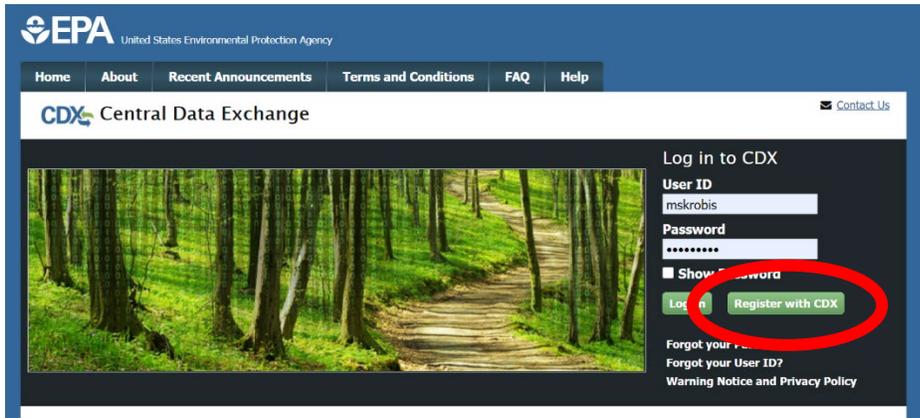


FIRST TIME CDX USERS

GO TO cdx.epa.gov



Click the agreement on the next page

Click on the **NeT: NPDES Reporting Tool**

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

Use this Search bar to help find the NeT: NPDES Reporting tool

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (6)

NetDMR: Network Discharge Monitoring Report (37)

Click the **NETCGP: NeT – NPDES Stormwater Construction General Permit**

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

NETAQUA: NeT - Aquaculture General Permit

NETBIO: NeT - Biosolids Annual Program Report

NETCGP: NeT - NPDES Stormwater Construction General Permit

NETEPAGEG: NeT - EPA Offshore Oil and Gas Extraction - Eastern Outer Continental Shelf NPDES Permit

NETEPAGMG: NeT - EPA Offshore Oil and Gas Extraction - Western Outer Continental Shelf NPDES Permit

NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity

Back

Cancel

Select your role; If you will have the owner sign the Notice of Intent (NOI) on all of your projects, a preparer role is fine. MOST contractors will sign up as a **signatory** role to sign on the owner's behalf. Setting up this role is quite intensive and secure. This is not on a federal website, and the EPA is very thorough in making sure you are in fact who you say you are. *Remember, this website is designed for more than just construction permits, so if it seems very secure, that's why*

Registration Information	
Program Service	NeT - NPDES Stormwater Construction General Permit
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Fill out your information. It is crucial that you use your **FULL LEGAL NAME** and you use your **HOME ADDRESS**. This is how the EPA will verify who you are. There are also multiple security questions, make sure you remember these answers, when you sign documents, this is how they verify your identity electronically.

Your User ID can be anything. I chose to use my first initial with my last name ex: JSmith some use their company name ex: BuildPC

Your Password needs to have a lower case letter, upper case letter, number, and special character.

Part 1: User Information	
The program you are registering for requires additional proof of identity. Later in the registration process you option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name ex: entered on this page.	
User ID *	<input type="text"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>

On the same page as above, you need to enter your organization information. Most contractors will need to do this, if you have another employee within your company taking over SWPPP/NOI they should be able to find your organization/company using the search

Part 2: Organization Info

Enter organization or organization ID

Enter your company name into the search bar, see my example below:

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Click **Request that we add your organization**

Enter your organizations/company's associated information. And click **Submit Request for Access**

State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="example@example.com"/>
Re-enter Email *	<input type="text" value="example@example.com"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

Next you will come to this screen:

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Confirmation [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization ✓ 4. Confirmation

A few more steps...

