

# **NPDES Electronic Reporting Rule**

**Federal Biosolids Annual Report  
[40 CFR 503]**



**CWA-NPDES**  
electronic reporting

# Webinar Agenda



- This webinar provides training on how to electronically submit the Federal biosolids annual report (in compliance with 40 CFR 503).
- We will start with an overview of this report.
- We will then go over the major aspects of the electronic reporting process:
  - Registration
  - Access
  - Reporting
  - Submission



## **Overview of the Federal Biosolids Annual Report**

**40 CFR 503**

# Overview of Biosolids Annual Report



- **In accordance with 40 CFR 503, pollutant monitoring and biosolids management information is summarized in a report and submitted to the authorized NPDES program each year (usually due February 19).**
  - NPDES regulated entities that need to submit this report include:
    - Class I sludge management facilities;
    - POTWs (as defined in 40 CFR 501.2) with a design flow rate equal to or greater than one million gallons per day; and
    - POTWs that serve 10,000 people or more.
- **EPA Region 7 (Kansas City, KS) is designated as EPA's Biosolids Center of Excellence and is the lead office for reviewing these annual reports and ensuring compliance with Part 503.**

# Background on the Development of the Electronic Form



- It is important to note that the electronic form used earlier this year is different from the forms previously used by states and Regions.
- As you fill your this electronic form, also known as a Smart form, it will make changes based on your answers.
- The form allows for the filer to report one or more biosolids management options (i.e. land application, surface disposal, incineration).

