Electronic Notice of Intent (eNOI)

Pesticide General Permit

A Guide for NOI Submission for the PGP

Introduction: Frequently Asked Questions (Is an eNOI necessary?) and Helpful Information

This document is designed to guide you through the process of submitting your **electronic Notice of Intent (eNOI)** for compliance with **Pesticide General Permit (PGP)** coverage using the 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 NOI PGP process, visit EPA's website for the PGP at www.epa.gov/npdes/pesticides. Also, an online interactive tool is available to help pesticide operators determine if their eligibility and requirements under the PGP; please visit:

http://cfpub.epa.gov/npdes/pesticides/prtool.cfm

The best place to find information about the permit is the NPDES page of the EPA Web site: National Pollutant Discharge Elimination System (NPDES)

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

You will need a CDX account to access the eNOI PGP system. Access CDX here: www.cdx.epa.gov

In This Guide: Steps to Submit the eNOI PGP

The Ten Steps of Submitting an NOI through the eNOI System:

i. Relevant Terms and Acronyms

1. System Requirements/Browser Settings : Adjust settings on compatible Internet Browsers to enable the eNOI submission system to operate correctly.

2. Registration: Warning Notice, CDX Terms and Conditions, CDX User Information,   Organization Information, Identify appropriate program for your organization, add program ID, Edit Account Profiles

3. My CDX: Log in to your Central Data Exchange (CDX) Account: Enter user information and all requested PGP NOI data

4. PGP NOI Interview: Answer questions in online PGP NOI Interview.

5. Pest Management Area Page: Complete all required areas including Map Area Image Upload

6. Complete Endangered Species Protection Questionnaire

7. Complete Certifier Information

8. Complete Review and Editing sections

9. Certify, Publish/Send with Certification Key

10. Questions and Troubleshooting

Relevant Terms and Acronyms

Term	Acronym	Definition
Owner/Operator/Applicator		Any entity associated with the application of pesticides which results in a discharge to Waters of the United States that meets either of the criteria: (i) any entity who performs the application of a pesticide or who has day-to-day control of the application (ii) any entity with control over the decision to perform pesticide applications including the ability to modify those decisions
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 PGP NOI, see Appendix B, Signatory Requirements, for certifier criteria

Term	Acronym	Definition
Pesticide General Permit	PGP	General permit available for decision-makers who will apply pesticides over waters of the U.S. in areas where EPA is the permitting authority.
Electronic Notice of Intent	eNOI	Electronic application system used by the applicants applying for permit coverage under EPA's PGP
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network (Exchange Network) for environmental data exchanges to the Agency. A CDX account is required to access the eNOI
Pest Management Area	PMA	The area of land, including any water, for which an Operator has responsibility and is authorized to conduct pest management activities as covered by this permit (e.g., for an Operator who is a mosquito control district, the pest management area is the total area of the district)

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 parts of the ecosystems
Clean Water Act	CWA	Establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters
Program ID		Two-letter state abbreviation

1. System Requirements/Browser Settings

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.

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

Google Chrome (only need to select TLS 1.0 for this browser) – Go to Tools (picture located at upper right hand corner) > Options > Under the Hood > Network (Change Proxy Settings) > Advanced > Use TLS 1.0

Mozilla Firefox (only need to select TLS 1.0 for this browser) – Go to Tools > Options > Advanced > Encryption

Enter MyCDX at

http://epacdx.net/epa_home.asp

☐ Click 'Register with CDX' if you do not have a CDX account.
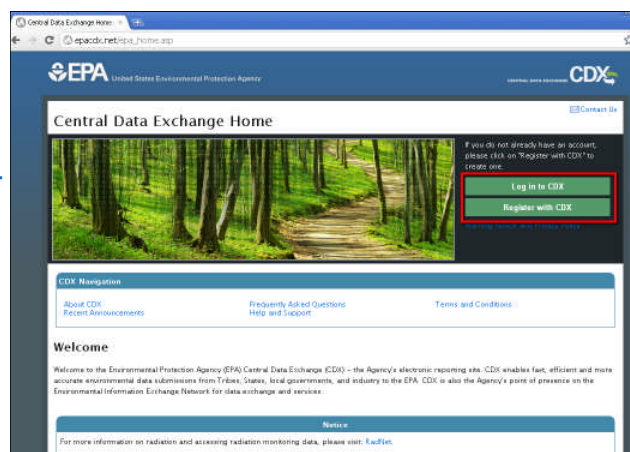
2.1 Registration: Privacy Statement

- ☐ If you click 'Log in to CDX' and then click Registration, then you will see the Privacy Statement. Click 'Click here to continue' to continue to terms and conditions.
- ☐ If you click 'Register with CDX' you will be directed to the Terms and Conditions page.

