



EPA's Construction General Permit (CGP) Electronic Notice of Intent (eNOI)

User's Guide

Version 1.1 – Updated 8/11/2014

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1. Introduction to the EPA CGP eNOI Application

EPA Construction General Permit (CGP) coverage is required for construction projects disturbing one acre or more (or projects that will disturb less than one acre but are part of a common plan of development or sale that will ultimately disturb one acre or more) that are in areas where EPA is the NPDES permitting authority (see http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf for a list of areas where EPA is the NPDES permitting authority). This guide will walk you through the process of submitting your Notice of Intent (NOI) for coverage under the CGP electronically Notice of Intent (eNOI) using the EPA's Central Data Exchange (CDX).

2. System Requirements and Browser Settings

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

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

Google Chrome: Tools > Options > Under the Hood > Network (Change Proxy Settings) > Advanced > Use TLS 1.0

Mozilla Firefox: Go to Tools > Options > Advanced > Encryption > TLS 1.0

3. Relevant Terms and Acronyms

The following table explains terms and acronyms (if applicable) that are used throughout this guide.

| Term | Acronym | Definition |
|-----------------------------|---------|---|
| Cationic Treatment Chemical | None | Polymers, flocculants, or other chemicals that contain an overall positive charge. Among other things, they are used to reduce turbidity in stormwater discharges by chemically bonding to the overall negative charge of suspended silts and other soil materials and causing them to bind together and settle out. Common examples of cationic treatment chemicals are chitosan and cationic PAM (Polyacrylamide). |
| Central Data Exchange | CDX | Point of entry on the Environmental Information Exchange Network for data exchanges to the Agency. A CDX account is required to access the eNOI at www.cdx.epa.gov . |
| Construction General Permit | CGP | An NPDES general permit that regulates stormwater discharges from construction activities that disturb one or more acres, or smaller sites that are part of larger common plan of development or sale. |
| Electronic Notice of Intent | eNOI | Electronic application system used by the applicants applying for permit coverage under EPA's CGP. |
| Emergency-related Project | None | A project initiated in response to a public emergency (e.g., natural disaster, disruption in essential public services), for which the related work requires immediate authorization to avoid imminent endangerment to human health or the environment, or to reestablish essential public services. |

| Term | Acronym | Definition |
|--------------------------------------|---------|---|
| Employer Identification Number | EIN | Nine-digit tax identification number assigned by the Internal Revenue Service (IRS). |
| Federal Operator | None | An entity that meets the definition of “Operator” in the CGP and is either any department, agency or instrumentality of the executive, legislative, and judicial branches of the Federal government of the United States, or another entity, such as a private contractor, performing construction activity for any such department, agency, or instrumentality. |
| U.S. Fish and Wildlife Service | USFW | A federal government agency within the United States Department of Interior dedicated to the conservation, protection, and enhancement of fish, wildlife and plants, and their habitats. |
| Low Erosivity Waiver | LEW | A waiver from CGP coverage available to small construction sites that have a low predicted rainfall potential where the rainfall erosivity factor (R-factor) is less than five during the period of construction activity. *Note, if you need to submit an LEW form, please see www.epa.gov/npdes/stormwater/cgpenoi . |
| National Marine Fisheries Service | NMFS | U.S. federal agency responsible for the stewardship of the U.S. living marine resources and their habitat. |
| Notice of Intent | NOI | The form (electronic or paper) required for authorization of coverage under the Construction General Permit. |
| NOI Certifier | None | The entity authorized to certify the CGP NOI. See Appendix I http://www.epa.gov/npdes/pubs/cgp2012_appendixi.pdf , Part I.11 (Signatory Requirements), for certifier criteria. |
| NOI Preparer | None | The individual preparing the CGP NOI. This may be the certifier or an individual the certifier designates to prepare the CGP NOI form. |
| Operator | None | The “Operator” of the construction site is either: <ul style="list-style-type: none"> • The party that has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or • 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). |
| Stormwater Pollution Prevention Plan | SWPPP | A SWPPP is a site-specific, written document that, among other things: (1) identifies potential sources of stormwater pollution at the construction site; (2) describes stormwater control measures to reduce or eliminate pollutants in stormwater discharges from the construction site; and (3) identifies procedures the operator will implement to comply with the terms and conditions of this general permit. |

4. How to Submit Your NOI Electronically

In order to submit your CGP NOI electronically you must first create or log in to your CDX account and determine your “role.”

4.1 Log into Your CDX Account

Whether you are a Preparer or Certifier, you can only access the NOI application through EPA’s Central Data Exchange (CDX).

- 4.1.1 Visit cdx.epa.gov, enter your **User ID** and **password**, and click the **Log In** button.
- 4.1.2 If you do not already have a CDX account established, click on the **Register with CDX** button.
- 4.1.3 Add the CGP eNOI application to your CDX account.
 - 4.1.3.1 If you are an existing user, follow the instructions found here:
http://www.epa.gov/npdes/pubs/sw_cgp_enoi_existingaccounts.pdf
 - 4.1.3.2 If you are a new user, follow the instructions found here:
http://www.epa.gov/npdes/pubs/sw_cgp_enoi_tutorial_newusers.pdf
- 4.1.4 If you need assistance registering, contact EPA’s CDX helpdesk at (888) 890 – 1995 or via email at helpdesk@epacdx.net.

4.2 Determine Your Role

If you are a **Preparer** that is preparing an NOI for a designated certifying official to review and certify, proceed to *Step 5* for instructions to complete the NOI application.

If you are a **Certifier** that is certifying an application that a preparer has sent to you for review and certification; proceed to *Step 6* for instructions on reviewing and certifying an NOI.

Note: If the Preparer is the same person as the Certifier, you must follow both Steps 5 and 6.

5. Complete the NOI – Preparer’s Role

The following steps describe the process for preparing and submitting a CGP NOI to a designated certifying official for review and certification.

5.1 Access the CGP eNOI Application

- 5.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.
- 5.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP application.

The screenshot shows the EPA Central Data Exchange (CDX) MyCDX homepage. The page header includes the EPA logo and 'United States Environmental Protection Agency' on the left, and 'CENTRAL DATA EXCHANGE CDX' on the right. Below the header is a navigation bar with links: 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. On the right side of the navigation bar, it says 'Logged in as CHRISTY.ARCHULETA (Log out)'. The main content area is titled 'Central Data Exchange' and includes a 'Contact Us' link and 'Last Login: 8/27/2013 8:10:54 PM'. Below this are tabs for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The 'Services' section is highlighted in blue and contains a table with the following data:

| Status | Program Service Name | Role(s) |
|--------|---|---------|
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | CGP |
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | PGP |

Below the table is an 'Add Program Service' button. To the right of the table is a 'News and Updates' section with the text 'No news/updates.'.