# Background on the Development of the Electronic Form

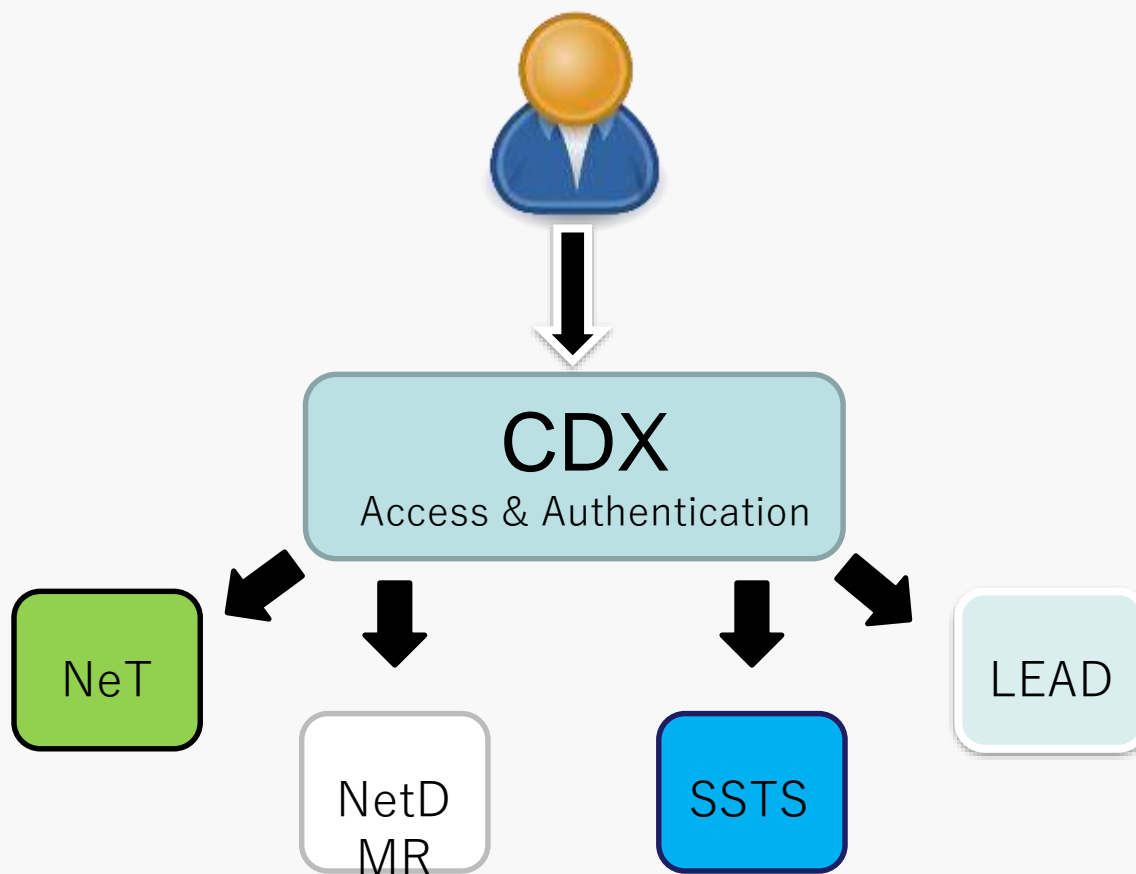


- The form uses the term, Sewage Sludge Unique Identifier (SSUID), to distinguish one biosolids management (e.g., land application) from another biosolids management option (e.g., incineration).
- The form only show options available under EPA's regulations (e.g., only Class A pathogen reduction options are available for Class A biosolids).
- The form also allows users to skip some questions or report 'Unknown' for a SSUID if the filer transfers these biosolids to an 'Off-Site Third-Party Preparer.'
  - The form will ask for basic information on this Off-Site Third-Party Preparer.

# Relevant Terms and Acronyms



Term	Acronym	Definition
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network for environmental data exchanges to the Agency. A CDX account is required to access the Biosolids Annual Report.
User ID	None	User name for CDX Login purposes. Recommend using user's email address
NPDES ID	None	NPDES Permit number: State Abbreviation + 7 digits (E.g. NC1234567) Biosolids Permit number: State Abbreviation + L + 6 digits (E.g. NCL123456)
Organization ID	None	ID number assigned to distinguish organizations from one another
Sewage Sludge Unique Identifier	SSUID	Term used to identify one Biosolids management option from another





# Determine your Role



- **Certifier**
  - Can prepare an Annual Program Report, Certify, and Submit to EPA
  - Can approve/revoke access for others to the Biosolids Permit #
- **Permit Administrator**
  - Can prepare an Annual Program Report for Certifier
  - Can approve/revoke access for others to the Biosolids Permit #
- **Preparer**
  - Can ONLY prepare an Annual Program Report for Certifier

# **Registration Steps for the Federal Biosolids Annual Report**





## **FIVE Steps:**

1. Locate your NPDES ID  
(Example: NCL004545)
2. Create or Log into your CDX Account
3. Request Access to your NPDES ID for Biosolids Reporting (if you have not done so)
4. Create/Fill Out Biosolids Report
5. Sign and Submit Biosolids Report

## Step 1: Receive New NPDES ID



- How to find your Permit number for Biosolids Report:
  - Call Center at 1-877-227-8965 (toll-free)
  - Email to [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov)

## Step 2: Create or Log into CDX Account



CDX URL - (<https://cdx.epa.gov/>)

### ➤ New CDX User

- Register with CDX

### ➤ Existing CDX User

- Enter User ID and Password
- Add Program Service for Biosolids

# Go to CDX and Register



- Go to [cdx.epa.gov](https://cdx.epa.gov)

**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Password


[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)  
[Forgot your User ID?](#)  
[Warning Notice and Privacy Policy](#)




# Accept Term and Condition



 **EPA** United States Environmental Protection Agency

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 **Terms and Conditions** [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Warning Notice**


EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

☐ I Accept  
☐ I Decline


[Proceed](#) [Cancel](#)

# Select a Program Service



 **EPA** United States Environmental Protection Agency

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 **Core CDX Registration** [Contact Us](#)

1. Program Service


2. Role Access

3. User and Organization

4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

**Active Program Services List**



biosolids

NeT: NPDES eReporting Tool (4)

Cancel



# Select a Program Service



## CDX Core CDX Registration

[Contact Us](#)

1. Program Service > 2. Role Access > 3. User and Organization > 4. Confirmation

### Registration Information

**Program Service Category** NeT

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

### Active Program Services List

Enter search criteria

**BIOSOLIDS: NeT - EPA Biosolids Program**

GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit

GMG290000: eNOI - EPA Region 6 Outer Continental Shelf NPDES Permit

NETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit

Back

Cancel

# Select a Role



## CDX Core CDX Registration

[Contact Us](#)

