



EPA's Pesticide General Permit (PGP) Electronic Notice of Intent (eNOI)

User's Guide

Version 1.1 – Updated 11/8/2016

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1. Introduction to the EPA PGP eNOI System

National Pollutant Discharge Elimination System (NPDES) permits are required for any point source discharge to waters of the United States from the application of (1) biological pesticides and (2) chemical pesticides that leave a residue. Coverage under the EPA Pesticide General Permit (PGP) is available in areas where EPA is the NPDES permitting authority (see the 2016 PGP, Appendix C at <https://www.epa.gov/npdes/pesticide-permitting> for a list of areas where EPA is the NPDES permitting authority).

Under the EPA PGP, certain Decision-makers are required to submit Notices of Intent (NOIs) and others are automatically covered under the permit. See Table 1-1 of the PGP for a list of Decision-makers who are required to submit NOIs. If you have questions about whether or not you are required to submit an NOI, or other questions relating to any part of the PGP NOI process, visit EPA's website for the PGP at <https://www.epa.gov/npdes/pesticide-permitting>. Also available on the EPA's website is an online interactive Permitting Decision tool to help you determine your eligibility and requirements under the PGP. Decision-maker who is required to submit an NOI must submit the NOI electronically through EPA's eNOI system.

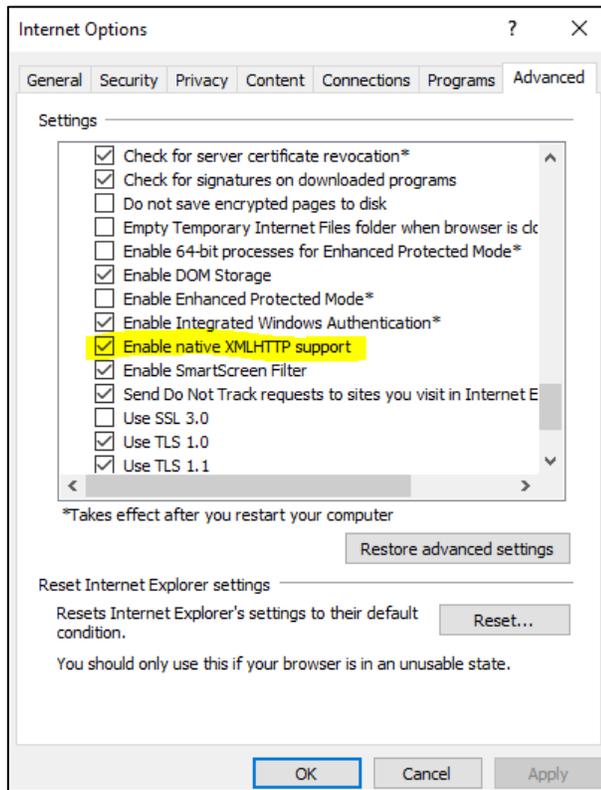
Under the EPA PGP, certain Decision-makers who are required to submit NOIs are also required to submit annual reports. See Part 7 of the PGP. Once a Decision-maker meets the obligation to submit an annual report, the Decision-maker must submit the annual report each calendar year thereafter for the duration of coverage under the PGP, whether or not the Decision-maker has discharges from the application of pesticides in any subsequent calendar year. Decision-makers must submit the annual report electronically through EPA's eNOI system. The annual report must be submitted no later than February 15 of the following year for all pesticide activities covered under the PGP occurring during the previous calendar year. When Decision-makers terminate permit coverage, as specified in Part 1.2.5 of the PGP, an annual report must be submitted for the portion of the year up through the date of termination. The annual report is due no later than February 15 of the next year.

This guide will walk you through the process of submitting your Notice of Intent (NOI), Notice of Termination (NOT), and Annual Reports through the electronic Notice of Intent (eNOI) system using the EPA's Central Data Exchange (CDX).

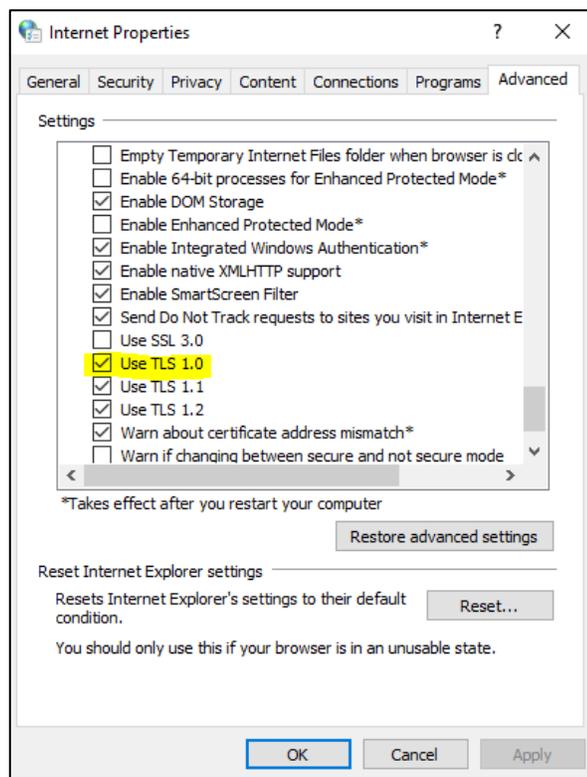
2. System Requirements and Browser Settings

Two Internet browser settings are required for the eNOI system 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, TLS 1.0



GoogleChrome: Customize > Show Advanced Settings > Network (Change Proxy Settings) > Advanced > Use TLS 1.0



Mozilla Firefox: Type "About:config" into the address bar > security.tls.version.min=1, security.tls.version.max=3

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 for environmental data submissions to the Agency. A CDX account is required to access the eNOI system.
Electronic Notice of Intent	eNOI	Electronic application system used by Decision-makers to submit their Notices of Intent, Notices of Termination, or Annual Reports as required under EPA's PGP.
eNOI Certifier	None	The entity authorized to certify the NOI, NOT, or Annual Report. See 2016 PGP, Appendix B, Signatory Requirements, for certifier criteria. (https://www.epa.gov/npdes/pesticide-permitting-2016-pgp)
eNOI Preparer	None	The individual preparing the NOI, NOT, or Annual Report. This may be the certifier or an individual the certifier designates to prepare the NOI form, NOT form, or Annual Report.
Program ID	None	Two-letter state abbreviation. This is used only in acquiring the eNOI role within CDX
Status – "Draft"	None	NOI, NOT, and Annual Report records that have been drafted, but not submitted to a designated certifying official for review and certification.
Status – "Pending Certification"	None	NOI, NOT, and Annual Report records that have been drafted and submitted to a certifying official for review and certification. An NOI in this status is awaiting review and certification by the designated certifying official listed on the application.
Status – "Submitted to EPA"	None	NOI records that have been reviewed and certified by the certifying official listed on the application. The NOI application has been "Submitted to EPA" for review and has started on the standard review / wait period.

Term	Acronym	Definition
Status – “Submitted to EPA / On Hold”	None	NOI records that have been submitted to EPA but have been placed on hold due to concerns by EPA for further review. Discharges identified in the NOI are not eligible for coverage until EPA resolves any outstanding issues.
Status – “Active”	None	NOI records that have been reviewed by EPA and has completed the standard review / waiting period. NPDES Permit Coverage under EPA’s Pesticide General permit has been obtained.
Status – “Rejected”	None	NOI, NOT, or Annual Report records that have been rejected by the certifying official reviewing the form.
Status – “Terminated”	None	An NOI, in the “Active” status was cloned and placed in the user’s account for editing. Changes were made to the cloned copy of the NOI and submitted to EPA. After the waiting period the revised NOI is changed to “Active” status. The original active record is then changed to ‘Terminated’ and appended with the termination date.
Status – “Notice of Termination”	None	An NOI, in the “Active” status, that has been terminated via the submission and certification of a Notice of Termination form.
Status – “Expired”	None	An NOI that is in the “Active” status when the PGP expired. At midnight on October 31, 2016, EPA’s 2011 PGP expired and all “Active” NOIs under the 2011 PGP changed to the “Expired” status.

4. How to Submit Your NOI Electronically

Whether you are a Preparer or Certifier of an NOI, you can only access the eNOI system through EPA’s Central Data Exchange (CDX) to submit your PGP NOI electronically. You must register for a CDX account or log in to your CDX account and determine your “role.”

4.1 Register for a CDX Account

If you don’t already have a CDX account, general instructions on how to register for a CDX account is available at <https://cdx.epa.gov/About/UserGuide> Below are steps to register for a CDX account specific to PGP.

STEP 1: GO TO <https://cdx.epa.gov> AND REGISTER. On the CDX homepage click the “Register with CDX” button to start the registration process.

STEP 2: ACCEPT TERMS AND CONDITIONS. By accepting the terms and conditions you agree to abide by the system requirements and the system will allow you to access CDX.

STEP 3: SELECT A PROGRAM SERVICE. To select a program service, type in or scroll down to find “eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW” and click.

STEP 4: PROVIDE ROLE AND ADDITIONAL INFORMATION. Under the “eNOI: Electronic Notice of Intent for PGP, 2012 CGP, and LEW” program service, there are two “Role” available. Select “PGP” and enter your

“Program ID.” “Program ID” is your two-letter state abbreviation where your activity is located. This is a CDX requirement and will not prevent you from applying for PGP coverage in multiple states. Click the “Request Role Access” button.

STEP 5: PROVIDE USER INFORMATION. Enter a unique user name, fill out the personal information, create a password, and answer three security questions.

STEP 6: PROVIDE ORGANIZATION INFORMATION. Search for an existing organization. If a matching organization is not found, create a new organization. Provide email address and telephone number. Click the “Submit Request for Access” button.

STEP 7: CONFIRMATION SCREEN AND ACTIVATION LINK. After all core registration information has been provided, the confirmation screen displays an account activation link. The link will be sent to the organization email address provided. Follow the account activation link instructions to complete registration.

STEP 8: COMPLETE REGISTRATION AND ADDITIONAL VALIDATION. Log in to CDX with credentials provided during registration after clicking the account activation link in the confirmation email.

4.2 CDX Registration Assistance

If you need assistance registering, contact EPA’s CDX helpdesk at (888) 890 – 1995 or via email at helpdesk@epacdx.net.

4.3 Log into Your CDX Account

If you have a CDX Account and your account includes the “eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW” program service, skip to Section 5 of the User Guide. Otherwise, below are instructions on how to add the eNOI program service to your CDX Account.

