EPA's Construction General Permit (CGP) Electronic Notice of Intent (eNOI)

User's Guide

Version 1.0 – Updated 8/27/13

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1. Introduction to the EPA CGP eNOI Application

EPA Construction General Permit (CGP) coverage is required for construction projects disturbing one acre or more (or projects that will disturb less than one acre but are part of a common plan of development or sale that will ultimately disturb one acre or more) that are in areas where EPA is the NPDES permitting authority (see http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf for a list of areas where EPA is the NPDES permitting authority). This guide will walk you through the process of submitting your Notice of Intent (NOI) for coverage under the CGP electronically Notice of Intent (eNOI) using the EPA's Central Data Exchange (CDX).

2. System Requirements and Browser Settings

Two Internet browser settings are required for the eNOI submission to work properly on your supported web browser: **TLS 1.0** and **native XMLHTTP support**. These steps may vary according to your web browser version.

Internet Explorer: Tools > Internet Options > Advanced > Enable native XMLHTTP support (see last slide for screenshot)

Google Chrome: Tools > Options > Under the Hood > Network (Change Proxy Settings) > Advanced > Use TLS 1.0

Mozilla Firefox: Go to Tools > Options > Advanced > Encryption > TLS 1.0

3. Relevant Terms and Acronyms

The following table explains terms and acronyms (if applicable) that are used throughout this guide.

Term	Acronym	Definition
Cationic Treatment Chemical	None	Polymers, flocculants, or other chemicals that contain an **overall positive** charge. Among other things, they are used to reduce turbidity in stormwater discharges by chemically bonding to the overall negative charge of suspended silts and other soil materials and causing them to bind together and settle out. Common examples of cationic treatment chemicals are chitosan and cationic PAM (Polyacrylamide).
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network for data exchanges to the Agency. A CDX account is required to access the eNOI at www.cdx.epa.gov.
Construction General Permit	CGP	An NPDES general permit that regulates stormwater discharges from construction activities that disturb one or more acres, or smaller sites that are part of larger common plan of development or sale.
Electronic Notice of Intent	eNOI	Electronic application system used by the applicants applying for permit coverage under EPA's CGP.
Emergency-related Project	None	A project initiated in response to a public emergency (e.g., natural disaster, disruption in essential public services), for which the related work requires immediate authorization to avoid imminent endangerment to human health or the environment, or to reestablish essential public services.

Term	Acronym	Definition
Employer Identification Number	EIN	Nine-digit tax identification number assigned by the Internal Revenue Service (IRS).
Federal Operator	None	An entity that meets the definition of "Operator" in the CGP and is either any department, agency or instrumentality of the executive, legislative, and judicial branches of the Federal government of the United States, or another entity, such as a private contractor, performing construction activity for any such department, agency, or instrumentality.
U.S. Fish and Wildlife Service	USFW	A federal government agency within the United States Department of Interior dedicated to the conservation, protection, and enhancement of fish, wildlife and plants, and their habitats.
Low Erosivity Waiver	LEW	A waiver from CGP coverage available to small construction sites that have a low predicted rainfall potential where the rainfall erosivity factor (R-factor) is less than five during the period of construction activity. *Note, if you need to submit an LEW form, please see www.epa.gov/npdes/stormwater/cgpenoi.
National Marine Fisheries Service	NMFS	U.S. federal agency responsible for the stewardship of the U.S. living marine resources and their habitat.
Notice of Intent	NOI	The form (electronic or paper) required for authorization of coverage under the Construction General Permit.
NOI Certifier	None	The entity authorized to certify the CGP NOI. See Appendix I http://www.epa.gov/npdes/pubs/cgp2012_appendixi.pdf, Part I.11 (Signatory Requirements), for certifier criteria.
NOI Preparer	None	The individual preparing the CGP NOI. This may be the certifier or an individual the certifier designates to prepare the CGP NOI form.
Operator	None	The "Operator" of the construction site is either: • The party that has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or • The party has day-to-day operational control of those activities at a project that are necessary to ensure compliance with the permit conditions (e.g., they are authorized to direct workers at a site to carry out activities required by the permit).
Stormwater Pollution Prevention Plan	SWPPP	A SWPPP is a site-specific, written document that, among other things: (1) identifies potential sources of stormwater pollution at the construction site; (2) describes stormwater control measures to reduce or eliminate pollutants in stormwater discharges from the construction site; and (3) identifies procedures the operator will implement to comply with the terms and conditions of this general permit.

4. How to Submit Your NOI Electronically

In order to submit your CGP NOI electronically you must first create or log in to your CDX account and determine your "role."

4.1 Log into Your CDX Account

Whether you are a Preparer or Certifier, you can only access the NOI application through EPA's Central Data Exchange (CDX).

4.1.1 Visit cdx.epa.gov, enter your **User ID** and **password**, and click the **Log In** button.

4.1.2 If you do not already have a CDX account established, click on the **Register with CDX** button**.**

4.1.3 Add the CGP eNOI application to your CDX account.

4.1.3.1 If you are an existing user, follow the instructions found here: http://www.epa.gov/npdes/pubs/sw_cgp_enoi_existingaccounts.pdf

4.1.3.2 If you are a new user, follow the instructions found here: http://www.epa.gov/npdes/pubs/sw_cgp_enoi_tutorial_newusers.pdf

4.1.4 If you need assistance registering, contact EPA's CDX helpdesk at (888) 890 – 1995 or via email at helpdesk@epacdx.net.

4.2 Determine Your Role

If you are a **Preparer** that is preparing an NOI for a designated certifying official to review and certify, proceed to *Step 5* for instructions to complete the NOI application.

If you are a **Certifier** that is certifying an application that a preparer has sent to you for review and certification; proceed to *Step 6* for instructions on reviewing and certifying an NOI.

Note: If the Preparer is the same person as the Certifier, you must follow both Steps 5 and 6.

