

**NYSDEC's  
Electronic Notice of Intent (eNOI)  
for the  
SPDES Multi-Sector General Permit  
GP-0-23-001**



**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>

## NYSDEC nForm

Many of DEC's Programs have forms that can be completed online using our online form tool was developed to streamline DEC's online reporting and data acquisition. New forms and ap

**Users must have an NY.gov account in order to use nForm.**

nForm requires using one of the following browsers: Chrome, FireFox, or Microsoft Edge

## Creating a NY.gov Accounts for nForm

Go to <https://my.ny.gov/> and click "*Don't have an Account?*"

1. Go to [https://my.ny.gov](https://my.ny.gov/)
2. Click "Don't have an account"
3. Then click "*Personal*" and sign up using your work email address. It is best to use a shar
4. Follow the steps to complete account creation.
5. After the account is created, you can enter the nForm area here: <https://nform-prod.dec.r>

If you have trouble creating your account, contact the ITS Service Desk at 844-891-1786.

## nForm Guidance

- [nForm Quick Start Guide](#)
- [nForm Public User Guide](#)

# nForm Quick Start Guide

## Appendix A: Registration with NY.gov

NYSDEC's nForm system will be integrated with New York State's [my.NY.gov](https://my.nysed.gov) services. All nForm users will need to register with NY.gov before being allowed to submit a form.

### User Account Creation

1. Go to the [my.NY.gov website](https://my.nysed.gov). The following page will be displayed:
2. Click on 'Don't have an Account' button. Following page is displayed.
3. Click on 'Personal' account type. **Do NOT select "Business."**
4. Click on the 'Sign Up for a Personal NY.gov ID' button and fill in the requested information.
5. After entering the User Information and Login Information, click on the 'Create Account' button.
6. Click on the 'Continue' button
7. Click on the 'Finish' button. It displays the same page as in step 5. You can close the browser window because you need to wait for the receipt of an email with your account information.
8. Check your email for the registration confirmation and follow the instructions.

# Create an Account

- Click on Personal

Please select one of the following three account types:



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



**GOVERNMENT EMPLOYEE**  
I want to access services 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.

# Sign Up for a Personal NY.gov ID

- Read instructions, then click “Sign Up for a Personal 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.

- i. Enter basic user information (along with a valid email address) and select a User ID.
- ii. Confirm basic user information is correct.
- iii. 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](#)

# Submission of the Notice of Intent

- Once your account is created, go to the NYSDEC eBusiness Forms Portal webpage:  
<http://www.dec.ny.gov/pubs/95925.html>



*Login to nForm*

A screenshot of the NY.GOV ID login page. At the top is the NY.GOV ID logo, which consists of a gold padlock icon followed by the text "NY.GOV ID" in bold black font. Below the logo is the text "Secure Access to New York State Services". There are two input fields: "Username" and "Password", each with a white border and a light gray background. Below the password field is a dark blue "Sign In" button with white text. At the bottom, there are several links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance". A footer note states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply".

**NY.GOV ID**  
Secure Access to New York State Services

Username

Password

**Sign In**

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

# Finding the eNOI

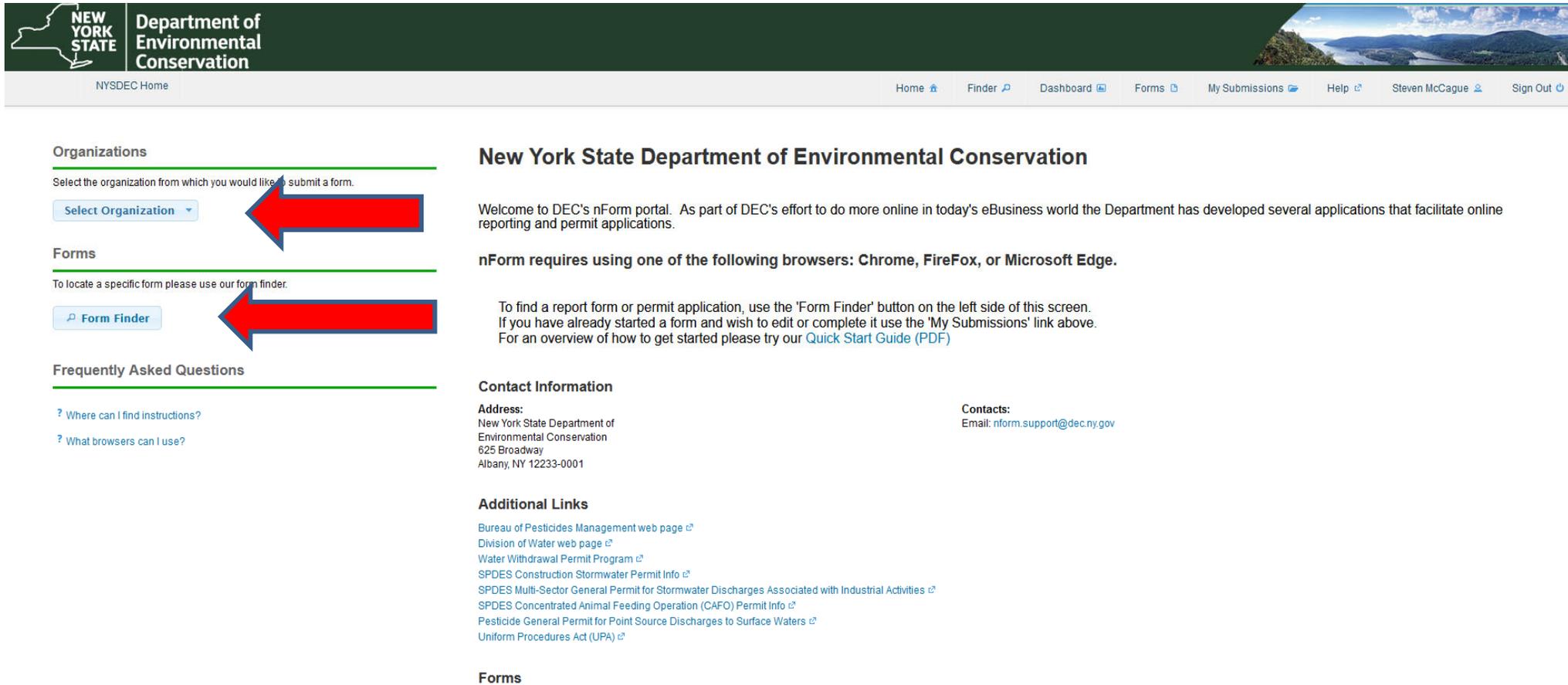
There are two methods for finding the form you need to complete

