NeT-SewerOverflow User's Guide
Version 2 – Updated 09/23/2024

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1 Introduction to Sewer Overflows and Bypasses, the NPDES eRule, and NeT-SewerOverflow

1.1 Overview of Sewer Overflows and Bypasses

Sewage collection systems collect and transport domestic, commercial, and industrial wastewater and varying amounts of stormwater and infiltrated ground water to treatment facilities for appropriate treatment. The first sewage collection systems in the United States were built in the 19th century as combined sewers (carrying both storm water and sewerage) and were designed to overflow during periods of high rainfall. Releases from these systems are called combined sewer overflows (CSOs).

Discharges from sewage collection systems can reach waters of the United States (photo: U.S. EPA)

Starting in the 20th century most cities designed and built separate sewerage systems to only collect domestic, commercial, and industrial wastewater. Occasionally, these separate collection systems release raw sewage. These types of releases are called sanitary sewer overflows (SSOs). A number of factors can cause or contribute to an SSO, including high levels of inflow and infiltration, blockages caused by roots, grease, sediment, or other materials, and structural, mechanical, or electrical failures.

EPA's NPDES regulations define "bypass" as the "intentional diversion of waste streams from any portion of a treatment facility." See 40 CFR 122.41(m)(1)(i). EPA regulations require permittees to submit a report detailing these bypass events within 5-days of an unanticipated bypass events and to submit a notice 10-days before any anticipated bypass events.

CSOs and SSOs ("sewer overflows") and bypasses can release raw sewage into drinking water supplies, basements, parks, recreational streams, beaches, on city streets and backyards, and other areas where people are in close contact with the overflow. Sewer overflows and bypasses are of special concern to public health because they may expose citizens to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis. Sensitive populations, children, the elderly, and those with weakened immune systems, can be at a higher risk of illness from exposure to sewage from sewer overflows and bypasses. The threat to public health and the environment posed by sewer overflows and bypasses is not necessarily limited to large volume or extended-duration overflows.

1.2 Regulatory Requirements on Sewer Overflows and Bypasses

EPA's NPDES regulations require the permittee to "properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit." See 40 CFR 122.41(e). The proper operation and maintenance of collection systems and treatment plants is critical to minimizing the frequency and volume of sewer overflows and bypass events. Another standard permit condition regarding the duty to mitigate states that "the permittee shall take all reasonable steps to minimize or prevent any discharge... in violation of [the] permit which has a reasonable likelihood of adversely affecting human health or the environment" [see 40 CFR 122.41(d)]. Noncompliant sewer overflows include:

- wet-weather CSO discharges that are not compliant with permit requirements.
- dry-weather discharges from combined sewer systems (prohibited under the CSO Control Policy - see 19 April 1994; 59 FR 18689),

- SSOs that discharge to waters of the United States, and
- SSOs that result from noncompliance with the standard NPDES permit requirements in 40 CFR 122.41.[1]

EPA's NPDES regulations prohibit bypasses unless all of the following three conditions are met [see 40 CFR 122.41(m)(4)]:

- The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance.
- The permittee submitted a notice providing information on the bypass to the NPDES permitting authority.

EPA regulations require reporting on sewer overflows and bypass events. In particular, reporting requirements for sewer overflows and bypass events are specified in the "Conditions applicable to all permits" section in EPA's NPDES regulations (see 40 CFR 122.41). The requirements provided in §122.41 apply to all types and categories of NPDES permits and must be included in all permits (see 40 CFR 123.25 for applicability to state NPDES permits).[2] Historically, sewer overflow and bypass information were most often reported on paper or in non-standard formats. This non-standard reporting limited the availability and utility of these data.

1.3 NPDES Electronic Reporting Rule ("NPDES eRule")

EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule ("NPDES eRule") on October 22, 2015. This rule is modernizing Clean Water Act (CWA) reporting for municipalities, industries, and other facilities. The rule replaces most paper based NPDES reporting requirements with electronic reporting. Specifically, the rule requires regulated entities to report information electronically, instead of filing written paper reports. These reports include:

- Discharge Monitoring Reports (DMRs),
- Notices of Intent to discharge in compliance with a general permit, and
- Other specified program reports (including sewer overflow and bypass event reports).

The NPDES eRule rule modified EPA's NPDES requirements for noncompliance reporting [see 40 CFR 122.41(l)(6) and (7)] and bypass reporting [see 40 CFR 122.41(m)]. In particular, the NPDES eRule requires authorized NPDES programs to issue NPDES permits so that they require these submissions to be electronic and compliant with the NPDES electronic reporting and data sharing standards (40 CFR part 127). These electronic submissions apply to NPDES-regulated entities that are:

- Treatment Works Treating Domestic Sewage (TWTDS) (majors and non-majors) that are individually permitted or covered by a general permit,
- Satellite sewer systems that are co-permittees, and
- Unpermitted TWTDS that are otherwise required to report (e.g., enforcement order).

[1] SSOs that result in discharges to waters of the United States or result from noncompliance with standard conditions including failure to properly operate and maintain the collection system constitute noncompliance (see 1 June 2010; 75 FR 30395, 30398, and NPDES Compliance Inspection Manual, EPA305-K-17-001, Page 299, Interim Revised Version, January 2017).

[2] U.S. EPA, 2010. NPDES Permit Writers' Manual, EPA-833-K-10-001, Page 1-1, September.

EPA developed the NPDES eReporting Tool (NeT) so that facilities can electronically submit the sewer overflow and bypass event reports. This application is called "NeT-SewerOverflow" and will be used for the following:

- anticipated and unanticipated bypasses,
- wet-weather CSOs that "endanger health or the environment,"
- dry-weather discharges from combined sewer systems,
- SSOs that discharge to waters of the United States, and
- SSOs that are not in compliance with the standard NPDES permit requirements in 40 CFR 122.41.

The authorized NPDES program can also require the permittee to use NeT-SewerOverflow to provide information on wet-weather CSO discharges that are compliant with permit requirements as well as wet-weather CSO discharges that are not compliant with permit requirements but do not "endanger health or the environment." Facilities should check their permit to confirm if they need to use NeT-SewerOverflow for these compliant wet-weather CSO discharges.

NeT-SewerOverflow is accessed via EPA's Central Data Exchange (CDX), which is located at https://cdx.epa.gov. This guide will help you use NeT to electronically prepare and sign a sewer overflow and bypass event reports. All facilities that are regulated by EPA for the Federal NPDES program (40 CFR part 122) must use NeT-SewerOverflow to electronically submit these reports. Facilities in states authorized to administer the Federal NPDES program should consult the NPDES eRule Phase 2 Implementation Dashboard ("Program Report Information" tab) to determine if the state has elected to use NeT-SewerOverflow for these reports. EPA and states will reach out to permittees on when they should start using NeT-SewerOverflow.

If you need assistance on using NeT-SewerOverflow, contact EPA's NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov.

2 System Requirements and Eligibility for Waivers

You will need access to the internet and a current internet browser such as Google Chrome or Mozilla Firefox to use NeT-SewerOverflow. Please contact the NPDES eReporting Helpdesk if you would like to see a waiver from electronic reporting. This waiver request will be routed to the appropriate permitting authority.

3 Relevant Terms and Acronyms

The following table explains terms and acronyms (if applicable) that are used throughout this guide.

Term	Definition
Central Data Exchange (CDX)	This is the point of entry for NPDES electronic reporting. A CDX account is required to access NeT-SewerOverflow.
NPDES eReporting Tool (NeT)	An internet-based system for submitting Notices of Intent (NOIs) for coverage and other forms for NPDES general permits, as well as some NPDES program reports (including the sewer overflow and bypass event reports). EPA manages this system for the general permits and program reports that it issues as well as for states that elect to use NeT.
NeT-SewerOverflow	Name of the CDX program service for Sewer Overflow/Bypass Event reporting.

Term	Definition
Role	This is the position that best describes the position the CDX user holds for the facility submitting a sewer overflow or bypass event report. NeT-SewerOverflow has two open roles for facility staff: Preparer and Signatory. These roles are assigned in CDX.
Signatory	Can prepare, sign, and submit all forms in NeT-SewerOverflow. This is the person who will certify, under penalty of law, that the information submitted on the report was prepared under his or her direction and supervision in accordance with the system designed to ensure that qualified personnel properly gathered and evaluated the submitted information. The CDX user must verify his or her identify in order to obtain this role.
Preparer	This CDX user can prepare a report, but it not allowed to sign or submit these reports. The CDX user does not verify his or her identify in order to obtain this role. Reports prepared by a Preparer must be routed to a Signatory for signature and submission.
Permission	These are the endorsements that a CDX user can have in NeT-SewerOverflow. There are four such endorsements and each allows the CDX user to complete certain tasks in NeT-SewerOverflow: View, Edit, Sign, and Manage. It is important to note that the Sign and Manage permissions are only open to CDX users with the Signatory role. The process for requesting, canceling, approving, rejecting, and revoking permissions are managed in NeT-SewerOverflow.
Regulatory Authority	This is the government agency that provides NPDES permit coverage (EPA or state). A state may receive authorization for one or more of the NPDES program components. This webpage shows the status of state authorizations. Please note that in some cases, EPA may issue permits within a state that has received authorization. For instance, in almost all cases, the U.S. EPA retains authority to implement the NPDES program on tribal lands.
Event ID	This is a system generated number (e.g., 1, 2, 3, and so on) that will allow the reporting of multiple sewer overflows or bypasses on one report. For example, NPDES-regulated entities will certify one NeT-SewerOverflow form to report sewer overflows at two different manholes over the same reporting period.
NPDES ID	This is the unique identifier for the NPDES-regulated entity submitting a sewer overflow or bypass event report. The NPDES ID starts with the USPS state code and is following by 7 numbers or characters (e.g., MAG123456).
Organization ID	This is the unique identifier for the CDX user's organization. This is shown on the "My Profile" tab in CDX.

4 How to Access NeT-SewerOverflow

In order to submit sewer overflow and bypass event reports via NeT-SewerOverflow, you must first create or log in to your CDX account and add the following program service: "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting." This chapter will give you the instructions you need to add this program service to your CDX account. You can also use this webpage (click on "New Users") to review step-by-step instructions for creating a new CDX account and adding this program service to your CDX account.

4.1 Determine Your Role

You must select a role in order to use NeT-SewerOverflow. Below are the two roles that are open to CDX users that need to submit a sewer overflow and bypass event report.

- A "Preparer" is a CDX user that can prepare a report, but it not allowed to sign or submit these reports. The CDX user does not verify his or her identify in order to obtain this role. Reports prepared by a Preparer must be routed to a CDX user with the Signatory role for signature and submission.
- A "Signatory" is a CDX user that can prepare, sign, and submit all forms in NeT-SewerOverflow. This is the person who will certify, under penalty of law, that the information submitted on the report was prepared under his or her direction and supervision in accordance with the system designed to ensure that qualified personnel properly gathered and evaluated the submitted information. This person must also certify that they are authorized to sign and submit this report (see 40 CFR 122.22) when they sign a report.

Please contact your Regulatory Authority if you have any questions regarding the role you should select NeT-SewerOverflow. Please also see the following webpage if you need to change your role.

4.2 Log into CDX and Add Program Service

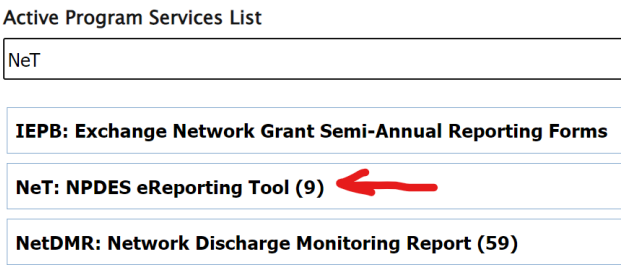
NeT-SewerOverflow can only be accessed through CDX. The following are the steps you should take to load the application. You will need to obtain a CDX account if you do not already have an account.