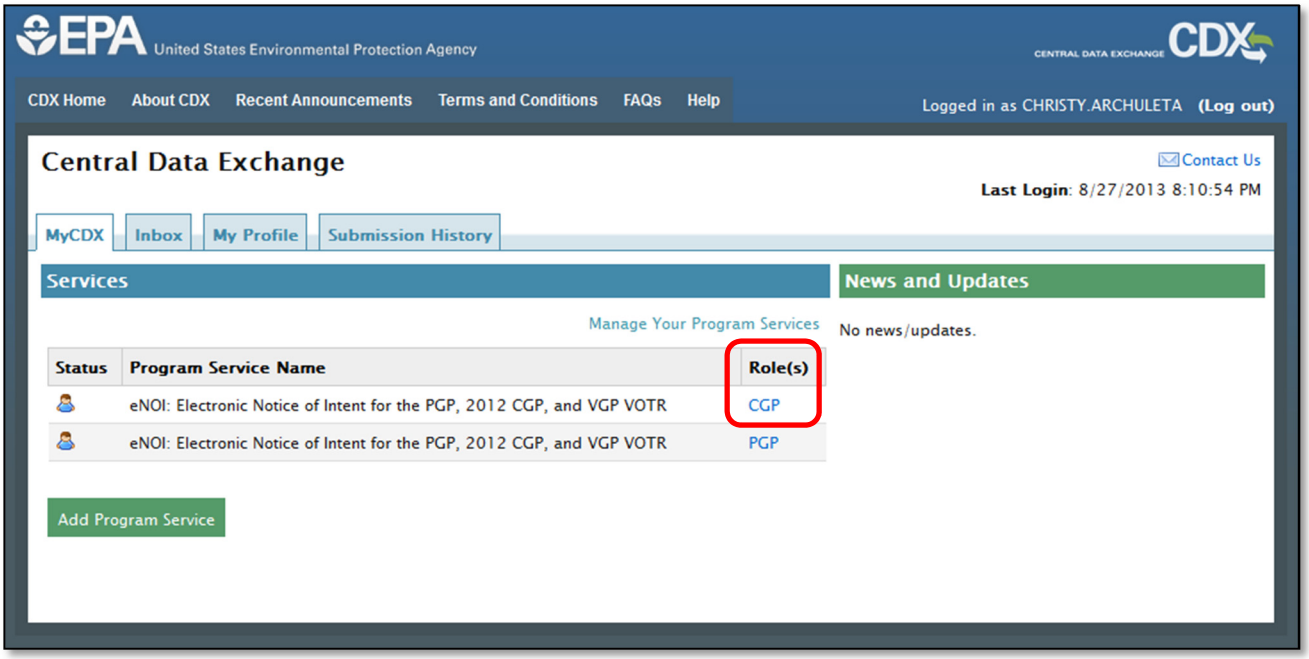
5. Complete the NOI – Preparer's Role

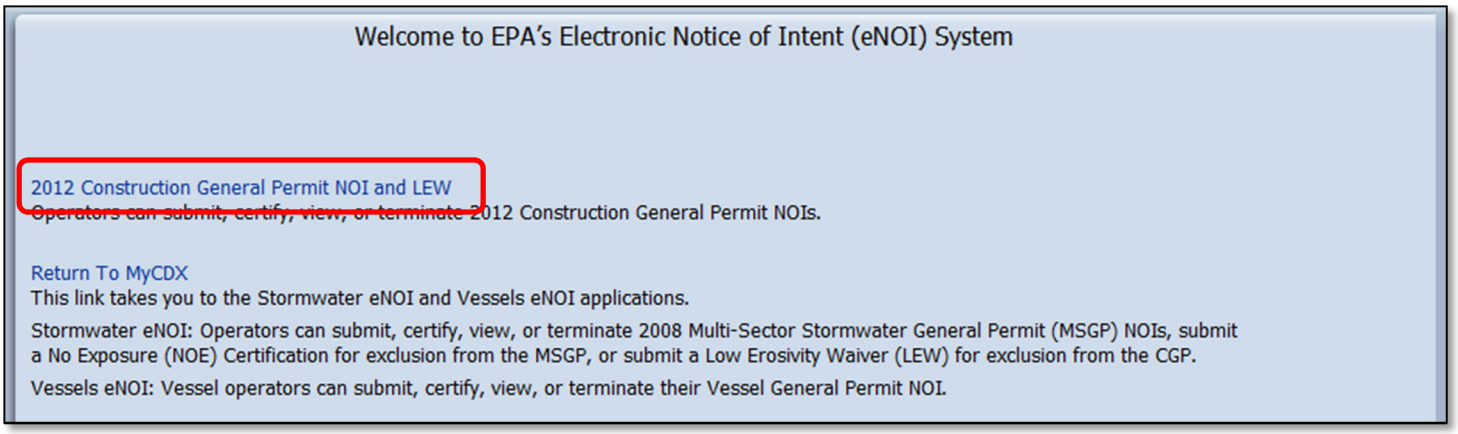
The following steps describe the process for preparing and submitting a CGP NOI to a designated certifying official for review and certification.

5.1 Access the CGP eNOI Application

5.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.

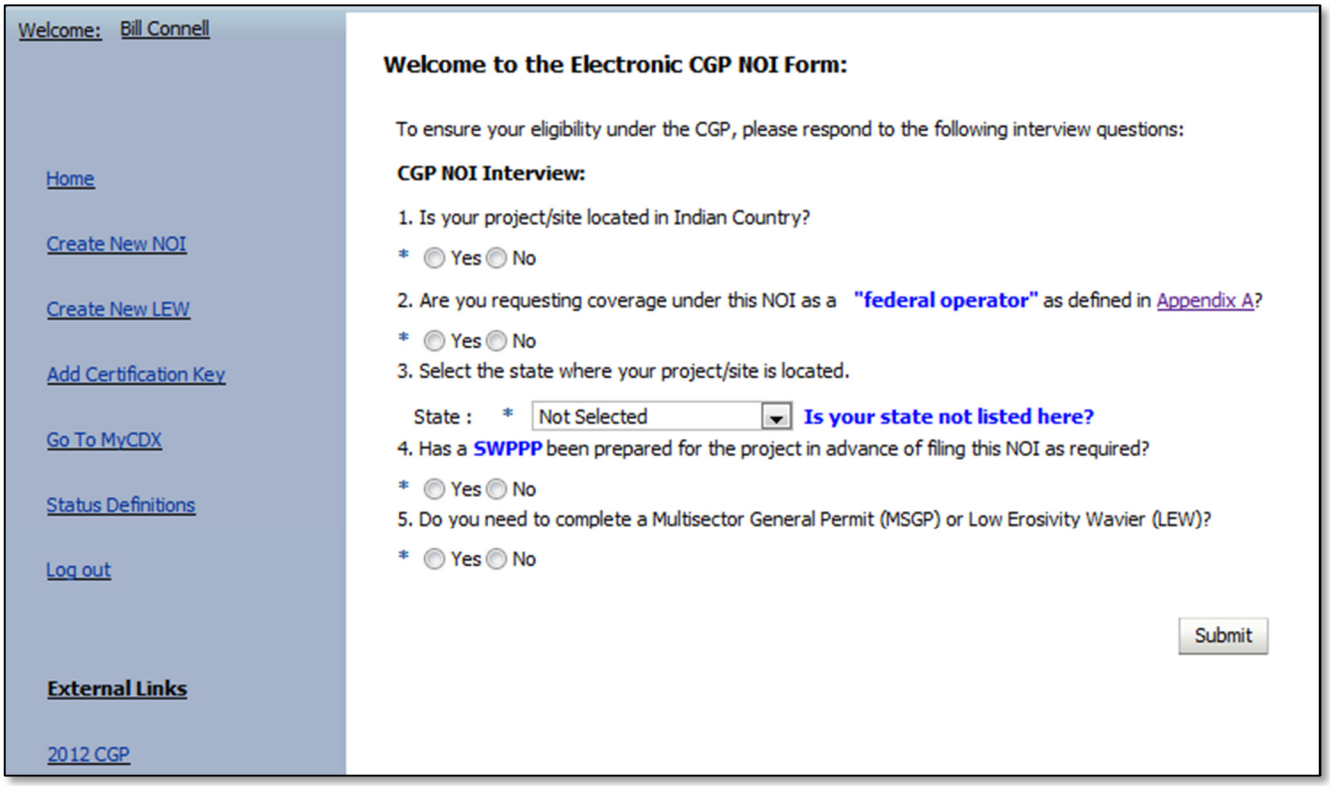
5.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP application.





5.2 Create a New NOI

In order to create an NOI, you must first determine if EPA is the permitting authority for your construction activity. In order to be eligible for the coverage under the CGP, your project must be located in an area where EPA is the NPDES permitting authority (see http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf). The answers provided on the Interview page determine your eligibility.



5.2.1 Click on the **Create New NOI** button on the CGP eNOI home page. This will direct you to the Interview page.

5.2.2 If the project is located in Indian Country, select **Yes**, and then select the name of the Indian country, or select **Other** to enter the name of the Indian Country.

5.2.3 If you are a federal operator, select **Yes**.

5.2.4 Select the **state** where the project is located. If you do not find your state listed in the dropdown menu in Question 3, EPA may not be the permitting authority for your project based on the information provided on the interview page. Please refer to Appendix B (http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf) of EPA's CGP for information relating to where EPA is the permitting authority.

5.2.5 If you have prepared your SWPPP in advance, select **Yes**. You will not be able to complete the NOI without first completing your SWPPP.