## 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.



**NEW YORK STATE** Department of Environmental Conservation

NYSDEC Home Home Finder Dashboard Forms My Submissions Help Steven McCague 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?
- ? What browsers can I use?

## New York State Department of Environmental Conservation

Welcome to DEC's nForm 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.

**nForm requires using one of the following browsers: Chrome, FireFox, or Microsoft Edge.**

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 'My Submissions' link above. For an overview of how to get started please try our [Quick Start Guide \(PDF\)](#)

### Contact Information

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

**Contacts:**  
Email: [nform.support@dec.ny.gov](mailto:nform.support@dec.ny.gov)

### Additional Links

- [Bureau of Pesticides Management web page](#)
- [Division of Water web page](#)
- [Water Withdrawal Permit Program](#)
- [SPDES Construction Stormwater Permit Info](#)
- [SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities](#)
- [SPDES Concentrated Animal Feeding Operation \(CAFO\) Permit Info](#)
- [Pesticide General Permit for Point Source Discharges to Surface Waters](#)
- [Uniform Procedures Act \(UPA\)](#)

### Forms

# Form Finder - Finding the eNOI

- Type 'MSGP' in the Search Bar
- All MSGP Forms appear in the list
- The Notice of Intent is usually at the top of the list

## 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

To search, type in what you are looking for and results will appear automatically.

You can search for:

- Form names
- Keywords
- Description of the activity you need to perform

Matching forms will appear in a list below.

## Recommended Forms

Based on your description, the following 5 forms may match your needs.

**Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001**  
NOI for SPDES **MSGP** GP-0-23-001



**MSGP Notice of Termination**  
Use to terminate coverage under the **MSGP**.

**MSGP No Exposure Certification**  
Certify that all industrial activities take place indoors and all materials that may be outside are covered.

**MSGP Annual Certification Report**  
for Stormwater Discharges Associated With Industrial Activity (GP-0-17-004)

**MSGP Representative Outfall Waiver**  
Rep outfall waiver - enter NODI 9 on DMRs that have not been sampled.

# Opening the eNOI

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

## Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001

VERSION 1.1

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### INSTRUCTIONS

Complete and submit this Notice of Intent to request coverage under the SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity (GP-0-23-001) .

### 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-0-23-001 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.



Begin Form Entry



# Owner Information

1. Be sure to make a note of your Submission ID #. This is the easiest way to track your submission. The Submission ID is also used on the E-Certification form. If any changes are made to the data after the form is first submitted, the Submission ID # will remain the same.
2. Click Save Progress to save the form. In the My Submissions folder.
3. Click to validate the address.
4. The jump menu on the left side shows all the sections of the NOI.

Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001 ? ⚙️

Submission HPT-4DV0-2M7DR Revision 1 Form Version 1.1

Last saved a few seconds ago

**1** ↑

Owner Information

Facility Information

Eligibility Information

Waterbody Information

Outfall Information

CERTIFICATION

Review

Certify & Submit

**4**

## Owner Information

Owner/Operator Name \*

What type of organization owns the facility? \*

Select...

Owner/Operator Address

\* Address Line 1

Address Line 2

\* City State/Area NY \* Postal Code

VALIDATE ADDRESS **3** ←

CLEAR SECTION

**2** →

SAVE PROGRESS

# Owner Information

1. Owner Information must be correct. It is necessary therefore for all companies that are either a Corporation, LLC, LP or LLP to have a NY Department Of State ID #
2. When you choose one of these four options, the Department of State ID Number entry box will appear. You must put the DOS ID of the company in this box.
3. The ID can be found by clicking on the link given and using the Search engine on the DOS webpage

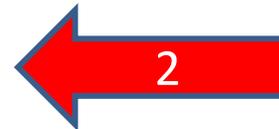
## Owner Information

CLEAR SECTION

Owner/Operator Name



What type of organization owns the facility?



