

# **2013 VESSEL GENERAL PERMIT (VGP) ELECTRONIC NOTICE OF INTENT (ENOI) SYSTEM**

**Presented by:**

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**United States Environmental Protection Agency  
Washington, DC**

**November 2013**

# TOPICS FOR TODAY'S WEBCAST

- Requirement to submit a Notice of Intent (NOI)
- Registering to use 2013 VGP eNOI system
- Entering data into the eNOI system
- Certifying and submitting NOIs
- Other eNOI actions
  - Searching, viewing, editing, duplicating, and terminating
- Multiple vessels (Batch Upload)
- Where to go for help

# REQUIREMENT TO SUBMIT A NOTICE OF INTENT (NOI)

## REQUIREMENT TO SUBMIT A NOTICE OF INTENT (NOI): WHAT VESSELS ARE REQUIRED TO SUBMIT NOIs?

- Part 1.5.1.1 of the 2013 VGP requires NOIs for discharges to waters covered by the VGP for:
  - Vessels 300 gross tons or more, or
  - Vessels with the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water.
- 2008 VGP NOIs do not provide coverage under the 2013 VGP. You must submit a new and complete NOI for coverage under the 2013 VGP.
- Other vessels do not have to submit an NOI but must complete a Permit Authorization and Record of Inspection (PARI) Form and keep a copy of form onboard vessel at all times.

## REQUIREMENT TO SUBMIT A NOTICE OF INTENT (NOI): NOI DUE DATE

- 2013 VGP – Effective December 19, 2013
- NOI Due Date (electronic)
  - At least 7 days before discharging
    - For uninterrupted permit coverage from 2008 VGP, NOI is due by December 12, 2013)
- NOI Due Date (paper)
  - At least 30 days (plus the time it takes for EPA to receive and process NOI and post on the Internet) before discharging
    - And only if EPA grants you a waiver in writing to use paper

# REGISTERING TO USE 2013 VGP ENOI SYSTEM

## REGISTERING TO USE 2013 VGP eNOI SYSTEM: TWO-STEP REGISTRATION/LOG-IN PROCESS

- **ALL** users must first register (or update registration) in EPA's Central Data Exchange (CDX).
  - <https://cdx.epa.gov>
- Once registered, login to EPA's 2013 VGP eNOI System using your CDX username and password.
  - <https://ofmpub.epa.gov/apex/vgpenoi/f?p=vgp>

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: EPA VGP eNOI WEBSITE

The screenshot shows the EPA National Pollutant Discharge Elimination System (NPDES) website. The main heading is "EPA's Vessels Electronic Notice of Intent (eNOI) Home Page". A red circle highlights the eNOI logo, and a blue arrow points from a text box to it. The text box says "Click one of these to access the 2013 VGP eNOI System". Another red circle highlights the "Accessing EPA's 2013 VGP eNOI System" section, with a blue arrow pointing to the "Accessing EPA's 2013 VGP eNOI System" link in the table of contents. The table of contents includes links for "Accessing EPA's 2013 VGP eNOI System", "Batch Submission for NOIs under the 2013 VGP", "Transfer of Ownership under the 2013 VGP", "Accessing EPA's 2008 VGP eNOI System", "Vessels eNOI Search", "Frequently Asked Questions", "For More Information", and "Contact Information". The page also features a search bar, navigation tabs, and a sidebar with various resources.

U.S. ENVIRONMENTAL PROTECTION AGENCY

## National Pollutant Discharge Elimination System (NPDES)

Recent Additions | Contact Us Search NPDES:

EPA Home > OW Home > QWM Home > NPDES Home > Vessel Discharges > Vessels eNOI Home

NPDES Topics Alphabetical Index Glossary About NPDES

### EPA's Vessels Electronic Notice of Intent (eNOI) Home Page



Click on the eNOI logo to enter EPA's electronic Notice of Intent (eNOI) system.

For information on the 2008 VGP one time report, [please click here.](#)

#### Table of Contents for EPA's Vessels eNOI Home Page

- [Accessing EPA's 2013 VGP eNOI System](#)
- [Batch Submission for NOIs under the 2013 VGP](#)
- [Transfer of Ownership under the 2013 VGP](#)
- [Accessing EPA's 2008 VGP eNOI System](#)
- [Vessels eNOI Search](#)
- [Frequently Asked Questions](#)
- [For More Information](#)
- [Contact Information](#)

#### Accessing EPA's 2013 VGP eNOI System

To submit reports to EPA as required under the 2013 VGP, owner/operators must access EPA's eNOI system. All owner/operators are required to submit information electronically through the eNOI system, unless they obtain a temporary waiver from electronic reporting (in which case paper reports may be submitted to the address identified in Part 4.4.1 of the 2013 VGP. To access EPA's eNOI system, users must first register through [EPA's central data exchange \(CDX\)](#) system. Once registered, users can access [EPA's 2013 VGP eNOI system](#) and log in with the CDX username and password.

[Return to Table of Contents](#)

**Click one of these to access the 2013 VGP eNOI System**

**Accessing EPA's 2013 VGP eNOI System**

<http://cfpub.epa.gov/npdes/vessels/vesselsenoi.cfm>

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: EPA 2013 VGP eNOI SYSTEM LOGIN

[Help](#)



## Welcome to the 2013 Vessel General Permit (VGP) eNOI System

[\(Click here if you are here to access the 2008 Vessel General Permit eNOI\)](#)

You must first register with EPA's Central Data Exchange (CDX) and identify your role before using this system. Users previously registered to use the 2008 VGP eNOI system can use their previous username and password but will also have to update their role in CDX for the 2013 VGP eNOI system. [Click here](#) to go to the CDX site to register and/or to identify your role to be able to submit data using EPA's 2013 VGP eNOI System or for login with your Username or Password. The Help link above also contains step-by-step CDX registration instructions and other information.

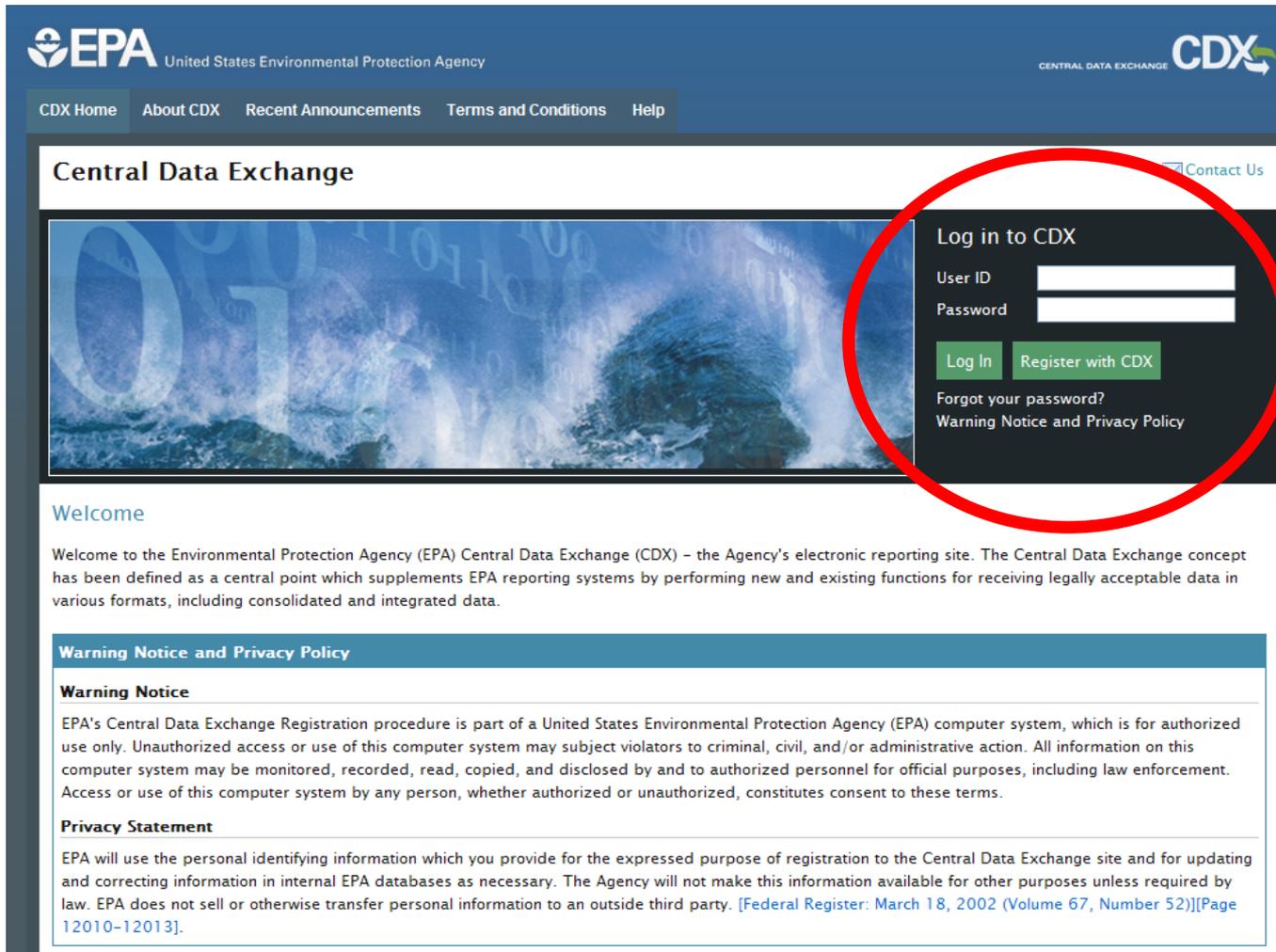
[Forgot User ID or Password](#)

**DISCLAIMER**

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# REGISTERING TO USE 2013 VGP eNOI SYSTEM:

## 1. CENTRAL DATA EXCHANGE (CDX)



The screenshot displays the EPA Central Data Exchange (CDX) website. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the CDX logo with the text "CENTRAL DATA EXCHANGE". Below the logos is a navigation menu with links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main heading is "Central Data Exchange" with a "Contact Us" link. A large red circle highlights the login and registration area, which includes a "Log in to CDX" section with "User ID" and "Password" input fields, "Log In" and "Register with CDX" buttons, and links for "Forgot your password?" and "Warning Notice and Privacy Policy". Below this is a "Welcome" section with a paragraph of text. At the bottom is a "Warning Notice and Privacy Policy" section with sub-sections for "Warning Notice" and "Privacy Statement".

**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

CDX Home About CDX Recent Announcements Terms and Conditions Help

### Central Data Exchange

Contact Us

Log in to CDX

User ID

Password

Log In Register with CDX

[Forgot your password?](#)  
[Warning Notice and Privacy Policy](#)

#### Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) – the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

#### Warning Notice and Privacy Policy

##### Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

##### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: CDX PROGRAM SERVICES

The screenshot shows the EPA CDX Core Registration page. At the top, there is a navigation bar with the EPA logo and 'United States Environmental Protection Agency' text, and a 'CDX' logo with 'CENTRAL DATA EXCHANGE' text. Below the navigation bar, there are links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main heading is 'Core CDX Registration' with a 'Contact Us' link. A progress bar shows four steps: '1. Request Program Service', '2. Request Role Access', '3. Provide User and Organization Information', and '4. Confirmation'. Below the progress bar, there is a search prompt: '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)'. A search input field contains the text 'Enter search criteria'. Below the search field is a list of 'Active Program Services List' with the following entries: ACRES: Assessment Cleanup and Redevelopment Exchange System; ARCS: Aircraft Reporting and Compliance System; CEDRI: Compliance and Emissions Data Reporting Interface; CEDRI2: Compliance and Emissions Data Reporting Interface; CSPP: Submissions for Chemical Safety and Pesticide Programs; e-NEPA: NEPA Electronic Filing System; eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR; FOND: Fuel Oil Non-Availability Disclosure; GLEND: Great Lakes Environmental Database Query System; GMG290000: NeT - EPA Region 6 Outer Continental Shelf NPDES Permit; iBoard: EPA Internet On Boarding Application; IEPB: Exchange Network Grant Semi-Annual Reporting Forms; LEAD: Lead-Based Paint Program; MYRCRAID: My Resource Conservation and Recovery Act Identification; ODS: Ozone Depleting Substances; OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program; OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System; OTAQREG: Office of Transportation and Air Quality Fuels Registration; OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application; RMPESUBMIT: Risk Management Plan; SWENOI: Stormwater Notice of Intent for MSGP, NOE, LEW, and 2008 VGP; TRIMEweb: Toxic Release Inventory Made Easy Web; TSCA: TSCA; VGP: 2013 Vessel General Permit; WCIT: Water Contaminant Information System. The 'VGP: 2013 Vessel General Permit' entry is circled in red. At the bottom left of the list, there is a 'Cancel' button.