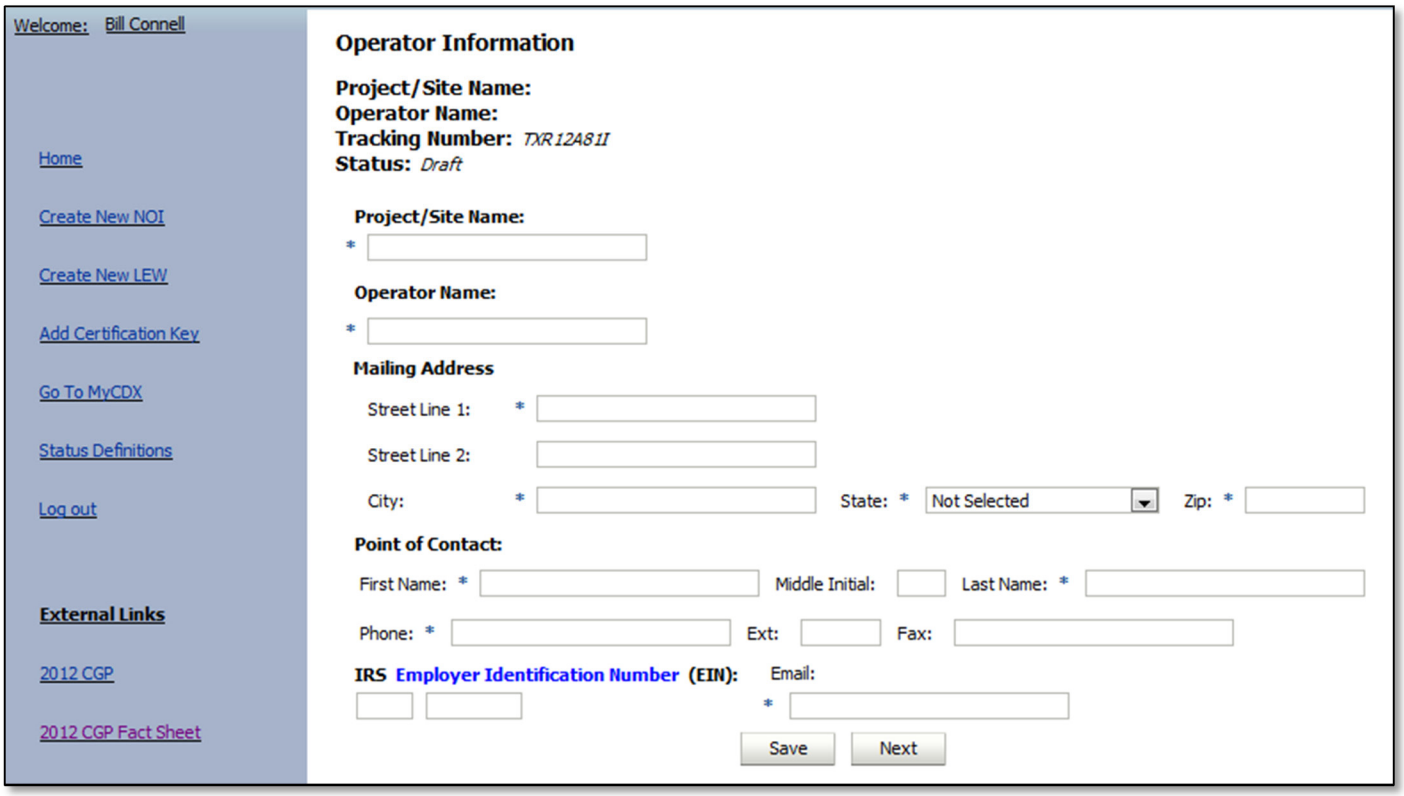
5.2.6 If you have determined that you need to complete a Multi-Sector General Permit (MSGP) or Low Erosivity Waiver (LEW), select **Yes**.

5.2.7 Click on the **Submit** button. This will direct you to the Operator Information page.

5.3 Complete the Operator Information Page

The Operator Information page allows you to enter information relating to the Operator/Company in charge of the project. Notice that all required fields are noted with an asterisk (*).

Also notice that a Tracking Number has been assigned to the project. It will appear on all subsequent pages of the application for your reference. You will be able to use this number on the homepage to search for your NOI.



5.3.1 Enter the **name of the project/site**.

5.3.2 Enter the **name of the operator**.

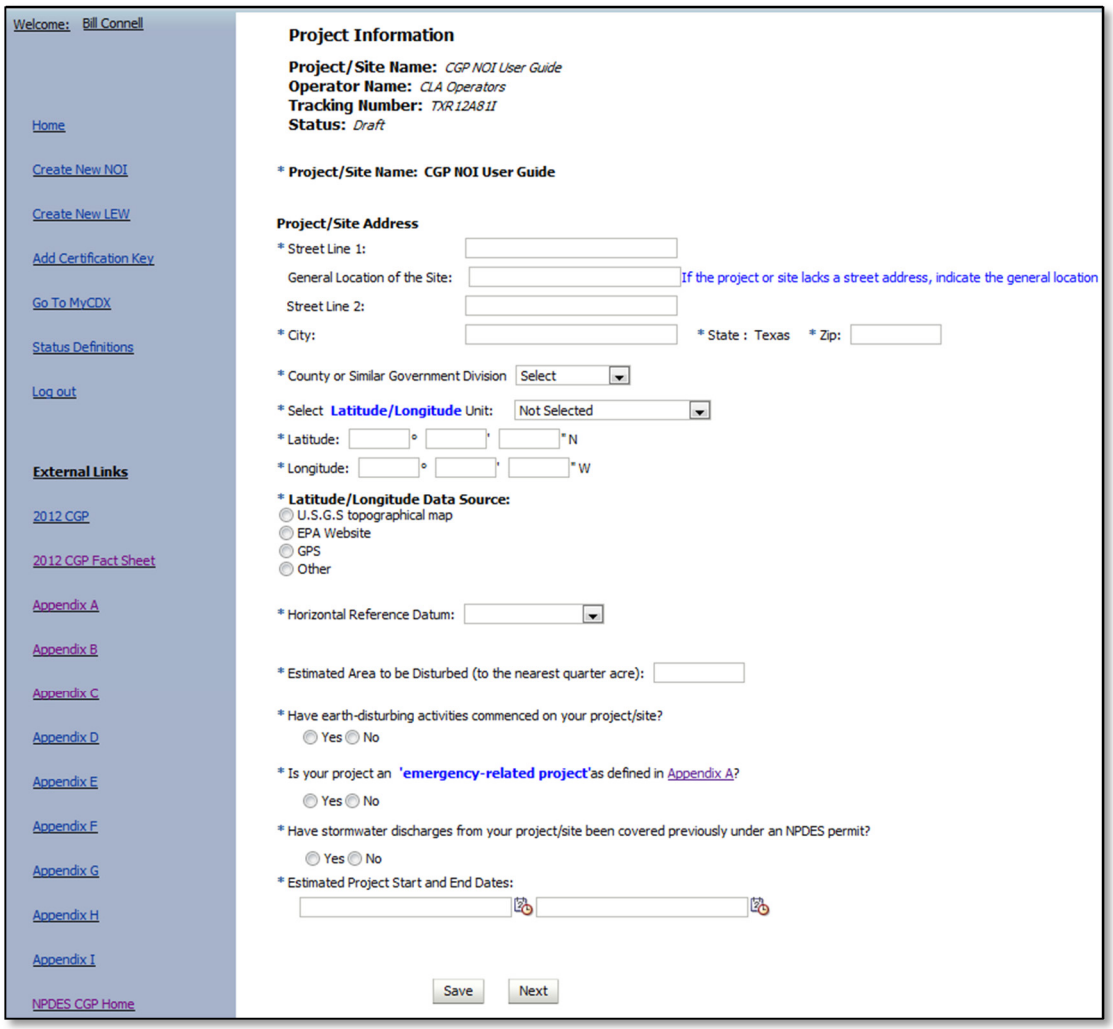
5.3.3 Enter all **mailing address** information for the operator.

