Overview of the Application Process

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Renewal Application and Deadline Requirements

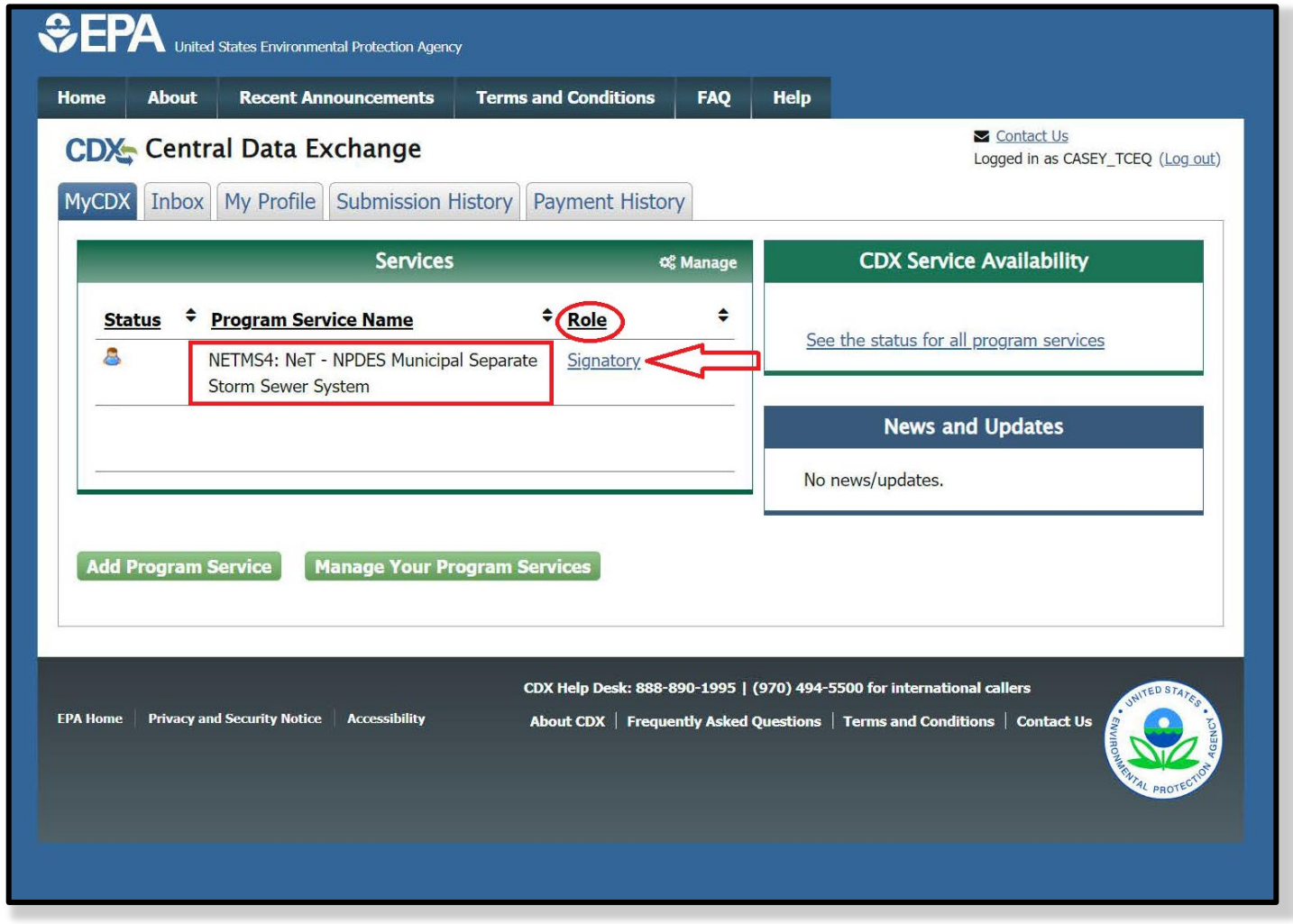
- Currently in the 180-day renewal period for existing small MS4s to develop and update their SWMP and submit an NOI, or submit a waiver, to TCEQ to renew permit coverage.
- Timeframe allows applicants to:
  - Reorganize SWMPs to separate existing MCM 1 into MCMs 1 and 2 as defined in the general permit,
  - Update activities/BMPs and measurable goals, as appropriate for consistency with the Comprehensive General Permit, and
  - Prepare and submit an NOI or Waiver, as applicable, electronically in the NeT-MS4 system.

