This document is designed to guide you through the process of submitting your electronic Notice of Intent (eNOI) for compliance with Pesticide General Permit (PGP) coverage using the EPA’s Central Data Exchange (CDX). If you have questions about whether or not you are required to submit the NOI, or other questions relating to any part of the NOI PGP process, visit EPA’s website for the PGP at www.epa.gov/npdes/pesticides. Also, an online interactive tool is available to help pesticide operators determine if their eligibility and requirements under the PGP; please visit: http://cfpub.epa.gov/npdes/pesticides/prtool.cfm

The best place to find information about the permit is the NPDES page of the EPA Web site: National Pollutant Discharge Elimination System (NPDES)

A troubleshooting section appears at the end of this application to help you.

You will need a CDX account to access the eNOI PGP system. Access CDX here: www.cdx.epa.gov
The Ten Steps of Submitting an NOI through the eNOI System:

1. **Relevant Terms and Acronyms**

   1. **System Requirements/Browser Settings**: Adjust settings on compatible Internet Browsers to enable the eNOI submission system to operate correctly.

   2. **Registration**: Warning Notice, CDX Terms and Conditions, CDX User Information, Organization Information, Identify appropriate program for your organization, add program ID, Edit Account Profiles.

   3. **My CDX**: Log in to your Central Data Exchange (CDX) Account: Enter user information and all requested PGP NOI data.

   4. **PGP NOI Interview**: Answer questions in online PGP NOI Interview.

   5. **Pest Management Area Page**: Complete all required areas including Map Area Image Upload.

   6. **Complete Endangered Species Protection Questionnaire**

   7. **Complete Certifier Information**

   8. **Complete Review and Editing sections**

   9. **Certify, Publish/Send with Certification Key**

   10. **Questions and Troubleshooting**

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**Relevant Terms and Acronyms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner/Operator/Applicator</strong></td>
<td></td>
<td>Any entity associated with the application of pesticides which results in a discharge to Waters of the United States that meets either of the criteria: (i) any entity who performs the application of a pesticide or who has day-to-day control of the application (ii) any entity with control over the decision to perform pesticide applications including the ability to modify those decisions</td>
</tr>
<tr>
<td><strong>Submitter/Preparer/Registrant</strong></td>
<td></td>
<td>The individual preparing the NOI. This may be the certifier or an individual the certifier designates to prepare the NOI application</td>
</tr>
<tr>
<td><strong>Certifier</strong></td>
<td></td>
<td>The entity authorized to certify the PGP NOI, see Appendix B, Signatory Requirements, for certifier criteria</td>
</tr>
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<td>Term</td>
<td>Acronym</td>
<td>Definition</td>
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<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Pesticide General Permit</td>
<td>PGP</td>
<td>General permit available for decision-makers who will apply pesticides over waters of the U.S. in areas where EPA is the permitting authority.</td>
</tr>
<tr>
<td>Electronic Notice of Intent</td>
<td>eNOI</td>
<td>Electronic application system used by the applicants applying for permit coverage under EPA’s PGP</td>
</tr>
<tr>
<td>Central Data Exchange</td>
<td>CDX</td>
<td>Point of entry on the Environmental Information Exchange Network (Exchange Network) for environmental data exchanges to the Agency. A CDX account is required to access the eNOI</td>
</tr>
<tr>
<td>Pest Management Area</td>
<td>PMA</td>
<td>The area of land, including any water, for which an Operator has responsibility and is authorized to conduct pest management activities as covered by this permit (e.g., for an Operator who is a mosquito control district, the pest management area is the total area of the district)</td>
</tr>
<tr>
<td>Employer Identification Number</td>
<td>EIN</td>
<td>9 digit tax identification number assigned by the Internal Revenue Service (IRS)</td>
</tr>
<tr>
<td>National Marine Fisheries Service</td>
<td>NMFS</td>
<td>U.S. federal agency responsible for the stewardship of the U.S. living marine resources and their habitat</td>
</tr>
<tr>
<td>Endangered Species Act</td>
<td>ESA</td>
<td>An act that provides for the conservation and protection of ecosystems and the threatened and endangered species which are parts of the ecosystems</td>
</tr>
<tr>
<td>Clean Water Act</td>
<td>CWA</td>
<td>Establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters</td>
</tr>
<tr>
<td>Program ID</td>
<td>Two-letter state abbreviation</td>
<td></td>
</tr>
</tbody>
</table>
1. System Requirements/Browser Settings

Two Internet browser settings are required for the eNOI submission to work properly on your supported browser: TLS 1.0 and native XMLHTTP support. These steps may vary according to your browser version.