The screenshot shows the EPA's Electronic Notice of Intent (eNOI) System homepage. The page has a light blue background and a title 'Welcome to EPA's Electronic Notice of Intent (eNOI) System'. A red box highlights the link '2012 Construction General Permit NOI and LEW'. Below this link is a paragraph of text: 'Operators can submit, certify, view, or terminate 2012 Construction General Permit NOIs.' There are also links for 'Return To MyCDX' and a paragraph of text: 'This link takes you to the Stormwater eNOI and Vessels eNOI applications. Stormwater eNOI: Operators can submit, certify, view, or terminate 2008 Multi-Sector Stormwater General Permit (MSGP) NOIs, submit a No Exposure (NOE) Certification for exclusion from the MSGP, or submit a Low Erosivity Waiver (LEW) for exclusion from the CGP. Vessels eNOI: Vessel operators can submit, certify, view, or terminate their Vessel General Permit NOI.'

5.2 Create a New NOI

In order to create an NOI, you must first determine if EPA is the permitting authority for your construction activity. In order to be eligible for the coverage under the CGP, your project must be located in an area where EPA is the NPDES permitting authority (see http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf). The answers provided on the Interview page determine your eligibility.

Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

[Go To MyCDX](#)

[Status Definitions](#)

[Log out](#)

External Links

[2012 CGP](#)

Welcome to the Electronic CGP NOI Form:

To ensure your eligibility under the CGP, please respond to the following interview questions:

CGP NOI Interview:

1. Is your project/site located in Indian Country?
* Yes No
2. Are you requesting coverage under this NOI as a **"federal operator"** as defined in [Appendix A](#)?
* Yes No
3. Select the state where your project/site is located.
State : * [Is your state not listed here?](#)
4. Has a **SWPPP** been prepared for the project in advance of filing this NOI as required?
* Yes No
5. Do you need to complete a Multisector General Permit (MSGP) or Low Erosivity Wavier (LEW)?
* Yes No

- 5.2.1 Click on the **Create New NOI** button on the CGP eNOI home page. This will direct you to the Interview page.
- 5.2.2 If the project is located in Indian Country, select **Yes**, and then select the name of the Indian country, or select **Other** to enter the name of the Indian Country.
- 5.2.3 If you are a federal operator, select **Yes**.
- 5.2.4 Select the **state** where the project is located. If you do not find your state listed in the dropdown menu in Question 3, EPA may not be the permitting authority for your project based on the information provided on the interview page. Please refer to [Appendix B \(http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf\)](http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf) of EPA's CGP for information relating to where EPA is the permitting authority.
- 5.2.5 If you have prepared your SWPPP in advance, select **Yes**. You will not be able to complete the NOI without first completing your SWPPP.
- 5.2.6 If you have determined that you need to complete a Multi-Sector General Permit (MSGP) or Low Erosivity Waiver (LEW), select **Yes**.
- 5.2.7 Click on the **Submit** button. This will direct you to the Operator Information page.

5.3 Complete the Operator Information Page

The Operator Information page allows you to enter information relating to the Operator/Company in charge of the project. Notice that all required fields are noted with an asterisk (*).

Also notice that a Tracking Number has been assigned to the project. It will appear on all subsequent pages of the application for your reference. You will be able to use this number on the homepage to search for your NOI.

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[Create New NOI](#)

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[Add Certification Key](#)

[Go To MyCDX](#)

[Status Definitions](#)

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External Links

[2012 CGP](#)

[2012 CGP Fact Sheet](#)

Operator Information

Project/Site Name:
Operator Name:
Tracking Number: TXR12A81I
Status: Draft

Project/Site Name:
*

Operator Name:
*

Mailing Address

Street Line 1: *

Street Line 2:

City: * State: * Zip: *

Point of Contact:

First Name: * Middle Initial: Last Name: *

Phone: * Ext: Fax:

IRS Employer Identification Number (EIN):

Email: *

- 5.3.1 Enter the **name of the project/site**.
- 5.3.2 Enter the **name of the operator**.
- 5.3.3 Enter all **mailing address** information for the operator.
- 5.3.4 Enter information relating to the **point of contact** person at the operator/company.
- 5.3.5 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.4 Complete the Project Information Page

On the Project Information page you will enter information relating to the project itself. Required fields noted with an asterisk (*).

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[Home](#)

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[2012 CGP](#)

[2012 CGP Fact Sheet](#)

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

[Appendix E](#)

[Appendix F](#)

[Appendix G](#)

[Appendix H](#)

[Appendix I](#)

[NPDES CGP Home](#)

Project Information

Project/Site Name: *CGP NOI User Guide*
Operator Name: *CLA Operators*
Tracking Number: *TXR 1248 II*
Status: *Draft*

* **Project/Site Name:** **CGP NOI User Guide**

Project/Site Address

* Street Line 1:

General Location of the Site: If the project or site lacks a street address, indicate the general location

Street Line 2:

* City: * State: Texas * Zip:

* County or Similar Government Division:

* Select **Latitude/Longitude** Unit:

* Latitude: ° ' " N

* Longitude: ° ' " W

* **Latitude/Longitude Data Source:**

U.S.G.S topographical map
 EPA Website
 GPS
 Other

* Horizontal Reference Datum:

* Estimated Area to be Disturbed (to the nearest quarter acre):

* Have earth-disturbing activities commenced on your project/site?
 Yes No

* Is your project an **emergency-related project** as defined in [Appendix A](#)?
 Yes No

* Have stormwater discharges from your project/site been covered previously under an NPDES permit?
 Yes No

* Estimated Project Start and End Dates:

- 5.4.1 Enter the **address** of the project. If the project/site does not have a street address, indicate the general location of the site.
- 5.4.2 Enter the **latitude** and **longitude** of the project.
- 5.4.3 Select the **data source** used to determine the latitude and longitude, and the **Horizontal Reference Datum**.
- 5.4.4 Enter the **estimated area to be disturbed**, rounding to the nearest quarter acre.
- 5.4.5 If earth-disturbing activities have commenced on your project/site, select **Yes**.
- 5.4.6 If your project is an “emergency-related project,” select **Yes**. Note: An emergency-related project is a project initiated in response to a public emergency and requires immediate authorization
- 5.4.7 If stormwater discharges from your project/site have been previously covered under an NPDES permit, select **Yes** and then enter the tracking number of that permit.
- 5.4.8 Enter the **start and end dates** of the project.
- 5.4.9 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.5 Complete the Chemical Treatment Information Page

The Chemical Treatment Information page allows you to enter information about the chemical treatment process used at your project/site. Notice as you enter this page that only one question appears on the screen. Subsequent questions will appear on the page if you select **Yes** as the answer to the questions. By selecting **No**, you can click **Next** and be directed to the next page. Notice that all required fields are noted with an asterisk (*).

