



# 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)

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The user is logged in as CASEY\_TCEQ. The main content area features a table of services with the following columns: Status, Program Service Name, and Role. The 'Role' column for the 'NETMS4: NeT - NPDES Municipal Separate Storm Sewer System' entry is highlighted with a red box and a red arrow pointing to the 'Signatory' role. The page also includes a 'CDX Service Availability' section and a 'News and Updates' section.

Status	Program Service Name	Role
	NETMS4: NeT - NPDES Municipal Separate Storm Sewer System	Signatory

# Inside CDX: Account Roles

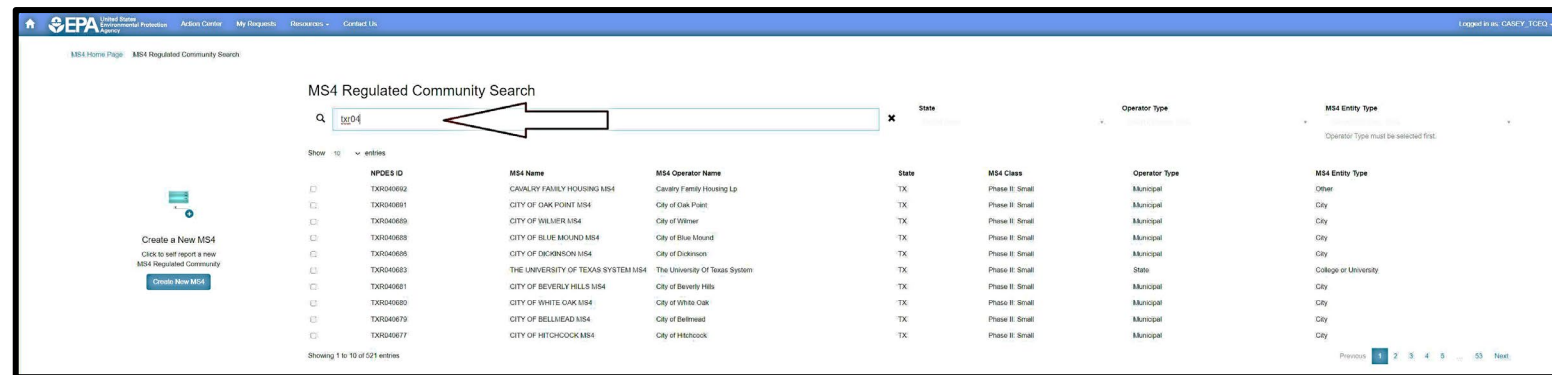
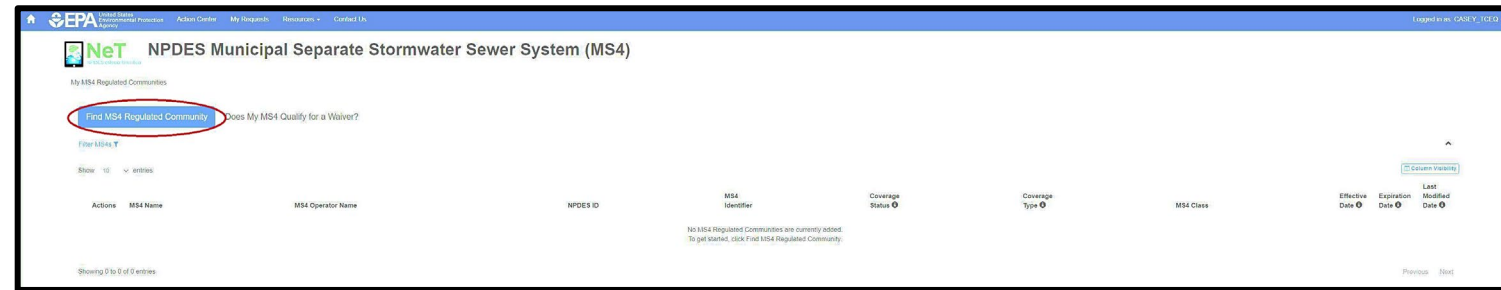
- **CDX Roles:**
  - Signatory vs. Preparer
    - User with ***Signatory*** role
      - Can request ***View, Edit, Sign, and/or Manage*** permissions.
    - User with ***Preparer*** role
      - Can only request ***View*** and/or ***Edit*** permissions.

