



## **QUESTIONS & ANSWERS**

**For**

**eNOI**

**FOR**

**SPDES GENERAL PERMIT FOR STORMWATER DISCHARGES ASSOCIATED WITH  
CONSTRUCTION ACTIVITY**

**GP-0-10-001**

**September 2014  
VERSION 2.0**

**Should we set up a company business account if there are more than one person who may be working on submitting NOI's?**

At this time, Personal Accounts are recommended. Users may create a Personal Account using their business email address.

**Has the system been beta tested?**

The NYSDEC eForm system was tested by both by DEC employees and external users. As this is a new system, additional bugs may be found and fixed.

**Many private firms have a secure FTP site. This allows sharing of work with the client/owner. Could the client/owner who signs the NOI just electronically sign the forms on the FTP site and not bother with getting on the NYSDEC site to register?**

In order to be complete, the eNOI must include a completed and signed Owner/Operator Certification Form. This form can be downloaded directly from the eNOI or from the construction stormwater webpage under Forms: <http://www.dec.ny.gov/chemical/43133.html>.

The eNOI preparer must have the Owner/Operator complete and sign this form and then return it to them for uploading to the eNOI.

**Can we print NOI before it is submitted?**

Yes. By clicking on the "View" icon on the Submission History page, users can print, download, copy, open in a new window and manage access to eNOIs that have not been submitted as well as perform post-submission actions.

**Do you have to print and sign preparer certification form each time or can we use the same signed form for multiple projects?**

The SWPPP preparer certification certifies that a SWPPP has been developed for the specific project and has been prepared in accordance with the terms and conditions of GP-0-10-001. This requires a separate certification for each project.

**Will NOT's be included as well in the future?**

The Department intends to continue to work to improve and expand the capabilities of the electronic reporting system. Eventually, once EPA finalizes the eReporting Rule, all submissions will need to be submitted electronically.

**Does the eNOI allow for attachment of the MS4 SWPPP Acceptance form?**

Yes. The eNOI will allow you to upload a scanned version of the completed & signed MS4 SWPPP Acceptance form.

**How does the MS4 Acceptance Form get processed/handled?**

If the project is subject to the requirements of a regulated, traditional land use control MS4, a completed MS4 Acceptance Form that has been signed by the principal executive officer or ranking elected official from the regulated, traditional land use control MS4. The eNOI will allow you to upload a scanned version of the completed and signed certification. The Department will review the submission and confirm that projects within regulated MS4 areas

have provided the necessary certification. If they have not, the owner/operator and NOI preparer will be notified that the submission is incomplete. Authorization to commence construction will not be issued until the Department receives a complete NOI.

**Is there room for additional comments if clarification is needed for example, on a linear project the long-lat may be central to the project etc.**

Question 39 located in the Post Construction Criteria Section may be used to provide additional comments, explain deviations or provide additional information on the project.

**I believe that I saw one of the steps of submission was payment. Is there fees for filing and if so how much will they be?**

No. There are no fees for submitting the NOI. Projects will continue to be billed separately for the initial authorization and annual fees.

### **OWNER/OPERATOR SIGNATURE**

**Is there any other way to get the owner/operator to approve other than through the website?**

All NOIs must include a signed Owner/Operator Certification form and certified by the owner/operator. In order to submit the eNOI, a signed, scanned copy of the Owner/Operator Certification form must be uploaded and attached to the electronic submission.

For the time being, the Department will continue to accept paper NOIs with the owner/operator signature.

**How is the preparer protected from edits that could be edited by the owner?**

Only the preparer, and individuals with whom the preparer shares the eNOI submission, are able to view or edit the information. The owner will not be able to see the online submission unless the preparer shares it with the owner.

### **POST SUBMISSION PROCESS**

**Does the 5 day review period start as soon as it is submitted?**

No. The Construction General Permit sets the time frame for coverage from the date the Department receives a **complete** NOI. The Department will review the submission and either notify you that additional information is needed or deem it complete. NOIs that are deemed complete will be issued an NOI Acknowledgement letter that provides the permit number and date that coverage will begin. You cannot begin construction until you have received and complied with the conditions of your letter of acknowledgement.

**Once you accept the NOI, will you continue to issue the permit number by letter? Or will it be done electronically?**

Initially, the Department will continue to mail a hard copy of the NOI Acknowledgment Letter to the owner/operator. Eventually, as the system is improved, it is expected that notifications will be electronic.

**If the NOI is deemed incomplete, how will you notify the owner and/or preparer?** E-mails will be sent to the preparer advising that the NOI is incomplete and the information that needs to be submitted.

### **ADDITIONAL INFORMATION/RESOURCES**

**When will the slides be available on the website?**

The slides have been posted on the NYSDEC website, at:  
[http://www.dec.ny.gov/docs/water\\_pdf/constnoiguide2014.pdf](http://www.dec.ny.gov/docs/water_pdf/constnoiguide2014.pdf).

**Will we be able to download the recording of this webinar?**

The webinar was not recorded.