2.2 Registration : Terms & Conditions

- ☐ Accept the terms and conditions to continue registration.

2.3 Registration : Provide Your User Information

□ After you provide your User Information, click Next.

2.3 Registration: Provide Your Organization Information

□ After you add all your organization information, click Next.

2.4 Registration: Choose Electronic Notice of Intent (eNOI) and click Add

MyCDX » Registration

Add Program

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

2.5 Registration : Add Program ID

☐ Enter two-letter state abbreviation (i.e., ID, NM) in the Program ID text box and click Add.

MyCDX » Registration

Add Program ID

The red asterisk (*) indicates a required field.

Fields marked "!" are required and may not be left blank or incomplete.

! Role: [   ]
! Program ID Type: [PGP]
Facility ID: * [   ] * [Search EPA Facilities]
! Submission Method: [   ]

[FINISHED]

2.6 Registration: Program ID

☐ You may search for the Program ID within the EPA facilities files.

2.7 Registration: You will return to the Edit Current Account Profiles Page. Click the MyCDX link.

2.8 Registration: My CDX: Click on eNOI listed under Available Account Profiles.

If you have logged out, you may log back in using the CDX account you have just created.

3.1 Log in to your CDX account.

3.2 My CDX: Enter your User Information and Click Log in.

3.3 MyCDX: Click eNOI: PGP

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:

- eNOI: Electronic Notice of Intent
- eNOI: PGP

3.3.1 If there is no eNOI: PGP option…

☐ 1. Select: Edit Current Account Profiles.

Central Data Exchange – MyCDX

Welcome,
 Miss Firstname Lastname

Last Login: October 31, 2011
Registered Since: October 31, 2011
Recertification Date: October 31, 2011

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:

- eNOI: Electronic Notice of Intent

3.3.2 My CDX: Adding a new role for PGP NOI

☐ 2. Select List Roles opposite the eNOI Program Status option.

MyCDX » Edit Organization Profiles

Edit Organization Profiles

Organization	Program Status
Avanticorporation	▶ Edit Organization Contact Information
	eNOI ▶ List Roles
	SWENOI ▶ List Roles
	▶ Add New Program
	Add additional programs for Avanticorporation

BACK

3.3.3 My CDX: Adding a new role for PGP Application (Cont.)
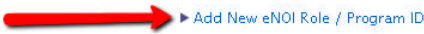
☐ 3. Choose Add New eNOI Role / Program ID

MyCDX » Edit Organization Profiles » List eNOI Roles

Edit Organization Profiles

eNOI Role	Role Status	ID Type	Program ID	Options
A SUBMITTER	Active	State	AL	Edit | Deactivate
A SUBMITTER	Deactivated	State	va	Edit | Deactivate
A SUBMITTER	Active	PGP	AL	Edit | Deactivate

▶ Add New eNOI Role / Program ID

3.4 My CDX: Adding a new role for PGP Application (Cont.)

- ☐ Select PGP for Program ID Type and provide the information for role, Program ID, and Submission Method. Click Add.
- ☐ After you click Add, eNOI: PGP should now appear on the MyCDX homepage under Available Account Profiles.
- ☐ You will click eNOI: PGP on the MyCDX page to proceed.

Add Role

The red asterisk (✱) indicates a required field.

Role: ☐ ✱

Program ID Type: PGP ☐ ⬅

Program ID: ✱ [   ] ✱
Please enter your two-letter state abbreviation (for example, MD for Maryland).

Submission Method: ☐ ✱

[ADD] [CANCEL]

4.1 Choose Pesticide General Permit (PGP) Notice of Intent (NOI).

Welcome to EPA's Electronic Notice of Intent (eNOI) system

Pesticide General Permit NOI
Pesticides Applicators can submit certify, view or terminate Pesticide General Permit NOI's and Reporting Data.

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.

4.2 You will proceed to the Landing Page for the PGP's NOIs where you can select permits for which you will certify, edit, or load NOIs.

☐ If you have already entered information for an NOI under the PGP, you may search for it by providing the Permit Number OR the Operator Name, EIN, and Operator Status.

☐ If you have not entered any information previously, click Start PGP NOI.

4.3 You may start a PGP NOI by clicking either option.

4.4 Answer the questions within the PGP NOI Online Interview.

Welcome to the PGP NOI online application:

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

PGP NOI Interview:

☐ I hereby acknowledge my waiver request from the use of EPA's Electronic Notice of Intent system (eNOI) because my use of eNOI will incur undue burden or expense over my use of this paper NOI form.