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Chemical Treatment Information

Project/Site Name: *CGP NOI User Guide*
Operator Name: *CLA Operators*
Tracking Number: *TXR12A81I*
Status: *Draft*

* Will you use polymers, flocculants, or other treatment chemicals at your construction site?
 Yes No

If yes, will you use **cationic treatment chemicals** at your construction site?
* Yes No

If yes, have you been authorized to use cationic treatment chemicals by your applicable EPA Regional Office in advance of filing your NOI*?
* Yes No

If you have been authorized to use cationic treatment chemicals by your applicable EPA Regional Office, attach a copy of your authorization letter and include documentation of the appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards.
You are required to upload a file for this section.

There are no files uploaded.

* Upload: No file selected.

* Please indicate the treatment chemicals that you will use:

*** Note:** You are ineligible for coverage under this permit unless you notify your applicable EPA Regional Office in advance and the EPA office authorizes coverage under this permit after you have included appropriate controls and implementation procedures designed to ensure that your use of cationic treatment chemicals will not lead to a violation of water quality standards.

- 5.5.1 If you will be using polymers, flocculants, or other treatment chemicals at your project site, select **Yes**.
- 5.5.2 If you have selected **Yes** to the above question, and you will be using cationic treatment chemicals, select **Yes**. **Note:** Selecting **Yes** will prompt you to answer whether or not you have been authorized for use of cationic treatment chemicals by your EPA Regional Office. If you have received authorization, you must attach the documentation given for authorization.
- 5.5.3 Provide the names of the chemicals you will be using. **Note:** For more information on cationic chemicals visit:
http://www.epa.gov/region10/pdf/npdes/stormwater/cgp_requirements_for_use_of_cationic_chemicals.pdf
- 5.5.4 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.6 Complete the Endangered Species Protection Page

On the Endangered Species Protection page, you must select the Appendix D criteria under which you are eligible (http://www.epa.gov/npdes/pubs/cgp2012_appendixd.pdf) with respect to the protection of any and all species that are federally-listed as endangered or threatened under the Endangered Species Act (ESA) or habitat that is federally-designated as “critical habitat” under the ESA. Notice that all required fields are noted with an asterisk (*). Note that you must make this determination prior to submitting your NOI.

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Endangered Species Protection

Project/Site Name: *A New Site*
Operator Name: *CLA Operators*
Tracking Number: *MAR12A264*
Status: *Draft*

* 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.
- 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):

- 5.6.1 Refer to Appendix D to select either **A, B, C, D, E, or F**. Depending on your selection, there may be other information that you need to upload or enter.
- **Criterion A:** There is no additional information needed.
 - **Criterion B:** If you have selected B, you must enter the Tracking Number from the other Operator's notification of authorization under this permit.
 - **Criterion C:** If you have selected C, you must enter the federally-listed species or habitat that is located in your “action area” as well as upload a copy of the site map.
 - **Criterion D, E, or F:** If you have selected D, E, or F, you must upload copies of the correspondence between yourself and the Services for you NOI. You have the option of uploading multiple files at 5 MB per file.
- 5.6.2 Enter the **basis for the criterion** selected.

- 5.6.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.7 Complete the Stormwater Pollution Prevention Plan Information Page

The SWPPP page allows you to enter information about the point of contact person of the SWPPP. All required fields are noted with an asterisk (*).

Stormwater Pollution Prevention Plan (SWPPP) information

Project / Site Name: A New Site
Operator Name: CLA Operators
Tracking Number: MAR12A264
Status: Draft

Point of Contact

* First Name: Middle Initial: * Last Name:

* Organization Name:

* Phone:

Fax:

Email:

Save Next

- 5.7.1 Enter the **name** of the SWPPP point of contact.
- 5.7.2 Enter the name of the **organization** for which the SWPPP works.
- 5.7.3 Enter a **Phone, Fax, and Email Address** for the SWPPP.
- 5.7.4 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.8 Complete the Discharge Information Page

The Discharge Information page allows you to enter information regarding waterbodies to which your construction activity may be discharging. All required fields are noted with an asterisk (*).

Discharge Information

Project / Site Name: A New Site
Operator Name: CLA Operators
Tracking Number: MAR12A264
Status: Draft

* Does your project/site discharge stormwater into a Municipal Separate Storm Sewer System (MS4)?
 Yes No

* Are there any surface waters within 50 feet of your project's earth disturbances?
 Yes No

Receiving Waters and Wetlands

| Surface water(s) to which you discharge | Impaired Surface Waters to Which you Discharge | | |
|---|--|---------------------------|------------------|
| | Impaired Water | Listed Water Pollutant(s) | Tier 2, 2.5 or 3 |
| | | | |

Add Receiving Water or Wetland

Save Next

- 5.8.1 If your project/site discharges stormwater into a Municipal Separate Storm Sewer System (MS4), select **Yes**.
- 5.8.2 If there are any surface waters within 50 feet of your project's earth disturbances, select **Yes**.

- 5.8.3 Add a **receiving water or wetland**. The **Add Receiving Waters and Wetlands** button allows you to enter information about the surface waters that receive stormwater directly from your site, or from the MS4 to which you discharge. It also allows you to specify information about any impaired waters. *Depending on the information entered*, there may be additional requirements you need to complete in order to file the NOI. All required fields are noted with an asterisk (*).

