



# EPA's Electronic Low Erosivity Waiver (LEW)

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## User's Guide

Version 1.0 - Updated 8/27/13

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## 1. Introduction to the EPA LEW eNOI Application

The EPA LEW is a waiver from the requirement to obtain coverage under the EPA Construction General Permit (CGP), and is available to small construction projects less than five acres that have a rainfall erosivity factor (R-Factor) of less than five, and that are located in an area where EPA is the NPDES permitting authority. See [http://www.epa.gov/npdes/pubs/cgp2012\\_appedixb.pdf](http://www.epa.gov/npdes/pubs/cgp2012_appedixb.pdf) for a list of areas where EPA is the NPDES permitting authority.

To calculate your project's R-Factor, visit <http://cfpub.epa.gov/npdes/stormwater/lew/lewcalculator.cfm>.

For more information visit <http://www.epa.gov/npdes/pubs/fact3-1.pdf>.

If you believe your project qualifies for an LEW, use this guide to help you through the process of obtaining a waiver. It will define relevant terms and acronyms used throughout the application, as well as explain how to submit your LEW electronically through EPA's Central Data Exchange (CDX). If your project does not qualify for an LEW and you are in an area where EPA is the NPDES permitting authority, you will need to file a Notice of Intent (NOI) for coverage under the EPA Construction General Permit (CGP). Information about filing an NOI is available here: <http://cfpub.epa.gov/npdes/stormwater/cgpenoi/cfm>.

## 2. System Requirements and Browser Settings

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

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

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

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

## 3. Relevant Terms and Acronyms

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

Term	Acronym	Definition
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network (Exchange Network) for environmental data exchanges to the Agency. A CDX account is required to access the eNOI.
Construction General Permit	CGP	An NPDES general permit that regulates stormwater discharges from construction activities that disturb one or more acres, or smaller sites that are part of larger common plan of development or sale.
Electronic Notice of Intent	eNOI	Electronic application system used by the applicants applying for permit coverage under EPA's CGP or applying for an LEW.
LEW Certifier	None	The entity authorized to certify the CGP LEW, see Appendix I, Part I.11 (Signatory Requirements), for certifier criteria. <a href="http://www.epa.gov/npdes/pubs/cgp2012_appendixi.pdf">http://www.epa.gov/npdes/pubs/cgp2012_appendixi.pdf</a>
LEW Preparer	None	The individual preparing the LEW. This may be the certifier or an individual the certifier designates to prepare the LEW form.

Low Erosivity Waiver	LEW	A waiver from CGP coverage available to small construction sites that have a low predicted rainfall potential where the rainfall erosivity factor (R-factor) is less than five during the period of construction activity.
Operator	None	The “Operator” of the construction site is either: <ul style="list-style-type: none"> <li>• The party that has operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications; or</li> <li>• The party has day-to-day operational control of those activities at a project that are necessary to ensure compliance with the permit conditions (e.g., they are authorized to direct workers at a site to carry out activities required by the permit).</li> </ul>
Rainfall Erosivity Factor	R-Factor	A calculation based on geographic location, disturbance area, and amount of rainfall that determines whether the potential for polluted discharge is low enough to justify a waiver from permit requirements.

## 4. How to Submit Your LEW Electronically

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

### 4.1 Log into Your CDX Account

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

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

### 4.2 Determine Your Role

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

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

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

## 5. Complete the LEW – Preparer’s Role

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

### 5.1 Access the CGP/LEW eNOI Application

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

Central Data Exchange

MyCDX | Inbox | My Profile | Submission History

Services | News and Updates

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

Add Program Service

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

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

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

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

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

## 5.2 Create a New LEW

In order to create an LEW, you must first determine if you are eligible for the waiver. In order to be eligible for the waiver, your project must be located in an area where EPA is the NPDES permitting authority (see [http://www.epa.gov/npdes/pubs/cgp2012\\_appendixb.pdf](http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf)), must disturb less than five acres, and must have an R-factor of less than five during the period in which construction is occurring (see <http://cfpub.epa.gov/npdes/stormwater/lew/lewcalculator.cfm>). The answers provided on the Interview page determine your eligibility.

Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

[Migrate LEW](#)

[Go To MyCDX](#)

[Log out](#)

**External Links**

[2012 CGP](#)

[2012 CGP Fact Sheet](#)

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

### Welcome to the Electronic LEW Form

This form provides notice to EPA that you, the project operator, are certifying that construction activity at the project site is less than five (5) acres in area and will take place during a period when the rainfall erosivity factor is less than five (5) [40 CFR 122.26(b)(15)(i)(A)]. By submitting a complete and accurate form, the otherwise applicable NPDES permitting requirements for stormwater discharges associated with construction activity are waived. Based on your certification, a waiver is granted for the period beginning on the date this Low Erosivity Waiver Form is submitted to EPA, or the project start date specified on this form, whichever shall occur last, and ending on the project completion date.

If you have not yet calculated your Rainfall Erosivity Factor (R-Factor) for the project, please use the resources found here:

[R-Factor Calculator](#)

[EPA Fact Sheet 3.1](#)

1. Estimated Area to be Disturbed (to the nearest quarter acre):
2. Rainfall Erosivity Factor (R Factor):
3. Rainfall erosivity factor was calculated by using:
  - Online Calculator
  - EPA Fact Sheet 3-1
  - USDA Handbook 703
4. Is your project/site located in Indian Country?
  - Yes  No
5. Are you requesting coverage under this LEW as a "federal operator" as defined in [Appendix A](#)?
  - Yes  No
6. Select the state where your Project/Site is located:  
 [Is your state not listed here?](#)

- 5.2.1 Click on the **Create New LEW** button on the CGP/LEW eNOI home page. This will direct you to the Interview page.
- 5.2.2 Enter the acreage of the **Estimated Area to be Disturbed** for the project. If your estimated area to be disturbed is 5 or greater acres you are not eligible for an LEW. The system will not allow you to continue through the application. You must complete a CGP NOI.
- 5.2.3 Enter the **Rainfall Erosivity Factor (R-Factor)**. If your R-Factor is 5 or greater you are not eligible for an LEW. The system will not allow you to continue through the application, and you must complete a CGP Notice of Intent (NOI).
- 5.2.4 Select the source used to help calculate your R-Factor. Note: If you have not determined your R-Factor, you may use one of the two links listed in the callout box.
- 5.2.5 If the project is located in Indian Country, select **Yes**.
- 5.2.6 If you are a federal operator, select **Yes**.
- 5.2.7 Select the **state** where the project is located. If you do not find your state listed in the dropdown menu in Question 6, EPA may not be the permitting authority for your project, based on the

information provided on the interview page. Please refer to Appendix B ([http://www.epa.gov/npdes/pubs/cgp2012\\_appendixb.pdf](http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf)) of EPA's Final Construction General Permit for information relating to where EPA is the permitting authority.

5.2.8 Click on the **Submit** button. This will direct you to the Operator Information page.

### 5.3 Complete the Operator Information Page

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

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

The screenshot shows the 'Operator Information' page. On the left is a sidebar with the following links: [Home](#), [Create New NOI](#), [Create New LEW](#), [Add Certification Key](#), [Migrate LEW](#), [Go To MyCDX](#), [Log out](#), **External Links**, and [2012 CGP](#). The main content area is titled 'Operator Information' and displays the following information and form fields:

- Tracking Number:** DELEWA06F
- Status:** Draft
- \* Project/Site Name:** [Text input field]
- \* Operator Name:** [Text input field]
- Mailing Address:**
  - \* Street Line 1:** [Text input field]
  - Street Line 2:** [Text input field]
  - \* City:** [Text input field]
  - \* State:** [Dropdown menu, currently 'Not Selected']
  - \* Zip:** [Text input field]
- Point of Contact:**
  - \* First Name:** [Text input field]
  - Middle Initial:** [Text input field]
  - \* Last Name:** [Text input field]
  - \* Phone:** [Text input field]
  - Ext:** [Text input field]
  - Fax:** [Text input field]
- IRS Employer Identification Number (EIN):** [Text input field]
- \* Email:** [Text input field]

At the bottom right of the form are two buttons: 'Save' and 'Next'.

5.3.1 Enter the **name of the project**.

5.3.2 Enter the **name of the operator**.

5.3.3 Enter all **mailing address** information for the operator.

5.3.4 Enter information relating to the **point of contact** person at the operator/company.

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

## 5.4 Complete the Project Information Page

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

Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

[Migrate LEW](#)

[Go To MyCDX](#)

[Log out](#)

**External Links**

[2012 CGP](#)

[2012 CGP Fact Sheet](#)

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

[Appendix E](#)

[Appendix F](#)

[Appendix G](#)

[Appendix H](#)

[Appendix I](#)

[NPDES CGP Home](#)

### Project Information

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

**Project/Site Address**

\* Street Line 1:

If the project or site lacks a street address, indicate the general location of the site (e.g., Intersection of State Highways 61 and 34).

