



## US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM Certifying Officials for MSGP

Owners/operators of facilities can apply for coverage under EPA's Multi-Sector General Permit (MSGP) via the eNOI system. Federal regulations require the certification of Notice of Intent forms by a responsible corporate officer or a principle executive or ranking elected official (for government organizations).

Within the eNOI system, the certification is completed by the "Certifying Official."

### CERTIFYING THE NOI

If you are a Certifying Official, you will receive an e-mail from the "NOI Call Center" that notifies you that there is an NOI ready for your review and certification. Each Certifying Official must have his/her own account in eNOI. If you do not have an eNOI account, you must first register through EPA's CDX interface, which provides a central log-in to many of EPA's program systems. To register, go to the CDX home page at: [http://cdx.epa.gov/epa\\_home.asp](http://cdx.epa.gov/epa_home.asp)

### Important Things to Know About Using eNOI

- Certifying Officials must log-in to eNOI to review NOIs prepared by staff and submit to EPA. The NOI form is not officially submitted to EPA until the Certifying Official designated by the form preparer certifies the form and received confirmation in eNOI.
- Either the Certifying Official or an NOI preparer can file an NOI, but only the Certifying Official can certify the NOI. NOI preparers (including consulting firms) can have an account in eNOI as a Staff User Role. NOI preparers can designate an existing or enter a new Certifying Official, but the preparer must enter the same e-mail address of the designated Certifying Official as the Certifying Official's eNOI account e-mail address.
- If you need help remembering your security questions, please contact CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)
- Your eNOI session will time-out after 20 minutes of inactivity.

### STEP 1: Log-in to the eNOI System

Log in through the CDX interface at [http://cdx.epa.gov/epa\\_home.asp](http://cdx.epa.gov/epa_home.asp) to access the eNOI system. Continue from your MyCDX page (pictured right) to access the eNOI system by choosing the link "SWENOI: Stormwater eNOI" at the bottom of the screen. You will be directed to your eNOI user home page.

Central Data Exchange - MyCDX

Welcome, Ms. Kristin Tensuan1  
Last Login: January 9, 2009  
Registered Since: January 9, 2009  
Recertification Date: January 9, 2009

CDX Registration Status: Active

You have 1 new message in your [Inbox](#)

[Change System Password](#) | [Edit Personal Information](#) | [Edit Current Account Profiles](#) | [Add New Employer Profile](#)

Available Account Profiles:

- [SWENOI: Stormwater eNOI](#)

### STEP 2: Review the NOI Ready for Certification

At the bottom of your eNOI user home page, you will see a list of documents associated with your account (example pictured right). Rows highlighted in red indicate that the form is waiting for you to take an action (e.g. waiting for your certification).

Choose "Certify" in the Actions drop-down menu for the highlighted item, and click the "Go" button.

Applications Assigned to you as Results of Search

Use this section to complete any draft forms you have saved, certify any submitted forms (if you are a certifying official), view or edit any existing forms, terminate permit coverage, or apply for coverage under a new permit using some of the data from an existing NOI. Please select the action you'd like to take from the drop-down list in the "Actions" column and hit "GO" to proceed.

Tracking Number	NOI Industrial Category	Date of Coverage	Application Type	Facility/Operator Name	Project/Title Name	Project City	Project State	Status	Actions
NR02A001	02-06-2009	02-09-2009	MSGP	ABC	ABC facility	Seattle	Washington	Active	<a href="#">Go</a>
NR02C171	02-06-2009	02-09-2009	MSGP	ABC HQ	ABC	Juneau	Alaska	Certified	<a href="#">Go</a>
NR02C172	02-06-2009	02-09-2009	NCE	GENERIC COMPANY XYZ	XYZ	Juneau	Alaska	Active	<a href="#">Go</a>
NR02C173	02-06-2009	02-09-2009	CGP	ABC	ABC facility	Juneau	Alaska	Draft	<a href="#">Go</a>
NR02C175	02-05-2009	02-09-2009	WCE	ABC	ABC facility	Juneau	Alaska	Active	<a href="#">Go</a>
DCR13A613	02-03-2009		CGP	ABC HQ	ABC	Washington	District of Columbia	Submitted	<a href="#">Go</a>
DCR13A608	01-15-2009		CGP	ABC HQ	ABC	Washington	District of Columbia	Terminated	<a href="#">Go</a>
DCR13A607	01-09-2009	02-09-2009	MSGP	ABC HQ	ABC HQ	Washington	District of Columbia	Certified	<a href="#">Go</a>
DCR13A606	12-12-2008		MSGP	ABC	ABC	Washington	District of Columbia	Draft	<a href="#">Go</a>

You will see a "Form Review" screen (example pictured right).

Once you've reviewed the information, click the "Confirm and Continue" button at the bottom of this page.

The next screen, "Form Confirm", is similar to the previous "Review" screen. To continue to certify the information, click on the "Certify" button at the bottom of the screen.

### STEP 3: Complete Certification Information

To certify the NOI, the certifier must correctly answer the two qualifying questions that were originally selected during the user role selection process. (NOTE: these security questions are different than the one you created for CDX registration.)

If you need help remembering your security questions, please contact CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net). For callers from Puerto Rico and Guam, please reach us at 970-494-5500. For International callers, please call the CDX helpdesk at (011) 970-494-5500.

State:	DC
Project Located on Indian Land?	No
Is this industrial facility a federal facility?	No
General Permit Number you are seeking coverage under:	DCR1J0000
Permit Tracking Number:	DCR1JA610

Certifiers may choose from the following radio buttons:

- Require further review. This option will hold the certification process and allow the Certifying Official to come back at a later time to complete the certification process.
- Require that the form is sent back to the staffer for further modification. This option will initiate a notification to the NOI preparer for further revisions.
- Approve of the information. Choose this radio button to complete the certification process.

For your Security, please complete TWO of the qualifying questions

Question 1: [Select a Question] Answer 1: [ ]

Question 2: [Select a Question] Answer 2: [ ]

After reviewing the form information, I hereby:

Require further review and therefore will hold on certifying this form.

Require that this form is sent back to my staffer for further modifications.

Comment: [ ]

Approve of the information and wish to certify.

I certify under penalty of law that I meet the eligibility conditions of this permit and that this document and all of its attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I certify that I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

I Accept  I do not Accept

Submit

Lastly, the certifier must accept that they meet the eligibility requirements of a certifying official by clicking on the appropriate radio button and click the "Submit" button.

Once submitted to EPA, your NOI information will be publicly available on the internet at: [www.epa.gov/npdes/noisearch](http://www.epa.gov/npdes/noisearch)

If you have questions about the eNOI system, please contact the EPA's NOI Processing Center using one of the following options:

- By Telephone: Person-to-person telephone support is available from 8:00 am to 5:00 pm (EST). Call our toll-free line at 866-352-7755.
- By Webform: Fill out the online form at [www.epa.gov/npdes/noicontact](http://www.epa.gov/npdes/noicontact)
- By E-mail: Send an e-mail to NOI Center staff at [noi@avantcorporation.com](mailto:noi@avantcorporation.com)