1. Do any of the activities for which you are requesting coverage under this NOI occur on Indian Country Lands?
   ○ Yes ○ No

2. Are any of your activities for which you are requesting coverage under this NOI occurring on areas considered "federal facilities" as defined by the permit?
   ○ Yes ○ No

3. Select the state where your Pest Management Areas are located.

* State: [Select One ▾]

[Submit]

- Be sure to select the state where your Pest Management Area(s) are located. Click Submit after answering all the questions.

4.5 Is EPA's PGP Applicable for your Discharges?

PGP NOI Interview:

- Are any of the activities for which you are requesting coverage under this NOI occur on Indian Country Lands?
  ○ Yes ⊙ No

- Are you applying pesticides to Federal Lands/Facilites?
  ○ Yes ⊙ No

- Select the state where your Pest Management Areas are located.
  * State: [Alabama ▾]

[Submit]

☐ Some answers will yield a response that the EPA is not the permitting authority for some or all of your pesticide charges.

☐ Click to download the PGP NOI Appendix C Permit Number if you would like further information.

Based on the information you have submitted EPA is not the permitting authority for some or all of your pesticide discharges. Please refer to the PGP NOI Appendix C or contact your state permitting office for more information.

Click **Here** to find the contact information for your state.

Click **Here** to download the PGP NOI Appendix C Permit Number.

4.6 The PGP NOI Appendix C Permit Number will tell you what areas are covered under EPA's jurisdiction.

Appendix C.
Areas Covered (and NPDES Permit Numbers)

1. EPA Region 1: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont

Where EPA is Permitting Authority
MAG87#### Massachusetts, including Indian Country lands within Massachusetts
CTG87###E Indian Country lands within Connecticut
NHG87###E New Hampshire
RIG87###E Indian Country lands within Rhode Island
VTG87###E Federal facilities within Vermont

2. EPA Region 2: New Jersey, New York, Puerto Rico, United States Virgin Islands

Where EPA is Permitting Authority
NYG87###E Indian Country lands within New York State
PRG87#### The Commonwealth of Puerto Rico

3. EPA Region 3: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

Where EPA is Permitting Authority
DCG87#### The District of Columbia
DEG87###E Federal facilities within Delaware

4. EPA Region 4: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Where EPA is Permitting Authority
ALG87###E Indian Country lands within Alabama
FLG87###E Indian Country lands within Florida
MSG87###E Indian Country lands within Mississippi
NCG87###E Indian Country lands within North Carolina

5. EPA Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Where EPA is Permitting Authority
MIG87###E Indian Country lands within Michigan
MNG87###E Indian Country lands within Minnesota, excluding Sokaogon Chippewa Community
WIG87###E Indian Country lands within Wisconsin, excluding Lac du Flambeau Band of Lake Superior Chippewa Indians and Fond du Lac Reservation

4.7 If the answers you provided indicate that your Pest Management Area(s) (PMA) are under EPA's jurisdiction, you will proceed to the Owner / Operator Information page.

- A permit tracking number will be assigned and displayed in red.
- Please complete all fields on the Operator Information Screen.
- Provide an EIN number if you have one.

5.1 Please complete all required fields on the Pest Management Area (PMA) page.

# 5.2 If you neglect to enter all of the required information, an Error box will appear.

□ Click anywhere outside of the Error box and it will disappear.
□ You will not be able to proceed until required information is entered.