Department of State ID Number

The Department of State ID can be found using the following link:

[Department of State | Division of Corporations](#) 



# Owner Information – DOS ID

1. Search by Entity name and enter the name of the company in the box provided
2. You can leave this or narrow your search to indicate only ACTIVE facilities
3. Check all boxes to ensure you capture the full database.

## Department of State Division of Corporations

### Search Our Corporation and Business Entity Database

The Corporation and Business Entity Database includes business and not for profit corporations, limited partnerships, limited liability companies, limited liability partnerships, and other miscellaneous businesses. The database also includes assumed name filings for corporations, limited liability companies and limited partnerships.

\*\*\*This system should not be used to determine the acceptability of an Entity Name.\*\*\*

As the Department relies upon information provided to it, the information's completeness or accuracy cannot be guaranteed. If you have any questions about performing a search or the results you receive, please contact the NYS Department of State, Division of Corporations at (518) 473-2492, Monday - Friday, 8:45AM – 4:30PM Eastern Standard Time.

Search By	EntityName
EntityName	EntityName
Entity type	AllStatuses
Search Functionality	BeginsWith
Entity list	<input checked="" type="checkbox"/> Corporation
	<input checked="" type="checkbox"/> LimitedLiabilityCompany
	<input checked="" type="checkbox"/> LimitedPartnership
	<input checked="" type="checkbox"/> LimitedLiabilityPartnership

#### To search the database do the following:

1. Select the search type in the **Search By** field.
2. Enter the value for the name or ID being searched in the next field.
3. Optionally filter by the status of the entity being searched in the **Entity Type** field.
4. When searching by a name, the type of matching can be changed (begins with, contains, etc.) in the **Search Functionality** field. See additional search instructions below for more information.
5. Select the entity type being searched in the **Entity List**.
6. Click **Search the Database**.

[Additional Search Instructions](#)

Search the Database

# Owner Information

1. Hover over and click on any **i** symbol to the right that appears for more information on what the question requires as a response.
2. If you want the bill sent to an address that is not the Owner/Operator's address then complete this section,
3. When completed click to go to the next section Facility Information.

## Owner/Operator Contact Information

FIRST AND LAST NAME <b>i</b>	PHONE <b>i</b>	EMAIL <b>i</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**1** → **i** Complete the Owner/Operator Contact Information table.

## Billing Information

Please only check yes if the annual fee bill is to go to another location than the owner/operator address.

Is the Billing Information different that the Owner/Operator Information?

- Yes
- No



 NEXT SECTION  
Facility Information



# Facility Information

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

1. Find your facility on the Map and select it. The coordinates will automatically appear in the boxes below.
2. Directly enter the Latitude/Longitude Coordinates in the boxes. **Note: Enter coordinates in decimal degrees, not UTM.**

## Facility Information

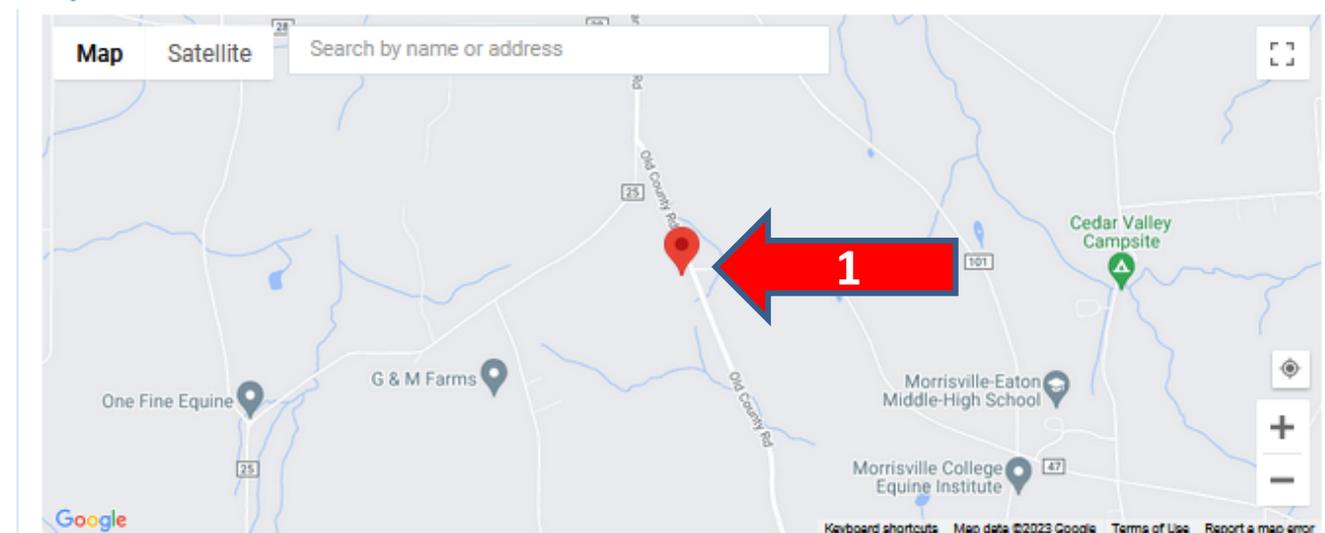
CLEAR SECTION

### Facility Name

▲ Complete facility name.

