



NeT-MS4: What to Know About the New Electronic Application System for Small MS4 Operators

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Presentation Outline

Timeline

CDX Basics

Creating a CDX Account and Accessing
Net-MS4

Resources

Timeline

August 2024

Phase II (Small) Municipal Separate Storm Sewer System (MS4) General Permit, TXR040000 Renewal

August 2024

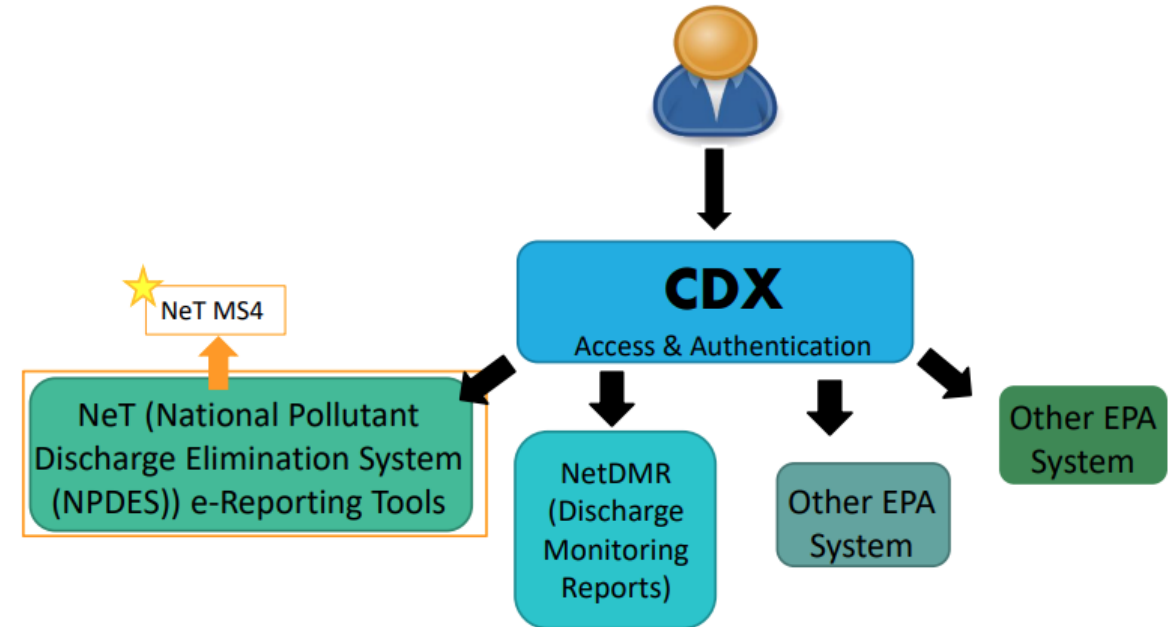
NetMS4 available to Texas small MS4s

**August 2024 –
February 2025**

Small MS4 Application submittals occur

What is CDX?

- Environmental Protection Agency (EPA) Central Data Exchange (CDX) is the EPA's electronic reporting site
- Uses "Signature Agreement" to authenticate and authorize users who 'certify' data





CDX Roles and Permissions

Roles	Description	Available Permissions in NeT
Signatory	Individual who will be signing/certifying submissions or managing facility user permissions. Signatories can also prepare forms	View, Edit, Sign, Manage
Preparer	Individual who will be viewing and editing forms. Preparers are not authorized to sign and certify forms.	View, Edit
Regulatory Authority (RA)	RA's can approve, deny, hold or remove hold for New Notice of Intent (NOI), Notice of Change (NOC), Renewal NOIs and Notice of Termination (NOT). Ras can approve permission requests. Limited to TCEQ staff.	View

Signatory Role

- MS4 Authority to Sign:
“For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official.”
30 Texas Administrative Code §305.44

Authority to Sign Confirmation

Only individuals who have the requisite legal authority to sign permit applications as described in [40 CFR § 122.22\(a\)](#) are legally authorized to sign this document. **Any permittee improperly signing a document may be subject to fines or other enforcement action under Clean Water Act, 33 U.S.C. § 1319.** By selecting the "Continue" button below, You are confirming that the user to whom you are assigning the "sign" permission is one of the following individuals described in [40 CFR § 122.22\(a\)](#):

