

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



**Department of
Environmental
Conservation**

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?”

The screenshot displays the My NY.gov Online Services website. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation bar with the text "My NY.gov Online Services" and "State Agencies". Below the navigation bar, there are three small images of people using devices. The main content area is divided into three columns. The left column contains a "NY.gov ID" header and a list of links: "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". Below this is a "Help Desk Information" section with the text "Ny.gov ID Call Center (518)-474-7494". The middle column features a "NY.gov ID" header, a "Sign In" button, a link for "Forgot your Username or Password?" with a sub-link for "NY.gov ID - Terms of Service", and a "Don't have an Account?" button. Below this is a note: "If you do not have an NY.gov ID Username and Password click the above link to sign up." The right column has a "NY.gov ID" header, a "See online services for NY.gov ID" button, and text: "See what sites you can access with an NY.gov ID account. Forward to access New York State online services with an NY.gov ID account." At the bottom right, there is a banner for "GOVERNOR ANDREW M. CUOMO" and "Adventure License Series" with images of license plates and a "WHAT'S NEW" section.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center
(518)-474-7494

NY.gov ID

Sign In

Forgot your Username or Password ?

[NY.gov ID - Terms of Service](#)

Don't have an Account?

If you do not have an NY.gov ID Username and Password click the above link to sign up.

NY.gov ID

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account.

Forward to access New York State online services with an NY.gov ID account.

GOVERNOR ANDREW M. CUOMO

Adventure License Series

WHAT'S NEW

Access to online services

Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.

Don't have an Account?

- Click on Personal

The screenshot displays the 'My NY.gov Online Services' website. At the top, there is a search bar for 'all of NY.gov' and a navigation menu for 'State Agencies'. The main content area is titled 'Please select one of the following account types:' and features three large, colorful buttons: 'PERSONAL' (green), 'GOVERNMENT EMPLOYEE' (purple), and 'BUSINESS' (blue). Each button includes a small image of a person and a brief description of the account type. A 'Go Back' button is located at the bottom left of the main content area. On the right side, there are three vertical panels: the top one is a 'NY.gov ID' banner with a 'See online services for NY.gov ID' link; the middle one is a white box with text about accessing services with an NY.gov ID account; the bottom one is a blue banner for 'GOVERNOR ANDREW M. CUOMO' featuring an 'Adventure License Series' advertisement and a 'WHAT'S NEW' section with a date of 'April 1, 2014'.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services ▶

FAQs ▶

About NY.gov ID ▶

Privacy Policy ▶

Terms of Service ▶

Help Desk Information

Ny.gov ID Call Center
(518)-474-7494

Please select one of the following account types:

PERSONAL
I want to access services for my personal use.
My identity must be verified.

GOVERNMENT EMPLOYEE
Information for New York State or local government employees.

BUSINESS
I want to access services in a business capacity.
My personal, business or organization's identity must be verified.

Go Back

NY.gov ID

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account.
I want to access New York State online services with an NY.gov ID account.

GOVERNOR ANDREW M. CUOMO

Adventure License Series

WHAT'S NEW

April 1, 2014
Governor Cuomo Announces Millions in Funding for A...
April 1, 2014

Sign Up for a Personal NY.gov ID

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

Welcome to My NY.gov Online Services - Windows Internet Explorer provided by NYSDFC
https://my.ny.gov/

File Edit View Favorites Tools Help

NY.gov ID

Obtain an NY.gov ID Personal User Account

Personal NY.gov ID - Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- Enter basic user information (along with a valid email address) and select a User ID.
- Confirm basic user information is correct.
- Finish the online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on the link, you will be prompted to set your password, and select 3 security questions & answers.

[Sign Up for a Personal NY.gov ID](#)

If you want a Personal NY.gov ID, please click the button to start the process.

NY.gov ID

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

Adventure License Series

WHAT'S NEW

April 1, 2014
Governor Cuomo Announces Millions in Funding for A...

April 1, 2014
Governor Cuomo and Legislative Leaders Announce Pa...

March 31, 2014
Governor Cuomo Announces Agreement With Alcoa to A...

Connect to Gov. Cuomo on Facebook

www.governor.ny.gov

Internet | Protected Mode: Off | 125%

Step 1 - Self Registration

- Complete required fields and then click “Create Account”

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services ▶

FAQs ▶

About NY.gov ID ▶

Privacy Policy ▶

Terms of Service ▶

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred User Id*

Captcha*

Step 1 of 3

Step 2 – Confirm Information

- Confirm information is correct then click “Continue”

The screenshot shows the 'NY.gov ID SELF REGISTRATION' interface. At the top, there is a search bar for 'NY.gov' and a navigation menu for 'My NY.gov Online Services' with a 'State Agencies' link. The main content area is titled 'NY.gov ID SELF REGISTRATION' and contains a confirmation message: 'Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections'. Below this message is a table of user information:

First Name	DEC
Last Name	Revenue
Email	decepaytest@gmail.com
User Id	decepaytest

At the bottom of the table are two buttons: 'Back' and 'Continue'. To the right of the table, it says 'Step 2 of 3'. Below the table, there is a link: 'If you need further assistance: [Click here for agency assistance & contact info](#)'. On the left side, there is a sidebar with 'NY.gov ID' and several menu items: 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', 'Terms of Service', and 'Help Desk Information'. Under 'Help Desk Information', there is a link: '[List of Agency and Online Services Help Desk Information](#)'. At the bottom of the page, there is a footer with copyright information and a 'Contact Us' link.