- **Internet Explorer** – Go to Tools > Internet Options > Advanced > Enable native XMLHTTP support (see last slide for screenshot)

- **Google Chrome** (only need to select TLS 1.0 for this browser) – Go to Tools (picture located at upper right hand corner) > Options > Under the Hood > Network (Change Proxy Settings) > Advanced > Use TLS 1.0

- **Mozilla Firefox** (only need to select TLS 1.0 for this browser) – Go to Tools > Options > Advanced > Encryption

Enter MyCDX at
http://epacdx.net/epa_home.asp

- Click ‘Register with CDX’ if you do not have a CDX account.
2.1 Registration: Privacy Statement

- If you click ‘Log in to CDX’ and then click Registration, then you will see the Privacy Statement. Click ‘Click here to continue’ to continue to terms and conditions.
- If you click ‘Register with CDX’ you will be directed to the Terms and Conditions page.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange (CDX) site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law, EPA does not sell or otherwise transfer personal information to an outside third party. [Policy of Privacy: March 18, 2002 (Action 07, Revision 52)](https://www.epa.gov/)

Last updated on September 15, 2011.

URL: [https://www.epa.gov/](https://www.epa.gov/)

2.2 Registration: Terms & Conditions

- Accept the terms and conditions to continue registration.
2.3 Registration: Provide Your User Information

- After you provide your User Information, click Next.

2.3 Registration: Provide Your Organization Information

- After you add all your organization information, click Next.
2.4 Registration: Choose Electronic Notice of Intent (eNOI) and click Add

```
Add Program

☐ Acquiescence Clarification Request System (ACRES)
☐ Aircraft Registration and Compliance System (ARCS)
☐ Submissions for Chemical Status and Presence Programs (CSSP)
☐ Environmental Appeals Board (EAB)
☐ Aviation Police Officer Database (APOD)
☐ Emissions Notice of Intent (eNOI)
☐ Facility Regulation System - Vessel Data Portal (FRS-VDP)
☐ Great Lakes Environmental Database Query System (GLENDB)
☐ EPA Onboarding Application (EOA)
☐ Exchange Network Grant Environmental Reporting Forms (GERF)
☐ Local Hazardous Waste Program (LHA)
☐ deed forms Validation Tools Application (EVT)
☐ LT3, LT2, Stage C, and RDE Package Entry (LTE)
☐ National/Emergency Environmental Event System (NEEES)
☐ Clean Air Act Title II Submissions (CAA2)
☐ Office of Transportation Air Quality and FUEL Program (OTAQFUEL)
☐ Office of Transportation and Air Quality, BPA Monitoring and Transaction System (OTAQ-MTS)
☐ Office of Transportation and Air Quality, Task Registration (OTAQ-TREG)
☐ Cellulose Extract Waste Credit Facility Application (CEWCA)
```

2.5 Registration: Add Program ID

- Enter two-letter state abbreviation (i.e., ID, NM) in the Program ID text box and click Add.

```
Add Program ID

The red asterisk (*) indicates a required field.

Fields marked "*" are required and may not be left blank or incomplete.

  Role:

  Program ID Type: [FSR, PRC]  
  Facility ID: *  
  Submission Method: [Text, SDF, Collector]  

  [Search BPA Facilities]  

FINISHED
```
2.6 Registration: Program ID

- You may search for the Program ID within the EPA facilities files.

2.7 Registration: You will return to the Edit Current Account Profiles Page. Click the MyCDX link.
2.8 Registration: My CDX: Click on eNOI listed under Available Account Profiles.

If you have logged out, you may log back in using the CDX account you have just created.
3.1 Log in to your CDX account.

3.2 My CDX: Enter your User Information and Click Log in.
3.3 MyCDX: Click eNOI: PGP

3.3.1 If there is no eNOI: PGP option...

3.3.2 My CDX: Adding a new role for PGP NOI

- 2. Select List Roles opposite the eNOI Program Status option.

