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.

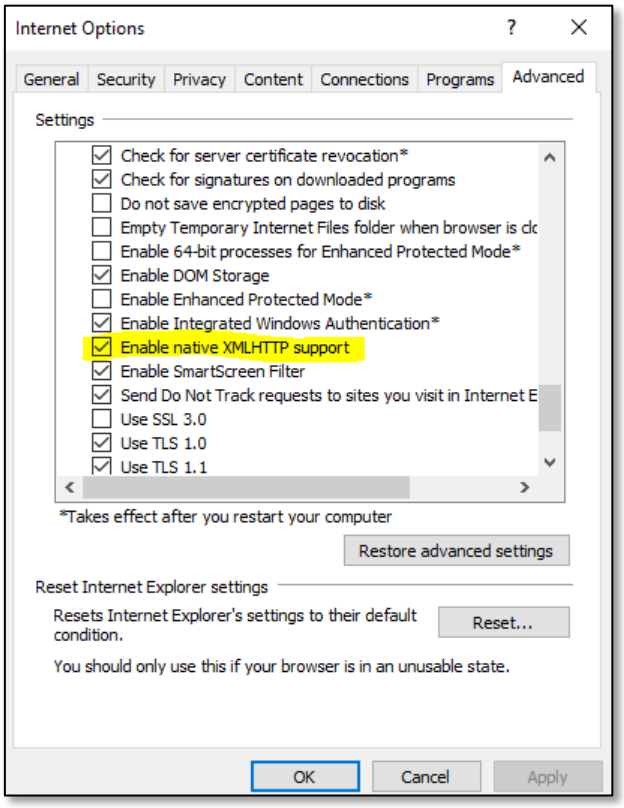
Under the EPA PGP, certain Decision-makers who are required to submit NOIs are also required to submit annual reports. See Part 7 of the PGP. Once a Decision-maker meets the obligation to submit an annual report, the Decision-maker must submit the annual report each calendar year thereafter for the duration 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).

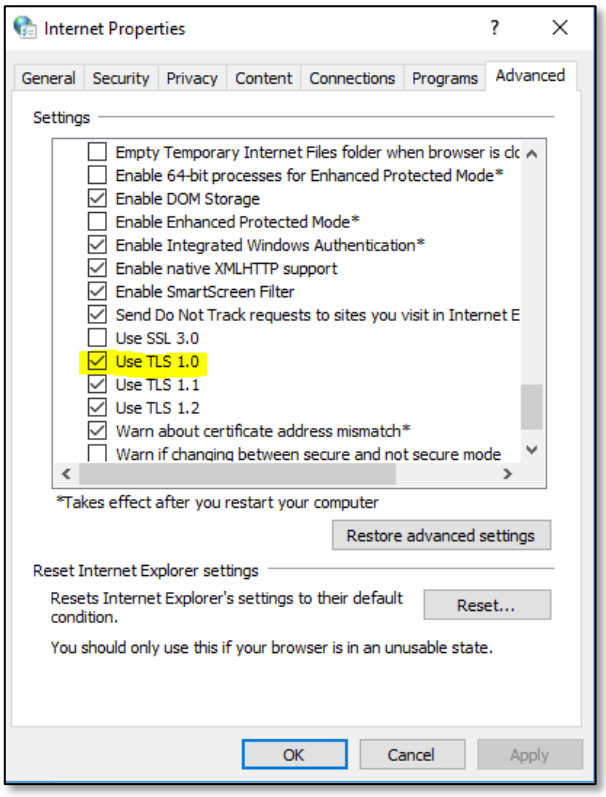
2. System Requirements and Browser Settings

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:

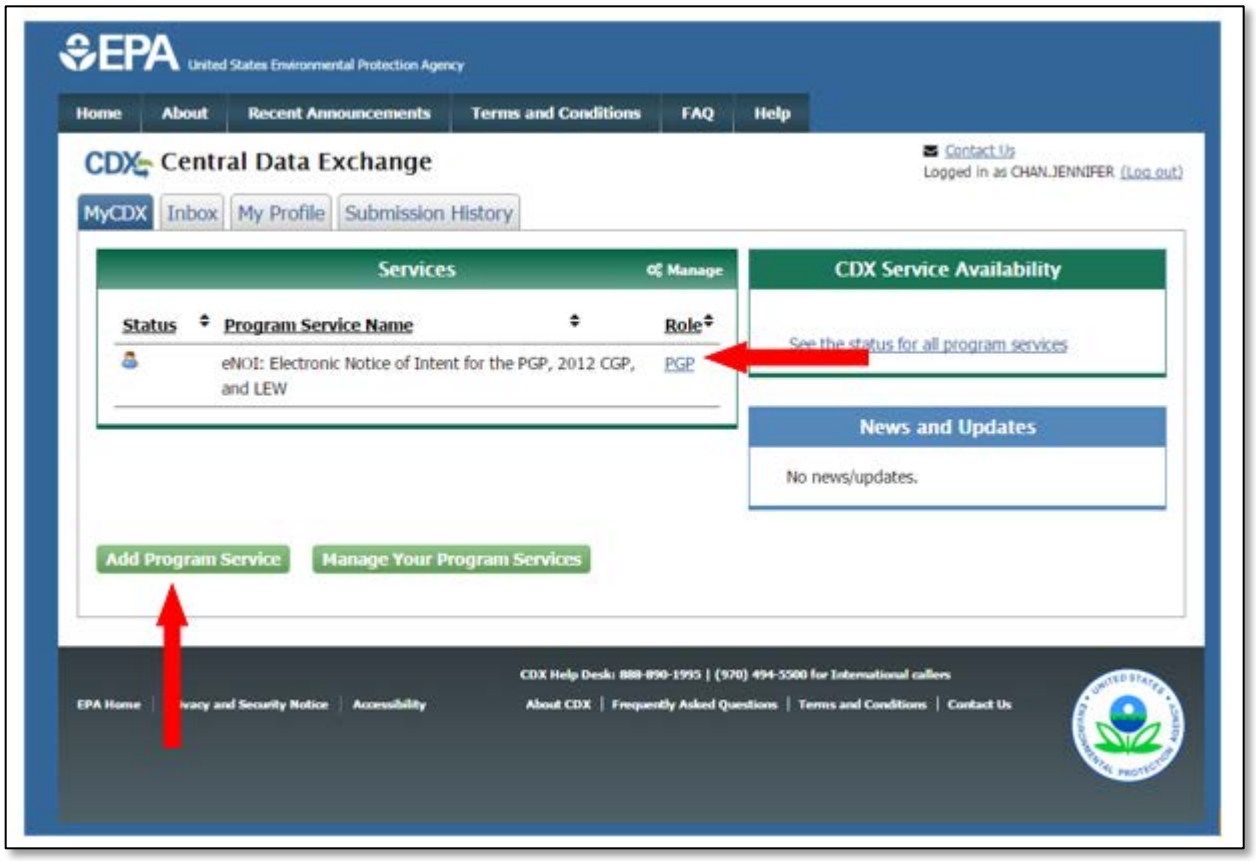
(i) Click "Add Program Service" and select "eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW".

(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.

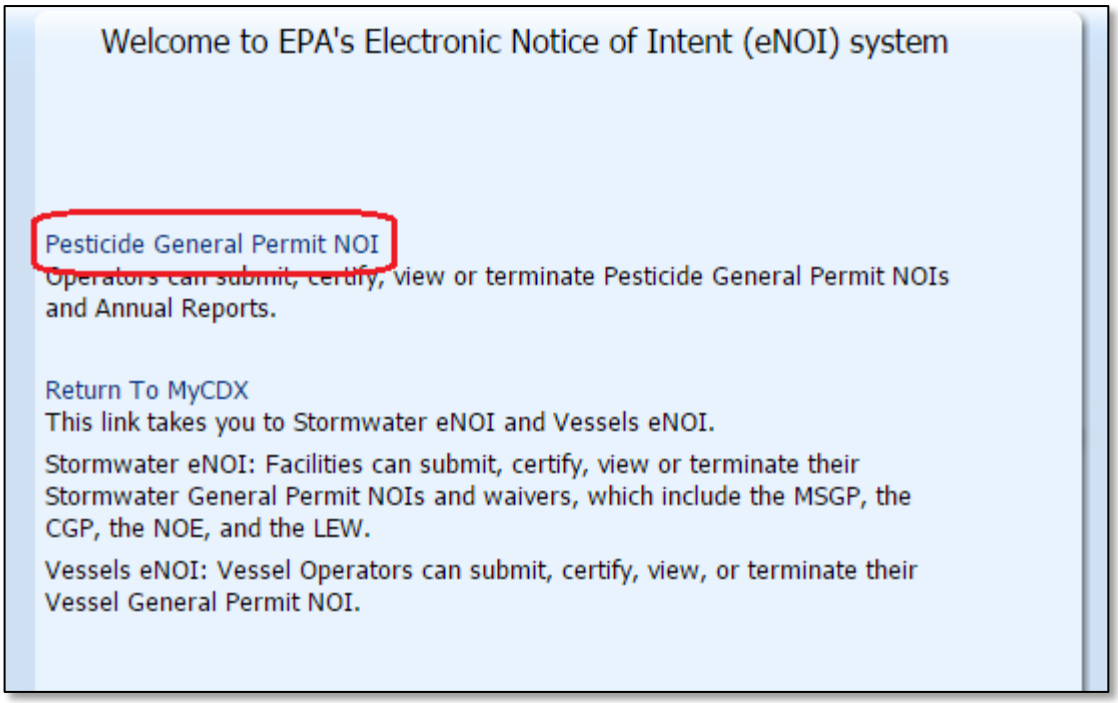
5. How to Complete the NOI – Preparer's Role

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

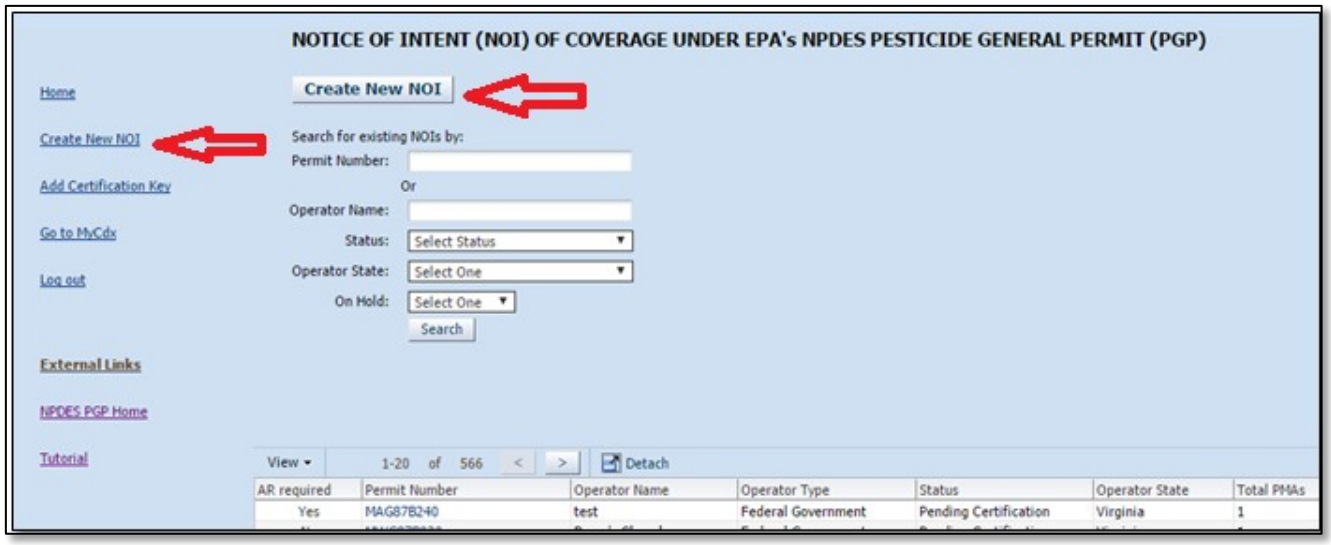
5.1.1 Once you are logged into CDX, click on PGP link under the Role column on the MyCDX homepage to enter the eNOI system. The EPA eNOI System homepage will open.

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



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.



5.2.1 Click on the **Create New NOI** button on the PGP eNOI homepage. This will direct you to the Interview page.

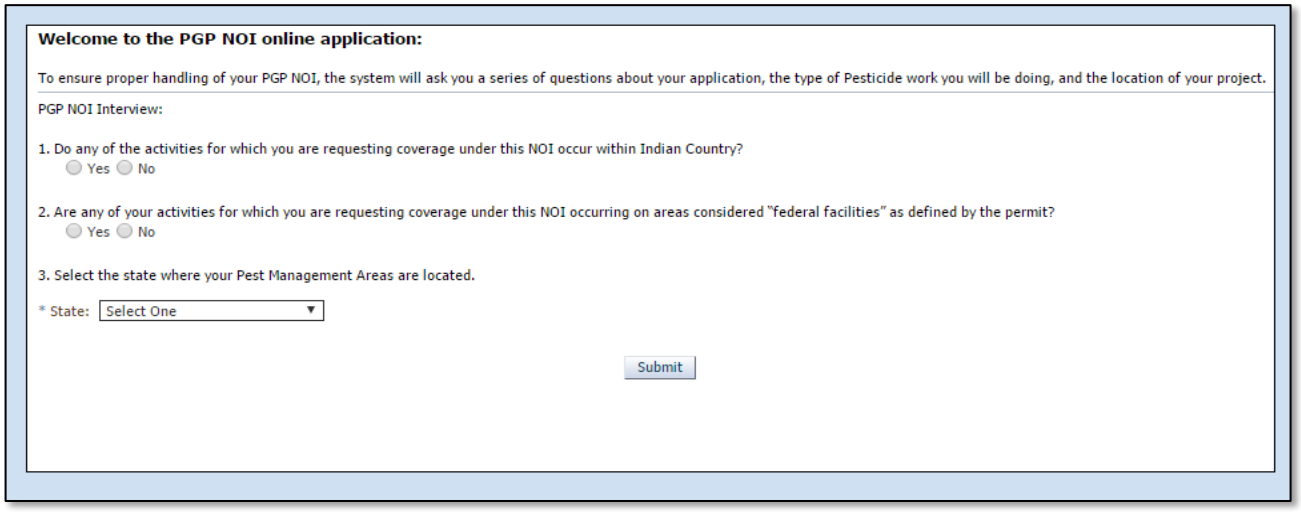
5.2.2 If the project is located in Indian Country, select **Yes**, and then select the name of the Indian Country, or select **Other** to enter the name of the Indian Country.

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.