Step 3 – E-mail Activation Notice

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



The screenshot displays the NY.gov Online Services interface. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation bar with the text "My NY.gov Online Services" and "State Agencies". Below this, the "NY.gov ID" section is visible, containing a list of links: "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". A "Help Desk Information" section is also present, with a link to "List of Agency and Online Services Help Desk Information". The main content area is titled "NY.gov ID SELF REGISTRATION" and contains the following text:

An activation email has been sent to – decepaytest@gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

A "Finish" button is located below the text. In the bottom right corner of the main content area, it says "Step 3 of 3". At the very bottom, there is a link: "If you need further assistance: [Click here for agency assistance & contact info](#)".

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”



The screenshot displays the 'NY.gov ID ACTIVATION' page. At the top, there is a navigation bar with 'Search all of NY.gov' and 'My NY.gov Online Services' with a state map icon. Below this is a sidebar for 'NY.gov ID' with links to 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'NY.gov ID ACTIVATION' and contains the following text:

Thank you for registering!
You are now ready to activate your NY.gov Id.
During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

The 'Shared Secret Questions' section contains three questions, each with an 'Answer' and 'Confirm Answer' field:

- Question 1: What was the name of my first pet? (Answer: abc, Confirm Answer: abc)
- Question 2: What was my first grade teacher's last name? (Answer: abc, Confirm Answer: abc)
- Question 3: What is the first name of my childhood best friend? (Answer: abc, Confirm Answer: abc)

A 'Continue' button is located at the bottom of the form.

Notification of Security Question Completion

- Click “Continue”



The screenshot displays the My NY.gov Online Services interface. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation bar with the text "My NY.gov Online Services" and "State Agencies". Below this, a blue banner reads "NY.gov ID ACTIVATION". The main content area contains a message: "You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password." A blue "Continue" button is positioned below the message. On the left side, there is a vertical menu with the following items: "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". Below the menu is a section titled "Help Desk Information" with a link: "List of Agency and Online Services Help Desk Information". At the bottom of the page, there is a footer with the text "Copyright © 2012 State of New York. All rights reserved. NY.gov ID is a trademark of NY.gov ID, Inc." and a "Contact Us" link.

Set New Password

- Set and confirm new password then click “Set Password”

The screenshot shows the 'My NY.gov Online Services' website. At the top, there is a search bar and the text 'Search all of NY.gov'. Below this is a navigation menu with 'NY.gov ID' and several links: 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. A 'Help Desk Information' section is also visible, containing a link to 'List of Agency and Online Services Help Desk Information'. The main content area is titled 'Password Change Request' and displays a message: 'decepaytest , please change your current password before continuing.'. Below the message are two input fields: 'New Password' and 'Confirm New Password', both containing masked characters. A small note below the first field reads: '(Minimum 8 characters with at least 2 letters and 1 number)'. At the bottom of the form are two buttons: 'Set Password' and 'Clear this form'. The footer of the page includes 'Copyright © 2013 New York State Office of General Services' and a 'Contact Us' link.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services ▶

FAQs ▶

About NY.gov ID ▶

Privacy Policy ▶

Terms of Service ▶

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

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Contact Us

Setting of Password Completion

- Click “Continue”



The screenshot displays the My NY.gov Online Services website. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation menu with "State Agencies". The main content area features a "Password Change Information" notification. The notification text reads: "decepaytest your new password has been set. Use this new password the next time you log into your account." Below the text is a "CONTINUE" button. On the left side, there is a sidebar menu with "NY.gov ID" and various links including "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". At the bottom, there is a footer with "Copyright © 2012 New York State Information Technology Center" and a "Contact Us" link.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

Password Change Information

decepaytest your new password has been set.
Use this new password the next time you log into your account.

CONTINUE

Copyright © 2012 New York State Information Technology Center. All rights reserved. 12/13/12 1:13 PM

Contact Us

Activation of NY.govID Complete

- Go to NYSDEC eBusiness Forms Portal:

<http://www.dec.ny.gov/pubs/95925.html>



The screenshot displays the "My NY.gov Online Services" portal. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation menu with "State Agencies". The main content area is titled "NY.gov ID ACTIVATION" and contains a confirmation message: "You have successfully activated your NY.gov Id! Please click on one of the buttons below." Two buttons are visible: "Continue to Enrollment" (with a description: "This is where you sign up for various NYS applications.") and "Go to MyNy" (with a description: "A portal to view the NYS applications you have access to."). On the left side, there is a sidebar menu for "NY.gov ID" with links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". Below this is a "Help Desk Information" section with a link to "List of Agency and Online Services Help Desk Information".