Newly Regulated small MS4s - Application and Deadline Requirements

- Newly regulated small MS4s once confirmed will be required to submit an application within the 180-day renewal period.
- Timeframe allows applicants to:
  - Develop a SWMP as defined in the general permit.
  - Include activities/BMPs and measurable goals, as appropriate for consistency with the Comprehensive General Permit, and
  - Prepare and submit an NOI or Waiver, as applicable, electronically in the NeT-MS4 system.

CDX and NeT-MS4: Setting up Your Account

- Create a CDX account
- Choose Role
- Add NeT-MS4 Program Service Area
- Request User Permission(s)



Inside CDX: Account Roles

- **CDX Roles**:
  - Signatory *vs*. Preparer
    - User with ***Signatory*** role
      - Can request ***View, Edit, Sign,*** and/or ***Manage*** permissions.
    - User with ***Preparer*** role
      - Can only request ***View*** and/or ***Edit*** permissions.

Inside NeT-MS4: User Permissions

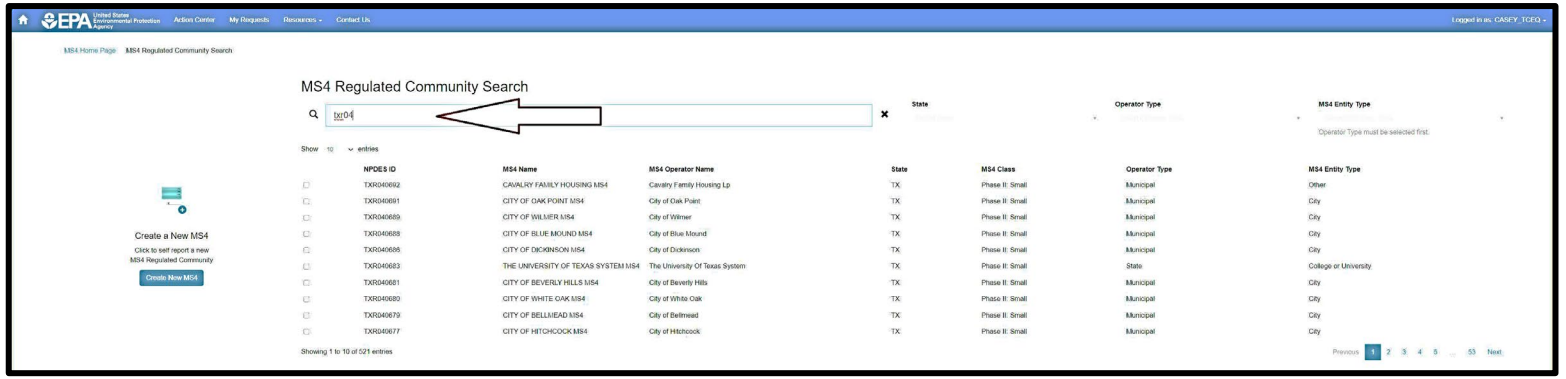
- **NeT-MS4 User Permissions**:
  - User with ***Signatory*** role
    - Can request ***View, Edit, Sign,*** and/or ***Manage*** permissions.
    - To request ***Sign*** permission, User must meet the signatory requirements under **30 TAC 305.44(a)**
      - *For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official...*
      - Example titles that <u>do not</u> meet this requirement:
        - *Environmental Consultant, Environmental Engineer, Public Works Director, Stormwater Inspector, City Secretary, etc.*