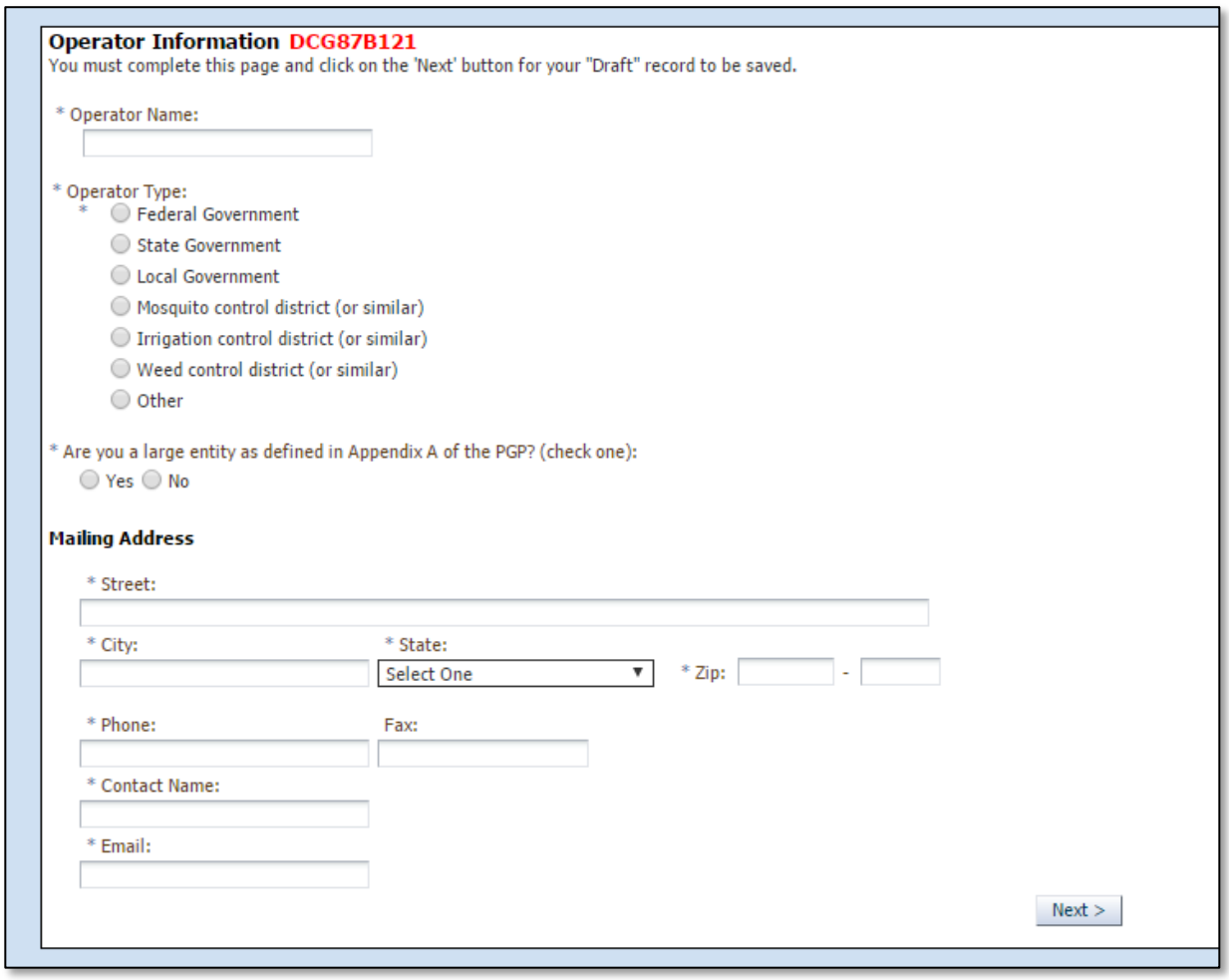
5.2.6 Some answers to the interview questions will yield a response that the EPA is not the permitting authority for some or all of your pesticide discharges or an individual NPDES permit is required. This indicates that you will need to contact your state agency or EPA Region. Contact information for state agencies and EPA Regions are located here: https://www.epa.gov/npdes/pesticide-permitting



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.



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.

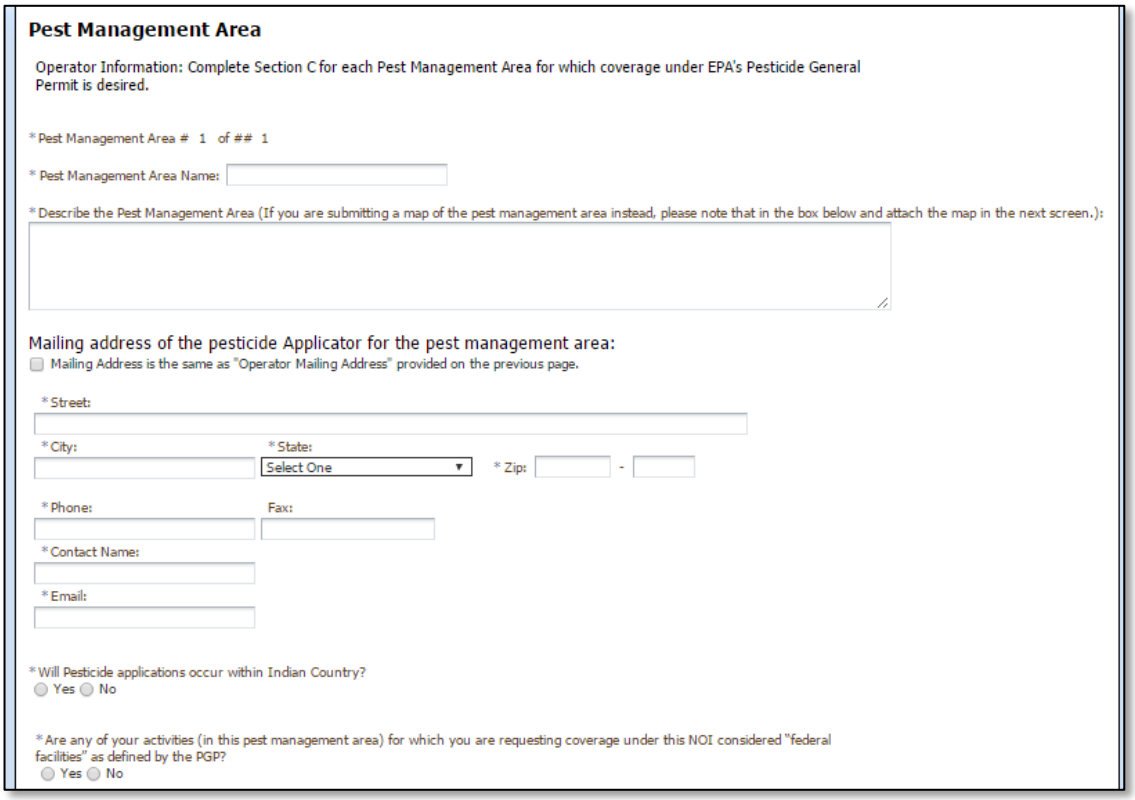
5.3.3 Enter all **mailing address** information for the operator.

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 (*).



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.**

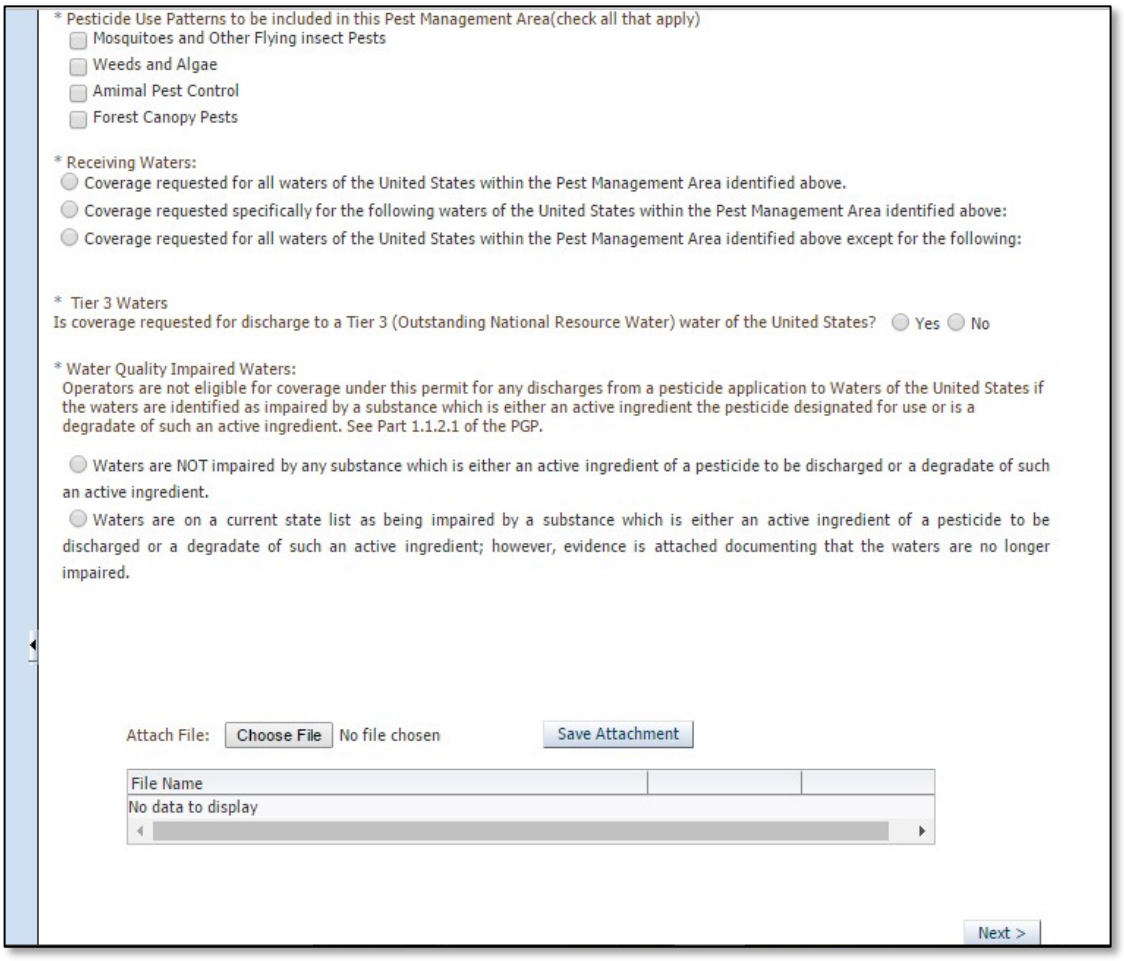
5.4.5 Select the **pesticide use patterns** to be included in this PMA.

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.

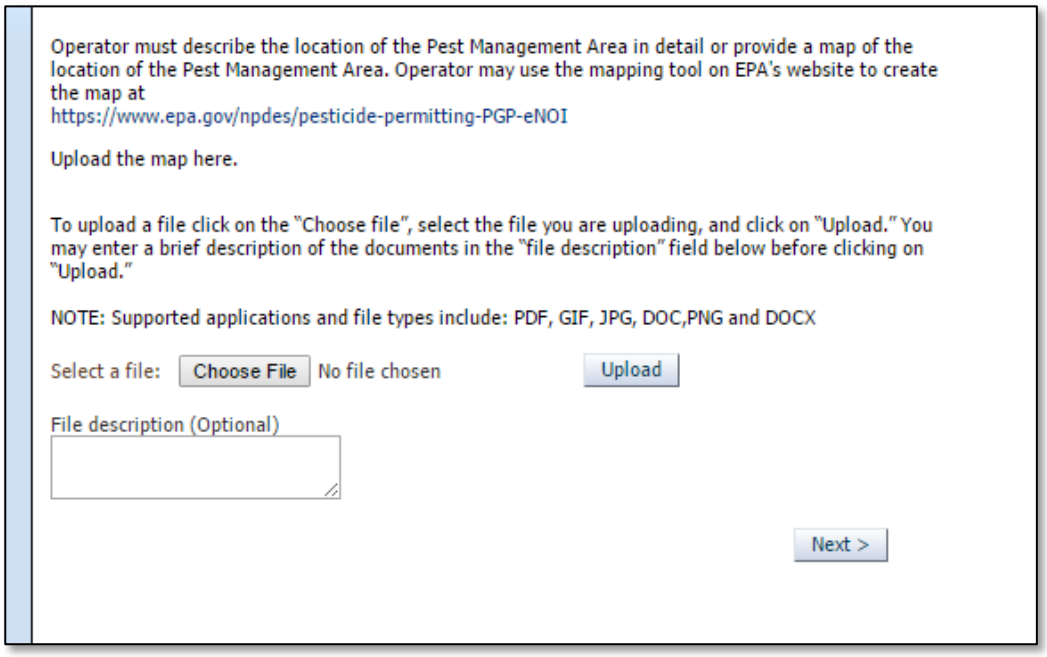
5.4.8 Select the appropriate radio button indicating if the discharges under this permit to waters of the United States are identified as **impaired waters**. If the 2nd radio button is selected, indicating that the waters are on a current state list as being impaired by a substance however the waters 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.



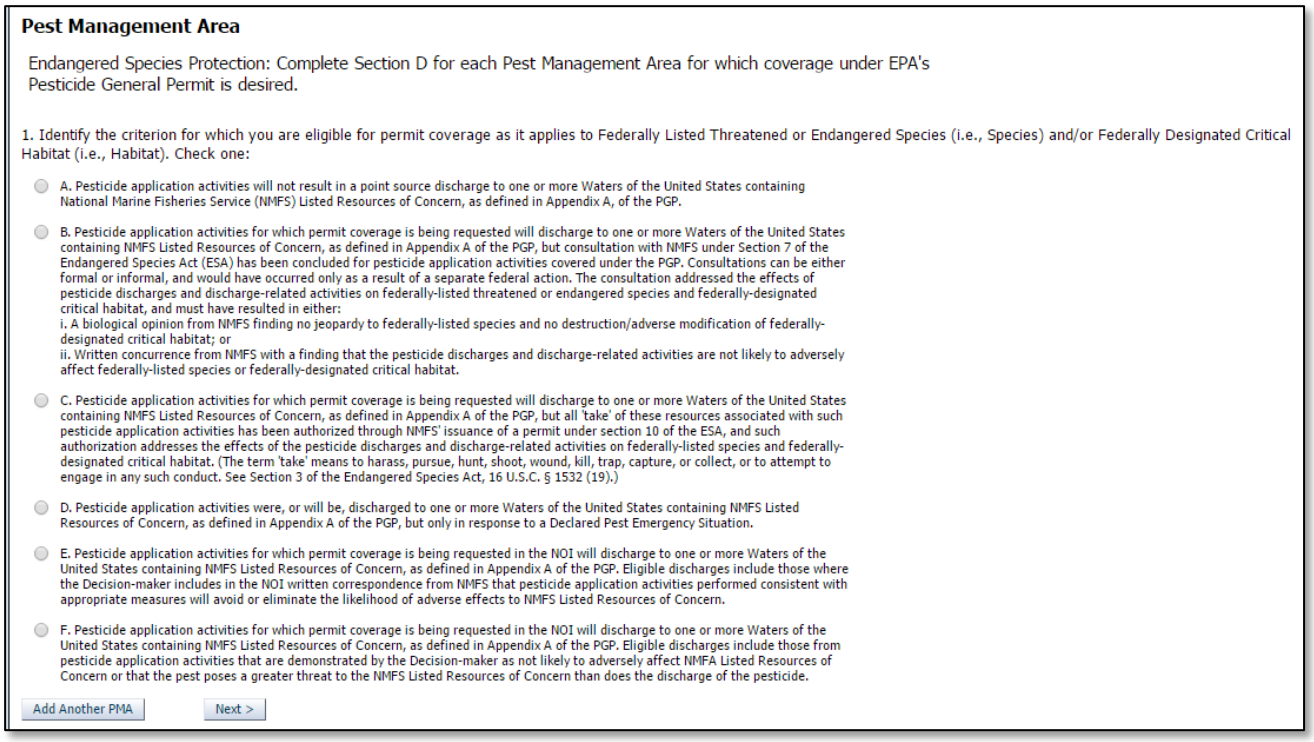
5.5 Complete Pest Management Area Map Page

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.



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.