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Additional Receiving Waters

Project/Site Name: *A New Site*
 Operator Name: *CLA Operators*
 Tracking Number: *MAR12A264*
 Status: *Draft*

* Name of Receiving Water:

* Is the water impaired? Yes No

* Source for Making Impaired Waters Determination:

* Is this receiving water designated by the state or tribal authority under its antidegradation policy as a **Tier 2 (or Tier 2.5) water** (water quality exceeds levels necessary to support propagation of fish, shellfish, and wildlife and recreation in and on the water) or as a **Tier 3 water** (Outstanding Natural Resource Water)? (See [Appendix F](#))
 Yes No

If there is a TMDL for this surface water, please provide the TMDL name and the pollutants for which there is a TMDL:

Pollutant(s) Causing the Impairment:
 If this receiving water is impaired, select the parent pollutant group(s) of the pollutant(s) causing the impairment (and then click move):

* Pollutants

| | |
|--------------------------|--|
| <input type="checkbox"/> | PESTICIDES |
| <input type="checkbox"/> | PH/ACIDITY/CAUSTIC CONDITIONS |
| <input type="checkbox"/> | POLYCHLORINATED BIPHENYLS (PCBS) |
| <input type="checkbox"/> | SALINITY/TOTAL DISSOLVED SOLIDS/CHLORIDES/SULFATES |
| <input type="checkbox"/> | SEDIMENT |
| <input type="checkbox"/> | TEMPERATURE |
| <input type="checkbox"/> | TOXIC INORGANICS |
| <input type="checkbox"/> | TOXIC ORGANICS |
| <input type="checkbox"/> | TRASH |
| <input type="checkbox"/> | TURBIDITY |

Your Selections

| | |
|--------------------------|------------------------|
| <input type="checkbox"/> | RADIATION |
| <input type="checkbox"/> | TASTE, COLOR, AND ODOR |
| <input type="checkbox"/> | TOTAL TOXICS |

Buttons: Move, Move All, Remove, Remove All

Buttons: Save and Add Another, Add and Return, Cancel and Return

- 5.8.4 Enter the **name of the receiving water**. Do not enter N/A, Not Available, Unknown, etc. If the receiving water bodies you discharge to are unnamed, list the name of the next downstream receiving water.
- 5.8.5 If the water is impaired, select **Yes**. If it is impaired, you must also add the pollutant(s) causing the impairment. Click on the check boxes next to the pollutants, and then click **Move** to move them into the **Your Selection** box.
- 5.8.6 Enter the **source for making the impaired waters determination**.
- 5.8.7 If the water is designated by the state or tribal authority under its anti-degradation policy as a Tier 2 or Tier 3 water, select **Yes**.
- 5.8.8 If there is a TMDL for the surface water, enter the **name** and the **pollutants** for which there is a TMDL.
- 5.8.9 Click on the **Save and Add Another** button to save the information and add another water, or click on the **Add an Return** button to save the information and return to the Discharge Information page, or click on **Cancel and Return** button to cancel the information you've entered and return to the Discharge Information page.
- 5.8.10 Once you have added the receiving waters and wetlands affected by your construction activity, you may view them on the Discharge Information page.

5.9 Complete the Historic Preservation Page

On the Historic Preservation page, you must enter information supporting your eligibility with regard to the protection of historic properties, as required in Appendix E (http://www.epa.gov/npdes/pubs/cgp2012_appendix.pdf). All required fields are noted with an asterisk (*).

Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

[Go To MyCDX](#)

[Status Definitions](#)

[Log out](#)

Historic Preservation

Project/Site Name: *A New Site*
Operator Name: *CLA Operators*
Tracking Number: *MAR12A264*
Status: *Draft*

* Is your project/site located on a property of religious or cultural significance to an Indian tribe?
 Yes No

* Are you installing any stormwater controls as described in [Appendix E](#) that require **subsurface earth disturbances**? (Appendix E, Step 1)
 Yes No

* If yes, have prior surveys or evaluations conducted on the site already determined historic properties do not exist, or that prior disturbances have precluded the existence of historic properties? (Appendix E, Step 2)
 Yes No

- 5.9.1 If your project is located on a property of religious or cultural significance to an Indian tribe, select **Yes** and then enter the name of the Indian tribe.
- 5.9.2 If you are installing any stormwater controls that require subsurface earth disturbances, select **Yes**. Depending on your responses to the subsequent questions on the page you may need to upload a copy of your sitemap, or you may be required describe the nature of the response from the SHPO, THPO, or other tribal representative.
- 5.9.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.10 Complete the Certification Information Page

The Certification Information page allows you to edit and enter information about the preparer and the certifier of the NOI. All required fields are noted with an asterisk (*).

Certification Information

Project/Site Name: *User Guide Project*
Operator Name: *CLA Operators*
Tracking Number: *DELEWA06F*
Status: *Draft*

Preparer Information

* First Name: M.I.:
Phone: Ext: * Last Name:
* Organization: * Email: Fax:

Certifier Information

* First Name: M.I.: * Last Name:
Title: * Email:

- 5.10.1 Enter all information relating to the **Preparer**. The Preparer Information is automatically populated, but you may edit it if needed.
- 5.10.2 Enter all information relating to the **Certifier**. The Certifier Information should be the person who will review and verify the waiver. This may or may not be the same person as the preparer.
- 5.10.3 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

5.11 Review and Submit the NOI to a Certifier

The **Review Page** allows you to review and edit the information you have provided in the CGP eNOI application, as well as to download a PDF version for your records.

- 5.11.1 Review the NOI. To change information, click on the **Edit** button in the section that corresponds to the information that needs to be edited.
- 5.11.2 When you are ready to submit the NOI to a certifier, click on the **Submit to Certifier** button at the bottom of the screen. The Certifier will be notified via email that the NOI is ready to be reviewed and certified. The NOI will not be considered “submitted to EPA” until the certifier has certified the form.

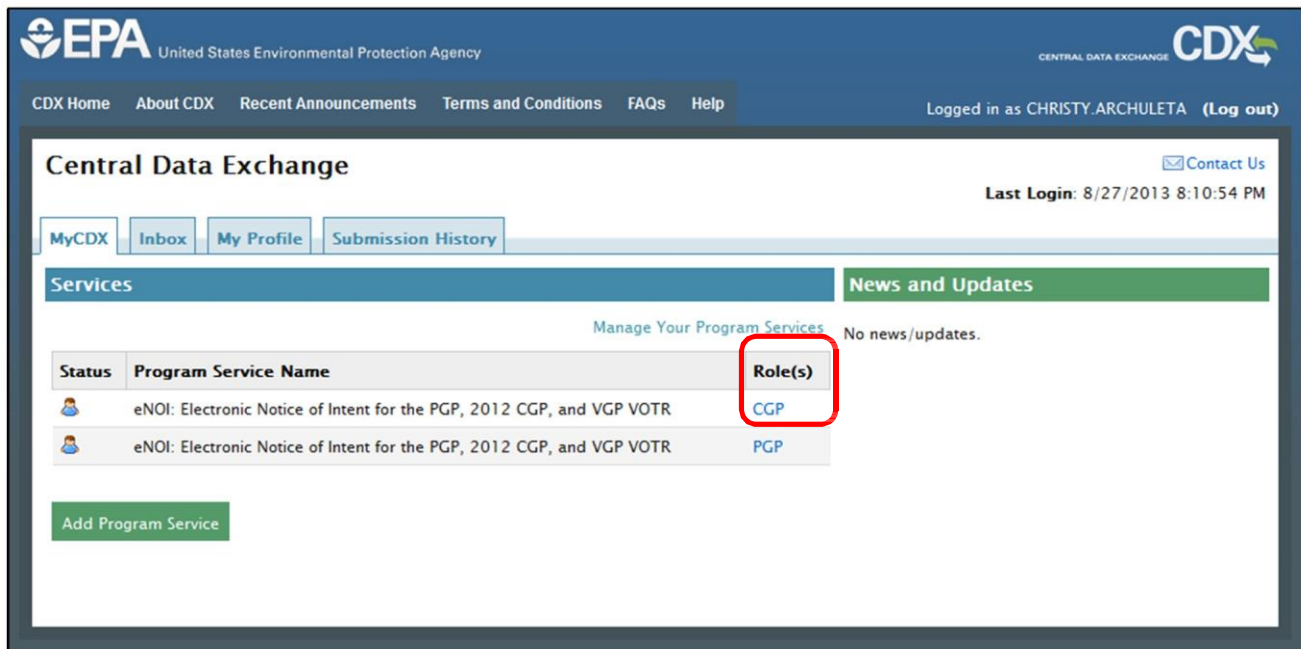
6. Certify and Submit the NOI to EPA – Certifier Role