1. Program Service

2. Role Access

3. User and Organization

4. Confirmation

### Registration Information

**Program Service** NeT - EPA Biosolids Program

**Role** Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Certifier  
Permit Administrator  
Preparer

Request Role Access

Cancel

# Create Account - CDX



## Registration Information

Program Service	NeT - EPA Biosolids Program
Role	Permit Administrator

Please fill out all required fields marked with an asterisk(\*)

### Part 1: User Information

User ID *	<input type="text"/>
Title *	Mr. <input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	-Please Select- <input type="text"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	-Please Select- <input type="text"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	-Please Select- <input type="text"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	-Please Select- <input type="text"/>
Security Answer 3 *	<input type="text"/>

# Review Account Information



- Search for your Organization
- Click on the Organization id to link
- Organization unavailable (see next slides)

**Part 2: Organization Info**

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">20704</a>	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
<a href="#">23036</a>	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
<a href="#">23114</a>	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933
<a href="#">23578</a>	Shell Pipeline Company LLC	701 Poydras Street	New Orleans	LA	70139

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

# Select Organization – Not Found



- Organization unavailable
- “Request that we add your organization”

**Part 2: Organization Info**

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

# Select Organization – Not Found



- Fill out the required information for your organization
  - Noted with \*
- Click “Submit Request for Access”
- Preparer and Permit Administrator are done after this form is submitted.
- Certifier will continue with the next step.

Part 2: Organization Info

Organization Name *	<input type="text"/>
Country *	<input type="text" value="UNITED STATES"/>
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="jakenetdmr1@yahoo.com"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>


[Back to Search Results](#) [Submit Request for Access](#)



# Certifier – Additional Steps Required



- CDX Registration's Additional Verification (for Certifier only)

 **CDX Registration: Additional Verification**

[Contact Us](#)  
Logged in as TESTPERMSIG ([Log out](#))

1. Identity Verification

2. ESA

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an Independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

**Note:** By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

**Note:** You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

**First Name:** test  
**Last Name:** permsig

☐ I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)


Exit

Proceed to Verification

Cancel

# LexisNexis Verification



 LexisNexis® | Verification for EPA

\* Required Fields

Authorized Representative

---

Last Name *	First Name *	Middle Name	SSN (Last 4) *
<input type="text" value="permsig"/>	<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>

Home Address \*

Home City *	Home State *	Home Zip *
<input type="text"/>	<input type="text" value="-- State --"/> ▼	<input type="text"/>

Home Phone	Date of Birth *
<input type="text"/>	<input type="text"/>



# Paper Signature Agreement

- If you choose not to go thru LexisNexis Identify Proofing
  - Sign and mail Agreement
  - Regulatory Authority will approve
  - You will receive an email when approved



1. Identity Verification ✓ 2. ESA

## Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

### U.S. Environmental Protection Agency Office of Enforcement and Compliance Assurance NPDES e-Reporting Tool Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

#### Electronic Signature Holder Company Information

Organization Name	AVANTI TESTER
Address	TESTER
City, State, Zip	TEST, DC 11111
Province	
Country	US
Phone Number	(703) 765-0060
E-mail Address	noi@avanticorporation.com
Registrant's Name	Mr test permisg

Sign Paper Form

Cancel

# Provide 5 Additional Security Questions for Signing



**CDX** Central Data Exchange

 [Contact Us](#)

Logged in as TESTPERMSIG ([Log out](#))

## CDX Registration: Additional Verification

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

### Select 5 Signature Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

**Save Answers**

## Account has been created



- Access to NeT is now available
- Will still need to complete NeT Security Form (Request Access to NPDES ID) to have access to your facility's NPDES ID




# **Accessing the Federal Biosolids Annual Report**



## Step 3: Requesting Access to New NPDES ID



- Gaining Access to the NPDES ID
  - All users will be required to fill out the NPDES ID Request form
  - Log into NeT – BIOSOLIDS: NeT – EPA Biosolids Program
  - First person to request access to the NPDES id must have a “Certifier” or “Permit Administrator” role in CDX