4.3.1 Visit <https://cdx.epa.gov/> enter your **User ID** and **password**, and click the Log In button.

4.3.2 On your “MyCDX” page is a list of “Program Service Name” and your “Role”. If the list does not include “eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW,” add the eNOI system and the PGP role to your CDX account using the following instructions:

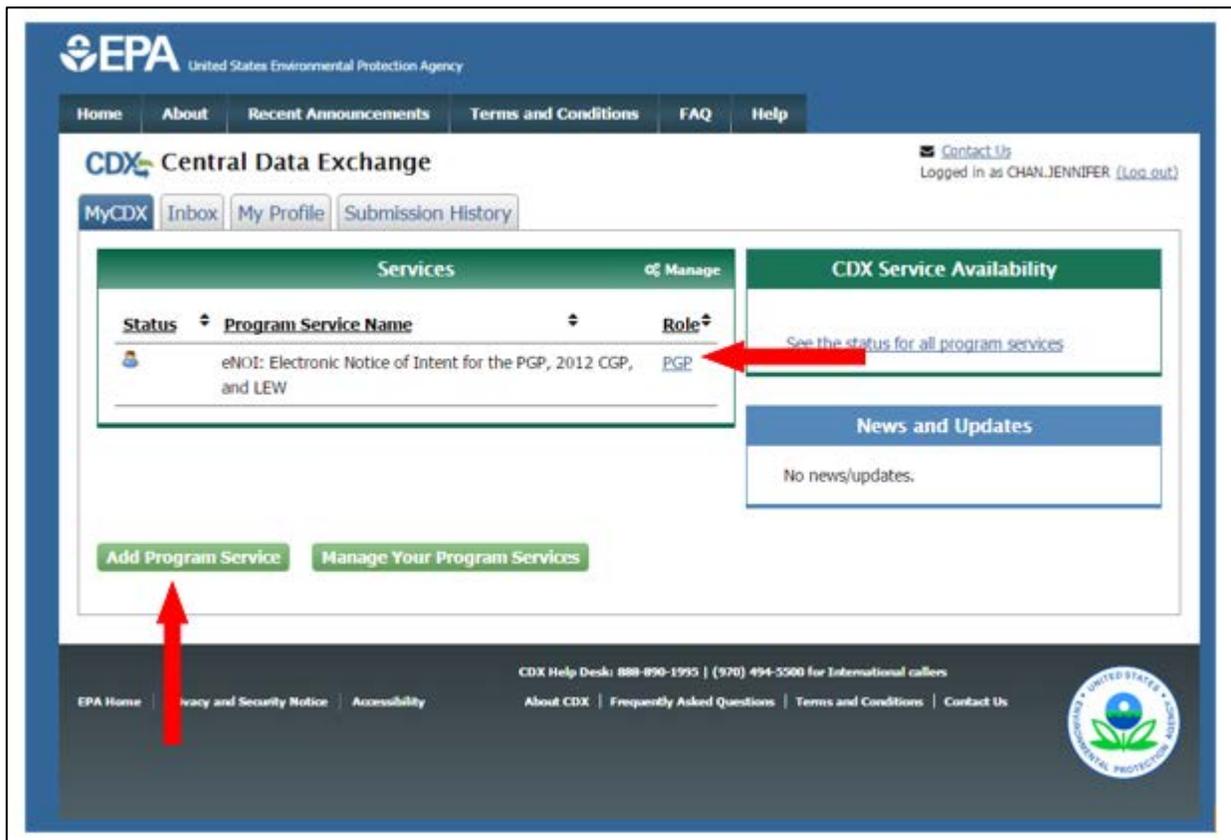
(i) Click “Add Program Service” and select “eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW”.

(ii) Select “PGP” from the Select Role dropdown menu.

(iii) Under “Program ID”, enter in your two-letter state abbreviation (e.g., NM for New Mexico). Click “Request Role Access”.

(iv) Select the appropriate Organization from the dropdown list or click “Add an Organization” if yours is not listed. Click “Submit Request for Access”.

4.3.3 If you need assistance logging in, contact EPA’s CDX helpdesk at (888) 890 – 1995 or via email at helpdesk@epacdx.net.



4.4 Determine Your Role

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

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

Note: If the Preparer is the same person as the Certifier, you must follow both Sections 5 and 6 to complete and submit the NOI to EPA.

5. How to Complete the NOI – Preparer’s Role

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

5.1 Access the PGP eNOI System

- 5.1.1 Once you are logged into CDX, click on PGP link under the Role column on the MyCDX homepage to enter the eNOI system. The EPA eNOI System homepage will open.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ

CDX Central Data Exchange

MyCDX Inbox My Profile Submission History

Services Manage

Status	Program Service Name	Role
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	CGP
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	PGP

5.1.2 Click on the Pesticide General Permit NOI link to enter the PGP eNOI homepage.

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

[Pesticide General Permit NOI](#)
Operators can submit, certify, view or terminate Pesticide General Permit NOIs and Annual Reports.

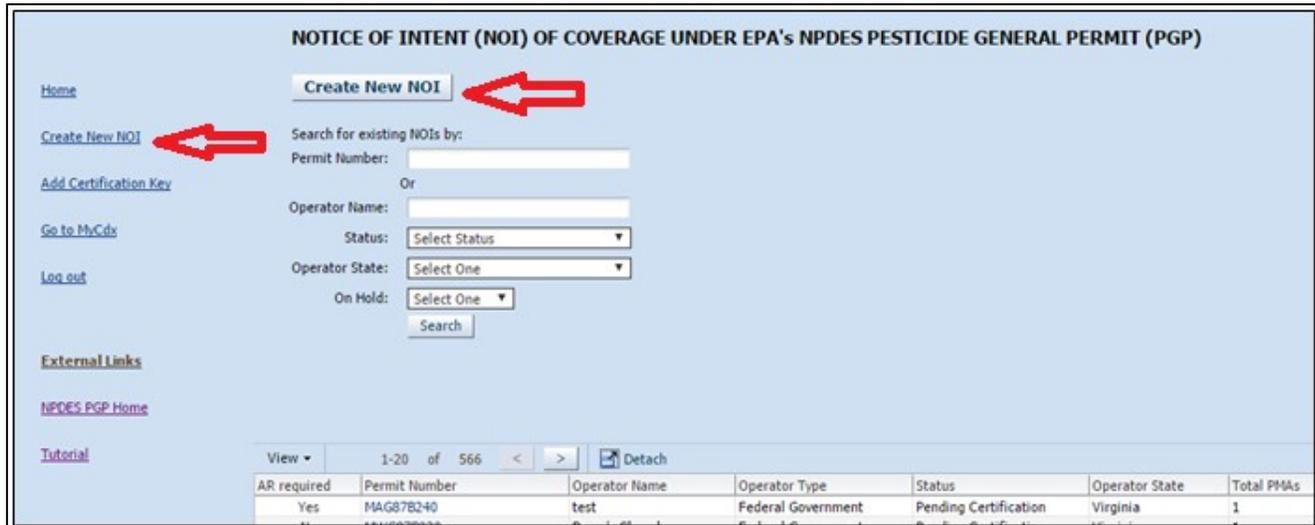
Return To MyCDX
This link takes you to Stormwater eNOI and Vessels eNOI.

Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CGP, the NOE, and the LEW.

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

5.2 Create a New NOI

In order to create an NOI, you must first determine if EPA is the permitting authority for your pesticide application activity. In order to be eligible for the coverage under the PGP, your project must be located in an area where EPA is the NPDES permitting authority (see Appendix C of the PGP at <https://www.epa.gov/npdes/pesticide-permitting>). The answers provided on the Interview page determine your eligibility.



The screenshot displays the 'NOTICE OF INTENT (NOI) OF COVERAGE UNDER EPA'S NPDES PESTICIDE GENERAL PERMIT (PGP)' interface. On the left sidebar, there are navigation links: Home, Create New NOI (highlighted with a red arrow), Add Certification Key, Go to MyCds, and Log out. Below these are External Links (NPDES PGP Home) and a Tutorial link. The main content area features a 'Create New NOI' button (also highlighted with a red arrow) and a search section for existing NOIs. The search criteria include Permit Number, Operator Name, Status (dropdown menu), Operator State (dropdown menu), and On Hold (dropdown menu), with a Search button. At the bottom, there is a table with columns: AR required, Permit Number, Operator Name, Operator Type, Status, Operator State, and Total PMAs. The first row shows: Yes, MAG87B240, test, Federal Government, Pending Certification, Virginia, 1.

AR required	Permit Number	Operator Name	Operator Type	Status	Operator State	Total PMAs
Yes	MAG87B240	test	Federal Government	Pending Certification	Virginia	1

- 5.2.1 Click on the **Create New NOI** button on the PGP eNOI homepage. This will direct you to the Interview page.
- 5.2.2 If the project is located in Indian Country, select **Yes**, and then select the name of the Indian Country, or select **Other** to enter the name of the Indian Country.
- 5.2.3 If the pesticide application activities for which you are requesting coverage will occur on areas considered “federal facilities”, select **Yes**.
- 5.2.4 Select the **state** where the project is located. If you do not find your state listed in the dropdown menu in Question 3, EPA may not be the permitting authority for your project. Please refer to Appendix C of EPA's PGP (<https://www.epa.gov/npdes/pesticide-permitting-2016-pgp>) for information relating to where EPA is the permitting authority. If you have pest management areas in multiple states, you will need to file an NOI for each state.
- 5.2.5 Click on the **Submit** button. If the answers you provided indicate that your activities are covered under EPA's PGP, you will be directed to the Operator Information page and a permit tracking number will be assigned.
- 5.2.6 Some answers to the interview questions will yield a response that the EPA is not the permitting authority for some or all of your pesticide discharges or an individual NPDES permit is required. This indicates that you will need to contact your state agency or EPA Region. Contact information for state agencies and EPA Regions are located here: <https://www.epa.gov/npdes/pesticide-permitting>

Welcome to the PGP NOI online application:

To ensure proper handling of your PGP NOI, the system will ask you a series of questions about your application, the type of Pesticide work you will be doing, and the location of your project.

PGP NOI Interview:

1. Do any of the activities for which you are requesting coverage under this NOI occur within Indian Country?
 Yes No
2. Are any of your activities for which you are requesting coverage under this NOI occurring on areas considered "Federal facilities" as defined by the permit?
 Yes No
3. Select the state where your Pest Management Areas are located.
* State:

5.3 How to Complete the Operator Information Page

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

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

Operator Information DCG87B121
 You must complete this page and click on the 'Next' button for your "Draft" record to be saved.

* Operator Name:

* Operator Type:
 Federal Government
 State Government
 Local Government
 Mosquito control district (or similar)
 Irrigation control district (or similar)
 Weed control district (or similar)
 Other

* Are you a large entity as defined in Appendix A of the PGP? (check one):
 Yes No

Mailing Address

* Street:

* City: * State: * Zip: -

* Phone: Fax:

* Contact Name:

* Email:

- 5.3.1 Enter **the name of the operator**. This is the facility/company name, not the preparer name.
- 5.3.2 Select the **operator type** from the choices listed. If none apply, select **other** and provide a short description. Note: You are a large entity, if you are a federal government or state government. See Appendix A of the PGP for definition of large entity.
- 5.3.3 Enter all **mailing address** information for the operator.
- 5.3.4 Enter the name and email address of the **point of contact** person at the operator/company.
- 5.3.5 Click on the **Next** button to save the information and proceed to the next page.