You will soon receive an email confirmation message at [redacted] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: MSKROBIS

Code:

[Create Account](#) [Return to CDX Home](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) [Privacy and Security Notice](#) [Accessibility](#) [About CDX](#) [Frequently Asked Questions](#) [Terms and Conditions](#) [Contact Us](#)

Your email will look like this: look for the code in section **b** and enter it in the code box above

Core Registration Email Verification Request

 helpdesk@epacdx.net
To: [redacted]

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID [redacted] and Password that were selected during the registration process. <https://cdx.epa.gov/Registration/EmailValidation?code=SsUjSurARi2L>. If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the webpage: **SsUjSurARi2L**.

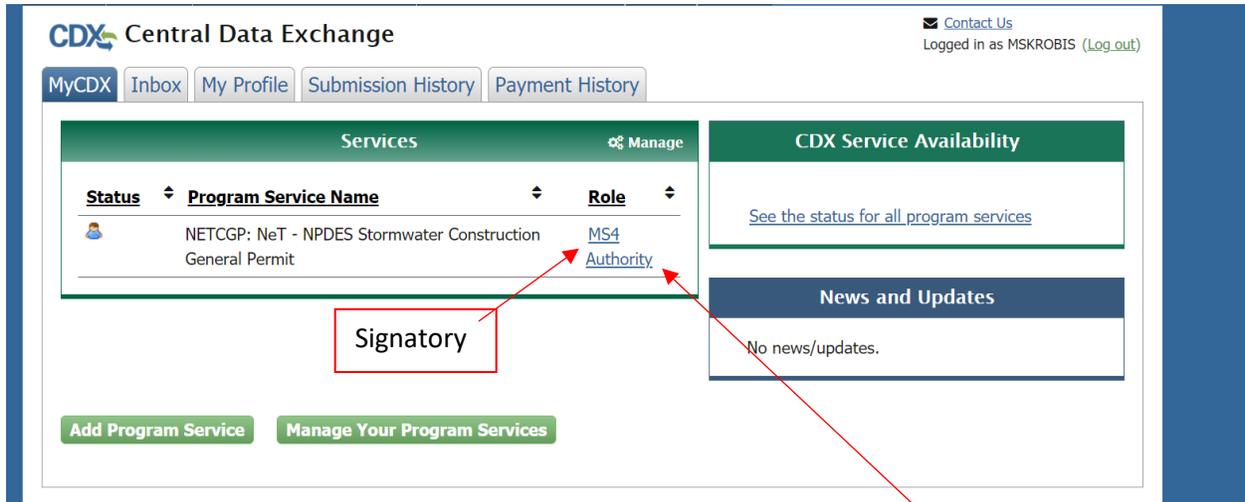
Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk <https://cdx.epa.gov/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage
<https://cdx.epa.gov>

United States Environmental Protection Agency - Central Data Exchange

Now that you are in the system, you can create NOI's for all of the projects that need them. Your screen will look like this when you log in, with the exception of yours having a "Signatory" where mine says MS4