As a Certifier you will receive an email with a certification key and NOI Tracking Number for review and certification. The following pages describe the process for reviewing and certifying an NOI that is in a “Pending Certification” status.

Note: If you are both a preparer and a certifier, you must follow the steps to certify the CGP NOI form in this section.

6.1 Access the CGP Application

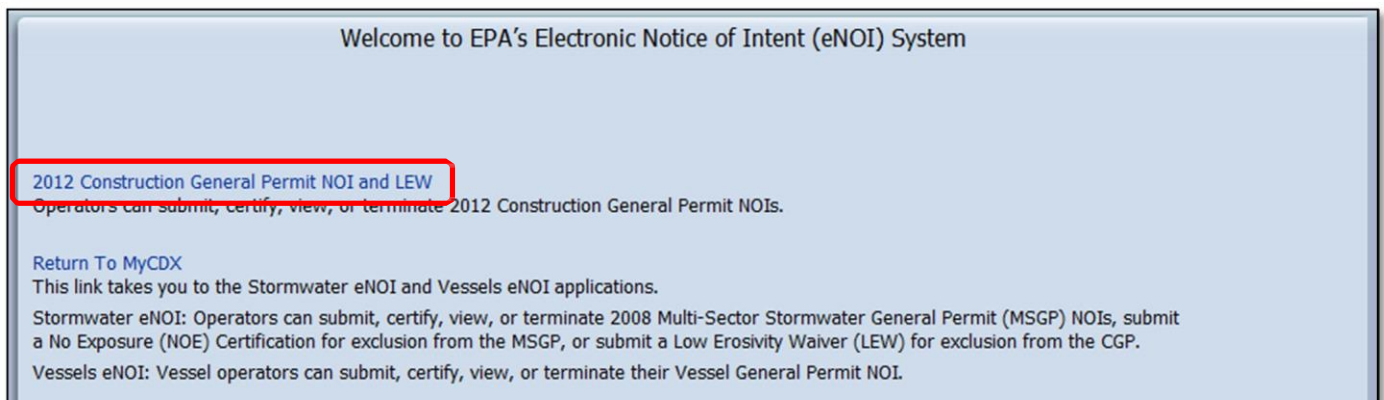
- 6.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.
- 6.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP/LEW application.



The screenshot shows the EPA MyCDX Central Data Exchange homepage. The user is logged in as CHRISTY.ARCHULETA. The page features a navigation bar with links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. Below the navigation bar, there are tabs for MyCDX, Inbox, My Profile, and Submission History. The main content area is divided into two sections: Services and News and Updates. The Services section has a sub-header 'Manage Your Program Services' and a table with the following data:

| Status | Program Service Name | Role(s) |
|--------|---|---------|
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | CGP |
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | PGP |

The 'Role(s)' column is highlighted with a red box, and the 'CGP' role is also highlighted. Below the table is a green button labeled 'Add Program Service'. The News and Updates section shows 'No news/updates.' and a 'Contact Us' link.

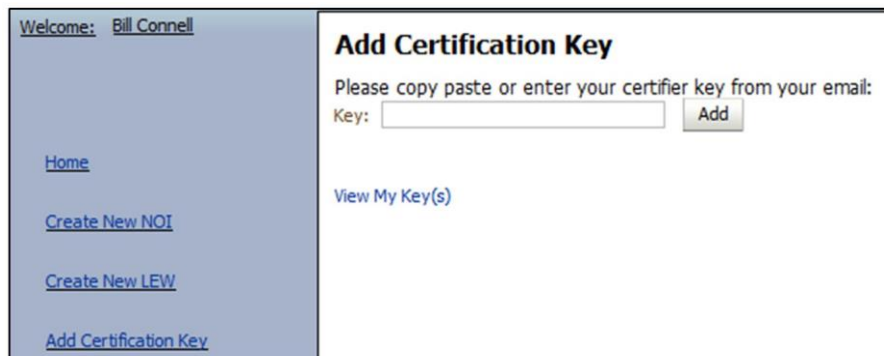


The screenshot shows the EPA's Electronic Notice of Intent (eNOI) System homepage. The page title is "Welcome to EPA's Electronic Notice of Intent (eNOI) System". Below the title, there is a link for "2012 Construction General Permit NOI and LEW" which is highlighted with a red box. The text below the link reads: "Operators can submit, certify, view, or terminate 2012 Construction General Permit NOIs." Below this, there is a section titled "Return To MyCDX" with the text: "This link takes you to the Stormwater eNOI and Vessels eNOI applications." Below this, there is a section titled "Stormwater eNOI: Operators can submit, certify, view, or terminate 2008 Multi-Sector Stormwater General Permit (MSGP) NOIs, submit a No Exposure (NOE) Certification for exclusion from the MSGP, or submit a Low Erosivity Waiver (LEW) for exclusion from the CGP." Below this, there is a section titled "Vessels eNOI: Vessel operators can submit, certify, view, or terminate their Vessel General Permit NOI."

6.2 Associate the NOI with Your Account

The certification key that was emailed to you will allow you to associate the corresponding NOI to your CDX account.