5.4 Complete the Pest Management Area Page

On the Pest Management Area page you will enter information relating to the area of land, including any receiving waters, for which an Operator has responsibility and is authorized to conduct pest management activities as covered by this permit. You can separate your pest management areas to better manage your NOI. All required fields are noted with an asterisk (*).

Pest Management Area

Operator Information: Complete Section C for each Pest Management Area for which coverage under EPA's Pesticide General Permit is desired.

* Pest Management Area # 1 of ## 1

* Pest Management Area Name:

* Describe the Pest Management Area (If you are submitting a map of the pest management area instead, please note that in the box below and attach the map in the next screen.):

Mailing address of the pesticide Applicator for the pest management area:

Mailing Address is the same as "Operator Mailing Address" provided on the previous page.

* Street:

* City: * State: * Zip: -

* Phone: Fax:

* Contact Name:

* Email:

* Will Pesticide applications occur within Indian Country?
 Yes No

* Are any of your activities (in this pest management area) for which you are requesting coverage under this NOI considered "federal facilities" as defined by the PGP?
 Yes No

- 5.4.1 Enter the **name** as well as a **description** of the pest management area. If you are attaching a map to show the location of this Pest Management Area, note that in the text box.
- 5.4.2 Enter all **mailing address information** regarding the pesticide Applicator for this pest management area. If mailing address is the same as that previously put for the Operator Information section, use the check box to automatically populate the fields with the information from the previous page.
- 5.4.3 If pesticide applications will occur on **Indian Country**, select **Yes**. Identify the Reservation or describe the area.
- 5.4.4 If any of the activities in this PMA are considered '**Federal Facilities**', select **Yes**.
- 5.4.5 Select the **pesticide use patterns** to be included in this PMA.
- 5.4.6 List the **receiving waters** for which coverage under this NOI for this PMA is being requested. Include the names of the receiving waters as appropriate.
- 5.4.7 If coverage is being requested for discharges to a Tier 3 water, select **Yes**. If **yes**, provide the **name** of the Tier 3 water as well as the **rationale** for the requested pesticide application activities.
- 5.4.8 Select the appropriate radio button indicating if the discharges under this permit to waters of the United States are identified as **impaired waters**. If the 2nd radio button is selected, indicating that the waters are on a current state list as being impaired by a substance however the waters are no longer impaired, then you must upload and attach a supporting file of evidence.
- 5.4.9 Click on the **Next** button to save the information and proceed to the next page.

* Pesticide Use Patterns to be included in this Pest Management Area(check all that apply)

- Mosquitoes and Other Flying insect Pests
- Weeds and Algae
- Animal Pest Control
- Forest Canopy Pests

* Receiving Waters:

- Coverage requested for all waters of the United States within the Pest Management Area identified above.
- Coverage requested specifically for the following waters of the United States within the Pest Management Area identified above:
- Coverage requested for all waters of the United States within the Pest Management Area identified above except for the following:

* Tier 3 Waters
Is coverage requested for discharge to a Tier 3 (Outstanding National Resource Water) water of the United States? Yes No

* Water Quality Impaired Waters:
Operators are not eligible for coverage under this permit for any discharges from a pesticide application to Waters of the United States if the waters are identified as impaired by a substance which is either an active ingredient the pesticide designated for use or is a degradate of such an active ingredient. See Part 1.1.2.1 of the PGP.

- Waters are NOT impaired by any substance which is either an active ingredient of a pesticide to be discharged or a degradate of such an active ingredient.
- Waters are on a current state list as being impaired by a substance which is either an active ingredient of a pesticide to be discharged or a degradate of such an active ingredient; however, evidence is attached documenting that the waters are no longer impaired.

Attach File: No file chosen

File Name
No data to display

5.5 Complete Pest Management Area Map Page

Operator must describe the location of the Pest Management Area in detail or provide a map of the location of the Pest Management Area. If you are providing a map of your PMA, this screen is where you attach the map. You may follow the link provided to use the mapping tool on EPA's website to create and save your map. <https://www.epa.gov/npdes/pesticide-permitting-PGP-eNOI>. Upload your file to the eNOI system.

Operator must describe the location of the Pest Management Area in detail or provide a map of the location of the Pest Management Area. Operator may use the mapping tool on EPA's website to create the map at <https://www.epa.gov/npdes/pesticide-permitting-PGP-eNOI>

Upload the map here.

To upload a file click on the "Choose file", select the file you are uploading, and click on "Upload." You may enter a brief description of the documents in the "file description" field below before clicking on "Upload."

NOTE: Supported applications and file types include: PDF, GIF, JPG, DOC, PNG and DOCX

Select a file: No file chosen

File description (Optional)

5.6 Complete the Endangered Species Protection Page

On the Endangered Species Protection page, you must select the criterion under which you are eligible with respect to the protection of any and all species that are federally-listed as endangered or threatened under the Endangered Species Act (ESA) or habitat that is federally-designated as "critical habitat" under the ESA. Note that you must make this determination prior to submitting your NOI.

Pest Management Area

Endangered Species Protection: Complete Section D for each Pest Management Area for which coverage under EPA's Pesticide General Permit is desired.

1. Identify the criterion for which you are eligible for permit coverage as it applies to Federally Listed Threatened or Endangered Species (i.e., Species) and/or Federally Designated Critical Habitat (i.e., Habitat). Check one:

- A. Pesticide application activities will not result in a point source discharge to one or more Waters of the United States containing National Marine Fisheries Service (NMFS) Listed Resources of Concern, as defined in Appendix A, of the PGP.
- B. Pesticide application activities for which permit coverage is being requested will discharge to one or more Waters of the United States containing NMFS Listed Resources of Concern, as defined in Appendix A of the PGP, but consultation with NMFS under Section 7 of the Endangered Species Act (ESA) has been concluded for pesticide application activities covered under the PGP. Consultations can be either formal or informal, and would have occurred only as a result of a separate federal action. The consultation addressed the effects of pesticide discharges and discharge-related activities on federally-listed threatened or endangered species and federally-designated critical habitat, and must have resulted in either:
 - i. A biological opinion from NMFS finding no jeopardy to federally-listed species and no destruction/adverse modification of federally-designated critical habitat; or
 - ii. Written concurrence from NMFS with a finding that the pesticide discharges and discharge-related activities are not likely to adversely affect federally-listed species or federally-designated critical habitat.
- C. Pesticide application activities for which permit coverage is being requested will discharge to one or more Waters of the United States containing NMFS Listed Resources of Concern, as defined in Appendix A of the PGP, but all 'take' of these resources associated with such pesticide application activities has been authorized through NMFS' issuance of a permit under section 10 of the ESA, and such authorization addresses the effects of the pesticide discharges and discharge-related activities on federally-listed species and federally-designated critical habitat. (The term 'take' means to harass, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. See Section 3 of the Endangered Species Act, 16 U.S.C. § 1532 (19).)
- D. Pesticide application activities were, or will be, discharged to one or more Waters of the United States containing NMFS Listed Resources of Concern, as defined in Appendix A of the PGP, but only in response to a Declared Pest Emergency Situation.
- E. Pesticide application activities for which permit coverage is being requested in the NOI will discharge to one or more Waters of the United States containing NMFS Listed Resources of Concern, as defined in Appendix A of the PGP. Eligible discharges include those where the Decision-maker includes in the NOI written correspondence from NMFS that pesticide application activities performed consistent with appropriate measures will avoid or eliminate the likelihood of adverse effects to NMFS Listed Resources of Concern.
- F. Pesticide application activities for which permit coverage is being requested in the NOI will discharge to one or more Waters of the United States containing NMFS Listed Resources of Concern, as defined in Appendix A of the PGP. Eligible discharges include those from pesticide application activities that are demonstrated by the Decision-maker as not likely to adversely affect NMFA Listed Resources of Concern or that the pest poses a greater threat to the NMFS Listed Resources of Concern than does the discharge of the pesticide.

5.6.1 Refer to Appendix I of the PGP (<https://www.epa.gov/npdes/pesticide-permitting-2016-pgp>) to select either **A, B, C, D, E, or F**. Depending on your selection, there may be other information that you need to upload or enter.

- Criterion A, B, or C: There is no additional information needed.
- Criterion D or F: If you have selected **D** or **F** the page will expand with additional pesticide application information fields that must be completed before continuing. You may upload additional files if necessary.
- Criterion E: If you have selected **E**, the page will expand to show a file upload section. You must upload written correspondence from NMFS here.

5.6.2 Click on the **Next** button to save the information and proceed to the next page. Click on **Add Another PMA** if necessary and repeat filling out all required information for additional PMAs.

5.7 Complete the Certification Information Page

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

The screenshot displays a web form titled "Certification Information". On the left is a blue sidebar with navigation links: Home, Create New NOI, Add Certification Key, Go to MyCdx, Log out, External Links, and NPDES PGP Home. The main content area is divided into two sections: "Certifier Information" and "Preparer Information".

Certifier Information fields:

- * Printed Name:
- * Title:
- * Email:

Preparer Information fields:

- * Preparer Name:
- * Organization:
- * Phone:
- * E-Mail:

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

5.7.1 Enter all information relating to the **Preparer**.

5.7.2 Enter all information relating to the **Certifier**. The Certifier Information should be the person who will review and verify the NOI. This may or may not be the same person as the preparer. The certifier must register their CDX account to the email address designated for them on this NOI page for the certification process to work correctly.

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

5.7.4 Upload any additional files that support your permit application. When complete, click **Next** to proceed.

5.8 Review and Submit the NOI to a Certifier

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

- 5.8.1 Review the NOI. To change information, click on the **Edit this Section** button in the section that corresponds to the information that needs to be edited. You may also **add another pest management area** from this page if necessary.
- 5.8.2 Click **Generate PDF of NOI** to generate a PDF copy of this NOI. You may print a copy for your own records.

Review 2016 PGP Permit

File Annual Report
Generate PDF of NOI

PERMIT NUMBER: DCG87B121

Your Permit Number will be used to identify this record and the associated Pest Management Areas. Record the permit number above for use when modifying or terminating your record in the future.

You are not required to file annual report for this permit.

Annual Reports

Permit Status: **Draft**

Operator Information
[Edit this Section](#)

Operator Name: Avanti PGP Test
Operator Type: State Government
Are you a large entity as defined in Appendix A of the PGP? No

Mailing Address
 123 DC Street
 Washington, District of Columbia 55555

Phone: 5555555555
Fax:
Email: test@avanticorporation.com
Contact Name: Avanti Test

Please review each Pest Management Area (PMA) before submitting or certifying the record.