# 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 do not 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)

MS4 Regulated Community Search

Search: txr04

Show 10 entries

Create a New MS4  
Click to self report a new MS4 Regulated Community  
[Create New MS4](#)

NPDES ID	MS4 Name	MS4 Operator Name	State	MS4 Class	Operator Type	MS4 Entity Type
<input checked="" type="checkbox"/>	CAVALRY FAMILY HOUSING MS4	Cavalry Family Housing Lp	TX	Phase II: Small	Municipal	Other
<input type="checkbox"/>	CITY OF OAK POINT MS4	City of Oak Point	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	CITY OF WILMER MS4	City of Wilmer	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	CITY OF BLUE MOUND MS4	City of Blue Mound	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	CITY OF DICKINSON MS4	City of Dickinson	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	THE UNIVERSITY OF TEXAS SYSTEM MS4	The University Of Texas System	TX	Phase II: Small	State	College or University
<input type="checkbox"/>	CITY OF BEVERLY HILLS MS4	City of Beverly Hills	TX	Phase II: Small	Municipal	City
<input checked="" type="checkbox"/>	CITY OF WHITE OAK MS4	City of White Oak	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	CITY OF BELLMEAD MS4	City of Bellmead	TX	Phase II: Small	Municipal	City
<input type="checkbox"/>	CITY OF HITCHCOCK MS4	City of Hitchcock	TX	Phase II: Small	Municipal	City

Showing 1 to 10 of 521 entries

Request Permissions

# 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.

Request MS4 Permissions for CASEY\_TCEQ

Select one or more permissions to the MS4s in the list below. Click Submit to request the selected permissions ⓘ.

NPDES ID	MS4 Name	View	Edit	Sign	Manage	Has Manager?
TXR040680	CITY OF WHITE OAK MS4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No ⚠
TXR040692	CAVALRY FAMILY HOUSING MS4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No ⚠

Cancel Submit

# 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*

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified Date
<b>Actions</b> Edit MS4 Entity View MS4 Entity <b>Manage Coverage Requests</b> Manage Annual Reports Manage User Permissions Delete MS4 Entity	MONTGOMERY COUNTY MUD 127 MS4	MONTGOMERY COUNTY MUD 127		MS4-TX-SM-MU-2018-0571	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
	ILLE MS4	TOWN OF BARTONVILLE		MS4-TX-SM-MU-2014-0570	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
	Y MUD 190 MS4	FORT BEND COUNTY MUD 190		MS4-TX-SM-MU-2019-0569	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
	: MS4	VICTORIA COLLEGE		MS4-TX-SM-ST-2014-0568	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<b>Actions</b>	NORTH TEXAS HEALTHCARE SYSTEM MS4	NORTH TEXAS HEALTHCARE SYSTEM		MS4-TX-SM-ST-2008-0567	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<b>Actions</b>	WOODRIDGE MUD MS4	WOODRIDGE MUD		MS4-TX-SM-MU-2009-0566	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<b>Actions</b>	UNIVERSITY OF TEXAS RIO GRAND VALLEY BROWNSVILLE CAMPUS MS4	THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY	TXR040638	MS4-TX-SM-ST-2018-0565	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<b>Actions</b>	CITY OF LACY LAKEVIEW MS4	CITY OF LACY LAKEVIEW	TXR040613	MS4-TX-SM-MU-2016-0564	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<b>Actions</b>	CITY OF SOCORRO MS4	CITY OF SOCORRO	TXR040597	MS4-TX-SM-MU-2015-0563	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<b>Actions</b>	TOWN OF EDGECLIFF VILLAGE MS4	TOWN OF EDGECLIFF VILLAGE	TXR040595	MS4-TX-SM-MU-2015-0562	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM

# Inside NeT-MS4: Edit Actions

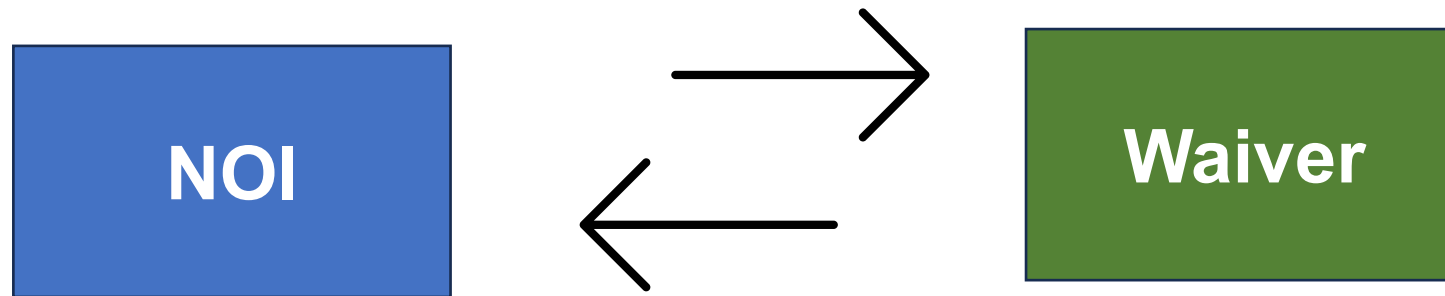
8. Go to action drop down and select *Edit* for new or renewal form (submission type) to access the NOI or Waiver form.

The screenshot displays the EPA NeT-MS4 interface for NPDES Municipal Separate Stormwater Sewer System (MS4) management. The page title is "NPDES Municipal Separate Stormwater Sewer System (MS4)". Below the title, there is a "State Regulatory Authority - Create New" section with an "Add MS4 Regulated Community" button. The main content area shows a list of MS4 Regulated Communities for Texas, filtered by "MS4s". The list includes columns for Actions, MS4 Name, MS4 Operator Name, NPDES ID, MS4 Identifier, Coverage Status, Coverage Type, MS4 Class, Effective Date, Expiration Date, and Last Modified Date. A blue arrow points to the "Actions" dropdown menu for the first entry, "MONTGOMERY COUNTY MUD 127 MS4". The dropdown menu is open, showing options: "View Form", "Add Comment", and "Edit". The "Edit" option is highlighted with a red box.

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified Date		
<a href="#">Actions</a>	MONTGOMERY COUNTY MUD 127 MS4	MONTGOMERY COUNTY MUD 127		MS4-TX-SM-MU-2018-0571	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM		
<a href="#">MS4 Entity Details</a>   <a href="#">Coverage Requests</a>   <a href="#">Annual Reports</a>												
Actions	MS4 Name	MS4 Operator Name	MGP Number	NPDES ID	Submission Status	Submission Type	Coverage Status	Coverage Type	Certified / Submitted Date	Effective Date	Expiration Date	Last Modified Date
<a href="#">Actions</a>	MONTGOMERY COUNTY MUD 127 MS4	MONTGOMERY COUNTY MUD 127	TXR040000	-	Draft	New	Inactive	General Permit	-	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">View Form</a>												
<a href="#">Add Comment</a>												
<a href="#">Edit</a>												
<a href="#">Actions</a>	TOWN OF BARTONVILLE MS4	TOWN OF BARTONVILLE					Inactive	General Permit			08/14/2029	08/19/2024 9:16 AM
<a href="#">Actions</a>	FORT BEND COUNTY MUD 190 MS4	FORT BEND COUNTY MUD 190					Inactive	General Permit			08/14/2029	08/19/2024 9:16 AM
<a href="#">Actions</a>	VICTORIA COLLEGE MS4	VICTORIA COLLEGE					Inactive	General Permit			08/14/2029	08/19/2024 9:16 AM
<a href="#">Actions</a>	NORTH TEXAS HEALTHCARE SYSTEM MS4	NORTH TEXAS HEALTHCARE SYSTEM					Inactive	General Permit			08/14/2029	08/19/2024 9:16 AM

# 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 [SWGPA@tceq.texas.gov](mailto:SWGPA@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.