1. **For a corporation**, a responsible corporate officer. A responsible corporate officer includes:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (ii) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. **For a partnership or sole proprietorship**, by a general partner or the proprietor, respectively.
3. **For a municipality, State, Federal, or other public agency**, either a principal executive officer or ranking elected official. A principal executive officer or a Federal Agency includes:
 - (i) The chief executive officer of the agency, or
 - (ii) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

CDX Account Sharing

- All Permittee (signature) must submit an Electronic Signature Agreement (ESA) which includes Identify Proofing.
- CDX account (password and user ID) can only be registered to one person and cannot be shared or transferred.
- Misuse of credentials for a government system is a federal offense.
 - User's account will be locked due to violation.
- If an individual is no longer associated with the MS4, they must have their account deactivated

Accessing NeT MS4 via CDX

I **do not** have a CDX
account

1

I will create a CDX account

I **do** have a CDX account
(e.g., NetDMR)

2

I will add the NeT-MS4
permission to my existing
CDX account

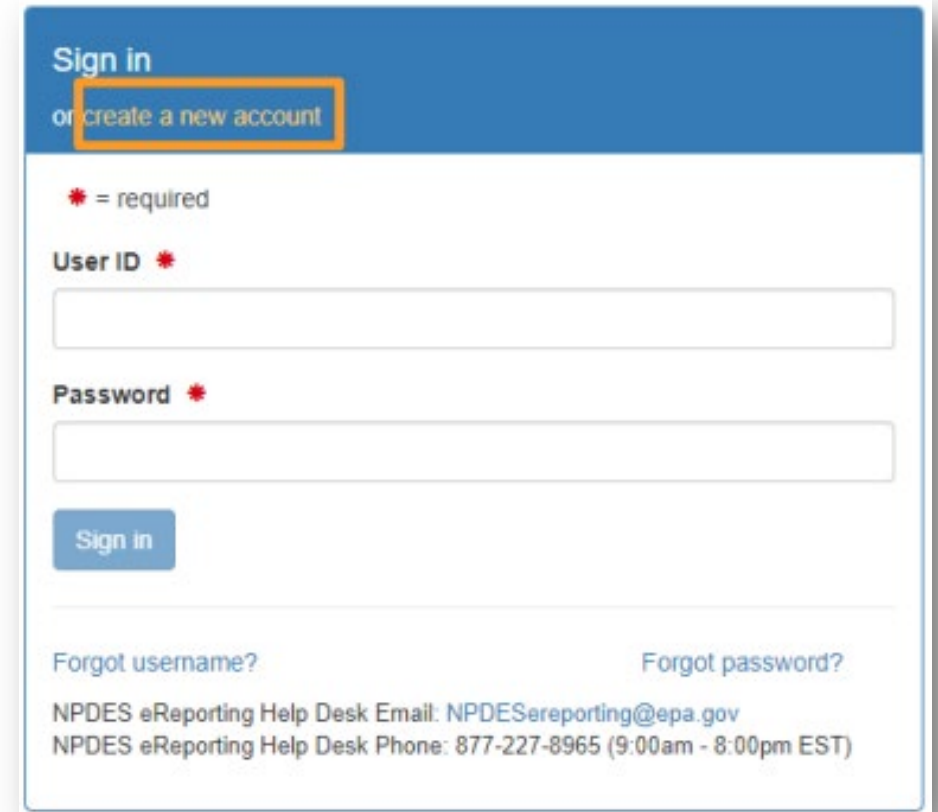
1 User Registration to Create a NeT MS4 Account

1. Navigate to NeT-MS4 Login and Registration Page:

<https://npdes-ereporting.epa.gov/net-ms4/action/login>

2. Click Create a New Account.

You should 'Bookmark' this website as it is where you will login to your account.



Sign in
or [create a new account](#)

* = required

User ID *

Password *

Sign in

[Forgot username?](#) [Forgot password?](#)

NPDES eReporting Help Desk Email: NPDESereporting@epa.gov
NPDES eReporting Help Desk Phone: 877-227-8965 (9:00am - 8:00pm EST)

On the *Create a New Account* page, select a permittee role:
Preparer or Signatory. Complete the required sections to request an account.