[Add Another Pest Management Area](#)

PMA1
PMA2

Pest Management Area [Edit this PMA](#) [Delete this PMA](#)

Pest Management Area Name: Test

Pest Management Area Description:
 Qui aut aut qui laborum. Reprehenderit, sint cum laborum. Qui dicta est sapiente anim in commodi.

- 5.8.3 When all information on the NOI form is accurate and you are ready to submit the NOI to a certifier, click on the **Submit** button at the bottom of the screen. After you click on the Submit button, your NOI will change from the “Draft” status to “Pending Certification” status. The Certifier will be notified via email that the NOI is ready to be reviewed and certified. The NOI is not submitted to EPA will not be considered “Submitted to EPA” until the certifier has certified the NOI and the NOI is in “Submitted to EPA” status.

Note: If want to delete the NOI you created, click the **Withdraw** button. This action will permanently delete the record from your account.

Water Quality Impaired Waters
 Waters are NOT impaired by any substance which is either an active ingredient of a pesticide to be discharged or a degradate of such an active ingredient.

File Name:
 No data to display

Additional Supporting Documents [Edit this Section](#)

File Name: Description:
 No data to display

Certifier [Edit this Section](#)

Printed Name: Julie Bridstrup
Title: Av
Email: test@avantiacorporation.com

Preparer

Preparer Name: Jordan Gilliland
Organization: Avanti Corporation
Phone: 8663527755
Email: jordan@avantiacorporation.com

Pesticide General Permit Confirmation:

Permit Number: **DCG87B121**

Thank you for using the eNOI system to submit your Pesticide General Permit (PGP) Notice of Intent (NOI) to the Certifier for certification. The PGP NOI is not considered complete until it has been reviewed and certified by the Certifier you identified on your PGP NOI.

The Certifier should have received an email notification containing instructions on how to certify the PGP NOI. The Certifier will need to login to their CDX account and follow the certification instructions to submit the PGP NOI to EPA.

The waiting period assigned to your PGP NOI will not begin until the review and certification process has been completed by the Certifier. The waiting period assigned to your PGP NOI (if applicable) is determined based off of your selection in the endangered species protection section.

Click the "Home" link below to go to the main home page.

[Home](#)

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

As a Certifier you will receive an email with a certification key and NOI Tracking Number for review and certification. You can only access the eNOI system through EPA's Central Data Exchange (CDX) to certify and submit your PGP NOI electronically. See Section 4 of this User Guide to learn how to register for a CDX account or log in to your CDX account and determine your "role." The following pages describe the process for reviewing and certifying an NOI that is in "Pending Certification" status.

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

6.1 Access the PGP eNOI System

- 6.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and FAQ. The main content area is titled 'CDX Central Data Exchange' and includes a 'MyCDX' menu with options for Inbox, My Profile, and Submission History. The 'Services' section contains a table with the following data:

Status	Program Service Name	Role
[User Icon]	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	CGP
[User Icon]	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	PGP

6.1.2 Click on the Pesticide General Permit NOI link to enter the PGP eNOI Homepage.

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

[Pesticide General Permit NOI](#)
 Operators can submit, certify, view or terminate Pesticide General Permit NOIs and Annual Reports.

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

Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CGP, the NOE, and the LEW.

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

6.2 Associate the NOI with Your Account

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

6.2.1 Open the email containing the alphanumeric certification key sent to you and copy (Ctrl+C) the

certification key.

- 6.2.2 Navigate back to the PGP application. In the left navigation frame, click **Add Certification Key**.
- 6.2.3 Paste (Ctrl+V) the key into the dialog box and then click **Add**.

Welcome: [Jordan Gilliland](#)

[Home](#)

[Create New NOI](#)

[Add Certification Key](#)

Add Certification Key

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

Key:

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

6.3 Review the NOI

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

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

AR required	Permit Number	Operator Name	Operator Type	Status	Operator State
Yes	MAG87B240	test	Federal Government	Pending Certification	Virginia
No	MWG87B020	Bryan's Chopshop	Federal Government	Pending Certification	Virginia
No	DCG87A103	test	Federal Government	Pending Certification	District of Colum
No	DCG87B121	Avanti PGP Test	State Government	Pending Certification	District of Colum
No	DCG87A100	other	Weed control district (or ...	Pending Certification	District of Colum
Yes	ALG87B14E_draft	test	Weed control district (or ...	Pending Certification	District of Colum
Yes	DCG87B117	test	Federal Government	Pending Certification	American Samoa
Yes	MAG87A174_draft	Jordan Gilliland	Federal Government	Pending Certification	Massachusetts
Yes	AKG87BD3E	test	Mosquito control district (...	Pending Certification	Virginia
No	DCG87A098	test	Federal Government	Pending Certification	District of Colum
Yes	JAG87B013	Test	Federal Government	Pending Certification / Pe...	Johnston Atoll
No	DCG87A097	test	Weed control district (or ...	Pending Certification	Idaho
Yes	AKG87A099_draft	test	Federal Government	Pending Certification	Alaska

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

6.4 Certify or Reject the NOI

6.4.1 Review the NOI and make any necessary changes.

6.4.2 After reading the certification statement at the bottom of the Review page, click on either the **Postpone**, **Accept**, or **Reject** radio button. Then click on the Submit button.

- **Postpone:** Select this button if you wish to hold the NOI in 'Pending Certification' status to review at a later time.
- **Accept:** Select this button if the information is correct and you are ready to submit the PGP NOI to the EPA. This action means that you are certifying the NOI. Once the NOI has been certified and successfully submitted to EPA, the NOI must undergo a wait period. After the waiting period, the NOI changes from "Submitted to EPA" status to "Active" status.
- **Reject:** Select this button if the information is incorrect or inaccurate and you'd like the Preparer to make changes to the application.

Note: If want to delete the NOI, click the **Withdraw** button. This action will permanently delete the record from your account.

The screenshot shows a web form for certifying or rejecting a Notice of Intent (NOI). At the top, it says "Certifier Edit this Section". Below that, the Certifier's information is listed: Printed Name: Jordan Gilliland, Title: Avanti Tester, Email: jordan@avanticorporation.com. The Preparer's information is listed below: Preparer Name: Jordan Gilliland, Organization: Avanti Corporation, Phone: 8663527755, Email: jordan@avanticorporation.com. A red rounded rectangle highlights the certification section, which includes the instruction "* Read the following text and select your choice", a paragraph of certification text, and three radio buttons labeled Postpone, Accept, and Reject. At the bottom of the form are two buttons: Withdraw and Submit.

6.4.3 A confirmation page will appear. The Certifier and the Preparer will receive an email saying the permit was successfully submitted to EPA or was rejected.

Pesticide General Permit Confirmation:

Permit Number: **DCG87B121**

Thank you for using the eNOI system to certify and submit your Pesticide General Permit (PGP) Notice of Intent (NOI) for coverage under the NPDES Pesticide General Permit for Discharges from the Application of Pesticides.

You have successfully completed the application process and your PGP NOI application has been submitted to EPA.

Coverage under this permit begins at the conclusion of the waiting period assigned to your NOI. The waiting period assigned to your PGP NOI (if applicable) is determined based off of your selection in the endangered species protection section.

Click the "Home" link below to go to the main home page.

[Home](#)

6.5 Verify the Status of Your NOI

- 6.5.1 Click the **Home** link to verify the status of your NOI.
- 6.5.2 If you selected the Submit button, the status changes from "Pending Certification" to "**Submitted to EPA.**" NPDES permit coverage begins in 10 days or 30 days after the wait period and the status changes to "**Active.**"
- 6.5.3 If you selected Reject, the status stays at "**Pending Certification.**" The Preparer can then revise the NOI and submit the NOI to the Certifier for review.

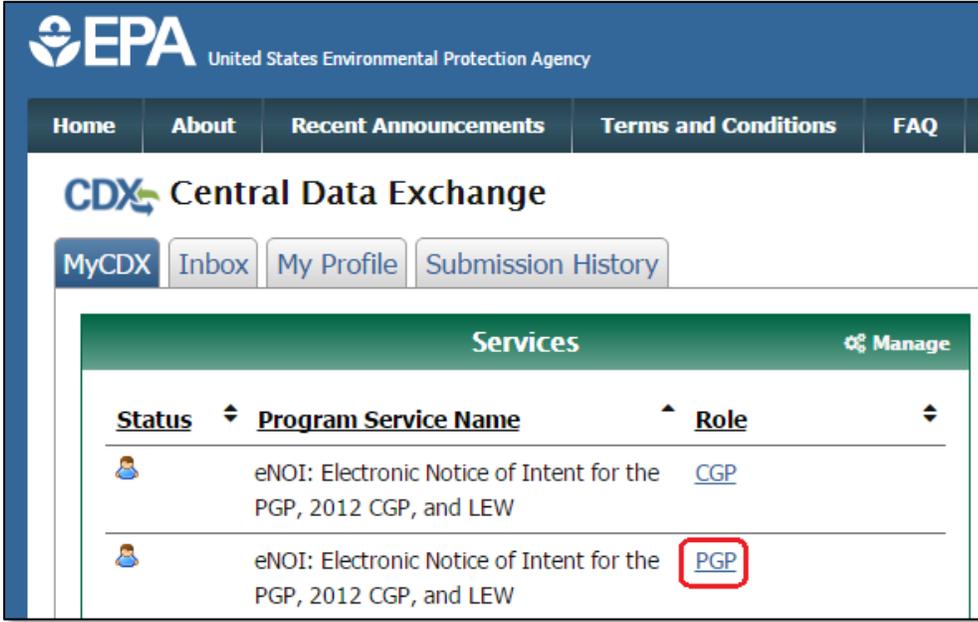
View ▾	1-2 of 2	<	>	Detach	
AR required	Permit Number	Operator Name	Operator Type	Status	Operator
Yes	DCG87B119	Test	Federal Government	Submitted to EPA	Virg
Yes	MAG87B246	Test	Federal Government	Submitted to EPA	Colo

7. How to Complete an Annual Report

Under the EPA PGP, only certain Decision-makers, who are required to submit NOIs, are required to submit annual reports. Any (1) decision-maker who is required to submit an NOI and who is a Large Entity, or (2), a decision-maker required to submit an NOI and who is a Small Entity with discharges to waters of the United States containing U.S. National Marine Fisheries Service (NMFS) listed resources of concern, as defined in Appendix A of the PGP must submit an Annual Report. The Annual Report must be filed no later than February 15 of the following year for all pesticide activities covered under a PGP NOI occurring during the previous calendar year. See Part 7 of the PGP. The PGP eNOI system identifies operators who need to complete an Annual Report with a 'Yes' under the 'AR Required' column on the home page.