### Facility Physical Location

### Facility Location



### LOCATION COORDINATES

Latitude  
42.95017838636713

Longitude  
-75.68419915290814



# Facility Information

The SPDES ID is a unique number assigned to each facility. If your facility has never had permit coverage then you would answer No and will get assigned a SPDES ID by the Department.

## Permit Coverage

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If the facility is still under the same ownership as the previous permit, then use the current SPDES ID. If the facility is under new ownership, then choose No. A new SPDES ID will be assigned to the facility. The SPDES ID for individual MSGP facilities cannot be transferred to new ownership.

Has this facility been assigned a SPDES ID under previous versions of the MSGP?

- Yes
- No

SPDES ID



NEXT SECTION  
Eligibility Information

# Eligibility Information

**Eligibility Information** CLEAR SECTION

1. Does your facility meet all eligibility requirements listed in Part I.B of the MSGP to gain coverage under this general permit?

Yes  
 No

2. Does your facility conduct any activities listed in Part I.C of the SPDES Multi-Sector General Permit which would make your facility ineligible for coverage under this general permit?

Yes  
 No

3. Has a Stormwater Pollution Prevention Plan (SWPPP) been prepared for this facility in accordance with the requirements of the MSGP GP-0-23-001?

Yes  
 No

4. Where will the SWPPP be located?

On site at the facility  
 Online  
 At a location different than the facility

**Physical location of the SWPPP for the public and DEC to review.**

**NEXT SECTION**  
Waterbody Information

1. The first 3 questions must be answered appropriately in order to advance through the Eligibility Information Section.
2. You must indicate where the Stormwater Pollution Prevention Plan is located. All three locations can be checked. If Online is checked you must indicate the web address. If a different physical location is checked, then complete the address information.

# Waterbody Information

**1** Waterbody Information CLEAR DUPLICATE

**Waterbody locator**

Please use the stormwater interactive mapper to find the name of the waterbody. Start to type the name in the dropdown box to get to the waterbody name. The map is also used to answer other questions on this page.

[Stormwater Interactive Map](#) 

**1**

**1.** Provide the name of the nearest surface waterbody into which site runoff will discharge.

**2**

**2.** Has the surface waterbody been identified as an impaired waterbody on the CWA 303(D) list or in a watershed for which a Total Maximum Daily Load (TMDL) strategy has been approved?

Yes

No

**3**

**3.** Does site runoff enter a Municipal Separate Storm Sewer System (MS4) including roadside drains, swales, ditches, culverts, etc.?

Yes

No

**4**

**5**

DUPLICATE WATERBODY INFORMATION

ADD NEW WATERBODY INFORMATION

1. The Stormwater Interactive Mapper should be used to answer the questions in the Waterbody Information Section of the NOI.
2. The waterbody name is a dropdown menu. Note the unique numeric code for each waterbody – some NY waterbodies share common names.
3. Question 2 is specific to impaired waterbodies. You must first determine if the waterbody you have listed in Question 1 is impaired. If it is, then you must determine if the pollutant of concern is in the discharge from the facility.
4. If the facility discharges into a regulated MS4 prior to a surface waterbody, then indicate Yes and choose the MS4 from the drop-down that appears.
5. In rare cases there may be more than one waterbody discharged to from the facility. This usually happens when the facility is located on the boundary of 2 watersheds. Add the additional waterbody if this is the case for your facility.

# Waterbody Information – Using the Interactive Map

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

## Stormwater Interactive Map

Search

Tools

Permit Related Layers

- Enhanced Phosphorus Removal Watershed
- 1-Year 24-Hour Rainfall
- 90 Percentile Rainfall
- Class AA AAS Watersheds

Multi-Sector General Permits (MSGP)

- Impaired Waterbodies for MSGP
  - Rivers and Streams
  - Estuaries
  - Lakes

Regulated MS4s

- MS4 GP Automatically Designated Areas
- MS4 GP Additionally Designated Area (for MCM 4 and 5)

Classified Waters

- Rivers and Streams
- Lakes

Waterbody Inventory/Priority Waterbodies List

- Lakes and Reservoirs
- Estuaries
- Rivers and Streams
- Shorelines

1. This image shows the layers that you will use to determine the nearest surface waterbody and whether the waterbody is impaired.
2. The MSGP layer shows all MSGP facilities. If you already have a SPDES ID your facility will show up on this layer
3. The Impaired Waterbodies for MSGP layer shows you the waterbodies that are impaired.
4. The Waterbody Inventory Layer will show you all regulated surface waters in NYS.

# Waterbody Information – Nearest Surface Waterbody

1. This image shows the Waterbody Inventory layer turned on. The Waterbody Inventory layer should be used to find the nearest surface waterbody. Clicking on the waterbody will bring up a window with additional information.