General Location of the Site:

Street Line 2:

\* City:  State : Delaware Zip: \*

\* County or Similar Government Division:

**Latitude and Longitude Information**

\* Select **Latitude/Longitude** Unit:

\* Latitude:  °  '  " N

\* Longitude:  °  '  " W

\* Latitude/Longitude Data Source:

U.S.G.S topographical map

EPA Website

GPS

Other

\* Horizontal Reference Datum:

**Additional Project Information**

\* Estimated Project Start and End Dates:

\* Estimated Area to be Disturbed (to the nearest quarter acre):  1.23

\* Rainfall Erosivity Factor (R Factor):  2.34

\* Rainfall erosivity factor was calculated by using:

Online Calculator

EPA Fact Sheet 3-1

USDA Handbook 703

\* Are interim non-vegetative site stabilization measures used to establish the project completion date for purposes of obtaining this waiver?

Yes  No

- 5.4.1 Enter the **address** of the project. If the project/site does not have a street address, indicate the general location of the site.
- 5.4.2 Enter the **latitude** and **longitude** of the project.
- 5.4.3 Select the **data source** used to determine the latitude and longitude, and the **Horizontal Reference Datum**.
- 5.4.4 Enter the **start and end dates** of the project.
- 5.4.5 If needed, edit the R-Factor, R-Factor Calculation Method, or the disturbed acreage. These fields have been automatically populated from the answers provided on the Interview page.
- 5.4.6 If interim non-vegetative site stabilization measures are used to establish the project completion date, select **Yes**.
- 5.4.7 Click on the **Save** button to save the information, or click on the **Next** button to save the information and proceed to the next page.

## 5.5 Complete the Certification Information Page

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

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

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

**Certifier Information**  
\* First Name:  M.I.:   
Title:  \* Email:  \* Last Name:

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

## 5.6 Review and Submit the LEW to a Certifier

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

**LEW Review** Download LEW PDF

**Project/Site Name:** *This is a construction project*  
**Operator Name:** *CLA Operators*  
**Tracking Number:** *DELEWA04F*  
**Status:** *Pending Certification*  
*Processed by NOI Processing Center*

**Interview Page Answers**

Estimated Area to be Disturbed: <i>3.4</i>	Project Site Location: <i>DE</i>
R Factor: <i>4.99</i>	Indian Country Lands: <i>No</i>
R Factor Calculation Tool: <i>Online Calculator</i>	Federal Operator: <i>Yes</i>

**Operator Information** Edit

**Operator Name:** *CLA Operators*  
**Mailing Address:**  
Street Line 1: *123 Fake Street*  
Street Line 2:  
City: *Dover* State: *Delaware* Zip: *22201*  
**Point of Contact:**  
First Name: *Christy* Middle Initial: Last Name: *Archuleta*  
Phone: *(703) 916-1660* Ext:  
Fax:  
IRS Employer Identification Number (EIN):  
Email: *christy@avantcorporation.com*

**Project Information** Edit

**Project/Site Address**  
Project/Site Name: *This is a construction project*  
Street Line 1: *123 Fake Street*  
General Location of the Site: *Located on corner street and 5th ave*  
Street Line 2:  
City: *Dover* State: *Delaware* Zip: *22221*  
County or Similar Government Division: *Sussex*

**Latitude and Longitude Information**  
Latitude: *12.1212°N* Unit: *N(degrees, decimals)*  
Longitude: *34.1234°W* Unit: *W(degrees, decimals)*  
Latitude/Longitude Data Source: *GPS*  
Horizontal Reference Datum: *NAD 27*

**Additional Project Information**  
Estimated Area to be Disturbed (to the nearest quarter acre): *3.4*  
R Factor: *4.99*  
R Factor Calculation Method: *Online Calculator*  
Are interim non-vegetative site stabilization measures used to establish the project completion date for purposes of obtaining this waiver? *No*  
Project Start: *7/24/2013* Project End: *7/31/2013*