NeT
NPDES eReporting Tool

New Account ID Proofing Submission

Create a New Account

* = required

Select Role

Role * ⓘ

Select a role... ▼

Select a role...

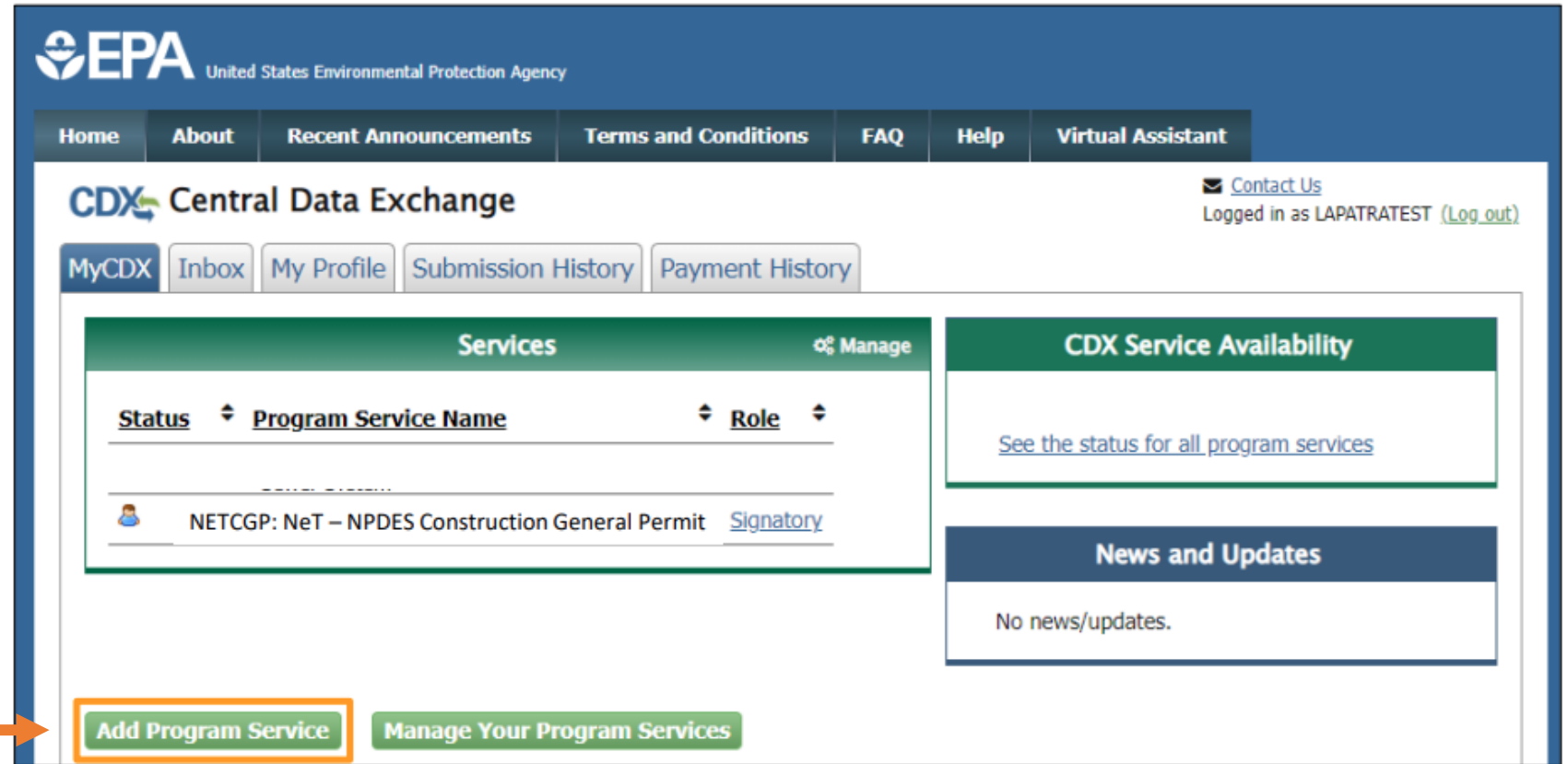
Preparer

Signatory

Cancel

2 Adding NeT MS4 Permissions


Once you've logged into your CDX Account, select **Add Program Service**



The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, Virtual Assistant) are visible. The user is logged in as LAPATRATEST. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A single entry is listed: 'NETCGP: NeT – NPDES Construction General Permit' with the role 'Signatory'. Below the table, two buttons are present: 'Add Program Service' (highlighted with an orange box and an arrow from the text on the left) and 'Manage Your Program Services'. To the right, there are sections for 'CDX Service Availability' (with a link to see status) and 'News and Updates' (showing no news).