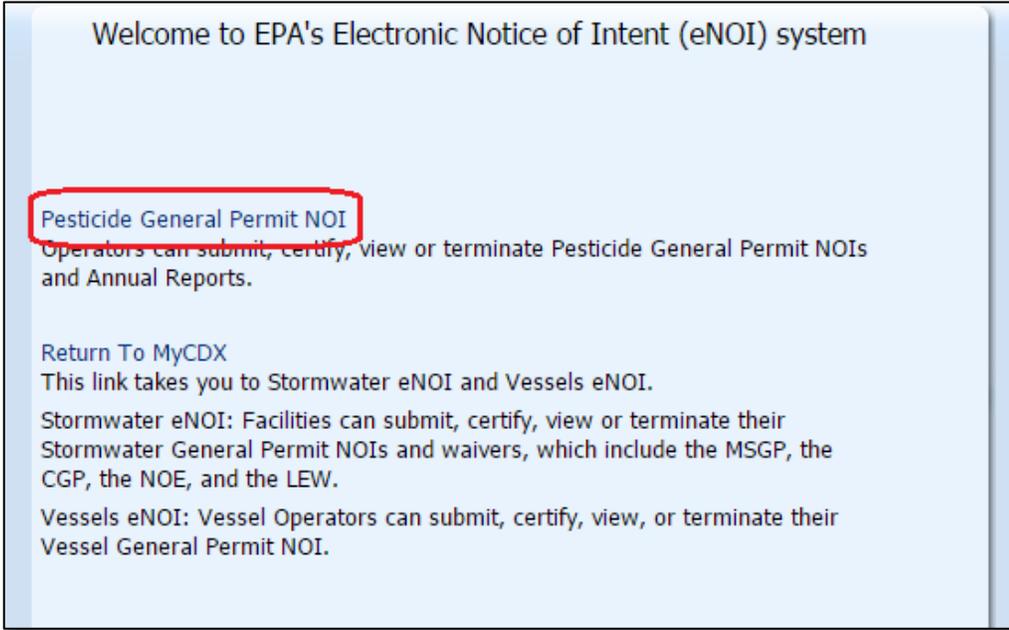
7.1 Access the PGP eNOI System

7.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.



The screenshot shows the EPA MyCDX homepage. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and FAQ. The main heading is "CDX Central Data Exchange". Underneath are buttons for MyCDX, Inbox, My Profile, and Submission History. A "Services" section is highlighted in green, with a "Manage" link. Below this is a table with columns for Status, Program Service Name, and Role. The table contains two rows, both for "eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW". The "Role" column for the second row is highlighted with a red box and contains the text "PGP".

Status	Program Service Name	Role
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	CGP
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	PGP



The screenshot shows the EPA's Electronic Notice of Intent (eNOI) system homepage. The heading is "Welcome to EPA's Electronic Notice of Intent (eNOI) system". Below this is a red-bordered box containing the text "Pesticide General Permit NOI" which is highlighted with a red box. Underneath this box is the text "Operators can submit, certify, view or terminate Pesticide General Permit NOIs and Annual Reports." Below this is a link "Return To MyCDX" with the text "This link takes you to Stormwater eNOI and Vessels eNOI." Below this are two paragraphs: "Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CGP, the NOE, and the LEW." and "Vessels eNOI: Vessel Operators can submit, certify, view, or terminate their Vessel General Permit NOI."

7.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP application.

7.1.3 The PGP NOI application will identify NOIs that need to complete an Annual Report and will flag those NOIs for you on the PGP NOI Home page. The 'AR Required' column will have a 'Yes' indicated for all NOIs that require submission of an Annual Report. Click on the Permit **Tracking Number** of the NOI record that is in "Active" status for which you wish to create an Annual Report. This will take you to the NOI Review page.

View ▾	1-15 of 15		Detach		
AR required	Permit Number	Operator Name	Operator Type	Status	Operator State
Yes	NHG87A004_2013-02-02	Avanti Test	Irrigation control district (...)	Terminated	New Hampshire
Yes	DEG87A04E_2013-04-02	AVANTI TEST	Federal Government	Terminated	Virginia
Yes	DEG87A05E	Avanti Corporation	Federal Government	Active	Virginia
Yes	NHG87A004_2013-03-09	Avanti Test	Irrigation control district (...)	Terminated	New Hampshire
No	MAG87A131_2013-03-12	Avanti Test	Federal Government	Terminated	Vermont
Yes	DEG87A07E	Avanti Corp Test	Federal Government	Terminated	Virginia
Yes	MAG87A131_2013-04-29	Avanti Test	Federal Government	Terminated	Vermont
No	NHG87A004_2014-03-24	Avanti Test	Irrigation control district (...)	Terminated	Massachusetts
Yes	DEG87A04E	AVANTI TEST	Federal Government	Active / Cloned	Virginia
Yes	MAG87A131	Avanti Test	Federal Government	Active / Cloned	Vermont
No	MAG87A144_2015-07-16	avanti	Weed control district (or s...	Terminated	Idaho

7.2 Creating an Annual Report – Section A: Operator Information

- 7.2.1 Click the **File Annual Report** button located near the upper right corner of the NOI Review page. This will open up the Annual Report page. Note: the 'File Annual Report' button appears on all NOIs but is disabled on NOIs that do not meet the Annual Reporting requirements.

Review 2016 PGP Permit

PERMIT NUMBER: ALG87B14E

You are required to file annual report for this permit.

Your Permit Number will be used to identify this record and the associated Pest Management Areas. Record the permit number above for use when modifying or terminating your record in the future.

Annual Reports

Permit Status: **Active / Cloned**

This Pesticide General Permit (PGP) Notice of Intent (NOI) can be modified. If you would like to edit your existing PGP NOI information, or add information (such as new use patterns or any new Pest Management Area (PMA)) to the NOI, click on the "Activate Edit" button below.

- 7.2.2 Select from the top drop down list the appropriate reporting year for this Annual Report.
- 7.2.3 The Operator Information section is prepopulated from the information already in the Active NOI. Review and correct as necessary.
- 7.2.4 The final question on the page asks if any **Adverse Incidents** have occurred on any PMA covered by this NOI. If you answer 'Yes' you will be taken to a page that will allow you to report the incident.

2016 PGP Annual Report
 Permit Number: **ALG87B14E**
 * For pesticide activities in calendar year: 2017 ▼

Operator Information

* Operator Name: test
 * Street: 123 Main St
 * City: Washington
 * State: District of Columbia ▼
 * Zip: 23456
 * Telephone (- ext): 5555555555
 Fax: 5555555555
 * Contact Name: 5555555555
 * Job Title:
 * Contact Email: test@avanticorporation.com

Adverse Incident

* Was an adverse incident observed and/or corrective actions taken for any Pest Management Area for which you have coverage under the permit?
 Yes, an adverse incident was observed and/or a corrective action was taken
 No adverse incidents were observed or corrective action was taken

Previous Page Save & Next

7.3 Creating an Annual Report – Section B: Adverse Incidents

- 7.3.1 Select from the drop down list the PMA for which you are reporting an **Adverse Incident**.
- 7.3.2 Provide the **date** of the incident either by typing it in or **clicking** on the calendar icon and selecting the date from the pop up calendar.
- 7.3.3 Provide the **date and time** EPA was notified of the adverse incident, **who** the NOI operator spoke to at EPA regarding the incident, and what **instructions** were received from EPA.
- 7.3.4 Provide the **date** of submission of your Thirty-Day Adverse Incident Report either by typing it in or **clicking** on the calendar icon and selecting the date from the pop up calendar.
- 7.3.5 Provide a description of any **corrective action(s)** resulting from pesticide application activities, and the **rationale** for such action(s), subsequent to those described in the Thirty-Day Adverse Incident Report.
- 7.3.6 If you have only one **Adverse Incident** to report, click on **Save & Next Page** to continue with your Annual Report. If there are additional incidents, click **Save Incident** to save the current incident and return to the Annual Report page.

* Pest Management Area Name where adverse incident was observed:

* If applicable, provide the date for any adverse incidents as a result of those treatment(s), as described in Part 6.4 of the permit:

* Date and time the Operator contacted EPA to notify the Agency of the adverse incident, who the Operator spoke with at EPA, and any instructions received from EPA.
 * Date and Time:

* Who the Operator spoke with at EPA:

* Instructions received from EPA:

* Date of submission of Thirty (30)-Day Adverse Incident Written Report:

* Describe any corrective action(s), including spill responses, resulting from pesticide application activities and the rationale for such action(s), subsequent to those steps described in the Thirty (30)-Day Adverse Incident Written Report:

[Close this Incident](#)

[Previous Page](#) [Save Incident](#) [Save & Next Page](#)

- 7.3.7 The right side of the Annual Report page will list all adverse incidents input into the Annual Report. You may edit or delete any incidents by clicking the **Edit** or **Delete** buttons alongside the listed incidents as appropriate. Click **Add Another Incident** to report an additional incident.
- 7.3.8 Once all adverse incidents have been reported, proceed to the next part of the Annual Report by clicking **Save & Next Page**.

2016 PGP Annual Report
 Permit Number: **ALG87B14E**
 For pesticide activities in calendar year: **2017**
 Annual Report Status: **Draft**

List of Incidents

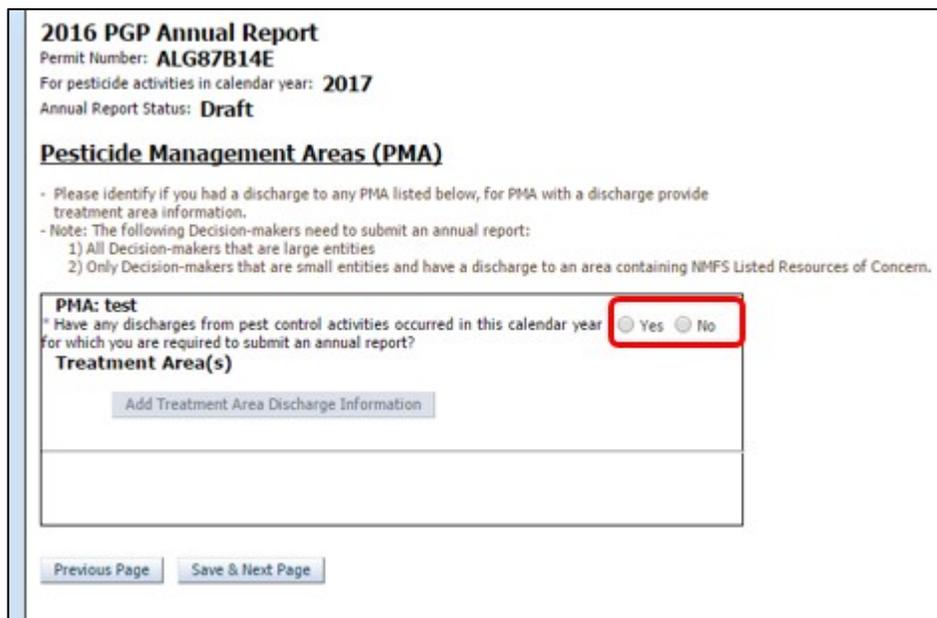
10/10/2016	Edit	Delete
05/13/2016	Edit	Delete

[Previous Page](#) [Add Another Incident](#) [Save & Next Page](#)

- "Previous Page" will take you to operator information
- "Save Incident" will save your changes to the adverse incident and return you to the top of the page where you can add another adverse incident or edit previously submitted adverse incidents.
- "Add Another Incident" will open up a blank Adverse Incident.
- "Save & Next Page" will save your changes and take you to the PMA list page.