Inside NeT-MS4: Requesting Permission

1. Click "*Find MS4 Regulated Community*" on Home Page

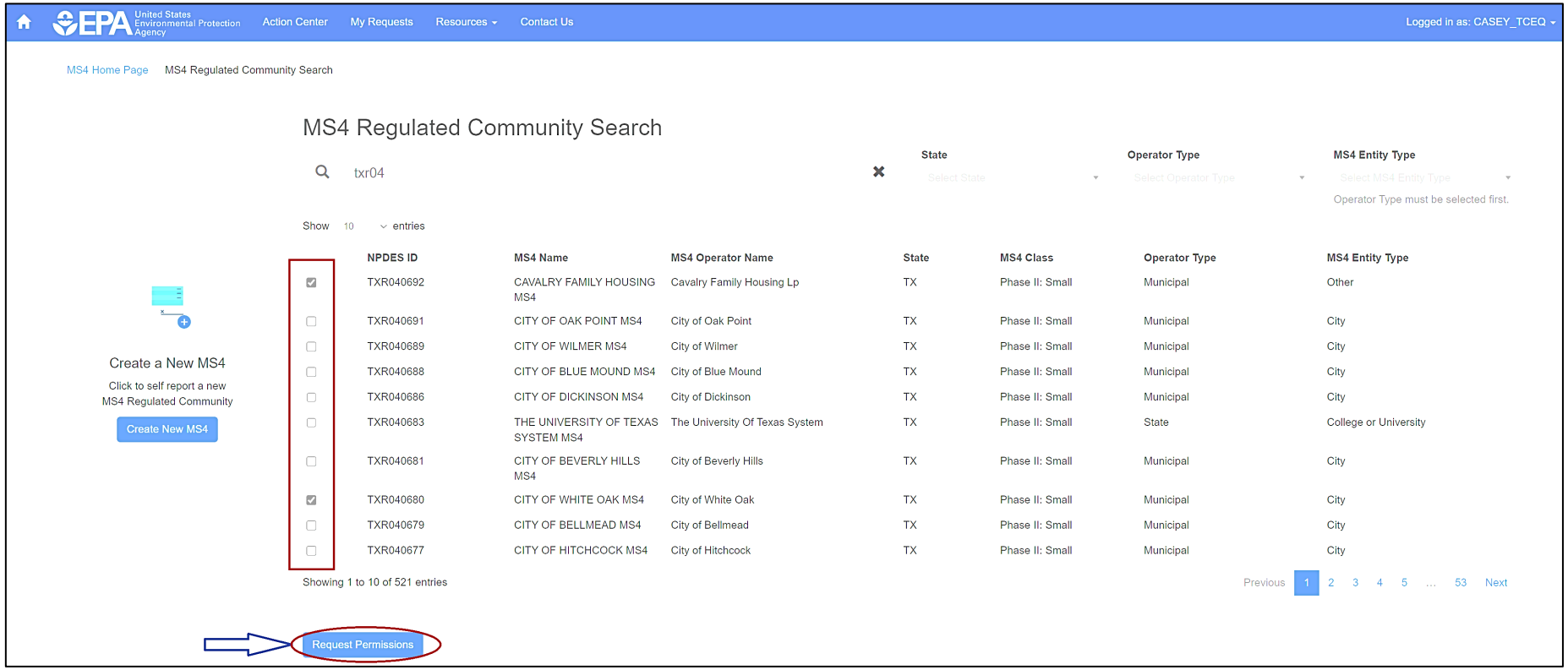
2. Search for MS4 by existing TXR04# or MS4 name