MyCDX	Inbox	My Profile	Role Sponsorship	Submission History
Services				 Manage
<u>Status</u>	<u>Program</u>	<u>Service Name</u>	<u>Role</u>	
	BIOSOLIDS: NeT - EPA Biosolids Program		<u>Certifier</u>	
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW		<u>CGP</u>	

## Step 3: Requesting Access to New NPDES ID



- Click on the **FORMs** link

A screenshot of the NPDES ID system interface. At the top, there is a navigation bar with four tabs: 'Home' (highlighted in blue), 'Forms', 'Tasks (4)', and 'History'. Below the navigation bar, there are three main sections. The first section, 'Forms', is highlighted with a large red arrow pointing to it. It contains a document icon, the title 'Forms', and the description 'View available forms and start filling them in'. The second section, 'Task List (4)', contains a checkmark icon, the title 'Task List (4)', and the description 'Complete your saved draft forms and tasks'. The third section, 'History', contains a clock icon, the title 'History', and the description 'View the history of forms you have submitted'. At the bottom, there is a light gray box with the title 'Forms' and the text 'This is where you will be able to browse the forms available to you and start filling in new forms. If this is your first time then start here.'

## Step 3: Requesting Access to New NPDES ID



- Select “NPDES ID Access Request Form”

### Forms

Select from the list of available forms below.

▶ [Biosolids-Sewage Sludge Annual Program Report](#)

Federal Annual Report for the Biosolids/Sewage Sludge program due February 19 of every year. This program report is required for publically owned treatment works (POTWs) with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I...

▶ [NPDES ID Access Request Form](#)

Request access to a NPDES ID from a Certifier or Permit Administrator or (if no one in the Organization has access) send an Initial Request for Access to the Regulatory Authority. NeT users must have access to NPDES IDs before they can create, edit, or submit a Change NOI, NOT, or Annual Report.



## Step 3: Requesting Access to New NPDES ID



- First person – Certifier or Permit Administrator Role
  - Choose “INITIAL Permit Administration Request to Regulatory Authority” from drop-down list
  - Enter your 9 digit Biosolids NPDES ID
  - Click “Lookup”

Instructions

Use this form to gain access based on the NPDES ID. If you are a preparer you will not be able to submit the form directly to a Regulatory Authority.

What action would you like to take? \*

Initial Permit Administrator Request to Regulatory Authority ▼

NPDES ID \*

Lookup



## Step 3: Requesting Access to New NPDES ID



- Confirm and Submit Now

☒ Confirm NPDES ID: AKL021377 / Permit Name: KENAI, CITY OF \*

If this is not your NPDES ID, uncheck the Confirm checkbox and do a new look up.

When you have completed this form, click this button to submit the form for processing.

- You will receive an email confirmation
- The Regulatory Authority (RA) from your EPA Region will approve or deny your request
- You will be notified via email when the action is taken by the RA

## Step 3: Requesting Access to New NPDES ID




- Once the “Initial” person is approved by the RA, **all other users** must also request access to the NPDES ID from the Initial requestor
- The Initial person approved will have the responsibility to approve all users for that NPDES ID in NeT
- Each person that has the role of “Certifier” or “Permit Administrator” that has submitted the NPDES id access form and been approved, can approve others for access to that NPDES ID




## Step 3: Requesting Access to New NPDES ID



- Click on the **FORMs** link



The dashboard interface shows a navigation bar with four tabs: Home, Forms, Tasks (4), and History. The 'Forms' tab is highlighted. Below the navigation bar, there are three main sections: Forms, Task List (4), and History. The 'Forms' section is highlighted with a red arrow. A tooltip is visible at the bottom of the 'Forms' section.

Home	Forms	Tasks (4)	History
 <b>Forms</b> View available forms and start filling them in	 <b>Task List (4)</b> Complete your saved draft forms and tasks	 <b>History</b> View the history of forms you have submitted	

**Forms**

This is where you will be able to browse the forms available to you and start filling in new forms. If this is your first time then start here.