- 6.2.1 Open the email containing the alphanumeric certification key sent to you and copy (Ctrl+C) the certification key.
- 6.2.2 Navigate back to the CGP application. In the left navigation frame, click **Add Certification Key**.
- 6.2.3 Paste the key into the dialog box and then click **Add**.



Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

Add Certification Key

Please copy paste or enter your certifier key from your email:

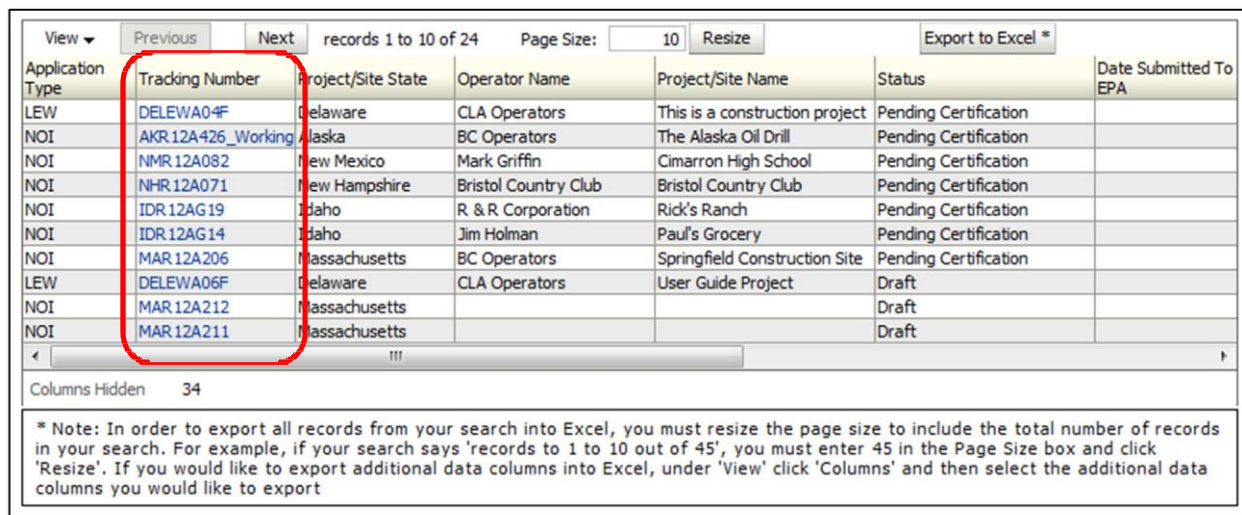
Key:

[View My Key\(s\)](#)

6.3 Review the NOI

Once the NOI has been associated to your CDX account successfully, you can review the information on the application that the Preparer entered.

- 6.3.1 Click on the **Home** link in the left navigation frame. Scroll down the page to view the NOI that has been associated with your account.
- 6.3.2 Click on the **Tracking Number** of the NOI that you wish to certify. This will direct you to a Review page.



| Application Type | Tracking Number | Project/Site State | Operator Name | Project/Site Name | Status | Date Submitted To EPA |
|------------------|--------------------|--------------------|----------------------|--------------------------------|-----------------------|-----------------------|
| LEW | DELEWA04F | Delaware | CLA Operators | This is a construction project | Pending Certification | |
| NOI | AKR 12A426_Working | Alaska | BC Operators | The Alaska Oil Drill | Pending Certification | |
| NOI | NMR 12A082 | New Mexico | Mark Griffin | Cimarron High School | Pending Certification | |
| NOI | NHR 12A071 | New Hampshire | Bristol Country Club | Bristol Country Club | Pending Certification | |
| NOI | IDR 12AG19 | Idaho | R & R Corporation | Rick's Ranch | Pending Certification | |
| NOI | IDR 12AG14 | Idaho | Jim Holman | Paul's Grocery | Pending Certification | |
| NOI | MAR 12A206 | Massachusetts | BC Operators | Springfield Construction Site | Pending Certification | |
| LEW | DELEWA06F | Delaware | CLA Operators | User Guide Project | Draft | |
| NOI | MAR 12A212 | Massachusetts | | | Draft | |
| NOI | MAR 12A211 | Massachusetts | | | Draft | |

Columns Hidden 34

* Note: In order to export all records from your search into Excel, you must resize the page size to include the total number of records in your search. For example, if your search says 'records to 1 to 10 out of 45', you must enter 45 in the Page Size box and click 'Resize'. If you would like to export additional data columns into Excel, under 'View' click 'Columns' and then select the additional data columns you would like to export

- 6.3.3 Verify that the information on the NOI Review page is correct.
- 6.3.4 If necessary, click on the **Edit** buttons to make any changes to the information.

6.4 Certify or Reject the NOI

6.4.1 Review the NOI and make any necessary changes.

6.4.2 After reading the certification statement at the bottom of the Review page, click on either the **Reject** or **Submit to EPA** button.

- **Submit to EPA:** Select this button if the information is correct and you are ready to submit the CGP NOI to the EPA. This action means that you are certifying the NOI. Once the NOI has been certified and successfully submitted to EPA, the NOI must undergo a 14-day wait period before it will be considered “active.”
- **Reject:** Select this button if the information is incorrect or inaccurate and you’d like the Preparer to make changes to the application.

Project/Site Name: *Testing EVERYTHING Project*
Operator Name: *CLA Operators*
Tracking Number: *MALEWA051*
Status: *Pending Certification*
Processed by NOI Processing Center

Read the following text and select your choice:

I certify under penalty of law that: (1) construction activity at the project or site specified in Part II shall disturb less than five acres and shall take place during a period when the rainfall erosivity factor is less than five, (2) final stabilization will be completed as defined in the Construction General Permit, and (3) this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on 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. Further, if interim non-vegetative measures are used to establish the end of the construction period for the purposes of obtaining this waiver, I commit to periodically inspect and properly maintain the area until the criteria for final vegetative stabilization have been met.

6.5 Verify the Status of Your NOI

6.5.1 Click the **Home** link to verify the status of your NOI.

6.5.2 If you selected Submit to EPA, the status should say **Submitted to EPA**. NPDES permit coverage will be attained in 14 days after the wait period and will then say **Active**.