3. Search for MS4 you need permission(s) for



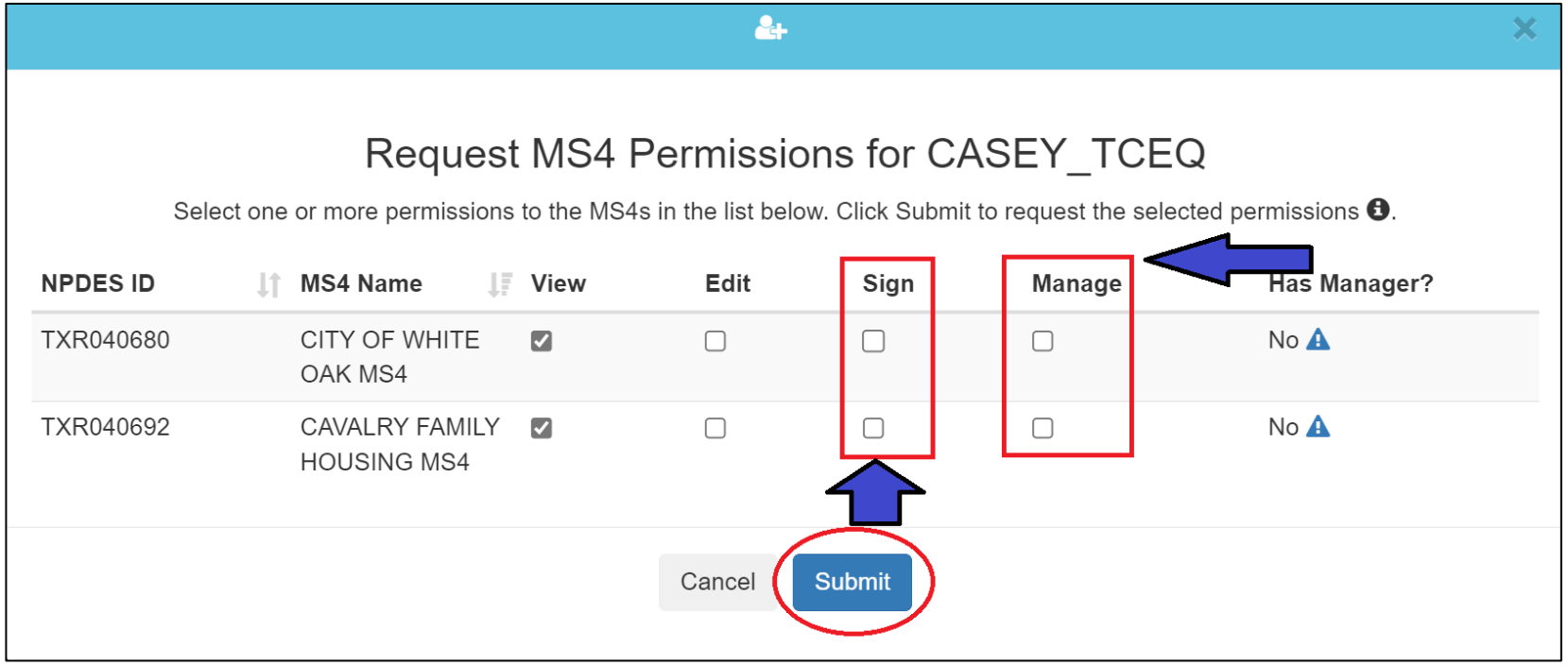
Inside NeT-MS4: Requesting Permission (*cont.*)

4. Select MS4 you need to request permission(s)



Inside NeT-MS4: Account Permissions

5. Select the needed permission(s)
6. Click *Submit* for approval



NOTE:
If you have a ***Preparer*** role in CDX for the NeT-MS4 Program, the ***Sign*** and ***Manage*** options will be greyed out and you will **not** be able to select these permissions.