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.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder History Help David Gasper Sign Out

Organizations

Select the organization from which you would like to submit a form.

Select Organization

Forms

To locate a specific form please use our form finder.

Form Finder

Frequently Asked Questions

Where can I find instructions?

New York State Department of Environmental Conservation

Welcome to DEC's NEW eBusiness portal. As part of DEC's effort to do more online in today's eBusiness world the Department has developed several applications that facilitate online reporting and permit applications.

- To find a report form or permit application, use the 'Form Finder' button on the left side of this screen.
- If you have already started a form and wish to edit or complete it use the 'History' link above.
- For an overview of how to get started try our [Quick Start Guide \(PDF, 568kb\)](#)

Contact Information

Address:
New York State Department of Environmental Conservation
625 Broadway
Albany, NY 12233-0001

Contacts:
Phone: 518-402-8044
Email: ebussupp@gw.dec.state.ny.us

Additional Links

- [NYSDEC Division of Water](#)
- [SPDES Construction Stormwater Permit Info](#)
- [SPDES Concentrated Animal Feeding Operation \(CAFO\) Permit Info](#)
- [Water Withdrawal Permit Program](#)
- [Uniform Procedures Act \(UPA\)](#)

Forms

Can't find a specific form? Please use our [Form Finder](#)

Finding the eNOI

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home | Finder | Dashboard | Users | Organizations | Forms | History | Help | Erik Posner | Sign Out

Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

Select Organization

Form Search

Looking for a form? Please enter the name of the form below.


Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

NOI

Recommended Forms

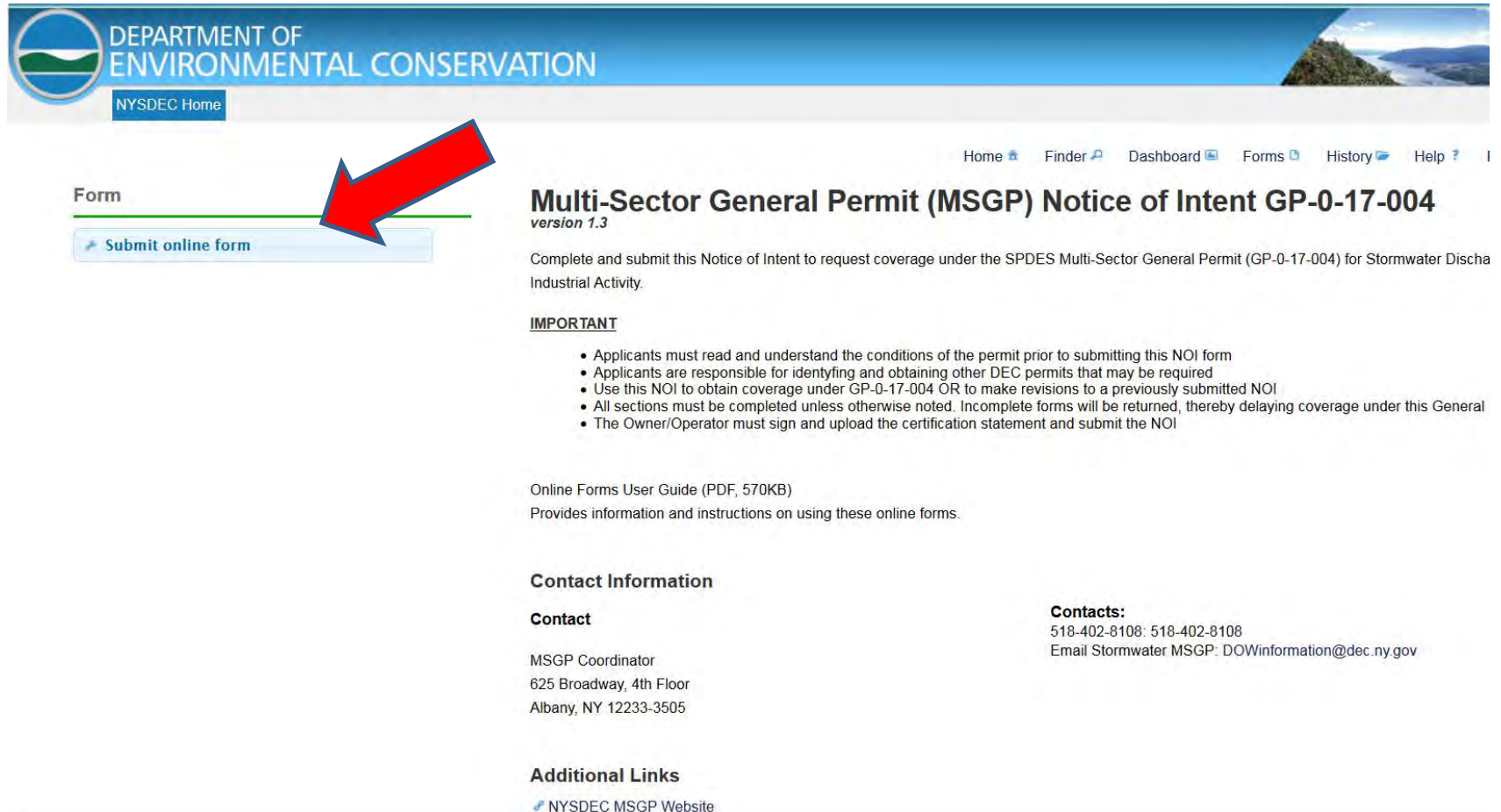
Based on your description, the following 2 forms may match your needs:

- NOI for coverage under Stormwater General Permit for Construction Activity**
The SPDES General Permit for Stormwater Discharges from Construction Activity
- Pesticide Notice of Intent**
Point Source Discharges to Surface Waters of New York from the application of any Aquatic Use Pesticide(s)
- Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004**
NOI for SPDES MSGP GP-0-17-004



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.



DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder Dashboard Forms History Help

Form

[Submit online form](#)

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

version 1.3

Complete and submit this Notice of Intent to request coverage under the SPDES Multi-Sector General Permit (GP-0-17-004) for Stormwater Discharge from Industrial Activity.

IMPORTANT

- Applicants must read and understand the conditions of the permit prior to submitting this NOI form
- Applicants are responsible for identifying and obtaining other DEC permits that may be required
- Use this NOI to obtain coverage under GP-0-17-004 OR to make revisions to a previously submitted NOI
- All sections must be completed unless otherwise noted. Incomplete forms will be returned, thereby delaying coverage under this General Permit
- The Owner/Operator must sign and upload the certification statement and submit the NOI

Online Forms User Guide (PDF, 570KB)
Provides information and instructions on using these online forms.

Contact Information

Contact

MSGP Coordinator
625 Broadway, 4th Floor
Albany, NY 12233-3505

Contacts:
518-402-8108: 518-402-8108
Email Stormwater MSGP: DOWinformation@dec.ny.gov

Additional Links

[NYSDEC MSGP Website](#)

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.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder Dashboard Forms History Help Francis Zagorski Sign Out

Processing Information

This step requires you to specify some basic information about your submission.

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.

Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004
version 1.3
(Submission #: 2YF-EQYZ-JQ70, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:

new

Default Fee : \$0

Save for Later

Next Step

Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation

Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation

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.

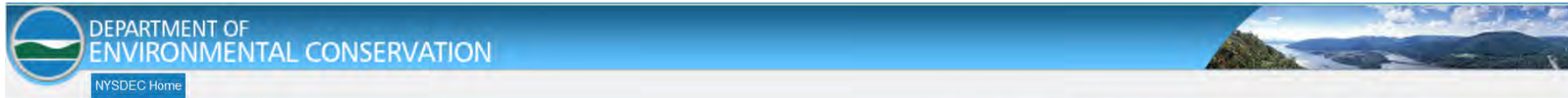
Green - This section has been visited, and all required data has been entered.

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>



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

* Contact & Location Information

• Eligibility & Facility Information

• Outfall Information

• Owner/Operator Certification

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

version 1.3

(Submission #: 2YF-EQYZ-JQ70, revision 1)

Contact & Location Information

clear section

OWNER INFORMATION

Federal Tax ID # *

Owner/Operator Name *

Owner/Operator Street Address *

Operator City *

Owner/Operator State *



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.

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

- ✔ Contact & Location Information
- ✘ Eligibility & Facility Information
- ✘ Outfall Information
- ✔ Owner/Operator Certification

Actions

Manage Access to Submission

Owner/Operator Certification

clear section

OWNER/OPERATOR CERTIFICATION FORM DOWNLOAD

ALL NOI APPLICANTS MUST SUBMIT THE OWNER/OPERATOR CERTIFICATION

Download the certification form by clicking the Owner/Operator Certification Download link below.

Complete, sign, scan and upload the form by clicking the "Select Attachment" button

OWNER OPERATOR CERTIFICATION DOWNLOAD (PDF, 45KB)

Upload the Owner/Operator Certification Form *

Upload the completed Owner Operator Certification Form (Max. 10MB). To verify, click the file name to open the file.

1437_001.pdf

Comment:



Save for Later



Previous Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation


Previous Step

Next Step



Choosing Multiple Selections

To choose multiple selections in a field, control + click on each selection.



Records Contact Email

abc@123.com

D. Other Permits addressing the Pesticide Application(s). Choose all that apply. *

- Article 15, 6NYCRR part 327 - Aquatic Vegetation
- Article 15, 6NYCRR part 328 - Undesirable Fish
- Article 15, 6NYCRR part 329 - Aquatic Insects
- Article 24, 6NYCRR part 663 - Freshwater Wetlands

*Use the 'Ctrl' key to select multiple options

E. Is Integrated Pest Management (IPM) Evaluation documented in Records? (refer to part III.A.5 of SPDES general permit) *

Yes

If No, Please Explain

F. Is Pesticide Discharge Management Plan (PDMP) documented in Records? (refer to Part III.B of SPDES general permit)

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.

