

Electronic Notice of Intent

Construction General Permit

A Guide for Submitting Your NOI for the 2012 CGP Using the eNOI System



Introduction

This document is designed to guide you through the process of submitting your Notice of Intent (NOI) for coverage under the 2012 Construction General Permit using the *electronic Notice of Intent (eNOI)* system in EPA's Central Data Exchange (*CDX*). If you have questions about whether or not you are required to submit the NOI, or other questions relating to any part of the CGP, see the <u>Frequently Asked</u> <u>Questions about the CGP</u> or send an email to <u>CGP@epa.gov</u>.

Also visit the CGP eNOI website for more information about applying for coverage: www.epa.gov/npdes/stormwater/cgpenoi

A troubleshooting section appears at the end of this guidance to help you.

You will need a CDX account to access the eNOI CGP system. Access CDX here: <u>http://cdx.epa.gov/epa_home.asp</u>



Steps to Submit Your eNOI

Submitting Your CGP eNOI in Six Steps:

- 1. System Requirements and Adjusting your Browser Settings
- 2. Gaining Access to the 2012 CGP eNOI Application
- 3. Loading the eNOI:CGP Application
- 4. Filling Out the CGP eNOI Form
- 5. Reviewing the CGP eNOI Form
- 6. Certifying the CGP eNOI Form
- 7. Submitting the CGP eNOI Form to the Certifier
- 8. Modifying the CGP eNOI Form After Permit Coverage has been Obtained

Relevant Terms and Acronyms

Term	Acronym	Definition
Operator		 The "operator" of the construction site is either: 1. The party has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or 2. 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)
Submitter/Preparer/Registrant		The individual preparing the NOI. This may be the certifier or an individual the certifier designates to prepare the NOI application
Certifier		The entity authorized to certify the CGP NOI. See <u>Appendix I</u> , Signatory Requirements, for certifier criteria

Term	Acronym	Definition
Construction General Permit	CGP	An NPDES permit for construction activities where 1 or more acres of land will be disturbed, or less than 1 acre will be disturbed, but the site is part of a common plan of development or sale that will ultimately disturb 1 or more acres. The CGP is only effective in areas where EPA is the permitting authority. For a list of such areas, see <u>Appendix B</u> . See 40 CFR 122.26(b)(14)(x) and (15)
Electronic Notice of Intent	eNOI	Electronic application system used by construction operators applying for coverage under EPA's 2012 CGP
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network for environmental data exchanges to the Agency. A CDX account is required to access the eNOI
Construction Activities		Earth-disturbing activities, such as clearing, grading, and excavation

Term	Acronym	Definition
Employer Identification Number	EIN	9 digit tax identification number assigned by the Internal Revenue Service (IRS)
National Marine Fisheries Service	NMFS	U.S. federal agency responsible for the stewardship of the U.S. living marine resources and their habitat
Endangered Species Act	ESA	An act that provides for the conservation and protection of ecosystems and the threatened and endangered species which are part of the ecosystems
Clean Water Act	CWA	Establishes the basic structure for regulating discharges of pollutants into the waters of the U.S. and regulating quality standards for surface waters
National Historic Preservation Act	NHPA	An act that provides for the consideration by Federal agencies of the impact of their undertakings on historic properties

1. System Requirements/Browser Settings

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

- e
- Internet Explorer (version 7 or 8 only) Go to Tools > Internet Options > Advanced tab > Security > Enable native XMLHTTP support and TLS 1.0 (see last slide for screenshot)
- Ochrome Google Chrome (only need to select TLS 1.0 for this browser) Go to Tools (picture located at upper right hand corner) > Settings > Under the Hood > Network (Change Proxy Settings) > Advanced > Security > Use TLS 1.0
 - Mozilla Firefox (only need to select TLS 1.0 for this browser) Go to Tools > Options > Advanced > Encryption

2. How to Access the 2012 CGP eNOI Application

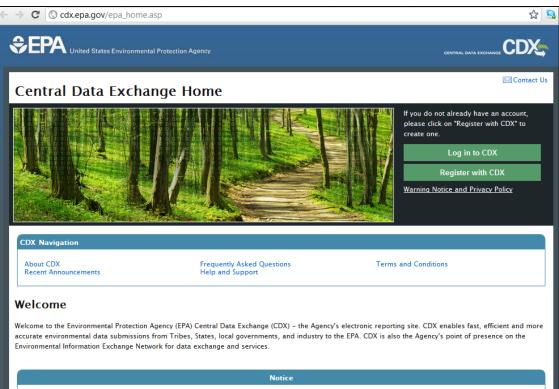
The electronic NOI form for the 2012 CGP is accessed through a new program in CDX, the "electronic Notice of Intent (eNOI)" program, which you must add to your CDX account profile.

Note: the "SWENOI" program in CDX has been disabled for the CGP, and can only be used for LEW waivers and for MSGP coverage.

- For new CDX users, skip to Part 2.1 of this tutorial for instructions on accessing the 2012 CGP eNOI application
- For existing CDX users, skip to Part 2.2 of this tutorial for instructions on accessing the 2012 CGP eNOI application

Enter CDX at <u>http://cdx.epa.gov</u>

Click "Register with CDX"



For more information on radiation and accessing radiation monitoring data click here.