5.3.4 Enter information relating to the **point of contact** person at the operator/company.

5.3.5 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.4 Complete the Project Information Page

On the Project Information page you will enter information relating to the project itself. Required fields noted with an asterisk (*).



5.4.1 Enter the **address** of the project. If the project/site does not have a street address, indicate the general location of the site.

5.4.2 Enter the **latitude** and **longitude** of the project.

5.4.3 Select the **data source** used to determine the latitude and longitude, and the **Horizontal Reference Datum**.

5.4.4 Enter the **estimated area to be disturbed**, rounding to the nearest quarter acre.

5.4.5 If earth-disturbing activities have commenced on your project/site, select **Yes**.

5.4.6 If your project is an "emergency-related project," select **Yes**. Note: An emergency-related project is a project initiated in response to a public emergency and requires immediate authorization

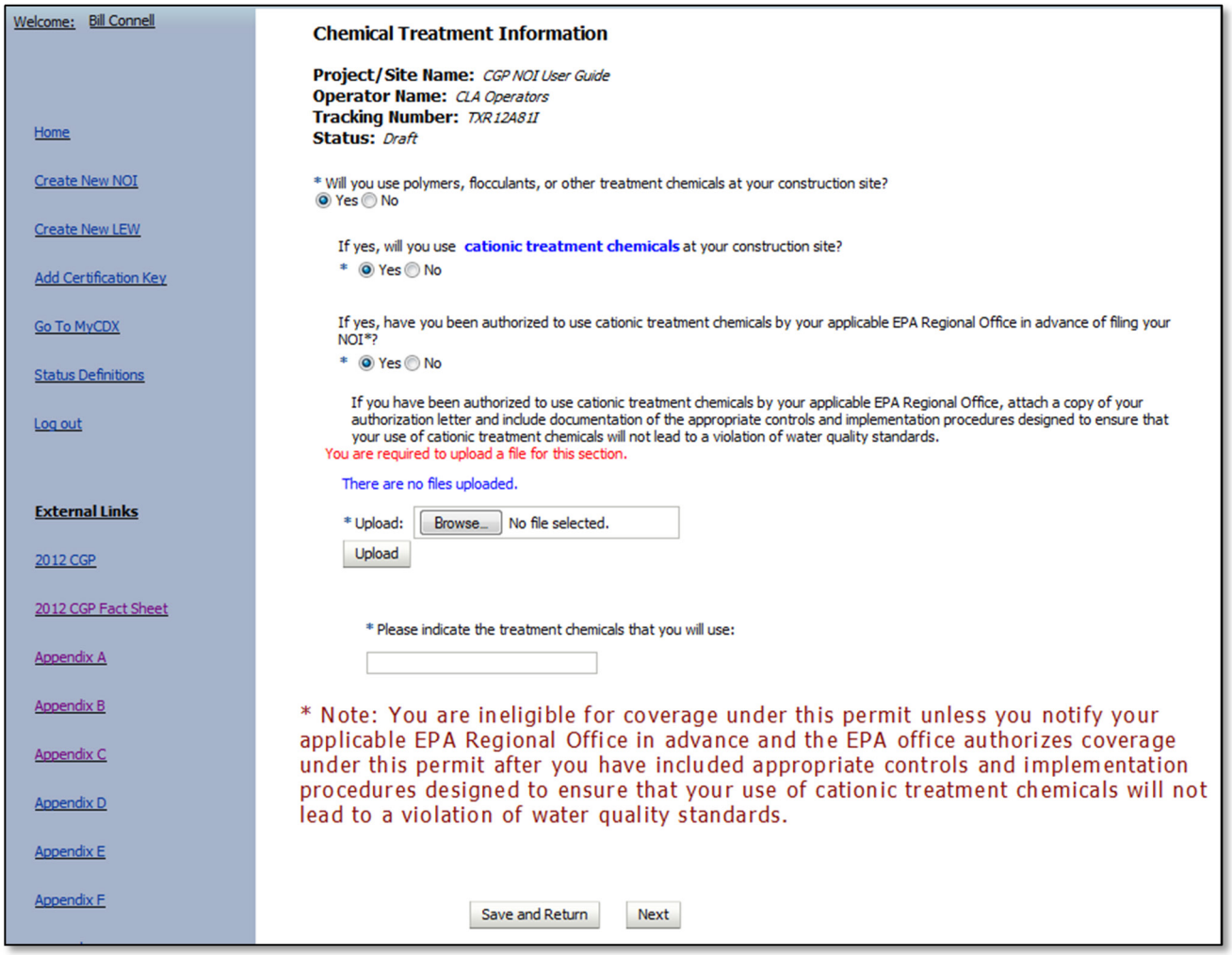
5.4.7 If stormwater discharges from your project/site have been previously covered under an NPDES permit, select **Yes** and then enter the tracking number of that permit.

5.4.8 Enter the **start and end dates** of the project.

5.4.9 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.5 Complete the Chemical Treatment Information Page

The Chemical Treatment Information page allows you to enter information about the chemical treatment process used at your project/site. Notice as you enter this page that only one question appears on the screen. Subsequent questions will appear on the page if you select **Yes** as the answer to the questions. By selecting **No**, you can click **Next** and be directed to the next page. Notice that all required fields are noted with an asterisk (*).



5.5.1 If you will be using polymers, flocculants, or other treatment chemicals at your project site, select **Yes**.

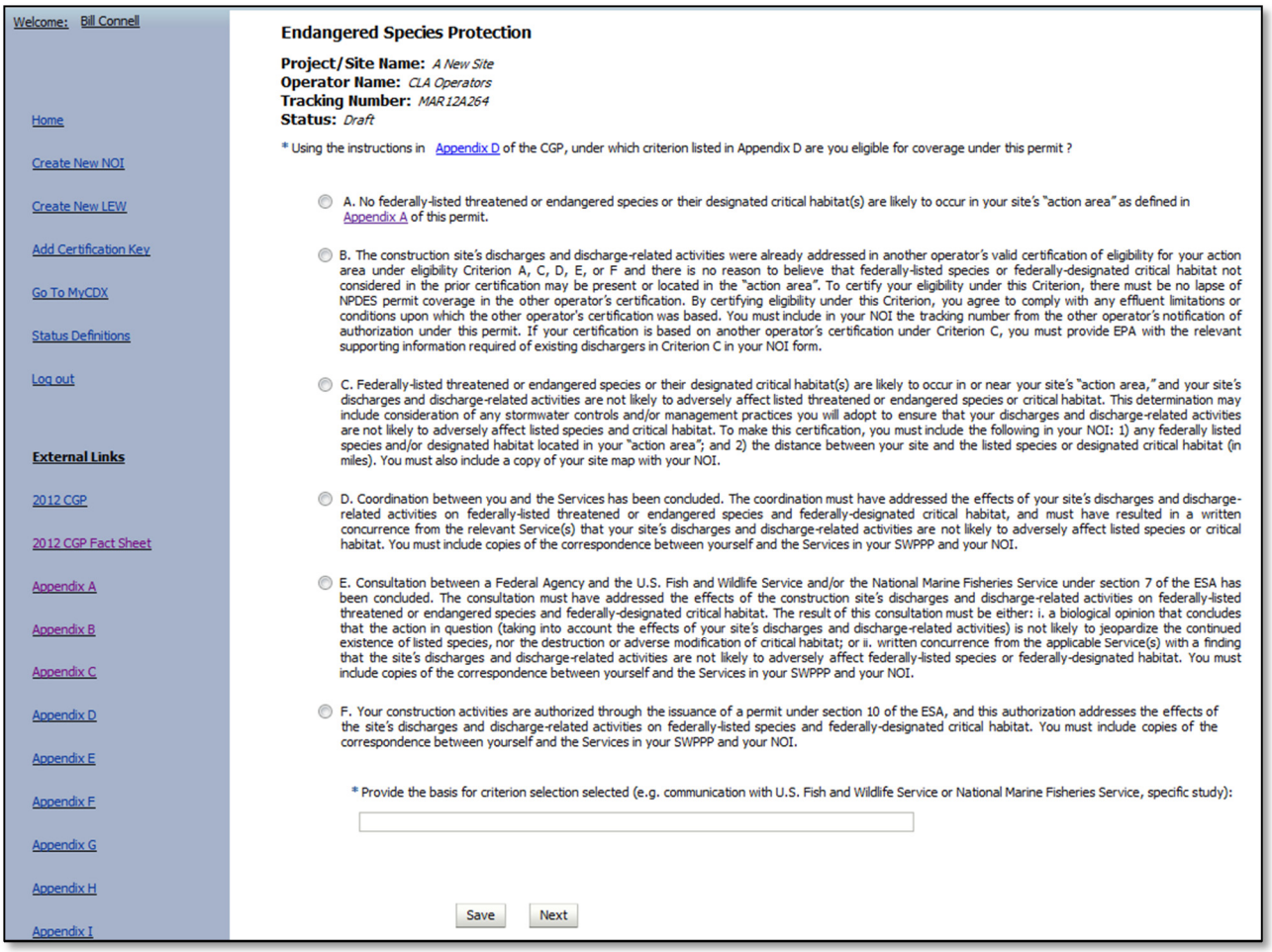
5.5.2 If you have selected **Yes** to the above question, and you will be using cationic treatment chemicals, select **Yes**. **Note:** Selecting **Yes** will prompt you to answer whether or not you have been authorized for use of cationic treatment chemicals by your EPA Regional Office. If you have received authorization, you must attach the documentation given for authorization.

