



TUTORIAL FOR EPA'S VESSEL GENERAL PERMIT (VGP) ONE TIME REPORT ELECTRONIC SYSTEM

EPA's one time report electronic system can be reached at
<http://www.epa.gov/npdes/vessels/vesselsreporting.cfm>

DISCLAIMER:

Please make sure the following settings are selected on your browser:

- 1) Use TLS 1.0
- 2) Enable native XMLHTTP support

****Please go to the end of the tutorial for instructions on how to change these settings.**

The system works with Internet Explorer versions 7 and 8, Mozilla Firefox versions 3.6 and 4.0, and Google Chrome versions 9, 10, 11, and 12.

How the System Works

- The owner/operator is required to submit a one time report for each vessel
 - The one time report collects information about the vessel owner/operator, the vessel itself, and the certifier of the report
 - the submitter and the certifier of the report can be the same person or can be different
 - a report can be filed one vessel at a time through the "File One Time Report" feature or multiple reports can be filed for multiple vessels through the "Perform Batch Upload" feature
- In order to certify the reports, the assigned certifier must input their certification key (received from an automated email message) into the system
- Once the certification key is accepted by the system, the system allows the certifier to accept or reject the submitted report
 - If the certifier accepts certification of the report, the one time report is complete
 - If the certifier rejects certification of the report, the submitter will receive an automated email notifying him/her to contact the certifying official to identify the changes that are needed and to file a new one time report with the changes requested by the certifying official.

Helpful Tips About the System

- Submitting and certifying reports via the batch upload feature may take a few minutes to process. Users can upload and submit up to 500 reports at one time and can certify up to 1,000 reports at one time.
- The certification key is linked to the certifier's email address. The certifier will have the same certification key for all reports to which his/her email is assigned.
- Both the submitter and certifier will need a CDX account to log into the system.
- If certain parts of the system are hidden, click the arrows located on the upper right corner of the tables located at the bottom of the screen to view the full page or the arrows located on the right and left hand bars of the screen (see below).

Instructions for using the table

- Click "Check Box" to certify one time report.
- Click "Permit Number" to view and print one time reports.

View ▾ Certify Load First Prev Next Last Page Size: 10 Change Detach

Status of Vessel One Time Reports

☐	Permit Number	Owner/Operator Name	Vessel Identifier	Onetime Report Status	Vessel Name	Changed Date
Please click on "Load" button to see One Time Reports matching the criteria.						

The screenshot shows a web application interface. At the top, there are instructions for using the table. Below the instructions is a toolbar with buttons for 'View', 'Certify', 'Load', 'First', 'Prev', 'Next', 'Last', 'Page Size' (set to 10), 'Change', and 'Detach'. The main section is titled 'Status of Vessel One Time Reports' and contains a table with columns: Permit Number, Owner/Operator Name, Vessel Identifier, Onetime Report Status, Vessel Name, and Changed Date. A message below the table says 'Please click on "Load" button to see One Time Reports matching the criteria.' Three red boxes highlight expandable arrows: one in the top right corner of the table area, one on the left vertical bar, and one on the right vertical bar.

STEP 1: Log in to EPA's Central Data Exchange (CDX)

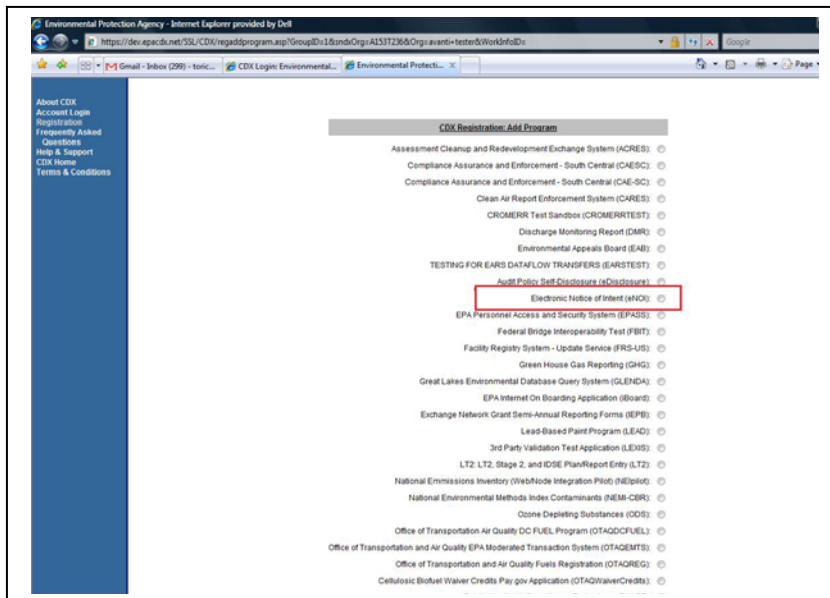
FOR USERS WITH CDX ACCOUNTS

Go to

http://cdx.epa.gov/epa_home.asp

and log in with your CDX ID and password to access the one time report electronic system.