Instructions for People without a CDX Account

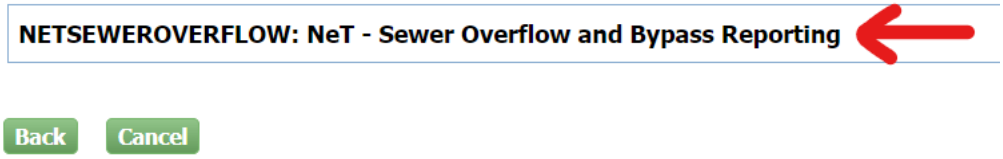
If you do not already have a CDX account established, click on the "Register with CDX" button. If you need assistance registering, please follow the instructions found at https://cdx.epa.gov/About/UserGuide. After you obtain your User ID and password, please see the instructions below for adding the "NeT - Sewer Overflow and Bypass Reporting" program service. You can also use this webpage (click on "New Users") to review step-by-step instructions for creating a new CDX account and adding this program service to your CDX account.

Instructions for People with a CDX Account

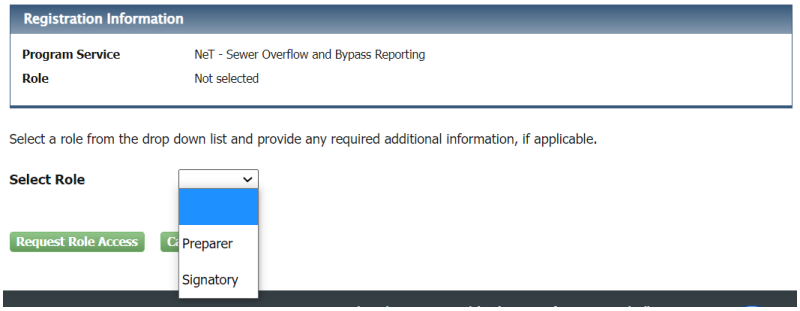
1. Open your Internet browser and go to this URL: https://cdx.epa.gov/.
2. Enter your CDX User ID and password**,** click the "Log In" button.
3. Click the "Add Program Service" button.
4. In the "Active Program Services List" search field, enter "NeT" and then select "NeT: NPDES eReporting Tool"



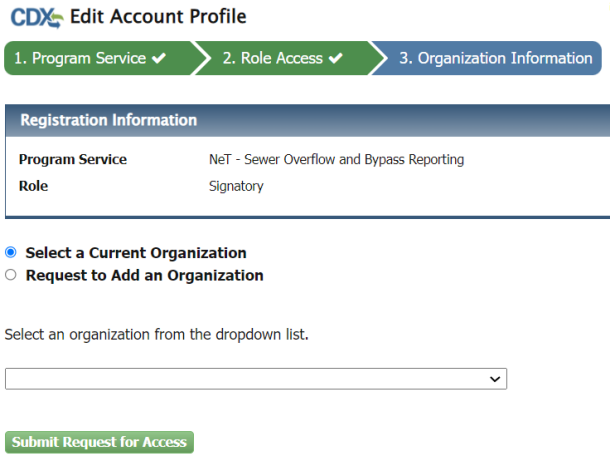
5. Select "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting" from the Active Program Services List.



6. Select the role that you need and then select "Preparer" or "Signatory" and then click on the "Request Role Access" button.



7. Select the appropriate organization from the drop-down list (see below) or select the "Request to Add an Organization" radio button to add a new organization as necessary. Click on the "Submit Request for Access" button. Please note that it if you selected the Signatory role, you will be prompted to complete the identity verification steps (see Section 4.3). If you selected the Preparer role the "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting" program service is now added on your CDX account and can be accessed from the "MyCDX" tab.

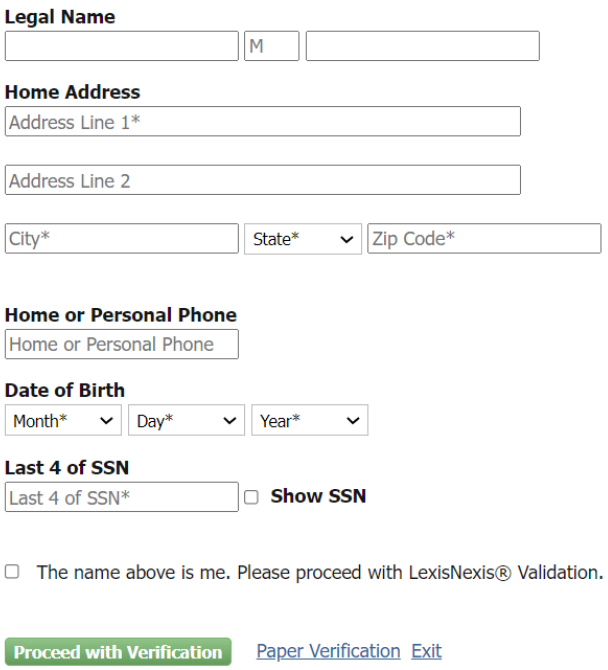


4.3 Identity Verification – Needed to Obtain the Signatory Role

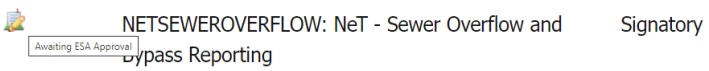
The following steps are only for CDX users that need the Signatory role. Skip to Chapter 5 if you only need the Preparer role.

EPA's Cross-Media Electronic Reporting regulation (40 CFR part 3) requires all reports submitted through NeT-SewerOverflow to include a valid electronic signature. The valid electronic signature has the same evidential value as a handwritten signature. Accordingly, NeT-SewerOverflow requires CDX users with the Signatory role to electronically sign each report that they submit to EPA or the state. The electronic signature in NeT-SewerOverflow legally binds, obligates, and makes the CDX user with the Signatory responsible for all submitted information. A CDX user must successfully complete the following identity verification process in CDX in order to obtain the Signatory role in NeT-SewerOverflow and to gain the ability to create a valid electronic signature in NeT-SewerOverflow.

The CDX identity verification process starts with the CDX user completing the following form and then clicking on the "Proceed with Verification" button. Please note that it is very important that you put your home address and personal information in this form so that LexisNexis, an independent 3rd-party electronic identity proofing service used by CDX, will work properly.



You can also click on the "Paper Verification" link to print out the identity verification form and mail the form to the NPDES eRule Help Desk (see address on paper form). This may up to two weeks to complete this paper process. In the meantime, you will see NeT-SewerOverflow added to your CDX account but with a message that you are awaiting approval of your Electronic Signatory Agreement (ESA) and no "Signatory" link to the application.

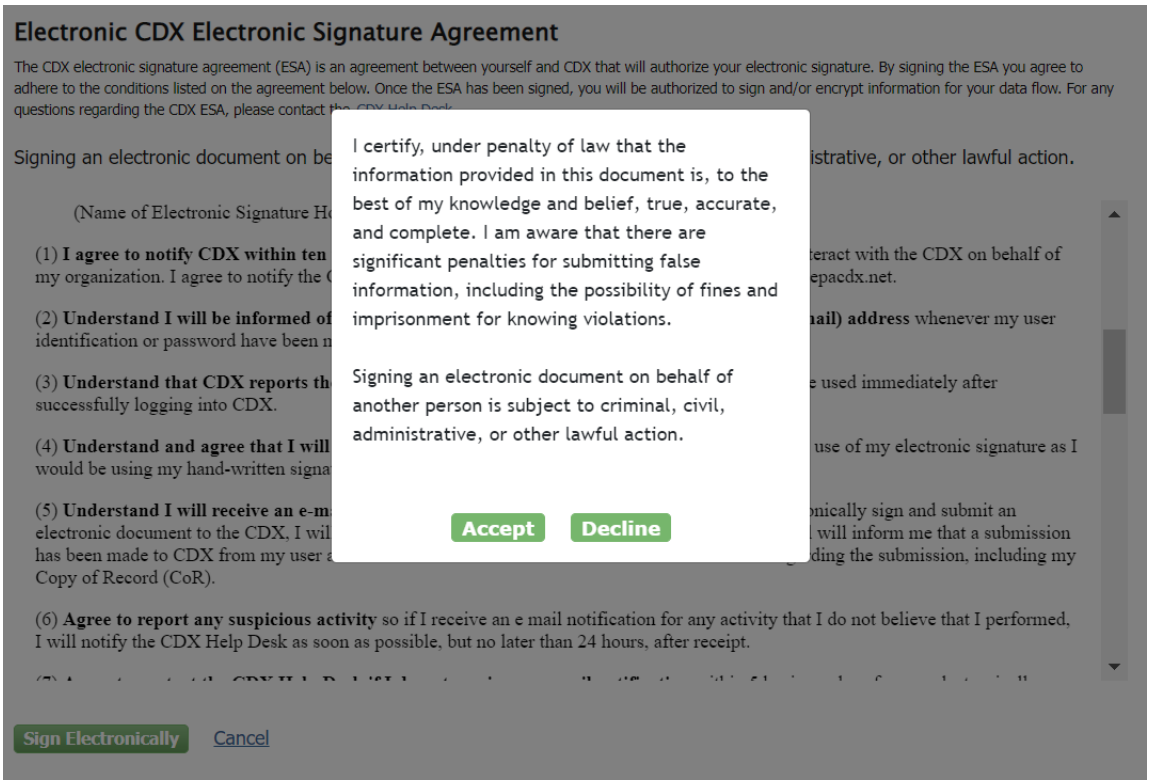


You will receive an email when the Regulatory Authority has completed their review of your paper form and to let you know if they have activated your Signatory role. You will now see a "Signatory" link to the application.

When the identity verification process is complete, you will be prompted to select five additional signature questions and answers. These questions are used to create a valid electronic signature. When signing a document in CDX, which includes NeT-SewerOverflow, you will be asked to provide an answer to one of these signature questions. These answers are case sensitive.

Click on the "Save Answers" button when completed. Please note that if you fail the online identity verification process (via LexisNexis) or opt to print and mail the identity verification form to EPA, you will be prompted to select these signature questions upon first entry into your NeT-SewerOverflow Signatory role.

You will be directed to sign the Electronic CDX Electronic Signature Agreement. Scroll down through the document, review the conditions, and click the "Sign Electronically" button. Review the certification statement in the popup window and then click on the "Accept" button.

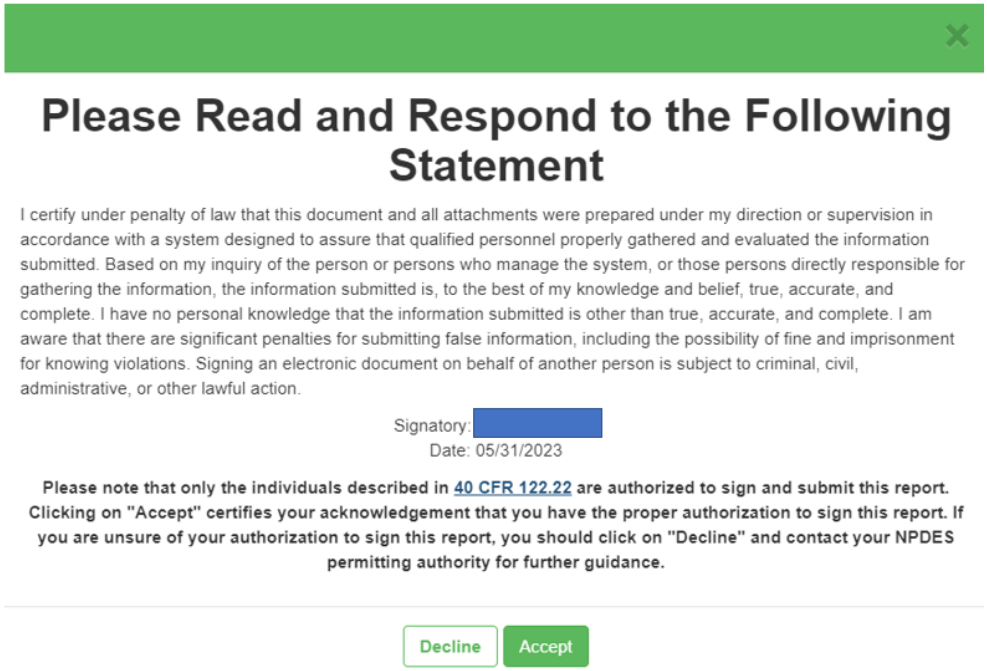


If you need assistance, contact EPA's NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov.