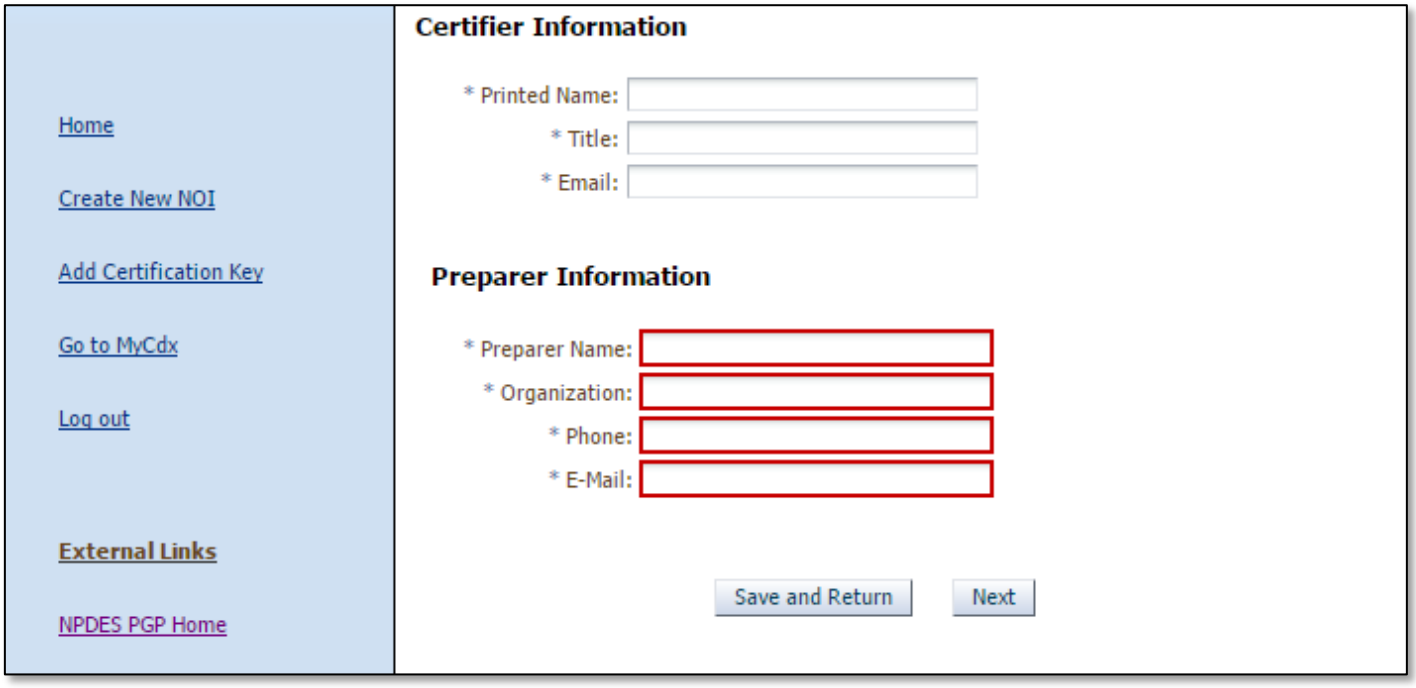
5.6.1 Refer to Appendix I of the PGP (https://www.epa.gov/npdes/pesticide-permitting-2016-pgp) to select either **A, B, C, D, E**, or **F.** Depending on your selection, there may be other information that you need to upload or enter.

- 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 (*).



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.

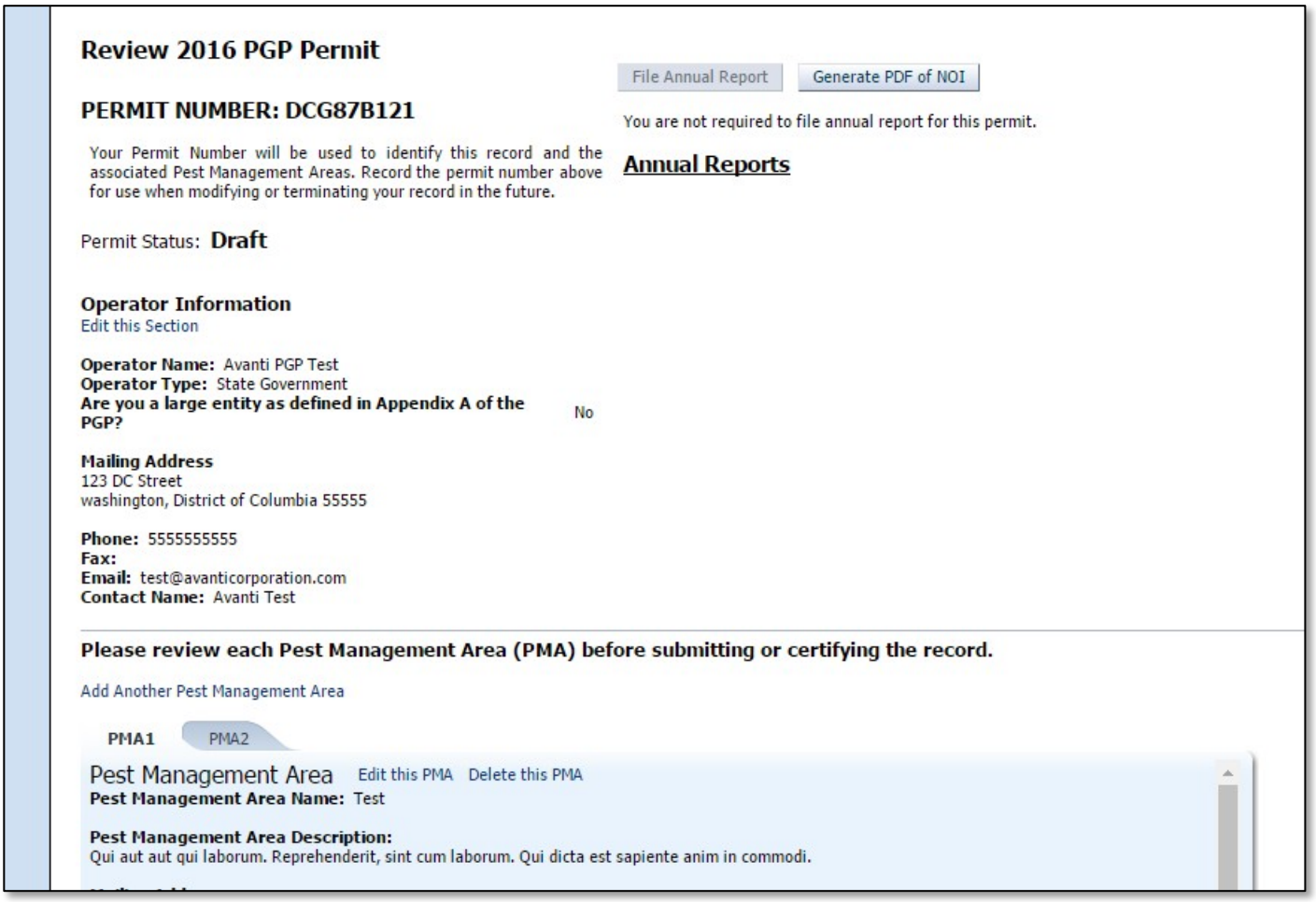
5.7.4 Upload any additional files that support your permit application. When complete, click **Next** to proceed.

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.

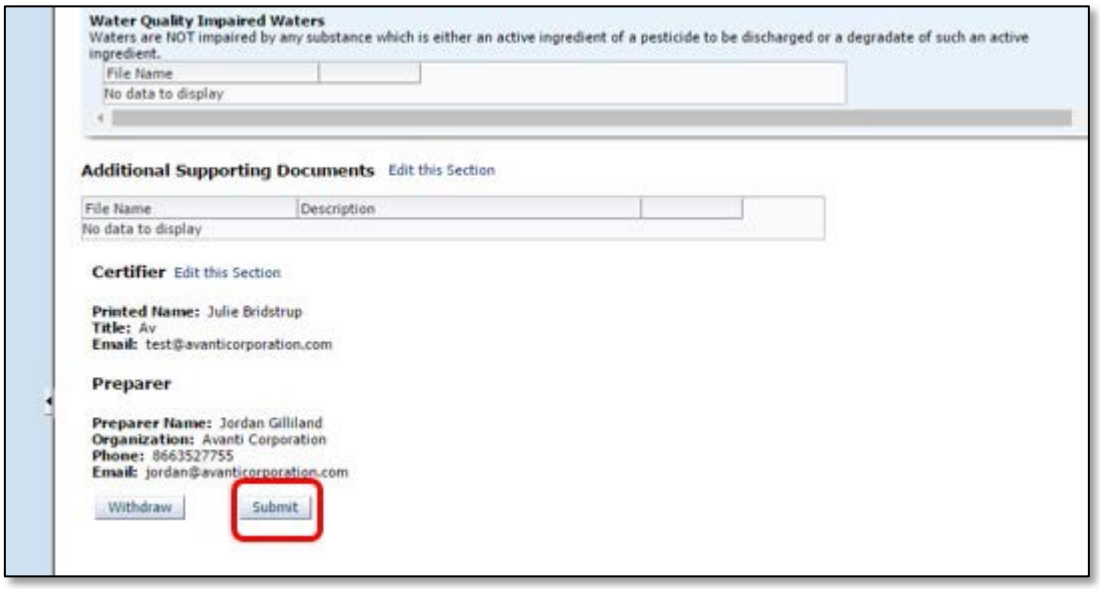
5.8.1 Review the NOI. To change information, click on the **Edit this Section** button in the section that corresponds to the information that needs to be edited. You may also **add another pest management area** from this page if necessary.

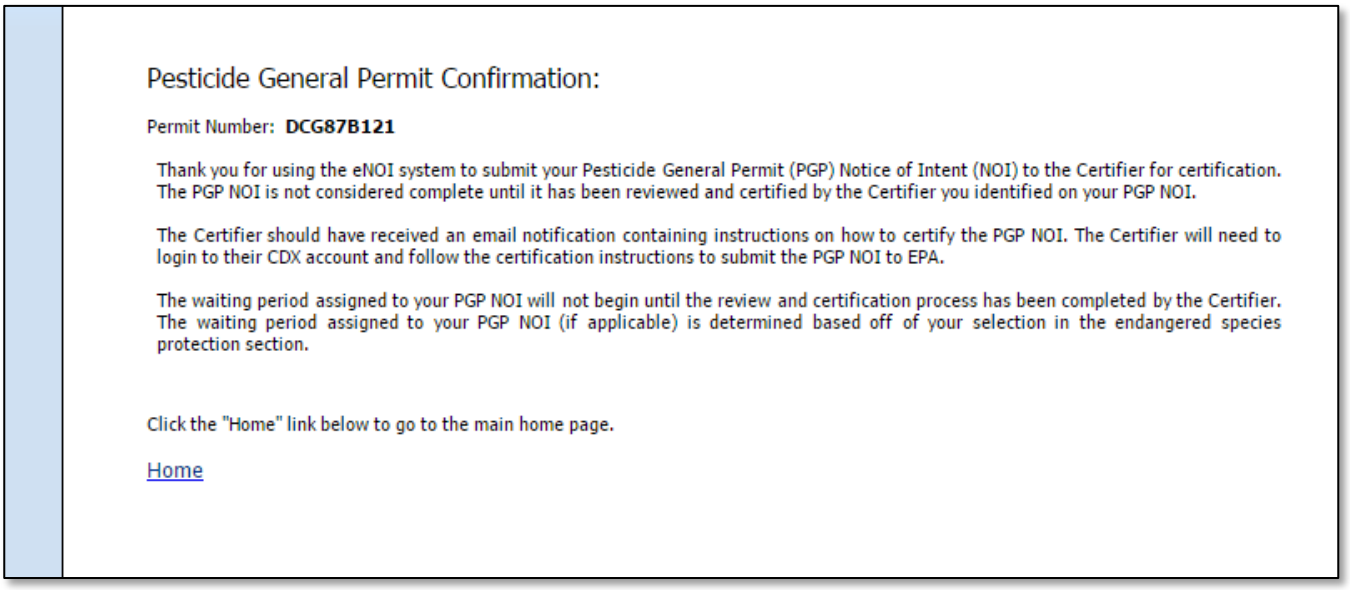
5.8.2 Click **Generate PDF of NOI** to generate a PDF copy of this NOI. You may print a copy for your own records.



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.





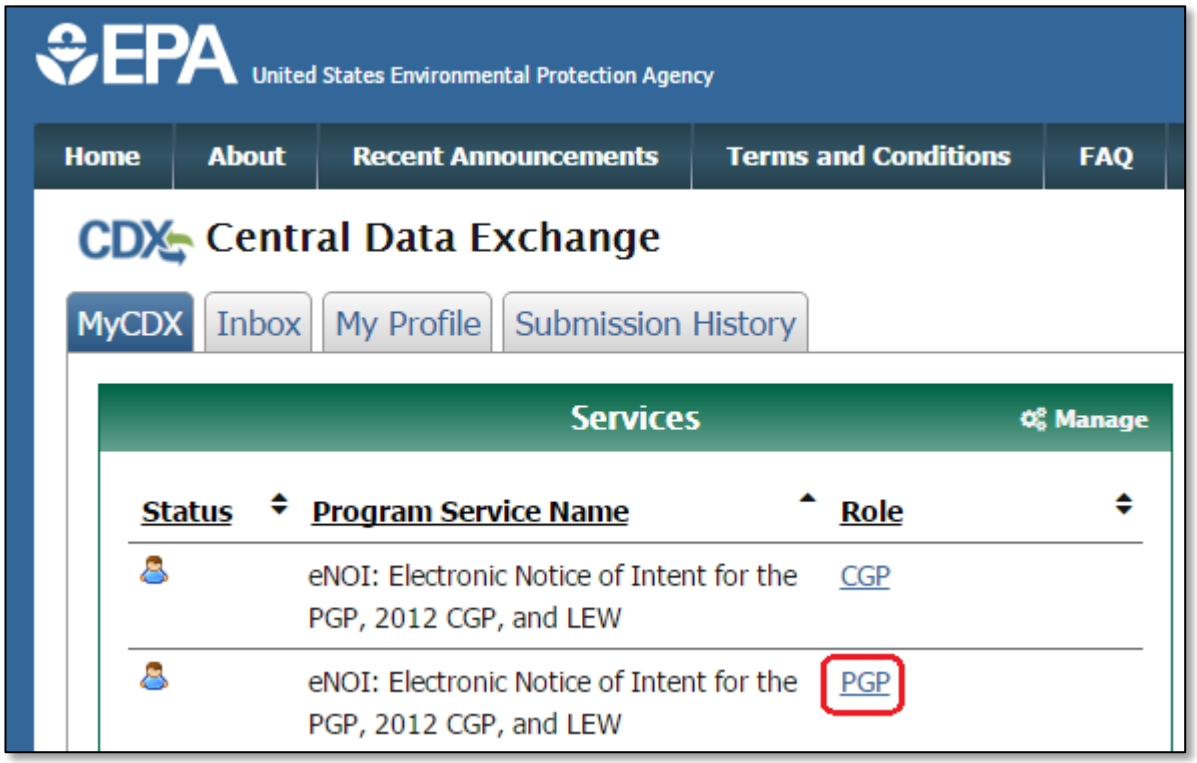
6. How to Certify and Submit the NOI to EPA – Certifier Role

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.

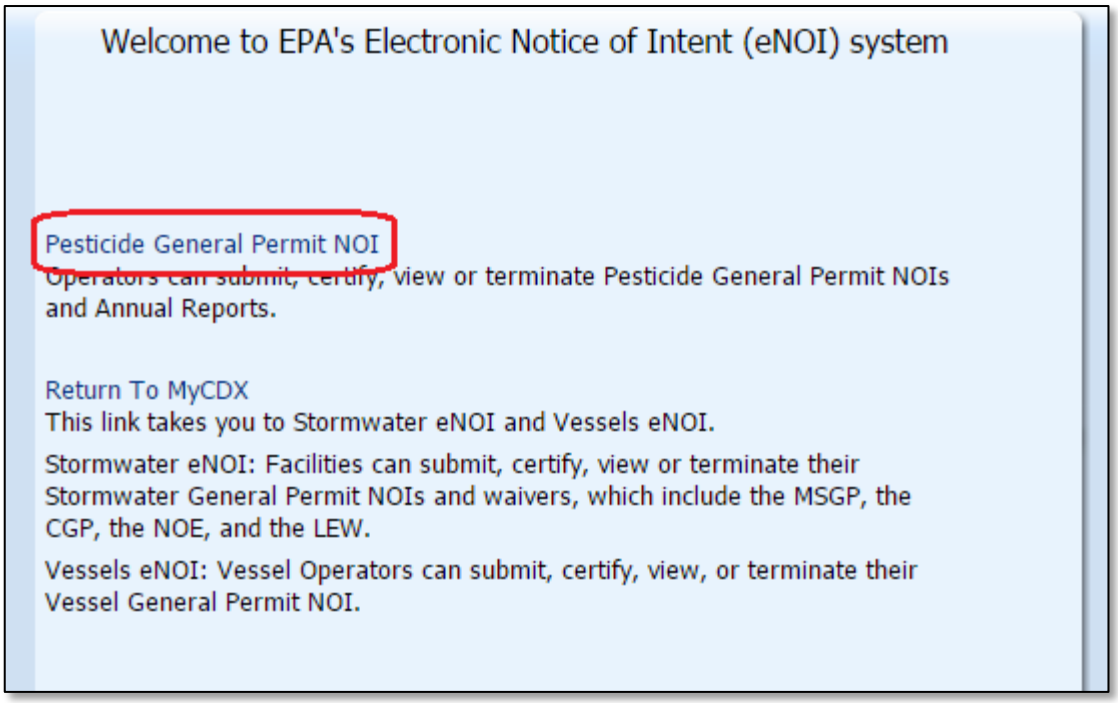
Note: If you are both a preparer and a certifier, you must follow the steps in this section to certify the PGP NOI.