## Stormwater Interactive Map

The screenshot displays the Stormwater Interactive Map interface. On the left is a legend panel with several sections: 'Permit Related Layers' (with 'Multi-Sector General Permits (MSGP)' checked), 'Regulated MS4s', 'Classified Waters', and 'Waterbody Inventory/Priority Waterbodies List' (checked). A red arrow labeled '1' points to the 'Waterbody Inventory/Priority Waterbodies List' section. The map area shows a network of waterbodies in cyan, including Wissey Creek, Bowman Creek, and South Chautauque Creek. A red arrow labeled '2' points to a specific waterbody on Bowman Creek. A pop-up window titled 'WI/PWL Rivers and Streams' is open over this waterbody, containing the following information: 'Waterbody Name: Minor Tribs to Schoharie Creek', 'PWL ID: 1202-0027', 'Basin: Mohawk River', and 'Description: total length of selected tribs, mouth to Central Bridge'. A red arrow labeled '3' points to the 'Waterbody Name' field in the pop-up. The map also includes a search bar, zoom controls, a home button, and a scale bar at the bottom left.

# Waterbody Information – Impaired Waterbody

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

## Stormwater Interactive Map

Search

Tools

Permit Related Layers

- Enhanced Phosphorus Removal Watershed
- 1-Year 24-Hour Rainfall
- 90 Percentile Rainfall
- Class AA AAS Watersheds

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Multi-Sector General Permits (MSGP)

- Impaired Waterbodies for MSGP
  - Rivers and Streams
  - Estuaries
  - Lakes

---

Regulated MS4s

- MS4 GP Automatically Designated Areas
- MS4 GP Additionally Designated Area (for MCM 4 and 5)

---

Classified Waters

- Rivers and Streams
- Lakes

---

Waterbody Inventory/Priority Waterbodies List

- Lakes and Reservoirs
- Estuaries
- Rivers and Streams
- Shorelines

**Impaired Stream for MSGP**

PWL ID: 1307-0003  
**Waterbody Name:** Esopus Creek, Middle, and minor tribs  
**Waterbody Type:** R  
**Applicable Sectors:** A, D, E, F, G, I, J, K, L, M, N, U, AC  
**Pollutant:** Turbidity

[Zoom to](#)

1. Turn off the waterbody Inventory layer and turn on the Impaired Waterbodies for MSGP layer. If the waterbody chosen in Question 1 also shows up in the impaired layer, click on the waterbody.
2. This will open a small window that has information on that waterbody.
3. In addition to the name, the pollutant of concern that is causing the impairment is indicated and the Sectors of the permit that this applies to are also indicated. This will help answer Question 2 of the Waterbody Information Section

2. Has the surface waterbody been identified as an impaired waterbody on the CWA 303(D) list or in a watershed for which a Total Maximum Daily Load (TMDL) strategy has been approved?

Yes

No

2A. Is the pollutant(s) causing the impairment a pollutant of concern included in the benchmarks and/or effluent limitations which the facility is subject to in Part \*VII of the MSGP?

Yes

No

TURN LAYER OFF

# Waterbody Information – MS4

1. Turn on the Regulated MS4s layer
2. The area is shaded brown and also has brown lines to show the full MS4 areas

**Note** that not all MS4s in the state are regulated under a permit. Those that are not regulated will not be in the drop-down menu of the NOI.

Search

Tools

**Permit Related Layers**

Impaired Waterbodies for MSGP

-  Rivers and Streams
-  Estuaries
-  Lakes

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**Regulated MS4s** 

-  MS4 GP Automatically Designated Areas
-  MS4 GP Additionally Designated Area (for MCM 4 and 5)