State Regulatory Authority - Create New

**Add MS4 Regulated Community**

MS4 Regulated Communities for Texas

Filter MS4s

Show 10 entries

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified
<a href="#">Add</a>	MONTGOMERY COUNTY MUD 127 MS4	MONTGOMERY COUNTY MUD 127		MS4-TX-SM-MU-2018-0571	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	TOWN OF BARTONVILLE MS4	TOWN OF BARTONVILLE		MS4-TX-SM-MU-2014-0570	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	FORT BEND COUNTY MUD 190 MS4	FORT BEND COUNTY MUD 190		MS4-TX-SM-MU-2018-0569	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	VICTORIA COLLEGE MS4	VICTORIA COLLEGE		MS4-TX-SM-ST-2014-0568	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	NORTH TEXAS HEALTHCARE SYSTEM MS4	NORTH TEXAS HEALTHCARE SYSTEM		MS4-TX-SM-ST-2008-0567	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	WOODRIDGE MUD MS4	WOODRIDGE MUD		MS4-TX-SM-MU-2009-0566	Inactive	General Permit	Phase II: Small	-	08/14/2029	08/19/2024 9:16 AM
<a href="#">Add</a>	UNIVERSITY OF TEXAS RIO GRAND VALLEY BROWNSVILLE CAMPUS MS4	THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY	TXR040038	MS4-TX-SM-ST-2018-0565	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<a href="#">Add</a>	CITY OF LACY LAKEVIEW MS4	CITY OF LACY LAKEVIEW	TXR040613	MS4-TX-SM-MU-2016-0564	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<a href="#">Add</a>	CITY OF SOCORRO MS4	CITY OF SOCORRO	TXR040587	MS4-TX-SM-MU-2015-0563	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM
<a href="#">Add</a>	TOWN OF EDGECLIFF VILLAGE MS4	TOWN OF EDGECLIFF VILLAGE	TXR040566	MS4-TX-SM-MU-2015-0562	Admin. Continued	General Permit	Phase II: Small	01/24/2024	01/23/2024	08/19/2024 9:16 AM

Showing 1 to 10 of 571 entries

NeT MS4 Regulated Community Form

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information is not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the NPDES eReporting Help Desk (NPDES@reporting@epa.gov) for further guidance.

Furthermore, CWA section 308(b) and 40 CFR 122.7 require EPA to make effluent data available to the public. EPA's CWA CBI regulation defines "effluent data" as, "A general description of the location and/or nature of the source to the extent necessary to identify the source and to distinguish it from other sources..." See 40 CFR 2.202(a)(2)(C). Thus, effluent data will not be protected as CBI and will be made publicly available.

This MS4 has not been approved. This form must be approved in order to generate a coverage form.

MS4 Entity Information

Enter the NPDES ID and click Retrieve from ICIS to add your MS4 information from ICIS to NeT MS4:

Retrieve from ICIS

MS4 Identifier:  AUTO GENERATED

MS4 Name:

MS4 Operator:

City:

County:

MS4 State/Territory:  Texas

Latitude:

Longitude:

Description of Location:

MS4 Class:

Operator Type:

MS4 Entity Type:

Designation Date:

Designation Type:

Population:

Source:

Next Section

Coverage Information

Annual Report Configuration

Approval Information

# 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)**



# 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**



# 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.*

# 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?**