**Certification Information** Edit

**Preparer Information**  
First Name: *Bill* M.I: Last Name: *Connell*  
Phone: *(866) 352-7755* Ext:  
Fax:  
Organization: *Avanti Corporation*  
Email: *billc@theconnellgroup.com*

**Certifier Information**  
First Name: *Christy* M.I: Last Name: *Archuleta*  
Title:  
Email: *christy@avantcorporation.com*

- 5.6.1 Review the LEW. To change information, click on the **Edit** button in the section that corresponds to the information that needs to be edited. This will direct you to the Operator Information, Project Information or the Certification Information page.
- 5.6.2 When you are ready to submit the LEW to a certifier, click on the **Submit to Certifier** button at the bottom of the screen. The Certifier will be notified via email that the LEW is ready to be reviewed and certified. The LEW will not be considered “active” until the certifier has certified the form.

## 6. Certify and Submit the LEW to EPA – Certifier Role

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

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

### 6.1 Access the CGP Application

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

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

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

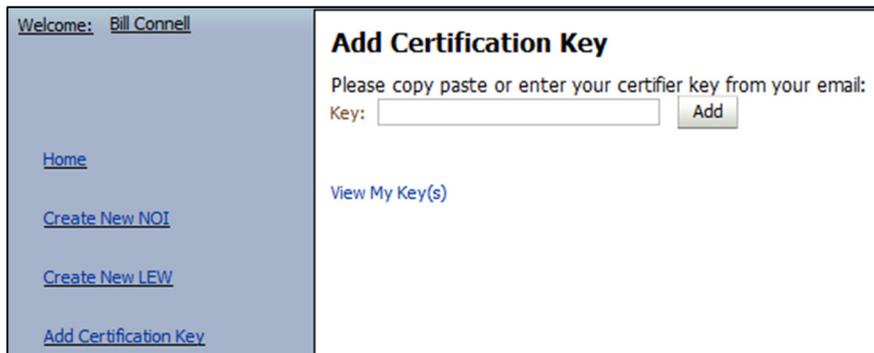
The 'Role(s)' column is highlighted with a red box, and the 'CGP' role is also highlighted. Below the table is a green button labeled 'Add Program Service'. The News and Updates section shows 'No news/updates.' and a 'Contact Us' link.

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

## 6.2 Associate the LEW with Your Account

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

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



Welcome: [Bill Connell](#)

[Home](#)

[Create New NOI](#)

[Create New LEW](#)

[Add Certification Key](#)

### Add Certification Key

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

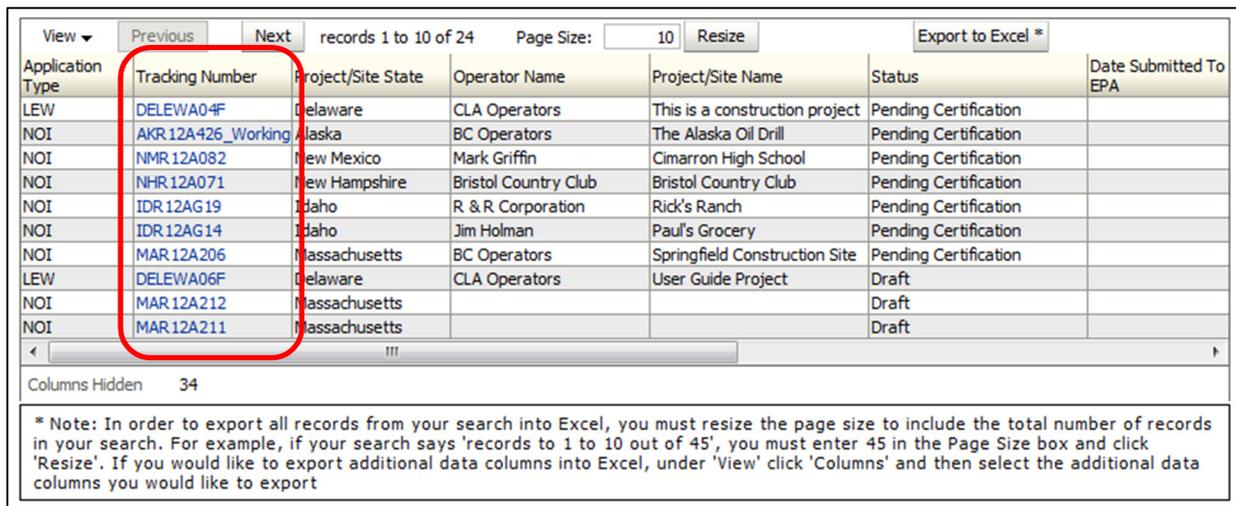
Key:

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

## 6.3 Review the LEW

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

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



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

Columns Hidden 34

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

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

## 6.4 Certify or Reject the LEW

6.4.1 Review the LEW and make any necessary changes.

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

- **Submit to EPA:** Select this button if the information is correct and you are ready to submit the LEW to the EPA. This action means that you are certifying the LEW. Once the LEW has been certified and successfully submitted to EPA, the LEW for your project will be considered “active.”
- **Reject:** Select this button if the information is incorrect or inaccurate and you’d like the Preparer to make changes to the application.

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

Read the following text and select your choice:

I certify under penalty of law that: (1) construction activity at the project or site specified in Part II shall disturb less than five acres and shall take place during a period when the rainfall erosivity factor is less than five, (2) final stabilization will be completed as defined in the Construction General Permit, and (3) this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Further, if interim non-vegetative measures are used to establish the end of the construction period for the purposes of obtaining this waiver, I commit to periodically inspect and properly maintain the area until the criteria for final vegetative stabilization have been met.

## 6.5 Verify the Status of Your LEW

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

6.5.2 If you selected Submit to EPA, the status should say **Active**. NPDES permit coverage under EPA's Low Erosivity has been obtained.

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

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

Columns Hidden 34

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

## 7. Migrate Your LEW to an NOI

The following describes in detail the reasons and process for migrating an LEW to a CGP eNOI as a Preparer and Certifier.

### 7.1 Possible Reasons for Migrating Your LEW to an NOI

After your LEW is active for your project, there are several scenarios in which you may wish to migrate your LEW to a CGP NOI:

- The R-Factor for your project has changed and is now 5 or greater. In this case, you are no longer eligible for a LEW and must obtain permit coverage under the CGP.
- The estimated area to be disturbed for your project has changed and is now five or more acres. In this case, you are no longer eligible for a LEW and must obtain permit coverage under the CGP.
- The duration of your project has been extended. Because your R-Factor is partially based on the time period of your project, you must now recalculate your R-Factor. In some cases, this may push your R-Factor to 5 or greater.

### 7.2 Create a CGP Notice of Intent

If you determine that your project no longer qualifies for the LEW, you must file an NOI for coverage under the CGP by doing the following:

- 7.2.1 On the CGP home page, click on the **Create New NOI** button. For detailed instructions on creating a CGP NOI see the CGP User Guide located here: <http://www.epa.gov/npdes/stormwater/cgpenoi>.
- 7.2.2 Complete all pages of the application, and then submit the NOI to a certifier.
- 7.2.3 Once the certifier has reviewed and submitted the NOI to EPA for approval, you will undergo a 14-day wait period before the NOI becomes “Active.”

### 7.3 Start Migration of LEW to NOI

- 7.3.1 Once your NOI is in an Active status, click on the **Tracking Number** of the LEW to return to the Review page.
- 7.3.2 Click on the **Migrate** button at the bottom of the page. This will direct you to the Migration Information page.

**Project/Site Name:** *The Road To Nowhere*  
**Operator Name:** *BC Operators*  
**Tracking Number:** *AKLEWA001*  
**Status:** *Active*  
*Processed by NOI Processing Center*

Read the following text and select your choice:

I certify under penalty of law that: (1) construction activity at the project or site specified in Part II shall disturb less than five acres and shall take place during a period when the rainfall erosivity factor is less than five, (2) final stabilization will be completed as defined in the Construction General Permit, and (3) this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. Further, if interim non-vegetative measures are used to establish the end of the construction period for the purposes of obtaining this waiver, I commit to periodically inspect and properly maintain the area until the criteria for final vegetative stabilization have been met.

## 7.4 Complete the Migration Information Page

- 7.4.1 Enter the **Tracking Number of the NOI** you just created.
- 7.4.2 Click on the **Next** button to save the information and proceed to the Migration Certification page.

You have selected to migrate your LEW to a Construction General Permit (CGP) Notice of Intent (NOI). In order to complete the migration you must have "Active" Construction General Permit (CGP) Notice of Intent (NOI) coverage.

- If you have "Active" Construction General Permit (CGP) Notice of Intent (NOI) coverage, enter the Tracking Number below and click Next.
- If you don't have an active Construction General Permit (CGP) Notice of Intent (NOI), return to the homepage and then click on Create New NOI.