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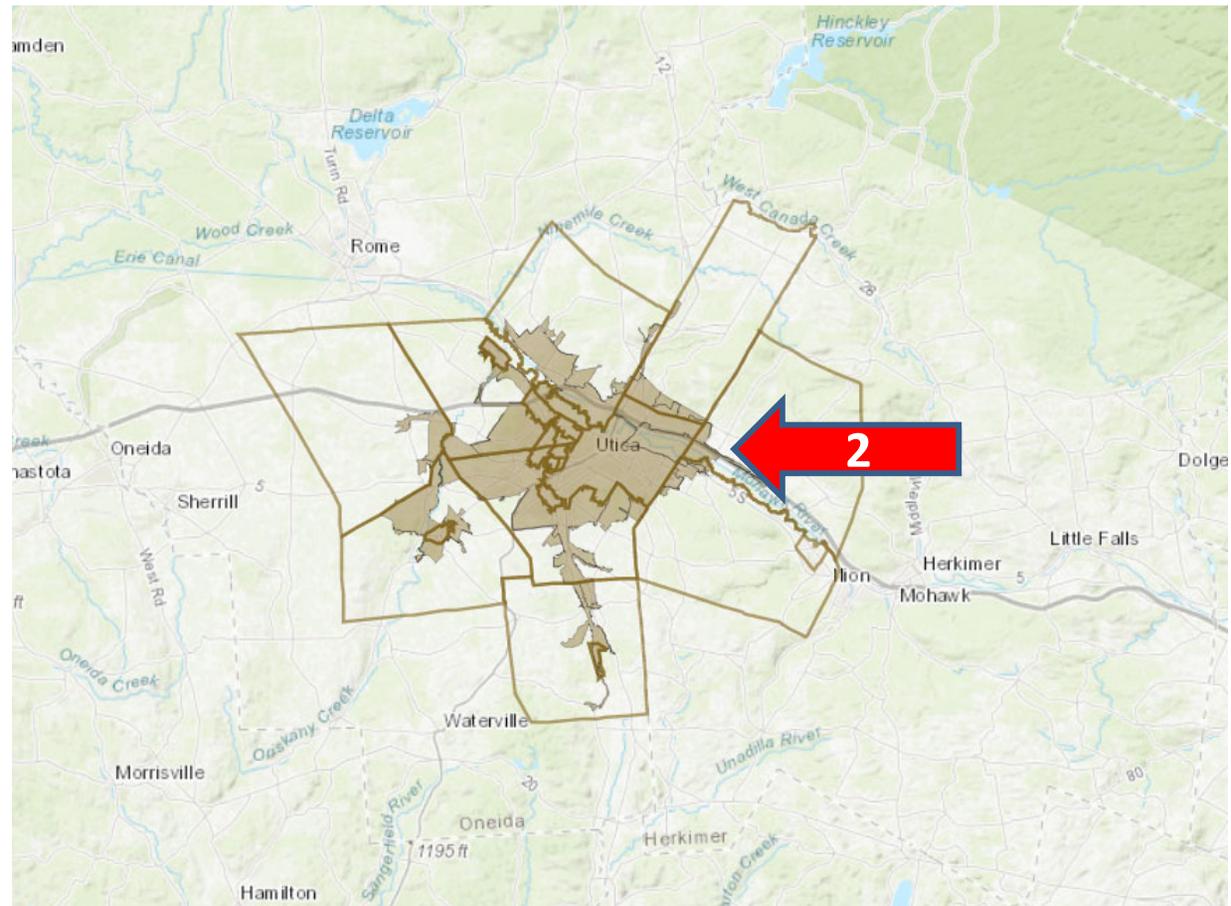
*Classified Waters*

-  Rivers and Streams
-  Lakes

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**Waterbody Inventory/Priority Waterbodies List**

-  Lakes and Reservoirs
-  Estuaries
-  Rivers and Streams
-  Shorelines



# Outfall Information

1. Enter the facility's Primary SIC Code.
2. If there is another SIC code associated with the facility (Co-Located activity) indicate in question 2.
3. Add as many rows as necessary to capture the industrial activities at the facility.

## Outfall Information

CLEAR SECTION

For each stormwater discharge associated with industrial activity at your facility, identify the outfall number (e.g., 001, 002, etc...); the four digit Standard Industrial Classification (SIC) codes, (and the Section N Subsector) that best represent the principal products or services rendered by the facility for that drainage area; if the discharge is subject to Effluent Limitations; and the acreage of industrial activity exposed to stormwater for that outfall (rounded to the nearest tenth of an acre).

1. What is the facilities primary SIC Code?



3273 - Ready-Mixed Concrete



2. Are there other SIC codes?

Yes

No



2A. Additional SIC Codes

SIC CODE ▲

\* Select...



ADD ROW



# Outfall Information –Effluent Limitations

1. In Question 3, if the facility falls under any of the listed Sectors codes, choose Yes and indicate in Question 3A which Sector. Once the Sector is indicated a question appears in the gray EPA Point Source Box.
2. The answer to the question should be indicated in the EPA Point Source column of the Outfall and Sector Information table

3. The outfall and Sector Information Table should be completed in full – no blank spaces. Add a row for each outfall at the facility that needs permit coverage.

4. Indicate if a Representative Outfall Waiver is being claimed. If [YES] a new section will appear, (Representative Outfall Information Section) and must be completed before submission.

3. Does the facility fall under sectors A, C, D, E, J, K, L, O or S?



3A. What sector does the facility fall under?

## EPA Point Source

Sector E - Does facility discharge stormwater runoff from material storage piles at cement manufacturing facilities? If yes, please enter yes in the table below in the EPA Point Source column.



## Outfall and Sector Information

OUTFALL # ▲	SIC AND SECTOR CODES ▲	EPA POINT SOURCE ▲	ACRES ▲	LATITUDE ▲	LONGITUDE ▲
*	Select...	Select...	*	*	*

ADD ROW



4. Is a Representative Outfall Waiver being requested in accordance with Part IV.G? If the facility currently has a waiver, to continue the waiver, answer yes.



NEXT SECTION  
Representative Outfall Information

# Certification

Answer the 2 questions given, read the certification statement and complete the form.

1. Click on the certification form link.



2. Complete and Sign the form, Save it to your computer, then attach the form to the NOI.



## CERTIFICATION

The MSGP Owner/Operator has read and understands the MSGP as it pertains to permit requirements as well as the timeframes for compliance set forth in the permit.

Yes

No

I am a member of the corporation's executive team, a partner in the partnership, the sole proprietor of the business, or the ranking elected official of the municipality and will be submitting under my name.

Yes

No

As the Corporate Executive, Partner, Ranking Elected Official, Principal Executive Officer, or Sole Proprietor, please download the certification form from the link below. Complete and sign the certification then upload the form to your computer and attach to this NOI.

This certification form must be signed and uploaded every time this form is submitted, unless a Corporate Executive Officer, Ranking Elected Official, Partner or Sole Proprietor is going to electronically sign and submit the form.