No →

No →

Yes →

Existing users, using their old usernames will have to click on the “Manage Your Program Services” link on their “My CDX” page to get to this page.

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: ENOI SYSTEM USER ROLES

The screenshot displays the EPA CDX registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the CDX logo 'CENTRAL DATA EXCHANGE' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main content area is titled 'Core CDX Registration' and features a progress indicator with four steps: '1. Request Program Service' (completed), '2. Request Role Access' (current step), '3. Provide User and Organization Information', and '4. Confirmation'. Below the progress bar, a 'Registration Information' section shows 'Program Service: 2013 Vessel General Permit' and 'Role: Not selected'. A text prompt asks the user to 'Select a role from the drop down list and provide any required additional information, if applicable.' Below this, explanatory text states: 'Certifier can prepare, certify, and submit forms to EPA. Preparer can only prepare forms to be certified later by an individual in the corporation who is the authorized certifier.' A 'Select Role' label is positioned above a dropdown menu. The dropdown menu is open, showing 'Certifier' and 'Preparer' as options, which are circled in red. A green button labeled 'Request Role Access' is visible at the bottom left of the form area. The footer contains contact information for the CDX Help Desk and links to EPA Home, About CDX, Privacy and Security Notice, Terms and Conditions, and Contact Us.

## REGISTERING TO USE 2013 VGP ENOI SYSTEM: APPROPRIATE SIGNATORIES (“CERTIFIERS”)

- (1) **For a corporation. By a responsible corporate officer.** For the purpose of this section, a responsible corporate officer means:  
(i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) **For a partnership or sole proprietorship. By a general partner or the proprietor, respectively; or**
- (3) **For a municipality, State, Federal, or other public agency. By either a principal executive officer or ranking elected official.**

Reference: 40 CFR 122.22(a).

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: CDX SECURITY QUESTIONS FOR CORE REGISTRATION

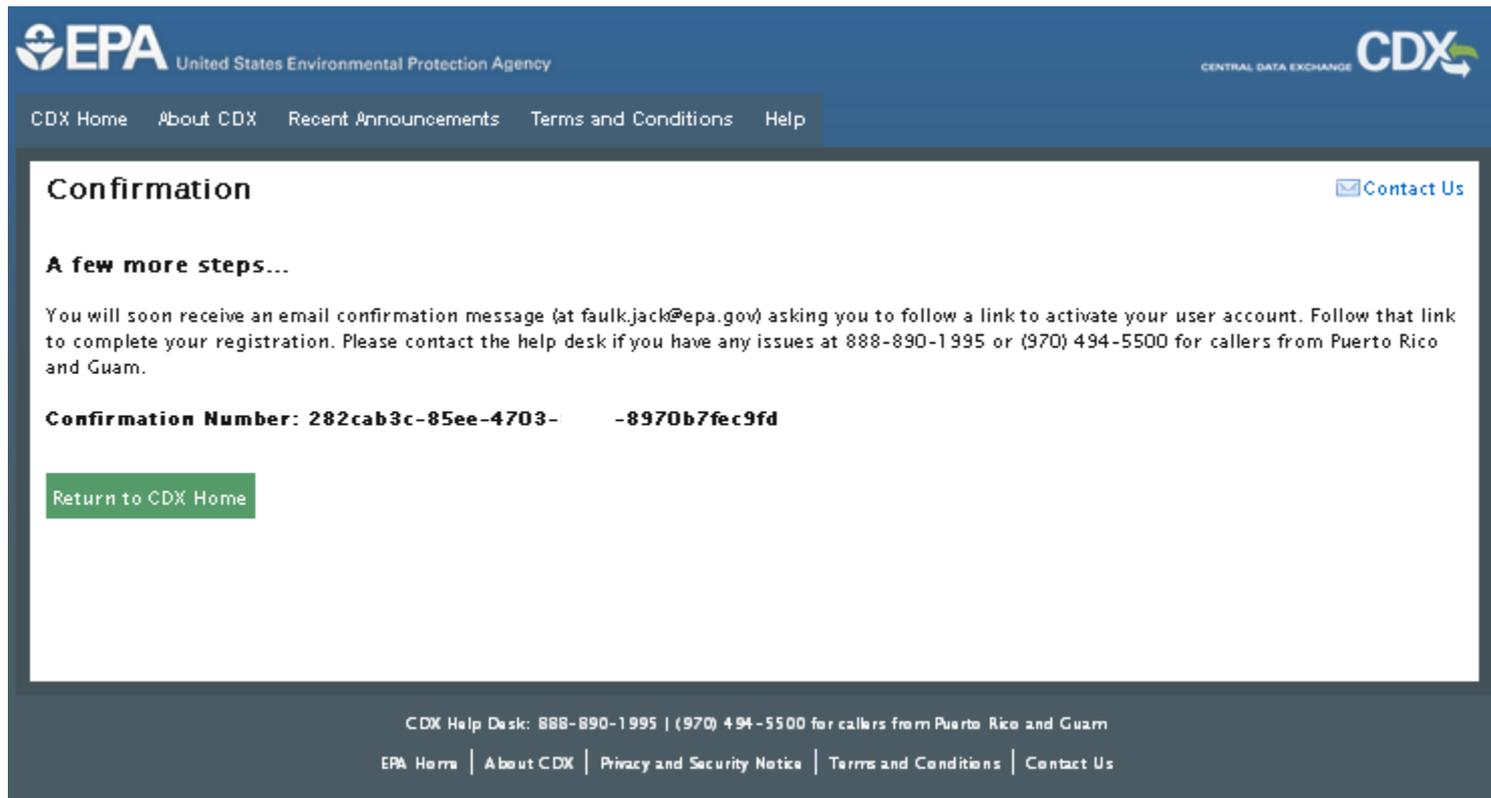
Registration Information
<b>Program Service:</b> 2013 Vessel General Permit
<b>Role:</b> Certifier

Essential information is marked with an asterisk(\*)

Part 1: User Information	
<b>Description of Fields</b>	
The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.	
User ID *	<input type="text"/>
Title *	<input type="text" value="-Please Select-"/>
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"/> <input type="text"/>
Security Question 2 *	<input type="text"/> <input type="text"/>
Security Question 3 *	<input type="text"/> <input type="text"/>

Part 2: Organization Information
Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.
<input type="text"/> <input type="button" value="Search"/>

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: CDX CORE REGISTRATION E-MAIL



The screenshot shows a web page with a dark blue header. On the left is the EPA logo with the text "United States Environmental Protection Agency". On the right is the CDX logo with the text "CENTRAL DATA EXCHANGE". Below the header is a navigation bar with links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area has a white background with a dark border. It features a "Confirmation" heading, a "Contact Us" link, and a section titled "A few more steps...". The text explains that the user will receive an email from faulk.jack@epa.gov to activate their account. A confirmation number is displayed: "282cab3c-85ee-4703-8970b7fec9fd". A green button labeled "Return to CDX Home" is at the bottom left. The footer contains contact information for the CDX Help Desk and links to EPA Home, About CDX, Privacy and Security Notice, Terms and Conditions, and Contact Us.

**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

[CDX Home](#) [About CDX](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

## Confirmation

[Contact Us](#)

### A few more steps...

You will soon receive an email confirmation message (at faulk.jack@epa.gov) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

**Confirmation Number: 282cab3c-85ee-4703-8970b7fec9fd**

[Return to CDX Home](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [About CDX](#) | [Privacy and Security Notice](#) | [Terms and Conditions](#) | [Contact Us](#)

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: CONTINUING REGISTRATION

**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

[CDX Home](#) [About CDX](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

## Central Data Exchange

[Contact Us](#)

### Log In

User ID

Password

[Log In to CDX](#)

[Register with CDX](#) | [Forgot your password?](#) | [Help](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [About CDX](#) | [Privacy and Security Notice](#) | [Terms and Conditions](#) | [Contact Us](#)

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: CERTIFIER VERIFICATION FOR ELECTRONIC SIGNATURE

Please click "OK" to perform identity verification conducted by LexisNexis® on behalf of the US Environmental Protection Agency.

Canceling this process may require additional information be mailed to the US Environmental Protection Agency in order to continue your CDX registration process.



Users without a United States Social Security Number (SSN) should hit cancel to proceed.

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: INFORMATION FOR CERTIFIER VERIFICATION



\* Required Fields

Authorized Representative

---

Last Name *	First Name *	Middle Name	SSN (Last 4) *
<input type="text" value="faulk"/>	<input type="text" value="jack"/>	<input type="text"/>	<input type="text"/>
Home Address *			
<input type="text"/>			
Home City *	Home State *	Home Zip *	
<input type="text"/>	<input type="text" value="-- State --"/>	<input type="text"/>	
Home Phone	Date of Birth *		
<input type="text"/>	<input type="text"/>		

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: INFORMATION FOR CERTIFIER VERIFICATION

## CDX Registration: Additional Verification

1. Identity Verification 
2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

### Select 5 Challenge Questions and Answers

Three empty dropdown menus with blue arrow icons.

- What is the first and middle name of your oldest sibling?
- Who is your favorite author?
- What is your favorite pet's name?
- Where did you graduate from high school?
- What is the last name of your favorite teacher?
- What is your best friend's last name?
- What is your favorite song?
- What was your high school's mascot?
- Who is your favorite all-time entertainer?
- What is the name of the hospital where you were born?
- What is your favorite hobby?
- What is the name of your home town newspaper?
- What street was your high school located on?
- What is your favorite movie?
- What was your first pet's name?
- What is your favorite book?
- Where did you first meet your spouse?
- What is your favorite TV show?
- What year and model (yyy-name) was your first car?
- What is your favorite vacation destination?

| (970) 494-5500  for callers from Puerto Rico and Guam

Questions | Privacy and Security Notice | Terms and Conditions | Contact Us

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: ELECTRONIC SIGNATURE AGREEMENT

1. Identity Verification

2. Electronic Signature Agreement

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX):

**Electronic Signature Holder Information**

Registrant's Name:	jack faulk
CDX User Name:	SUNDAYJACK

I, jack faulk ,  
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

Sign Electronically    Cancel

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: ELECTRONICALLY SIGNING SIGNATURE AGREEMENT

- 1. Identity Verification
- 2. Electronic Signature Agreement

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

### U.S. Environmental Protection Agency

#### ELECTRONIC SIGNATURE AGREEMENT

eSignature Widget

<b>1. Log in to CDX</b>	<b>2. Answer Secret Question</b>	<b>3. Sign File</b>
User: SUNDAYJACK	Question: What was your high school's mascot?	<input type="button" value="Sign"/>
Password: <input type="password"/>	Answer: <input type="text"/>	
<b>This field is required.</b>	<b>This field is required.</b>	
Welcome jack faulk	Correct Answer	

anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ACCESSING 2013 eNOI SYSTEM FROM “MY CDX”

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as JACKSONFAULK (Log out)

## Central Data Exchange

Contact Us  
Last Login: 11/12/2013 12:41:26 PM

MyCDX Inbox My Profile Submission History

### Services

Manage Your Program Services

Status	Program Service Name	Role(s)
	VGP: 2013 Vessel General Permit	Prepare Only

Add Program Service

### News and Updates

VGP: Click on the Role(s) column to access the 2013 VGP eNOI System. If the link is not active, please click on Add Program Service, add VGP:2013 Vessel General Permit, and follow the instructions to establish an Electronic Signature Agreement.  
9/18/2013 5:03:46 PM

← New user (preparer) that adds 2013 VGP will have a page that looks like this.

