NYSDEC’s Electronic Notice of Intent (eNOI) for the SPDES Multi-Sector General Permit GP-0-17-004
Getting Started

• Create an account on the NY.Gov website (https://my.ny.gov/)

• Once your account is created, go to the NYSDEC eBusiness Forms Portal webpage: http://www.dec.ny.gov/pubs/95925.html
Creating An Account on NY.GOV Website

• Go to https://my.ny.gov/
• Click on “Sign In” if you have an existing account.
• For new users, click on “Don’t have an Account?”
Don’t have an Account?

• Click on Personal
Sign Up for a Personal NY.gov ID

- Read instructions, then click “Sign Up for a Personal NY.gov ID”
Step 1 - Self Registration

• Complete required fields and then click “Create Account”
Step 2 – Confirm Information

- Confirm information is correct then click “Continue”
Step 3 – E-mail Activation Notice

• Check your e-mail for activation notice from NY.govID. If received, click “Finish” and close browser window.
Security Questions and Password

- Go to activation e-mail from NY.govID and click on the “Click Here” link or copy and paste URL provided.
- Answer security questions and then click “Continue”
Notification of Security Question Completion

- Click “Continue”
Set New Password

• Set and confirm new password then click “Set Password”
Setting of Password Completion

- Click “Continue”
Activation of NY.govID Complete

• Go to NYSDEC eBusiness Forms Portal: http://www.dec.ny.gov/pubs/95925.html
Submission of the Notice of Intent

eNOI vs. Paper NOI
The questions on the eNOI are generally the same as on the current version of the paper NOI.

One, **not both**, is required to apply for coverage under the SPDES Multi-Sector General Permit.

Prior to December 20, 2020, the *owner or operator* may elect to submit the Notice of Intent by mailing a paper form to the address below or by using the *Department's* online NOI.

Beginning December 21, 2020 and in accordance with the EPA's *NPDES* Electronic Reporting Rule, the *owner or operator* must submit the NOI electronically using the *Department's* online NOI.
Finding the eNOI

There are two methods for finding the form you need to complete

**Select an Organization**
1. Click on the Select Organization button.
2. Mouse over the organization list and click on Division of Water (DOW).
3. After selecting DOW, the details for the division will be displayed as well as all forms related to DOW.
4. Choose the desired form.

**Form Finder**
The Form Finder tool allows you to search for a specific keyword, e.g., NOI, MSGP, stormwater. Then choose the desired form.
Finding the eNOI
Opening the eNOI

Once the appropriate form has been selected, the main page will appear, displaying information about the form, links to frequently asked questions, contact information, and, in the top left of the page, a button to submit the form online.
Opening the eNOI

1. Be sure to make a note of your Submission ID #. This is the only way DEC can track your submission. If any changes are made to the data after the form is first submitted, the Submission ID # will remain the same.

2. Please Note: The reason for submission will always default to “new”. This cannot be changed by the preparer.

3. Click “Next Step” to continue to the form data entry pages.
Data Entry

You now have entered into a new, blank form for data entry.

Form Sections:
The eForm has multiple sections which are listed on the left side of the page.

Each section will be preceded by a colored icon that indicates its status:
- Yellow - This section has not been viewed
- Red - All required data has not been entered in this section.
- Green - This section has been visited, and all required data has been entered.

Data Entry Fields:
These are the questions that are to be answered, as directed. The red asterisk indicates fields that are required to be completed for the eNOI submission process.

Instructions for completing the specific questions in the NOI can be found on the Departments website: http://www.dec.ny.gov/chemical/9009.html
Form Navigation

1. Previous/Next Section navigates the form sections. All sections must be viewed prior to form submission.

2. Previous/Next Step moves the user through the steps for completing and submitting the form.

3. Save for Later can be used to save your data entries, leave the eForm, and return at a later time to complete the form. Each submission can be saved at any time during the data entry stage to be continued or completed later.
Choosing Multiple Selections
To choose multiple selections in a field, control + click on each selection.
Facility Location (Lat/Long)

There are three methods for getting the geographic coordinates for your Facility:

1. Directly enter the Latitude/Longitude Coordinates. **Note: Enter coordinates in decimal degrees, not UTM.**

2. The "Find Me" button will provide the lat/long for the person filling out this form. Then pan the map to the correct location and click the map to place a marker and obtain the XY coordinates.

3. Navigate to the project location on the map and click to place a marker and obtain the XY coordinates.
Operator Certification and Signature

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by NYSDEC staff until you actually submit the form in the 'Certify & Submit' step. A red asterisk denotes a required field.

Form Sections

- Operator Identification
- Pesticide Discharge Identification
- Operator Certification

Pesticide Notice of Intent

version 1.6

(Submission #. 27C-T4FS-KCTN, revision 1)

Operator Certification

The Certification of the Operator that signifies awareness, understanding and agreement with the permit conditions and penalties for providing false information or non-compliance with the terms and conditions of the Pesticide General Permit (PGP).

Download certification form, complete it, and attach

Certification Form

Attach completed certification form

Please be aware that files exceeding 10 MB in size are not recommended

Comment:
In order to submit a complete Notice of Intent, the Owner/Operator must download, sign, scan, and upload the certification form.

First, download the form.