[Certification Form](#) 

### \* Attach completed certification form.

Complete the downloaded certification from the link above. Attach the signed copy of the certification form.

Please be aware that files exceeding 100 MB in size are not allowed

Drop files here to upload



OR

Comment 

# Certification Form

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

1. Download the form.
2. Complete the form - No blank spaces are allowed on the form.
3. The certification must be signed by a member of the corporation's executive team, a partner in the partnership, the sole proprietor of the business, the ranking elected official of the municipality or a duly authorized representative.
4. Upload the form and attach to the NOI.

## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water  
625 Broadway, Albany, New York 12233-3500  
P: (518) 402-8233 | F: (518) 402-9029  
www.dec.ny.gov

### Owner/Operator Certification Form for eReports

#### SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity (GP-0-23-001)

##### Instructions

Please review Appendix G.10 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

Facility Name: \_\_\_\_\_

eReport Submission Number: \_\_\_\_\_

##### 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

# Review Section

- ✓ Owner Information
- ✓ Facility Information
- ✓ Eligibility Information
- ✓ Waterbody Information 1
- ✓ Outfall Information
- ✓ CERTIFICATION
- Review
- Certify & Submit

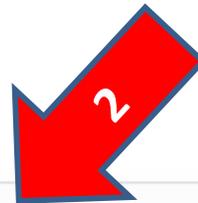
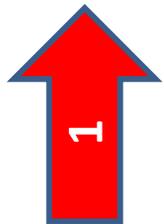
## Review

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 or the public until you actually submit the form in the 'Certify & Submit' step.

### OWNER INFORMATION

1. Before submitting, all sections of the document can be reviewed on this page.
2. The review can also be printed from this page.



NEXT SECTION  
Certify & Submit



Print Review

# Certify and Submit Section

## Certify & Submit

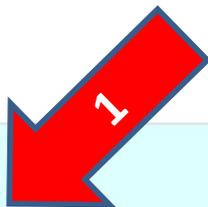
This step allows you to submit the form to NYSDEC.

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.

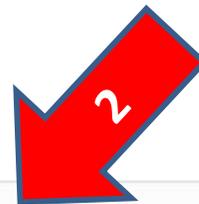
1. Submit the Form, or
2. Save and Exit to finish later



FINALIZE SUBMISSION  
Submit Form



FINISH LATER  
Save and Exit



# Example Email Notification to Owner/Operator

**From:** eBusiness Portal Notification <[ebusresp@gw.dec.state.ny.us](mailto:ebusresp@gw.dec.state.ny.us)>

**Sent:** Monday, March 27, 2023 2:28 PM

**To:** Heinen, Bryce N (DEC) <[bryce.heinen@dec.ny.gov](mailto:bryce.heinen@dec.ny.gov)>

**Subject:** Submission HPS-EX74-7TC1S Provided to NYSDEC

Bryce,

New York State Department of Environmental Conservation is pleased to inform you that your Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001 **submission was received**. The reference number for this submission is [HPS-EX74-7TC1S](#). At any time, you can review the details and status of this submission. For reference, a read-only version of this submission is archived and can be downloaded from the Submission Overview (submission reference number link above).

Thank you,

New York State Department of Environmental Conservation

Division of Water

Email Stormwater MSGP: [MSGPcompliance@dec.ny.gov](mailto:MSGPcompliance@dec.ny.gov)

Phone Number: 518-402-8177

**Receiving this email does not mean that the NOI has been acknowledged as complete. Only a status of Deemed Complete indicates a completed form.**

# My Submissions Menu

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 “*My Submissions*”. At the top of the home page.
2. Status Column shows the forms that the current user has access to in the folder. This includes submitted forms and forms that have been started, but not submitted.
3. The column to the right has different symbols that when clicked will allow you to View, Edit, Delete or Rename the form.

The screenshot shows the NYSDEC website interface. At the top, the NYSDEC logo and 'Department of Environmental Conservation' are visible. The navigation bar includes 'Home', 'Finder', 'Dashboard', 'Forms', 'My Submissions', 'Help', 'Steven McCague', and 'Sign Out'. The 'My Submissions' page is displayed, showing a search bar and a table of 9 results. Red arrows labeled 1, 2, and 3 point to the 'My Submissions' menu item, the 'Status' column, and the action icons, respectively.

Name	Alternate Identifier	Submission ID	Started on	Submitted on	Balance Due	Status	
Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001		HPT-4DV0-2M7DR	4/23/2023 10:51 PM		—	DRAFT	> ✎ ⋮
Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001		HPS-N44S-112XE	4/13/2023 8:56 AM		—	DRAFT	> ✎ ⋮
MSGP Notice of Termination		HPS-9D52-P3FBJ	3/20/2023 1:33 PM		—	DRAFT	> ✎ ⋮
MSGP Annual Certification Report		HPN-PHYD-HJTCD	10/25/2022 9:48 AM		—	DRAFT	> ✎ ⋮
MSGP Notice of Termination	NYR00Z299	HPN-H1WX-WGM2D	10/18/2022 10:20 AM	10/18/2022 10:29 AM	—	ACTION REQUIRED 🔒	>
MSGP No Exposure Certification		HPM-NJCH-6N50T	9/13/2022 12:06 PM		—	DRAFT	> ✎ ⋮