Existing user that adds 2013 VGP as a certifier may look like this. →

EPA United States Environmental Protection Agency CENTRAL DATA EXCHANGE CDX

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as FAULKJACK (Log out)

## Central Data Exchange

Contact Us  
Last Login: 11/12/2013 12:11:07 PM

MyCDX Inbox My Profile Submission History

### Services

Manage Your Program Services

Status	Program Service Name	Role(s)
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR	Electronic Notice of Intent
	SWENOI: Stormwater Notice of Intent for MSGP, NOE, LEW, and 2008 VGP	Stormwater/Vessels eNOI
	VGP: 2013 Vessel General Permit	Certify and Prepare

Add Program Service

### News and Updates

VGP: Click on the Role(s) column to access the 2013 VGP eNOI System. If the link is not active, please click on Add Program Service, add VGP:2013 Vessel General Permit, and follow the instructions to establish an Electronic Signature Agreement.  
9/18/2013 5:03:46 PM

**\*\*Click on your “Role” to go to the 2013 VGP eNOI System**

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: EPA 2013 VGP eNOI SYSTEM LOGIN

[Help](#)



## Welcome to the 2013 Vessel General Permit (VGP) eNOI System

[\(Click here if you are here to access the 2008 Vessel General Permit eNOI\)](#)

You must first register with EPA's Central Data Exchange (CDX) and identify your role before using this system. Users previously registered to use the 2008 VGP eNOI system can use their previous username and password but will also have to update their role in CDX for the 2013 VGP eNOI system. [Click here to go to the CDX site to register and/or to identify your role to be able to submit data using EPA's 2013 VGP eNOI System](#) or for issues with your Username or Password. The Help link above also contains step-by-step CDX registration instructions and other information.

[Forgot User ID or Password](#)

**DISCLAIMER**

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# REGISTERING TO USE 2013 VGP eNOI SYSTEM:

## 2. 2013 VGP eNOI SYSTEM REGISTRATION

### First time log in page

**EPA** 2013 VGP eNOI System

### 2013 VGP eNOI System Registration

This is a one-time registration that will provide EPA with information needed to complete the forms in the system as well as allow EPA to contact you should the need arise. You must contact EPA's Central Data Exchange (CDX) at <https://cdx.epa.gov> to change any information that is not editable on this page.

Fields marked with an asterisk (\*) are required.

First Name

Last Name

\* Title

Company/Organization

\* Phone (include country code)

E-mail

**EPA** 2013 VGP eNOI System JOHNRFALK | Home | Help | Logout

### VGP Homepage

Introduction

From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and discharge monitoring report forms) required by the 2013 Vessel General Permit. The system allows you to save your work if you have not completed a form as well as allowing multiple users of the system to work on any single form (which is particularly helpful when one person may be filling in the form and a second person is responsible for certifying and signing that form).

The list of forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**

Preparing a New NOI

To create a new NOI, click on the "Submit New NOI" button in the right margin of this page. You will be taken to the first page of the NOI form to begin entering information.

For any NOI that has been started and associated with your account, it will appear in the table at the bottom of this page. You can continue working on a document in that table by selecting one of the available options in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. For example, if you have worked on an NOI in a previous session but it was not completed, it will appear in the table with "continue" and "delete draft" options in the "Permit Actions" drop-down list. You can continue working on that NOI by selecting "continue" and then clicking the "Go" button at the bottom of the page.

Certifying and Submitting an NOI

If you or someone else has prepared an NOI for your review, certification, and signature, you can select "Review and Certify" from the drop down menu in the "Permit Actions" column of the table in the row that contains the NOI awaiting your action and then click the "Go" button at the bottom of the page. With any NOI prepared,

- Associate Owner/Operator
- Submit New NOI
- Submit Annual Report
- Submit DMR
- Submit Batch Upload
- NOI Batch Certify

Every time thereafter →

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ASSOCIATING YOUR ACCOUNT WITH AN OWNER/OPERATOR



### Associating Your Account with an Owner/Operator

[VGP Homepage](#)

**Note: Please read the brief instructions, such as these, at the top of each page. These are written to provide clear direction for users on how to navigate the system.**

#### Where to Begin

Use this page to associate your account with any owner/operator for which you will be entering and/or certifying information required under the 2013 VGP. If this is your first time accessing the 2013 VGP eNOI system, you are being directed to this page automatically to select any owner/operator for whom you will be entering or certifying VGP information. You must associate your account with at least one owner/operator to continue. In the future, when logging into the system you will bypass this page, but you can access this page from the VGP eNOI System Homepage at any time to associate your account with additional owner/operators.

#### Associating Your Account with an Owner/Operator already in the System

To associate your account with one or more owner/operators already entered into the system, click the checkbox beside each applicable owner/operator in the Master List provided below and then click on the "Associate Owner/Operator" button at the bottom of the page.

Once you have associated your account with one or more owner/operators you will see two tables on this page, the first one listing any owner/operator associated with your account and the second Master List with all the owners/operators that have been entered into the system by all system users. When done, click on the "VGP Homepage" button to begin entering vessel-specific information.

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ADDING OWNER/OPERATOR(S) ALREADY IN THE SYSTEM

No Vessel Owners/Operators have been associated with your account yet.

## Master List of Owner/Operators Entered in the System

Search:   Rows: 15

Associate	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	1888888888888888	-	-
<input checked="" type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input checked="" type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>									
<input type="checkbox"/>	Test Other	18 Elm	xxxx	-	Other - Lost Island	xxxxx	1222222	-	-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan -ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input checked="" type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

1 - 12 of 12

[VGP Homepage](#)

[Associate Owner/Operator](#)

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: OWNER/OPERATOR(S) ASSOCIATED WITH YOUR ACCOUNT

## Owner/Operators Associated with Your Account

Edit	Remove	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
		Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-

row(s) 1 - 3 of 3

## Master List of Owner/Operators Entered in the System

Rows

Associate	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	1888888888888888	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>									-
<input type="checkbox"/>	Test Other	18 Elm	xxxx	-	Other - Lost Island	xxxxx	1222222	-	-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan -ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

1 - 12 of 12

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: ADDING A NEW OWNER/OPERATOR TO THE MASTER LIST

No Vessel Owners/Operators have been associated with your account yet.

## Master List of Owner/Operators Entered in the System

   Rows

Associate	Owner/Operator Name	Street	City	State	Zip / Postal Code	Phone	IMO	EIN	
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	18888888888888	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>							3	-	-
<input type="checkbox"/>	Test Other	18 Elm	xxxx	-	Other - Lost Island	xxxxx	1222222	-	-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan -ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

1 - 12 of 12

[VGP Homepage](#)

[Associate Owner/Operator](#)

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ADDING A NEW OWNER/OPERATOR TO THE MASTER LIST

## New Vessel Owner/Operator

From this page, you can enter identifying information for any owner/operator not already included in the 2013 VGP eNOI system. Once an owner/operator is added, any system user will be able to report for that owner/operator by associating themselves with that specific owner/operator and then entering the required information.

Click on the question or the response box for help text on the information to be provided.

Fields marked with an asterisk (\*) are required. All other fields are optional.

\* Owner/Operator Name

\* Do you have an IRS Employer Number?  Yes  No

\* Do you have an IMO Number?  Yes  No

\* Street

\* Country

\* City

\* Zip Code/Postal Code

\* Phone (include country code)

Fax (Optional)

[« Previous](#)

[Submit](#)

# REGISTERING TO USE 2013 VGP ENOI SYSTEM: NEW OWNER/OPERATOR ADDED TO YOUR ACCOUNT

Edit	Remove	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
		Added for Webcast	123 First St	Anytown	-	Italy	123123	123123123	-	-
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
		Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-

row(s) 1 - 4 of 4

## Master List of Owner/Operators Entered in the System

Rows

Associate	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
<input type="checkbox"/>	Added for Webcast	123 First St	Anytown	-	Italy	123123	123123123	-	-
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	1888888888888888	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>	Taiyo Sangyo Trading & Marine Service Ltd.	1-7-8, Hino, Kohnan-ku	Yokohama	-	Japan	2340061	81458466300	1704113	-
<input type="checkbox"/>	Test Other	18 Elm	xxxx	-	Other - Lost Island	xxxxx	1222222	-	-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan-ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

1 - 13 of 13

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM HOMEPAGE

## Top of page

The screenshot shows the top portion of the 2013 VGP eNOI System homepage. At the top left is the EPA logo. The page title is "2013 VGP eNOI System". On the top right, there are links for "SUNDAYJACK2 | Home | Help | Logout". Below the header, the main content area is titled "VGP Homepage" and includes a link for "Introduction". A paragraph explains that the system allows users to prepare, certify, submit, and view NOI and NOT forms, and that users can save their work. Another paragraph states that a list of forms is provided at the bottom of the page and that users can continue working on a form by selecting an option from a drop-down list and clicking the "Go" button. A note emphasizes that only one permit action can be selected at a time. Below this is a link for "Preparing a New NOI". On the right side, there is a vertical menu with buttons for "Associate Owner/Operator", "Submit New NOI", "Submit Annual Report", "Submit DMR", "Submit Batch Upload", and "NOI Batch Certify".

## Bottom of page

The screenshot shows the "Searching Your List of Documents" section. It includes a search tool with a magnifying glass icon, a text input field, a "Go" button, a "Rows" dropdown menu set to "25", and an "Actions" button. Below the search tool, a message states "No forms are associated to your account yet." At the bottom left of this section is a blue button labeled "GO".

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: 2013 VGP ENOI SYSTEM HOMEPAGE EXAMPLE TABLE

Example of what table at the bottom of your VGP Homepage will begin to look like as you enter NOIs.

Rows 25 ▼

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4835M	test 22	spreadsheet tester	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4802P	Come with me	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4801M	test dates	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4800Q	Clone staging test	Jen's Sailing Company	Jennifer Gibbins	Submitted to EPA	10/21/13	NOI	<input type="button" value="▼"/>	<a href="#">PDF</a>
VPBB4795U	Help Text Checker	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4794U	-	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4779O	Jon Snow	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPAA0165G	Cap Leon	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4776I	pick list checker	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-
VPBB4775L	Come Sail Away With me	Jen's Sailing Company	-	Draft	-	NOI	<input type="button" value="▼"/>	-

1 - 10 of 10

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM HOMEPAGE

## Top of page

2013 VGP eNOI System

SUNDAYJACK2 | Home | Help | Logout

### VGP Homepage

[Introduction](#)

From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and discharge monitoring report forms) required by the 2013 Vessel General Permit. The system allows you to save your work if you have not completed a form as well as allowing multiple users of the system to work on any single form (which is particularly helpful when one person may be filling in the form and a second person is responsible for certifying and signing that form).

The list of forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**

[Preparing a New NOI](#)

To create a new NOI, click on the "Submit New NOI" button in the right margin of this page. You will be taken to the first page of the NOI form to begin entering information.

Submit one NOI at a time

Submit multiple NOIs at once

## Bottom of page

### Searching Your List of Documents

Note that the table below has a search tool that allows you to search and sort one or more columns in that table. Also, clicking on any column heading allows you to sort as well as search for specific records in that column. You can also change the number of records to view at a time by picking the number of rows to show. Advanced users can also use the "Actions" tab to further manipulate how data are presented and viewed.

Rows

No forms are associated to your account yet.

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW NOI

2013 VGP eNOI SystemSUNDAYJACK2 | Home | Help | Logout

Qualification Questions   Section A   Section B   Section C   Section D   Section D (cont)   Section D (cont)   Section D (cont)   Review/Edit   Certify

### NOI Qualification

If your vessel is greater than or equal to 300 gross tons or the vessel has the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you must submit a signed and certified, complete and accurate NOI. [Note: If your vessel is less than 300 gross tons and does not have the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you do not need to submit an NOI. However, you must complete the Permit Authorization and Record of Inspection (PARI) form found in Appendix K of the [Vessel General Permit](#), and keep a copy of that form onboard your vessel at all times.