5.3 If you do not answer a required field, an Error Box will notify you to complete those fields.
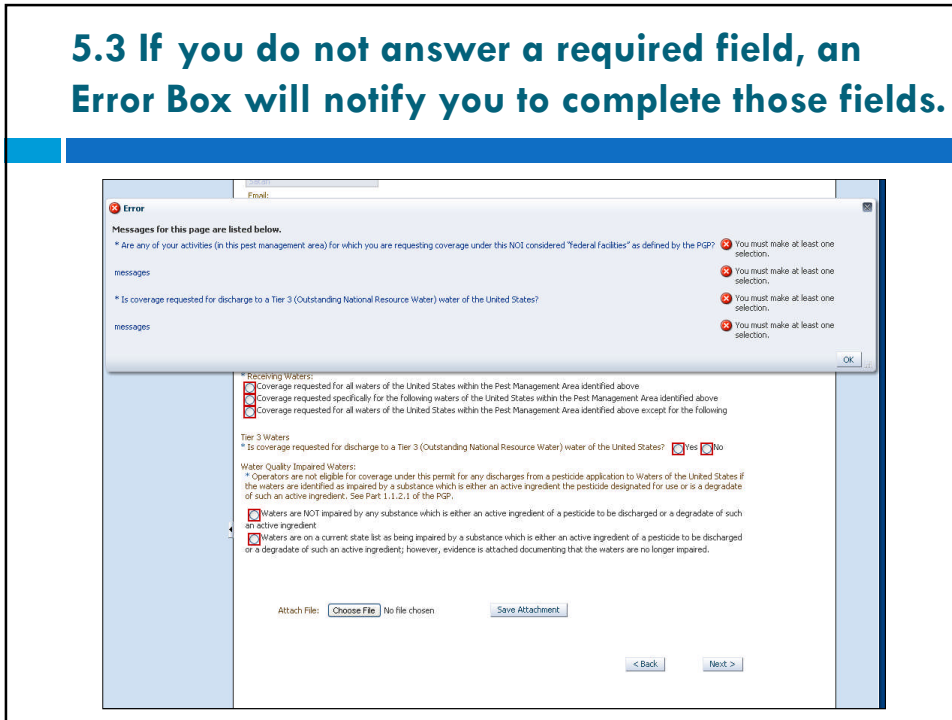
5.4 PMA Map Image Upload

- □ If you have a map of your Pest Management Area saved on your computer, it can be uploaded.
- □ Only files with .jpg, .png, .gif, or .bmp file extensions can be uploaded.
- □ Click "Choose File" and select the saved map file on your computer. Provide an image name. Click Save.
- □ Refer to the application for instructions on deleting images or viewing them in full size.
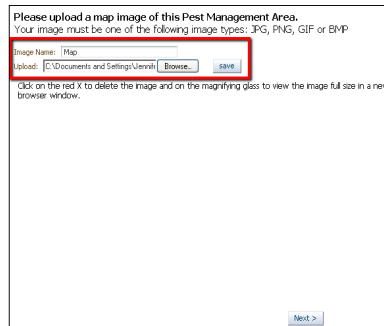
6.1 Endangered Species Protection Questionnaire

- □ Choose only one appropriate Endangered Species Protection Criterion for your current PMA.
- □ On this page you may choose to Add Another PMA or you may choose to proceed to the next steps with the current PMA.

6.2 Add Another PMA

- □ Proceed through all the appropriate steps to Add Another PMA to your PGP NOI.

7.1 Certifier Information

Certifier Information

* Printed Name: Alphabet Z.
* Title: Preparer
* Email:

Preparer Information

* Preparer Name: Firstname Lastname
* Organization: Firstname Lastname
* Phone: 2342342348
* E-Mail: test3@avanticorporation.com

- Add the Certifier and Preparer Information.
- Make sure that the e-mail addresses are correct.
- A certification key will be sent to the Certifier's email.

8.1 Review

- The Permit Number that was provided on the Operator Information Page will be on the Review Page as well.
- Please note the Permit Number for your own record.

Review PGP Permit

PERMIT NUMBER: DCG87A002 ←
Your Permit Number will be used to identify this record and the associated Pest Management Areas.
Make a record in the future should you need to make modifications to the record.

Generate PDF of NOI

Permit Status: Draft

8.2 Review cont.

- Each area for review has an "Edit this Section" option.
- In this example, there is no Certifier data. This section would have to be edited to include the data.
- You may also choose to Add another Pest Management Area on this page.

8.3 Editing Sections

- To edit, simply click the Edit this Section link on the Review page as shown in the previous slide.
- You will be brought to the page you would like to edit.
- Click Next and continue through the steps to reach the Review page again.

9.1 Certifier/Preparer

☐ After final edits have been made and the Certifier has reviewed the NOI, the Certifier will either Accept, Reject, or Postpone certifying the NOI.

☐ Click Submit.