Second, browse to upload the signed form.
There is a review step immediately following data entry, providing the user a chance to review the information that was entered prior to certifying and submitting the form. All of the form questions and answers will be displayed on this screen.
Certify and Submit Form

The final step is to read the certification statement and submit the form. Clicking the submit button is deemed the equivalent of signing a paper copy of the form.

The Owner/Operator should read certification and click on Submit Form. This will forward their eNOI to the Department for review and processing.
Submission Confirmation

Your form has been submitted to NYSDEC. The information pertaining to this submission is available on the right. You can always review this information later by clicking on the Submission History link in the header of the system.

Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004

version 1.1

(Submission #: 2WJ-RVR3-4D0Q, revision 1)

You have successfully submitted your form.

| Submission #: 2WJ-RVR3-4D0Q | Amount Paid: $0.00 | Payment Status: None | Submitted: 1/22/2018 4:22 PM |

You can track the processing of your form on your submission history page or by viewing the details of the form.
Email Response on Successful eNOI Submission

From: ebusiness Portal Notification <ebusresp@gw.dec.state.ny.us>
To: Lamb-LaFay, Carol
Subject: Form Submission

Hello Carol Lamb-LaFay,

You have successfully submitted your NOI for coverage under Stormwater General Permit for Construction Activity.

Your reference number for this submission is 1WE-GY6G-RV08. At any time, you can review the status of this submission by logging into the e-Permitting system and clicking on the History link at the top of the form. From this form, you can also review the details of this submission.

Please note that some forms will not be reviewed or processed by NYSDEC staff until all required processing fees are received by NYSDEC.

Thank you,

New York State Department of Environmental Conservation
NYSDEC eBusiness Portal
ebusresp@gw.dec.state.ny.us
Using Submission History

1. To find a form that has previously been submitted or saved for later completion at a later date, the user should select the menu choice “History”.

2. Shows the forms that the current user has access to in submission history. This includes: submitted forms; forms that have been started, but not submitted; forms completed by another person and assigned to the current user.

3. Each entry in the History table is given a default Submission Name. This name can be edited in order to provide a more meaningful name to the submission. To rename the submission, simply click on the Submission Name of the form you want to rename and enter the new name.
Using Submission History

4. There are three possible actions that can be performed to an existing form from the Submission History page before it is submitted:

   View – can always be performed, regardless of the form status. This displays all of the form questions and responses, but does not allow data to be modified. In the View Form mode, users can also print or download the submission.

   Edit – Forms can only be edited before they are submitted. This is not to be confused with revising a submission, which will be covered later in this document. This command is used to continue working on a saved form. Data already entered in the form can also be changed or deleted.

   Delete – Forms can only be deleted before they are submitted. Once submitted, a form’s data becomes a permanent record. Once deleted, recovery of the Form is not possible.
Manage Access to Submission

Clicking this button will notify the Owner/Operator that the eNOI has been completed by their preparer.

If more than one person will contribute to the completion of the eNOI, then each person will need to have their own User ID. In order to share a submission, click on Manage Access to Submission.

NOTE: Every user the submission is shared with will be able to submit the form.
To authorize additional users, the eNOI preparer must:
1. Enter the additional user’s email address;
2. Check the box “Can Manage Access to Submission?”; and,
3. click Add.

This will send an email to the user from the eBusiness Portal notifying them that an eNOI is complete and ready for their review and submission.
Dear Carol Lamb-LaFay,

You have been invited to work on Submission #1W9-G51D-QVBR (Erik’s NOI submission #1) in NYSDEC’s electronic permitting system. To access the submission: sign in, locate the submission in your Submission History list, and click the edit button to begin work.

Thank you,

New York State Department of Environmental Conservation
NYSDEC eBusiness Portal
ebusresp@gw.dec.state.ny.us
Post-Submission Actions

Once a completed form has been submitted, its data is encrypted and stored in a secure system. The submission can no longer be deleted. There are several additional actions that users can perform after the form submission.

1. **Revise Submission** – Each submission has a revision number, which starts at 1 for the initial version. If changes need to be made to the submitted form, the "Revise Submission" button is clicked and a new revision of the form becomes active and the user is able to change any information within it. Each new revision must be submitted when complete, and the new data will replace that of earlier revisions.

2. **Add Submission Note** – A note may be added to the submission.

3. **View Submission Details** – This will bring the user to a screen that shows details of the submission of each version of the eNOI. Processing History, status and attachments associated with each submitted version can be viewed.

4. **Print Submission** – A copy of the submitted form can be printed.
Post-Submission Actions

Once a completed form has been submitted, its data is encrypted and stored in a secure system. The submission can no longer be deleted. There are several additional actions that users can perform after the form submission.

5. **Download Submission** – The submitted form can be downloaded in PDF format and saved.

6. **Copy as New** – A previously submitted form can be copied and used as a template for a new submission. This will create a copy of the form with all of the data and a new, unique submission ID. This new copy can be modified and used as a new submission, and can be particularly useful when submitting a report on a regular basis (e.g. Annual Certification Reports).

7. **Open In New Window** – Opens a second copy of the form in a new window. Useful when you want to compare two copies of a submission.

8. **Manage Access to Submission** – Clicking this button will notify the Owner/Operator that the eNOI has been completed by their preparer.
Questions/Assistance

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