## Step 3: Requesting Access to New NPDES ID



- Select “NPDES ID Access Request Form”

### Forms

Select from the list of available forms below.

▶ [Biosolids-Sewage Sludge Annual Program Report](#)

Federal Annual Report for the Biosolids/Sewage Sludge program due February 19 of every year. This program report is required for publically owned treatment works (POTWs) with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I...

▶ [NPDES ID Access Request Form](#)

Request access to a NPDES ID from a Certifier or Permit Administrator or (if no one in the Organization has access) send an Initial Request for Access to the Regulatory Authority. NeT users must have access to NPDES IDs before they can create, edit, or submit a Change NOI, NOT, or Annual Report.

## Step 3: Requesting Access to New NPDES ID



- Second person – Certifier, Permit Administrator Role, or Preparer
  - Choose “NPDES ID Access” from drop-down list
  - Enter your 9 digit NPDES ID
  - Click “Lookup”

### Instructions

Use this form to gain access based on the NPDES ID. If you are a preparer you will not be able to submit the form directly to a Regulatory Authority.

**IMPORTANT** – If you are submitting this form to complete the Federal Biosolids Annual Report Form, you MUST follow the instructions in the “Biosolids User’s Guide.” See: <https://epanet.zendesk.com/hc/en-us/sections/207108787-General-Biosolids.us/sections/207108787-General-Biosolids>

What action would you like to take? \*

NPDES ID Access ▼

NPDES ID \*

AKL021377

☒ Confirm NPDES ID: AKL021377 / Permit Name: KENAI, CITY OF \*

If this is not your NPDES ID, uncheck the Confirm checkbox and do a new look up.

## Step 3: Requesting Access to New NPDES ID



- Enter the email address of any Certifier or Permit Administrator that has been approved access for that NPDES ID
- Click “Submit Now”

If this is not your NPDES ID, uncheck the Confirm checkbox and do a new look up.

### Permit Administration Information

Certifier or Permit Administrator Email \*

certifiertest@avanticorporation.com

☐

Confirm Certifier or Permit Administrator: certifiertest@avanticorporation.com \*

Submit Now

When you have completed this form, click this button to submit the form for processing.

## Step 3: Requesting Access to New NPDES ID



- You will be redirected to a submission confirmation page
- Save your submission Tracking Code for your records
- Can also download a copy of your submission

### Submission Complete

You have successfully completed your NPDES ID Access Request Form submission

Your Tracking Code is:

**REQ-763**

Please record your tracking code. You may quote this number when enquiring about your application.

From Here

☒ [Review your outstanding tasks](#)

OR

 [Download a PDF copy of your form](#)



## Step 3: Requesting Access to New NPDES ID



- If the person you are routing your form to in NeT does not have access to the NPDES ID, you will receive the following message

▶ [REQ-1729 - Please Enter Another Approver](#)

**Assigned Task**

Submission ID: **REQ-1729**

Assigned To: **cathycamazonoil**

Created: **29 Nov 2016 4:23 PM**





- Go into your Task folder
- Retrieve the form and change the email address for the Certifier or Permit Administrator
- Please contact your Certifier/Permit Administrator to confirm they've received their NPDES ID Approval Request



# Approve an NPDES ID Access Request Form



- Log into NeT – BIOSOLIDS: NeT – EPA Biosolids Program
- Click on your role (Certifier or Permit Administrator)


MyCDX				
Inbox				
My Profile				
Role Sponsorship				
Submission History				
Services				Manage
Status	Program	Service Name	Role	
	BIOSOLIDS: NeT - EPA Biosolids Program		Certifier	
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW		CGP	
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and LEW		PGP	
	NETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit		Certifier	

# Approve an NPDES ID Access Request Form




- Click on Tasks to see all tasks yet to be completed

[Home](#) [Forms](#) [Tasks \(4\)](#) [History](#)