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.



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



6.2 Associate the NOI with Your Account

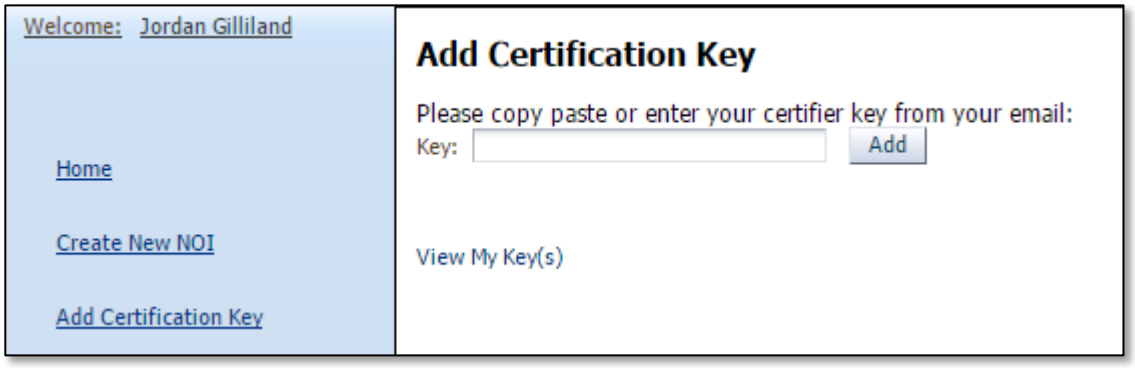
The certification key that was emailed to you will allow you to associate the corresponding NOI to your CDX account.

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.**

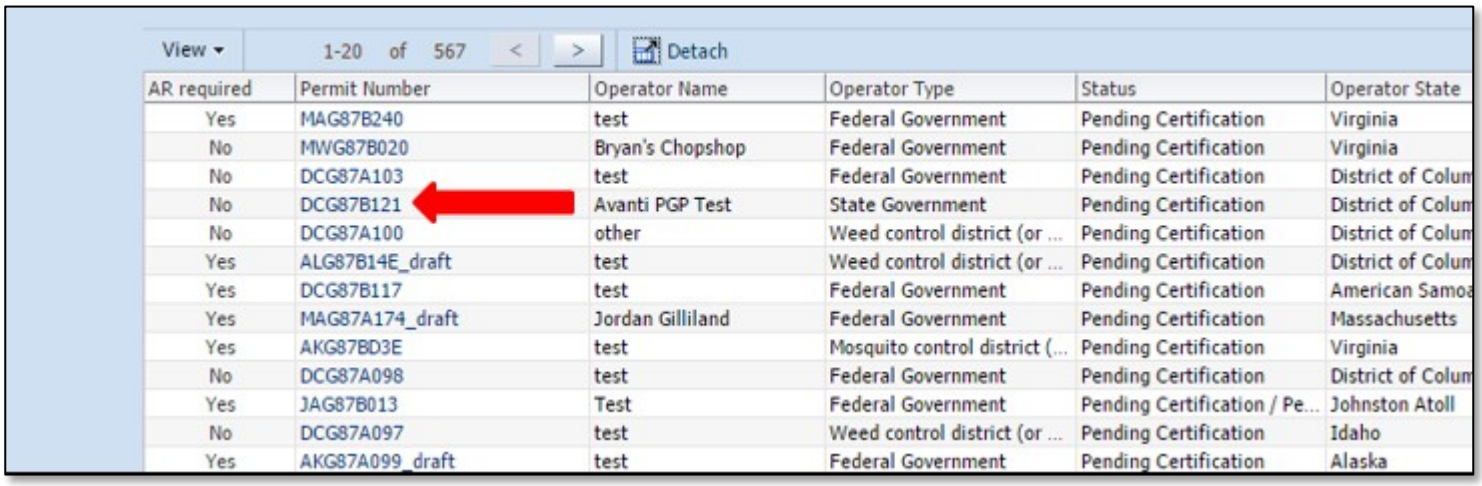


6.3 Review the NOI

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 Colun
No	DCG87B121	Avanti PGP Test	State Government	Pending Certification	District of Colun
No	DCG87A100	other	Weed control district (or ...	Pending Certification	District of Colun
Yes	ALG87B14E_draft	test	Weed control district (or ...	Pending Certification	District of Colun
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 Colun
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.

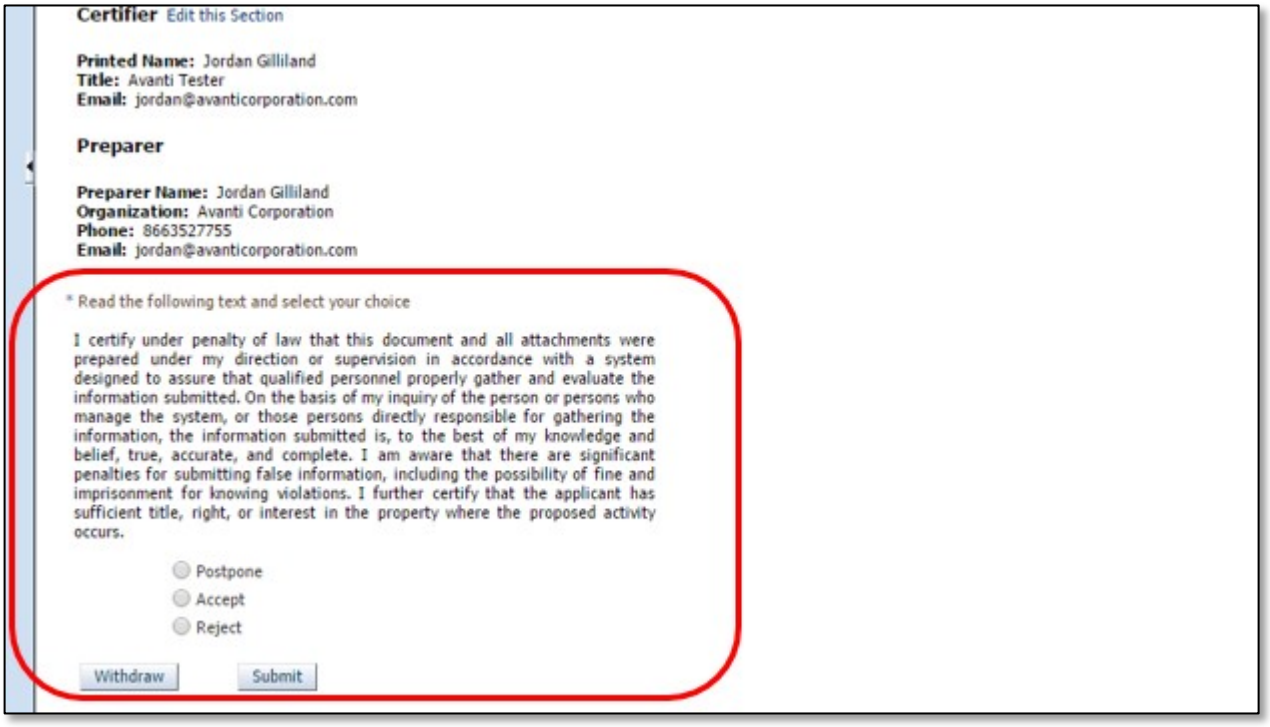
6.4 Certify or Reject the NOI

6.4.1 Review the NOI and make any necessary changes.

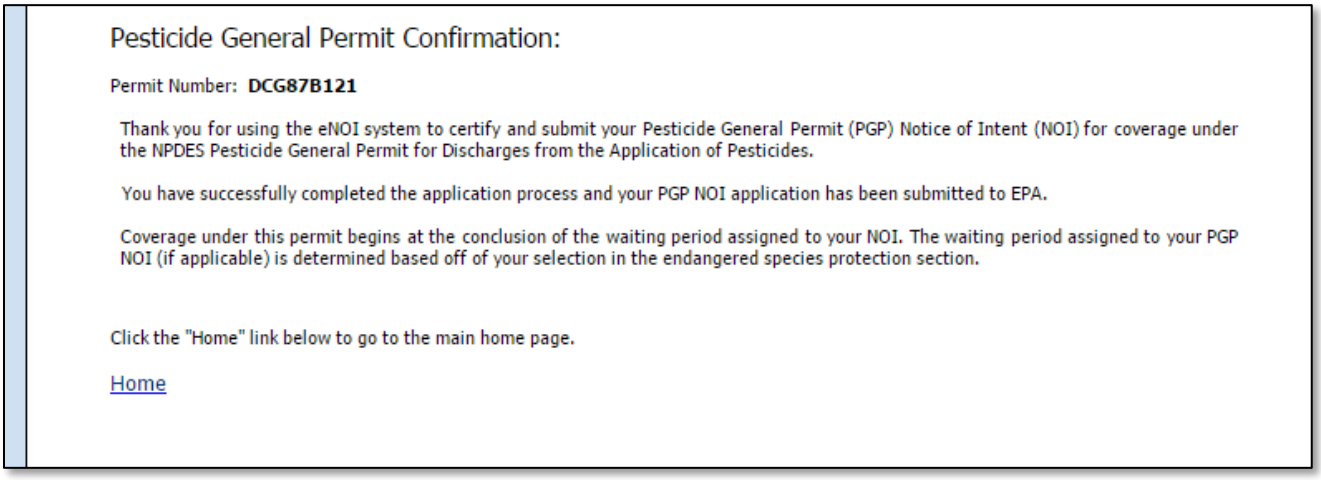
6.4.2 After reading the certification statement at the bottom of the Review page, click on either the **Postpone, Accept,** or **Reject** radio button. Then click on the Submit button.

- **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.



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.

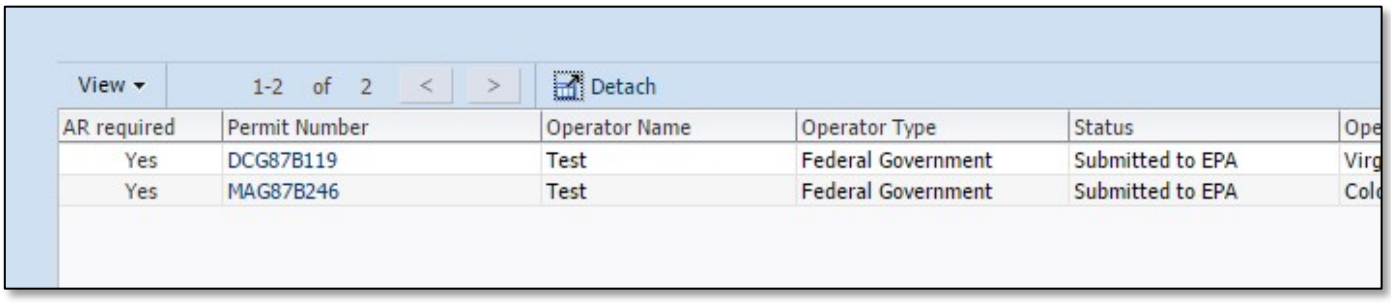


6.5 Verify the Status of Your NOI

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.

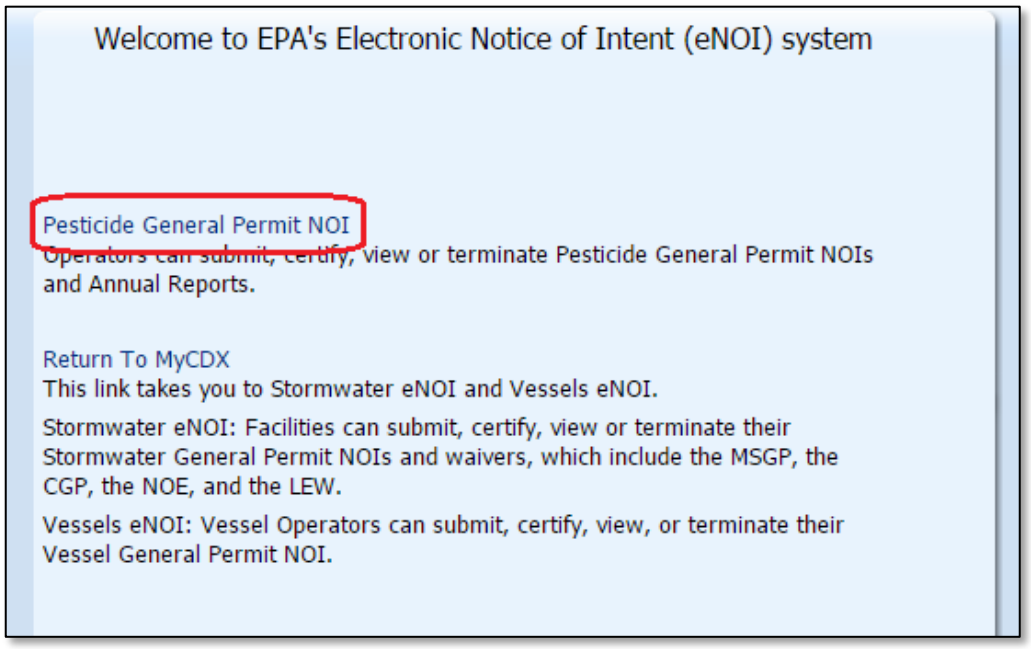


7. How to Complete an Annual Report

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.

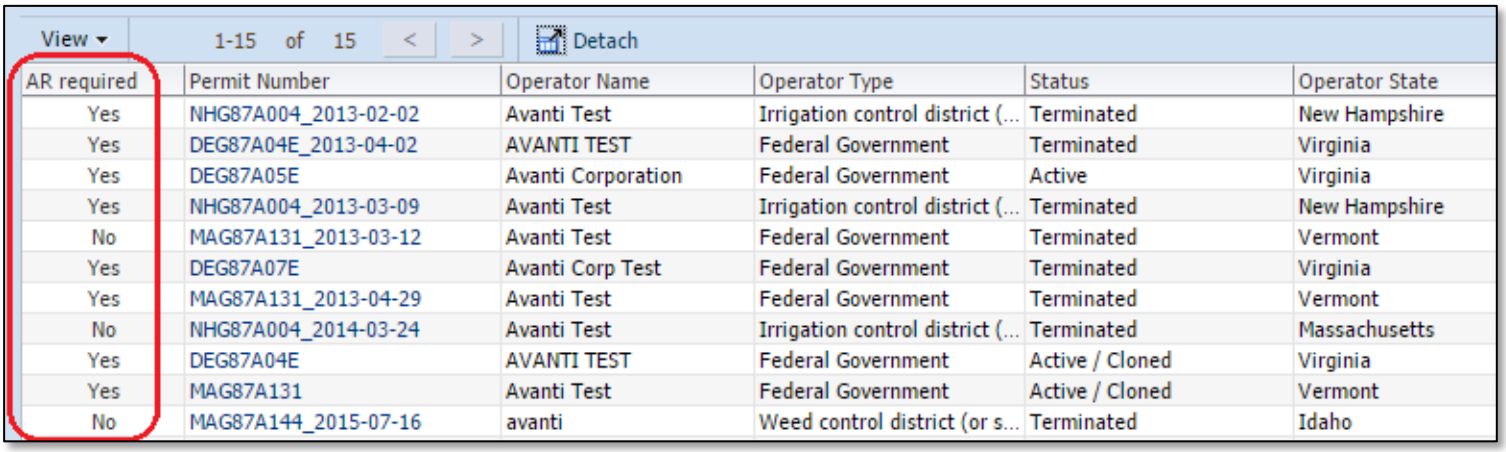
7.1 Access the PGP eNOI System

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.



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.