The “eNOI” program is new. Even if you submitted a vessel eNOI before, you will have to add the “Electronic Notice of Intent” function through the list located at “Edit Current Account Profiles” → “Add New Program” (pictured right).



Return to your MyCDX page (pictured right) and access the one time report electronic system by choosing the link “eNOI: Electronic Notice of Intent” at the bottom of the screen.



FOR USERS WITHOUT CDX ACCOUNTS

Go to http://cdx.epa.gov/epa_home.asp. Create an account following the instructions on the screen. When the system prompts you to add a program, select “Electronic Notice of Intent (eNOI)” from the list of programs. Once you have finished registering, you will need to login with your new username and password.

Continue from your MyCDX page to add the SWENOI program through the list located at “Edit Current Account Profiles” → “Add New Program.” Once you have finished adding both the eNOI and SWENOI programs, access the one time report electronic system by choosing the link “eNOI: Electronic Notice of Intent” at the bottom of the screen (pictured above).

STEP 2: Enter the Vessel One Time Report Electronic System

Click the Vessel One Time Report Home link to enter the system (pictured right).

Welcome to EPA's Electronic Notice of Intent (eNOI) system

eNOI is an online electronic permit application system that enables entities to submit NOI forms to EPA. Facilities can apply for coverage under EPA's NPDES Construction General Permit (CGP), Multi-Sector General Permit (MSGP), or the Vessels General Permit (VGP) via the eNOI system.

Vessel One Time Report Home

Vessel One Time Report Application is used to file an electronic Vessel One Time Report

eNOI
This link takes you to Stormwater eNOI and Vessels eNOI.

Stormwater eNOI: Facilities can submit, certify, view or terminate their Stormwater General Permit NOIs and waivers, which include the MSGP, the CGP, the NOE, and the LEW.

Vessels eNOI: Vessel Owner/Operators can submit, certify, view, or terminate their Vessel General Permit NOI.

STEP 3: Select How You Want to File Your One Time Report

To file a one time report for one vessel at a time, click “File One Time Report” on the eReport Home page or the left hand bar (pictured below). Proceed directly to Step 4A.

Vessel One Time Report

Welcome: Name

eReport Home

File One Time Report

Perform Batch Upload

Add Certification Key

Help

eNOI Home

eReport Home

This page allows you to search, certify and print your one time reports.

Instructions for using the Vessel One Time Report Electronic System

To file a one time report for one vessel at a time, go to **File One Time Report**

To file one time report for multiple vessels, go to **Perform a Batch Upload.**

Permit Number:

Owner/Operator Name:

Vessel Name:

Vessel Identifier:

To file one time reports for multiple vessels, click “Perform Batch Upload” on the eReport Home page or the left hand bar (pictured below). Skip Step 4A and proceed directly to step 4B.

STEP 4A: File a One Time Report

IF YOU HAVE A NOTICE OF INTENT (NOI):

Find and select your NOI tracking number using the search boxes and press “Continue.”

IF YOU DO NOT HAVE A NOI:

Answer the verification questions at the bottom of the screen to determine if you are required to submit an NOI. If you are required to submit an NOI, you must file an NOI before filing a one time report.

For help on filing an electronic NOI, please visit <http://www.epa.gov/npdes/vessels/enoi>.

If you are not required to submit an NOI, press “Continue” at the bottom of the page.

Fill Out the Report:

Use the Next/Previous buttons or the tabs at the top of the page to navigate through each page of the report (pictured below). On each tab, you must complete every field that has an asterisk (*) next to it.

Once you complete all sections of the report, you will reach a review screen where you can check that all of the information is correct. If any information on the review screen is incorrect, use the tabs at the top of the page or the Next/Previous buttons to navigate to the appropriate page to make changes.