7.4 Creating an Annual Report – Section C: Pest Management Area Discharges

- 7.4.1 In the PMA section you will report if you had any discharges to any of the PMAs listed on your NOI. Each PMA area included in your NOI will be listed on this page. You must answer **Yes** or **No** for each PMA if any discharges from pest control activities have occurred this calendar year for which you are required to submit an Annual Report. If you answer ‘No’ for each PMA, click **Save & Next Page** to continue to the next page. See Section 7.5 below to submit your report to your Certifier.
- 7.4.2 For PMAs you answer **Yes** to, you must then add at least one Treatment Area. If you answered **Yes**, click **Add Treatment Area Discharge Information** for the PMA to continue.



The screenshot shows a web form titled "2016 PGP Annual Report". At the top, it displays "Permit Number: ALG87B14E", "For pesticide activities in calendar year: 2017", and "Annual Report Status: Draft". Below this is the section "Pesticide Management Areas (PMA)".

Instructions for the PMA section include: "Please identify if you had a discharge to any PMA listed below, for PMA with a discharge provide treatment area information." and "Note: The following Decision-makers need to submit an annual report: 1) All Decision-makers that are large entities, 2) Only Decision-makers that are small entities and have a discharge to an area containing NMFS Listed Resources of Concern."

A specific PMA entry is shown: "PMA: test". Below it is a question: "Have any discharges from pest control activities occurred in this calendar year for which you are required to submit an annual report?". This question has two radio button options: "Yes" and "No". The "Yes" option is selected and is highlighted with a red box.

Below the question is a section titled "Treatment Area(s)" with a button labeled "Add Treatment Area Discharge Information". At the bottom of the form are two buttons: "Previous Page" and "Save & Next Page".

- 7.4.3 On the next page, enter the **Name of the Treatment Area**.
- 7.4.4 Indicate the **pesticide use pattern**. You must select at least **one** use pattern for the treatment area.
- 7.4.5 Select **Yes** if the pest control activity conducted in the treatment area was addressed in the **Pesticide Discharge Monitoring Plan** before beginning pesticide application.
- 7.4.6 Enter a **description** of the treatment area, including a location description. There will also be an option to attach a map.
- 7.4.7 Enter the **size** of the treatment area, including the appropriate **units** from the drop down list.
- 7.4.8 List the **names** or **locations** of any waters of the United States to which discharges occurred.
- 7.4.9 List the **pest(s)** targeted by the pesticide application activity. You must list at least **one**.
- 7.4.10 If any pesticide application resulted in discharges to waters of the United States containing NMFS Listed Resources of Concern as defined in [Appendix A](#) of the permit (<https://www.epa.gov/npdes/pesticide-permitting-2016-pgp>), click **Yes** and list the date(s) of the discharge(s).

2016 PGP Annual Report
 Permit Number: **ALG87B14E**
 For pesticide activities in calendar year: **2017**
 Annual Report Status: **Draft**
 Pesticide Management Area: **test**
 Description: **test**

Treatment Area(s)

- "Name of the Treatment Area" field below does not appear on the paper Annual Report form but is used here to better organize your information. On the generated PDF this information will be appended to the Treatment Area Description field.

* Name of the Treatment Area:

* Indicate the pesticide use pattern for the Pest Management Area:

Mosquito and Other Flying Insect Pest Control
 Weed and Algae Pest Control
 Animal Pest Control
 Forest Canopy Pest Control

* Was this pest control activity addressed in your Pesticide Discharge Monitoring Plan (PDMP) before pesticide application?
 Yes No Not applicable

* Provide a description of the treatment area within this Pest Management Area, including location description:

* Size of treatment area: Unit:

* Name or location of any Waters of the United States to which discharges occurred:

7.4.11 You must include the **contact information** for at least one pesticide applicator for each treatment area. Click the **Add Applicator** button to generate a pop-up window to input the contact information. Click **Submit** when complete. This may be repeated if there were multiple pesticide applicators. If you need to edit or delete the applicator contact information after submitting it, click the **Edit** or **Delete** button beside the applicator as appropriate.

Add Applicator

Applicator Information

This applicator information is the same as the operator information on the General Info page.

Applicator Contact Information

* Company Name:

* Street:

* City: * State:

* ZIP Code:

* Contact Name:

* Job Title:

* Phone: Ext:

* Email:

7.4.12 You must include the **product information** for at least one pesticide applied for each treatment area. Click the **Add Product** button to generate a pop-up window to input the product information. Click

Submit when complete. This may be repeated if there were multiple pesticide products applied. If you need to edit or delete the pesticide product information after submitting it, click the **Edit** or **Delete** button beside the product as appropriate.

Submit Pesticide Product

* **Product Name:** * **Code:**

<u>Application method</u>	<u>Quantity Applied/Units</u>
<input type="checkbox"/> Aerially by fixed-wing	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Aerially by rotary aircraft	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Land-based sprayer (includes backpack, land vehicle mounted sprayers, high pressure canopy sprayer)	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Aquatic vehicle mounted sprayer	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Direct mixture (includes metering, subsurface applications)	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Chemigation	<input type="text"/> lbs <input type="radio"/> gallons
<input type="checkbox"/> Other(specify): <input type="text"/>	<input type="text"/> lbs <input type="radio"/> gallons

Additional Product

7.4.13 Click **Save Treatment Area** to return to the Treatment Area review page for that PMA. Click **Return to PMA List** if no additional treatment areas need to be added or **Add Another Treatment Area** if appropriate.

2016 PGP Annual Report
 Permit Number: **ALG87B14E**
 For pesticide activities in calendar year: **2017**
 Annual Report Status: **Draft**
 Pesticide Management Area: **test**
 Description: **test**

Treatment Area(s)	Treatment Areas
	Test <input type="button" value="Edit"/> <input type="button" value="Delete"/>

- "Return to PMA List" will not save any edits to treatment area, applicator or product data and return you to your list of PMAs.
 - "Save Treatment Area" will save your edits to treatment area, applicator and product data and return you to the top of the page where you can add another Treatment Area or edit previously submitted Treatment Areas.
 - "Add Another Treatment Area" will open up a blank Treatment Area.

7.4.14 Click **Save & Next Page**.

7.5 Creating an Annual Report – Section D: Certification Information and Review

7.5.1 Review the certification contact information for the Annual Report. The fields will already be prepopulated based on the NOI information. Update the certifier / preparer contact information as necessary.

7.5.2 Click **Save & Next Page**.

2016 PGP Annual Report
 Permit Number: **ALG87B14E**
 For pesticide activities in calendar year: **2017**
 Annual Report Status: **Draft**

Certifier Information

Printed Name:
Title:
Email:

Preparer Information

Preparer Name:
Organization:
Phone:
E-Mail:

- 7.5.3 The review page summarizes all of the information you have entered. Review each section. If any section needs editing, click **Edit this Section**.
- 7.5.4 You can generate a PDF copy of the Annual Report for printing by clicking the **Generate Annual Report PDF** button.

2016 PGP Annual Report

Permit Number: **ALG87B14E**
 For pesticide activities in calendar year: **2017**
 Annual Report Status: **Draft**

Operator Information
 Edit this Section

Owner/Operator Name: test
 Street: 123 Main St
 City: Washington
 State: District of Columbia
 Zip: 23456
 Telephone (- ext): 5555555555
 Fax: 5555555555
 Contact Name: 5555555555
 Contact Title: tester
 Contact Email: test@avantiacorporation.com

Was an adverse incident observed and/or corrective actions taken for any Pest Management Area for which you have coverage under the permit?
 Yes, an adverse incident was observed and/or a corrective action was taken

Adverse Incident
 Edit this Section

Incident
 Pest Management Area Name where adverse incident was observed:
 test

If applicable, provide the date for any adverse incidents as a result of those treatment(s), as described in Part 6.4 of the permit:

- 7.5.5 Click the **Notify the Certifier** button on the bottom of the page to automatically generate and email the listed certifier that the Annual Report is pending their review and certification.

Preparer and Certifier Information
 Edit this Section

Certifier Information	Preparer Information
Printed Name: Avanti	Preparer Name: Jordan Gilliland
Title: Avanti Tester	Organization: Avanti Corporation
Email: test@avantiacorporation.com	Phone: 8663527755
	E-Mail: jordan@avantiacorporation.com

- "NOI Review" will take you back to the NOI permit review page.
 - "Notify the Certifier" will send an email to notify the Certifier that the annual report is ready to certify. The email includes certifier's certification key.

8. How to Certify and Submit the Annual Report to EPA – Certifier Role

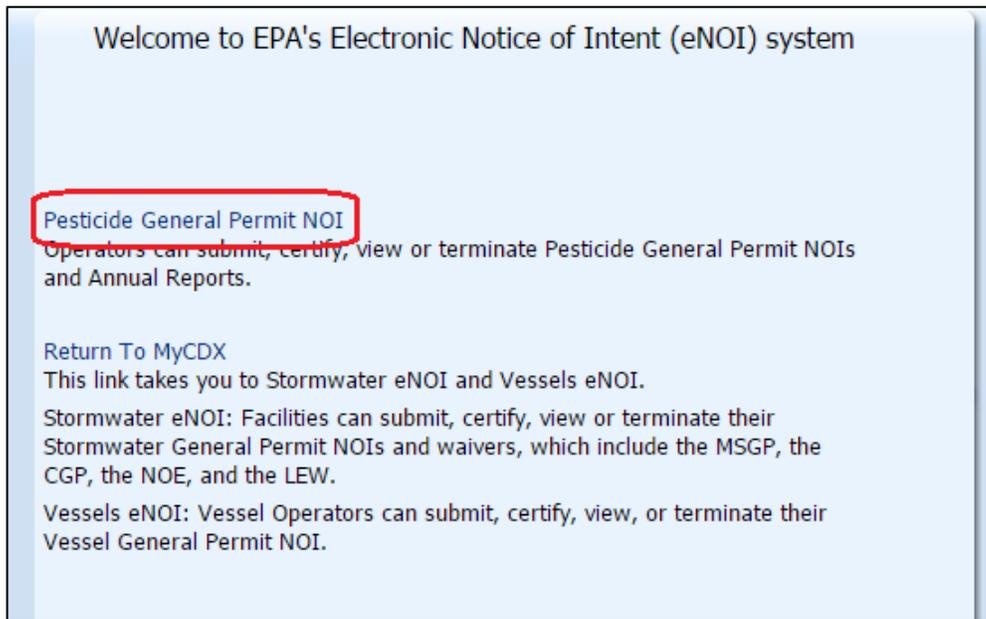
8.1 Access the PGP eNOI System

- 8.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.