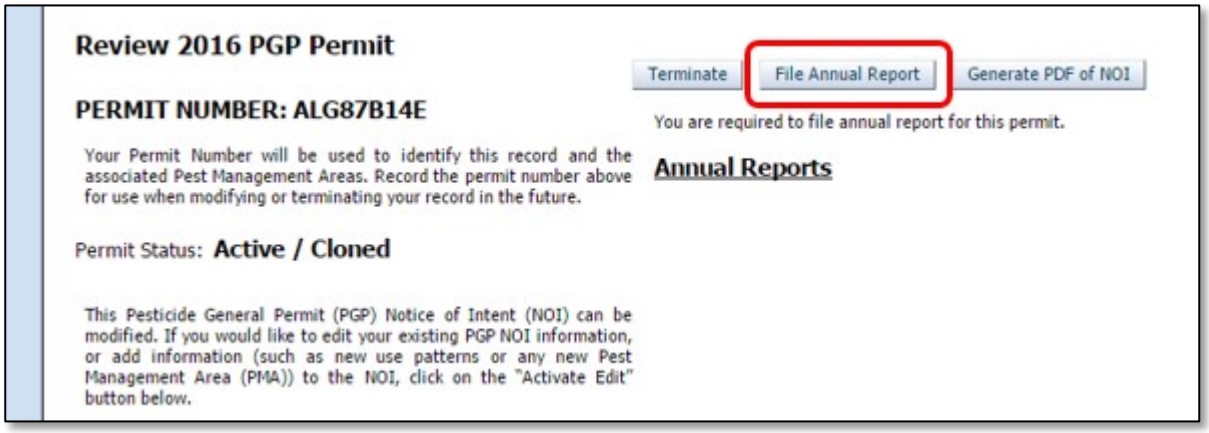


View ▾ 1-15 of 15 < > Detach

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

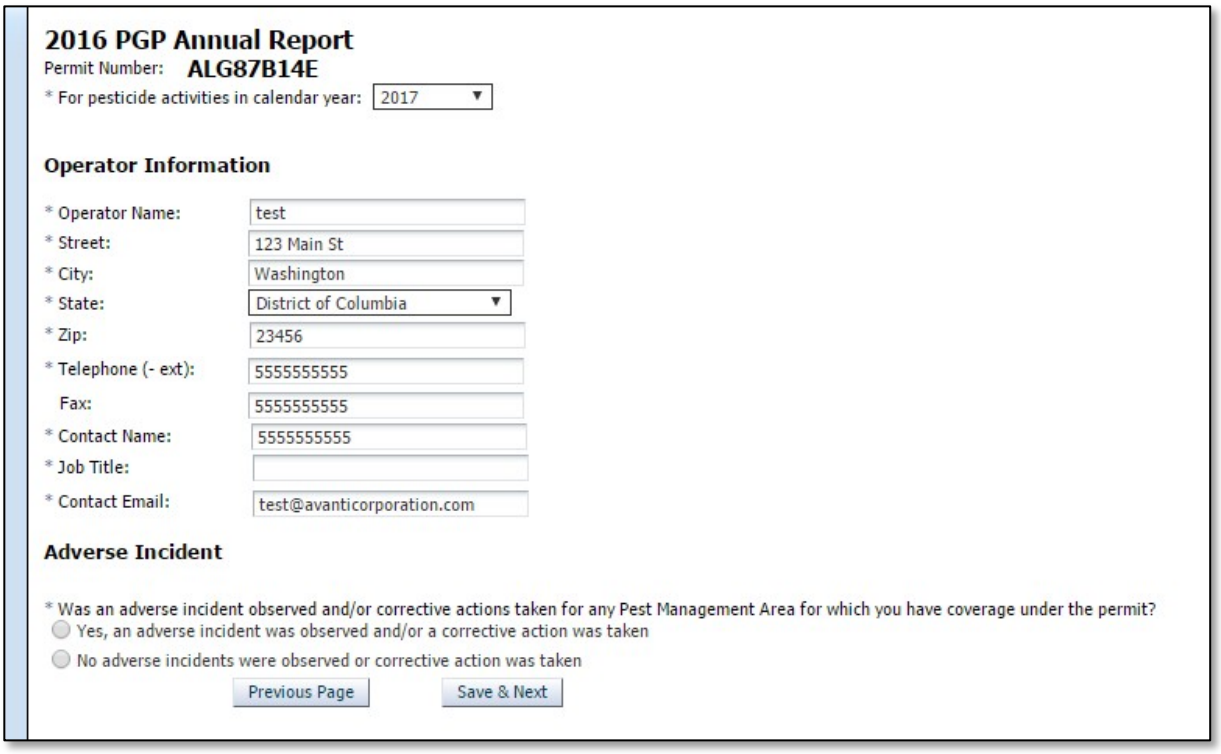
7.2.1 Click the **File Annual Report** button located near the upper right corner of the NOI Review page. This will open up the Annual Report page. Note: the 'File Annual Report' button appears on all NOIs but is disabled on NOIs that do not meet the Annual Reporting requirements.



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.



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**.

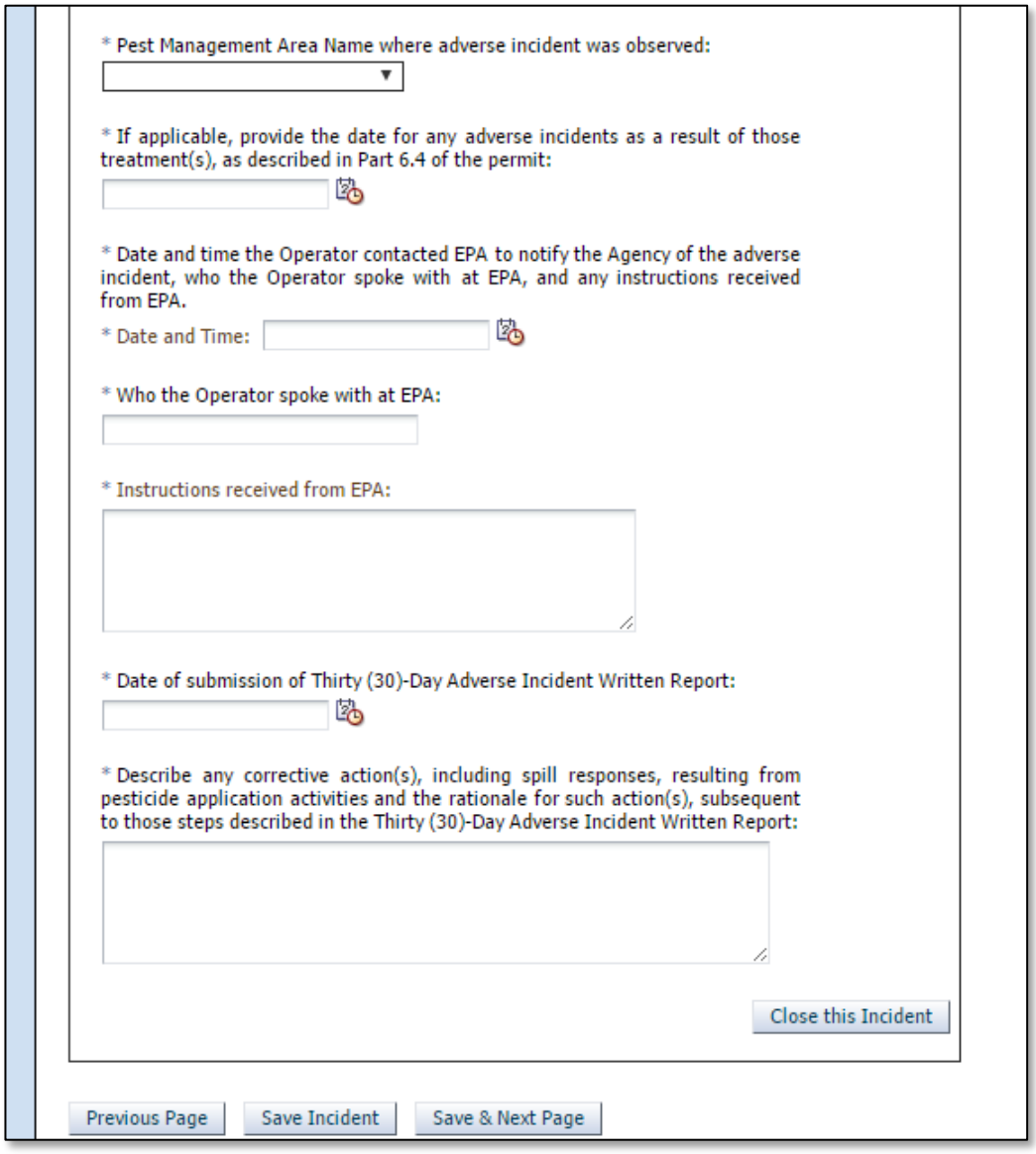
7.3.2 Provide the **date** of the incident either by typing it in or **clicking** on the calendar icon and selecting the date from the pop up calendar.

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.



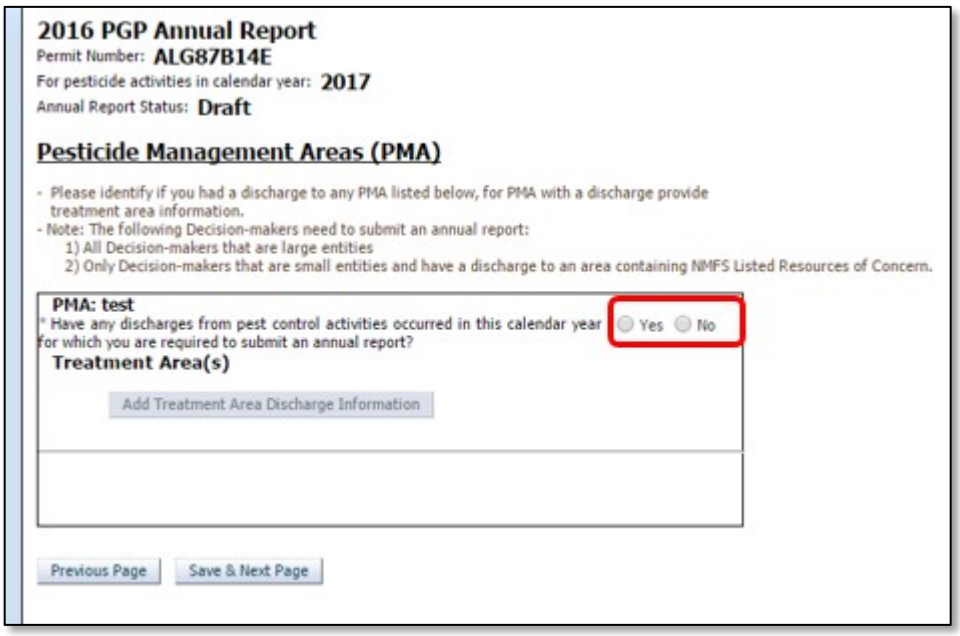
7.3.7 The right side of the Annual Report page will list all adverse incidents input into the Annual Report. You may edit or delete any incidents by clicking the **Edit** or **Delete** buttons alongside the listed incidents as appropriate. Click **Add Another Incident** to report an additional incident.

7.3.8 Once all adverse incidents have been reported, proceed to the next part of the Annual Report by clicking **Save & Next Page.**

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.



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.

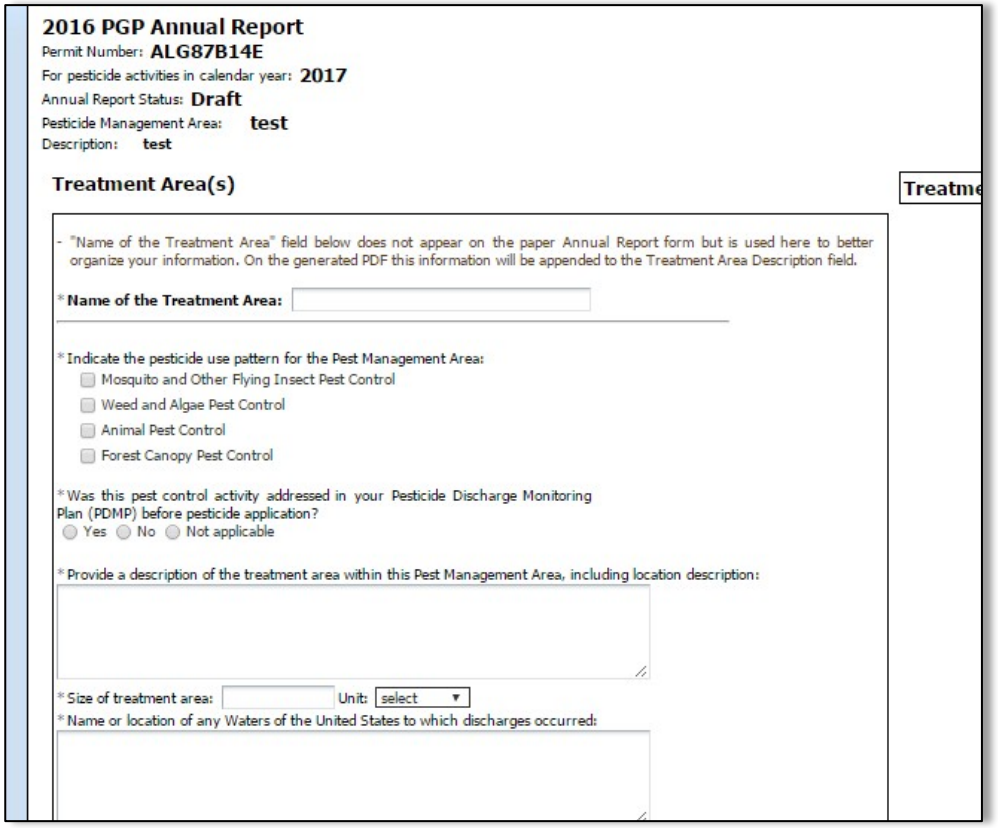
7.4.6 Enter a **description** of the treatment area, including a location description. There will also be an option to attach a map.

7.4.7 Enter the **size** of the treatment area, including the appropriate **units** from the drop down list.

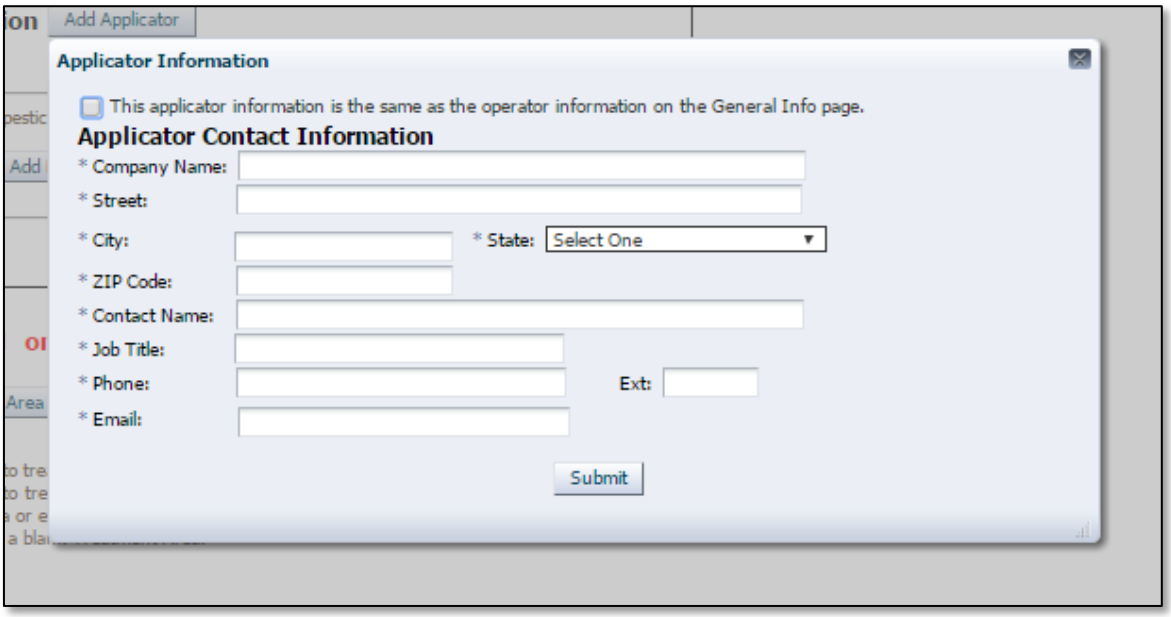
7.4.8 List the **names** or **locations** of any waters of the United States to which discharges occurred.