Registration			Contact Us		Accept t
About CDX	CDX Home » Terms & Conditions				
Recent Announcements	Terms & Conditions				conditior
Account Login Registration	The access and use of CDX Registration for the electronic submittal of environmental i	information require the creation of	a user ID		condition
Frequently Asked	and password that I must maintain and keep confidential. I will review the following ste of a user ID and password.	ps concerning the creation and ma	intenance		
Questions	Warning Notice				registrat
Help & Support CDX Home	EPA's Central Data Exchange Registration procedure is part of a United States Enviro	enmental Protestion Agency (EPA)	computer		•
Terms & Conditions	ervs central bata Exhange Registration procedure is part of a United states Enviro system, which is for authorized use only. Unauthorized access or use of this computer civil, and/or administrative action. All information on this computer system may be disclosed by and to authorized personnel for official purposes, including law enforcen by any person, whether authorized or unauthorized, constitutes consent to these terms	er system may subject violators to e monitored, recorded, read, cop nent. Access or use of this compute	o criminal, pied, and er system	CDX Software Dist	zikution
	Privacy Statement				
	EPA will use the personal identifying information which you provide for the expressed Exchange size and for updating and correcting information in internal EPA databases a information available for other purposes unless required by law. EPA does not sell or o outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page Choosing a CDX Password For CDX registration purposes, I agree to select a password which will not be easily gu birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no s least 1 of each of the following: • uppercase character • lowercase character • number Passwords may <i>not</i> begin with a number nor contain the word "password" nor contain y Protecting my CDX Password	as necessary. The Agency will not a therwise transfer personal informa 12010-12013] essed (e.g., my name, my children paces or special characters) and o	ntral Data make this tion to an 's names, contain at	ined license practice ides tools which cont ECCN) 5D002 "Encry tions 740.17 (A) and Industry and Securit ception ("ENC "Encry d Syria or any parties dditional information s for encryption at h to take if my CDX	ains FIPS-validated RSA BSAFE Cryp ption Sofware" referenced under C d (B) (2) of the Export Administration y (BS) as 5D002 "Unrestricted" to f ption"). This license exception doe i found on the various government and guidance regarding your use ttp://www.access.gpo.gov/bis/ear Account has been Compromis DX account has become comprom e.
	I agree to protect my CDX password. <i>I will not divulge my password to any other individual;</i> I will not store it in an unprotecte into computer scripts to achieve automated login.	d location; and I will not allow it to b	be written	notify CDX within ter	n working days if my duties change this notification via either the CDX : ion will allow CDX to deactivate my
		[l have rev	iewed these terms at	

he terms and ns to continue tion

ction Agency's Central Data Exchange shall be handled according

pto-J which is classified under Export Commodity Classification CCATS G059799. This product is eligible for license exception ENC on Regulations (EAR). The exportation of this item classified by the foreign subsidiaries of US companies is permitted under this s not apply to the embargoed nations of Cuba, Iran, North Korea, denial lists including the Department of Commerce Denied Parties of this product, please refer to the United States' standard /pdf/740.pdf

ed

ised. I agree to contact the CDX Technical Support staff at 1-888-

and I no longer need to interact with the CDX on behalf of my web interface or by notifying the CDX Technical Support staff at 1account and protect it from potential abuse by others.

> lovember 16, 2011. URL: https://cdx.epa.gov/SSL/CDX/terms.asp

Enter user
 information,
 and click
 "Next"

About CDX	CDX Home » Registration		
Recent Announcements	User Information		
Account Login			
Registration	The red asterisk (*) indicates a required field.		
Frequently Asked Questions	First Name: Mr.		
Help & Support	Last Name: 🗙 Suffix: 💶 💌		
CDX Home			
Terms & Conditions	Please choose a User Name - User Name must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and may not begin with a number. If you choose a User Name which is already in use, you will be asked to choose a new User Name. User Name:		
	Please choose a Password - Password must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Password: * Re-enter Password: *		
[The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others. Secret Question: Secret Answer: * Next		
	Last updated on November 16, 2011. URL: https://cdx.epa.gov/SSL/CDX/pre-reg-userinfo.asp		

Add your
 organization
 information
 and click
 'Next'

Registration				Contact Us
About CDX	MyCDX = Registration			Logged in as
Recent Announcements	Organization Information			
Account Login	-			
Registration	The red asterisk (*) indicates a required field.			I
Frequently Asked	Organization Name:		*	I
Questions	Registrant's Work Mailing Address 1:		*	I
Help & Support	Registrant's Work Mailing Address 2:]	I
CDX Home	City:		*	I
Terms & Conditions	State/Province:	Alabama	*	
	Zip/Postal Code:	Alabama		I
			*	
	Country:	UNITED STATES		* *
	E-mail:		*	I
	Phone Number:		* Ext.	I
	U.S., Canada & Caribbean Islands Phone Format: International Phone Format: 011 + Country Coc		umber	
	¹ As necessary.			
	Next			
		ist updated on October 1 c.epa.gov/SSL/CDX/pre-r		

 Select
 "Electronic
 Notice of Intent (eNOI)" and
 click "Add" on
 the bottom of
 the screen

Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)
 Water Contaminant Information Tool (WCIT)

ADD	CANCEL

Last updated on October 12, 2011. URL: https://cdx.epa.gov/SSL/CDX/addprogram.asp

MyCDX » Registration

Add Program

\circ	Assessment Cleanup and Redevelopment Exchange System (ACRES)
\circ	Aircraft Reporting and Compliance System (ARCS)
\circ	Submissions for Chemical Safety and Pesticide Programs (CSPP)
\circ	Environmental Appeals Board (EAB)
\circ	Audit Policy Self–Disclosure (eDisclosure)
0	NEPA Electronic Filing System (e-NEPA)
۲	Electronic Notice of Intent (eNOI)
0	Facility Registry System – Update Service (FRS-US)
\circ	Great Lakes Environmental Database Query System (GLENDA)
\circ	EPA Internet On Boarding Application (iBoard)
\circ	Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
\circ	Lead-Based Paint Program (LEAD)
\circ	3rd Party Validation Test Application (LEXIS)
0	LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
\circ	National Environmental Methods Index Contaminants (NEMI-CBR)
\circ	Ozone Depleting Substances (ODS)
\circ	Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
\circ	Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
0	Office of Transportation and Air Quality Fuels Registration (OTAQREG)
\circ	Cellulosic Riofuel Waiver Credits Pay goy Application (OTAOWaiverCredits)

- □ Select "CGP" for "Program ID Type"
- Enter two-letter state abbreviation (e.g., ID, NM) in the "Program ID Type" text box
- □ Click "Finished"

Add Program ID

The red asterisk (*) indicates a required field.