Status	Program Service Name	Role
	NETCGP: NeT – NPDES Construction General Permit	Signatory

Search for **NeT** under Active Program Services List

 **Edit Account Profile**

[Contact Us](#)
Logged in as LAPATRATEST ([Log out](#))

1. Program Service

2. Role Access

3. Organization Information

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

Active Program Services List

NeT

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (11)

NetDMR: Network Discharge Monitoring Report (60)

Cancel

Select **NETMS4** from the NeT list

1. Program Service

2. Role Access

3. Organization Information

Registration Information

Program Service Category

NeT

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

Active Program Services List

Enter search criteria

NETAQUA: NeT - Aquaculture General Permit

NETBIO: NeT - Biosolids Annual Program Report

NETCGP: NeT - NPDES Stormwater Construction General Permit


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

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

NETMS4: NeT - NPDES Municipal Separate Storm Sewer System



Select your **Role** (Preparer or Signatory)

 **Edit Account Profile**

[Contact Us](#)
Logged in as LAPATRATEST ([Log out](#))

1. Program Service ✓

2. Role Access

3. Organization Information

Registration Information

Program Service	NeT - NPDES Municipal Separate Storm Sewer System
Role	Not selected

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


Select Role

Request Role Access

▼

Preparer



Signatory

 **EPA** United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
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[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#)

Services Manage		
<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>
	NETCGP: NeT – NPDES Construction General Permit	Signatory
	NETMS4: NeT - NPDES Municipal Separate Storm Sewer System	Signatory

[See the status for all program services](#)

News and Updates

*Continue providing your information in the remaining sections for the Access Request.
Once complete, **NETMS4** will appear under Active Program Services*

NeT MS4 System Features

15-minute time out

- 15 minutes of inactivity will log the user out
- Make sure to save or press 'Next' every 15 minutes to avoid losing work

Related Questions

- For some questions, depending on the answer provided, additional questions will appear

You will be prompted to change your CDX password every 90 days.

EPA Resources

EPA NeT Support Portal:

https://usepa.servicenowservices.com/oeca_icis?id=net_homepage

- Service Request Form:
https://usepa.servicenowservices.com/oeca_icis?id=oeca_csm_get_help_1&sys_id=dcf6a9b51b0378104614ddb6bc4bcb34
- User Support
 - NPDESeReporting@epa.gov, 877-227-8965

CDX Assistance

- Forgot CDX Password: <https://cdx.epa.gov/PasswordReset/GetResetCode>
- Forgot CDX User ID: <https://cdx.epa.gov/AccountRecovery/ForgotUserId>
- CDX Help Desk
 - helpdesk@epacdx.net, 888-890-1995

TCEQ Resources

Updates on the Renewal General Permit available on the TCEQ webpages:

- https://www.tceq.texas.gov/permitting/stormwater/ms4/WQ_ms4_small_TXRO4.html
- Application Availability and Deadline Announcements will be posted on the same webpage

Small Business and Local Government Assistance:

<https://www.tceq.texas.gov/assistance/water/index.html>

Upcoming Training

Training Webinar will be scheduled soon for a more detailed overview of using the NeTMS4 system for Texas permittees

- Announcement of the training will be made available:
 - On TCEQ webpages:
 - https://www.tceq.texas.gov/permitting/stormwater/ms4/WQ_ms4_small_TXR_O4.html
 - Through *The Advocate* Newsletter, sign up here:
 - <https://www.tceq.texas.gov/assistance/resources/the-advocate-1>

Stormwater Team Contacts

Stormwater Team



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Stormwater Processing Center (SWPC)



512-239-3700



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