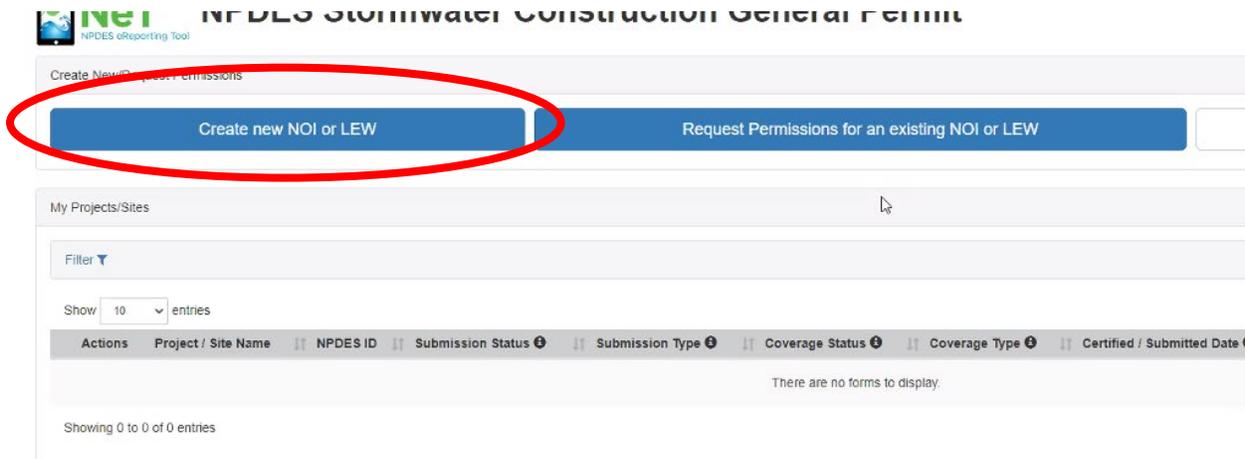


To see a list of your current, expired, or drafts of your future NOI's click the role "link"

This is also how you will enter a new NOI.

Click **Create new NOI or LEW**

- LEW stands for Low Erosivity Waiver, if you are interested in this program, please feel free to reach out to Kelsey or Michelle for more information.



On the left side of your screen, you can click the Start new NOI, a search box is at the center of the screen for you to make sure there is not already a NOI for your project. It is unlikely you will run into this, **but it is required by the site that you enter something into the box**. You will not be able to start a new NOI unless you search for it first.

Once you start your new NOI, go through the required information prompted.

Decide which Permit is correct for your site:

Summit County has a flow chart to help you figure out which permit is correct for you. Some projects under an acre are exempt from needing an NOI.

Eligibility Information

Select the state/territory to which your project/site is discharging.
Utah

Is your project/site located on federally recognized Indian Country lands?
 Yes
 No

Which type of form would you like to submit?

Construction General Permit (CGP) Notice of Intent (NOI) - For projects disturbing 1 or more acres of land or that are less than 1 acre but part of a common plan of development or sale that will ultimately disturb 1 or more acres.

Common Plan Permit (CPP) Notice of Intent (NOI) - For a single residential lot disturbing less than 1 acre that is part of a common plan of development or sale that disturbs 1 or more acres.

Low Erosivity Waiver (LEW) - Waives the requirements for a NOI and SWPPP if the site is less than 5 acres and has a rainfall erosivity factor of less than 5.

You are requesting authorization to discharge pursuant to the Utah Pollutant Discharge Elimination System (UPDES) General Storm Water Permit for Construction Activity Connected with Single Lot Housing Projects.

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

Cancel

For most projects this question will be “No”

- If you are unsure if your project has previously been under a UPDES permit, the likely answer is no. This is for projects with dewatering (more than just footings) and industrial projects. Reach out if you have questions!

The next questions pertaining to your site are straight forward. The tricky part is finding the coordinates to your site. You can use the map provided on CDX OR you can just use google.

Latitude/Longitude for the Project/Site

Click on the map to automatically populate the Latitude and Longitude.

Coordinate System: •

Decimal Degrees
 Degrees Minutes Seconds

Latitude: • 📍

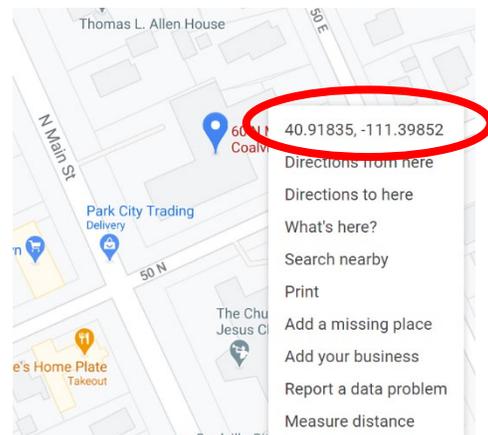
40.726836 ° N

Longitude: • 📍

111.438311 ° W



To use google, pop in the address and RIGHT CLICK to see this box with the coordinates:



It is REALLY IMPORTANT that you list **Summit County as the MS4**. If you are building in Summit County, and you mark “Not Applicable or Park City” Summit County cannot see your permit on our end, and you will just have to go in and fix it, an easy thing to fix, but it’s easier to get it right the first time.