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).

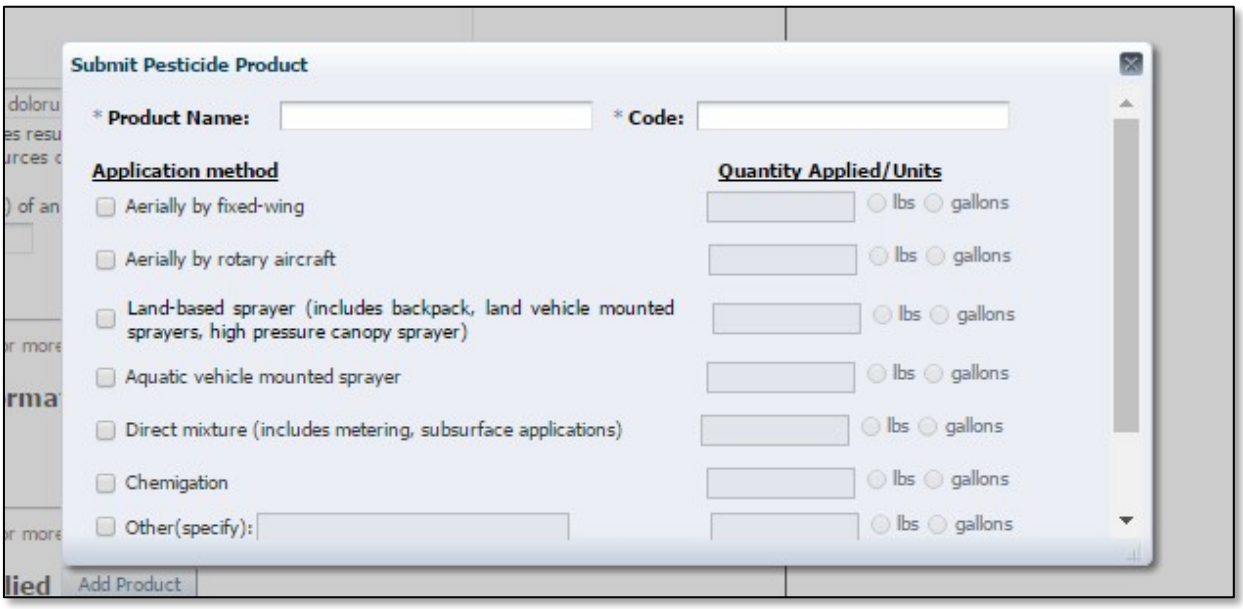


7.4.11 You must include the **contact information** for at least one pesticide applicator for each treatment area. Click the **Add Applicator** button to generate a pop-up window to input the contact information. Click **Submit** when complete. This may be repeated if there were multiple pesticide applicators. 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.



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.



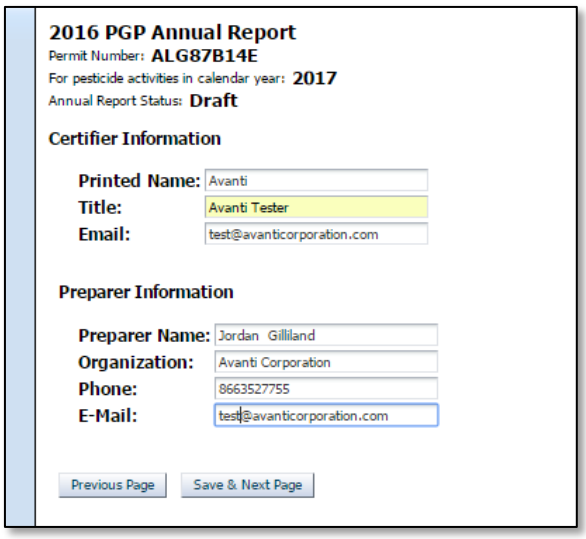
7.4.13 Click **Save Treatment Area** to return to the Treatment Area review page for that PMA. Click **Return to PMA List** if no additional treatment areas need to be added or **Add Another Treatment Area** if appropriate.

7.4.14 Click **Save & Next Page**.

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

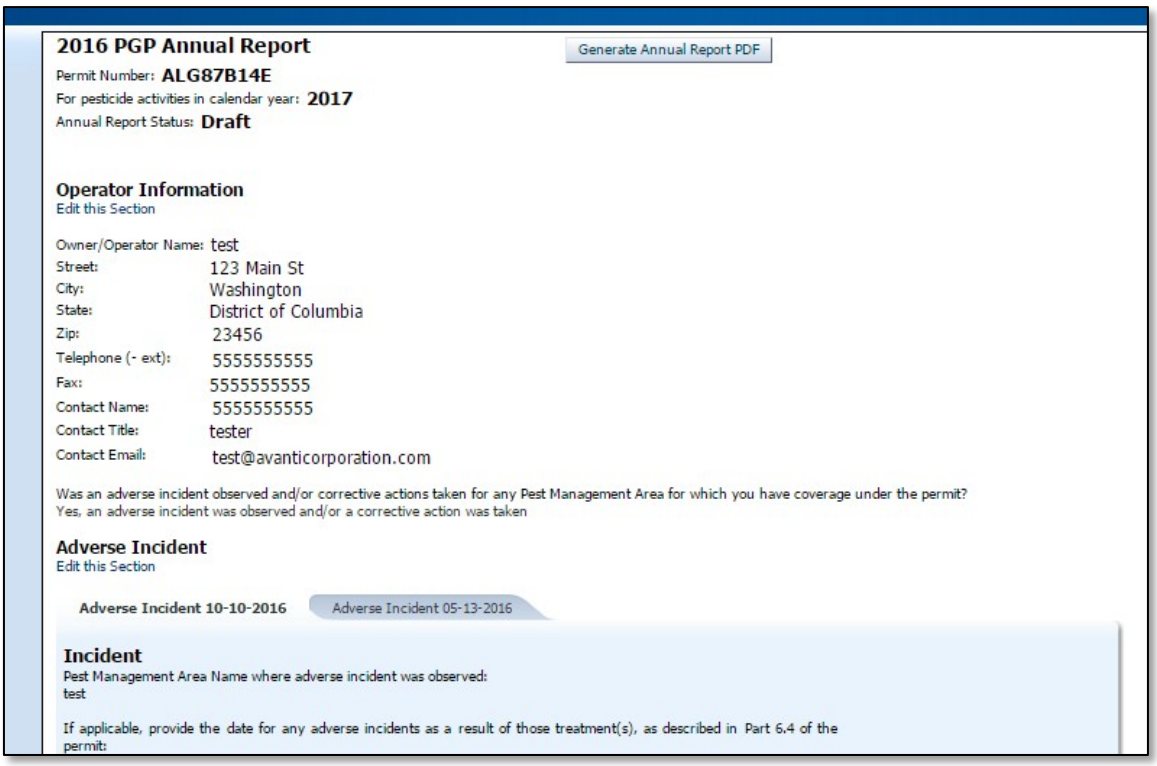
7.5.1 Review the certification contact information for the Annual Report. The fields will already be prepopulated based on the NOI information. Update the certifier / preparer contact information as necessary.

7.5.2 Click **Save & Next Page**.



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.

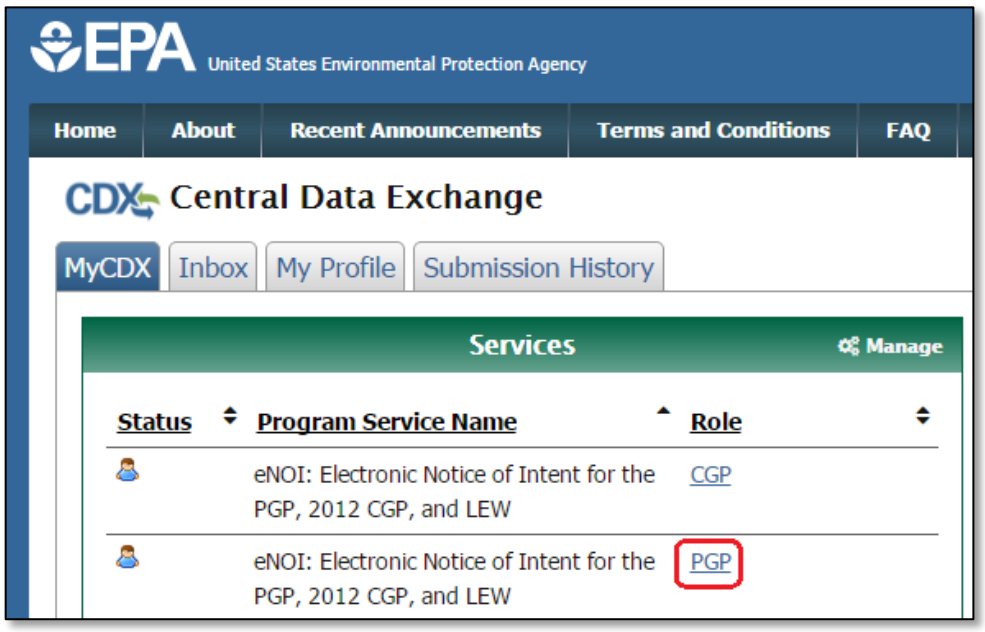


7.5.5 Click the **Notify the Certifier** button on the bottom of the page to automatically generate and email the listed certifier that the Annual Report is pending their review and certification.

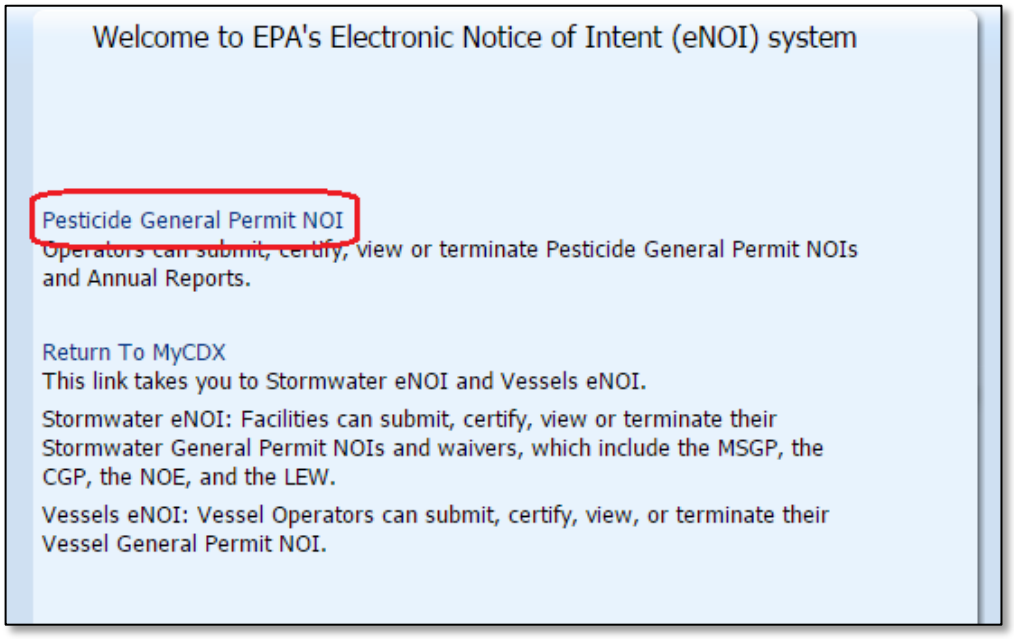
8. How to Certify and Submit the Annual Report to EPA – Certifier Role

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.



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



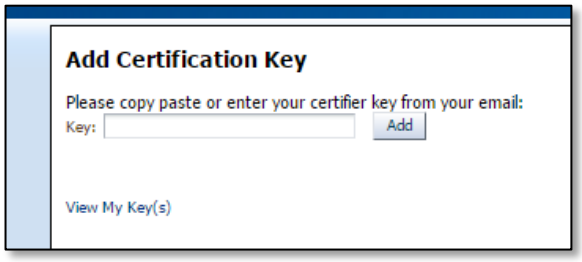
8.2 Associate the Annual Report with Your Account

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.**

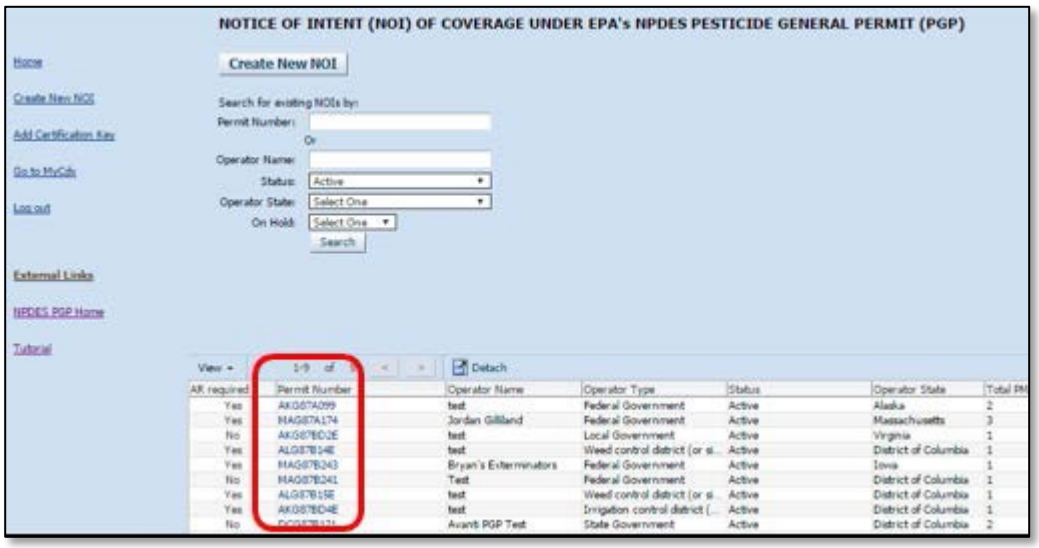
8.2.3 Paste (Ctrl+V) the key into the dialog box and then click **Add.**

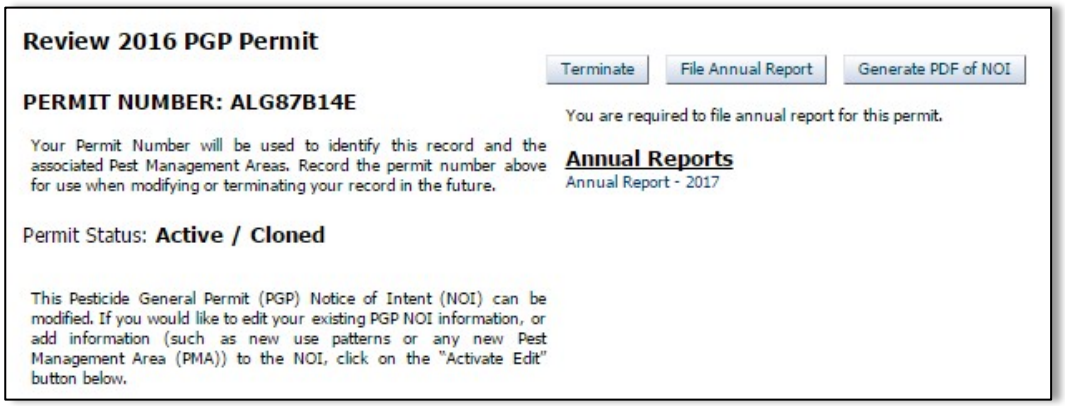


8.3 Review and Certify the Annual Report

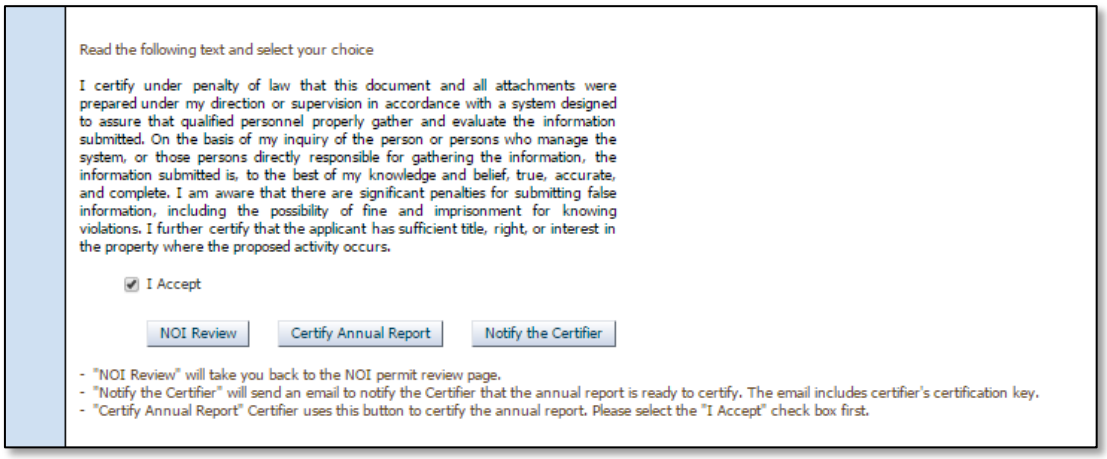
8.3.1 Click “Home” on the left-hand side of the screen and navigate to your tracking number in the table.