5.5.3 Provide the names of the chemicals you will be using. **Note:** For more information on cationic chemicals visit: http://www.epa.gov/region10/pdf/npdes/stormwater/cgp_requirements_for_use_of_cationic_chemicals.pdf

5.5.4 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.6 Complete the Endangered Species Protection Page

On the Endangered Species Protection page, you must select the Appendix D criteria under which you are eligible (http://www.epa.gov/npdes/pubs/cgp2012_appendixd.pdf) with respect to the protection of any and all species that are federally-listed as endangered or threatened under the Endangered Species Act (ESA) or habitat that is federally-designated as "critical habitat" under the ESA. Notice that all required fields are noted with an asterisk (*). Note that you must make this determination prior to submitting your NOI.



5.6.1 Refer to Appendix D to select either **A**, **B**, **C**, **D**, **E**, or **F**. Depending on your selection, there may be other information that you need to upload or enter.

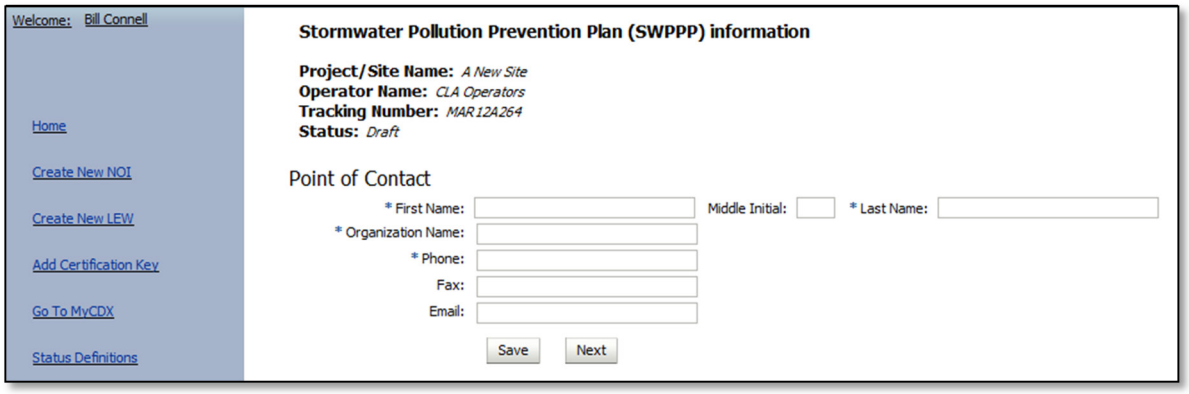
- **Criterion A:** There is no additional information needed.
- **Criterion B:** If you have selected B, you must enter the Tracking Number from the other Operator's notification of authorization under this permit.
- **Criterion C:** If you have selected C, you must enter the federally-listed species or habitat that is located in your "action area" as well as upload a copy of the site map.
- **Criterion D, E, or F:** If you have selected D, E, or F, you must upload copies of the correspondence between yourself and the Services for you NOI. You have the option of uploading multiple files at 5 MB per file.

5.6.2 Enter the **basis for the criterion** selected.

5.6.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.7 Complete the Stormwater Pollution Prevention Plan Information Page

The SWPPP page allows you to enter information about the point of contact person of the SWPPP. All required fields are noted with an asterisk (*).



5.7.1 Enter the **name** of the SWPPP point of contact.

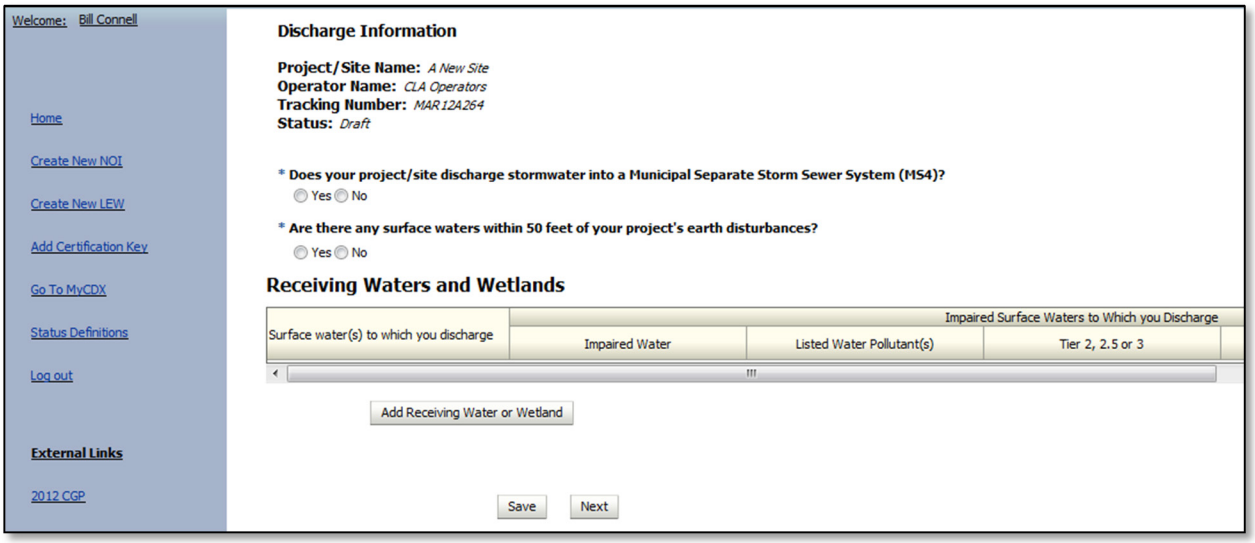
5.7.2 Enter the name of the **organization** for which the SWPPP works.