If you are required to submit an NOI for a vessel, please answer the following questions:

- \* Did you, as the operator, have permit coverage for this vessel under the 2008 VGP?  Yes  No
- \* Is this a transfer of ownership?  Yes  No

### Vessel type

\* Primary Vessel Type

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: IMPORTING DATA FROM THE 2008 VGP

 **2013 VGP eNOI System** SUNDAYJACK2 | Home | Help | Logout

Qualification Questions   Section A   Section B   Section C   Section D   Section D (cont)   Section D (cont)   Section D (cont)   Review/Edit   Certify

### NOI Qualification

If your vessel is greater than or equal to 300 gross tons or the vessel has the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you must submit an NOI. [Note: If your vessel is less than 300 gross tons and does not have the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you do not need to submit an NOI. However, you must complete the Permit Authorization Record of Inspection (PARI) form found in Appendix K of the [Vessel General Permit](#), and keep a copy of that form onboard your vessel at all times.

If you are required to submit an NOI for a vessel, please answer the following questions:

- \* Did you, as the operator, have permit coverage for this vessel under the 2008 VGP?  Yes  No
- \* 2008 Permit Number
- \* Is this a transfer of ownership?  Yes  No

### Vessel type

- \* Primary Vessel Type

Help text: Operators that had permit coverage for a vessel under the 2008 VGP and for which vessel ownership has not changed hands between that 2008 permit and now can import 2008 NOI data by entering the 2008 VGP permit tracking number. If you are uncertain if you had coverage under the 2008 VGP or if you do not know your 2008 VGP permit tracking number, you can search EPA's 2008 VGP eNOI system at <http://www.epa.gov/npdes/vessels/eNOI>. Note that if this vessel was covered under the 2008 VGP but ownership has changed hands since that time, you should answer "no" to this question. If you specify that you were covered under the 2008 VGP and include the 2008 Permit Number, this will auto-populate the "Primary Vessel Type" for the 2013 VGP as was reported for the 2008 permit. The system will not allow you to change primary vessel type between the 2008 and 2013 NOIs. If you incorrectly reported the vessel type on your NOI for the 2008 VGP and want to change the primary vessel type for your 2013 VGP NOI, you should prepare the NOI using the primary vessel type reported for the 2008 VGP but before you certify and submit that NOI, contact EPA at [VGPeNOI@epa.gov](mailto:VGPeNOI@epa.gov) of your need to change the primary vessel type. That email should include the 2008 permit number(s) and the primary vessel type that should be used for your 2013 VGP NOI. EPA will notify you when this change is made at which point you can review, certify, and submit the NOI with the corrected primary vessel type.

Help text will appear anytime you click on a question or a response.

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: AUTO-POPULATING DATA FROM THE 2008 VGP

2013 VGP eNOI SystemSUNDAYJACK2 | Home | Help | Logout

Qualification Questions   Section A   Section B   Section C   Section D   Section D (cont)   Section D (cont)   Section D (cont)   Review/Edit   Certify

### NOI Qualification

If your vessel is greater than or equal to 300 gross tons or the vessel has the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you must submit a signed and certified, complete and accurate NOI. [Note: If your vessel is less than 300 gross tons and does not have the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you do not need to submit an NOI. However, you must complete the Permit Authorization and Record of Inspection (PARI) form found in Appendix K of the [Vessel General Permit](#), and keep a copy of that form onboard your vessel at all times.

If you are required to submit an NOI for a vessel, please answer the following questions:

- \* Did you, as the operator, have permit coverage for this vessel under the 2008 VGP?  Yes  No
- \* 2008 Permit Number
- \* Is this a transfer of ownership?  Yes  No

### Vessel type

Primary Vessel Type

Help text: This is the 9-character code you were assigned from your last eNOI beginning with "VP" (e.g. VPAA00008). Entering the 2008 VGP permit tracking number is mandatory (if you had coverage under the 2008 VGP) and will save you time. The eNOI system will use this information to prefill portions of this NOI form for you. You will be able to edit any information pre-filled from the 2008 VGP except for "primary vessel type" which is used to assign a permit tracking number to the vessel. If you need to change the primary vessel type from the 2008 VGP, please see the help text for "primary vessel type" below for how to make such a change.

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: TRANSFERRING OWNERSHIP FROM THE 2013 VGP



### NOI Qualification

If your vessel is greater than or equal to 300 gross tons or the vessel has the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you must submit a signed and certified, complete and accurate NOI. [Note: If your vessel is less than 300 gross tons and does not have the capacity to hold or discharge more than 8 cubic meters (2,113 gallons) of ballast water, you do not need to submit an NOI. However, you must complete the Permit Authorization and Record of Inspection (PARI) form found in Appendix K of the [Vessel General Permit](#), and keep a copy of that form onboard your vessel at all times.

If you are required to submit an NOI for a vessel, please answer the following questions:

\* Did you, as the operator, have permit coverage for this vessel under the 2008 VGP?  Yes  No

\* Is this a transfer of ownership?  Yes  No

\* Date of the transfer

\* 2013 VGP Previous Permit Tracking Number

### Vessel type

\* Primary Vessel Type

« Previous

Continue »

Help text: If the Vessel is sold or the ownership is transferred to another owner/operator, the new owner/operator must submit a complete and accurate NOI prior to any discharge by that new owner/operator. EPA expects this new NOI to be submitted prior to the transfer with permit coverage commencing the date of transfer or the date EPA processes the NOI, whichever is later.

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: IDENTIFYING THE OWNER/OPERATOR FOR THE NOI

## Notice of Intent



United States Environmental Protection Agency  
Washington, DC 20460

Form Approved  
OMB No. 2040-0004

### Notice of Intent (NOI) for Discharges Incidental to the Normal Operation of a Vessel under the NPDES Vessel General Permit

Submission of this completed Notice of Intent (NOI) constitutes notice that the entity in Section A intends to be authorized to discharge pollutants to waters of the United States, from the vessel identified in Section B, under EPA's Vessel General Permit (VGP). Submission of the NOI also constitutes notice that the party identified in Section A of this form has read, understands, and meets the eligibility conditions of Part 1 of the VGP; agrees to comply with all applicable terms and conditions of the VGP; and understands that continued authorization under the VGP is contingent on maintaining eligibility for coverage. In order to be granted coverage, all information required on this form must be completed. Please read and make sure you comply with all permit requirements.

### A. Vessel Owner/Operator Information

\* 1. Please choose an associated vessel owner/operator name  [Click Here if Owner/Operator Not on Pick List](#)

2a. IRS Employer Identification Number

2b. Company IMO Number

4. Mailing Address

4a. Street

4b. Country

4c. City

4d. State/Territory

4e. Zip Code/Postal Code

4f. Phone (include country code)

4g. Fax (Optional)

< Previous

Save As Draft

Next »

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: AUTO-POPULATING OWNER/OPERATOR INFORMATION

## Notice of Intent



United States Environmental Protection Agency  
Washington, DC 20460

Form Approved  
OMB No. 2040-0004

### Notice of Intent (NOI) for Discharges Incidental to the Normal Operation of a Vessel under the NPDES Vessel General Permit

Submission of this completed Notice of Intent (NOI) constitutes notice that the entity in Section A intends to be authorized to discharge pollutants to waters of the United States, from the vessel identified in Section B, under EPA's Vessel General Permit (VGP). Submission of the NOI also constitutes notice that the party identified in Section A of this form has read, understands, and meets the eligibility conditions of Part 1 of the VGP; agrees to comply with all applicable terms and conditions of the VGP; and understands that continued authorization under the VGP is contingent on maintaining eligibility for coverage. In order to be granted coverage, all information required on this form must be completed. Please read and make sure you comply with all permit requirements.

### A. Vessel Owner/Operator Information

\* 1. Please choose an associated vessel owner/operator name  [Click Here if Owner/Operator Not on Pick List](#)

2a. IRS Employer Identification Number

2b. Company IMO Number

#### 4. Mailing Address

4a. Street

4b. Country

4c. City

4d. State/Territory

4e. Zip Code/Postal Code

4f. Phone (include country code)

4g. Fax (Optional)

[< Previous](#)

[Save As Draft](#)

[Next »](#)

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM:

## SECTION B – VESSEL INFORMATION

### B. Vessel Information

\* 1. Vessel Name

2. Did your vessel previously have permit coverage under the 2008 VGP?  Yes  No

\* 3a. Do you have a Vessel Registration Number?  Yes  No

\* 3b. Do you have a Vessel IMO Number?  Yes  No

\* 4. Do you have a Vessel Call Sign?  Yes  No

\* 5a. Flag State

\* 5b. Port of Registry

\* 6a. Type of Vessel – Primary

6b. Type of Vessel – Secondary

\* 7. Identify the North American Industry Classification System (NAICS) code that best represents your vessel service for which you are seeking coverage

\* 8. Vessel Dimensions

\* 8a. Tonnage   gross registered tons  gross tons

\* 8b. Length   feet  meters

\* 9. Ballast Water Capacity   cubic meters  gallons

\* 10. Date and Year Vessel Built (i.e., build date or date keel laid)  

\* 11a. Date of last dry-dock  

\* 11b. Date of next scheduled/anticipated dry-dock  

\* 12. Does vessel currently have, or has vessel ever held, an NPDES permit, other than the VGP, for any part, discharge or operation of the vessel?  Yes  No

13. Is this a transfer of ownership?  Yes  No

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: SECTION C – VESSEL VOYAGE INFORMATION

Notice of Intent

## C. Vessel Voyage Information

\* 1. Home US Port or Most Frequented US Port

\* 2. US Ports Vessel Anticipates Visiting During Permit Term

3. Number of overnight berths

\* Passengers

\* Crew

3a. Maximum capacity

\* Passengers

\* Crew

\* 4. Does vessel travel beyond the US EEZ **and** more than 200 nm from any shore?  Yes  No

\* 5. Is the vessel engaged in Nearshore Voyages?  Yes  No

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: SECTION C – US PORTS EXPECTED TO BE VISITED (C2)

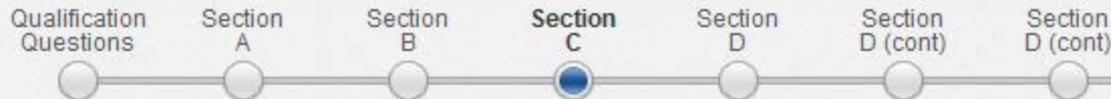
## Notice of Intent

### C. Vessel Voyage Information

\* 1. Home US Port or Most Frequented US Port

\* 2. US Ports Vessel Anticipates Visiting During Permit Term

Visiting Port added.



## Notice of Intent

### C. Vessel Voyage Information

\* 1. Home US Port or Most Frequented US Port

\* 2. US Ports Vessel Anticipates Visiting During Permit Term

### Visiting Ports

	Port Name
	Alexandria, VA

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM:

## SECTION D – DISCHARGE INFORMATION

### D. Discharge Information

- \* 1. Select all applicable discharges vessel might generate
- Anti-fouling hull coatings
  - Aqueous Film Forming Foams (AFFF)
  - Ballast Water
  - Bilgewater/Oily Water Separator Effluent
  - Boiler/Economizer Blowdown
  - Cathodic Protection
  - Chain Locker Effluent
  - Controllable Pitch Propeller Hydraulic Fluid and other Oil-to-Sea Interfaces
  - Deck Washdown and Runoff
  - Distillation or Reverse Osmosis Brine
  - Elevator Pit Effluent
  - Exhaust Gas Scrubber Washwater Discharge
  - Firemain Systems
  - Fish Hold/ Fish Hold Cleaning Effluent
  - Freshwater layup
  - Gas Turbine Washwater
  - Graywater
  - Graywater Mixed with Sewage
  - Motor Gasoline and Compensating Discharge
  - Non-Oily Machinery Wastewater
  - Refrigeration and Air Condensate Discharge
  - Seawater Cooling Overboard Discharge
  - Seawater Piping Biofouling Prevention
  - Small Boat Engine Wet Exhaust
  - Sonar Dome Discharge
  - Underwater Ship Husbandry
  - Welldeck Discharges
- \* 2. Does Vessel ever engage in or have capacity to engage in industrial operations?  Yes  No
- \* 3. Will the vessel be using a ballast water treatment system which discharges residual biocides?  Yes  No

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: SECTION D – DISCHARGE INFORMATION (CONT.)