Finally, it is important to note that EPA's NPDES regulations restrict who can sign these sewer overflow and bypass event reports. Persons that can sign these reports include the principal executive officer, ranking elected official, or duly authorized representative (see 40 CFR 122.22). The "Electronic CDX Electronic Signature Agreement" re-enforces this requirement by including the following condition:

> "(11) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by Statute and/or regulation."

You will also be required to certify that you are authorized to sign a sewer overflow or bypass event report when you sign and submit each report.



Please contact your Regulatory Authority if you have any questions regarding your authority to sign the reports in NeT-SewerOverflow.

5. Gaining Access to your Facility (NPDES ID)

NeT-SewerOverflow includes a security feature that requires someone with authority to manage access to your facility, which is uniquely identified by a NPDES ID. This security feature is needed to ensure that only authorized CDX account holders have the ability to create and submit sewer overflow and bypass event reports for a particular NPDES ID. You will need to complete a one-time process in NeT-SewerOverflow to gain access to a NPDES ID so that you can create, edit, sign, and submit a sewer overflow or bypass event reports. This access process assigns one or more of the following "permissions" to each CDX user for each NPDES ID.

NeT-SewerOverflow Permission	NeT-SewerOverflow Permission Description	Required CDX Role
View	This permission allows a CDX user to view the following in NeT-SewerOverflow: facility information, report information, and other CDX user permissions.	Preparer or Signatory
Edit	This permission allows a CDX user to create, edit, and delete draft reports (both new and change reports) as well as flag and unflag reports for signature.	Preparer or Signatory
Sign	This permission allows a CDX user to create a valid electronic signature and submit a report to the Regulatory Authority (EPA or state).	Signatory
Manage	This permission allows a CDX user to approve or reject permission requests for a facility (uniquely identified by a NPDES ID). This permission also allows a CDX user to independently grant or revoke permissions for a facility (by NPDES ID).	Signatory

It is important that you complete this one-time access process prior to any sewer overflows or bypass events at your facility. You should request all the permissions that you need to facilitate the submission of sewer overflow and bypass event reports.

The following people can approve CDX account holder access to a facility (a.k.a. NPDES ID):

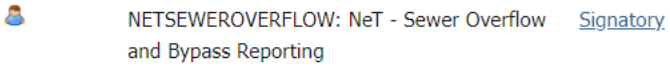
- Regulatory Authorities (EPA or state),
- EPA's NPDES eReporting Help Desk, and
- CDX users with the "Manage" permission for a NPDES ID (and only for that NPDES ID).

The following sections of this user guide show how to manage the one-time access process for a NPDES ID.

IMPORTANT! – You should ensure that all permissions are accurate and complete before you need to submit a report. This is important as some of these reports have submission due dates. NeT-SewerOverflow is configured to assign violations for late reporting.

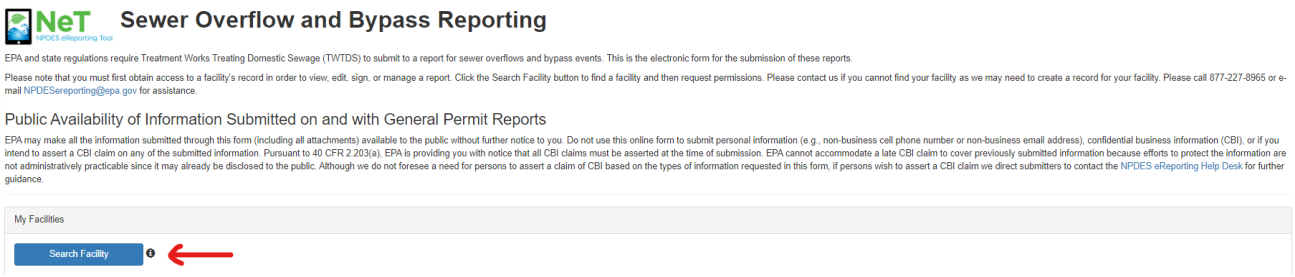
5.1 Requesting Access to a NPDES ID – CDX Users with Signatory Role

Open your Internet browser and go to CDX (https://cdx.epa.gov/). Click on the "Signatory" link for "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting," which is found on the "MyCDX" tab.

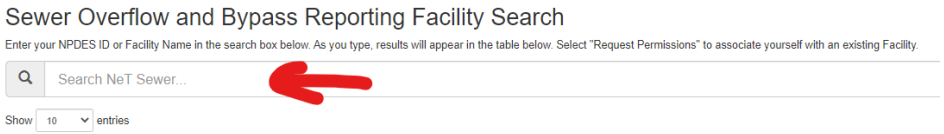


This action loads "NeT – Sewer Overflow and Bypass Reporting" application in your Internet browser. The first time you load NeT-SewerOverflow you will not see any NPDES IDs in the "My Facilities" box. You need to submit a permission request and have this request approved in order to access a NPDES ID. Below are the steps to submit one or more permission requests.

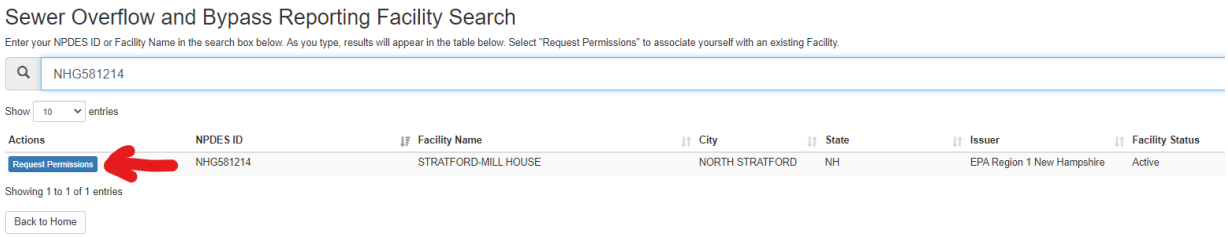
1. Click on the "Search Facility" button as shown below to start the permission request process.



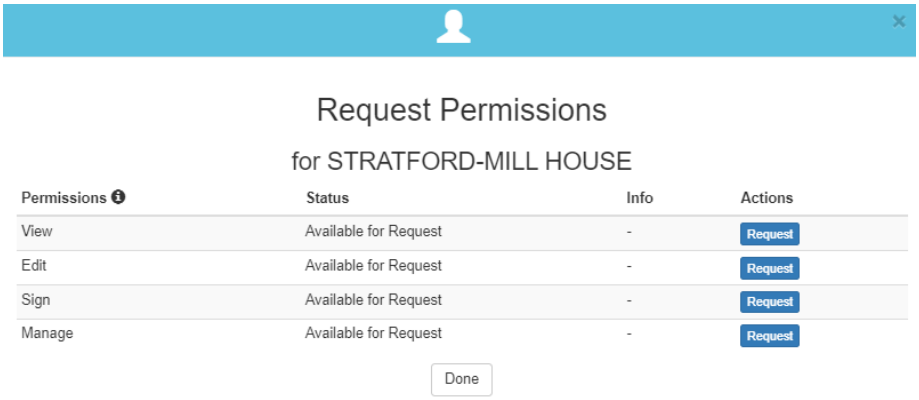
2. Enter Facility Name or NPDES ID (at least three characters) in the space provided for your facility. If your facility is not found, contact the NPDES eReporting Help Desk at 1-877-227-8965 or NPDESeReporting@epa.gov.



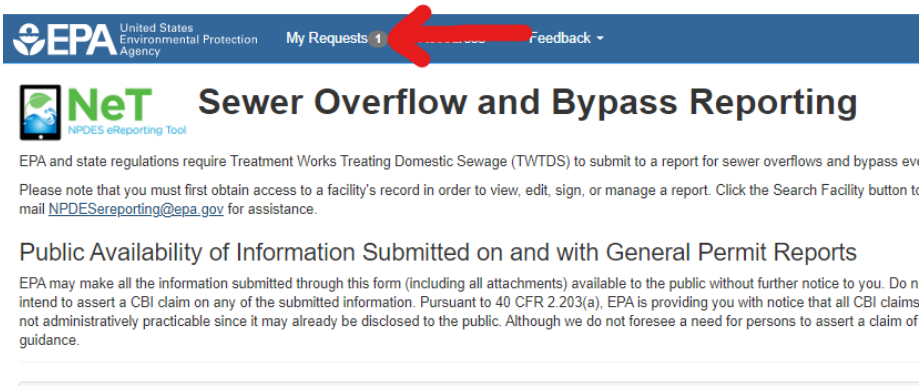
3. Click on the "Request Permissions" button for the NPDES ID where you need access.



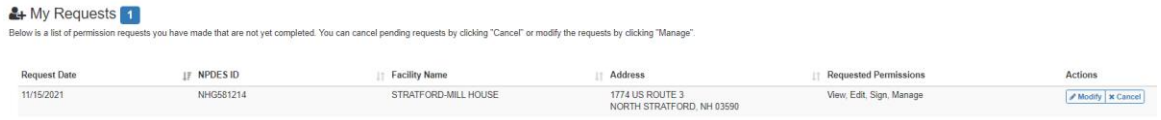
4. Click on the “Request” button for each permission you need. You can select from four available permissions (“View”, “Edit”, “Sign” and “Manage”). Click the “Done” button when finished.



5. You can check on the status of your permission requests on the NeT-SewerOverflow landing page by clicking on the “My Requests” link in the top blue banner.



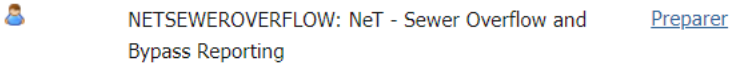
6. You can use the “My Requests” page to verify the permissions you requested as well as to modify or cancel these permission requests (as needed).



7. A CDX user with the “Manage” permission for the NPDES ID can now approve or reject your request. Please note that if a NPDES ID does not have a CDX user with the “Manage” permission, then the Regulatory Authority (EPA or state) will need to approve or reject your permission request, and this may take up to 1-2 business days to process.

5.2 Requesting Access to a NPDES ID – CDX Users with Preparer Role

Open your Internet browser and go to CDX (https://cdx.epa.gov/). Click on the "Preparer" link for "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting" on the "MyCDX" homepage.



This action loads "NeT – Sewer Overflow and Bypass Reporting" application in your Internet browser. The first time you load NeT-SewerOverflow you will not see any NPDES IDs in the "My Facilities" box. You need to submit a permission request and have this request approved to access a NPDES ID. Below are the steps to submit one or more permission requests (these are the same steps as shown in Section 5.1).

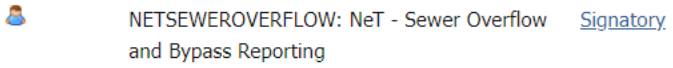
1. Click on the "Search Facility" button as shown below to start the permission request process.
2. Enter Facility Name or NPDES ID (at least three characters) in the space provided for your facility. If your facility is not found, contact the NPDES eReporting Help Desk at 1-877-227-8965 or NPDESeReporting@epa.gov.
3. Click on the "Request Permissions" button for the NPDES ID where you need access.
4. Click on the "Request" button for each permission you need. You can select two available permissions ("View" and "Edit"). Click the "Done" button when finished.
5. You can check on the status of your permission requests on the NeT-SewerOverflow landing page by clicking on the "My Requests" link in the top blue banner.
6. You can use the "My Requests" page to verify the permissions you requested as well as modify or cancel these permission requests (as needed).
7. A CDX user with the "Manage" permission for the NPDES ID can now approve or reject your request. Please note that if a NPDES ID does not have a CDX user with the "Manage" permission, then the Regulatory Authority (EPA or state) will need to approve or reject your permission request, and this may take up to 1-2 business days to process.