* 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 supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. On the basis of my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right, or interest in the property where the proposed activity occurs.
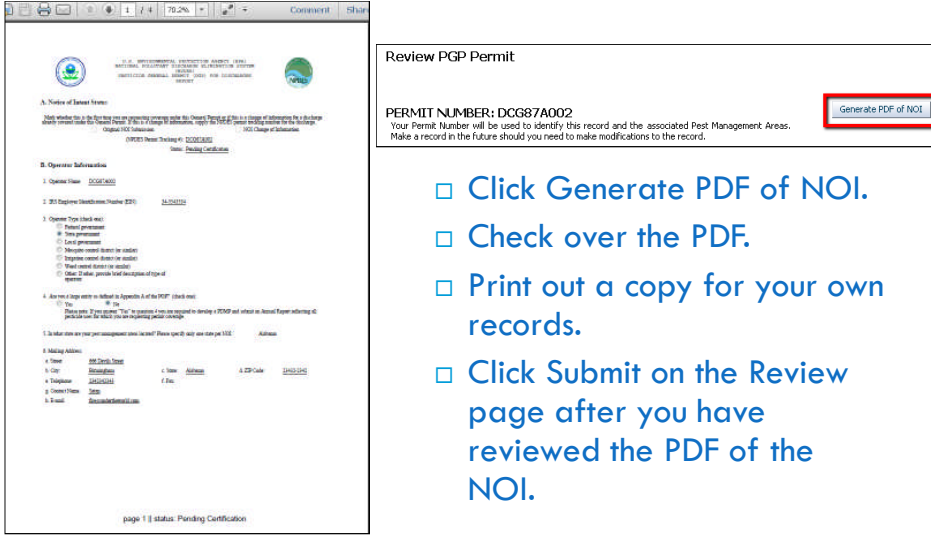
⚪ Postpone ⚪ Accept ⚪ Reject

[Submit]

9.2 Certify the Report

☐ **NOTE: Each official Certifier must have his/her own CDX account registered to his/her own e-mail address in order to certify one-time reports.** If you do not have a CDX account, you must first register through CDX at http://cdx.epa.gov/epa_home.asp. Follow the instructions in Step 1 for information on how to register for a CDX account.

☐ If you are the official Certifier, you will receive a system-generated email (pictured below) notifying you of one-time report(s) ready for your review and certification. Enter the one-time report system following the instructions in step 2 (above).

9.3 Generate PDF of NOI

Review PGP Permit
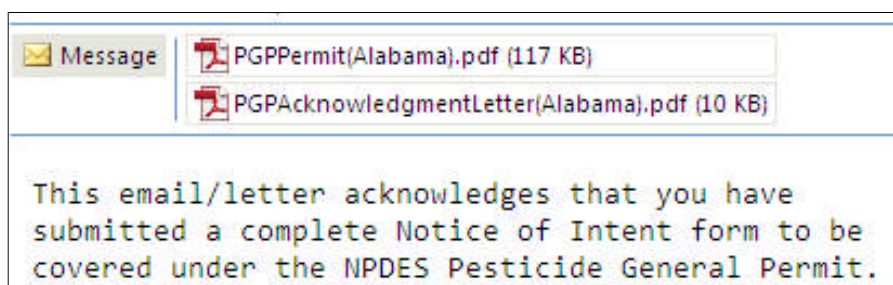
PERMIT NUMBER: DCG87A002
Your Permit Number will be used to identify this record and the associated Pest Management Areas. Make a record in the future should you need to make modifications to the record.

Generate PDF of NOI

☐ Click Generate PDF of NOI.

☐ Check over the PDF.

☐ Print out a copy for your own records.

☐ Click Submit on the Review page after you have reviewed the PDF of the NOI.

9.4 Service E-mail

☐ You will receive an e-mail notifying you that you have submitted a NOI.

☐ The Certifier will receive a Certification Key.

Message 	PGPPermit(Alabama).pdf (117 KB)
	PGPAcknowledgmentLetter(Alabama).pdf (10 KB)

This email/letter acknowledges that you have submitted a complete Notice of Intent form to be covered under the NPDES Pesticide General Permit.

9.5 Add Certification Key

- On the left navigation bar, you may click Add Certification Key.
- The Certification Key is obtained from an email sent to the Certifier.

Welcome: Firstname Lastname

Home

Start PGP NOI

Add Certification Key

NPDES PGP Home

Add Certification Key

Please copy paste or enter your certifier key from your email:
Key: [   ] Add

View My Key(s)

10.1 If you have any questions...

MyCDX

✉ Contact Us
Logged in as USERNAM3

About CDX
Recent Announcements
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

MyCDX » Help & Support

Help & Support

For Web Submission Support, three support options are available:

By Telephone:
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.

By E-mail:
Send e-mail to Technical Support at helpdesk@epacdx.net with "Technical Support" in the Subject line.

By Fax:
Assistance requests are accepted 24 hours a day at 703-227-4199. Support personnel will respond to faxed requests Monday 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

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10.2 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.

IE Settings

□ Please make sure that you have enabled:

□ Enable native XMLHTTP support

□ Please note that there are different versions of IE and therefore, some settings may vary. However, all versions should have the Enable native XMLHTTP support option.