Shows your progress on the NOI. You cannot click this bar to navigate. You must use the “Previous” and “Next” buttons.

The screenshot displays a progress bar at the top with ten stages: Qualification Questions, Section A, Section B, Section C, Section D, Section D (cont), Section D (cont), Section D (cont), Review/Edit, and Certify. The 'Section D (cont)' stage is currently active, indicated by a blue dot. Below the progress bar, the page title is 'Notice of Intent' followed by 'D. Discharge Information (contd.)'. Two questions are listed:

- \* 4. Is your vessel required to collect analytical monitoring?  Yes  No
- \* 5. Does the vessel have onboard treatment systems for any waste stream(s) covered by this permit?  Yes  No

At the bottom of the page, there are three buttons: « Previous, Save As Draft, and Next ».

You can save at any time but that page must be complete. If not, hit “Previous” and then save.

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: SECTION D – TREATMENT SYSTEMS

## Notice of Intent

### D. Discharge Information (contd.)

\* 4. Is your vessel required to collect analytical monitoring?  Yes  No

\* 5. Does the vessel have onboard treatment systems for any waste stream(s) covered by this permit?  Yes  No



## Notice of Intent

### D. Discharge Information (contd.)

\* 4. Is your vessel required to collect analytical monitoring?  Yes  No

\* 5. Does the vessel have onboard treatment systems for any waste stream(s) covered by this permit?  Yes  No

\* 5a. Please select the applicable onboard treatment systems and complete the following information

\* 5b. Treatment System Type/Design

\* 5c. Treatment System Manufacturer

\* 5d. Treatment System Capacity   gallons/hour  cubic meters/hour

\* Average Treatment System Flow Rate   gallons/hour  cubic meters/hour

\* Peak Treatment System Flow Rate   gallons/hour  cubic meters/hour

\* 5e. Residuals (wastes) generated by this treatment system

\* 5f. How are residuals generated by this treatment system disposed?

\* 5g. Is the system type approved by the US Coast Guard?  Yes  No

Add

Note how if you answer “yes” to some questions, you will get a longer list of questions to be answered. Treatment systems is the best example.

# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: SECTION D – DISCHARGE INFORMATION (CONTINUED)

## Notice of Intent

### D. Discharge Information (contd.)

#### 6. Ballast Water and Invasive Species Management

- \* 6a. How often is the ballast tank cleaned and sediment disposed of?
- \* 6b. How and where do you typically dispose of ballast tank sediment?
- \* 6c. Does vessel have an existing ballast water management plan?  Yes  No

« Previous

Save As Draft

Next »

### D. Discharge Information (contd.)

- \* 7a. Type of anti-fouling hull coating on the vessel  Copper Based  
 Non-Copper Based  
 Both  
 No anti-fouling hull coating on the vessel

List specific product(s)

7b. When was anti-fouling hull coating last applied



Where was anti-fouling coating last applied

\* 7c. Describe hull husbandry practices, such as frequency of hull cleaning, method used, how niches and propellers are cleaned, etc

7d. Date of last hull cleaning



7e. Method of last hull cleaning

7f. Location of last hull cleaning

7g. Date of next scheduled/anticipated hull cleaning



7h. Anticipated method of next cleaning

7i. Planned location of next cleaning

« Previous

Save As Draft

Next »

# CERTIFYING AND SUBMITTING NOIs

# CERTIFYING AND SUBMITTING NOIs: NOI REVIEW

## Notice of Intent

### Review / Edit

#### A. Vessel Owner/Operator Information

1. Name	<b>Added for Webcast</b>
2a. IRS Employer Identification Number	-
2b. Company IMO Number	-
3. Name Of Certifying Official	-
4. Mailing Address	
4a. Street	<b>123 First St</b>
4b. City	<b>Anytown</b>
4c. State/Territory	-
4d. Zip Code/Postal Code	<b>123123</b>
4e. Country	<b>Italy</b>
4f. Phone	<b>123123123</b>
4g. Fax	-

#### B. Vessel Information – [Edit section B](#)

1. Vessel Name	<b>webcaster 3</b>
2. Did you, as the operator, have permit coverage for this vessel under the 2008 VGP?	<b>N</b>
2a. If yes, 2008 VGP Permit Tracking Number	-
3a. Registered Number	-
3b. Vessel IMO Number	-

# CERTIFYING AND SUBMITTING NOIs: EDITING NOI BEFORE CERTIFICATION AND SUBMISSION

Water Capacity 123 cubic meters

### C. Vessel Voyage Information

\* 1. Home US Port or Most Frequented US Port

\* 2. US Ports Vessel Anticipates Visiting During Permit Term

#### Visiting Ports

Port Name
<input type="button" value="Delete"/> Anchorage, AK

3. Number of overnight berths

\* Passengers

\* Crew

3a. Maximum capacity

\* Passengers

\* Crew

\* 4. Does vessel travel beyond the US EEZ and more than 200 nm from any shore?  Yes  No

\* 5. Is the vessel engaged in Nearshore Voyages?  Yes  No

# CERTIFYING AND SUBMITTING NOIs: CERTIFICATION STATEMENT AND NOI SUBMISSION



### Notice of Intent Certification

You have completed the NOI form. All that is left to do is to sign and certify the NOI. If you are the certifying official, you can do this by reading and agreeing to the certification statement below and then clicking on the "Certify and Submit" button. That will submit an NOI signed and certified by you to EPA. If you are not the certifying official but would like to send the NOI to that person for their review and signature, click on the "Save for certification by another user" button. That will open up a window for you to enter basic information on who is to certify and sign the NOI. If you do not wish to take any action at this time, click on the "Save Only" button. That will return you to the VGP Homepage. If you want to return to the NOI review page, click on the "Previous" button.

#### E. Certify

I certify under penalty of the 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 gathered and evaluated the information contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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.

Certify and Submit

Save for certification by another user

« Previous

Save Only

# CERTIFYING AND SUBMITTING NOIs: CERTIFICATION BY SOMEONE ELSE

Section A   Section B   Section C   Section D   Section D (cont)   Section D (cont)   Section D (cont)   Review/Edit   **Certify**

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You  
NOI.  
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butto  
the c  
review  
That  
certifi  
on th  
to re

E. C  
I cert  
prepa  
desig  
infor  
mana

information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that

### Choose Certifier

- \* First Name of Certifying Official
- \* Last Name of Certifying Official
- \* Title of Certifying Official
- \* E-mail of Certifying Official
- \* Confirm E-mail

**Submit**

# CERTIFYING AND SUBMITTING NOIs: NOTIFICATION OF ACTION (E.G., NOI SUBMITTED)

The screenshot displays the 2013 VGP eNOI System interface. At the top, there is a dark blue header with the EPA logo on the left, the text "2013 VGP eNOI System" in the center, and "SUNDAYJACK2 | Home | Help | Logout" on the right. Below the header, a yellow notification box with a green border contains the text "NOI Certified and Submitted to EPA" and a close button (X). To the right of the notification box is a vertical menu with five blue buttons: "Associate Owner/Operator", "Submit New NOI", "Submit Annual Report", "Submit DMR", "Submit Batch Upload", and "NOI Batch Certify". Below the notification box, the page content includes the heading "VGP Homepage" and a sub-heading "Introduction". The introduction text states: "From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and discharge monitoring report forms) required by the 2013 Vessel General Permit. The system allows you to save your work if you have not completed a form as well as allowing multiple users of the system to work on any single form (which is particularly helpful when one person may be filling in the form and a second person is responsible for certifying and signing that form). The list of forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the 'Permit Actions' column of the table and then clicking the 'Go' button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**"

# OTHER ENOI ACTIONS

# OTHER ENOI ACTIONS: VGP HOMEPAGE NOI STATUS TABLE

Example of what table at the bottom of your VGP Homepage will look like as you enter NOIs.

🔍


Rows 25 ▼

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4835M	test 22	spreadsheet tester	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4802P	Come with me	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4801M	test dates	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4800Q	Clone staging test	Jen's Sailing Company	Jennifer Gibbins	Submitted to EPA	10/21/13	NOI	<input style="width: 80px;" type="text"/> ▼	<a href="#">PDF</a>
VPBB4795U	Help Text Checker	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4794U	-	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4779O	Jon Snow	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPAA0165G	Cap Leon	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4776I	pick list checker	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-
VPBB4775L	Come Sail Away With me	Jen's Sailing Company	-	Draft	-	NOI	<input style="width: 80px;" type="text"/> ▼	-

1 - 10 of 10

GO

# OTHER ENOI ACTIONS: VGP HOMEPAGE NOI ACTIONS

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4841U	Webcaster 2	Added for Webcast	-	Draft	-	NOI	<input type="button" value="v"/>	-
VPBB4840L	Webcaster	Added for Webcast	-	Pending Certification	-	NOI	Continue Delete Draft Create Duplicate	-
VPAAM615G	Webcast Vessel	Added for Webcast	Jack Faulk	Submitted to EPA	11/10/13	NOI		<a href="#">PDF</a>

1 - 3 of 3

GO

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4841U	Webcaster 2	Added for Webcast	-	Draft	-	NOI	<input type="button" value="v"/>	-
VPBB4840L	Webcaster	Added for Webcast	-	Pending Certification	-	NOI	<input type="button" value="v"/>	-
VPAAM615G	Webcast Vessel	Added for Webcast	Jack Faulk	Submitted to EPA	11/10/13	NOI	Edit Review and Certify Delete Draft Create Duplicate	<a href="#">PDF</a>

1 - 3 of 3

GO

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4841U	Webcaster 2	Added for Webcast	-	Draft	-	NOI	<input type="button" value="v"/>	-
VPBB4840L	Webcaster	Added for Webcast	-	Pending Certification	-	NOI	<input type="button" value="v"/>	-
VPAAM615G	Webcast Vessel	Added for Webcast	Jack Faulk	Submitted to EPA	11/10/13	NOI	<input type="button" value="v"/>	<a href="#">PDF</a>

1 - 3 of 3

GO

# OTHER ENOI ACTIONS: VGP HOMEPAGE DATA

Select how many rows to show for your NOIs, anywhere from one to all.

Search your documents.

Select how to view and download data from "Actions".

Download final documents in PDF.

Tracking Number	Vessel Name	Owner Operator Name	Submitted				Permit Actions	Download
VPBB4903N	webcast tested	Danny Cruise Lines	-					-
VPBB4902R	-	Danny Cruise Lines	-					-
VPBB4901R	copy test	Danny Cruise Lines	-					-
VPAA6496R	R/V Endeavor	Danny Cruise Lines	-					-
VPAA0129L	-	Danny Cruise Lines	-	Draft	-	NOI		-
VPABM687O	-	Zip Code Retest	-	Draft	-	NOI		-
VPBB4833L	oct30 edited to nov 6	Zip Code Retest	-	Draft	11/06/13	NOI		-
VPBB4832F	spreadsheet tester batch	Danny Cruise Lines	Daniel Sporea	Submitted to EPA	11/08/13	NOI		<a href="#">PDF</a>
VPBB4825K	test hlep text	Danny Cruise Lines	-	Draft	10/30/13	NOI		-
VPBB4824B	duplicate 1	Danny Cruise Lines	-	Draft	-	NOI		-

Select Columns  
 Filter  
 Rows Per Page  
 Format  
 Save Report  
 Reset  
 Download

Draft  
 Pending Certification  
 Submitted to EPA

Click on column heading to sort or select data to show.

# MULTIPLE VESSELS: BATCH UPLOADS

## MULTIPLE VESSELS (BATCH UPLOAD): MULTIPLE NOI SUBMISSION OPTIONS

- Enter NOIs one at a time
  - Best for a few NOIs
- Enter one NOI and then “Create Duplicate” NOIs
  - Best for several NOIs when those are new vessels not previously covered under the 2008 VGP. Not recommended for vessels covered under 2008 VGP.
- Batch upload NOIs using Extensible Markup Language (XML) to generate XML file
  - Best for users with XML programming expertise and hundreds of NOIs to submit
- Batch upload NOIs using Excel spreadsheet to generate XML (new option as of yesterday)
  - Best for everyone else.
  - Discussion will focus on this approach.

