How To Create a New Permit in NeT MSGP

1) Sign into the NeT MSGP Application.
   https://npdes-ereporting.epa.gov/net-msgp

2) Click on your role, will be Signatory or Preparer.

NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity   Signatory

3) Click the Add Facility button

Add Facility ℹ

4) Enter site name or permit number into search

NeT MSGP Facility Search

🔍 Test Facility   ✖   State: Select State   Issuer: Select Issuer   Coverag: Select

Show 10 entries

| Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Stat
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
Request Permissions	RIR50D008	Test Facility	Test Owner	Test	RI	RI	Active
Request Permissions	RIR50A032	joe test facility	joe test owner	testing	RI	RI	Active
Request Permissions	MAR05J017	Gray Test Facility	Gray Test Company	x	MA	EPA	AdminContinue
Request Permissions	DCR05J00D	Some Test Facility	Some Test Facility	Test	DC	EPA	AdminContinue
Request Permissions		TEST FACILITY 9.21 621	TEST OPERATOR 9.21 621		DC	EPA	Inactive

Create Facility
Click to begin a new Notice of Intent or Exclusion
Create Facility

5) Review permit list to verify a permit does not already exist. If one exits, you can click Request Permissions to gain access.
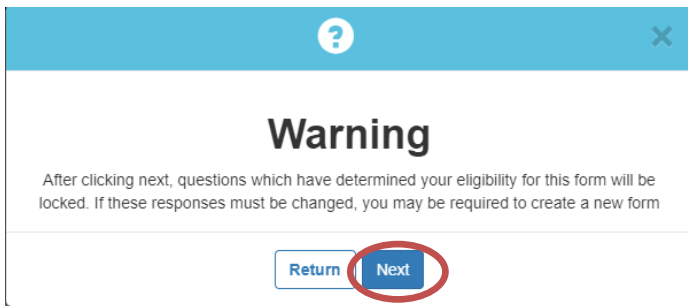
Actions	NPDES ID	Facility Name	Operator Name	City	State	Issuer	Coverage Status
Request Permissions	UTRI00021	Test Facility	Test Owner	Salt Lake City	UT	UT	Active

6) If a permit does not exist, select Create Facility in the left sidebar. This button will not activate unless a search is performed (step 4).
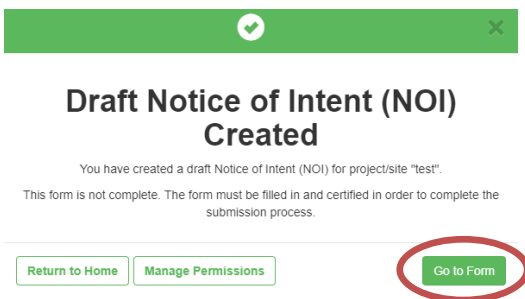

Create Facility

Click to begin a new Notice of Intent or Exclusion
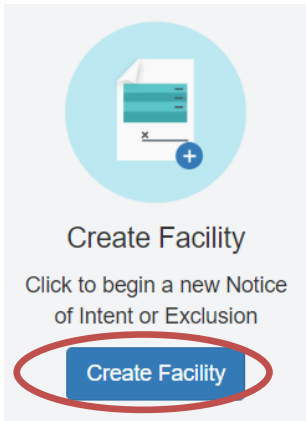
Create Facility

7) Complete Eligibility Information and select which form you would like to submit: NOI, NEC, or NDC.

8) Select Next to create the form.

Warning

After clicking next, questions which have determined your eligibility for this form will be locked. If these responses must be changed, you may be required to create a new form

Return   Next

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

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

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 after signing, 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	Facility Name	NPDES ID	Submission Status ⓘ	Submission Type ⓘ	Coverage Status ⓘ	Coverage Type ⓘ
Actions ▾	Facility Test	UTRI00084	Payment Required	New	⚪ Inactive	General Permit

🔍 View Form
✖ Withdraw
💳 Pay Fee
👤 Manage User Permissions

12) You will be sent a notification email when your permit is active.