The screenshot shows the EPA MyCDX homepage. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and FAQ. Below this is the CDX Central Data Exchange header and a sub-navigation bar with MyCDX, Inbox, My Profile, and Submission History. The main content area is titled 'Services' and contains a table with columns for Status, Program Service Name, and Role. Two rows are visible, both for 'eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW'. The first row has a 'CGP' role, and the second row has a 'PGP' role, which is highlighted with a red box.

Status	Program Service Name	Role
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	CGP
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW	PGP

- 8.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP application.



8.2 Associate the Annual Report with Your Account

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

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

Add Certification Key

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

Key:

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

8.3 Review and Certify the Annual Report

- 8.3.1 Click "Home" on the left-hand side of the screen and navigate to your tracking number in the table.
- 8.3.2 Select the Annual Report that you need to Certify from the right hand side of the page.

NOTICE OF INTENT (NOI) OF COVERAGE UNDER EPA'S NPDES PESTICIDE GENERAL PERMIT (PGP)

Home [Create New NOI](#)

[Create New NOI](#)

Search for existing NOIs by:

Permit Number:

Or

Operator Name:

Status:

Operator State:

On Hold:

[External Links](#)

[BEDES PGP Home](#)

[Tutorial](#)

AK required	Permit Number	Operator Name	Operator Type	Status	Operator State	Total PMA
Yes	AK007A099	test	Federal Government	Active	Alaska	2
Yes	HAG87A174	Jordan Gilliland	Federal Government	Active	Massachusetts	3
No	AK007B02E	test	Local Government	Active	Virginia	1
Yes	ALG87B14E	test	Weed control district (or s	Active	District of Columbia	1
Yes	HAG87B343	Bryan's Exterminators	Federal Government	Active	Texas	1
No	HAG87B24L	Test	Federal Government	Active	District of Columbia	1
Yes	ALG87B15E	test	Weed control district (or s	Active	District of Columbia	1
Yes	AK007B04E	test	Irrigation control district (Active	District of Columbia	1
No	CG007B111	Avant's PGP Test	State Government	Active	District of Columbia	2

Review 2016 PGP Permit

PERMIT NUMBER: ALG87B14E

You are required to file annual report for this permit.

Your Permit Number will be used to identify this record and the associated Pest Management Areas. Record the permit number above for use when modifying or terminating your record in the future.

Annual Reports
Annual Report - 2017

Permit Status: **Active / Cloned**

This Pesticide General Permit (PGP) Notice of Intent (NOI) can be modified. If you would like to edit your existing PGP NOI information, or add information (such as new use patterns or any new Pest Management Area (PMA)) to the NOI, click on the "Activate Edit" button below.

8.3.3 Review the information in the Annual Report and scroll to the bottom of the page to certify. Select the "I Accept" check box and click on "Certify Annual Report" button to certify the annual report.

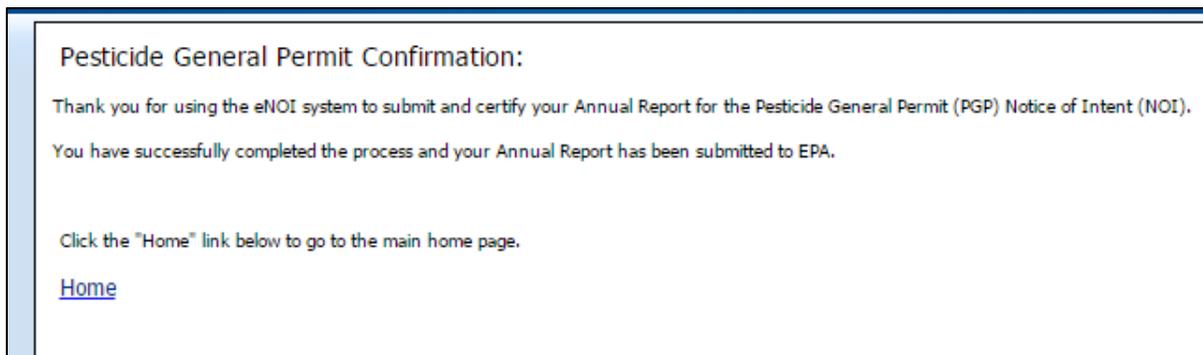
Read the following text and select your choice

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. On the basis of my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right, or interest in the property where the proposed activity occurs.

I Accept

- "NOI Review" will take you back to the NOI permit review page.
- "Notify the Certifier" will send an email to notify the Certifier that the annual report is ready to certify. The email includes certifier's certification key.
- "Certify Annual Report" Certifier uses this button to certify the annual report. Please select the "I Accept" check box first.

8.3.4 You will be redirected to a confirmation page confirming the certification and submission of your Annual Report.



8.4 Editing the Annual Report After Certification

The eNOI system does not allow users to edit their annual report after the certification process. If you need to revise your Annual Report for a specific year after you have certified it, file another report for that same year. Your new annual report will supersede your old report. All annual reports filed will be available in the eNOI system as part of the record.

9. How to Withdraw an NOI

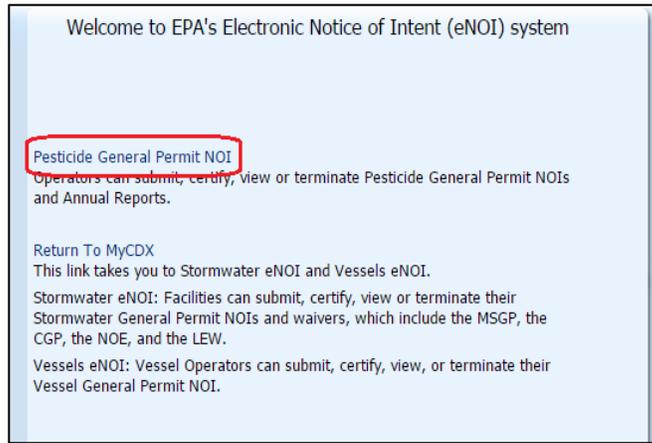
If you decided the NOI you prepare ("Draft" status) or send to the Certifier ("Pending Certification" status) is no longer needed, you can remove the NOI. A withdrawal removes the NOI from the eNOI system completely. If you want to remove an NOI that is in the "Active" status, see Section 10 below for instruction to submit a Notice of Termination.

9.1 Access the PGP eNOI System

- 9.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.



- 9.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP eNOI homepage.



9.2 Review and Withdraw the NOI

- 9.2.1 Click on the Permit **Tracking Number** of the record you wish to withdrawal. This will take you to the Review page.

AR required	Permit Number	Operator Name	Operator Type	Status	Operator State	Total PMAs	Permit
Yes	IDG87AE50	Yasir Woods	Weed control district (or s...	Draft	District of Columbia	1	2016
No	PRG87A021			Draft		0	2016
No	DCG87A023			Draft		0	2016
No	MSG87A01E			Draft		0	2016
No	MIG87A01E			Draft		0	2016
No	MNG87A05E			Draft		0	2016
No	TXG87A02E			Draft		0	2016
No	JAG87A007			Draft		0	2016
No	IDG87AF41			Draft		0	2016
No	CAG87A05E			Draft		0	2016
No	AZG87A16E	Indian Country	Local Government	Draft	Utah	1	2016
No	MAG87A170			Draft		0	2016
No	NHG87A033			Draft		0	2016
No	PRG87A023			Draft		0	2016
No	FLG87A04E			Draft		0	2016
No	COG87A90E			Draft		0	2016
No	AZG87A18E			Draft		0	2016
No	NMG87A090			Draft		0	2016
No	MWG87A008			Draft		0	2016
No	MWG87A009			Draft		0	2016

- 9.2.2 At the bottom of the Review page, click the **Withdraw** button to continue with the withdrawal of your “Draft” or “Pending Certification” status NOI. You will be redirected to a page asking for confirmation.

Preparer

Preparer Name: Bill Connell
Organization: Avanti Corporation
Phone: 7039161660
Email: bill@avanticorporation.com

* Read the following text and select your choice

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. On the basis of my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right, or interest in the property where the proposed activity occurs.

Postpone
 Accept
 Reject

Withdraw **Submit**

[Home](#)

9.2.3 Click the **Confirm Withdraw** button if you wish to continue. This will finish the withdrawal process and all information will be permanently deleted. You will be automatically redirected to the PGP eNOI homepage.

PERMIT NUMBER: DEG87A04E_draft

Warning: You have elected to withdraw your Pesticides General Permit (PGP) Notice of Intent (NOI). By clicking on the 'Confirm Withdraw' button, below, your NOI will be permanently deleted. If you have any questions contact the NOI Processing Center at 1-866-352-7755.

Back **Confirm Withdraw**

10. How to Complete a Notice of Termination – Preparer Role

If you no longer need coverage under the PGP, you must terminate your NOI by filing a Notice of Termination (NOT) form. See Part 1.2.5 of the PGP. A Decision-maker who is required to submit an NOI must submit the NOT within 30 days after one or more of the following conditions have been met:

- a. A new Decision-maker has taken over responsibility of the pest control activities covered under an existing NOI;
- b. The Decision-maker has ceased all discharges from the application of pesticides for which permit coverage was obtained and does not expect to discharge during the remainder of the permit term for any of the use

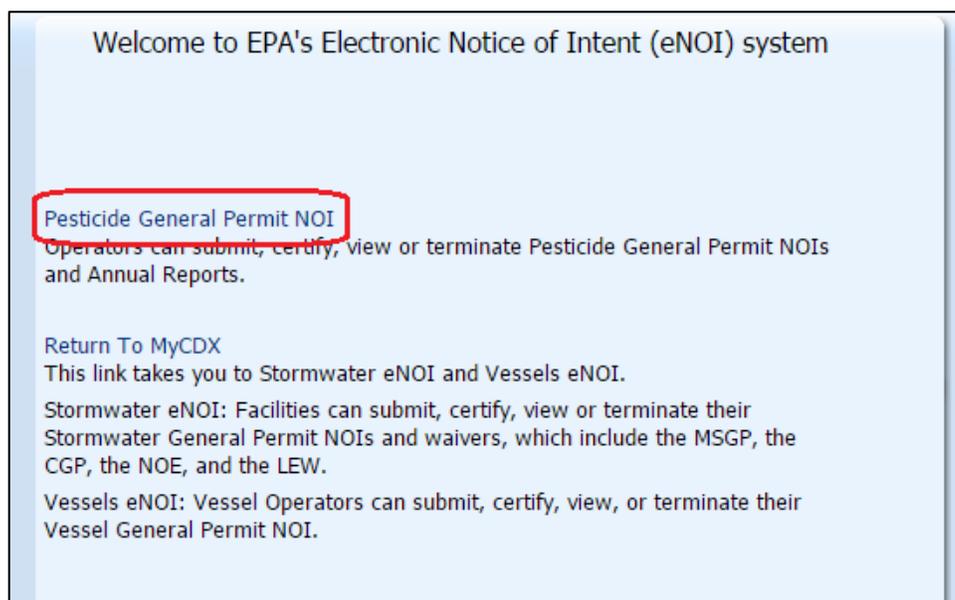
patterns; or

- c. The Decision-maker has obtained coverage under an NPDES individual permit or an alternative NPDES general permit for all discharges required to be covered by an NPDES permit.