5.3 Managing Access for a NPDES ID – CDX User with Signatory Role and Manage Permission

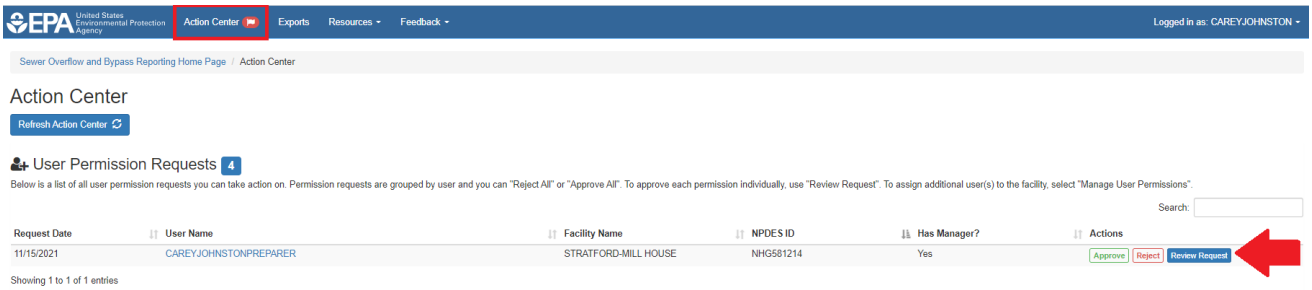
CDX account holders with the Signatory role and the Manage permission for a particular NPDES ID will be able to manage access to that NPDES ID. Below are the steps for managing access to a NPDES ID.

Approving and Rejecting Permission Requests

1. Open your Internet browser and go to CDX (https://cdx.epa.gov/). Click on the "Signatory" link for "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting" on the "MyCDX" homepage. This action loads "NeT – Sewer Overflow and Bypass Reporting" application in your Internet browser.



2. CDX users with the "Manage" permission for a NPDES ID can approve or reject one or more permission requests for the same NPDES ID in the "Action Center" (see top blue banner).
3. These CDX users can approve or request all permission requests for a particular CDX user by clicking on the green "Approve" or red "Reject" buttons.
4. These CDX users can also individually review each permission request by clicking on the blue "Review Request" button.

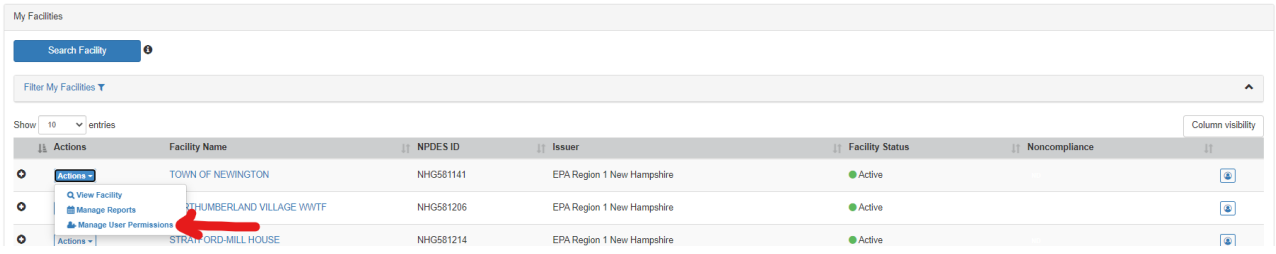


5. The CDX account holder that received the permission request or rejection will be notified via email by the system.

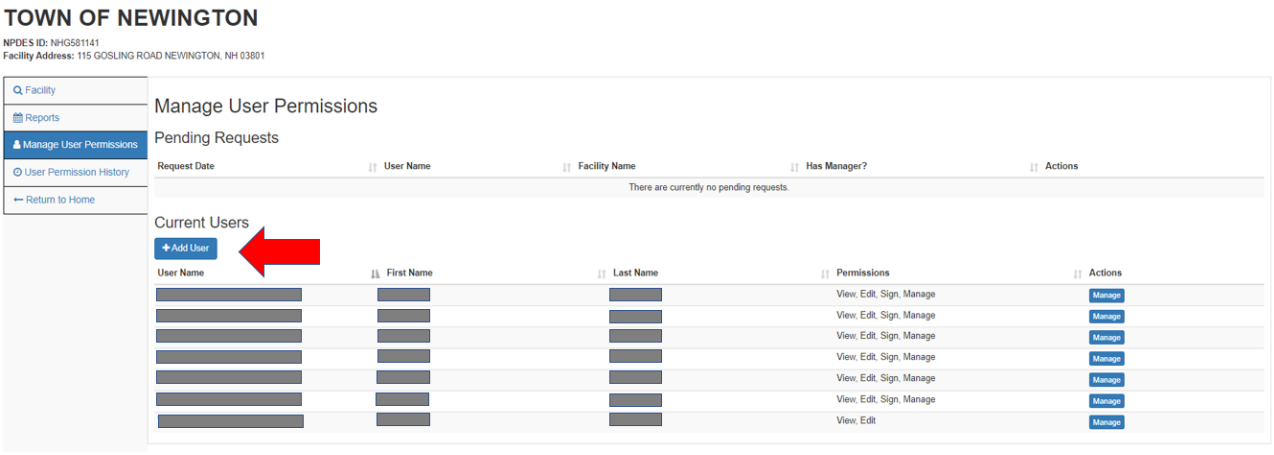
Granting Permissions

CDX account holders with the Signatory role and the Manage permission for a particular NPDES ID can independently grant one or more permissions to a NPDES ID. This feature can be useful when onboarding a new staff person that will be responsible for signing these reports. Below are the steps for independently granting permissions for a CDX user for a NPDES ID.

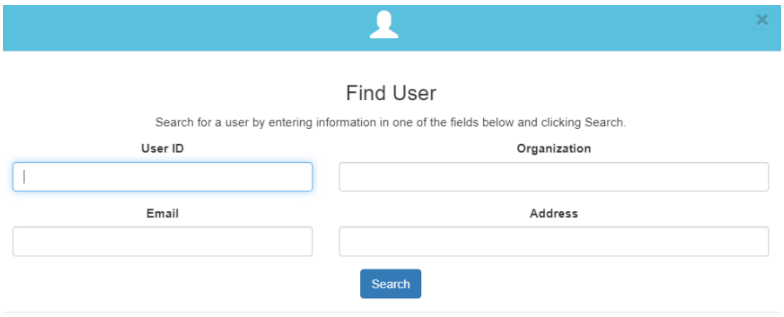
1. Click on the "Actions" button for a particular NPDES ID to see the menu of actions you can take for that facility. Click on the "Manage User Permissions" link as shown below.



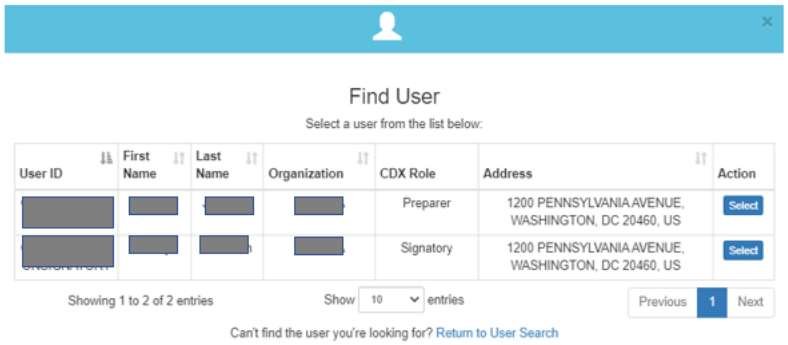
2. The “Manage User Permissions” page shows the list of CDX account holders with access to the NPDES ID as well as their current list of permissions. Click on the “+ Add User” button.



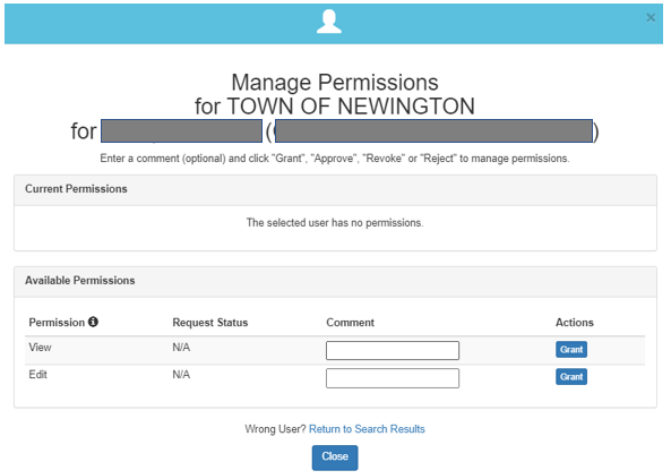
3. Use the pop-up window to search for a particular CDX user and then click on the “Search” button.



4. Use the “Select” button to manage permissions



5. Use the “Grant” button to add the one or more permissions for the CDX user. You can use the optional “Comment” field to add any notes that you would like to record for this action. Please note that only CDX users with the Signatory role can get the “Sign” and “Manage” permissions. The screenshot below shows the two available permissions (“View” and “Edit”) for a CDX user with the Preparer role.

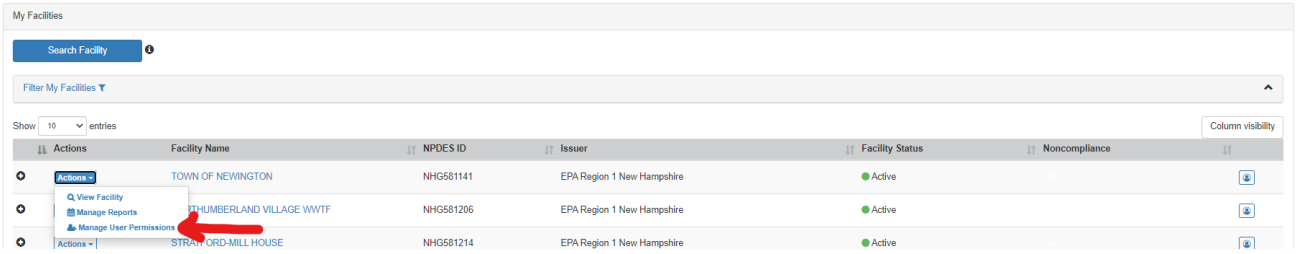


6. Click on the “Close” button when you are finished. If you have selected the wrong user, you can click on the “Return to Search Results” link to see the search results (see Step 4).

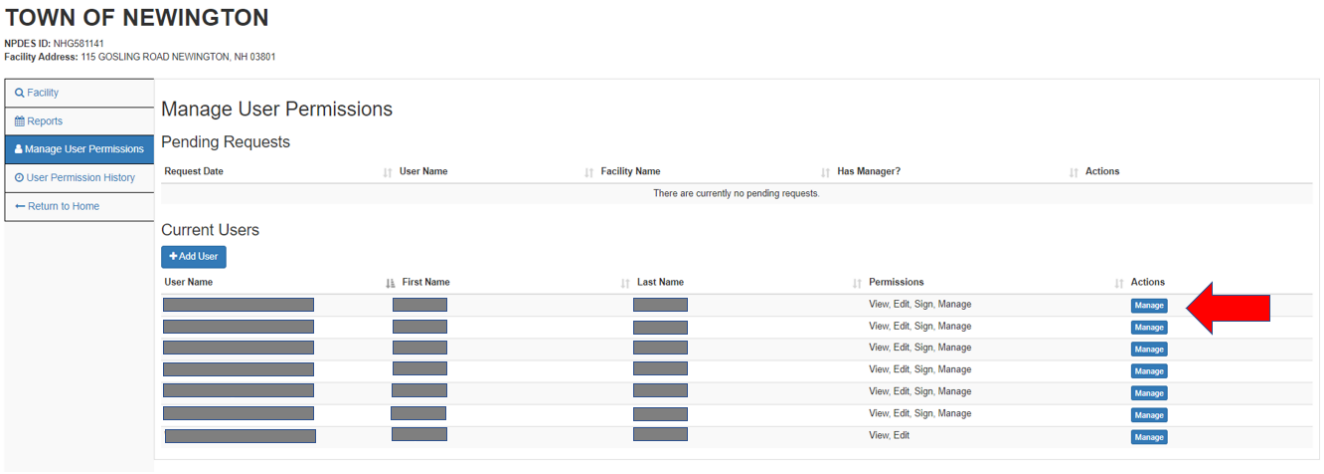
Revoking Permissions

CDX account holders with the Signatory role and the Manage permission for a particular NPDES ID can independently revoke one or more permissions to a NPDES ID. This might be necessary if a CDX account holder recently left their position of responsibility (e.g., as a result of taking a new job at a different facility or retirement). Below are the steps for independently revoking permissions for a CDX user for a NPDES ID.