8.3.2 Select the Annual Report that you need to Certify from the right hand side of the page.

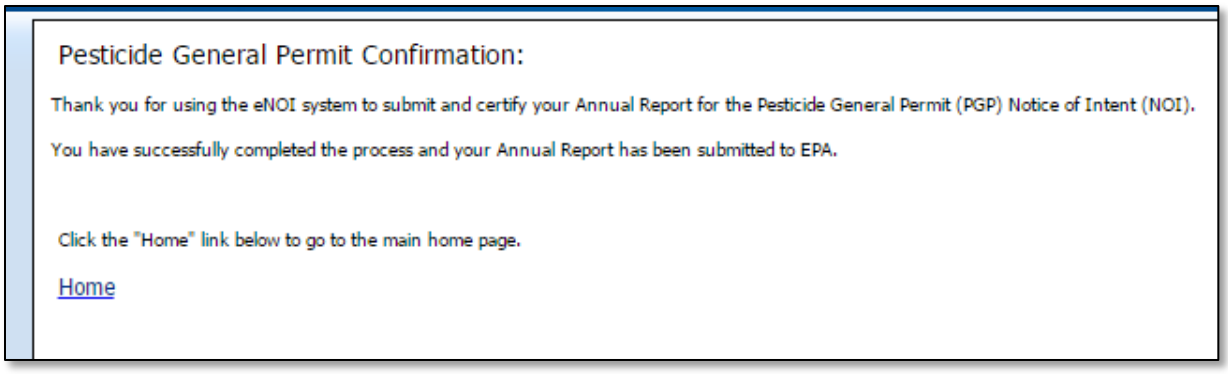




8.3.3 Review the information in the Annual Report and scroll to the bottom of the page to certify. Select the "I Accept" check box and click on "Certify Annual Report" button to certify the annual report.



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.

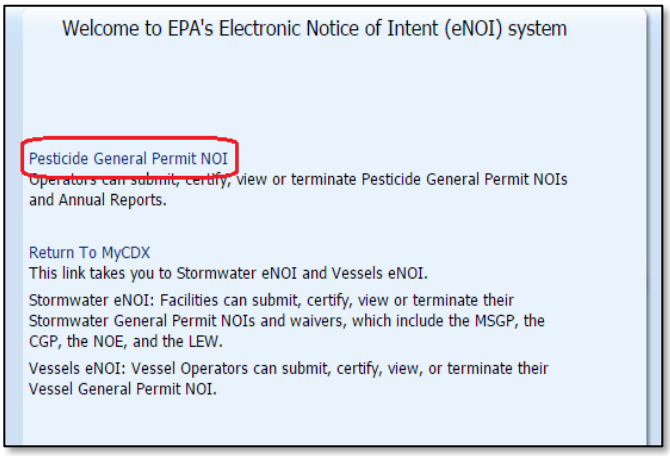
9. How to Withdraw an NOI

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

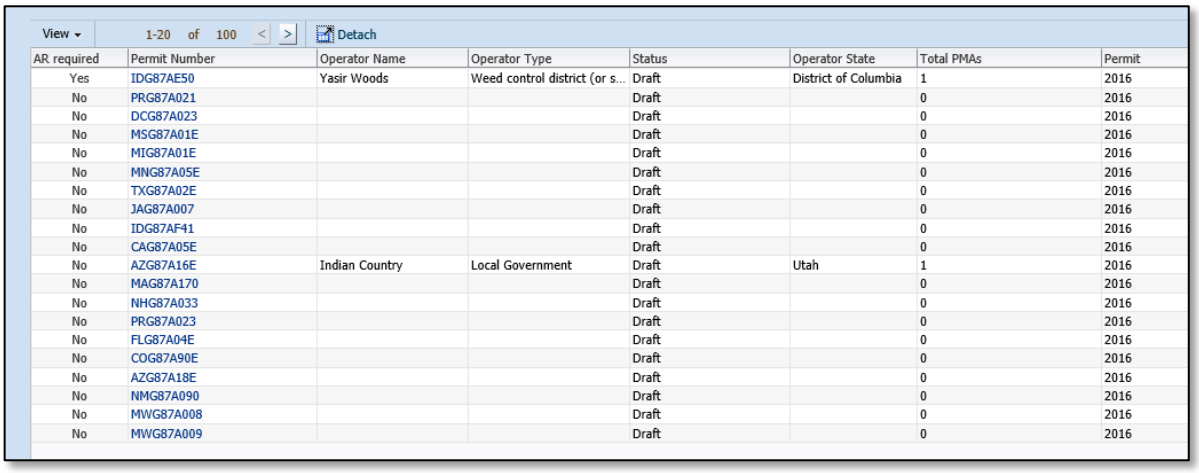
9.1.1 Once you are logged into CDX, click on **PGP** in the Role column on the MyCDX homepage. The EPA eNOI System homepage will open.

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



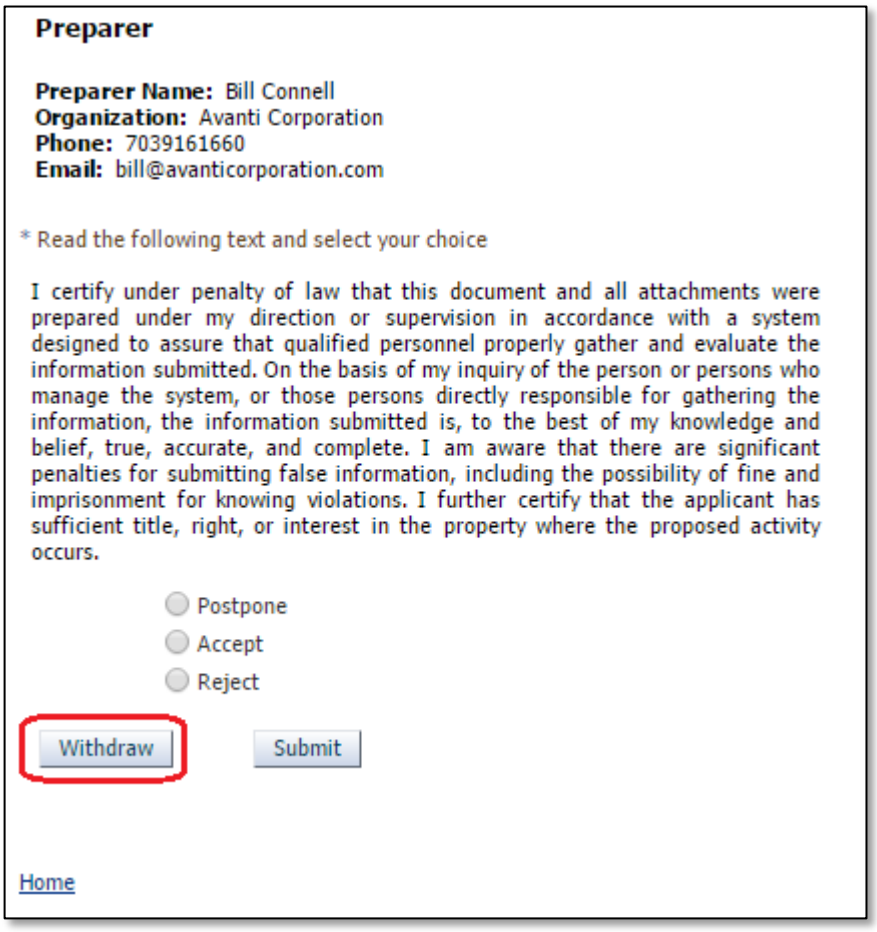
9.2 Review and Withdraw the NOI

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

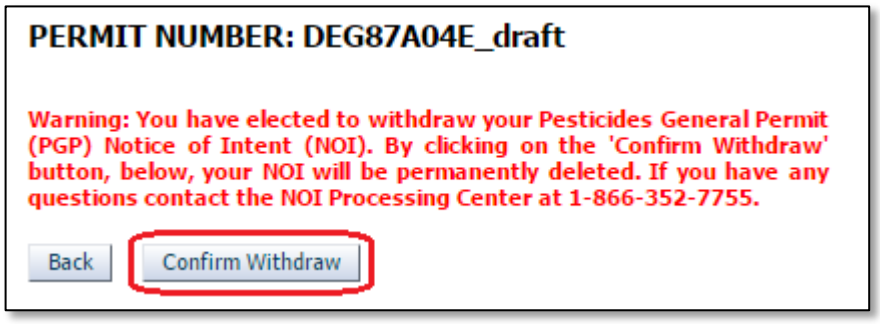


AR required	Permit Number	Operator Name	Operator Type	Status	Operator State	Total PMAs	Permit
Yes	IDG87AE50	Yasir Woods	Weed control district (or s...	Draft	District of Columbia	1	2016
No	PRG87A021			Draft		0	2016
No	DCG87A023			Draft		0	2016
No	MSG87A01E			Draft		0	2016
No	MIG87A01E			Draft		0	2016
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.



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.



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

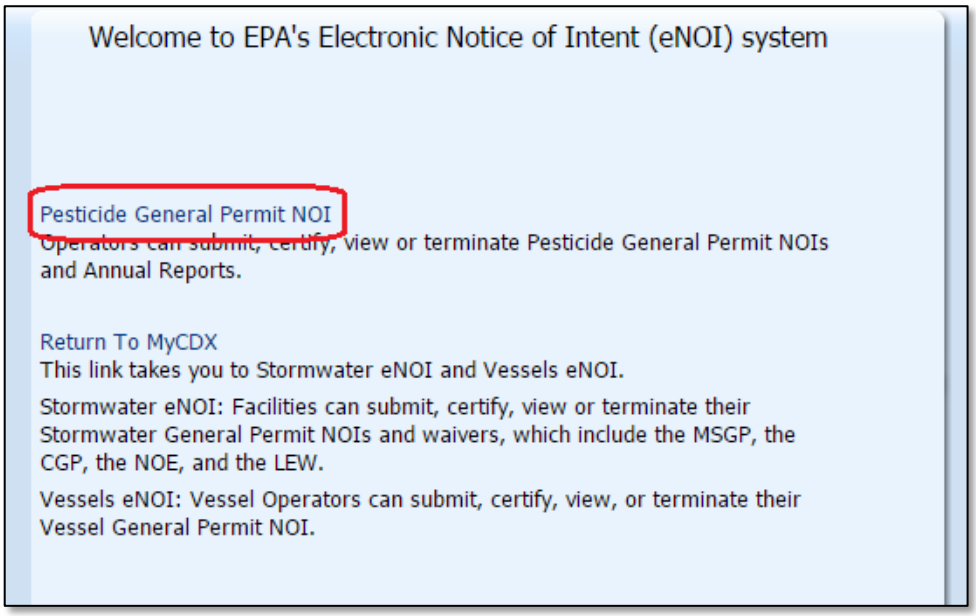
c. The Decision-maker has obtained coverage under an NPDES individual permit or an alternative NPDES general permit for all discharges required to be covered by an NPDES permit.

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.

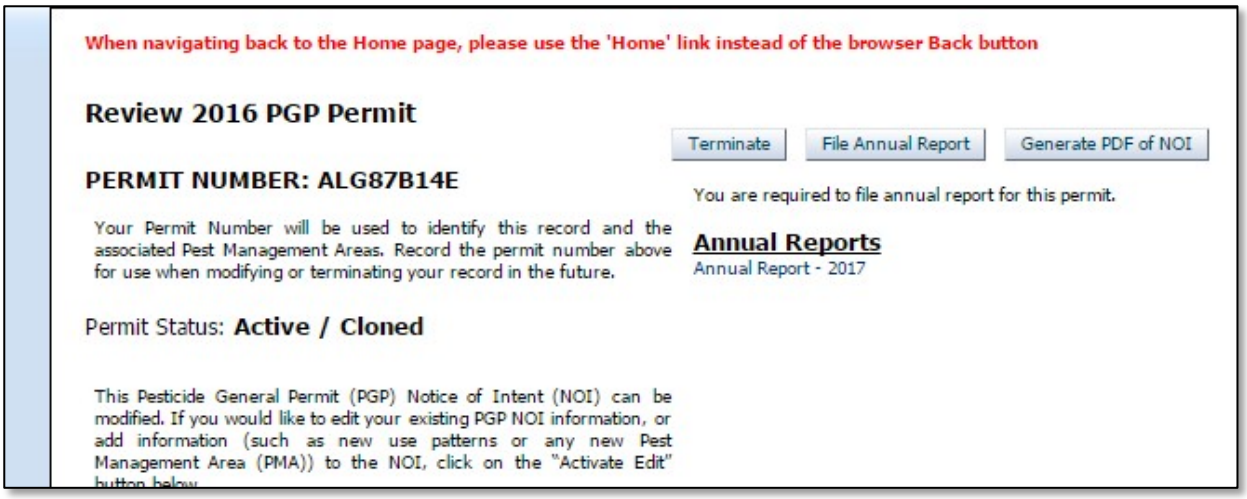
10.1.2 Click on the **Pesticide General Permit NOI** link to enter the PGP eNOI homepage.



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.

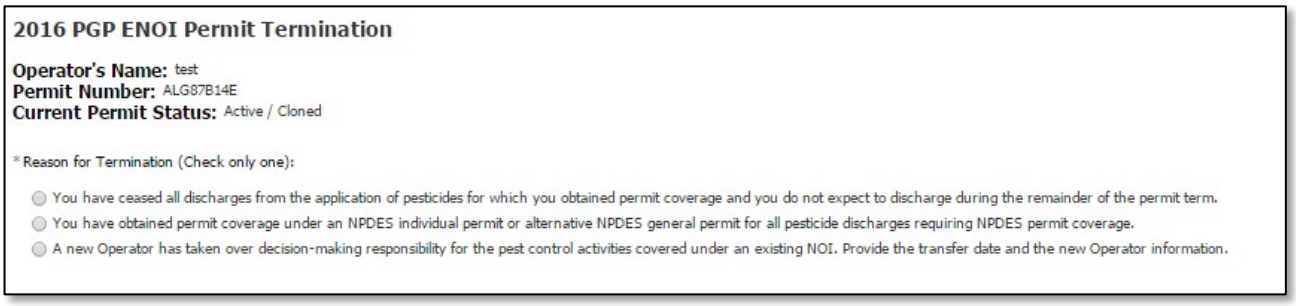
10.2.2 Click on the **Terminate** button located near the top of the page. This will open the PGP eNOI Termination Page.



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.