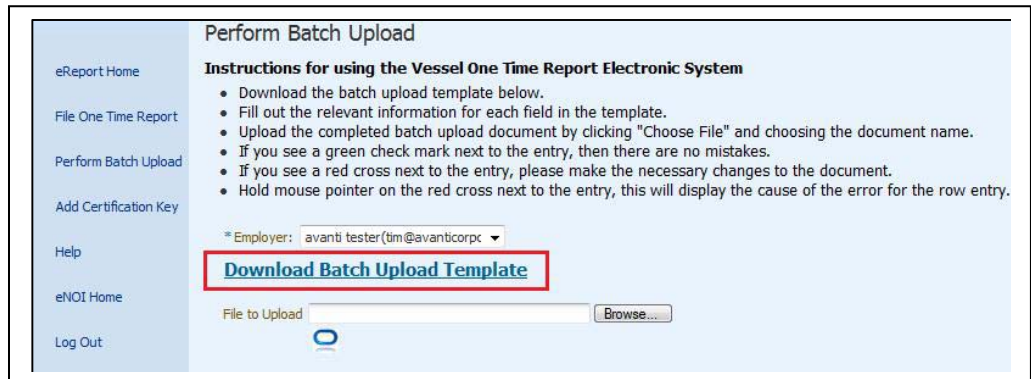
Once all the information is correct, scroll to the bottom of the review screen and select “Submit One Time Report” to send the one time report to the assigned certifying official for review and certification.

After you submit the report, you will receive an email notifying you that the report has been submitted and that the report is **not** complete until the Certifying Official has certified the report.

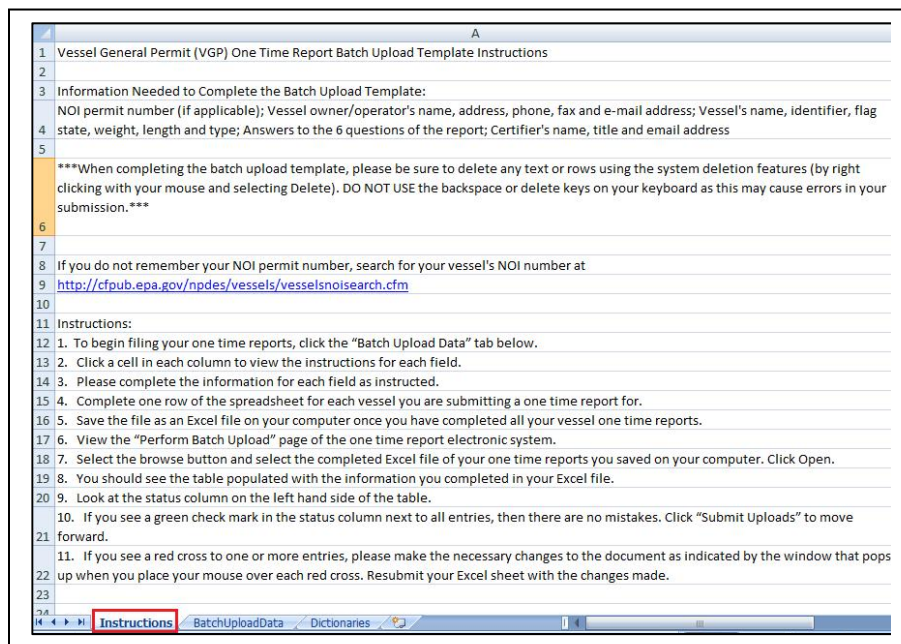
Skip Step 4B and proceed to Step 5.

STEP 4B: Perform Batch Upload

Download the batch upload template located at the top of the screen (pictured right).



NOTE: The template works with Microsoft Office Excel 2007. If you have an older version of Microsoft Office, please visit <http://www.microsoft.com> to download a compatibility pack that will allow you to open, edit, and save the newer Excel file.



	A
1	Vessel General Permit (VGP) One Time Report Batch Upload Template Instructions
2	
3	Information Needed to Complete the Batch Upload Template:
4	NOI permit number (if applicable); Vessel owner/operator's name, address, phone, fax and e-mail address; Vessel's name, identifier, flag
5	state, weight, length and type; Answers to the 6 questions of the report; Certifier's name, title and email address
6	
7	***When completing the batch upload template, please be sure to delete any text or rows using the system deletion features (by right clicking with your mouse and selecting Delete). DO NOT USE the backspace or delete keys on your keyboard as this may cause errors in your submission.***
8	
9	If you do not remember your NOI permit number, search for your vessel's NOI number at
10	http://cfpub.epa.gov/npdes/vessels/vesselsnoisearch.cfm
11	Instructions:
12	1. To begin filing your one time reports, click the "Batch Upload Data" tab below.
13	2. Click a cell in each column to view the instructions for each field.
14	3. Please complete the information for each field as instructed.
15	4. Complete one row of the spreadsheet for each vessel you are submitting a one time report for.
16	5. Save the file as an Excel file on your computer once you have completed all your vessel one time reports.
17	6. View the "Perform Batch Upload" page of the one time report electronic system.
18	7. Select the browse button and select the completed Excel file of your one time reports you saved on your computer. Click Open.
19	8. You should see the table populated with the information you completed in your Excel file.
20	9. Look at the status column on the left hand side of the table.
21	10. If you see a green check mark in the status column next to all entries, then there are no mistakes. Click "Submit Uploads" to move forward.
22	11. If you see a red cross to one or more entries, please make the necessary changes to the document as indicated by the window that pops up when you place your mouse over each red cross. Resubmit your Excel sheet with the changes made.
23	
24	

Read the instructions located in the first tab of the Excel spreadsheet before filling out the template (pictured left).