5.7.3 Enter a **Phone**, **Fax**, and **Email Address** for the SWPPP.

5.7.4 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.8 Complete the Discharge Information Page

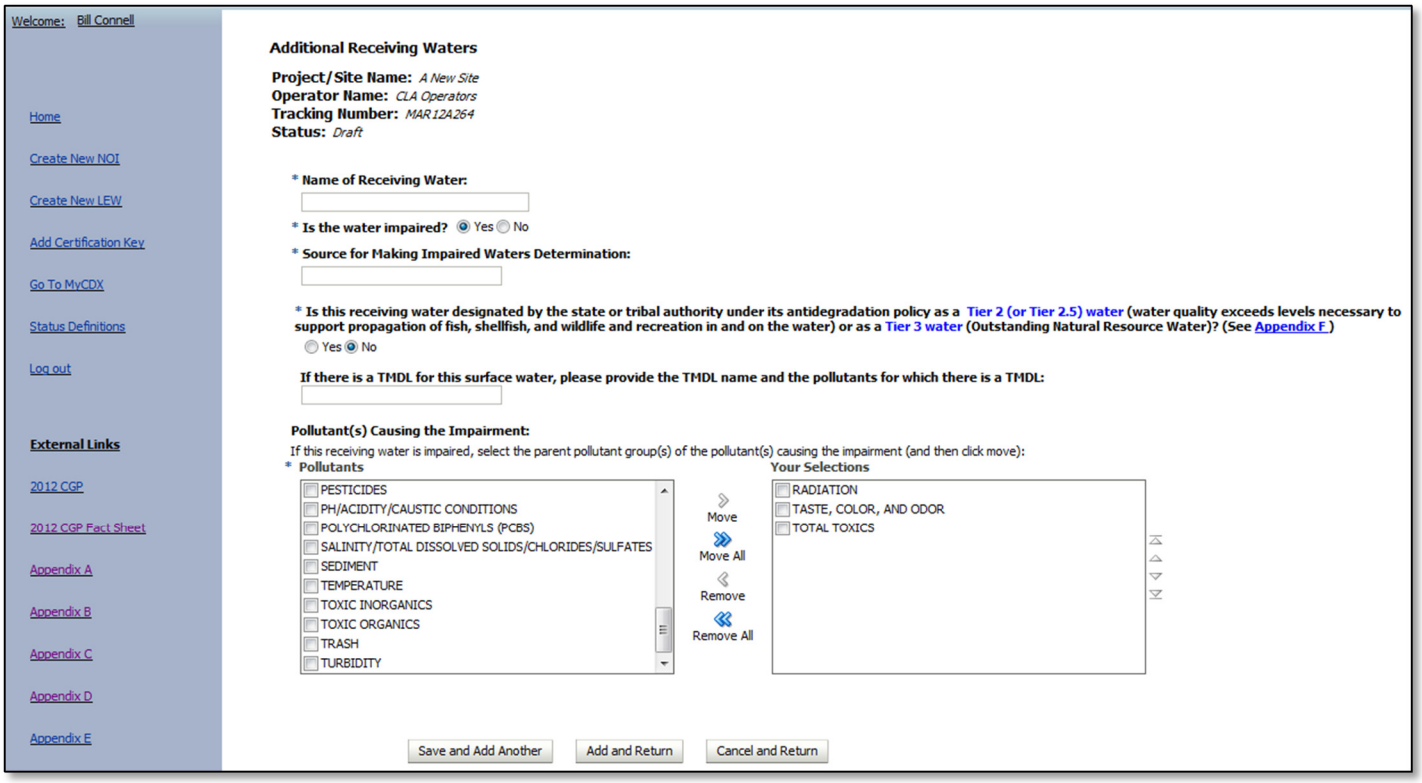
The Discharge Information page allows you to enter information regarding waterbodies to which your construction activity may be discharging. All required fields are noted with an asterisk (*).



5.8.1 If your project/site discharges stormwater into a Municipal Separate Strom Sewer System (MS4), select **Yes**.

5.8.2 If there are any surface waters within 50 feet of your project's earth disturbances, select **Yes**.

5.8.3 Add a **receiving water or wetland**. The **Add Receiving Waters and Wetlands** button allows you to enter information about the surface waters that receive stormwater directly from your site, or from the MS4 to which you discharge. It also allows you to specify information about any impaired waters. *Depending on the information entered*, there may be additional requirements you need to complete in order to file the NOI. All required fields are noted with an asterisk (*).



5.8.4 Enter the **name of the receiving water**. Do not enter N/A, Not Available, Unknown, etc. If the receiving water bodies you discharge to are unnamed, list the name of the next downstream receiving water.

5.8.5 If the water is impaired, select **Yes**. If it is impaired, you must also add the pollutant(s) causing the impairment. Click on the check boxes next to the pollutants, and then click **Move** to move them into the **Your Selection** box.

5.8.6 Enter the **source for making the impaired waters determination**.

5.8.7 If the water is designated by the state or tribal authority under its anti-degradation policy as a Tier 2 or Tier 3 water, select **Yes**.

5.8.8 If there is a TMDL for the surface water, enter the **name** and the **pollutants** for which there is a TMDL.

5.8.9 Click on the **Save and Add Another** button to save the information and add another water, or click on the **Add an Return** button to save the information and return to the Discharge Information page, or click on **Cancel and Return** button to cancel the information you've entered and return to the Discharge Information page.

5.8.10 Once you have added the receiving waters and wetlands affected by your construction activity, you may view them on the Discharge Information page.

5.9 Complete the Historic Preservation Page

On the Historic Preservation page, you must enter information supporting your eligibility with regard to the protection of historic properties, as required in Appendix E (http://www.epa.gov/npdes/pubs/cgp2012_appendixe.pdf). All required fields are noted with an asterisk (*).

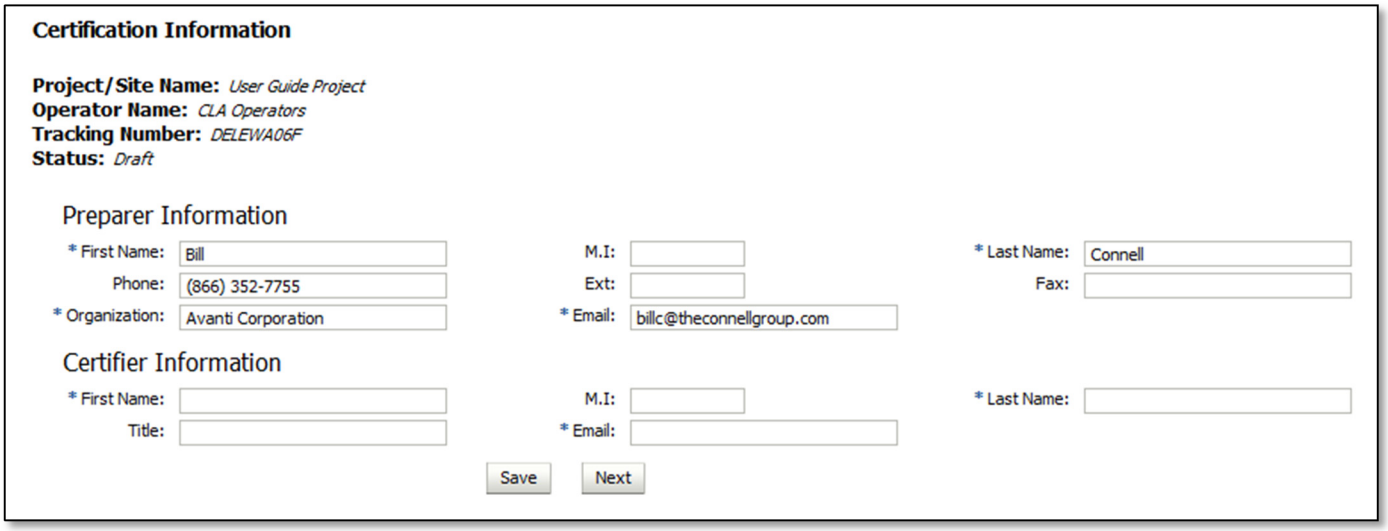
5.9.1 If your project is located on a property of religious or cultural significance to an Indian tribe, select **Yes** and then enter the name of the Indian tribe.