# MULTIPLE VESSELS (BATCH UPLOAD): ACCESSING BATCH UPLOAD PAGE ON eNOI SYSTEM

**EPA** 2013 VGP eNOI System JOHNRFAULK | Home | Help | Logout

## VGP Homepage

[Introduction](#)

From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and discharge monitoring report forms) required by the 2013 Vessel General Permit. The system allows you to save your work if you have not completed a form as well as allowing multiple users of the system to work on any single form (which is particularly helpful when one person may be filling in the form and a second person is responsible for certifying and signing that form).

The list of forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**

[Preparing a New NOI](#)

To create a new NOI, click on the "Submit New NOI" button in the right margin of this page. You will be taken to the first page of the NOI form to begin entering information.

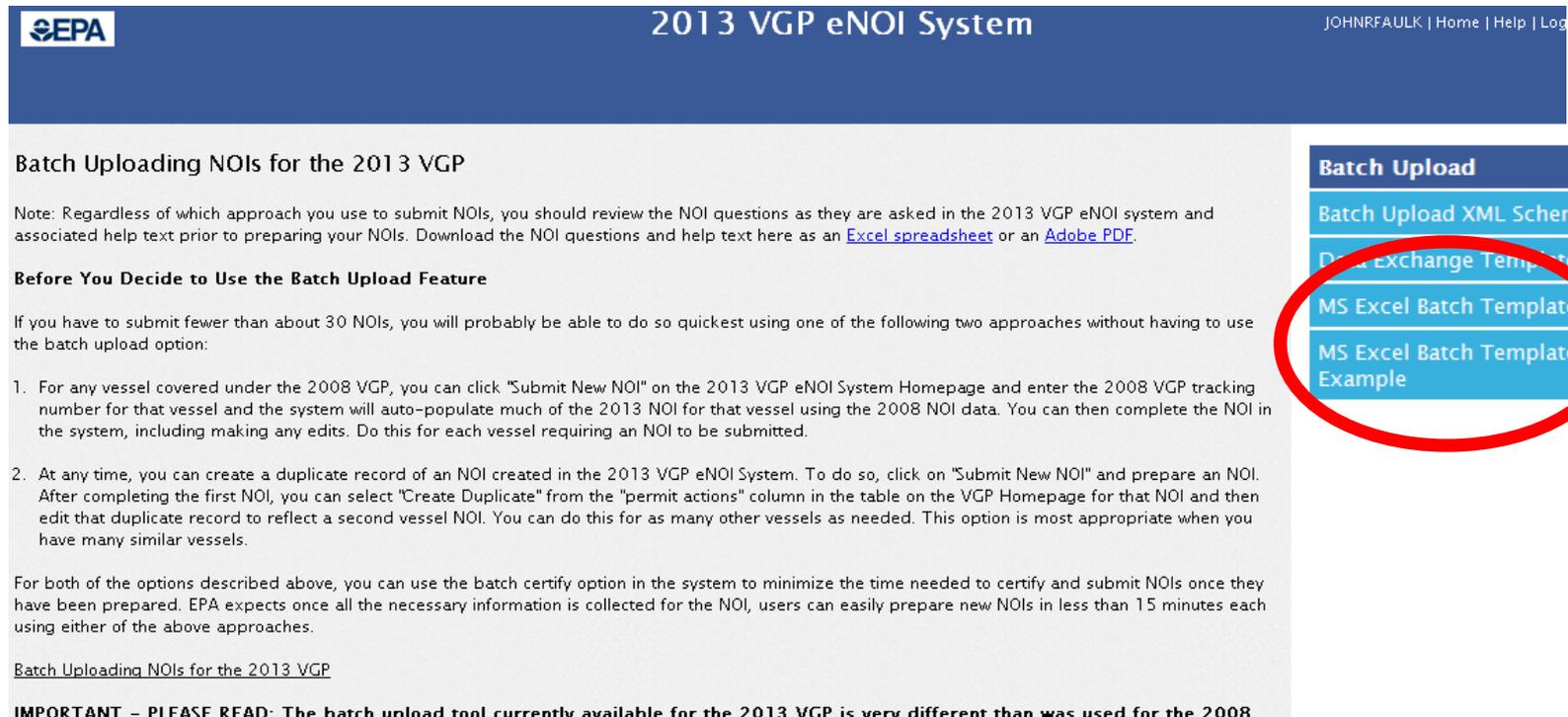
For any NOI that has been started and associated with your account, it will appear in the table at the bottom of this page. You can continue working on a document in that table by selecting one of the available options in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. For example, if you have worked on an NOI in a previous session but it was not completed, it will appear in the table with "continue" and "delete draft" options in the "Permit Actions" drop-down list. You can continue working on that NOI by selecting "continue" and then clicking the "Go" button at the bottom of the page.

[Certifying and Submitting an NOI](#)

If you or someone else has prepared an NOI for your review, certification, and signature, you can select "Review and Certify" from the drop down menu in the "Permit Actions" column of the table in the row that contains the NOI awaiting your action and then click the "Go" button at the bottom of the page. With any NOI prepared, whether it be through individual data entry, batch uploading, or one of the other methods described below for preparing and submitting multiple NOIs, users can batch certify NOIs by clicking the "NOI Batch Certify" button in the right hand margin.

- Associate Owner/Operator
- Submit New NOI
- Submit Annual Report
- Submit DMR
- Submit Batch Upload
- NOI Batch Certify

# MULTIPLE VESSELS (BATCH UPLOAD): DOWNLOADING SPREADSHEET TEMPLATE



The screenshot shows the EPA 2013 VGP eNOI System interface. At the top left is the EPA logo, and at the top right is the text "JOHNRAULK | Home | Help | Log". The main heading is "Batch Uploading NOIs for the 2013 VGP". Below this is a note: "Note: Regardless of which approach you use to submit NOIs, you should review the NOI questions as they are asked in the 2013 VGP eNOI system and associated help text prior to preparing your NOIs. Download the NOI questions and help text here as an [Excel spreadsheet](#) or an [Adobe PDF](#)." This is followed by a section titled "Before You Decide to Use the Batch Upload Feature" which explains that for fewer than 30 NOIs, users can use either a 2008 VGP tracking number or a duplicate record. A sidebar menu on the right contains the following items: "Batch Upload", "Batch Upload XML Schema", "Data Exchange Template", "MS Excel Batch Template", and "MS Excel Batch Template Example". The "MS Excel Batch Template" item is circled in red. At the bottom of the main content area, there is an "IMPORTANT - PLEASE READ" notice stating that the current batch upload tool is different from the 2008 version.

**Batch Uploading NOIs for the 2013 VGP**

Note: Regardless of which approach you use to submit NOIs, you should review the NOI questions as they are asked in the 2013 VGP eNOI system and associated help text prior to preparing your NOIs. Download the NOI questions and help text here as an [Excel spreadsheet](#) or an [Adobe PDF](#).

**Before You Decide to Use the Batch Upload Feature**

If you have to submit fewer than about 30 NOIs, you will probably be able to do so quickest using one of the following two approaches without having to use the batch upload option:

1. For any vessel covered under the 2008 VGP, you can click "Submit New NOI" on the 2013 VGP eNOI System Homepage and enter the 2008 VGP tracking number for that vessel and the system will auto-populate much of the 2013 NOI for that vessel using the 2008 NOI data. You can then complete the NOI in the system, including making any edits. Do this for each vessel requiring an NOI to be submitted.
2. At any time, you can create a duplicate record of an NOI created in the 2013 VGP eNOI System. To do so, click on "Submit New NOI" and prepare an NOI. After completing the first NOI, you can select "Create Duplicate" from the "permit actions" column in the table on the VGP Homepage for that NOI and then edit that duplicate record to reflect a second vessel NOI. You can do this for as many other vessels as needed. This option is most appropriate when you have many similar vessels.

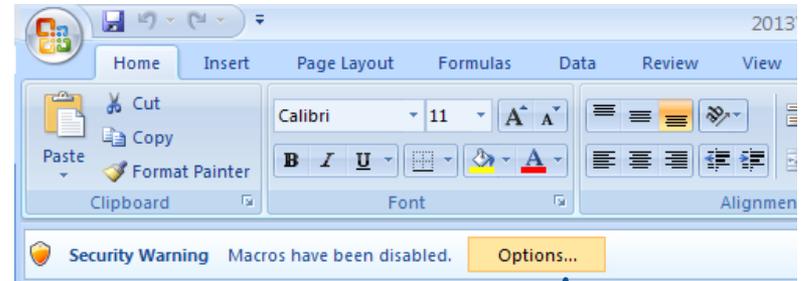
For both of the options described above, you can use the batch certify option in the system to minimize the time needed to certify and submit NOIs once they have been prepared. EPA expects once all the necessary information is collected for the NOI, users can easily prepare new NOIs in less than 15 minutes each using either of the above approaches.

[Batch Uploading NOIs for the 2013 VGP](#)

**IMPORTANT - PLEASE READ:** The batch upload tool currently available for the 2013 VGP is very different than was used for the 2008

Microsoft Excel File name: **2013VGPBatchUploadTemplate**

# MULTIPLE VESSELS (BATCH UPLOAD): INSTRUCTIONS FOR SPREADSHEET



**Generate XML**

Please read ALL of these instructions on how to complete this spreadsheet before clicking the "Generate XML" button.

1. The purpose of this spreadsheet is to enable you to enter NOI Data for multiple vessels into a spreadsheet from which you can generate an XML file for uploading into the 2013 VGP eNOI System.
2. THIS SPREADSHEET DOES NOT VALIDATE YOUR DATA. This means that if you enter information in the wrong format, leave certain cells blank, or try to delete or add rows or columns, the generate XML button will not create a file that can be uploaded to the system. Please pay attention to the data types requested and follow all instructions in each cell.
3. If you're cutting and pasting data into a cell that has a pick list, be sure that you are pasting data that is identical to one of the choices on the picklist - for example, if the picklist is "Y" or "N", don't try to paste "YES" or "NO" or "NA" into that box.
4. If you answered "Y" to a question and the next question asks you for information related to that question, you must enter a response for that second question. For example, if the question is "Does your Vessel have a Call Sign" and you answer "Y" for yes, you must provide the Vessel Call Sign in the next column.
5. This spreadsheet has 7 "Sheets/Tabs" in addition to this "Instructions" tab. You must complete the questions for all Vessels for questions on the RED Sheets. Provide answers on the PURPLE, GREEN, YELLOW, and ORANGE sheets only if the question applies to that vessel as asked on the red "Data" sheet.

Data	This sheet has all of the questions except those where there is more than one response for the same Vessel. If there is more than one response per Vessel, you must answer them in the other sheets. For example, Sheet D is to list all of the treatment systems for a Vessel.
C2 Ports	This sheet is to identify the US Ports each vessel anticipates visiting during the permit term.
D1 Disch	This sheet is to identify all of the applicable discharges each Vessel generates.
D2 Ind Ops	This sheet is to identify each industrial operation a vessel is engaged in, for any vessel that engages in such operations. Since, most vessels do not engage in industrial operations as defined in the permit, EPA expects most vessels will not use this sheet.
D3 Bioc	This sheet is to identify biocide residuals/derivatives discharged from a ballast water treatment system if the vessel uses a system that discharges residual biocides.
D4 Mon	This sheet is to identify which discharges require analytical monitoring for any vessel required by the 2013 VGP to perform such monitoring.
D5 Treat Sys	This sheet is to provide details on any onboard treatment system used to treat any discharges covered by the 2013 VGP.