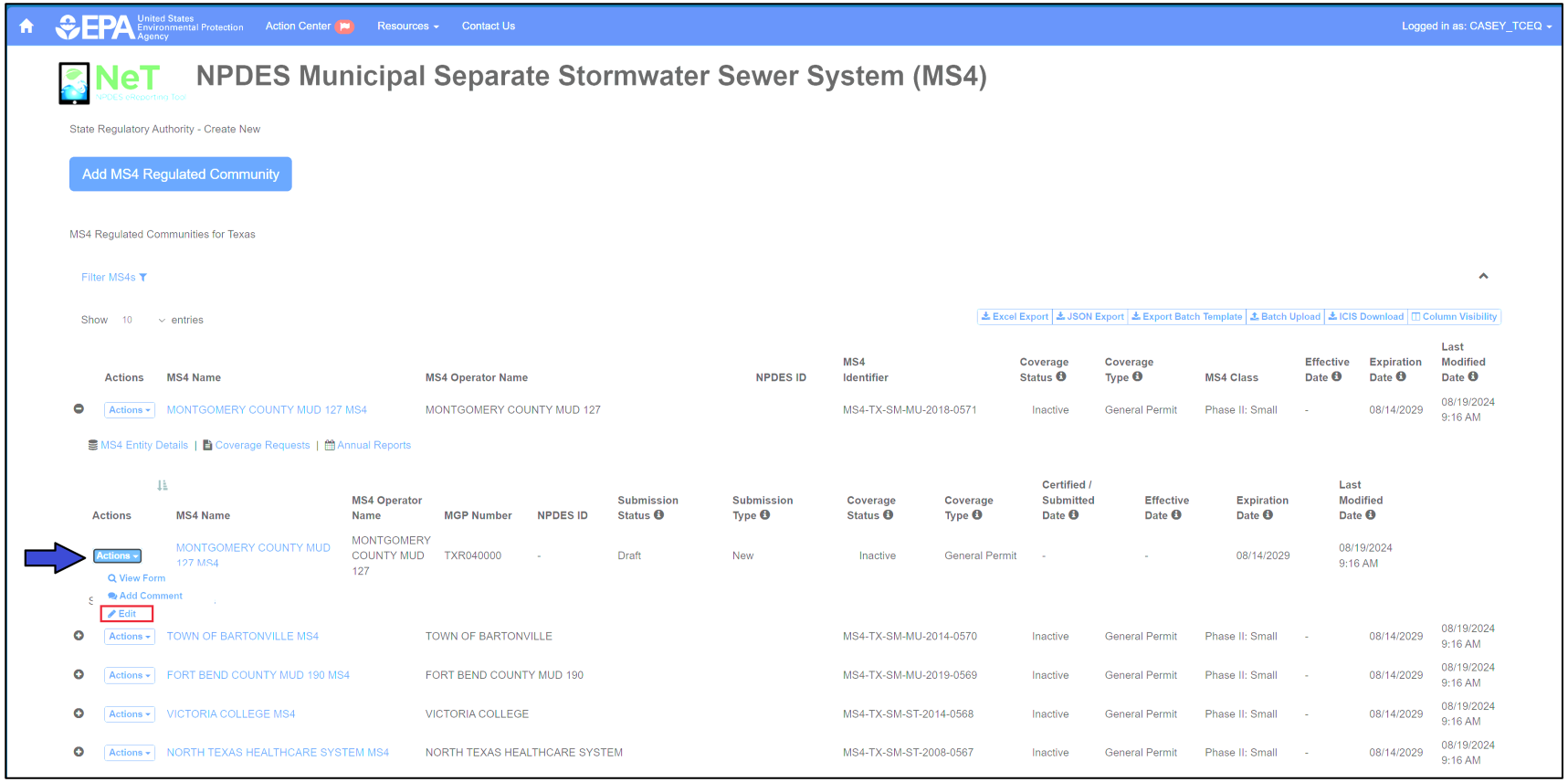
Inside NeT-MS4: Manage Coverage Requests

7. Once *View/Edit* permission(s) have been approved, to go to NOI or Waiver form, on Home Page, select *Manage Coverage Requests* under action drop down.

Note:
Only Users with the ***Signatory*** role will be able to view the ***Action Center***