5.9.2 If you are installing any stormwater controls that require subsurface earth disturbances, select **Yes**. Depending on your responses to the subsequent questions on the page you may need to upload a copy of your sitemap, or you may be required describe the nature of the response from the SHPO, THPO, or other tribal representative.

5.9.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.10 Complete the Certification Information Page

The Certification Information page allows you to edit and enter information about the preparer and the certifier of the NOI. All required fields are noted with an asterisk (*).



5.10.1 Enter all information relating to the **Preparer**. The Preparer Information is automatically populated, but you may edit it if needed.

5.10.2 Enter all information relating to the **Certifier**. The Certifier Information should be the person who will review and verify the waiver. This may or may not be the same person as the preparer.

5.10.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.11 Review and Submit the NOI to a Certifier

The **Review Page** allows you to review and edit the information you have provided in the CGP eNOI application, as well as to download a PDF version for your records.

5.11.1 Review the NOI. To change information, click on the **Edit** button in the section that corresponds to the information that needs to be edited.

5.11.2 When you are ready to submit the NOI to a certifier, click on the **Submit to Certifier** button at the bottom of the screen. The Certifier will be notified via email that the NOI is ready to be reviewed and certified. The NOI will not be considered "submitted to EPA" until the certifier has certified the form.

6. Certify and Submit the NOI to EPA – Certifier Role

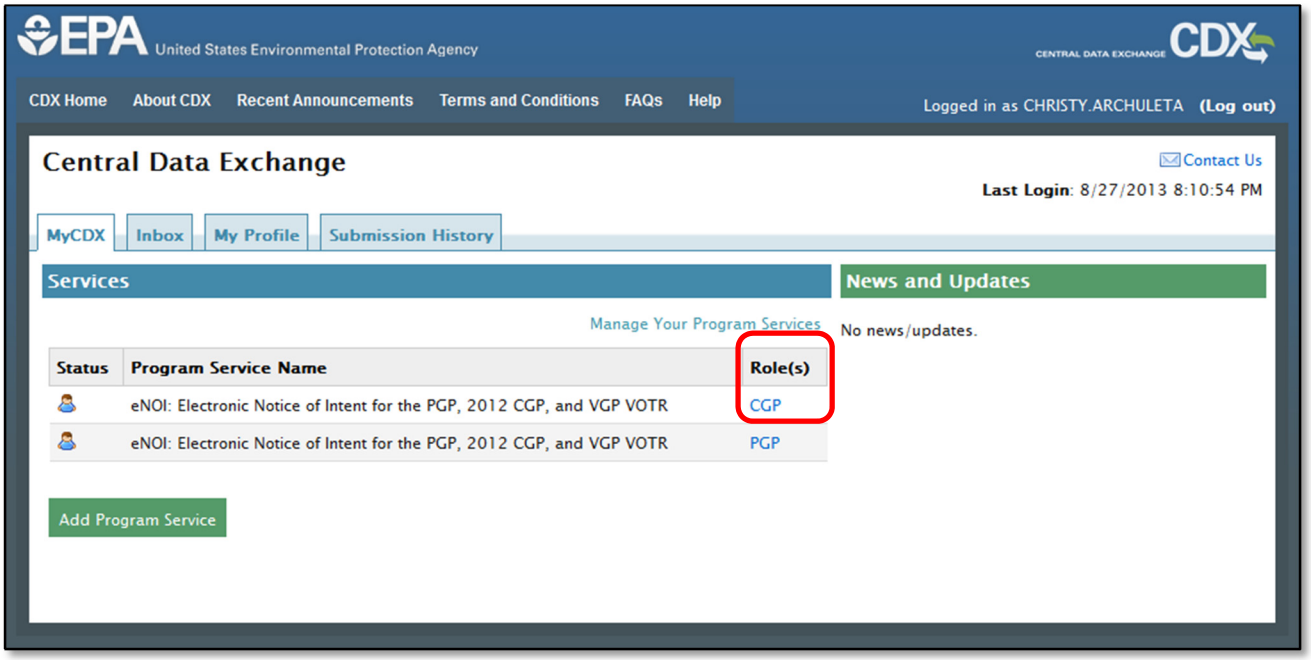
As a Certifier you will receive an email with a certification key and NOI Tracking Number for review and certification. The following pages describe the process for reviewing and certifying an NOI that is in a "Pending Certification" status.

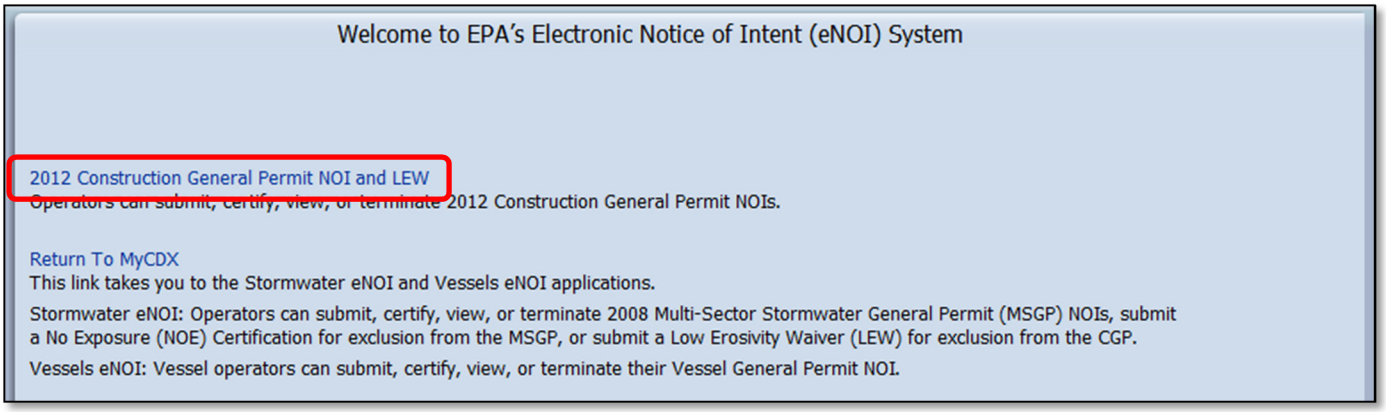
Note: If you are both a preparer and a certifier, you must follow the steps to certify the CGP NOI form in this section.

6.1 Access the CGP Application

6.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.

6.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP/LEW application.





6.2 Associate the NOI with Your Account

The certification key that was emailed to you will allow you to associate the corresponding NOI to your CDX account.

6.2.1 Open the email containing the alphanumeric certification key sent to you and copy (Ctrl+C) the certification key.

6.2.2 Navigate back to the CGP application. In the left navigation frame, click **Add Certification Key.**

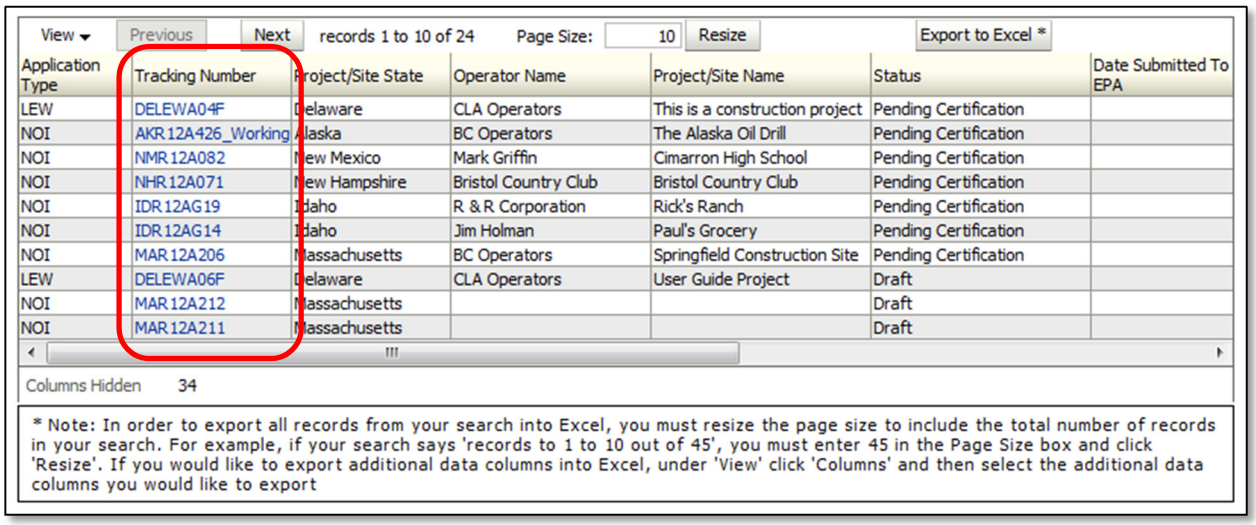
6.2.3 Paste the key into the dialog box and then click **Add.**