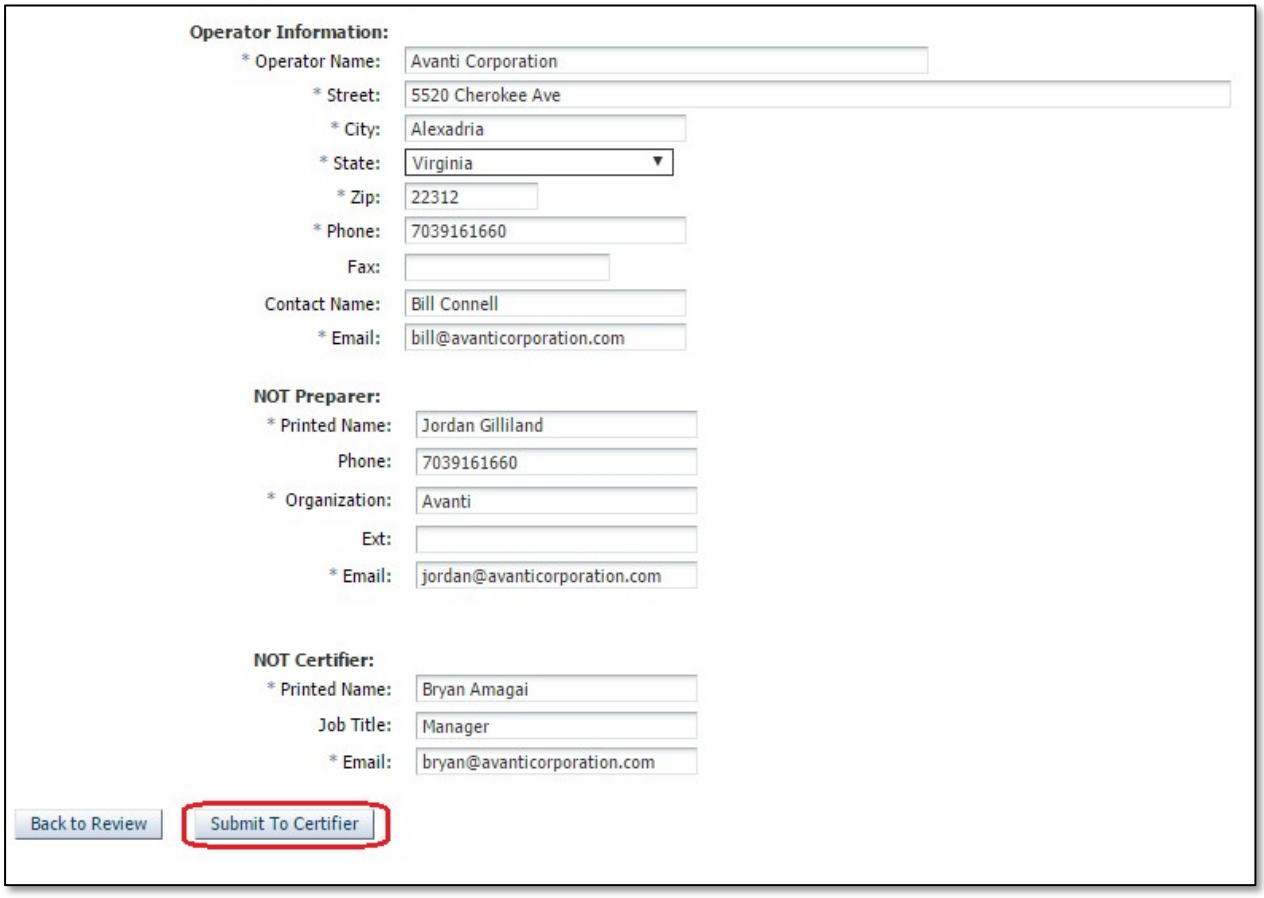


10.3.2 If applicable, fill out all fields in the 'New Operator Information' section.

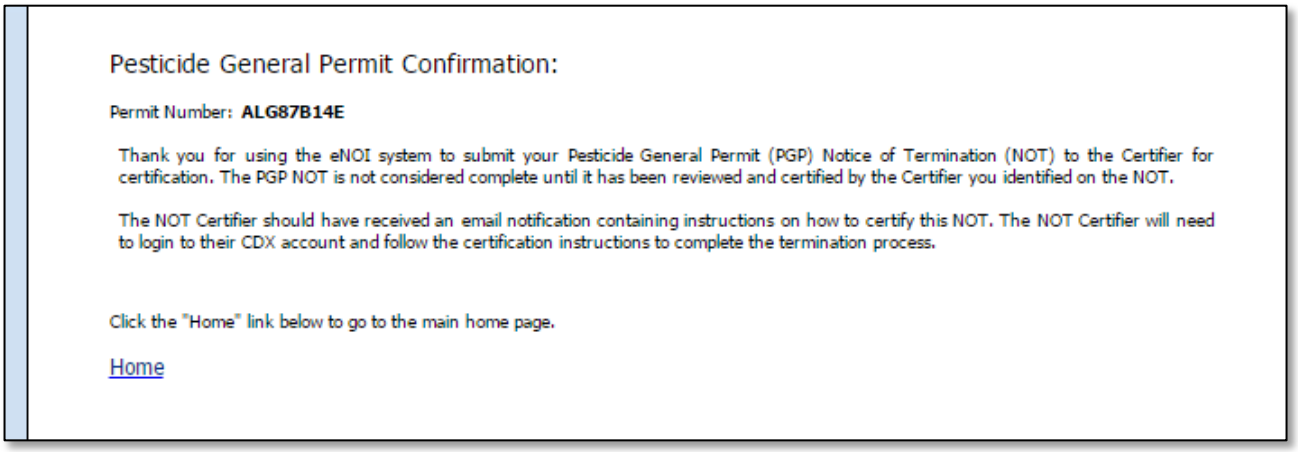
10.3.3 Enter all information relating to the NOT **Preparer**. The Preparer Information is automatically populated, but you may edit it if needed.

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.



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



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

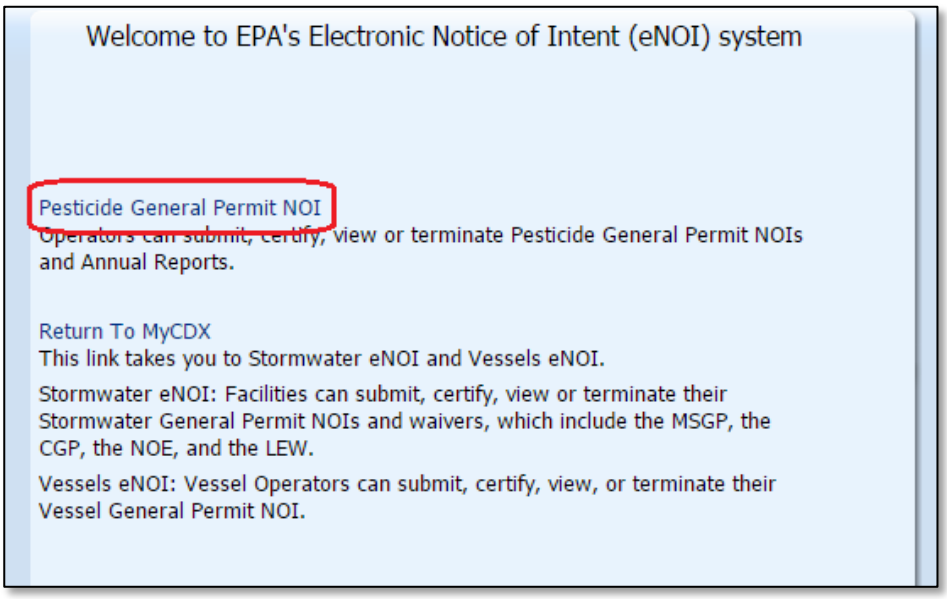
As a Certifier you will receive an email with a certification key and NOT Permit Tracking Number for review and certification. The following pages describe the process for reviewing and certifying an NOT.

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.



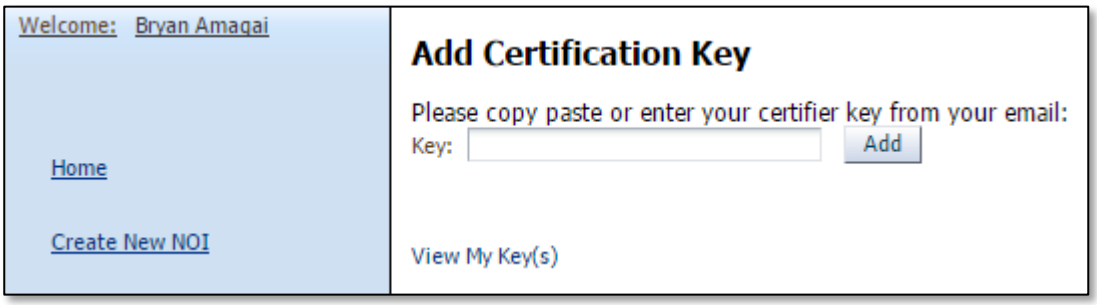
11.2 Associate the NOT with Your Account

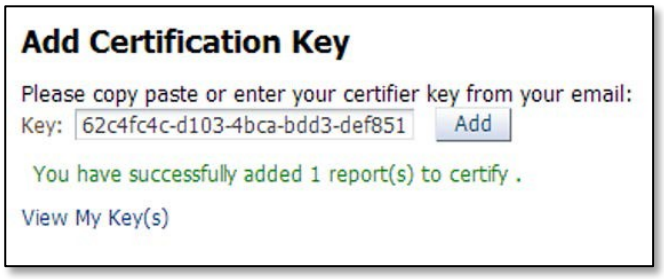
The certification key that was emailed to you will allow you to associate the corresponding NOT to your CDX account.

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.





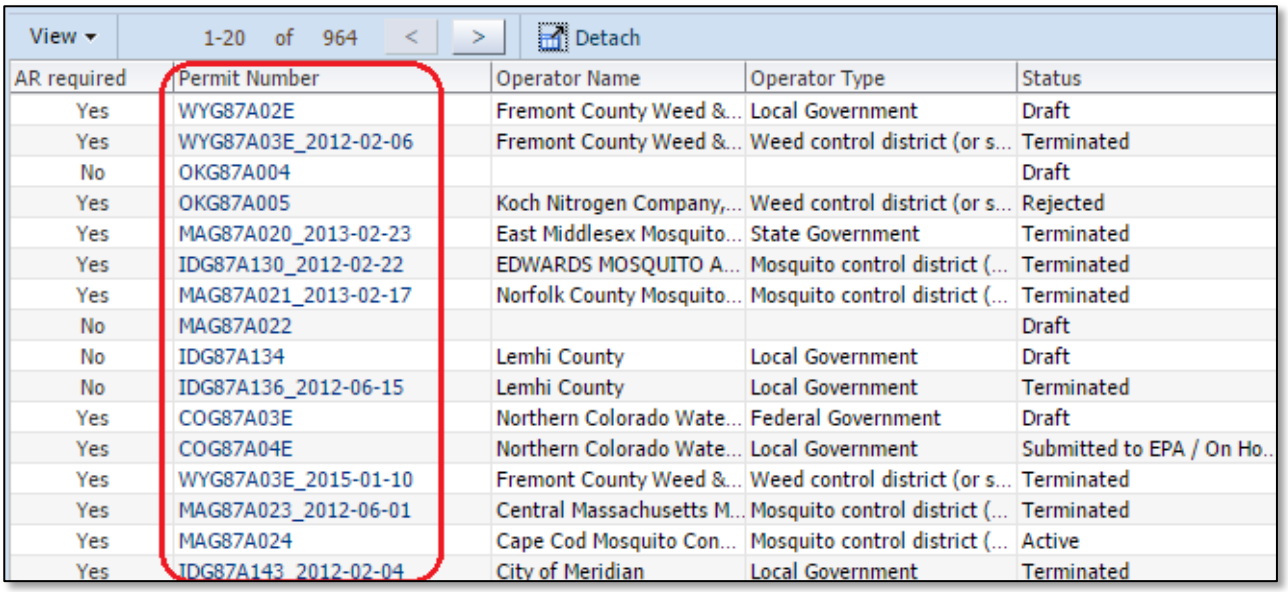
11.3 Review the NOT

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.

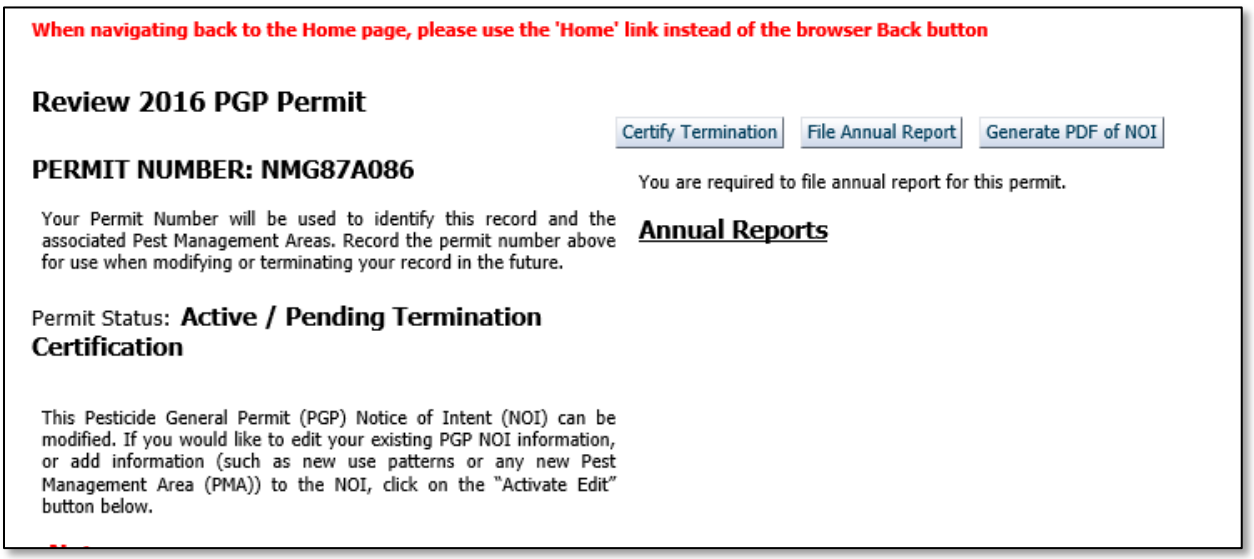
11.3.2 Click on the Permit **Tracking Number** of the NOI that you wish to certify the termination. This will direct you to the PGP NOT Review page.

11.3.3 Click on "Certify Termination" on the right hand side of the page.



View ▾ 1-20 of 964 < > Detach

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

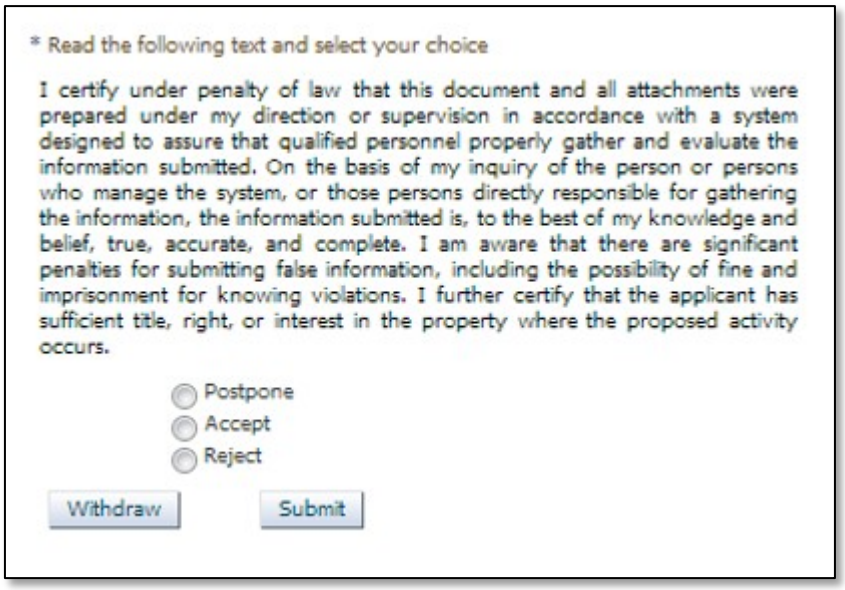
11.4.1 Review all information listed in the NOT.

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.



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.