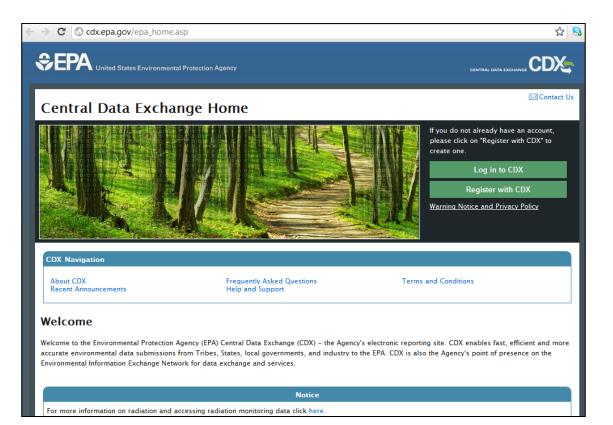
Role:	A SUBMITTER 💌
Program ID Type:	CGP 🔽
Program ID: 🗙	*
Submission Method:	Please enter your two-letter state abbreviation (for example, MD for Maryland). WEBFORM 🔽

- You will now be able to access the "eNOI: CGP" application under your "Available Account Profiles" in CDX
- Skip to Part 3 to learn how to load the "eNOI: CGP" application

Nelcome, Miss Jenn Shunfenthal	Last Login:		
	Registered Since: February 14, 2012 Recertification Date: February 14, 2012		
CDX Registration Status: Active			
You have 1 new message in your Inbox			
Change System Password Edit Personal Information	Edit Current Account Add New Employer Profiles Profile		

Enter CDX at <u>http://cdx.epa.gov</u>

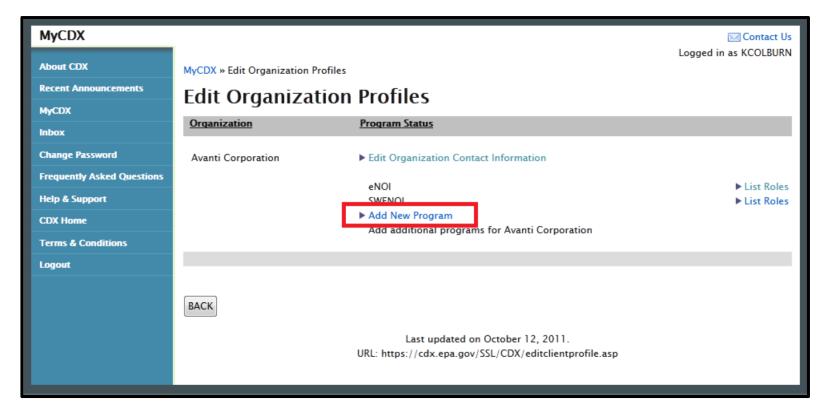
Click "Log in to CDX"



□ Click "Edit Current Account Profiles"

Welcome,		Last Login: Registered Since: Recertification Date:	March 5, 2012 January 6, 2012 January 6, 2012
CDX Registration Status: Active			
	You have 1 net	w message in your Inbox	
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles			-
	ls eNOI		

On the "Edit Organization Profiles" screen, click "Add New Program"



 Select "Electronic Notice of Intent (eNOI)" and click "Add" at the bottom of the screen

ADD CANCEL	
	Last updated on October 12, 2011. URL: https://cdx.epa.gov/SSL/CDX/addprogram.as

Water Contaminant Information Tool (WCIT)

MyCDX » Registration

Add Program

\circ	Assessment Cleanup and Redevelopment Exchange System (ACRES)
\circ	Aircraft Reporting and Compliance System (ARCS)
\circ	Submissions for Chemical Safety and Pesticide Programs (CSPP)
\circ	Environmental Appeals Board (EAB)
\circ	Audit Policy Self–Disclosure (eDisclosure)
0	NEPA Electronic Filing System (e-NEPA)
۲	Electronic Notice of Intent (eNOI)
0	Facility Registry System – Update Service (FRS-US)
\circ	Great Lakes Environmental Database Query System (GLENDA)
\circ	EPA Internet On Boarding Application (iBoard)
\circ	Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
\circ	Lead-Based Paint Program (LEAD)
\circ	3rd Party Validation Test Application (LEXIS)
\circ	LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
\circ	National Environmental Methods Index Contaminants (NEMI-CBR)
\circ	Ozone Depleting Substances (ODS)
\circ	Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
\circ	Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
\circ	Office of Transportation and Air Quality Fuels Registration (OTAQREG)
0	Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)

- □ On the "Add Role" screen:
 - Select "CGP" for "Program ID Type"
 - Enter two-letter state abbreviation (e.g., ID, NM) in the "Program ID Type" text box
 - Click "Add" at the bottom of the screen

Add Role				
The red asterisk (*) indicates a required field.				
Role:	A SUBMITTER 💌 \star			
Program ID Type:	CGP 💌			
Program ID: 🗙	*			
Submission Method:	Please enter your two-letter state abbreviation (for example, MD for Maryland). WEBFORM 💌 \star			

"eNOI" should now appear under "Program Status"
 Click "Back" to return to MyCDX

Edit Organization Profiles					
Organization	Program Status				
Avanti Corporation	Edit Organization Contact Information				
	eNOI SWENOI	► List Roles ► List Roles			
	Add New Program Add additional programs for Avanti Corporation				
BACK					