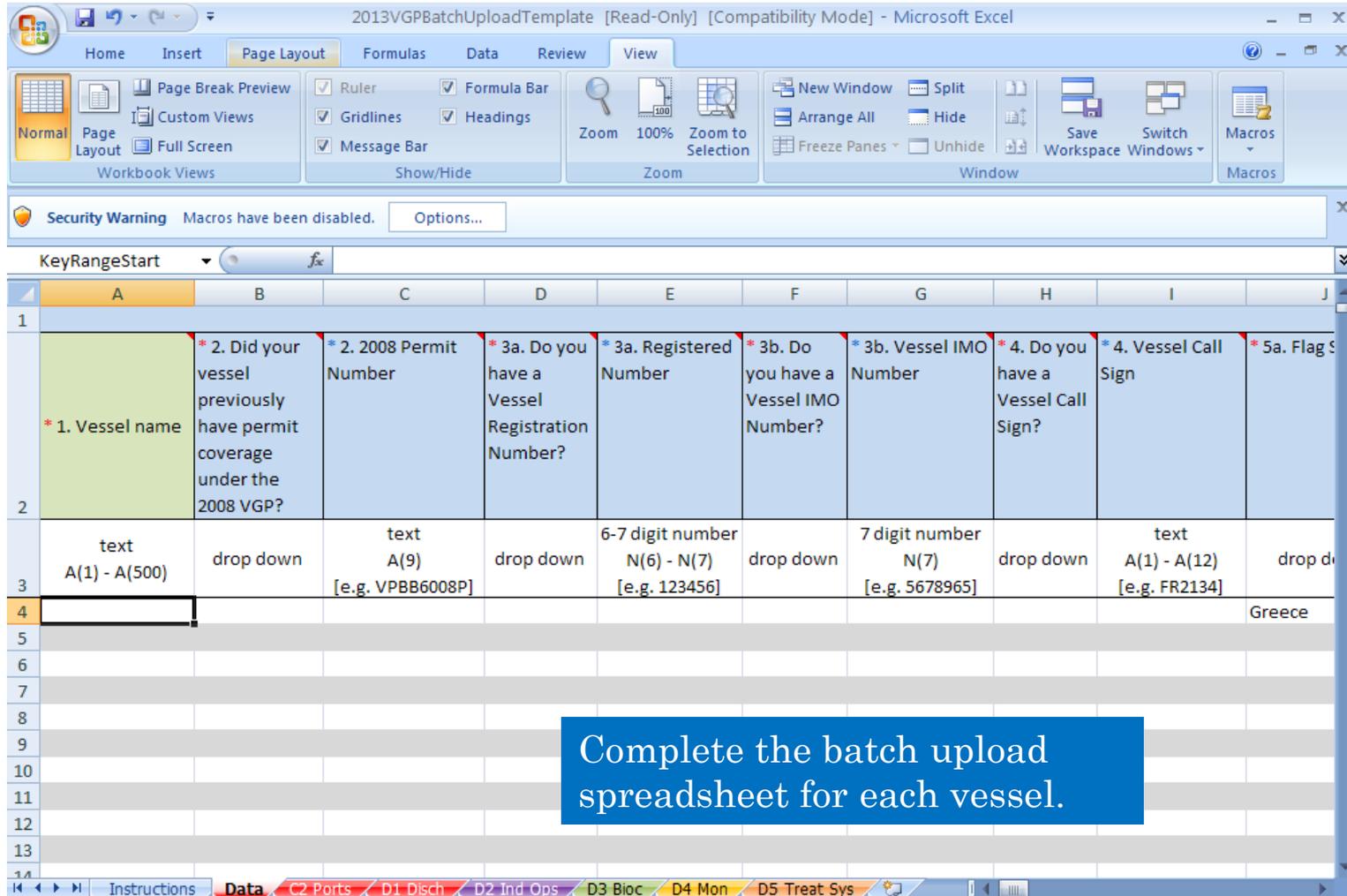
IMPORTANT - ensure the Vessel Names are listed EXACTLY the same in all Sheets. If the Vessel Name in the Data sheet is "Pacific Entrepid" - make sure Pacific Entrepid is spelled exactly the same on all other sheets in which you have provided responses. The system uses "Vessel Name" to link all sheets.

**We highly recommend that you first start by entering data for one Vessel. After you see exactly how the spreadsheet works, then add the remaining Vessels.**

Instructions | Data | C2 Ports | D1 Disch | D2 Ind Ops | D3 Bioc | D4 Mon | D5 Treat Sys

If you see this warning at the top of the spreadsheet when you open it, be sure to select options and "enable" the macros.

# MULTIPLE VESSELS (BATCH UPLOAD): OPEN AND COMPLETE THE SPREADSHEET



2013VGPBatchUploadTemplate [Read-Only] [Compatibility Mode] - Microsoft Excel

Security Warning: Macros have been disabled. Options...

	A	B	C	D	E	F	G	H	I	J
1										
2	* 1. Vessel name	* 2. Did your vessel previously have permit coverage under the 2008 VGP?	* 2. 2008 Permit Number	* 3a. Do you have a Vessel Registration Number?	* 3a. Registered Number	* 3b. Do you have a Vessel IMO Number?	* 3b. Vessel IMO Number	* 4. Do you have a Vessel Call Sign?	* 4. Vessel Call Sign	* 5a. Flag S
3	text A(1) - A(500)	drop down	text A(9) [e.g. VPBB6008P]	drop down	6-7 digit number N(6) - N(7) [e.g. 123456]	drop down	7 digit number N(7) [e.g. 5678965]	drop down	text A(1) - A(12) [e.g. FR2134]	drop d
4										Greece
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Complete the batch upload spreadsheet for each vessel.

Instructions | Data | C2 Ports | D1 Disch | D2 Ind Ops | D3 Bloc | D4 Mon | D5 Treat Sys

# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING ITEMS FROM DROP DOWN LISTS

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The spreadsheet contains a data entry form for vessel information. The columns are labeled as follows:

	J	K	L	M	N	O	P	Q	
1									
2	* 5a. Flag State	* 5a. Other Flag State	* 5b. Port of Registry	* 5b. Other Port of Registry	* 6a. Type of Vessel - Primary	* 6a. Other Primary Vessel Type	6b. Type of Vessel - Secondary	* 6b. Other Secondary Vessel Type	* 7. I
3	drop down	text A(1) - A(500) [e.g. new country]	drop down	text A(1) - A(500) [e.g. new port]	drop down	text A(1) - A(300) [e.g. vehicle carrier]	drop down	text A(1) - A(300) [e.g. vehicle carrier]	(NAI repr for v cove
4	Greece		Piraeus						
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

The dropdown menu for the '6a. Type of Vessel - Primary' field is open, showing the following options:

- Bulk Carrier
- Commercial Fishing Ve
- Container Ship
- Emergency and Resc
- General Cargo Ship
- Hopper Barge
- Large Cruise Ship (50
- Large Ferry (250+ pe

A blue callout box points to the dropdown menu with the text: "Select items from drop down menus."

# MULTIPLE VESSELS (BATCH UPLOAD): SPREADSHEET HELP TEXT

The screenshot shows the Microsoft Excel interface with the following details:

- Title Bar:** 2013VGPBatchUploadTemplate [Read-Only] [Compatibility Mode] - Microsoft Excel
- Formulas Bar:** KeyRangeStart
- Worksheet Grid:**
  - Row 1:** Headers for questions: \* 1. Vessel name, \* 2. Did your vessel previously have permit coverage under the 2008 VGP?, \* 3a. Vessel IMO Number, \* 3b. Do you have a Vessel IMO Number?, \* 3b. Vessel IMO Number, \* 4. Do you have a Vessel Call Sign?, \* 4. Vessel Call Sign, \* 5a. Flag State.
  - Row 2:** Data types: text A(1) - A(500), drop down, text A(9) [e.g. VPBB6008P], drop down, 6-7 digit number N(6) - N(7) [e.g. 123456], drop down, 7 digit number N(7) [e.g. 5678965], drop down, text A(1) - A(12) [e.g. FR2134], drop down.
  - Row 3:** Blank cell, blank cell.
  - Row 4:** Blank cell, blank cell.
  - Row 5:** Blank cell, blank cell.
  - Row 6:** Blank cell, blank cell.
  - Row 7:** Blank cell, blank cell.
  - Row 8:** Blank cell, blank cell.
  - Row 9:** Blank cell, blank cell.
  - Row 10:** Blank cell, blank cell.
  - Row 11:** Blank cell, blank cell.
  - Row 12:** Blank cell, blank cell.
  - Row 13:** Blank cell, blank cell.
  - Row 14:** Blank cell, blank cell.
- Help Text Box:** A yellow box with a black border is positioned over the question in cell C2. The text inside reads: "Identify if this vessel was covered under the 2008 VGP. If you are uncertain if you had coverage under the 2008 VGP, you can search EPA's 2008 VGP eNOI system at www.epa.gov/npdes/vessels/eNOI. Note that if this vessel was covered under the 2008 VGP but ownership has changed hands since that time, you should answer 'no' to this question."
- Callout:** A blue callout bubble with white text points to the help text box, stating: "Hold cursor over question to get help text for that question."

# MULTIPLE VESSELS (BATCH UPLOAD): COMPLETING ALL WORKSHEETS

Complete all applicable worksheets.

Security Warning: Macros have been disabled. Options...

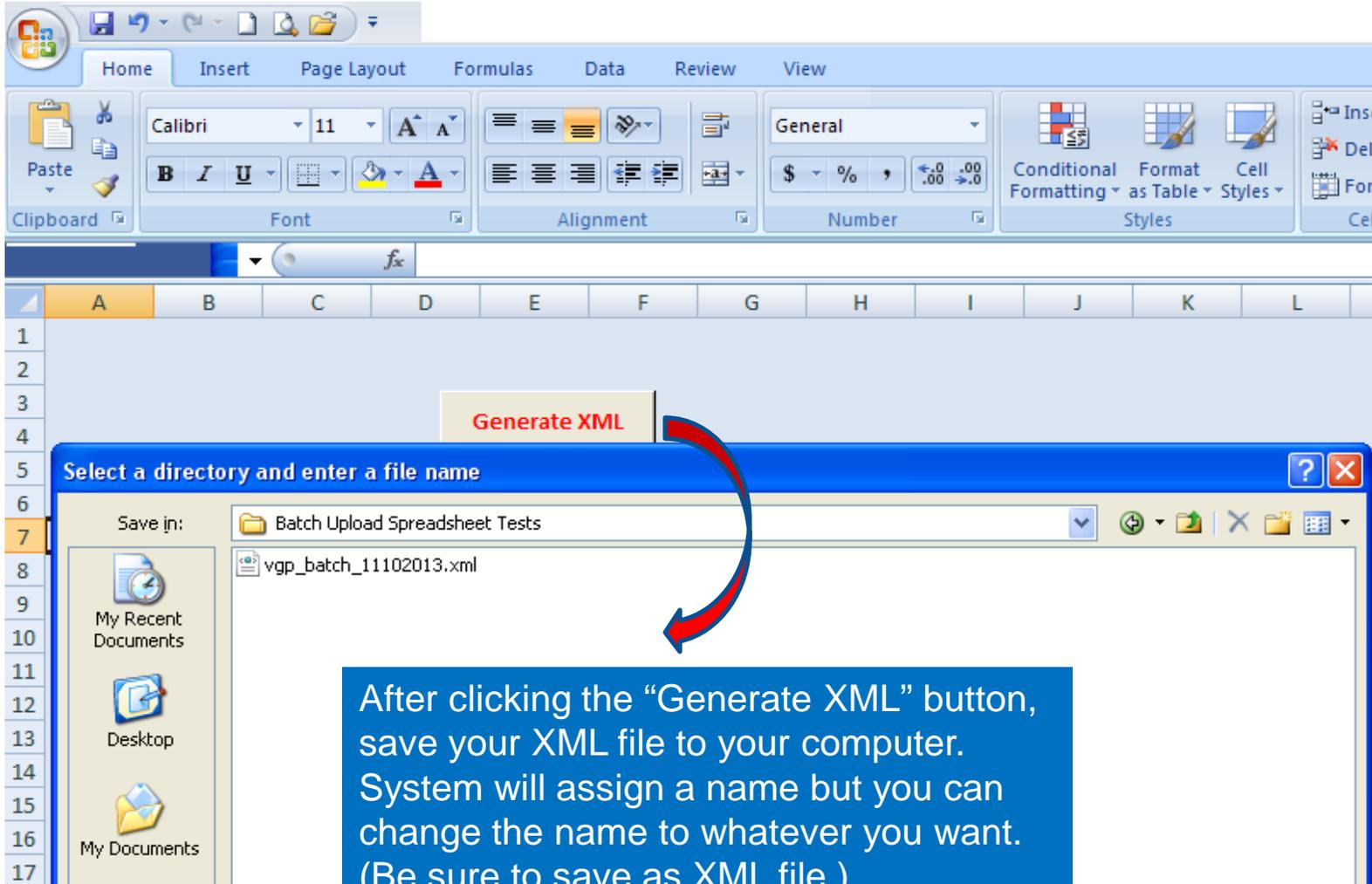
	AR	AS	AT	AU	AV	AW	AX	AY
1								
2	* 5. Is the vessel engaged in Nearshore Voyages?	* 2. Does Vessel ever engage in or have capacity to engage in industrial operations?	* 3. Will the vessel be using a ballast water treatment system which discharges residual biocides?	* 3b. Are residual biocide concentrations expected to be below those listed in Part 2.2.3.5.1.1.5 of the permit?	* 4. Is your vessel required to collect analytical monitoring?	* 5. Do vessel onboard treatment systems for waste (s) covered by permit?	* 6a. How often is the ballast tank cleaned and sediment disposed of?	* 6a. Other ballast tank cleaning frequency
3	drop down	drop down (if Y, list in Sheet D2)	drop down (if Y, list in Sheet D3)	drop down	drop down (if Y, list in sheet	drop down (if Y, list in sheet D5)	drop down	text A(1) - A(300) [e.g. every 5-10 year
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Worksheet Tabs: Overview, Data, C2 Ports, D1 Disch, D2 Ind Ops, D3 Bioc, D4 Mon, D5 Treat Sys

Red sheets – Mandatory for all vessels

Purple, Green, Yellow, and Orange sheets – Dependent on answers to specific questions.