3.3.3 My CDX: Adding a new role for PGP Application (Cont.)

- 3. Choose Add New eNOI Role / Program ID
3.4 My CDX: Adding a new role for PGP Application (Cont.)

- Select PGP for Program ID Type and provide the information for role, Program ID, and Submission Method. Click Add.
- After you click Add, eNOI: PGP should now appear on the MyCDX homepage under Available Account Profiles.
- You will click eNOI: PGP on the MyCDX page to proceed.

4.1 Choose Pesticide General Permit (PGP) Notice of Intent (NOI).

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

Pesticide General Permit NOI
Pesticides Applicants can submit, certify, view or terminate Pesticide General Permit NOIs and Reporting Data.

Return To MyCDX
The link takes you to Stormwater eNOI and Vessel eNOI.
Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CDP, the NCE, and the LEP.
Vessel eNOI: Vessel Operators can submit, certify, view, or terminate their Vessel General Permit NOIs.
4.2 You will proceed to the Landing Page for the PGP’s NOIs where you can select permits for which you will certify, edit, or load NOIs.

- If you have already entered information for an NOI under the PGP, you may search for it by providing the Permit Number OR the Operator Name, EIN, and Operator Status.
- If you have not entered any information previously, click Start PGP NOI.

4.3 You may start a PGP NOI by clicking either option.
4.4 Answer the questions within the PGP NOI Online Interview.

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:
- **Be sure to select the state where your Pest Management Area(s) are located. Click Submit after answering all the questions.**

4.5 Is EPA's PGP Applicable for your Discharges?

- **Some answers will yield a response that the EPA is not the permitting authority for some or all of your pesticide charges.**
- **Click to download the PGP NOI Appendix C Permit Number if you would like further information.**

Based on the information you have submitted, EPA is not the permitting authority for some or all of your pesticide discharges. Please refer to the PGP NOI Appendix C or contact your state permitting office for more information.
Click [Here](#) to find the contact information for your state.
Click [Here](#) to download the PGP NOI Appendix C Permit Number.
4.6 The PGP NOI Appendix C Permit Number will tell you what areas are covered under EPA’s jurisdiction.

4.7 If the answers you provided indicate that your Pest Management Area(s) (PMA) are under EPA’s jurisdiction, you will proceed to the Owner / Operator Information page.

- A permit tracking number will be assigned and displayed in red.
- Please complete all fields on the Operator Information Screen.
- Provide an EIN number if you have one.
### 5.1 Please complete all required fields on the Pest Management Area (PMA) page.

- **Pest Management Area**
  - Operator Information: Complete Section C for each Pest Management Area for which coverage under EPRI’s Variable Coverage is being submitted. Submit a Section D for each additional location.
  - *Pest Management Area Name*
  - *Describe the Pest Management Area*

- **Mailing Address**
  - Option to use as an "operator mailing address" provided in the prompts page.
  - *Street*
  - *City*
  - *State*
  - *Zip*
  - *Fax*
  - *Phone*
  - *Contact Name*
  - *Fax*

- *Will include application copy in operator’s mailing address*

- Any of your activities by the land management and/or which you are requesting coverage under 40 CFR 52, Subpart B (which is the PMA)
  - *Mosquitoes and Other Flying Insect Pests*
  - *Weeds and Algae*
  - *Animal Pest Control*
  - *Forest Canopy Pests*

### 5.2 If you neglect to enter all of the required information, an Error box will appear.

- **Error: A selection is required.**
  - You must make at least one selection.

- *Select one to ensure coverage for the Pest Management Area (check all that apply)*
  - *Mosquitoes and Other Flying Insect Pests*
  - *Weeds and Algae*
  - *Animal Pest Control*
  - *Forest Canopy Pests*

- **Click anywhere outside of the Error box and it will disappear.**
- **You will not be able to proceed until required information is entered.**
5.3 If you do not answer a required field, an Error Box will notify you to complete those fields.