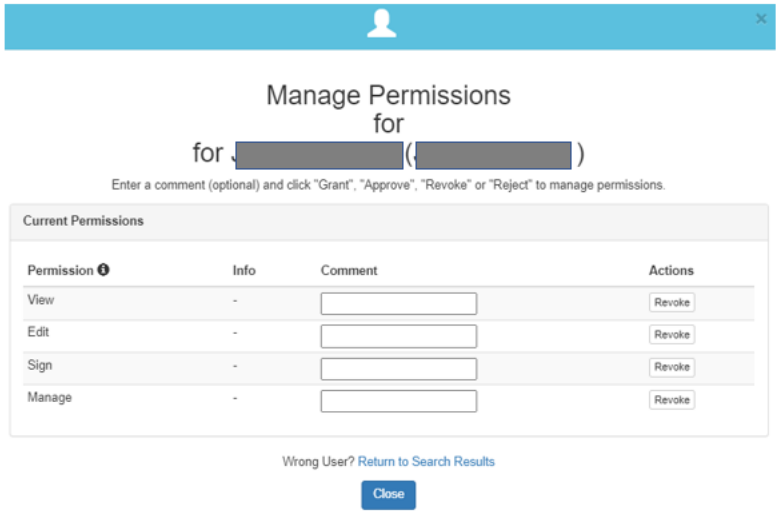
1. Click on the “Actions” button for a particular NPDES ID to see the menu of actions you can take for that facility. Click on the “Manage User Permissions” link as shown below.



2. The “Manage User Permissions” page shows the list of CDX account holders with access to the NPDES ID as well as their current list of permissions. Click on the “Manage” button for the user that needs permissions management.



3. Use the “Revoke” button to remove the one or more permissions for the CDX user. You can use the optional “Comment” field to add any notes that you would like to record for this action. The screenshot below shows the four available permissions (“View”, “Edit”, “Sign” and “Manage”) for a CDX user with the Signatory role

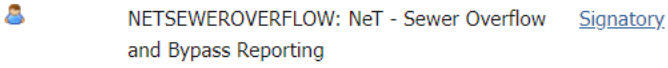


4. Click on the “Close” button when you are finished.

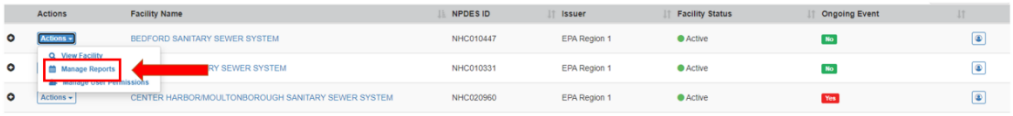
6. Creating a New Sewer Overflow and Bypass Event Report

CDX account holders with access to a particular NPDES ID in NeT-SewerOverflow can create a new sewer overflow and bypass event report. Below are the steps to creating a new report.

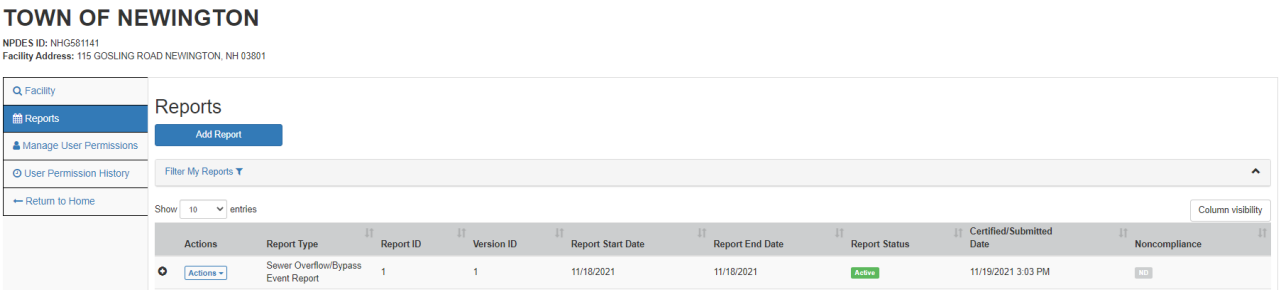
1. Open your Internet browser and go to CDX (https://cdx.epa.gov/). Click on the "Signatory" or "Preparer" link for "NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting" on the "MyCDX" homepage. This action loads "NeT – Sewer Overflow and Bypass Reporting" application in your Internet browser.



2. Click on the "Actions" button and then click on "Manage Report" for the NPDES ID that you would like to create a report.

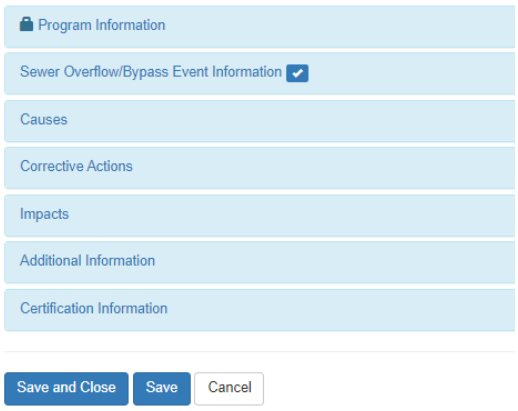


3. You will now see all the reports that were previously submitted for this NPDES ID on the "Reports" page. Click on the blue "Add Report" button to create a new report for this NPDES ID.



7. Completing a New Sewer Overflow and Bypass Event Report

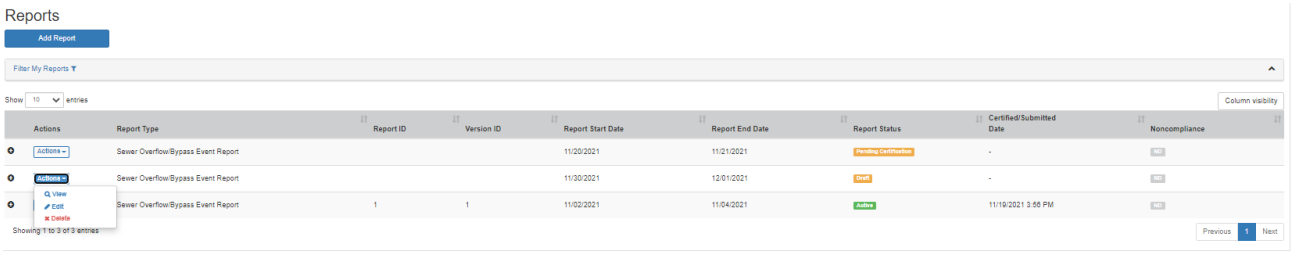
The forms in NeT-SewerOverflow are responsive and only show questions as you enter data. As shown below you will see a checkmark in each section header when that section is complete. Please note that you can click "Save" or "Save and Close" at any time to save your progress and come back to the form later. NeT-SewerOverflow periodically saves the form so that information is not inadvertently lost.



The following sections of the user guide will provide more details on the following three forms that you can submit in NeT-SewerOverflow:

- Sewer Overflow/Bypass Event Report
- Extreme Event Report (this is a truncated version of Sewer Overflow/Bypass Event Report)
- Anticipated Bypass Event Notification

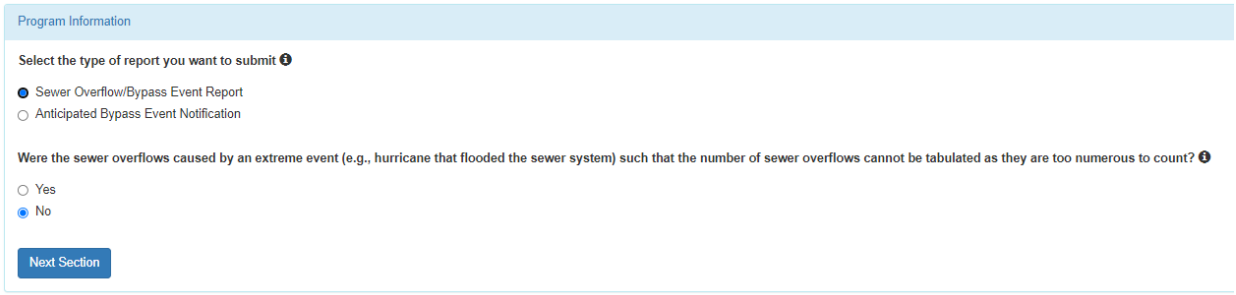
NeT-SewerOverflow allows you to edit and update information a report in the "Draft" status at any time. CDX users with the Preparer or Signatory roles can make edits to these draft reports by using the "Actions" button on the "Reports" page and by selecting the "Edit" option.



7.1 Program Information

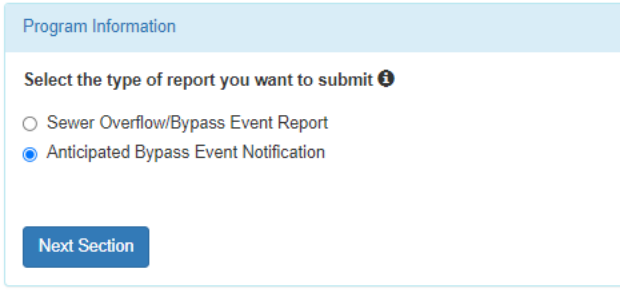
The CDX user will select the type of form that they want to submit in the "Program Information" section of NeT-SewerOverflow.

NeT-SewerOverflow defaults to the "Sewer Overflow/Bypass Event Report," which is the most common report that you will likely need to submit (see screenshot below).

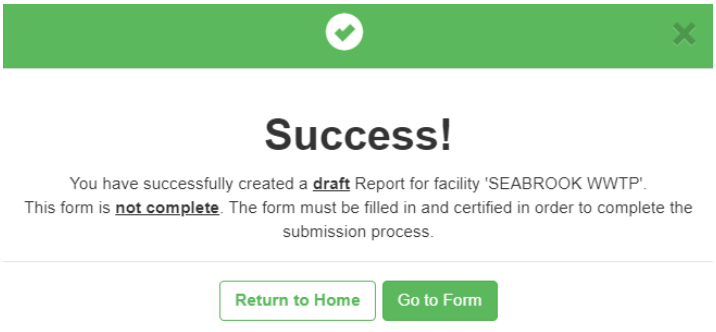


The "Sewer Overflow/Bypass Event Report" allows you to provide information on sewer overflows or bypasses that occurred in the past. If these sewer overflows or bypasses were the result of an extreme event (e.g., hurricane that flooded the sewer system), then you should change the answer from "No" to "Yes" in the second question (see screenshot above). Selecting the "Yes" in the second set of radio buttons will generate the "Extreme Event Report," which is a truncated version of Sewer Overflow/Bypass Event Report.

Select the "Anticipated Bypass Event Notification" radio button to provide information to the Regulatory Authority on potential future bypasses.