Facility Location (Lat/Long)

Coordinates *

Enter NAD 83 Latitude/Longitude Coordinates or use the Tools To Help Identify Coordinates options below. Latitude/Longitude coordinates must be entered in decimal degrees, using a negative value for the longitude (ex. 42.922846, -75.602681).

Tools To Help Identify Coordinates

Click Find Me and allow your browser to try to identify your location (verify location on map below)

[Find Me](#)

Address

Enter an address and click Find to identify location (verify location on map below)

[Find](#)

Map

Drag marker on map to identify location

Map data ©2018 Google Terms of Use Report a map error

Operator Certification and Signature

[Home](#) [Finder](#) [Dashboard](#) [Users](#) [Organizations](#) [Forms](#) [History](#) [Help](#) [Erik Posner](#) [Sign Out](#)

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 Certificaton

Steps:

[Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

Pesticide Notice of Intent

version 1.6

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

Operator Certificaton

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

Download certification form, complete it, and attach

Certification Form

Attach completed certification form *

Attach completed certification form

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

[Select Attachment...](#)

Comment:



Operator Certification Form

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.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

**NYSDEC State Pollution Discharge Elimination System (SPDES)
Multi-Sector General Permit (GP-0-17-004)
Stormwater Discharges Associated with Industrial Activity**

Instructions

Please review Appendix H.6 before signing this form. A signature by an unauthorized person will delay permit coverage for your facility.

This form must be signed by one of the following:

1. For a corporation: by a responsible corporate officer
2. For a partnership: by a general partner
3. For a sole proprietorship: by the proprietor
4. For a municipality, state, federal or other public agency: by a principal executive officer or ranking elected official
5. By a duly authorized representative of a person described in 1-4 above.

Owner/Operator Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on 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.

Name (please print or type)

Title

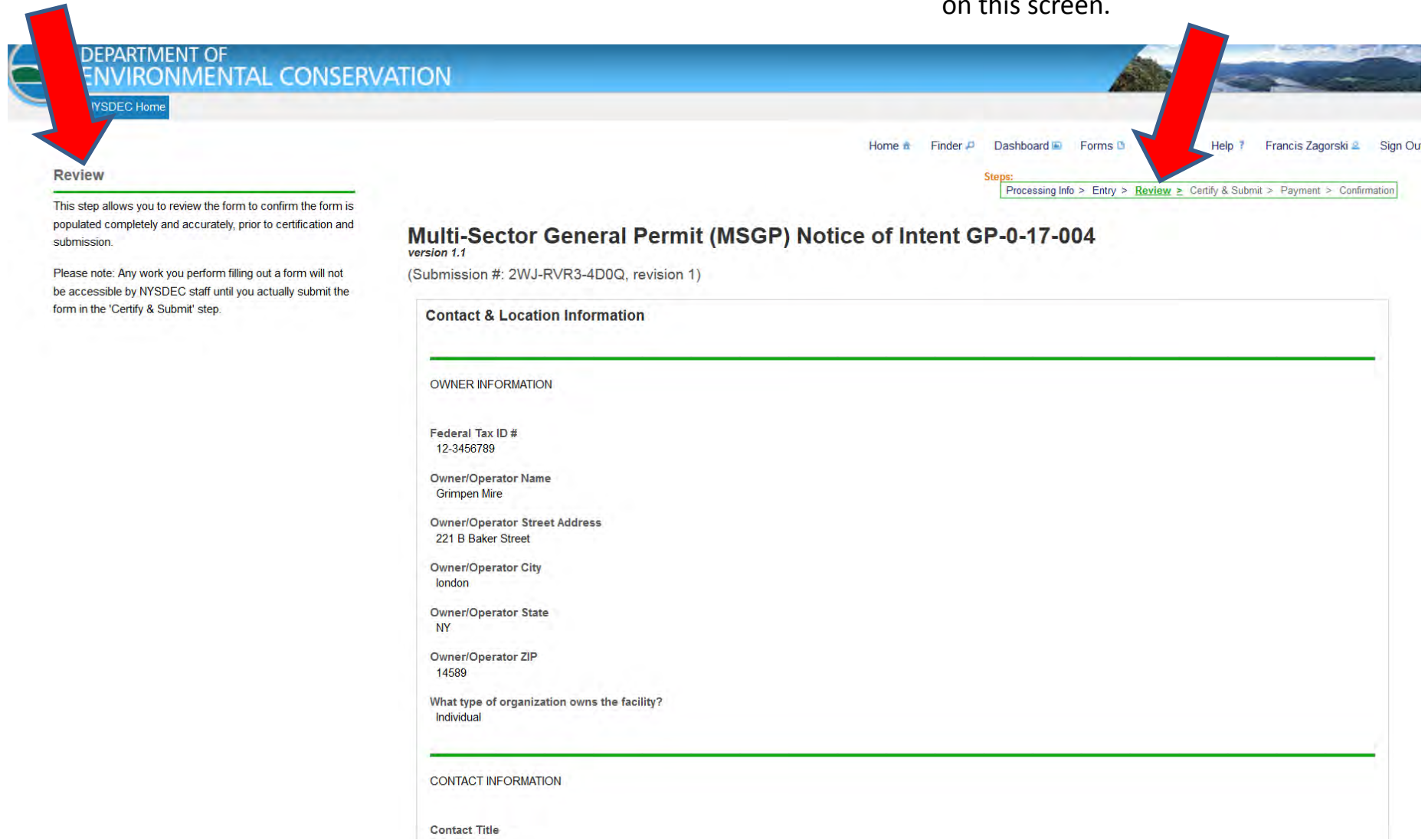
Organization

Signature

Date

Checking Accuracy/Completeness of Information Provided in eNOI

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.



DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NYSDEC Home

Home Finder Dashboard Forms Help Francis Zagorski Sign Out

Steps: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirmation

Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

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.

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

version 1.1
(Submission #: 2WJ-RVR3-4D0Q, revision 1)

Contact & Location Information

OWNER INFORMATION

Federal Tax ID #
12-3456789

Owner/Operator Name
Grimpen Mire

Owner/Operator Street Address
221 B Baker Street

Owner/Operator City
london

Owner/Operator State
NY

Owner/Operator ZIP
14589

What type of organization owns the facility?
Individual

CONTACT INFORMATION

Contact Title

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.

The screenshot shows the NYSDEC website interface. At the top left is the logo for the Department of Environmental Conservation with the text 'DEPARTMENT OF ENVIRONMENTAL CONSERVATION' and 'NYSDEC Home'. A navigation menu at the top right includes links for Home, Finder, Dashboard, Forms, History, Help, Francis Zagorski, and Sign Out. A breadcrumb trail reads: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation. The main heading is 'Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004' with a sub-heading 'version 1.1' and '(Submission #: 2WJ-RVR3-4D0Q, revision 1)'. Below this is a certification statement: 'I certify under penalty of law that this document and all attachments were prepared under my direction or supervision with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on 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.' A 'Save for Later' button is visible on the left. At the bottom right, there are two buttons: 'Previous Step' and 'Submit Form', with a large red arrow pointing to the 'Submit Form' button.

Form Submission Confirmation



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

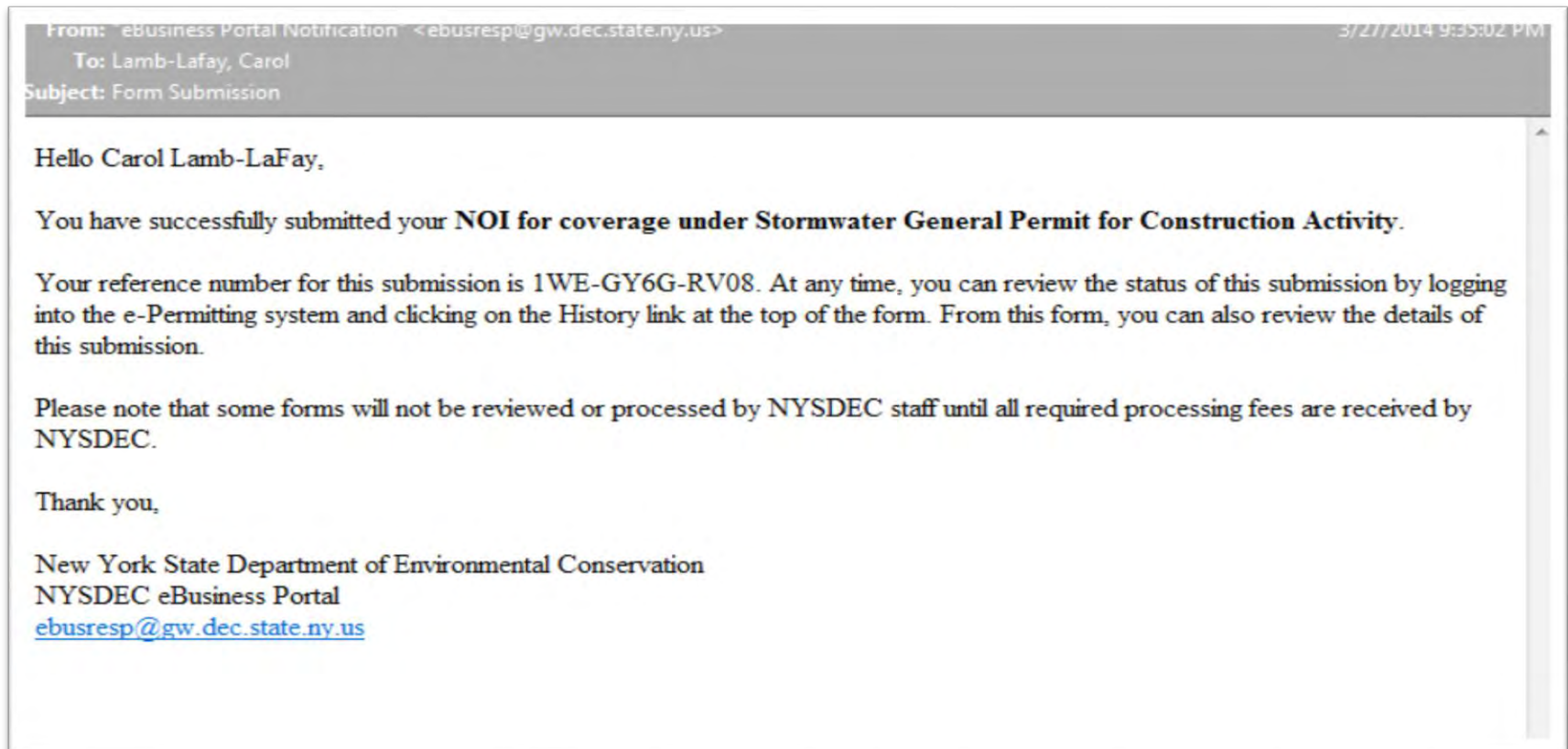
(Submission #: 2WJ-RVR3-4D0Q, revision 1)