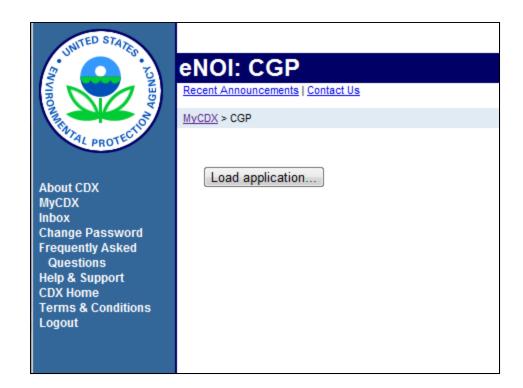
- You will now be able to access the "eNOI: CGP" application under your "Available Account Profiles"
- Skip to Part 3 to learn how to load the "eNOI: CGP" application

	Central Da	ta Exchange - ΜγCDX	
Velcome, Miss Jenn Shunfenthal		Last Login: Registered Since: Recertification Date:	February 14, 2012 February 14, 2012
CDX Registration Status: Activ	2		
	You have 1 ne	ew message in your Inbox	
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile

□ Once you have added the "eNOI: CGP" application to your CDX account profile, to load the application click "eNOI: CGP"

	Central Dat	a Exchange - MyCDX	
Welcome,	1	Last Login: Registered Since: Recertification Date:	
	You have 1 ne	w message in your Inbox	
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles eNOI: CGP eNOI: Electronic Notice of In eNOI: PGP SWENOI: Stormwater/Vessel 	tent		

Make sure pop-ups are enabled in your browser. In some browsers it may be necessary to click the load application button.



□ Choose "Construction General Permit NOI"

_	
	Welcome to EPA's Electronic Notice of Intent (eNOI) system
	Construction General Permit NOI Operators can submit, certify, view or terminate Construction General Permit NOIs and other reports.
	Return To MyCDX This link takes you to Stormwater eNOI and Vessels eNOI.
	Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CGP, the NOE, and the LEW.
	Vessels eNOI: Vessel Operators can submit, certify, view, or terminate their Vessel General Permit NOI.

- You will proceed to the landing page for the CGP eNOI Application where you can start a new CGP or access CGPs that have already been created to certify or edit
- If you have already created an NOI for the CGP, you may search for it by providing the Permit Number, project/site, and project state

	NOTICE ON INTENT (NOI) OF COVERAGE UNDER THE CONSTRUCTION GENERAL PERMIT (CGP)
	Start a New CGP
Home	Search CGPs
Create New NOI	Permit Number:
Crodic non nor	Project/Site:
Add Certification Key	Project State: Not Selected
	Search
Go to MyCdx	
	View - Previous Next
Log out	Permit Number Project/Site State Operator Name Project/Site Name Status Updated Date
	AKR12A001 Alaska Operator Project Draft 2/13/2012
External Links	

You may start a new CGP by clicking "Start a New CGP" or "Create a New NOI"

	NOTICE ON	INTENT (NOI)	OF COVERAGE	UNDER THE CONST	RUCTION GE	NERAL PERMIT (CGF	')
	Start a New CGP						
Home	Search CGPs						
Create New NOI	Permit Number:						
	Project/Site:						
Add Certification Key	Project State:	Not Selected	*				
			Search				
Go to MyCdx							
	View 👻 🛛 Prev	ious Next					
Log out	Permit Number	Project/Site State	Operator Name	Project/Site Name	Status	Updated Date	
	AKR12A001	Alaska	Operator	Project	Draft	2/13/2012	
Factories al 1 Salar							
External Links							

- Answer the questions on the CGP NOI Interview page
- Be sure to select the state where your Project/Site is located
- Click Submit after answering all the questions

Welcome to the CGP NOI online applications:

To ensure proper handling of your CGP NOI, the system will ask you a series of questions about your application, the type of construction work you will be doing, and the location of your project.

CGP NOI Interview:

1. Is your Project/site located in Indian Country lands, or located on a property of religious or cultural significance to an Indian tribe?

* 🔾 Yes 🔾 No

2. Are you requesting coverage under this NOI as a "federal operator" as defined in Appendix A?

* OYes ONo

3. Select the state where your Project/Site is located.

State : * Not Selected V Is your state not listed here?

4. Has the SWPPP been prepared in advance of filing this NOI?

* OYes ONo

5. Do you need to complete a Multisector General Permit (MSGP) or Low Erosivity Wavier (LEW)?

* 🔾 Yes 🔾 No

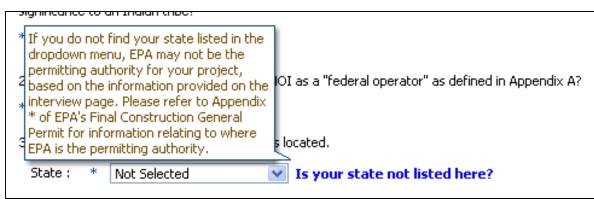
Submit

CGP NOI Interview:	😢 Error 🛛 🗶	
 Is your project/site loc- significance to an Indian t 	Messages for this page are listed below.	religious or cultural
* Yes No	1. Is your project/site located in Indian Country lan	
2. Are any of your activiti considered "federal faciliti	2. Are any of your activities for which you are requ	occurring on areas
* Yes No		
3. Select the state where	6. Do you need to complete a Multisector General P	
State : * Not Selec		
4. Will you employ catio		
* 💿 Yes 🔘 No		
5. Has the SWPPP been p		
* 🔘 Yes 💽 No	ОК	

- If you neglect to enter all of the required information, an error box will appear
 - Click Ok or the X in the Error box and it will disappear
 - You will not be able to proceed until required information is entered

□ If your state is not listed:

- EPA may not be the permitting authority for your project, based on the information provided on the interview page. Please refer to <u>Appendix B</u> of EPA's Final 2012 Construction General Permit for information about the permit areas eligible for coverage
 - For example, VA is not listed because the state of VA is the permitting authority for all construction projects within the state of VA.