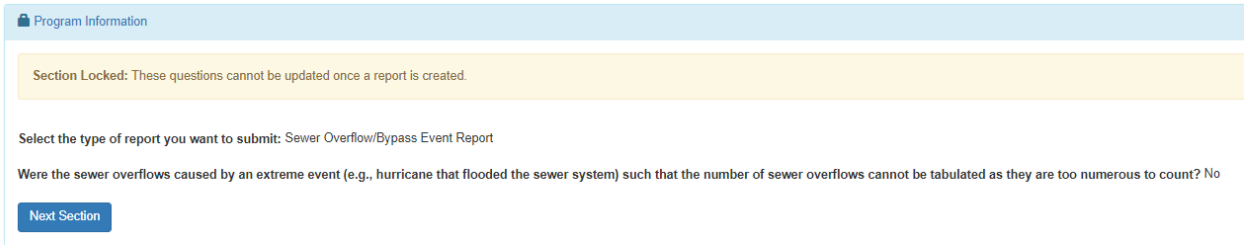


Click on "Next Section" to lock down these selections and then click on "Go to Form" in the popup window to complete the remaining sections of the form.



Please note that the selection made in the "Program Information" section are now locked and cannot be

changed. If you have made a mistake in this section, you will need to delete the form and start over.



Below is a summary of the selections you need to make to generate each form.

NeT-SewerOverflow Form	**Program Information Selections**	**Data Entry Guidance**
Sewer Overflow/Bypass Event Report	• "Sewer Overflow/Bypass Event Report" radio button • Extreme event radio button = "No"	Use this report to submit information on sewer overflows or bypasses that occurred in the past. You will need to provide details on each sewer overflow and bypass. You will use this report in most cases.
Extreme Event Report	• "Sewer Overflow/Bypass Event Report" radio button • Extreme event radio button = "Yes"	Use this report only if you are unable to provide details on each sewer overflow or bypass that occurred in the past due to an extreme event (e.g., hurricane). This is a truncated version of Sewer Overflow/Bypass Event Report.
Anticipated Bypass Event Notification	• "Anticipated Bypass Event Notification" radio button	Use this report to provide details of an anticipated future bypass. EPA regulations require permittees to submit this report 10-days before any anticipated future bypass.

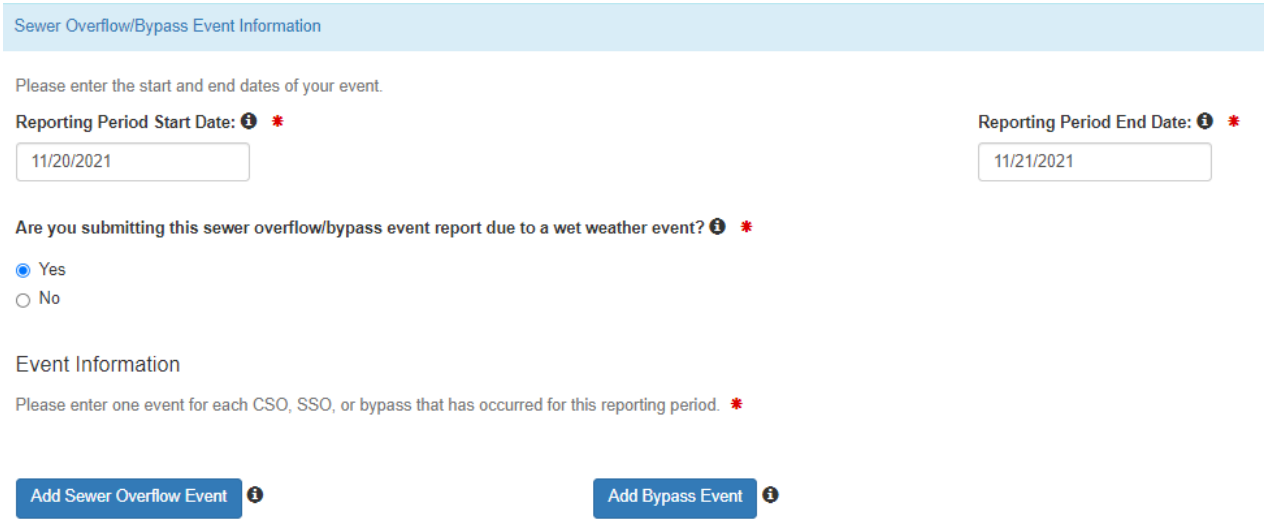
The following sections of the user's guide provide data entry guidance on each of the three forms that you can submit in NeT-SewerOverflow.

7.2 Sewer Overflow/Bypass Event Information

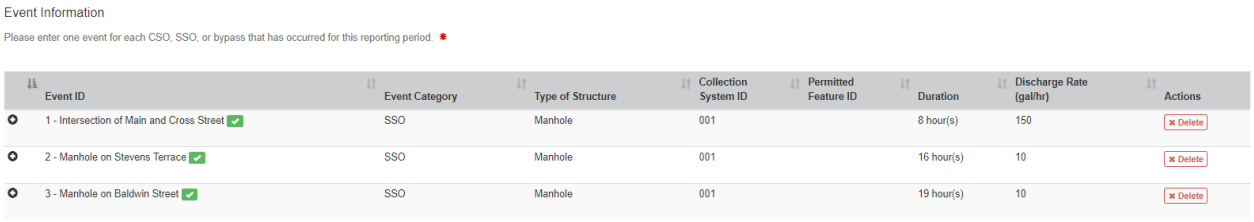
This section of the form will detail important information about each sewer overflow or bypass such as location, duration, dates and times, and estimate volume of discharge. Please note that required questions are marked with a red star. You may wish to enter information on non-required fields to ensure that you properly complete the form or to provide additional details to the Regulatory Authority.

Sewer Overflow/Bypass Event Report

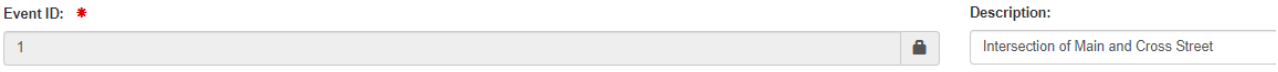
For this report you will need to click on the "Add Sewer Overflow Event" and/or "Add Bypass Event" buttons to provide details on each sewer overflow and bypass that occurred in the past.



You will provide information on each sewer overflow and bypass. For example, if there was a rainstorm that caused sewer overflows at three different manholes then you would click on the "Add Sewer Overflow Event" button three times and enter information on each sewer overflow.

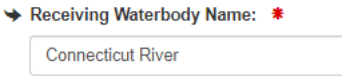


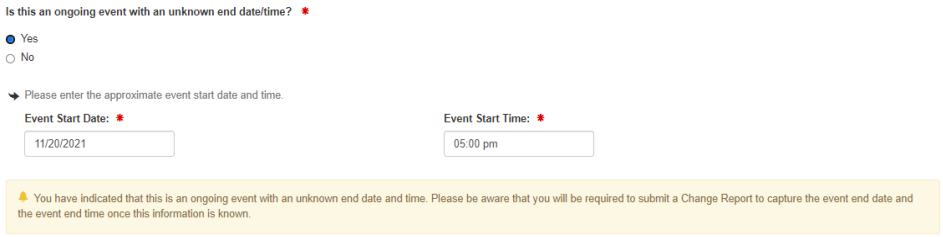
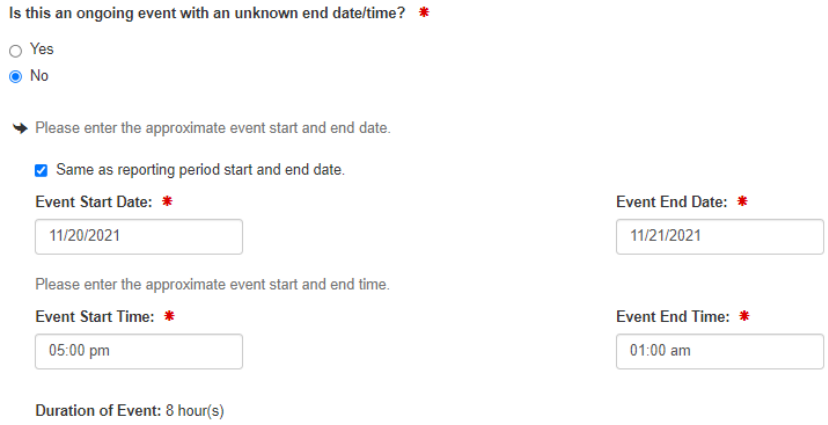
Each sewer overflow and bypass will be assigned a unique identifier (Event ID). The Event ID is uneditable, but you can use the optional "Description" field to add a description for each sewer overflow and bypass (e.g., "Intersection of Main and Cross Street").



The following is data entry guidance for each question in this section.

Data Entry Field	Data Entry Guidance
Reporting Period Start Date	This is the approximate start or discovery date of the earliest sewer overflow or bypass included in this form.
Reporting Period End Date	This is the latest end date or latest projected end date of the sewer overflow or bypass included in this form. EPA regulations require permittees to submit a report detailing noncompliant sewer overflows and bypasses. For uncontrolled sewer overflows and bypasses (e.g., discharges are ongoing as of the submission date of the report), this will be the date the facility anticipates it will be able to remedy the noncompliance (e.g., terminate the discharge). For controlled sewer overflows and bypasses (e.g., terminated discharges), this will be the latest Event ID end date included in the report. Please be aware that for uncontrolled sewer overflows and bypasses you will be required to submit a Change report (see Chapter 8) to update the end date once the sewer overflow or bypass is terminated.
Are you submitting this sewer overflow/bypass event report due to a wet-weather event?	This is a Yes/No question that identifies if the report was related to a wet-weather event.
Event ID	This is a uneditable system-generated field that is used to track each sewer overflow and bypass.
Event ID Description	This is an optional field that allows users to add a description for each sewer overflow and bypass (e.g., "Intersection of Main and Cross Street").
Reporting Requirement	This is a picklist with the following options: 1. 5-day reporting for noncompliance that may endanger health or the environment 2. Other noncompliance reporting 3. Wet-weather CSO reporting requirement not related to noncompliance reporting You should use the first option for noncompliant sewer overflows and bypasses that occurred in the past and may "endanger health or the environment". You should use the second option for noncompliant sewer overflows and bypasses that occurred in the past and do not "endanger health or the environment". You should use the third option for wet-weather CSOs that occurred in the past and are authorized by permit requirements. You should contact your Regulatory Authority (EPA or state) if you have any questions on your reporting requirements or on the proper selection for this field.
Event Category	This is the category of sewer overflow or bypass. The available options are: SSO, CSO, and Bypass.
Type of Structure	This is the structure associated with the sewer overflow. This field is not shown for Bypass Event IDs. Available options are provided in Appendix A of this document.
Treatment Plant Equipment	For Bypass Event IDs, please select all treatment plant equipment that was bypassed. If the "Other" treatment plant equipment is selected, please enter a description of the treatment equipment in the "Other Treatment Plant Equipment Description" field. This field is not shown for Sewer Overflow Event IDs. Available options are provided in Appendix A of this document.