You have successfully submitted your form.

Submission #:	Amount Paid:	Payment Status:	Submitted:
2WJ-RVR3-4D0Q	\$0.00	None	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>

3/27/2014 9:35:02 PM

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.

The screenshot shows the 'Submission History' page in a web application. The navigation bar at the top includes links for Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, and Sign Out. The user is identified as Toni Cioffi. The main content area is titled 'Submission History' and shows a table of 19 records. A filter box is set to 'NOI'. The table has columns for Submission #, Submitted, Submission Name, Status, Locked, and Actions. Three red arrows with numbers 1, 2, and 3 point to the 'History' menu item, a row in the table, and the 'Submission Name' column header, respectively.

Submission #	Submitted	Submission Name	Status	Locked	Actions
2WJ-RVR3-4D0Q	01/22/2018 04:22 PM	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004	Submitted	No	
1TQ-929N-QPPS	03/04/2014 11:25 AM	NOI for coverage under Stormwater General Permit for Construction Activity	Deemed Complete	Yes	
1WP-T9HD-WRHA		NOI for coverage under Stormwater General Permit for Construction Activity	Draft	No	

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.

The screenshot shows the 'Submission History' page with a navigation bar at the top containing links for Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, and Sign Out. The main content area displays a table of submission records. The table has columns for Submission #, Submitted, Submission Name, Status, Locked, and Actions. A filter box is present above the table, set to 'NOI'. A red arrow points to the 'Draft' status row, which has three action icons (View, Edit, Delete) next to it.

Submission #	Submitted	Submission Name	Status	Locked	Actions
2WJ-RVR3-4D0Q	01/22/2018 04:22 PM	Stevens MSGP Notice of Intent GP-0-17-004	Submitted	No	
1TQ-929N-QPPS	03/04/2014 11:25 AM	NOI for coverage under Stormwater General Permit for Construction Activity	Deemed Complete	Yes	
1WP-T9HD-WRHA		NOI for coverage under Stormwater General Permit for Construction Activity	Draft		

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.

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

✔ Contact & Location Information

✔ Eligibility & Facility Information

✔ Outfall Information

✔ Owner/Operator Certification

Actions

🔒 Manage Access to Submission

Steps:

Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

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

version 1.3

(Submission #: 2YF-EQYZ-JQ70, revision 1)

Owner/Operator Certification

clear section

OWNER/OPERATOR CERTIFICATION FORM DOWNLOAD

ALL NOI APPLICANTS MUST SUBMIT THE OWNER/OPERATOR CERTIFICATION

Download the certification form by clicking the Owner/Operator Certification Download link below.

Complete, sign, scan and upload the form by clicking the "Select Attachment" button

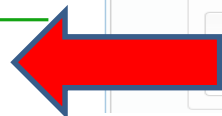
OWNER OPERATOR CERTIFICATION DOWNLOAD (PDF, 45KB)

Upload the Owner/Operator Certification Form *

Upload the completed Owner Operator Certification Form (Max. 10MB). To verify, click the file name to open the file.

🗑️ 1437_001.pdf

Comment:



eNOI Preparer Notification to Owner/Operator

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.

The screenshot shows the NYSDEC website interface for managing access to a submission. The header includes the NYSDEC logo and navigation links. The main content area is titled "Manage Access to the Submission" and contains a form for adding a new user. Three red arrows with numbers 1, 2, and 3 point to the email input field, the "Can Manage Access to Submission?" checkbox, and the "Add" button, respectively. Below the form is a table showing the current users with access to the submission.