Once your NOI is in 'Active' status in the eNOI system, you have the option to terminate it by filing a Notice of Termination form.

10.1 Access the PGP eNOI system

- 10.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.
- 10.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP eNOI homepage.



10.2 Terminate Your Active NOI

- 10.2.1 Click on the Permit **Tracking Number** of the record you wish to terminate. This will take you to the Review page.
- 10.2.2 Click on the **Terminate** button located near the top of the page. This will open the PGP eNOI Termination Page.

When navigating back to the Home page, please use the 'Home' link instead of the browser Back button

Review 2016 PGP Permit

Terminate File Annual Report Generate PDF of NOI

PERMIT NUMBER: ALG87B14E

Your Permit Number will be used to identify this record and the associated Pest Management Areas. Record the permit number above for use when modifying or terminating your record in the future.

Permit Status: **Active / Cloned**

This Pesticide General Permit (PGP) Notice of Intent (NOI) can be modified. If you would like to edit your existing PGP NOI information, or add information (such as new use patterns or any new Pest Management Area (PMA)) to the NOI, click on the "Activate Edit" button below.

You are required to file annual report for this permit.

Annual Reports
Annual Report - 2017

10.3 Complete the PGP eNOI Permit Termination Page

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

- 10.3.1 Select the reason you wish to terminate your NOI.

2016 PGP ENOI Permit Termination

Operator's Name: test
Permit Number: ALG87B14E
Current Permit Status: Active / Cloned

*Reason for Termination (Check only one):

- You have ceased all discharges from the application of pesticides for which you obtained permit coverage and you do not expect to discharge during the remainder of the permit term.
- You have obtained permit coverage under an NPDES individual permit or alternative NPDES general permit for all pesticide discharges requiring NPDES permit coverage.
- A new Operator has taken over decision-making responsibility for the pest control activities covered under an existing NOI. Provide the transfer date and the new Operator information.

- 10.3.2 If applicable, fill out all fields in the 'New Operator Information' section.
- 10.3.3 Enter all information relating to the NOT **Preparer**. The Preparer Information is automatically populated, but you may edit it if needed.
- 10.3.4 Enter all information relating to the NOT **Certifier**. The Certifier Information is automatically populated, but you may edit it if needed. The Certifier should be the person who will review and verify the NOT. This may or may not be the same person as the preparer.
- 10.3.5 Click on the **Submit to Certifier** button to save the information and submit the NOT to the Certifier.

Operator Information:

* Operator Name:

* Street:

* City:

* State:

* Zip:

* Phone:

Fax:

Contact Name:

* Email:

NOT Preparer:

* Printed Name:

Phone:

* Organization:

Ext:

* Email:

NOT Certifier:

* Printed Name:

Job Title:

* Email:

10.3.6 You will be directed to a PGP confirmation page that will confirm your NOT submission.

Pesticide General Permit Confirmation:

Permit Number: **ALG87B14E**

Thank you for using the eNOI system to submit your Pesticide General Permit (PGP) Notice of Termination (NOT) to the Certifier for certification. The PGP NOT is not considered complete until it has been reviewed and certified by the Certifier you identified on the NOT.

The NOT Certifier should have received an email notification containing instructions on how to certify this NOT. The NOT Certifier will need to login to their CDX account and follow the certification instructions to complete the termination process.

Click the "Home" link below to go to the main home page.

[Home](#)

11. How to Certify and Submit the NOT to EPA – Certifier Role

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

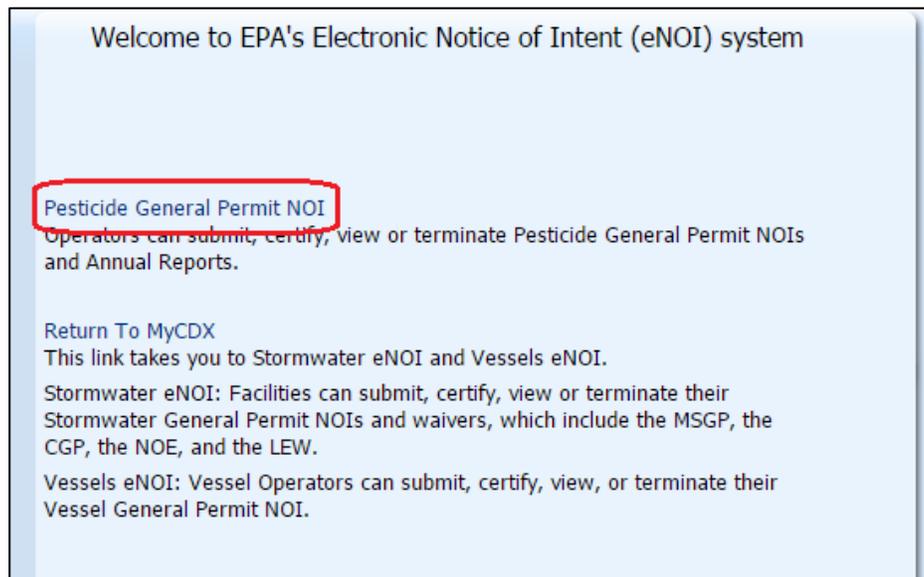
Note: If you are both a preparer and a certifier, you must follow the steps to certify the PGP NOT form in this section.

11.1 Access the PGP eNOI System

- 11.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.



- 11.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP eNOI Homepage.



11.2 Associate the NOT with Your Account

The certification key that was emailed to you will allow you to associate the corresponding NOT to your CDX account.

- 11.2.1 Open the email containing the alphanumeric certification key sent to you and copy (Ctrl+C) the certification key.
- 11.2.2 Navigate back to the PGP application. In the left navigation frame, click **Add Certification Key**.
- 11.2.3 Paste (Ctrl+V) the key into the dialog box and then click **Add**. A confirmation message should be displayed that indicates the number of NOT(s) that you have successfully associated with your account.



Welcome: [Bryan Amaqai](#)

[Home](#)

[Create New NOI](#)

Add Certification Key

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

Key:

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



Add Certification Key

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

Key:

You have successfully added 1 report(s) to certify .

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

11.3 Review the NOT

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

- 11.3.1 Click on the **Home** link in the left navigation frame. Scroll down the page to view the NOI that has been associated with your account.
- 11.3.2 Click on the Permit **Tracking Number** of the NOI that you wish to certify the termination. This will direct you to the PGP NOT Review page.
- 11.3.3 Click on "Certify Termination" on the right hand side of the page.

AR required	Permit Number	Operator Name	Operator Type	Status
Yes	WYG87A02E	Fremont County Weed &...	Local Government	Draft
Yes	WYG87A03E_2012-02-06	Fremont County Weed &...	Weed control district (or s...	Terminated
No	OKG87A004			Draft
Yes	OKG87A005	Koch Nitrogen Company,...	Weed control district (or s...	Rejected
Yes	MAG87A020_2013-02-23	East Middlesex Mosquito...	State Government	Terminated
Yes	IDG87A130_2012-02-22	EDWARDS MOSQUITO A...	Mosquito control district (...)	Terminated
Yes	MAG87A021_2013-02-17	Norfolk County Mosquito...	Mosquito control district (...)	Terminated
No	MAG87A022			Draft
No	IDG87A134	Lemhi County	Local Government	Draft
No	IDG87A136_2012-06-15	Lemhi County	Local Government	Terminated
Yes	COG87A03E	Northern Colorado Wate...	Federal Government	Draft
Yes	COG87A04E	Northern Colorado Wate...	Local Government	Submitted to EPA / On Ho...
Yes	WYG87A03E_2015-01-10	Fremont County Weed &...	Weed control district (or s...	Terminated
Yes	MAG87A023_2012-06-01	Central Massachusetts M...	Mosquito control district (...)	Terminated
Yes	MAG87A024	Cape Cod Mosquito Con...	Mosquito control district (...)	Active
Yes	IDG87A143_2012-02-04	City of Meridian	Local Government	Terminated

When navigating back to the Home page, please use the 'Home' link instead of the browser Back button

Review 2016 PGP Permit

[Certify Termination](#)
[File Annual Report](#)
[Generate PDF of NOI](#)

PERMIT NUMBER: NMG87A086

You are required to file annual report for this permit.

Your Permit Number will be used to identify this record and the associated Pest Management Areas. Record the permit number above for use when modifying or terminating your record in the future.

Annual Reports

Permit Status: **Active / Pending Termination Certification**

This Pesticide General Permit (PGP) Notice of Intent (NOI) can be modified. If you would like to edit your existing PGP NOI information, or add information (such as new use patterns or any new Pest Management Area (PMA)) to the NOI, click on the "Activate Edit" button below.

11.3.4 Verify the information on the NOT Review page is correct, making edits as necessary. If changes need to be made, click the Edit This Section link associated with the appropriate section.

11.4 Certify the NOT

11.4.1 Review all information listed in the NOT.

11.4.2 After reading the certification statement at the bottom of the Review page, click on either the **Postpone, Accept, or Reject** radio button. Then click on the Submit button.

- **Postpone:** Select this button if you wish to hold the NOT in 'Pending Certification' status to review at a later time.
- **Accept:** Select this button if the information is correct and you are ready to submit the PGP NOT to the EPA. This action means that you are certifying the NOT. Once the NOT has been certified and successfully submitted to EPA, the NOI changes from "Active" status to "NOT" status.

- **Reject:** Select this button if the information is incorrect or inaccurate and you'd like the Preparer to make changes to the NOT.

Note: If want to delete the NOT, click the **Withdraw** button. This action will permanently delete the draft NOT from your account.

* Read the following text and select your choice

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. On the basis of my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right, or interest in the property where the proposed activity occurs.

Postpone
 Accept
 Reject

12. Appendix

If you need further assistance with the PGP eNOI system, please call EPA's NOI Processing Center at 1-866-352-7755 (toll-free) or send an email to noi@avanticorporation.com.

If you need further assistance logging on to CDX, please call 888-890-1995 (toll-free) or (970) 494-5500 for International callers. You may also visit the CDX help webpage at <https://cdx.epa.gov/Help> or send an email to Technical Support at helpdesk@epacdx.net.