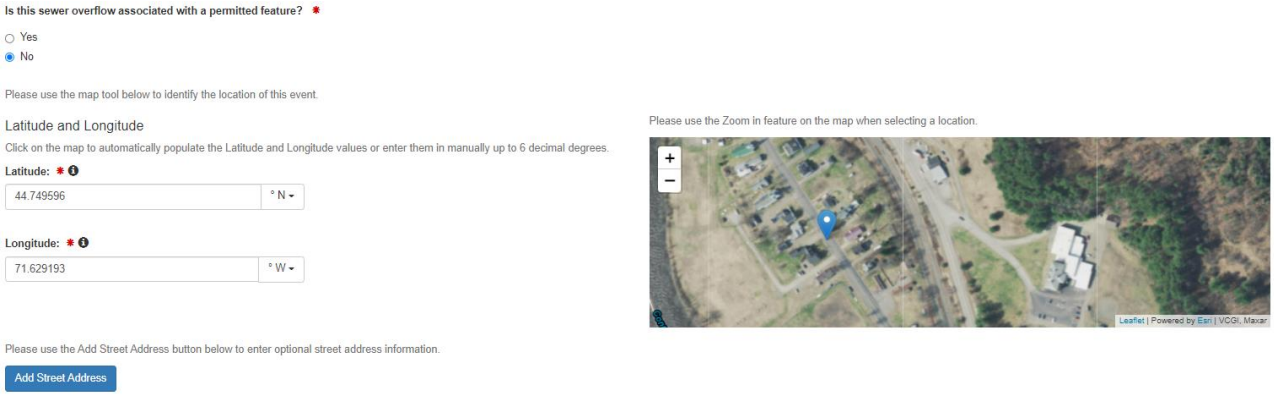
Data Entry Field	Data Entry Guidance
Collection System ID	NeT-SewerOverflow allows the Regulatory Authority (EPA or state) to divide sewer collection systems as needed. Each portion of the sewer collection system that provides flow to the NPDES ID will have its own unique identifier ("Collection System ID"). In most cases there is only one Collection System for each NPDES ID and the form automatically identifies the Collection System ID. You should contact your Regulatory Authority (EPA or state) if you have any questions on the selection for this field. This field is not shown for Bypass Event IDs.
Sewer Overflow Location Information	You will need to identify the location of each sewer overflow from a collection system (but not for a bypass event). This can be done by identifying the latitude and longitude of the sewer spill (e.g., SSO, dry-weather CSO) or by identifying the Permitted Feature ID for a release from a CSO outfall. See instructions below this table for how to pinpoint the latitude and longitude of the sewer spill.
Sewer Overflow Location Information (cont.): Is this sewer overflow associated with a permitted feature? (**Note:** This question is not shown for facilities that do not manage a combined sewer system or for bypass events.)	Some facilities manage a combined sewer system with CSO outfalls that are identified in the NPDES permit with a unique identifier ("Outfall No." or "Permitted Feature ID"). You should select the "Yes" button for this question if the discharge came from a CSO outfall that has a unique identifier. If you select "Yes" for this question you will then be prompted to select the Permitted Feature ID that is associated with the CSO. Using the "Permitted Feature ID" selector will pinpoint the location of the sewer overflow (i.e., you will not need to provide the location of the CSO). You should contact your Regulatory Authority (EPA or state) if you have any questions on the selection for this field or if you need to update the location information for one or more Permitted Features. If you select "No" for this question you will need to identify the location of the sewer overflow. See instructions below this table for how to pinpoint the latitude and longitude of the sewer spill.
Did this event reach waters of the United States?	This is a Yes/No question that identifies if the sewer overflow or bypass reach waters of the United States. If you select "Yes" you will be prompted to provide a name for the receiving waterbody.  You should contact your Regulatory Authority (EPA or state) if you have any questions on the selection for this field.

Data Entry Field	Data Entry Guidance
Is this an ongoing event with an unknown end date/time?	This is a Yes/No question that identifies if the sewer overflow or bypass is controlled (discharges were terminated) or uncontrolled (discharges are ongoing) as of the submission date of the report. You should select "Yes" to indicated that the sewer overflow or bypass is uncontrolled. You will be prompted to indicate the start date and time for this Event ID and you will see a note that you will be required to submit the end date and time for this Event ID when the discharge is terminated.  You should select "No" to indicated that the sewer overflow or bypass is controlled. You will be prompted to indicate the start date and time and end date and time for this Event ID. The application will calculate the duration (in hours). 
Discharge Volume (gallons) and Discharge Rate (gallons per hour)	This is the discharge volume (in gallons) or discharge rate (in gallons per hour) of the sewer overflow or bypass. You will only need to enter one value as the application will automatically calculate the other value using the "Duration of Event", which the system calculates from the start and end dates and times. You should provide the total discharge volume amount or rate that exited the sanitary or combined sewer collection system or the bypass outfall.
Method for Quantifying Discharge	This is the method used to quantify the discharge volume of the sewer overflow or bypass. Available options are provided in Appendix A of this document.

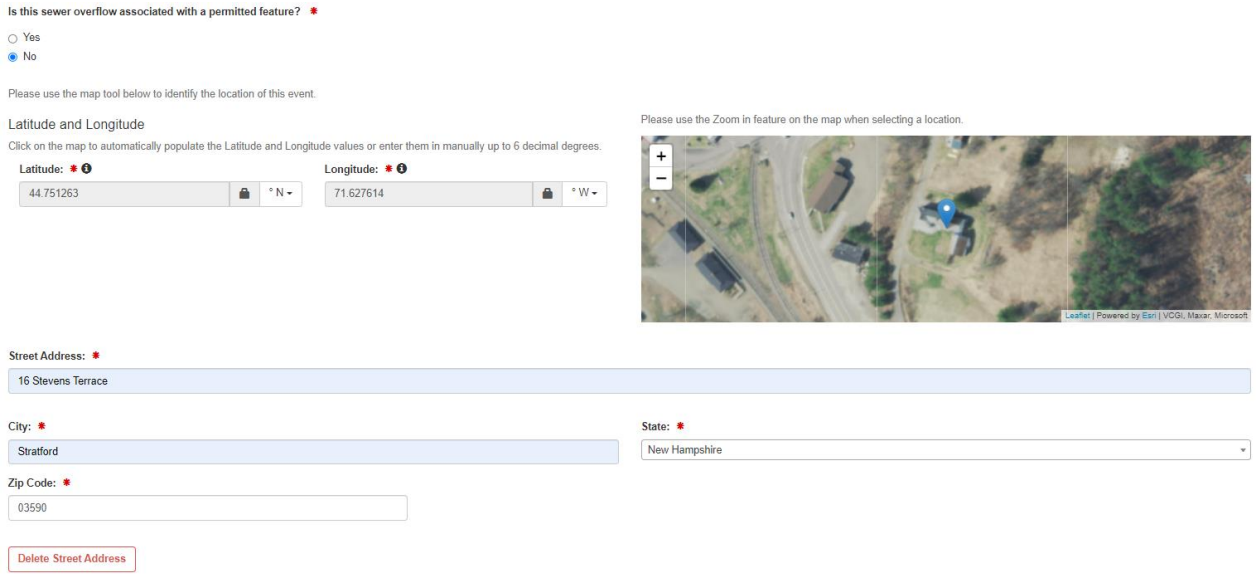
Pinpointing the latitude and longitude of the sewer spill

The following is data entry guidance on how to identify the location of a sewer overflow that is not a permitted feature (e.g., SSO, dry-weather CSO). This locational data entry is required when the sewer overflow is not related to a permitted feature. There are three methods for entering this locational data.

1. You can locate the sewer overflow by directly entering the latitude and longitude coordinates (in decimal degrees in WGS84 spatial reference system).
2. You can use the map to pan and zoom to find the location of the sewer overflow. You will click on the map to drop a pin to identify this location. Dropping a pin on the map will automatically update the latitude and longitude coordinates (WGS84).
3. You can click on the "Add Street Address" button to identify the location of the sewer overflow and update the latitude and longitude coordinates (WGS84).

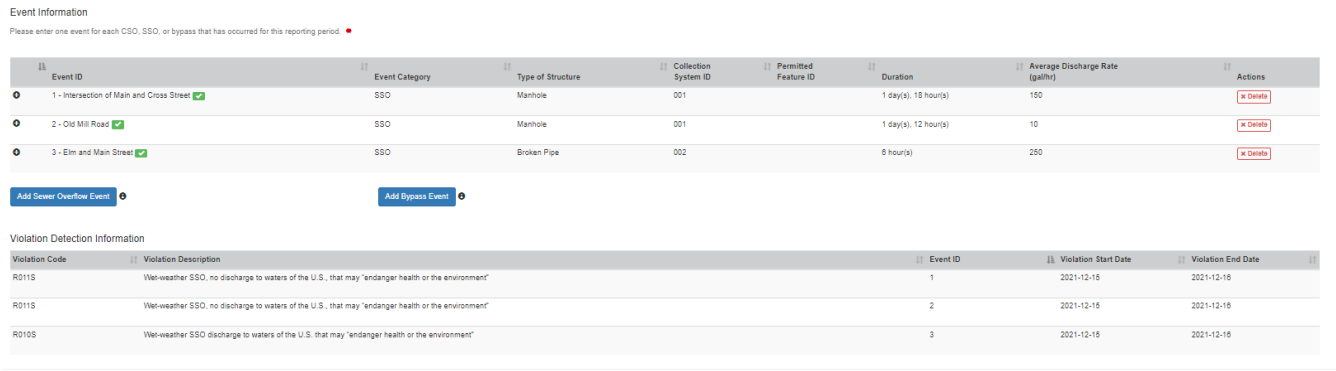


If you use the street address method, you will see that the latitude and longitude coordinates are locked (uneditable) and the map will zoom in on the street address.



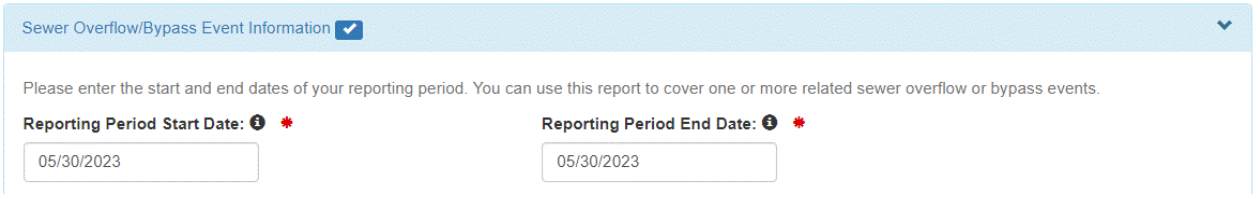
You can click on the red "Delete Street Address" button and then click on the map if you need to make final adjustments of the sewer overflow location. You do not need to provide a location for a Bypass Event ID as these events occur at the treatment plant.

The form will use the information you provide to correctly assign a violation code (if applicable).

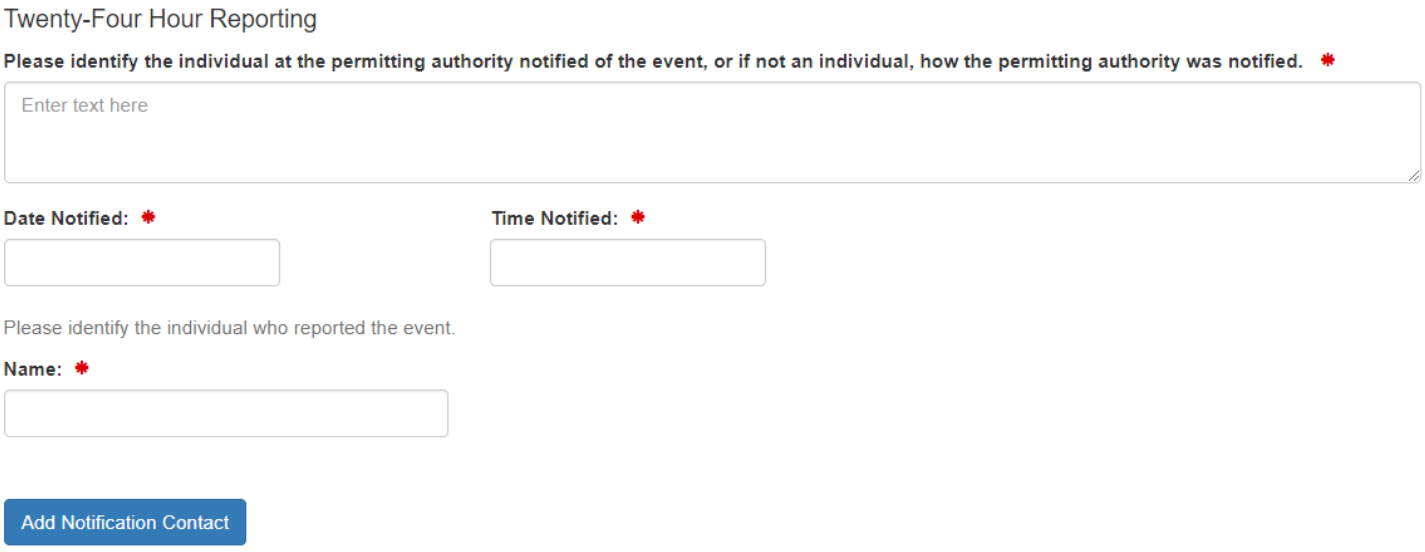


Extreme Event Report

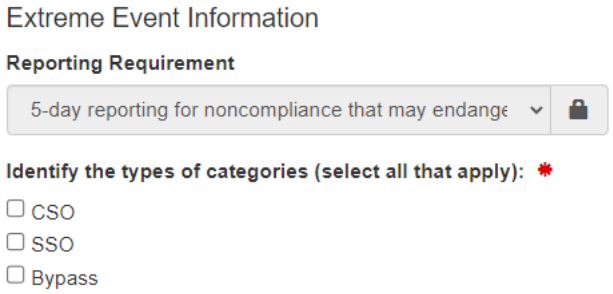
The "Extreme Event Report" is a truncated version of Sewer Overflow/Bypass Event Report. Use this report only if you are unable to provide details on each sewer overflow or bypass that occurred in the past due to an extreme event (e.g., hurricane). You are required to provide the start and end date that covers this extreme event.