Manage Access to the Submission
(Submission Id: 1WK-QFZ8-NKST, v1)

Enter the email address for the user you would like to authorize:

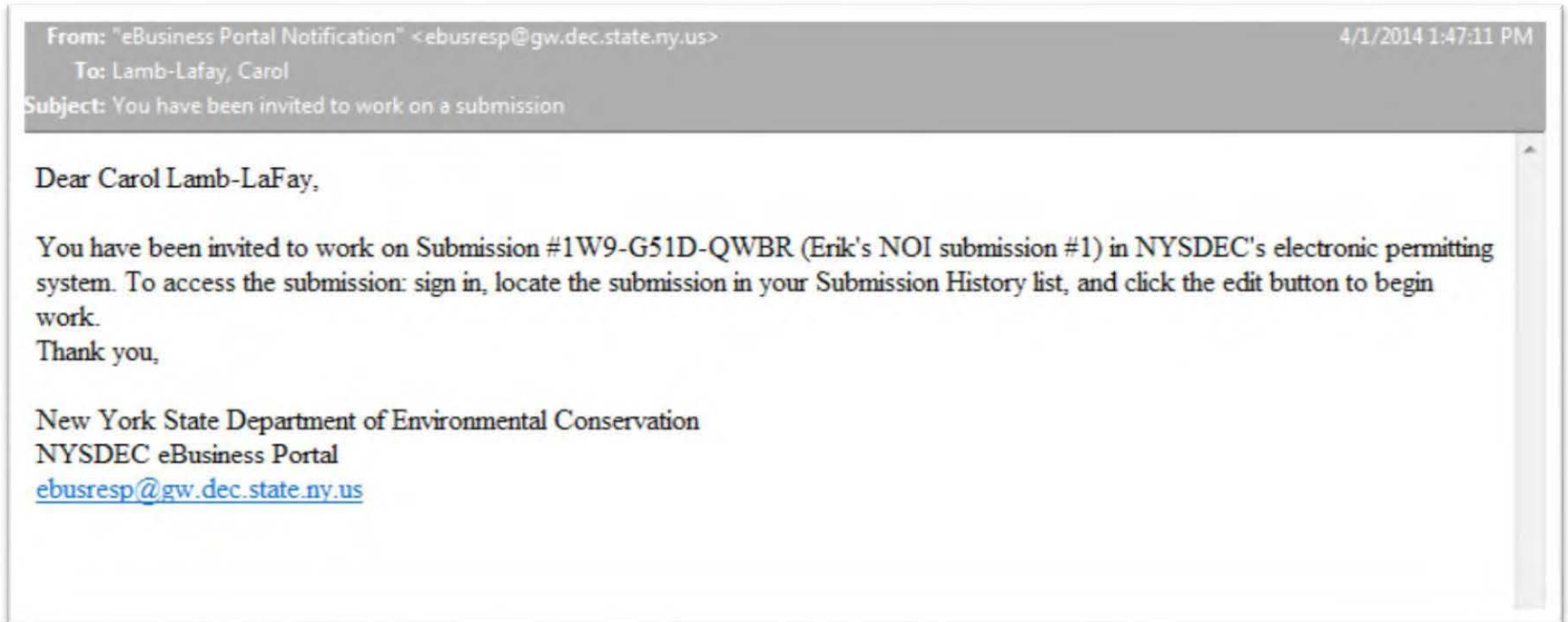
Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

Users with Access to this Submission

User Name	Affiliation	Can Manage Access to Submission?	Actions
David Gasper		<input checked="" type="checkbox"/>	

Example Email Notification to Owner/Operator







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.

Submission View

This page allows you to review a submitted form, in detail, as it was originally submitted. Any notes/comments/action items that are associated with your submission will be presented in the relevant area within the form, on the right.

Actions

- 1  [Revise Submission](#)
- 2  [Add Submission Note](#)
- 3  [View Submission Details](#)
- 4  [Print Submission](#)
- [Download Submission](#)
- [Copy As New](#)
- [Open In New Window](#)
- [Manage Access to Submission](#)

Versions

Submissions	Compare
v.2 - Submitted by Francis Zagorski 01/23/2018 10:40 AM	
v.1 - Revised by Francis Zagorski 01/23/2018 10:38 AM	

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

version 1.1

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

Summary

Submission #:	2WJ-RVR3-4D0Q	Date Submitted:	1/23/2018 10:40 AM
Form:	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004	Status:	Submitted
Applicant:	Francis Zagorski	Active Steps:	Under Review
Reference #:			
Description:	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004		

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.


Submission View


This page allows you to review a submitted form, in detail, as it was originally submitted. Any notes/comments/action items that are associated with your submission will be presented in the relevant area within the form, on the right.


Actions


 [Revise Submission](#)

 [Add Submission Note](#)


 [View Submission Details](#)

 [Print Submission](#)

 [Download Submission](#)

 [Copy As New](#)

 [Open In New Window](#)

 [Manage Access to Submission](#)

Versions

Submissions

 [Compare](#)

v.2 - Submitted by Francis Zagorski
01/23/2018 10:40 AM

v.1 - Revised by Francis Zagorski
01/23/2018 10:38 AM

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

version 1.1

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

Summary

Submission #:	2WJ-RVR3-4D0Q	Date Submitted:	1/23/2018 10:40 AM
Form:	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004	Status:	Submitted
Applicant:	Francis Zagorski	Active Steps:	Under Review
Reference #:			
Description:	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004		

- 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.

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Questions/Assistance

Steven McCague

MSGP Coordinator

Phone – (518)402-8108

Email - steven.mccague@dec.ny.gov