUA: NeT - Aquaculture General Permit

NETBIO: NeT - Biosolids Annual Program Report

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

NETCGP: NeT - NPDES Stormwater Construction General Permit

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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 Programs 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

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

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

MyCDX Inbox My Profile Submission History

Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	<a href="#">Fuels Programs Registration</a>

CDX Service Availability

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

News and Updates

No news/updates.

Add Program Service Manage Your Program Services

# Add Program Service

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

GLLNDQ: Great Lakes Environmental Database Query System
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
<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.

Home About Recent Announcements Terms and Conditions FAQ Help

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

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

Registration Information	
Program Service	Ozone Depleting Substances
Role	Submitter

Select a Current Organization  
 Request to Add an Organization

Select an organization from the dropdown list.

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

[Submit Request for Access](#)

# Creating a New NOI

# 1

Log in to:

[cdx.epa.gov](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

MyCDX | Inbox | My Profile | Submission History | Payment History

Services Manage

Status	Program Service Name	Role
	NETCGP: NeT - NPDES Stormwater Construction General Permit	Signatory

#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

NeT CGP Project/Site Search

Search: Project Site

State: Select State | Issuer: Select Issuer

Show 10 entries

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

#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

Which type of form would you like to submit?

- Construction General Permit (CGP) Notice of Intent (NOI) or sale that will ultimately disturb 1 or more acres.
- Common Plan Permit (CPP) Notice of Intent (NOI) - For a more acres.
- Low Erosivity Waiver (LEW) - Waives the requirements for a



# Request Permissions to a Permit

# 1

Sign into CDX and log into the NeT app

# 2

Click on the associated button below:

- CGP: 
- MSGP: 
- RDHT: 

# Request Permissions to a Permit

# 3

Search for permit

NeT MSGP Facility Search

Q Test Facility X State Select State Issuer Select Issuer Coverage Select Coverage

Show 10 entries

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

# 4

Request Permissions

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

Permissions must be approved by:

- Someone with the Manage permissions on the permit
- DWQ

# Managing your NOI

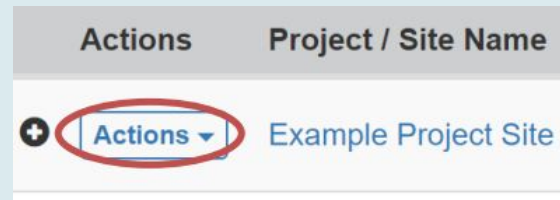
# 1

Log in to:

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

# 3

Click "Actions"



# 2

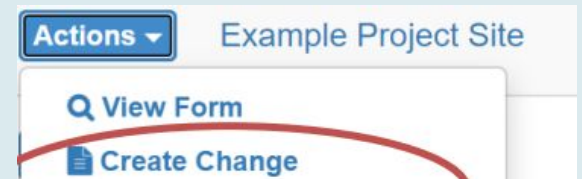
Click on Role:

NETCGP: NeT - NPDES Stormwater  
Construction General Permit

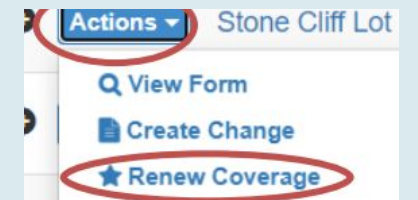
Signatory

Click "Change NOI" to change any field including:

- Owner/Operator
- MS4 Operator
- Contact Information

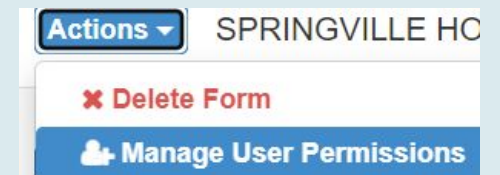


Click "Renew Coverage" to renew Permit coverage:



Click "Manage User Permissions" to manage:

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



# Filing a NOT

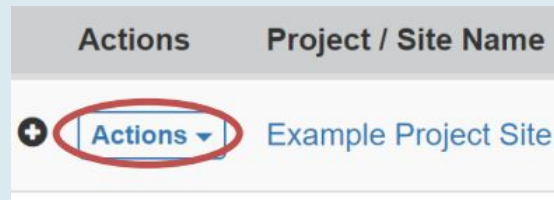
# 1

Log in to:

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

# 3

Click "Actions"



# 5

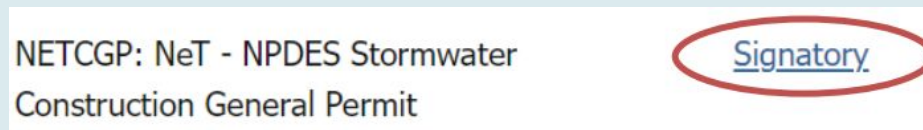
Click reason for NOT:

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

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

# 2

Click on Role:



# 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

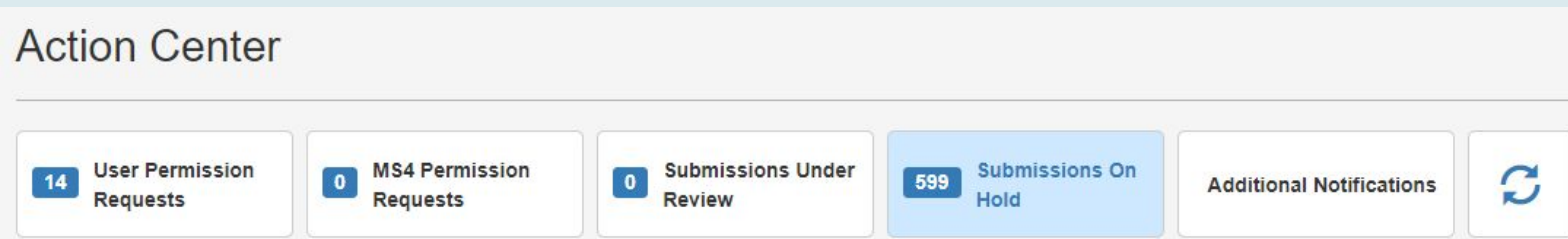
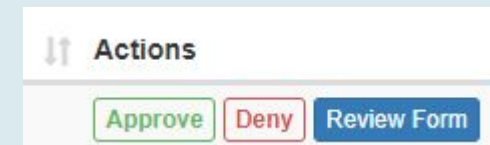
# MS4 Authorities

Managing CGP Permits

- Log into NeTCGP
- Go to Actions Center



- Manage MS4 Requests and NOTs

A screenshot of the 'Action Center' dashboard. The title 'Action Center' is at the top left. Below it are six cards: '14 User Permission Requests', '0 MS4 Permission Requests', '0 Submissions Under Review', '599 Submissions On Hold', 'Additional Notifications', and a refresh icon.A screenshot of the 'Actions' panel. It has a title 'Actions' with a dropdown arrow. Below the title are three buttons: 'Approve' (green), 'Deny' (red), and 'Review Form' (blue).

# NeT Resources

# 1

**UPDES Permits Webpage:**

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

**Find Help Files:**

## 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/oea\\_icis?id=launch\\_net\\_training](https://usepa.servicenowservices.com/oea_icis?id=launch_net_training)

The screenshot shows the EPA website's navigation bar with links for Home, FAQs, Ask A Question, and Login. Below the navigation, there is a section titled "NeT Training Materials" with a grid of buttons for various training topics: General, Aquaculture, CGP, GMG, GEG, PGP, NETBIO, MS4, MSGP, State Issued MSGP, Sewer Overflow, RDHT, and Pretreatment.

# Who to Call to Get Help?

## NPDES Helpdesk

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

Account Setup

Switch Preparer/Signatory

Password changes

Locked out of account

eSign Failure

Account deactivation

## Utah DWQ

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

Permit Questions

Plan Documents

Signatory Role

Permission Requests

Change NOI Requests

NOT approval (non-MS4)

## Local MS4

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

Permit Questions

SWPPP (How to fill out)

SWPPP Submittal/Review

NOT approval

# Upcoming Presentations

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



# Questions?

**Julian Carroll**  
DWQ Info & Data Services

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