- □ If you answer the initial CGP Interview Questions and this page appears, then you may want to refer to <u>Appendix B</u> to check if your project is under EPA's permitting authority.
- If you are in an area where EPA is the permitting authority, you may not be eligible for coverage based on your answers to the questions regarding whether a SWPPP has been prepared, or whether you meant to file an NOI for coverage under the MSGP or submit a Low Erosivity Waiver (LEW)

Not Eligible for Coverage

Based on your answers to the CGP NOI you are not eligible to use the electronic CGP NOI system. Please refer to the reference information below to better understand EPA jurisdiction and CGP NOI permitting requirements.

EPA Jurisdiction

EPA is not the permitting authority in all states and US territories. Please refer to the <u>Appendix B</u> of the CGP or contact your state permitting office for more information.

Interview Question:

Has the SWPPP been prepared in advance of filing this NOI?

You are required to develop your site's Stormwater Pollution Prevention Plan (SWPPP) prior to submitting your NOI. For information about what information is required in your SWPPP, see Part 7 of the permit.

Interview Question:

Do you need to complete a Multisector General Permit (MSGP) or Low Erosivity Wavier (LEW)?

This application is for submitting your NOI for coverage under the CGP. To submit an NOI for coverage under the MSGP, or to submit an LEW, you must register for a different workflow in the e-NOI system.

If you still have questions regarding why you are ineligible for coverage, please contact the EPA's NOI Processing Center at 1-866-352-7755

Logout

Return to Interview page

4. Filling Out the CGP eNOI Form: Operator Information

- A CGP permit tracking number will be assigned and displayed in blue.
- Complete all required fields on the Operator
 Information page (marked with an asterisk)
- Click Next to proceed

Operator Information	CGP Permit Number: DCR12A002
Project/Site Name:	
Operator's Name:	
• Mailing Address	
Street Line 1: *	
Street Line 2:	
City:	State: * Zip: *
Point of Contact:	
First Name: *	Middle Initial: Last Name: *
Phone: *	Fax:
IRS Employer Identifiction Number (EIN):	Email:
	Save Next

4. Filling Out the CGP eNOI Form: Project Information

 Complete all required fields on the Project Information page

Project Information	CGP Permit Number: ASR12A072
Project/Site Name: Project Name	
Project/Site Address	
Street Line 1:	
Street Line 2:	
City: *	State : * 💽 Zip: *
County or similar government subdivisio	n *
Latitude : *	*
Longitude : *	*
* Latitude/Longitude Data Source	:
U.S.G.S topographical map EPA Web Site GPS Other	
Your Selection :	
Horizontal Reference Datum: *	×
Estimated Area to be Disturbed (to the r	nearest quarter acre):
Have earth-disturbing activities commen * Ores No	
Is your project an 'emergency related pr	oject?
0.103 0.110	project/site been covered previously under an NPDES permit?
* Yes No	и суссулка васит се на се рискиодну чизан чити въз раник:
Estimated Project Start and End Dates:	
*	<u>ه</u> ه ا
Save	Next

4. Filling Out the CGP eNOI Form: Chemical Treatment Information

- Answer the questions about the use of any treatment chemicals on the construction site.
- Note: In order to use cationic treatment chemicals, you must be authorized by your applicable EPA Regional Office in advance of filing your NOI. You must also upload a copy of your authorization letter to the eNOI system.

Chemical Treatment Information	CGP Permit Number: MAR12AA20
Test	
Will you use polymers, flocculants, or other treatment chemica \textcircled{O} Yes \bigcirc No	als at your construction site?
If yes, will you use cationic treatment chemicals* at your * ③ Yes ○ No	construction site?
If yes, have you been authorized to use cationic treatmer $*$ \odot Yes \bigcirc No	ent chemicals by your applicable EPA Regional Office in advance of filing your NOI*?
There are no files uploaded. * Upload: Choose File No file chosen Upload	
	nemicals by your applicable EPA Regional Office, attach a copy of your propriate controls and implementation procedures designed to ensure that a violation of water quality standards.
* Please indicate the treatment chemicals that you wi use:	all
Save and Return Next	

4. Filling Out the CGP eNOI Form:

Endangered Species Protection

- Select the Endangered Species eligibility criterion that pertains to your site's "action area"
- Refer to <u>Appendix</u>
 <u>D</u> for detailed instructions for selecting the Endangered Species criterion