Please note that once you have submitted your NOI application to the certifier, there is a 14-day wait period after the certifier submits the NOI to EPA before the NOI is considered "Active" and your project has coverage under the CGP NOI. Therefore, in order for your project to have continued coverage, do not enter the NOI tracking number until it has become "Active".

**NOI Tracking Number:**

## 7.5 Complete the Migration Certification Page

- 7.5.1 The Preparer and Certifier information will automatically populate for you. Edit the information if needed.
- 7.5.2 Click on the **Submit to Certifier** button to send the LEW to NOI migration to the Certifier for review. This will change the status of the LEW to **Active/Pending Migration to NOI**. An email will be sent to the Certifier.

Your CGP NOI Tracking Number has been confirmed as **Active** Once approved by your certifier the LEW will have a status of **Migrated to NOI** and your coverage under this LEW will be null.

**Preparer Information**

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

**Certifier Information**

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

## 7.6 Review and Certify the Migration

- 7.6.1 If you are a certifier, from the CGP eNOI home page, click on the LEW Tracking Number that needs to be certified. This will direct you to the Review page.
- 7.6.2 After reading the certification statement at the bottom of the Review page, click on either the **Reject** or **Complete Migration** button.
  - **Complete Migration:** Select this button if the information is correct and you are ready to submit the migrated LEW to the EPA. This action means that you are certifying the migration of the LEW to an NOI.
  - **Reject:** Select this button if the information is incorrect or inaccurate and you'd like the Preparer to make changes to the migration.

## 7.7 Verify the Status of Your LEW

- 7.7.1 Click the **Home** link to verify the status of your LEW.
- 7.7.2 If you selected Complete Migration, the status should say **Migrated to NOI**.
- 7.7.3 If you selected Reject, the status should say **Active/Migration Rejected**.

**Note:** Until the status of the LEW is "Migrated to NOI" your LEW's status will remain "Active" in the system, even if the migration is still pending or has been rejected.

## 8. Appendix

### 8.1 Status Definitions

- 8.1.1 **Draft:** LEW records that have been drafted, but not submitted to a designated certifying official for review and certification.
- 8.1.2 **Pending Certification:** LEW records that have been submitted to a certifying official for review and certification.
- 8.1.3 **Active:** LEW records that have been certified by the designated certifying official and are considered covered under the waiver from needing CGP coverage.
- 8.1.4 **Rejected:** LEW records that have been rejected by the certifying official reviewing the form.
- 8.1.5 **Active / Pending Migration to NOI:** LEW records that are still active but no longer eligible for waiver coverage because either the R-Factor or Estimated Area to be Disturbed has increased to a value 5 or greater. In this case, an operator has completed an NOI to obtain permit coverage for the project and has submitted the LEW to NOI migration form to the certifying official for review and certification.
- 8.1.6 **Active / Migration to NOI Rejected:** LEW records that are still active but no longer eligible for waiver coverage because either the R-Factor or Estimated Area to be Disturbed has increased to a value 5 or greater. In this case, the operator has obtained coverage under an NOI, but the LEW to NOI migration form has been rejected by the certifying official.
- 8.1.7 **Migrated to NOI – [NOI Tracking Number]:** LEW records that have been migrated to a CGP NOI and have been certified by a designated certifying official.

### 8.2 Help and Support

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

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

The screenshot shows the MyCDX user interface. On the left is a blue navigation menu with the following items: About CDX, Recent Announcements, MyCDX, Inbox, Change Password, Frequently Asked Questions, **Help & Support** (highlighted with a red box), CDX Home, Terms & Conditions, and Logout. The main content area is titled 'MyCDX » Help & Support' and 'Help & Support'. It states: 'For Web Submission Support, three support options are available:'. The options are: **By Telephone:** Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST). Call our toll-free line at 888-890-1995. **By E-mail:** Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with "Technical Support" in the Subject line. **By Fax:** Assistance requests are accepted 24 hours a day at 703-227-4199. Support personnel will respond to faxed requests Monday through Friday from 8:00 am to 6:00 pm EST/EDT. At the bottom, it says: 'We also have lists of [Frequently Asked Questions](#) that you might find helpful.' The footer indicates: 'Last updated on October 11, 2011. URL: <https://dev.epacdx.net/SSL/CDX/Help.asp>'.