6.5.3 If you selected Reject, the status should say **Pending Certification**.

| Application Type | Tracking Number | Project/Site State | Operator Name | Project/Site Name | Status | Date Submitted To EPA |
|------------------|-----------------|--------------------|---------------|---------------------|-------------------------------|-----------------------|
| LEW | AKLEWA001 | Alaska | BC Operators | The Road To Nowhere | Active | 7/24/2013 |
| LEW | MALEWA010 | Massachusetts | CLA Operators | New Site | Active / Pending Migration to | 7/24/2013 |

Columns Hidden 34

* Note: In order to export all records from your search into Excel, you must resize the page size to include the total number of records in your search. For example, if your search says 'records to 1 to 10 out of 45', you must enter 45 in the Page Size box and click 'Resize'. If you would like to export additional data columns into Excel, under 'View' click 'Columns' and then select the additional data columns you would like to export

7. Submit a Notice of Termination – Preparer’s Role

Once your NOI is in an Active status, you have the option to terminate it. There are a few reasons why you will want to submit a Notice of Termination (NOT) for your NOI. If you have completed earth-disturbing activities at your site, if another operator has assumed control over the site, or if you have obtained coverage under another permit. If either of those scenarios is true, you can terminate your NOI.

7.1 Access the CGP eNOI Application

- 7.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.
- 7.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP application.

Central Data Exchange

MyCDX | Inbox | My Profile | Submission History

| Status | Program Service Name | Role(s) |
|--------|---|---------|
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | CGP |
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | PGP |

Add Program Service

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

[2012 Construction General Permit NOI and LEW](#)
Operators can submit, certify, view, or terminate 2012 Construction General Permit NOIs.

[Return To MyCDX](#)
This link takes you to the Stormwater eNOI and Vessels eNOI applications.

Stormwater eNOI: Operators can submit, certify, view, or terminate 2008 Multi-Sector Stormwater General Permit (MSGP) NOIs, submit a No Exposure (NOE) Certification for exclusion from the MSGP, or submit a Low Erosivity Waiver (LEW) for exclusion from the CGP.

Vessels eNOI: Vessel operators can submit, certify, view, or terminate their Vessel General Permit NOI.

7.2 Terminate Your NOI

- 7.2.1 Click on the **Tracking Number** of the record you wish to terminate. This will take you to the Review page.
- 7.2.2 Click on the **Terminate** button located at the bottom of the page. This will open the CGP eNOI Termination Page.

Project/Site Name: *Waiting Period Test 1*
Operator Name: *Avanti Test*
Tracking Number: *MAR12AP38*
Status: *Active*
Processed by NOI Processing Center

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.

7.3 Complete the CGP eNOI Permit Termination Page

The CGP eNOI Permit Termination page allows you to edit and enter information about the preparer and the certifier of the NOT. All required fields are noted with an asterisk (*).

- 7.3.1 Select the reason you wish to terminate your NOI.
- 7.3.2 Enter all information relating to the **Preparer**. The Preparer Information is automatically populated, but you may edit it if needed.
- 7.3.3 Enter all information relating to the **Certifier**. The Certifier Information should be the person who will review and verify the NOT. This may or may not be the same person as the preparer.
- 7.3.4 Click on the **Submit to Certifier** button to save the information and submit the NOT to the Certifier.

CGP ENOI Permit Termination

Project/Site Name: *Waiting Period Test 1*

Operator Name: *Avanti Test*

Permit Number: *MAR12AP38*

Current Permit Status: *Active*

Reason for Termination (Check only one):

Another operator has assumed control over all areas of the site and that operator has submitted an NOI and obtained coverage under the CGP.

You have completed earth-disturbing activities at your site, and you have met all other requirements in Part 8.2.1.

You have obtained coverage under an individual permit or another general NPDES permit addressing stormwater discharges from the construction site.

NOT Preparer

| | | | | | |
|-----------------|---|----------|--|--------------|---------------------------------|
| * First Name: | <input type="text" value="Hiral"/> | M.I.: | <input type="text"/> | * Last Name: | <input type="text" value="pa"/> |
| Phone: | <input type="text" value="6789097799"/> | Ext.: | <input type="text"/> | Fax: | <input type="text"/> |
| * Organization: | <input type="text" value="Avanti Corporation"/> | * Email: | <input type="text" value="hiral@avanticorporation.com"/> | | |

NOT Certifier

| | | | | | |
|---------------|--------------------------------------|----------|--|--------------|-----------------------------------|
| * First Name: | <input type="text" value="Christy"/> | M.I.: | <input type="text" value="L"/> | * Last Name: | <input type="text" value="Test"/> |
| Title: | <input type="text" value="Test"/> | * Email: | <input type="text" value="christy@avanticorporation.com"/> | | |

8. Certify and Submit the NOT to EPA – Certifier Role

As a Certifier you will receive an email with a certification key and NOT Tracking Number for review and certification. The following pages describe the process for reviewing and certifying an NOT.

Note: If you are both a preparer and a certifier, you must follow the steps to certify the CGP NOT form in this section.

8.1 Access the CGP Application

- 8.1.1 Once you are logged into CDX, click on **CGP** in the Role(s) column on the MyCDX homepage. The EPA eNOI System homepage will open.
- 8.1.2 Click on the **2012 Construction General Permit NOI and LEW** link to enter the CGP/LEW application.

Central Data Exchange

MyCDX | Inbox | My Profile | Submission History

| Status | Program Service Name | Role(s) |
|--------|---|---------|
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | CGP |
| | eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR | PGP |

Add Program Service

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

[2012 Construction General Permit NOI and LEW](#)
Operators can submit, certify, view, or terminate 2012 Construction General Permit NOIs.

[Return To MyCDX](#)
This link takes you to the Stormwater eNOI and Vessels eNOI applications.

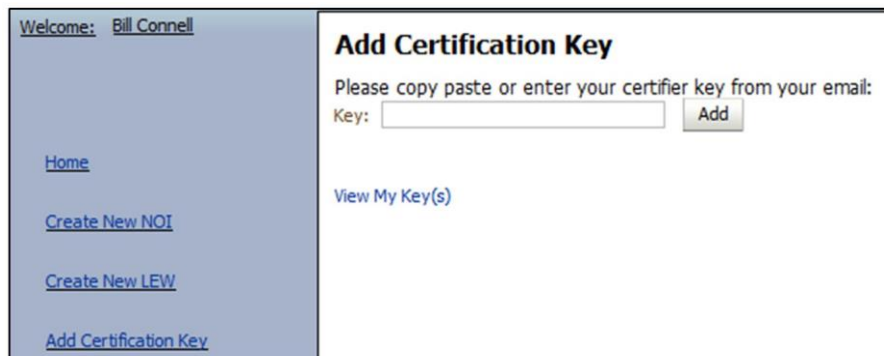
Stormwater eNOI: Operators can submit, certify, view, or terminate 2008 Multi-Sector Stormwater General Permit (MSGP) NOIs, submit a No Exposure (NOE) Certification for exclusion from the MSGP, or submit a Low Erosivity Waiver (LEW) for exclusion from the CGP.