CGP Permit Number: **Endangered Species Protection** ASR12A072 Project Name * Using the instructions in Appendix D of the CGP, under which criterion listed in Appendix D are you eligible for coverage under this permit ? 🕟 A. No federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in your site's "action area" as defined in Appendix A of this permit. 👝 B. The construction site's discharges and discharge-related activities were already addressed in another operator's valid| certification of eligibility for your action area under eligibility Criterion A, C, D, E, or F and there is no reason to believe that federally-listed species or federally-designated critical habitat not considered in the prior certification may be present or located in the "action area". To certify your eligibility under this Criterion, there must be no lapse of NPDES permit coverage in the other operator's certification. By certifying eligibility under this Criterion, you agree to comply with any effluent limitations or conditions upon which the other operator's certification was based. You must include in your NOI the tracking number from the other operator's notification of authorization under this permit. If your certification is based on another operator's certification under Criterion C, you must provide EPA with the relevant supporting information required of existing dischargers in Criterion C in your NOI form. O.C. Federally-listed threatened or endangered species or their designated critical habitat(s) are likely to occur in or near your site's "action area." and your site's discharges and discharge-related activities are not likely to adversely affect listed threatened or endangered species or critical habitat. This determination may include consideration of any stormwater controls and/or management practices you will adopt to ensure that your discharges and discharge-related activities are not likely to adversely affect listed species and critical habitat. To make this certification, you must include the following in your NOI: 1) any federally listed species and/or designated habitat located in your "action area"; and 2) the distance between your site and the listed species or designated critical habitat (in miles). You must also include a copy of your site map with your NOI. * 🔿 D. Coordination between you and the Services has been concluded. The coordination must have addressed the effects of your site's discharges and discharge-related activities on federally-listed threatened or endangered species and federally-designated critical habitat, and must have resulted in a written concurrence from the relevant Service(s) that your site's discharges and discharge-related activities are not likely to adversely affect listed species or critical habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI. 🔿 E. Consultation between a Federal Agency and the U.S. Fish and Wildlife Service and/or the National Marine Fisheries Service under section 7 of the ESA has been concluded. The consultation must have addressed the effects of the construction site's discharges and discharge-related activities on federally-listed threatened or endangered species and federally-designated critical habitat. The result of this consultation must be either: i. a biological opinion that concludes that the action in question (taking into account the effects of your site's discharges and discharge-related activities) is not likely to jeopardize the continued existence of listed species, nor the destruction or adverse modification of critical habitat; or ii. written concurrence from the applicable Service(s) with a finding that the site's discharges and discharge-related activities are not likely to adversely affect federally-listed species or federally-designated habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI. 🔿 F. Your construction activities are authorized through the issuance of a permit under section 10 of the ESA, and this authorization addresses the effects of the site's discharges and discharge-related activities on federally-listed species and federally-designated critical habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI. Provide the basis for criterion selection selected (e.g. communication with U.S. Fish and Wildlife Service or National Marine Fisheries Service, specific study):

Save

Next

4. Filling Out the CGP eNOI Form: **Endangered Species Protection**

□ If you choose Endangered Species criterion C, D, E, or F, then you must upload the required information

(a) F. Your construction activities are authorized through the issuance of a permit under section 10 of the ESA, and this authorization addresses the effects of the site's discharges and discharge-related activities on federally-listed species and federally-designated critical habitat. You must include copies of the correspondence between yourself and the Services in your SWPPP and your NOI.

There are no files uploaded.

Please Attach copies of any letters or other communications between you and the U.S. Fish and Wildlife Service or National Marine Fishery Service. Note: This information will be publicly available, take care not to upload information that is proprietary to your organization

Choose File No file chosen Select a file to Upload:

Upload

4. Filling Out the CGP eNOI Form:

Stormwater Pollution Prevention Plan (SWPPP) Information

□ Add a SWPPP point of contact:

Provide the contact information (name, phone, fax (option), and email, for the person who developed the SWPPP for this project.

Stormwater Pollution Prevention Plan (SWPPP) information				CGP Permit Number: ASR12A072
Project Name				
SWPPP Point of Con	itact			
* First Name:		Middle Initial:	* Last Name:	
* Organization Name:]		
* Phone:]		
Fax:]		
Email:]		
	Save			

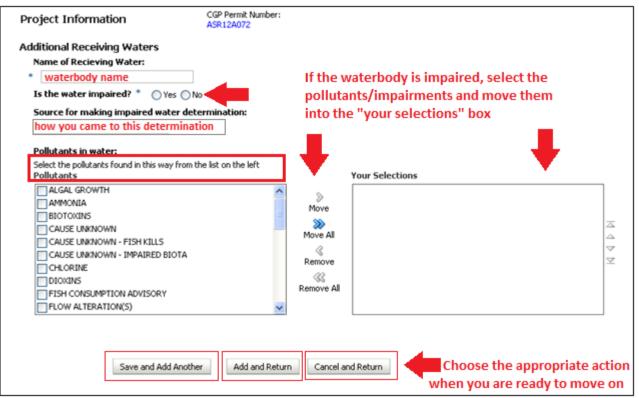
4. Filling Out the CGP eNOI Form: Discharge Information

- Identify the names of the waterbodies to which you discharge. Please do not enter N/A, Not Available, Unknown, Unnamed, etc.
 - If the waterbodies to which you discharge are "impaired", provide the pollutants for which the water is impaired and your source for the information.
 - If TMDL has been approved or established, identify the TMDL document.
 - If you discharge to any Tier 2, Tier 2.5, or Tier 3 waters, identify the names of those waters.
- Note: EPA is in the process of developing a mapping tool to assist you in determining your discharge information. Until the tool is available, you may want to use the EPA MyWaters Mapper available at <u>http://watersgeo.epa.gov/mwm/</u>