# MULTIPLE VESSELS (BATCH UPLOAD): COMPLETING ALL WORKSHEETS



The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Home' tab, showing options for Clipboard, Font, Alignment, Number, and Styles. A red arrow points from a 'Generate XML' button in the spreadsheet area to a 'Save As' dialog box. The dialog box is titled 'Select a directory and enter a file name' and shows the current save location as 'Batch Upload Spreadsheet Tests'. The file name 'vgp\_batch\_11102013.xml' is entered in the file name field. The left sidebar of the dialog shows 'My Recent Documents', 'Desktop', and 'My Documents'.

Generate XML

Select a directory and enter a file name

Save in: Batch Upload Spreadsheet Tests

vgp\_batch\_11102013.xml

My Recent Documents

Desktop

My Documents

After clicking the “Generate XML” button, save your XML file to your computer. System will assign a name but you can change the name to whatever you want. (Be sure to save as XML file.)

# MULTIPLE VESSELS (BATCH UPLOAD): BEGINNING BATCH UPLOAD

zilla Firefox

ew History Bookmarks Tools Help

://ofmstage.rtpnc.epa.gov/apex/vgpenoi/f?p=119:2:28344455770889::NO:::

2013 VGP eNOI System PRAVTEST20 | Home | Help | Logout

eNOI System

Associate Owner/Operator  
Submit New NOI  
Submit Annual Report  
Submit DMR  
Submit Batch Upload  
NOI Batch Certify

Click the Submit Batch Upload File Link

e, the eNOI system allows you to prepare, certify, submit, and view (submit, view, and print annual report and monitoring report forms) required by the 2013 Vessel General Permit. You can also work if you have the helpful when you have a form as well as allowing multiple users of the system to work on a form. You may be filling in the form and a second person is responsible for certifying the form.

ms associated with your account is provided in the table at the bottom of the page. You can be working on a form by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Submit" button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**

ew NOI

an NOI, click on the "Submit New NOI" button in the right margin of this page. You will be taken to the first page of the

# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING FILE TO UPLOAD

Scroll to the bottom of the page....

XML-related (e.g., inadvertently entered wrong vessel lengths), you can edit them individually from the Home Page. If the errors involve multiple vessels or you wish to start over, please contact support at [VGPeNOI@epa.gov](mailto:VGPeNOI@epa.gov).

\* Please choose an associated vessel owner/operator name

Columbus Shipping Corporation

[Click Here if Owner/Operator Not on VESSEL LIST](#)

1. Select the Owner/Operator.

IRS Employer Identification Number

123456789

Company IMO Number

1234567

Mailing Address

Street

123 Oak Street

Country

United States

City

Miami

State/Territory

FL

Zip Code/Postal Code

12345

Phone

12345678901

Fax

\* XML File to Upload

Browse...

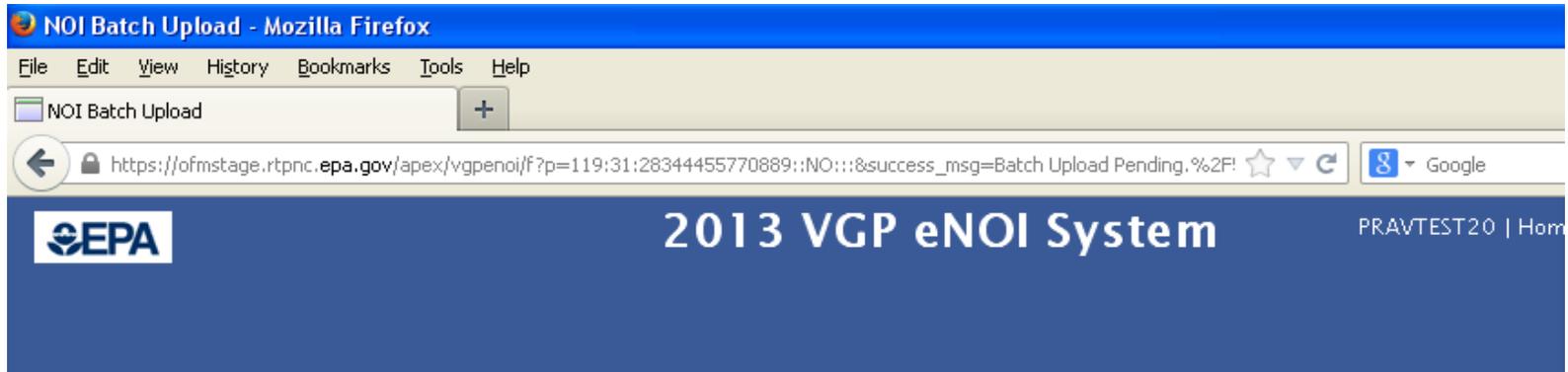
No file selected.

Upload

2. Browse and select the file you want to upload.

3. Click Upload.

# MULTIPLE VESSELS (BATCH UPLOAD): BATCH UPLOAD STATUS



**Batch Upload Pending.** [X]

1. Batch Upload Pending Status will appear after clicking the upload button.

Batch Uploading NOIs for the

Name:

Fax:

\* XML File to Upload  No file selected

NOI questions as they are asked in the  
load the NOI questions and help text here

ly be able to do so quickest using one of the following two

2. Message will indicate if file submission was successful or if it failed.

## Batch Upload Status

Refresh

Status	View Error Log	Uploaded Date
Successful	-	10-NOV-2013

# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING NOIs FOR BATCH CERTIFYING

The screenshot shows a web browser window with the URL `gov/apex/vgpenoi/f?p=119:2:28344455770889`. The page title is "2013 VGP eNOI System" and the user is logged in as "PRAVTEST20". A navigation menu on the right includes: Associate Owner/Op, Submit New NOI, Submit Annual Report, Submit DMR, Submit Batch Upload, and NOI Batch Certify. A blue callout box with the text "Click the Batch Certify Button" and a right-pointing arrow highlights the "NOI Batch Certify" button. The main content area contains text about preparing, certifying, and submitting NOI and NOT forms, and a note that only one permit action can be selected.

em allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and forms) required by the 2013 Vessel General Permit. The system allows multiple users of the system to work on any single form and a second person is responsible for certifying and submitting the form.

with your account is provided in the table at the bottom of this page. If you have any questions, please contact the support team. If you have any questions, please contact the support team. If you have any questions, please contact the support team.

f the options from the drop-down list in the "Permit Actions" column. If you have any questions, please contact the support team. If you have any questions, please contact the support team. If you have any questions, please contact the support team.

the page. **Note that you can only select one permit action at a time.**

Click the Batch Certify Button

# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING NOIs FOR BATCH CERTIFYING

**Batch Certify NOIs** VGP Homepage

The 2013 VGP eNOI system allows you to batch certify and submit up to 100 NOIs at a time. You can review each NOI by clicking on the NOI tracking number and edit information if necessary. Once you are ready to certify, click the check box next to each NOI or if you want to select all of the NOIs on the page (no more than 100 at a time are allowed), click the check box next to the column "Tracking Number." Then click on the Batch Certify button. You will then be taken to a confirmation page - follow the prompts to complete the process. You will need to have your User ID, Password, and responses to the challenge questions when you registered with CDX available to electronically certify, sign and submit the NOIs. Be advised that certifying large batches of NOIs will take the system several minutes to process those NOIs.

Row text contains 'Test Vessel'

<input type="checkbox"/>	Tracking Number	Vessel Name	Owner Operator Name
<input checked="" type="checkbox"/>	<a href="#">VPBB4844L</a>	Test Vessel 3	Columbus Shipping Corporation
<input checked="" type="checkbox"/>	<a href="#">VPBB4845L</a>	Test Vessel 4	Columbus Shipping Corporation

1 - 2 of 2

You can batch certify multiple vessels – up to 100 at a time. (System may take several minutes to complete this action.)

# MULTIPLE VESSELS (BATCH UPLOAD): BATCH ELECTRONIC SIGNATURES

The screenshot shows the 'eNOI Batch Certify' web application. The main heading is 'Notice of Intent Certification Batch Certify'. Below the heading, there is a paragraph of text explaining the certification process. A modal dialog box is open in the center, asking for confirmation to submit the NOIs. The dialog has 'OK' and 'Cancel' buttons. At the bottom of the page, there are 'Return' and 'Certify and Submit' buttons. On the right side, a 'List of Vessel' table is partially visible, showing 'Test Vessel 3' and 'Test Vessel 4'. A blue callout box with an arrow points to the vessel list, and another blue callout box with an arrow points to the 'Certify and Submit' button. A third blue callout box with an arrow points to the 'OK' button in the dialog.

Vessels to be batch certified are listed here.

2. Click OK.

1. Click to Certify and Submit.

List of Vessel
Test Vessel 3
Test Vessel 4

row(s) 1 - 2 of

# MULTIPLE VESSELS (BATCH UPLOAD): VIEWING AND DOWNLOADING FINAL NOIs

To enter data for a vessel, your account must be associated with the owner/operator of that vessel. The system should have already required you to associate yourself with one or more owner/operators but if you need to complete a form for a different owner/operator, you will need to click on the "Associate Owner/Operator" button, complete that page, and then return to this page.

Submitting an Annual Report/DMR

(pending)

Searching Your List of Documents

Note that the table below has a search tool that allows you to search for specific information in the columns in that table. Also, clicking on any column heading allows you to sort as well as search. You can also change the number of records to view at a time by picking the number of rows to display. The "Actions" tab to further manipulate how data are presented and viewed.

Search:   Rows: 25

Row text contains 'Test Vessel'

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Permit Actions	Download
VPBB4844L	Test Vessel 3	Columbus Shipping Corporation	Pravin Rana	Submitted to EPA	11/10/13	NOI	<input type="button" value="v"/>	<a href="#">PDF</a>
VPBB4845L	Test Vessel 4	Columbus Shipping Corporation	Pravin Rana	Submitted to EPA	11/10/13	NOI	<input type="button" value="v"/>	<a href="#">PDF</a>

# WHERE TO GO FOR HELP

# WHERE TO GO FOR HELP

- Help text for each question by clicking on question or answer (or holding cursor over question in spreadsheet).
- Help text for registration by clicking on “Help” in top right corner of VGP Homepage.
- See <http://cfpub.epa.gov/npdes/npdesnoi.cfm> for specific VGP help information:
  - Send email for the 2013 VGP permit to:
    - [VGP@epa.gov](mailto:VGP@epa.gov)
  - Send email for the 2013 VGP eNOI System to:
    - [VGPeNOI@epa.gov](mailto:VGPeNOI@epa.gov)

# QUESTIONS