Vessels eNOI: Vessel operators can submit, certify, view, or terminate their Vessel General Permit NOI.

8.2 Associate the NOI with Your Account

The certification key that was emailed to you will allow you to associate the corresponding NOI to your CDX account.

- 8.2.1 Open the email containing the alphanumeric certification key sent to you and copy (Ctrl+C) the certification key.
- 8.2.2 Navigate back to the CGP application. In the left navigation frame, click **Add Certification Key**.
- 8.2.3 Paste the key into the dialog box and then click **Add**.



Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

Add Certification Key

Please copy paste or enter your certifier key from your email:

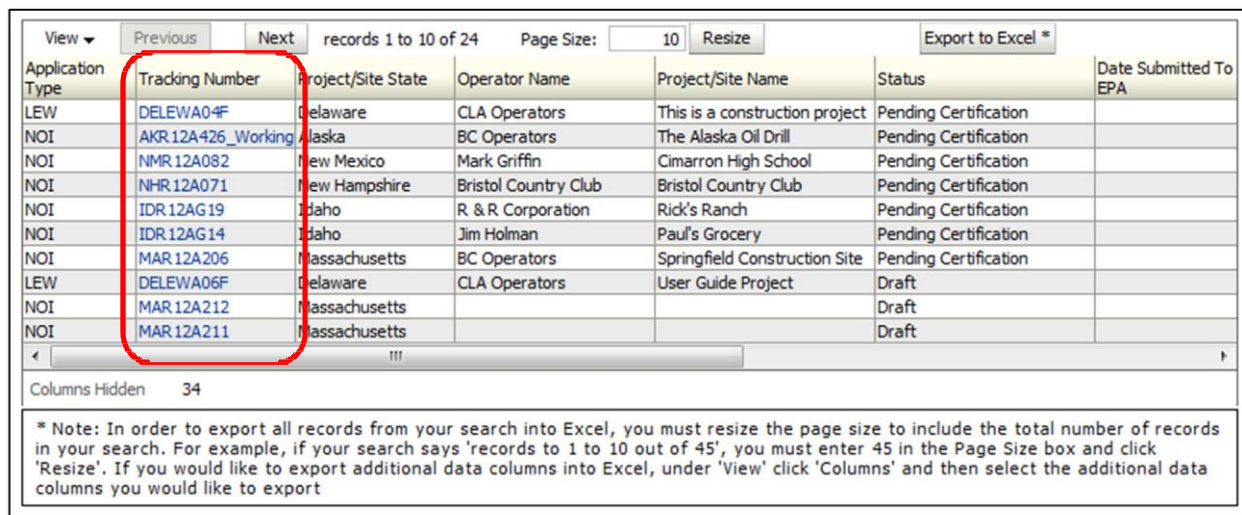
Key:

[View My Key\(s\)](#)

8.3 Review the NOT

Once the NOT has been associated to your CDX account successfully, you can review the information on the application that the Preparer entered.

- 8.3.1 Click on the **Home** link in the left navigation frame. Scroll down the page to view the NOT that has been associated with your account.
- 8.3.2 Click on the **Tracking Number** of the NOT that you wish to certify. This will direct you to a Review page.



| Application Type | Tracking Number | Project/Site State | Operator Name | Project/Site Name | Status | Date Submitted To EPA |
|------------------|--------------------|--------------------|----------------------|--------------------------------|-----------------------|-----------------------|
| LEW | DELEWA04F | Delaware | CLA Operators | This is a construction project | Pending Certification | |
| NOI | AKR 12A426_Working | Alaska | BC Operators | The Alaska Oil Drill | Pending Certification | |
| NOI | NMR 12A082 | New Mexico | Mark Griffin | Cimarron High School | Pending Certification | |
| NOI | NHR 12A071 | New Hampshire | Bristol Country Club | Bristol Country Club | Pending Certification | |
| NOI | IDR 12AG19 | Idaho | R & R Corporation | Rick's Ranch | Pending Certification | |
| NOI | IDR 12AG14 | Idaho | Jim Holman | Paul's Grocery | Pending Certification | |
| NOI | MAR 12A206 | Massachusetts | BC Operators | Springfield Construction Site | Pending Certification | |
| LEW | DELEWA06F | Delaware | CLA Operators | User Guide Project | Draft | |
| NOI | MAR 12A212 | Massachusetts | | | Draft | |
| NOI | MAR 12A211 | Massachusetts | | | Draft | |

Columns Hidden 34

* Note: In order to export all records from your search into Excel, you must resize the page size to include the total number of records in your search. For example, if your search says 'records to 1 to 10 out of 45', you must enter 45 in the Page Size box and click 'Resize'. If you would like to export additional data columns into Excel, under 'View' click 'Columns' and then select the additional data columns you would like to export

- 8.3.3 Verify that the information on the NOI Review page is correct.

8.4 Certify the NOT

- 8.4.1 Review the NOT.
- 8.4.2 After reading the certification statement at the bottom of the Review page, click on the **Certify Termination** button.

Project/Site Name: *Waiting Period Test 1*
Operator Name: *Avanti Test*
Tracking Number: *MAR12AP38*
Status: *Active*
Processed by NOI Processing Center

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.

9. Appendix

9.1 Status Definitions

- 9.1.1 **Draft:** NOI records that have been drafted, but not submitted to a designated certifying official for review and certification.
- 9.1.2 **Pending Certification:** NOI records that have been submitted to a certifying official for review and certification.
- 9.1.3 **Active:** NOI records that have been certified by the designated certifying official and are considered covered under the waiver from needing CGP coverage.
- 9.1.4 **Rejected:** NOI records that have been rejected by the certifying official reviewing the form.
- 9.1.5 **Submitted to EPA:** NOI records that have been certified by a designated certifying official and then sent to EPA to initiate the 14-day review period.
- 9.1.6 **Submitted to EPA / On Hold:** NOI records that have been submitted to EPA but have been placed on hold due to concerns by EPA, the National Marine Fisheries Service, and/or the U.S. Fish and Wildlife Service, or a State or Tribal Historic Preservation Officer or other tribal representative.
- 9.1.7 **Terminated:** NOI records that have been terminated after meeting the requirements of Part 8 of EPA's 2012 CGP.

9.2 Help and Support

If you need further assistance with the CGP NOI application, please call EPA's eNOI Processing Center at 866-352-7755.

If you need further assistance logging on to CDX, click on the **Help & Support** link located on your MyCDX page.

MyCDX [Contact Us](#)
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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>