



US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM NOI Preparer and Certifying Officials

Owners/operators of industrial facilities can apply for coverage under EPA's Multi-Sector General Permit (MSGP) via the eNOI system. Federal regulations require certification of the Notice of Intent form 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," however, the NOI may be completed another staff member or consulting firm.

The eNOI system can link accounts by either the operator contact name that is entered in the operator contact field or the "entered by" name. The "entered by" name is the NOI preparer (including a consulting firm) who created the NOI in the system for that operator.

For example, if a consulting firm creates an account and files the NOI for operator "A," the system can link the NOI preparer (i.e. consulting firm) to operator A's account (i.e., Certifying Official) to certify the NOI form. Additionally, if another consultant needs access to that NOI, he/she will need to file another NOI using the same operator name (i.e. "A") and then he/she will be able to view all the NOIs tied to operator "A".

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
- Your eNOI session will time-out after 20 minutes of inactivity.

CERTIFYING THE NOI

Once the NOI preparer has completed the NOI and designated the Certifying Official, the Certifying Official, will receive an e-mail from the "NOI Call Center" that notifies them that there is an NOI ready for 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

STEP 1: Log-in to the eNOI System

Log in through the CDX interface at 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. Kristin1 Tensuan1		Last Login: 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:			
<ul style="list-style-type: none"> • 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 below). 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.

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.

Applications Assigned to you or 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 "Action" column and hit "GO" to proceed.

Tracking Number	NOI Submitted Date	Date of Closure	Application Type	Owner/Operator Name	Project/Site Name	Project City	Project State	Status	Action
WA03SAG41	02-06-2009	02-09-2009	MSGP	ABC	ABC facility	Seattle	Washington	Active	Go
AKR05C171	02-06-2009		MSGP	ABC HQ	ABC	Juneau	Alaska	Certified	Go
AKNOEC172	02-06-2009	02-06-2009	NOE	GENERIC COMPANY XYZ	XYZ	Juneau	Alaska	Active	Go
AKR10C173	02-06-2009		CSP	ABC	ABC facility	Juneau	Alaska	Draft	Go
AKNOEC170	02-05-2009	02-05-2009	NOE	ABC	ABC facility	Juneau	Alaska	Active	Go
DCR12A410	02-02-2009		CSP	ABC HQ	ABC	Washington	District of Columbia	Submitted	Go
DCR12A458	01-18-2009		CSP	ABC HQ	ABC	Washington	District of Columbia	Terminated	Go
DCR05A607	01-09-2009	02-08-2009	MSGP	ABC HQ	ABC HQ	Washington	District of Columbia	Active	Go
DCR05A606	12-12-2008		MSGP	ABC	ABC	Washington	District of Columbia	Draft	Go

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. 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.

Certification Information

Certification Information

For your Security, please complete TWO of the qualifying questions

Question 1: Answer 1:

Question 2: 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

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.

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.

You’re Done!

When you’ve completed the registration process, the eNOI system will display a confirmation page that includes user name, email and user role. The next time you login, you will be directed to your eNOI page, where you can start a new application or report, or view current documents awaiting for your review.

For questions specific to CDX Registration, please contact the 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