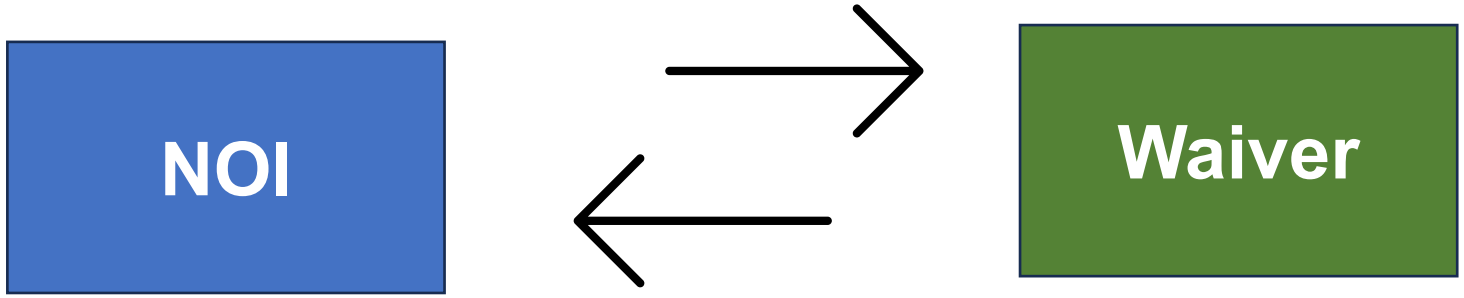
Inside NeT-MS4: Edit Actions

8. Go to action drop down and select *Edit* for new or renewal form (submission type) to access the NOI or Waiver form.



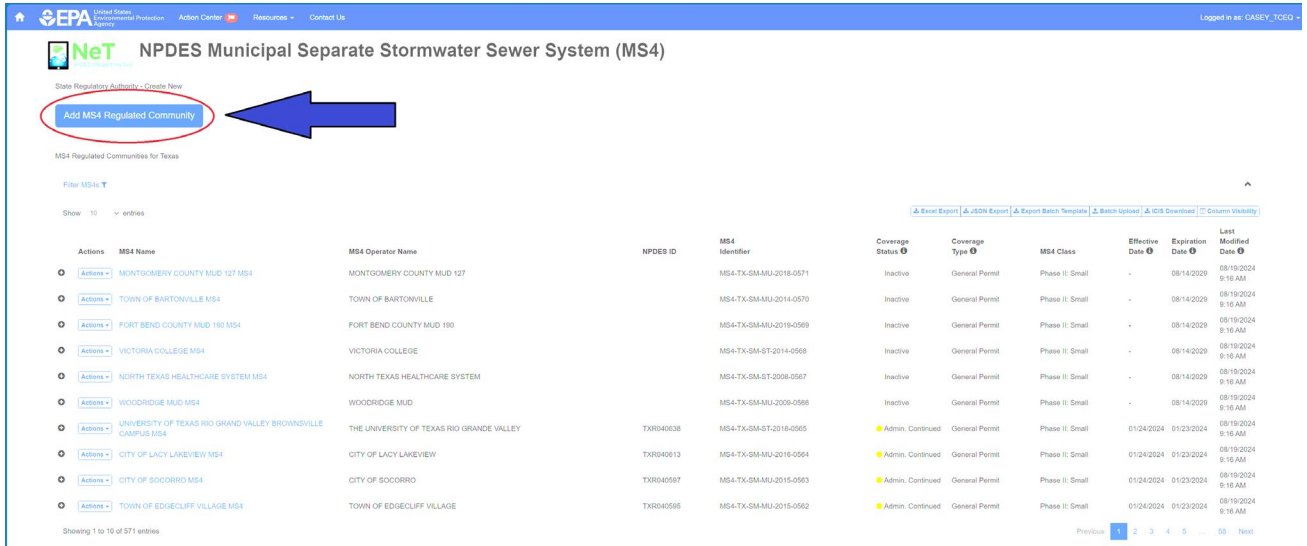
Inside NeT-MS4:

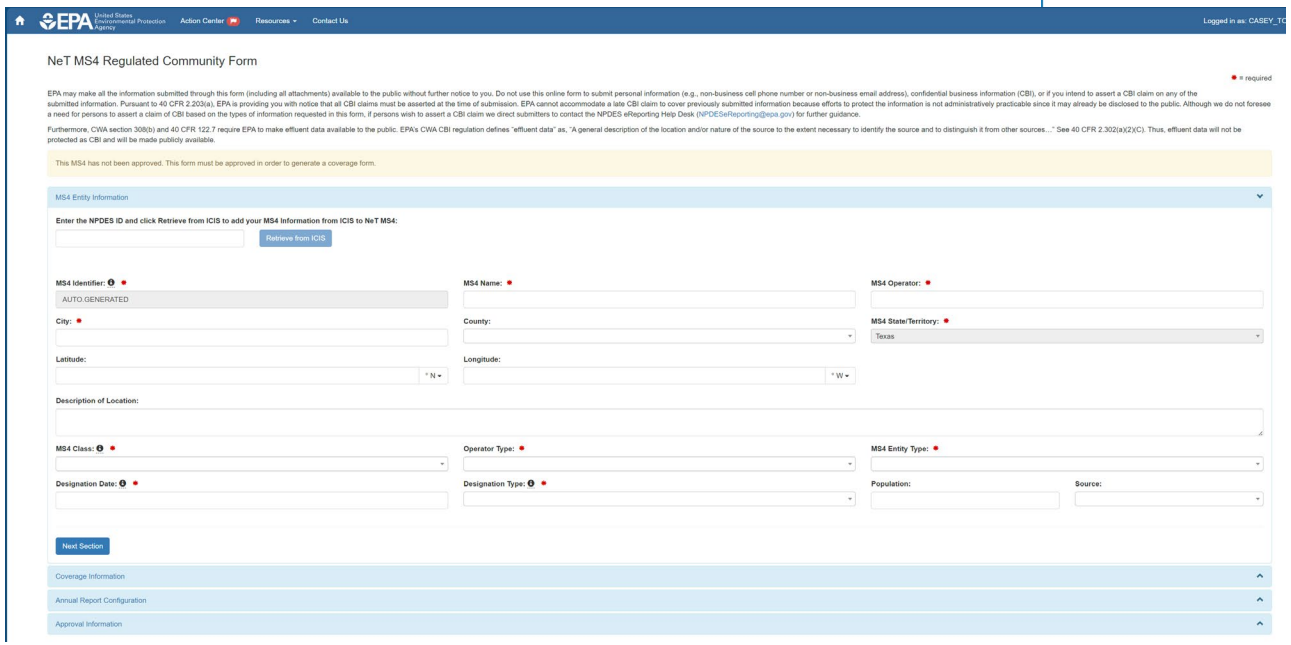
- Existing MS4s will already have data pre-populated into the NeT-MS4 system
  - Loaded as an NOI or Waiver application, as applicable.
- However, permittees may request change to application type, if applicable based on eligibility criteria
  - Contact TCEQ Stormwater Team at SWGP@tceq.texas.gov



New MS4 Request:

- For newly identified Phase II Small MS4s will choose to *Add MS4 Regulated Community*.
- Fill out the required field and submit for TCEQ review.





Application Process for NOI

- **Develop Stormwater Management Program (SWMP)**
- **Fill out NOI**
  - MS4 Entity Information
  - Application Fee
  - MS4 Contact Information
  - Core Data Form
  - Regulated Entity Information
  - Standing with TCEQ
  - Waterbodies Information
  - SWMP
  - MCMs 1-6
  - MCMs 7-8 (as applicable)
  - Notes and Additional Information
- **Pay $400 Application Fee**
- **Sign and Submit (Certification)**

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Application Process for Waiver

- **Fill out Waiver**
  - MS4 Entity Information
  - MS4 Contact Information
  - Core Data Form
  - Regulated Entity Information
  - Standing with TCEQ
  - Waiver Eligibility
  - Notes and Additional Information
- **Sign and Submit (Certification)**
- **No Application Fee**

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Application Process- TCEQ Review

- TCEQ will conduct an administrative review of applications for deficiencies and items requiring attention.

- The following items will be reviewed:
    - Compliance History
    - Delinquent or Outstanding Fees
    - Core Data Form (CDF)
    - Application Fee for NOIs
    - Signatory Certification

Application Process- TCEQ Approvals

Approval

- You will receive confirmation from the NeT-MS4 system that your application has been approved.
- The letter and certificate will be sent automatically as an email from the NeT-MS4 system.
- Certification notification will be sent to all Users of the MS4.

Note: *Changes to information in the NOI or Waiver can be made by submitting a* ***Notice of Change (NOC)*** *through the NeT-MS4 system.*

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Application Process- TCEQ Denials

Denial (Notice of Deficiency)

- If you receive notification from the NeT-MS4 system that your application was denied, you will need to address TCEQ's comments and resubmit your application.
- Will appear as new NOI submittal in NeT-MS4.
- For example, your application was deficient in information on the CDF.

Denial

- Incorrect application type
- Unsatisfactory Compliance History Rating
- Outstanding fees/unpaid delinquent fees
- For example, if waiver eligibility is not met for population criteria or MS4 discharges to water body with an approved TMDL with stormwater controls.

Questions?