Site Activity Information

Municipal Separate Storm Sewer System (MS4) Operator Name ⓘ *

Summit

Summit County (Unincorporated Areas)

This is known

This is a guess

What is the estimated distance to the nearest water body? *

Feet

Miles

Is the receiving water designated as impaired? ⓘ *

Yes

No

Does this facility site have any other UPDES permits? ⓘ *

Yes

No

Next Section

To find your nearest body of water use this site <http://mapserv.utah.gov/surfacewaterquality/>

this information is needed in section 12 of your SWPPP as well

Beneficial Uses and Water Quality Assessment Map 1.3.2

Zoom into your area of interest and click on an assessment unit (outlined in yellow) or waterbody (in blue) to view the data.

Print to PDF

▼ Search

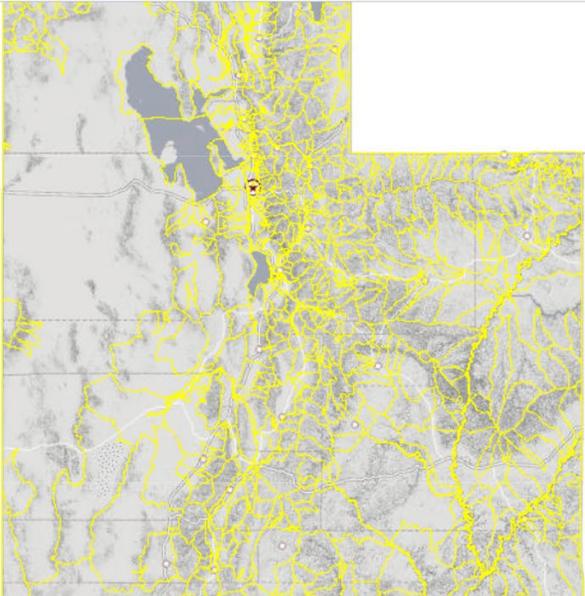
Stream Name:

Waterbody or Assessment Unit Name:

Assessment Unit ID:

Coordinate Type: UTM

X:



Scroll in until you see your site and click on it. For this example, East Canyon Creek is the receiving water Beneficial Uses and Water Quality Assessment Map 1.3.2

Zoom into your area of interest and click on an assessment unit (outlined in yellow) or waterbody (in blue) to view the data.

Print to PDF

Search

Selected Map Feature Data

AssessmentUnits: East Canyon Creek-2	
Unit ID	UT16020102-026_00
Unit Description	East Canyon Creek and tributaries from East Canyon Reservoir to headwaters
Watershed Management Unit	Weber River
Anti-Degradation Category	Category 1 = No point discharges within U.S. Forest Service outer boundary or to other specified waters of R317-2-12; Category 3 = degradation may be allowed for non-Category 1 waters pursuant to antidegradation review

Scroll down on the box on the left, this is how you will find out if your receiving body of water is impaired or not and if there is a Total Maximum Daily Load (TMDL) – again, this is all important for your SWPPP and your NOI

Next you have to **certify and pay for the NOI** or if you are filling your NOI months in advance you can save it for later.

This form has not been certified. This form must be certified in order to complete the submission process.

Permit Information
Owner and Operator Information <input checked="" type="checkbox"/>
Project/Site Information <input checked="" type="checkbox"/>
Site Activity Information <input checked="" type="checkbox"/>
Certification Information

What would you like to do now?

You can sign and submit your form to UTDEQ by clicking "Certify form", or lock and flag your form for certification by selecting "Flag for certification". If you don't want to perform an action at this time, select "No action at this time".

Certify Form
 Flag for certification
 No action at this time

Next

Save and Close Save Cancel

You will be assigned a UPDES number for your site, it will look like UTRC##### or UTRH##### this number is required for your SWPPP and SWPPP Sign.

