



US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM Reporting 2008 MSGP Monitoring Data

EPA's Electronic Notice of Intent (eNOI) system is an online electronic permit application system that enables stormwater entities to submit NOI forms to EPA. The eNOI system also allows 2008 MSGP permit holders to electronically submit discharge monitoring data, Annual Reports, and other required reports to EPA. This fact sheet provides you with the instructions and other useful information to submit your monitoring data and other reports via the eNOI system.

Before you begin:

You will need the following minimum information to submit monitoring data via the eNOI:

- Permit tracking number;
- The facility SWPPP (for information on outfalls);
- Monitoring records (event information); and
- Lab reports.

For additional guidance on monitoring and reporting requirements, go to EPA's 2008 MSGP website at www.epa.gov/npdes/stormwater/msgp.

Reminder about monitoring periods: The monitoring requirements of the 2008 MSGP took effect April 1, 2009. If you were authorized under the 2008 MSGP prior to April 1, 2009, your first monitoring period began April 1, 2009. Otherwise, your first monitoring period begins on the first full quarter following your authorization under the 2008 MSGP. The monitoring quarters are listed in Part 6.1.7.

Reminder about deadline for submitting data: Monitoring data must be submitted to EPA no later than 30 days after receiving complete lab results for all monitored outfalls.

STEP 1: Log in to the eNOI System

Log in to the eNOI system through the CDX interface at http://cdx.epa.gov/epa_home.asp. 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. 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.

Important Things to know about using eNOI to submit reports

- Reporting in eNOI is available to registered users who have an active 2008 MSGP NOI in eNOI.
- You do not have to be the certifying official to use the Reporting system. You can fill out draft monitoring data fields and save it for later certification and electronic signature by an appropriate official.
- Monitoring data must be certified to be submitted to EPA (similar to NOI certification).
- Your eNOI session will time-out after 20 minutes of inactivity.
- Once submitted to EPA, your NOI and reporting information will be publicly available on the internet at: www.epa.gov/npdes/noisearch
- Use of paper forms is available, but not encouraged. Data from paper forms must be manually entered, causing a delay in processing.

STEP 2: Access the Reporting section in eNOI

At the bottom of your eNOI user home page, you will see a list of documents associated with your account. Once you've identified your MSGP NOI, click on "Go to Reporting" in the 'Actions' column, and click "Go".

Note: You can access the Reporting section only if your NOI is in the 'Active' status.



STEP 3: Set up outfall information and monitoring periods

The first time you access the Reporting section associated with your NOI, you are brought to this Welcome page (pictured right). Here, you will be required to set up your outfall information and monitoring periods, as indicated in your facility's SWPPP. Follow the instructions on the screens to complete this information.



Once you complete this information and it is certified and submitted, you cannot return to these screens. You can, at any time, later add outfalls or edit outfall information. Please note that the monitoring periods you set up will be used for all your outfalls and you will not be able to modify any monitoring periods once they are saved in the system! You will, however, be given the option of entering alternative monitoring periods if applicable, for instance if your facility is in a climate with irregular stormwater runoff.

STEP 4: Enter reporting information

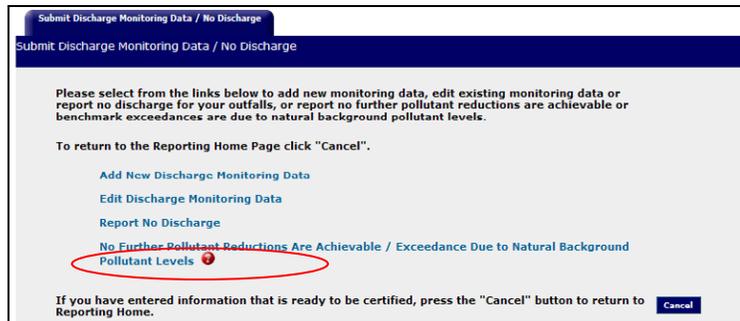
The next time you log in and go to the Reporting section, you will immediately be brought to the main page (pictured right). From this page, you can:

- Enter discharge monitoring data.
- Upload additional reports submitted to EPA Headquarters.
- Change site status from “Active” to “Inactive”, or the reverse.
- Submit reporting information for certification.



Entering discharge monitoring data

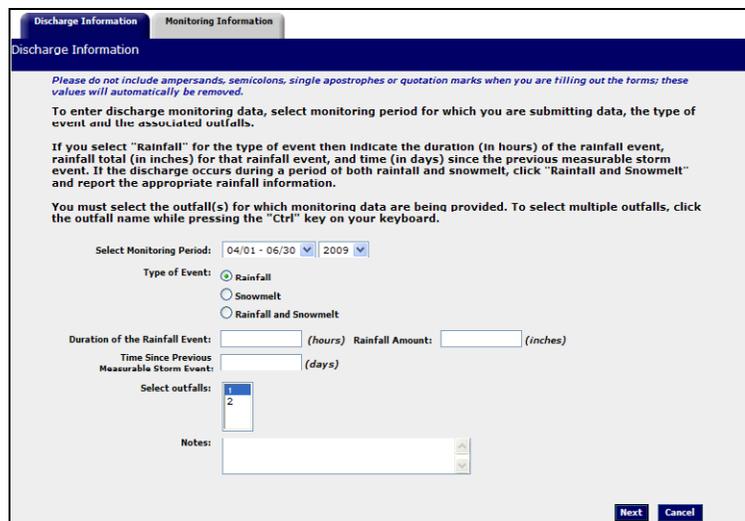
To enter new discharge monitoring information, click on the “Submit Discharge Monitoring Data” link from the main Reporting Page, then click on the “Add New Discharge Monitoring Data” link (pictured right).



Identify the type of discharge event

Next, follow the instructions on the “Discharge Information” screen to identify the type of monitoring event (pictured right, e.g., rainfall, snowmelt, or rainfall and snowmelt) and complete the appropriate information based on the type of stormwater event.

Click “Next” to enter your discharge monitoring data.



Enter Monitoring Data

After clicking "Next", you can then enter your monitoring data on the "Monitoring Information" page (pictured right)

Sector-specific requirements will be pre-populated with the specific outfall names, pollutant parameters, types of monitoring, and applicable units (e.g., mg/l).

You can also include additional parameters and types of monitoring (e.g., benchmark, effluent limits, state/tribal-specific, impaired waters, etc.) as required.

When you've completed entering the data, click "Save" and you will be brought back to the 'Reporting' main page.

Upload Reports

To upload your report, click "Upload Reports" in the Reporting main page. Select the type of report you are uploading, and click "Browse" to select the file. Then click "Upload Report". You can upload any of the following reports:

- Exceedance Report for Numeric Effluent Limits;
- Annual Report;
- Planned Changes Report;
- Anticipated Noncompliance Report;
- Compliance Schedules Report;
- Other Noncompliance Report; and
- Other Information Report.

The eNOI system does not enable facilities to upload reports required to be submitted to EPA Regions, States and/or Tribes, such as the 24-hour report, 5-day follow-up report, and reportable quantity spills report.

STEP 5: Submit for Certification

Once you have uploaded the report, you still need to actually submit the report to EPA. That occurs when your Certifying Official signs and certifies the information being submitted.

To do this, click either the "Save" or "Cancel" button to go to the Reporting main page (pictured above). Click on the "Certify" link to submit the reporting data to be certified by the Certifying Official (or to certify the data if you are a Certifying Official).

Questions

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
- By E-mail: Send an e-mail to NOI Center staff at noi@avanticorporation.com