5.4 PMA Map Image Upload

- If you have a map of your Pest Management Area saved on your computer, it can be uploaded.
- Only files with .jpg, .png, .gif, or .bmp file extensions can be uploaded.
- Click “Choose File” and select the saved map file on your computer. Provide an image name. Click Save.
- Refer to the application for instructions on deleting images or viewing them in full size.
6.1 Endangered Species Protection Questionnaire

- Choose only one appropriate Endangered Species Protection Criterion for your current PMA.
- On this page you may choose to Add Another PMA or you may choose to proceed to the next steps with the current PMA.

6.2 Add Another PMA

- Proceed through all the appropriate steps to Add Another PMA to your PGP NOI.
7.1 Certifier Information

- Add the Certifier and Preparer Information.
- Make sure that the e-mail addresses are correct.
- A certification key will be sent to the Certifier’s email.

<table>
<thead>
<tr>
<th>Certifier Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printed Names:</strong> Alphabet Z.</td>
</tr>
<tr>
<td><strong>Title:</strong> Preparer</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparer Name:</strong> Firstname Lastname</td>
</tr>
<tr>
<td><strong>Organization:</strong> Firstname Lastname</td>
</tr>
<tr>
<td><strong>Phone:</strong> 2342342348</td>
</tr>
<tr>
<td><strong>E-Mail:</strong> <a href="mailto:test12@testcorporation.com">test12@testcorporation.com</a></td>
</tr>
</tbody>
</table>

8.1 Review

- The Permit Number that was provided on the Operator Information Page will be on the Review Page as well.
- Please note the Permit Number for your own record.

<table>
<thead>
<tr>
<th>Review PGP Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERMIT NUMBER:</strong> DCG97A002</td>
</tr>
<tr>
<td>Your Permit Number will be used to identify the refund and the associated Pest Management Areas. Make a note in the future should you need to make modifications to the refund.</td>
</tr>
<tr>
<td>Permit Status: Draft</td>
</tr>
</tbody>
</table>
8.2 Review cont.

- Each area for review has an “Edit this Section” option.
- In this example, there is no Certifier data. This section would have to be edited to include the data.
- You may also choose to Add another Pest Management Area on this page.

8.3 Editing Sections

- To edit, simply click the Edit this Section link on the Review page as shown in the previous slide.
- You will be brought to the page you would like to edit.
- Click Next and continue through the steps to reach the Review page again.
9.1 Certifier/Preparer

- After final edits have been made and the Certifier has reviewed the NOI, the Certifier will either Accept, Reject, or Postpone certifying the NOI.

- Click Submit.

  □ Postpone □ Accept □ Reject

  I certify, under penalty of law, that the 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.

  Submit

9.2 Certify the Report

- NOTE: Each official Certifier must have his/her own CDX account registered to his/her own e-mail address in order to certify one-time reports. If you do not have a CDX account, you must first register through CDX at http://cdx.epa.gov/epa_home.asp. Follow the instructions in Step 1 for information on how to register for a CDX account.

- If you are the official Certifier, you will receive a system-generated email (pictured below) notifying you of one-time report(s) ready for your review and certification. Enter the one-time report system following the instructions in step 2 (above).
9.3 Generate PDF of NOI

- Click Generate PDF of NOI.
- Check over the PDF.
- Print out a copy for your own records.
- Click Submit on the Review page after you have reviewed the PDF of the NOI.

9.4 Service E-mail

- You will receive an e-mail notifying you that you have submitted a NOI.
- The Certifier will receive a Certification Key.

This email/letter acknowledges that you have submitted a complete Notice of Intent form to be covered under the NPDES Pesticide General Permit.
9.5 Add Certification Key

- On the left navigation bar, you may click Add Certification Key.
- The Certification Key is obtained from an email sent to the Certifier.

10.1 If you have any questions...
10.2 Troubleshooting – Internet Explorer

- If the Interview Section does not appear in Internet Explorer, or if the screen is freezing, please enable the following settings (illustrated on the next slide):
  - To begin, in Internet Explorer:
    - 1) Go to Tools option
    - 2) Select Internet Options
    - 3) Click on Advanced tab
    - 4) Check Enable native XMLHTTP support under "Security" option.

IE Settings

- Please make sure that you have enabled:
  - Enable native XMLHTTP support
- Please note that there are different versions of IE and therefore, some settings may vary. However, all versions should have the Enable native XMLHTTP support option.