Discharge Information	CGP Permit Number: ASR124072			
Project Name				
Does your project/site discharge st	ormwater into a Municipal Separa	te Storm Sewer System (MS4)?		
Do any waters of the U.S. exist with	in or are immediately adjacent to	your site?		
O Yes O No				
Receiving Waters and We	tlands			
		Impaired Surface Waters to Which you	Discharge	
Surface water(s) to which you discharge	Impaired Water	Listed Water Pollutant(s)	Source	
Add Another Receiving	Water or Wetland	I Click here to add th	e first waterb	ody
If a TMDL has been approved or estal	blished, identify the title or referen	f		
List names of established		ice of the TMDL document:		
		see of the TMDL document:		
Are any of the waters of the U.S. to w authority under its antidegradation p	d TMDL (s) hich you discharge designated by policy as a Tier 2 (or Teir 2.5) water	the state or tribal r (water quality exceeds	Identify Time	2.25 and
authority under its antidegradation p leves necessary to support propagat water) or as a Teir 3 water (Dutstand	d TMDL (s) hich you discharge designated by jolicy as a Tier 2 (or Teir 2.5) water ion of shelifish, and wildlife and rec	the state or tribal r (water quality exceeds reation in and on the	Identify Tier	
authority under its antidegradation p leves necessary to support propagat water) or as a Teir 3 water (Dutstand Yes: No :	d TMDL (s) hich you discharge designated by jolicy as a Tier 2 (or Teir 2.5) water ion of shedilish, and wildlife and rec ling Natural Resource Water)? (See	the state or tribal r (water quality exceeds reation in and on the e <u>Appendix (L)</u>	Identify Tier Tier 3 waterl	
authority under its antidegradation p leves necessary to support propagat water) or as a Teir 3 water (Dutstand	d TMDL (s) hich you discharge designated by holicy as a Tier 2 (or Teir 2.5) water ion of shelifish, and wildlife and rec ling Natural Resource Water)? (See) and its designation (Tier 2, Tier 2	the state or tribal r (water quality exceeds reation in and on the e <u>Appendix (L)</u>		
authority under its antidegradation p leves necessary to support propagat water) or as a Teir 3 water (Outstand Yes: No: If yes, names(s) of receiving water(s)	d TMDL (s) hich you discharge designated by holicy as a Tier 2 (or Teir 2.5) water ion of shelifish, and wildlife and rec ling Natural Resource Water)? (See) and its designation (Tier 2, Tier 2	the state or tribal r (water quality exceeds reation in and on the e <u>Appendix (L)</u>		

4. Filling Out the CGP eNOI Form: Discharge Information

If you have multiple receiving waters that your project/site will be discharging to, please identify these additional receiving waters.



4. Filling Out the CGP eNOI Form: Historic Preservation

Answer the Historic Preservation questions. Refer to <u>Appendix</u> <u>E</u> for detailed instructions for Historic Preservation.

Historic Preservation	CGP Permit Number: ASR12A072
Project Name Are you installing any stormwater controls as describ (Appendix E, Step 1)	ed in Appendix E that require subsurface earth disturbances ?
* 🔿 Yes 🔿 No	
If yes, have prior surveys or evaluations conducted that prior disturbances have precluded the existence	on the site have already determined historic properties do not exist, or e of historic properties? (Appendix E, Step 2)
* 🔿 Yes 🔿 No 🔿 N/A	
If no, have you determined that your installation of shistoric properties? (Appendix E, Step 3) $$	subsurface earth-disturbing stormwater controls will have no effect on
* 🔿 Yes 🔿 No 🔿 N/A	
	ative (whichever applies) respond to you within the 15 calendar days to caused by the installation of stormwater controls affect historic
* 🔿 Yes 🔿 No 🔿 N/A	
If yes, describe the nature of their response:	
O Written indication that no historic proper	ties will be affected by the installation of stormwater controls on the site.
Written indication that adverse effects t	o historic properties from the installation of stormwater controls can be mitigated by agreed upon actions.
No agreement has been reached regardi	ng measures to mitigate effects to historic properties from the installation of stormwater controls.
Other:	
Save and Return	Next

4. Filling Out the CGP eNOI Form: Certification Information

 Add the NOI Preparer and Certifier Information. (Make sure that the e-mail addresses are correct.)
 Note: the NOI <u>must</u> be certified before the 14-day review period is initiated.

Certification I	nformation	CGP Permit Number: ASR12A072		
Preparer In	nformation			
* First Name:		M.I:	* Last Name:	
Phone:		Ext:	Fax:	
* Organization:		* Email:		
Certifier In	formation			
* First Name:		M.I:	* Last Name:	
Title:		* Email:		
	Save	Next		

5. Reviewing the CGP eNOI Form

- Before submitting the NOI to the Certifier, review the NOI for completeness and accuracy
- Each section on the review page has an "Edit" option to the right of the section heading.
 - In this example, there is no Operator Information data. This section must be edited to include the Operator Information.

Operator Information	Edit
Project/Site Name	
Operator's Name	
Mailing Address	
Street Line 1:	
Street Line 2:	
City: State: Zip:	
Point of Contact:	
First Name: Middle Initial: Last Name:	
Phone:	
IRS Employer Identifiction Number (EIN):	Ļ
Project Information	Edit
Project/Site Address	
Street Line 1:	
Street Line 2:	
71L 71L.	

5. Reviewing the CGP eNOI Form

□ To edit NOI sections before submittal:

- Click the "Edit" button on the right side of the page next to the section you would like to make changes to/edit.
- You will be brought to the page you selected and can proceed with making your edits.
- Click "Next" to proceed to the next section and continue making edits, or click "Save and Return" to return to the Review Page.

PERMIT NUMBER		Point of Contact:		
		First Name: * Middle Initial: Last Name: *		
		Phone: * Fax:		
		IRS Employer Identifiction Number (EIN): Email:		
Operator Information Edit				
		Save and Return Next		

6. Submitting the CGP eNOI Form to the Certifier

 Once the NOI form is completed, it must next be submitted to the Certifier.

Note: the NOI <u>must</u> be certified in order to initiate the 14day review period.

□ To submit the NOI to the Certifier for certification, click the "Submit to Certifier" button at the bottom of the NOI review page.