**Forms**

View available forms and start filling them in



**Task List (4)**

Complete your saved draft forms and tasks



**History**

View the history of forms you have submitted

Task List

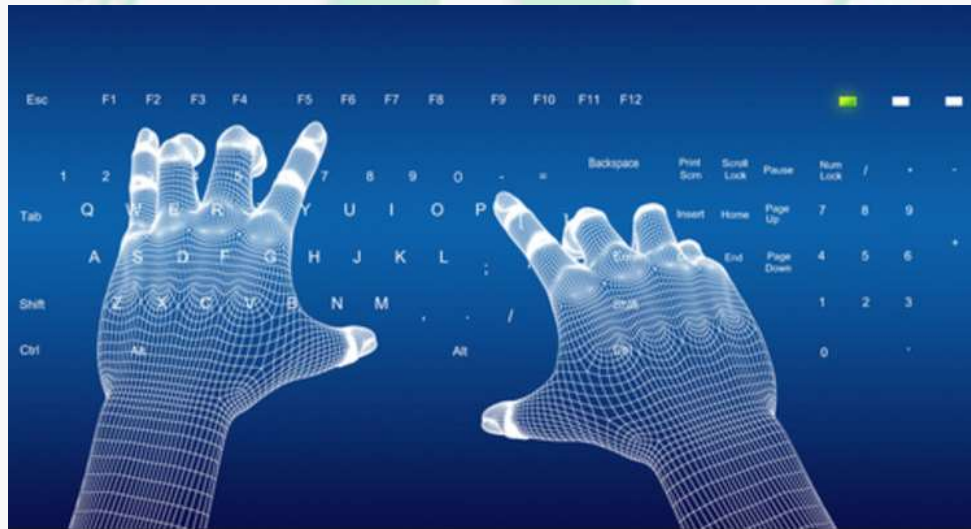
This is where you will be able to find the forms that you have saved but not yet submitted. You will also see any form related tasks assigned to you in this section.

# Approve an NPDES ID Access Request Form



- Select the Task with “Approve NPDES ID Access Request” in the title
- Confirm the information within the form
- Click approve to grant access to the requester
- Person may now fill out a Biosolids Annual Report Form

# Reporting Using the New Federal Biosolids Annual Report Form



[\[DEMO OF FEDERAL BIOSOLIDS ANNUAL REPORT FORM\]](#)

# Allowed Attachments



- File types allowed
  - .txt, .csv, .doc, .docx, .xls, .xlsx, .zip, .pdf, .jpg
- Maximum file size
  - 20 MB
- Maximum total # of all attachments
  - Cannot exceed 20 MB

# Submitting the Federal Biosolids Annual Report Form



## Signing and Submitting the Form



- It is important to remember that only the ‘Certifier’ can digitally sign the report and submit it to EPA.
- The ‘Preparer’ and the ‘Permit Administrator’ can fill out a form and must then route it to the ‘Certifier.’
- A PDF copy of the form (will be sent to the Certifier)



# Resources



- CDX Assistance
  - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
- NPDES eReporting Website: <https://www.epa.gov/compliance/npdes-ereporting>
- Biosolids Online Resources: <https://epanet.zendesk.com>
  - Biosolids Quick Start Guide and User Guide
  - Sample Paper Form (PDF)
  - CDX Roles and How to Change Your Roles in CDX
- Biosolids Annual Program Report Assistance
  - Call Center at 1-877-227-8965 (toll-free)
  - Email to [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov)
- Biosolids: <https://www.epa.gov/biosolids>
  - Biosolids Contact: Google "[EPA Biosolids Contact](#)"



- NeT Zendesk URL -  
<https://epanet.zendesk.com>
  
- User Guide
  - Intro to EPA Biosolids eReporting
  - How to gain access to your NPDES ID
  - How to access Biosolids Annual Report
  
- Quick Start Guide
  - 5 Step Process



- GovDelivery (Email Subscription):
  - Permittees List (Public)
  
- Training Schedule
  
- Articles
  - How to change your Roles in CDX
  - Define CDX Roles for NeT Biosolids



- CDX Test URL: <https://test.epacdx.net>
- Email [Keith.Elinor@epa.gov](mailto:Keith.Elinor@epa.gov) to make sure you get approve.