6.3 Review the NOI

Once the NOI has been associated to your CDX account successfully, you can review the information on the application that the Preparer entered.

6.3.1 Click on the **Home** link in the left navigation frame. Scroll down the page to view the NOI that has been associated with your account.

6.3.2 Click on the **Tracking Number** of the NOI that you wish to certify. This will direct you to a Review page.



Application Type	Tracking Number	Project/Site State	Operator Name	Project/Site Name	Status	Date Submitted To EPA
LEW	DELEWA04F	Delaware	CLA Operators	This is a construction project	Pending Certification	
NOI	AKR12A426_Working	Alaska	BC Operators	The Alaska Oil Drill	Pending Certification	
NOI	NMR12A082	New Mexico	Mark Griffin	Cimarron High School	Pending Certification	
NOI	NHR12A071	New Hampshire	Bristol Country Club	Bristol Country Club	Pending Certification	
NOI	IDR12AG19	Idaho	R & R Corporation	Rick's Ranch	Pending Certification	
NOI	IDR12AG14	Idaho	Jim Holman	Paul's Grocery	Pending Certification	
NOI	MAR12A206	Massachusetts	BC Operators	Springfield Construction Site	Pending Certification	
LEW	DELEWA06F	Delaware	CLA Operators	User Guide Project	Draft	
NOI	MAR12A212	Massachusetts			Draft	
NOI	MAR12A211	Massachusetts			Draft	

6.3.3 Verify that the information on the NOI Review page is correct.

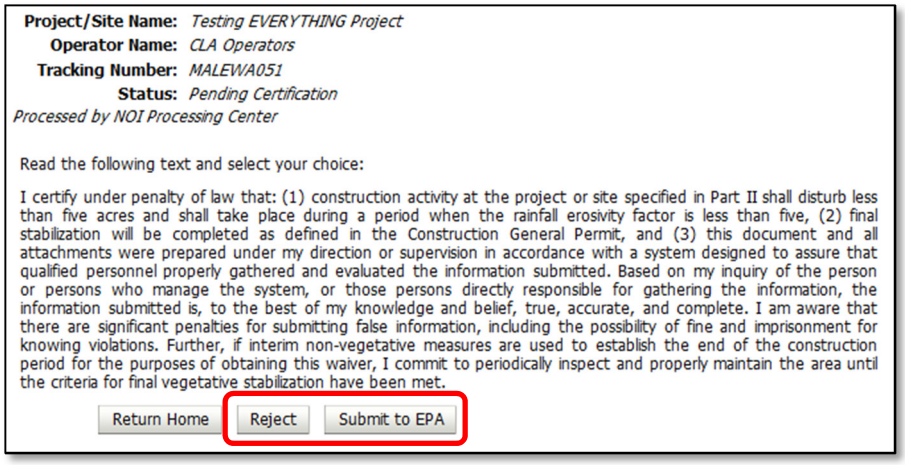
6.3.4 If necessary, click on the **Edit** buttons to make any changes to the information.

6.4 Certify or Reject the NOI

6.4.1 Review the NOI and make any necessary changes.

6.4.2 After reading the certification statement at the bottom of the Review page, click on either the **Reject** or **Submit to EPA** button.

- **Submit to EPA:** Select this button if the information is correct and you are ready to submit the CGP NOI to the EPA. This action means that you are certifying the NOI. Once the NOI has been certified and successfully submitted to EPA, the NOI must undergo a 14-day wait period before it will be considered "active."
- **Reject:** Select this button if the information is incorrect or inaccurate and you'd like the Preparer to make changes to the application.

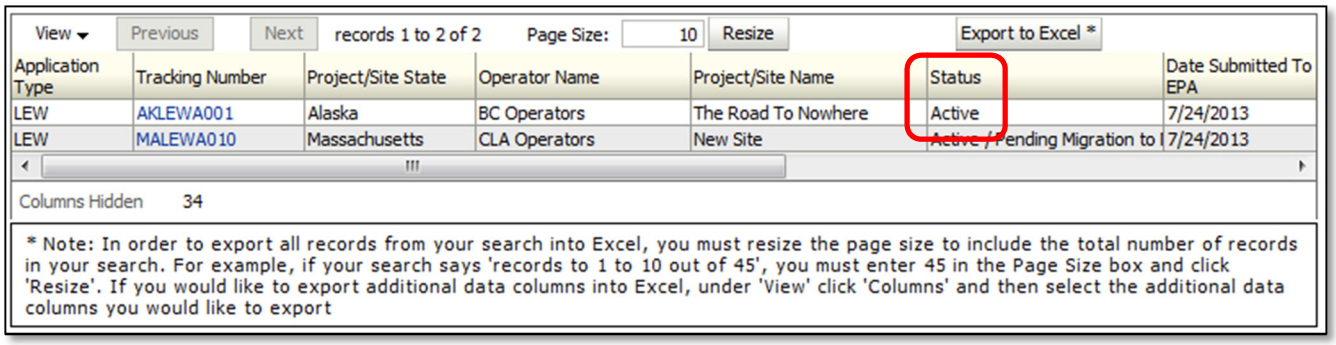


6.5 Verify the Status of Your NOI

6.5.1 Click the **Home** link to verify the status of your NOI.

6.5.2 If you selected Submit to EPA, the status should say **Submitted to EPA**. NPDES permit coverage will be attained in 14 days after the wait period and will then say **Active**.

6.5.3 If you selected Reject, the status should say **Pending Certification**.



7. Appendix

7.1 Status Definitions

7.1.1 **Draft**: NOI records that have been drafted, but not submitted to a designated certifying official for review and certification.

7.1.2 **Pending Certification:** NOI records that have been submitted to a certifying official for review and certification.

7.1.3 **Active**: NOI records that have been certified by the designated certifying official and are considered covered under the waiver from needing CGP coverage.

7.1.4 **Rejected:** NOI records that have been rejected by the certifying official reviewing the form.

7.1.5 **Submitted to EPA:** NOI records that have been certified by a designated certifying official and then sent to EPA to initiate the 14-day review period.

7.1.6 **Submitted to EPA / On Hold:** NOI records that have been submitted to EPA but have been placed on hold due to concerns by EPA, the National Marine Fisheries Service, and/or the U.S. Fish and Wildlife Serve, or a State or Tribal Historic Preservation Officer or other tribal representative.

7.1.7 **Terminated**: NOI records that have been terminated after meeting the requirements of Part 8 of EPA's 2012 CGP.

7.2 Help and Support

If you need further assistance with the CGP NOI application, please call EPA's eNOI Processing Center at 866-352-7755.

If you need further assistance logging on to CDX, click on the **Help & Support** link located on your MyCDX page.