Project/Site Name: Operator's Name: <i>Erika</i> Permit Number: <i>NMR12A007</i> Current Permit Status: <i>Draft</i>	
Read the following text and select your choice	
I certify under penalty of law that this document and all attachments were prepared under my direction or superv accordance with a system designed to assure that qualified personnel properly gather and evaluate the infor submitted. On the basis of my inquiry of the person or persons who manage the system, or those persons responsible for gathering the information, the information submitted is, to the best of my knowledge and belief accurate, and complete. I am aware that there are significant penalties for submitting false information, includ possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, ri interest in the property where the proposed activity occurs. Return Home Submit to Certifier	rmation directly f, true, ling the

7. Certifying the CGP eNOI Form

- The Certifier first has to add a "Certification Key" to their CDX account in order to review and certify the NOI
- The Certifier will receive an email with a Certification Key (see example to right) once the NOI preparer submits the NOI to the Certifier

From: noreply@epa.gov <noreply@epa.gov> [add to contacts]</noreply@epa.gov>
To:
Cc:
Date: Monday, March 19, 2012 03:34 pm Subject: Construction General Permit Certifier's Key
Company: ATTN: COMPANY_CONTACT PO Box 2319 Toa Baja PR
Facility: PO Box 2319 Toa Baja PR
Permit Tracking Number:
You have been assigned to certify one or more Construction General Permit (CGP) Notices of Intent (NOIs).
To submit your CGP NOI to EPA, login or register at http://cdx.epa.gov, access the CGP System, select "Add Key" from the left menu, and then enter the certification key listed below. You can then select the document you want to certify and submit to EPA. To begin the review and certification process, click the "Certify" button.
Certification Key: f7ef6f9b-1882-46a1-ada3-58c0443e4338
If you have any questions, please call the EPA NOI Processing Center at 1-866-352-7755 (toll free) or send an email to noi@avanticorporation.com.
EPA NOI Processing Center Operated by Avanti Corporation 1200 Pennsylvania Ave., NW Mail Code: 4203M Washington, DC 20460

NOTE: Each Certifier must have his/her own CDX account registered to his/her own e-mail address in order to certify CGP NOIs. If the certifier does not have a CDX account, they must first register through CDX at <u>http://cdx.epa.gov</u>

7. Certifying the CGP eNOI Form

$\hfill\square$ To add the certification key:

- The certifier must log in or register for a CDX account, and access the CGP eNOI application (see Steps 2 and 3 of this tutorial).
- Once the CGP eNOI application has been loaded, on the left navigation bar, the certifier must click "Add Certification Key"

Welcome: Firstname Lastname	Add Certification Key
<u>Home</u>	Please copy paste or enter your certifier key from your email: Key: Add
Start PGP NOI	View My Key(s)
Add Certification Key	
NPDES PGP Home	

7. Certifying the CGP eNOI Form

- Once the Certification Key has been added, the Certifier will be able to review the NOI.
- If there are any changes that need to be made, the Certifier can edit the NOI form. (See Step 5 of this tutorial).
- After the Certifier has reviewed the NOI and made final edits, the Certifier will either click "Return to Home" to postpone certification for a later date, "Reject" to reject the NOI, or "Submit to EPA" to accept and complete the certification and start the 14-day review period.

Note:

- The 14-day waiting period does not begin until the certified NOI has been submitted to EPA.
- Your NOI will not become active until the end of the 14-day period, and until your NOI status changes to "active" in CDX.



Reject

Certify/

Accept

Postpone

Certification

- You must modify your NOI form any time there is a change to the information on the original form submitted to EPA
- □ To modify your NOI:
 - On the CDX landing page, click on the permit tracking number for the NOI you wish to modify
 - Under each NOI section, click "Edit" to modify that section
 - Make your edits and click "Save and Return", or "Next" if you need to edit the next NOI section

- If you need to make edits to your estimated area to be disturbed, or to the Endangered Species or Historic Properties sections on the NOI, your NOI will need to undergo an additional 14-day review period
- Editing these sections will generate a new "Working Copy" of your NOI. While your Working Copy is being reviewed, you may continue to operate according to your existing NOI, which will remain active (i.e., you may continue to operate on the disturbed acreage indicated on your original NOI). However, you must wait for the Working Copy to become active before operating according to the updated NOI.

The working copy permit tracking number will appear as "Permit Tracking Number_Working Copy"

	Permit Number	Project/Site State	Operator Name	Project/Site Name	Status	Updated Da
\rightarrow	DCR12A014_WorkingCopy	District of Columbia	Erika	Test	Pending Certification	6/11/2012

 After creating a Working Copy, the Working Copy must be recertified by the Certifier and must be submitted to EPA in order to initiate the 14-day review period.

- After submitting the Working Copy to EPA, during the 14-day review period the original NOI will have a status of "Active/Original", and the "Working Copy" will have a status of "Pending Certification"
- After the 14-day review period, your working copy will replace the original NOI as "Active" NOI and will revert to the original permit tracking number

If you have any questions...

MyCDX	Contact Us
About CDX	Logged in as USERNAM3
Recent Announcements	MyCDX » Help & Support
	Help & Support
MyCDX	For Web Submission Support, three support options are available:
Inbox	For web submission support, three support options are available.
Change Password	By Telephone:
Frequently Asked	Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST). Call our toll-free line at 888-890-1995.
Questions	By E-mail:
Help & Support	Send e-mail to Technical Support at helpdesk@epacdx.net with "Technical Support" in the Subject line.
CDX Home	By Fax:
Terms & Conditions	Assistance requests are accepted 24 hours a day at 703-227-4199. Support personnel will respond to faxed requests Monday
Logout	through Friday from 8:00 am to 6:00 pm EST/EDT.
	We also have lists of Frequently Asked Questions that you might find helpful.
	Last updated on October 11, 2011.
	URL: https://dev.epacdx.net/SSL/CDX/Help.asp

Troubleshooting – Internet Explorer

- If the Interview Section does not appear in Internet
 Explorer, or if the screen is freezing, please enable
 the following settings (illustrated on the next slide):
- □ To begin, in Internet Explorer:
- □ 1) Go to Tools option
- □ 2) Select Internet Options
- □ 3) Click on Advanced tab
- 4) Check Enable native XMLHTTP support under "Security" option.

Internet Explorer Settings

- Please make sure that you have enabled:
 - Enable native XMLHTTP support
- Please note that there are different versions of Internet Explorer and therefore, some settings may vary. However, all versions should have the Enable native XMLHTTP support option.