# Using the Form Actions in My Submissions



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 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.***

# Sharing the NOI

1. In the My Submissions tab click on the VIEW > symbol to view the Draft of the NOI. The page shown below appears.
2. At the very bottom right of the page click on the Share With ... button

NAME	Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001
ORIGINALLY STARTED BY	 Steven McCague
SUBMISSION ID	HPT-4DV0-2M7DR
SUBMISSION REASON	—
WORKGROUP	—

Status  
**DRAFT**

 Continue Editing Draft

 Print

 Download / Export

 Copy as New

## Contact Info

**Contact**  
NYSDEC -BWC  
625 Broadway  
Albany, NY 12233-3506

**Contact**  
MSGP Coordinator  
625 Broadway, 4th Floor  
Albany, NY 12233-3506

## Contacts

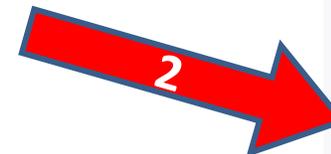
**Phone Number**  
518-402-8177

**Email Stormwater MSGP**  
MSGPcompliance@dec.ny.gov

## Access

Not shared with any users.

 Share with...



# 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 ready for their review.

Manage Access to the Submission  
(Submission #: HPS-N44S-112XE, v2)

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?

**1**

**2**

**3**

**Users with Access to this Submission**

Username	Affiliation	Can Manage Access to Submission?	Is Submission Owner?	Actions
Bryce Heinen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
Steven McCague		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

# After Submitting the Form

1. The permit allows for the Department up to 30 days from the date of submission for the review.
2. Check the status of the form starting about 21 days after submission. Do not email or call us if the form is still in the 'Submitted' Status.
3. If there are errors or omissions on the form, an email will be sent to the NOI preparer indicating what the errors are and will include a link to the submission. You will need to log into the nForm system to access the form.
4. Once the form is Deemed Complete you will receive a system generated email, similar to the one below.

**From:** eBusiness Portal Notification <[ebusresp@gw.dec.state.ny.us](mailto:ebusresp@gw.dec.state.ny.us)>  
**Sent:** Tuesday, March 28, 2023 10:02 AM  
**To:** Heinen, Bryce N (DEC) <[bryce.heinen@dec.ny.gov](mailto:bryce.heinen@dec.ny.gov)>  
**Subject:** Step Completed on Submission HPS-EX74-7TC1S in the eBusiness Portal System

Bryce,

The "**Assign SPDES ID**" step was recently **completed** on your Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001 submission [HPS-EX74-7TC1S](#) in the eBusiness Portal. Please note that additional steps may be required to fully process your submission.

A new document, [Acknowledgment letter](#), was generated for you during this step. Please download the document.

Thank you,  
New York State Department of Environmental Conservation  
Division of Water  
Email Stormwater MSGP: [MSGPcompliance@dec.ny.gov](mailto:MSGPcompliance@dec.ny.gov)  
Phone Number: 518-402-8177

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# After Submitting the Form

- 1. The Notice of Intent Acknowledgement Letter for the facility is located on the Submission overview page toward the bottom under 'Documents & Attachments'. The Submission Overview Page is the 1<sup>st</sup> page you see when you click on the submission.

The screenshot shows the top navigation bar of the NYSDEC website. On the left is the New York State logo and the text 'Department of Environmental Conservation'. The main navigation menu includes 'NYSDEC Home', 'Home', 'Finder', 'Dashboard', 'Forms', 'My Submissions', 'Help', and 'Steven McCague'. A blue bar below the navigation contains a 'BACK TO Dashboard' button. Below that, a dark grey bar shows 'SUBMISSION OVERVIEW' and the submission title 'Multi-Sector General Permit (MSGP) Notice of Intent GP-0-23-001'. A 'View Form' button is visible on the right.

## Documents & Attachments

ALL (2)    SYSTEM-GENERATED (1)    SUBMISSION ATTACHMENTS (1)

**Acknowledgement Letter.pdf**

Attached to Submission by **System** 2023-04-24 11:53 AM    **SYSTEM-GENERATED**    **VISIBLE TO APPLICANT**

# MSGP Webpage

- <https://www.dec.ny.gov/chemical/9009.html>

## Multi-Sector General Permit (MSGP)

**Upcoming Webinar on Wednesday, April 26, 2023 at 11 a.m. EST**

[Register to attend](#) the "How to complete the Notice of Intent for the Multi Sector General Permit (MSGP)" webinar.

### On This Page:

- [What would you like to do today?](#)
- [The Permit](#)
- [Applicability of the MSGP](#)
- [Forms for Reporting to the Department](#)
- [Notice of Intent \(NOI\) Guidance](#)
- [Mapping Tools](#)
- [Look up your SIC Code](#)
- [Helpful Forms to keep with the Facility's SWPPP](#)
- [Discharge Monitoring Reports](#)
- [Waiver Forms](#)
- [Conditional Exclusion for No Exposure](#)
- [Contact Information](#)

Jump links at the top of the MSGP webpage will bring you to the section of the page you are interested.