Once you have completed filling out the spreadsheet, upload and submit the document onto the system following the instructions on the screen or in the template.

After you submit the batch upload, you will receive an email notifying you that the reports have been submitted and that the reports are **not** complete until the Certifying Official has certified the reports.

NOTE: You may only upload and submit up to 500 reports at one time through the batch upload mechanism. The system WILL NOT accept more than 500 reports at one time from a user.

STEP 5: Certify the Report

NOTE: Each Certifying Official must have his/her own CDX account registered to his/her own e-mail address in order to certify one time reports. If you do not have a CDX account, you must first register through CDX at http://cdx.epa.gov/epa_home.asp. Follow the instructions in Step 1 for information on how to register for a CDX account.

If you are the Certifying Official, you will receive a system generated email (pictured below) notifying you that there are one time report(s) ready for your review and certification. Enter the one time report system following the instructions in Step 2 (above).

Owner/Operator:
Name
Address
Vessel Information:
adfasdf
dfasdfasdf
VPABR529C
 Thank you for using the Vessel General Permit (VGP) one time report electronic system. The VGP one time report (see above) with permit tracking # VPABR529C was submitted to - Certifier's Name, E-mail Address- for certification. If you are not -Certifier's Name, E-mail Address-, please contact Avanti Corporation (see contact information below). In order to certify the Vessel General Permit one time report with permit tracking #VPABR529C login or register at http://cdx.epa.gov and access the Vessel One Time Report System, select Add Certification Key from the menu. Enter the certification key listed below and then proceed.
Certification Key: eb6951af-e6fe-4fed-ba49-3d08374322a9
 NOTE: The certification key is linked to the specific email address listed above. The certification

Click the "Add Certification Key" link that is located on the left hand bar of the system (pictured right).

eReport Home	eReport Home
File One Time Report	This page allows you to search, certify and print your one time reports.
Perform Batch Upload	Instructions for using the Vessel One Time Report Electronic System
Add Certification Key	To file a one time report for one vessel at a time, go to File One Time Report .
Help	To file one time report for multiple vessels, go to Perform a Batch Upload .
	Permit Number:
	Owner/Operator Name:
	Vessel Name:

Copy and paste the certification key from your email into the field provided on the "Add Certification Key" page (pictured right). After you have added your key, click the link at the bottom of the page to certify your report(s).

On the next page (pictured below), click the checkbox next to the permit tracking numbers and then click "Certify."

Use the search fields at the top of the eReport page to filter out which reports you'd like to view, print, or certify. The reports that need to be certified will show up at the top of your table when you load the table. When you reach the certification page, follow the instructions on the top of the page to either certify or reject the certification of the one time report.

To certify more than one report, select the checkboxes next to each report you want to certify or select the checkbox on the very left most corner of the table to certify all submitted reports. Please note that the system defaults to showing 10 reports at a time. To see and certify more than 10 reports at a time (up to 1,000 reports can be certified at once), type in the number of reports you want to certify in the "Page Size" field and click "Change."

Permit Number	Owner/Operator Name	Vessel Identifier	Onetime Report Status	Vessel Name
VPABR531C	test	dfasdfasdf	Submitted	
VPABR529C	test	dfasdfasdf	NOT Accepted	adfasdf
VPAAB452L-E	test	1	Certified	1

You and the submitter of the one time report will receive an automated email notifying you which reports were certified and which were rejected for certification. If a one time report is rejected for certification, the report must be resubmitted for certification.

The one time report is complete once the Certifying Official has certified the one time report.

Viewing Reports

To view reports, go to the eReport home and press “Load” to view all your one time reports. Click on the vessel’s permit tracking number to pull up a copy of your one time report in a new window.

From this window, you can print or save a PDF of your report for your records.

Instructions on How to Enable Use TLS 1.0 and Enable Native XMLHTTP Support

Internet Explorer – Go to Tools > Internet Options > Advanced

Google Chrome (only need to select TLS 1.0 for this browser) – Go to Tools (picture located at upper right hand corner) > Options > Under the Hood > HTTPS/SSL

Mozilla Firefox (only need to select TLS 1.0 for this browser) – Go to Tools > Options > Advanced > Encryption

Contact Us:

By Telephone: 1-866-352-7755 (8:00 am to 5:00 pm EST)

By E-mail: noi@avanticorporation.com

By Online Form: www.epa.gov/npdes/noicontact