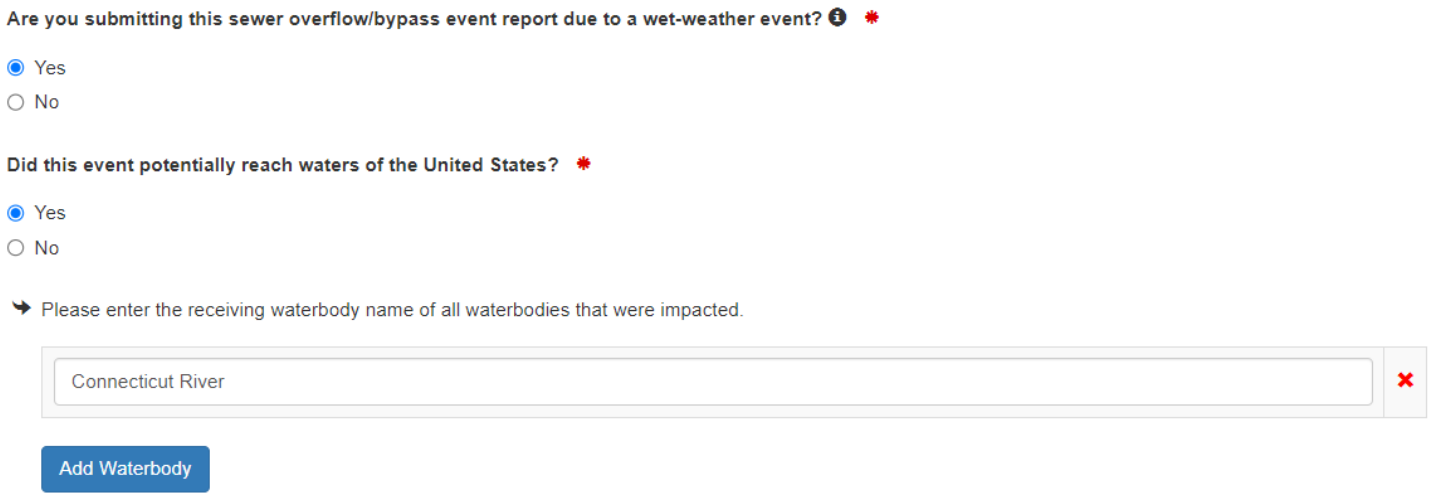
You will then be required to provide information related to the 24-hour notification. You must provide at least one notification contact but you can add more than one notification contact as needed.



The “Reporting Requirement” for an Extreme Event Report” is set to “5-day reporting for noncompliance that may endanger health or the environment” and is uneditable. Please select one type of sewer overflow or bypass associated with this extreme event using the provided checkboxes.



You must indicate (Yes/No) if the extreme event is related to wet-weather (e.g., hurricane). You must also indicate (Yes/No) if the sewer overflow or bypass reach waters of the United States. If “Yes”, then you must add at least one receiving waterbody. You can add as many receiving waterbodies as needed by clicking on the “Add Waterbody” button (see below).



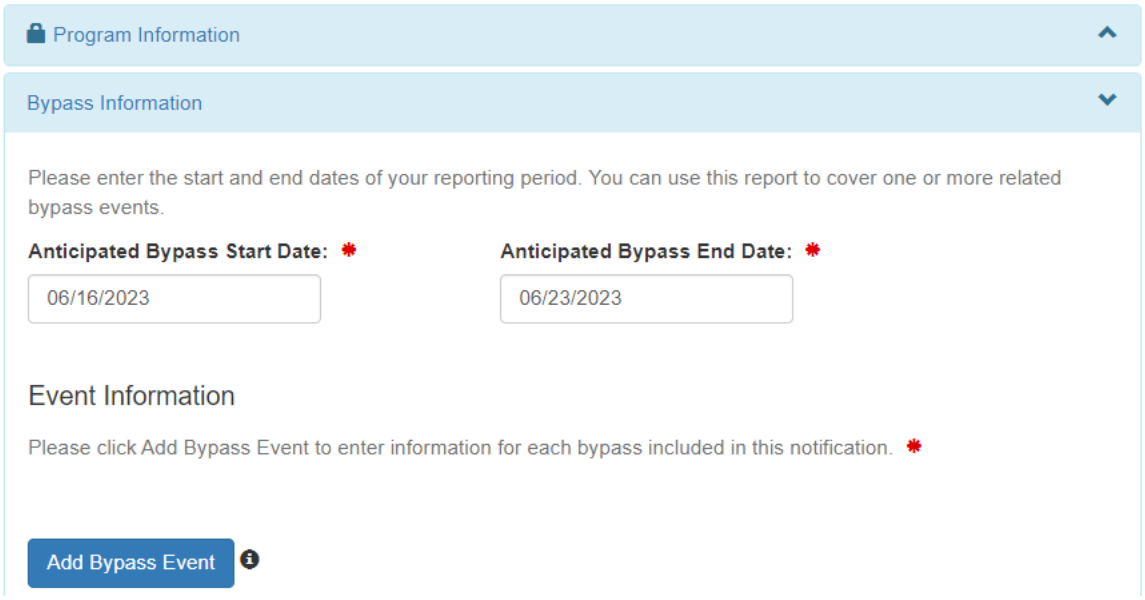
The form will automatically detect violations and summarize these in the “Violation Detection Information” table. Below is an example table when all three category types are selected (CSO, SSO, and Bypass checkboxes).

Violation Detection Information

Violation Code	Violation Description	Violation Start Date	Violation End Date
R001S	Wet-weather CSO discharge to waters of the U.S. that may "endanger health or the environment"	2023-05-30	2023-05-30
R010S	Wet-weather SSO discharge to waters of the U.S. that may “endanger health or the environment”	2023-05-30	2023-05-30
R021S	Unanticipated prohibited bypass discharge to waters of the U.S. that may “endanger health or the environment” - wet weather	2023-05-30	2023-05-30

Anticipated Bypass Notification

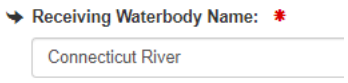
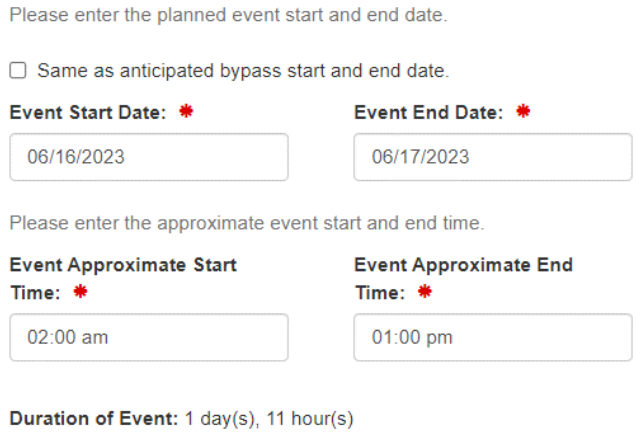
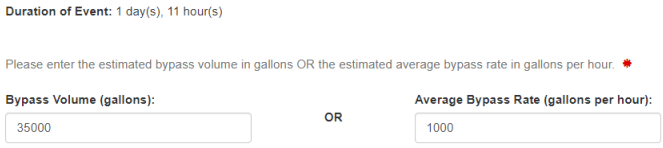
Use this report to provide details of an anticipated future bypass. EPA regulations require permittees to submit this report 10-days before any anticipated future bypass: “If the permittee knows in advance of the need for a bypass, it shall submit prior notice, if possible, at least ten days before the date of the bypass." (emphasis added) See 40 CFR 122.41(m)(3)(i). This means that there needs to be 10 full days before the date of the anticipated bypass and the submission date of the Anticipated Bypass Notice. For example, if the earliest Event ID Start Date is August 11th then the Anticipated Bypass Notice must be submitted no later than July 31st (as this provides ten full days between the submission date and the earliest anticipated bypass). NeT-SewerOveflow does not automatically detect violations from the Anticipated Bypass Notification, except for later reporting violations.



You will click on the “Add Bypass Event” button to provide details on each anticipated bypass. You can report more than one anticipated bypass on one notice. Each anticipated bypass will be assigned a unique identifier (Event ID). The Event ID is uneditable, but you can use the optional “Description” field to add a description for each sewer overflow and bypass (e.g., “Bypass #1 from primary clarifier”).

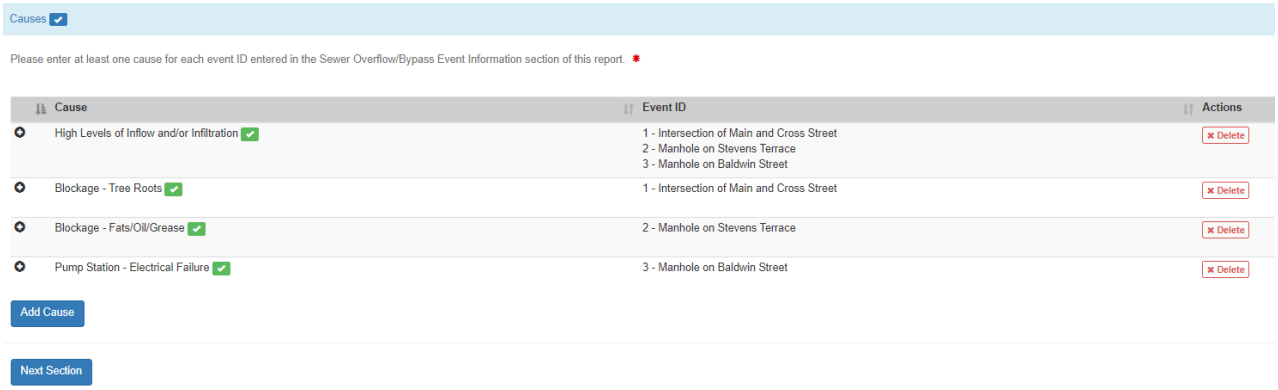
The following is data entry guidance for each question in this section.

Data Entry Field	Data Entry Guidance
Anticipated Bypass Start Date	This is the anticipated start date that covers all bypasses included on this form.
Anticipated Bypass End Date	This is the anticipated end date that covers all bypasses included on this form.
Event ID	This is a uneditable system-generated field that is used to track each anticipated bypass.
Event ID Description	This is an optional field that allows users to add a description for each anticipated bypass (e.g., “Bypass #1 from primary clarifier”).
Reporting Requirement	This is fixed to “Anticipated Bypass Notification” and is uneditable.
Event Category	This is fixed to “Bypass” and is uneditable.

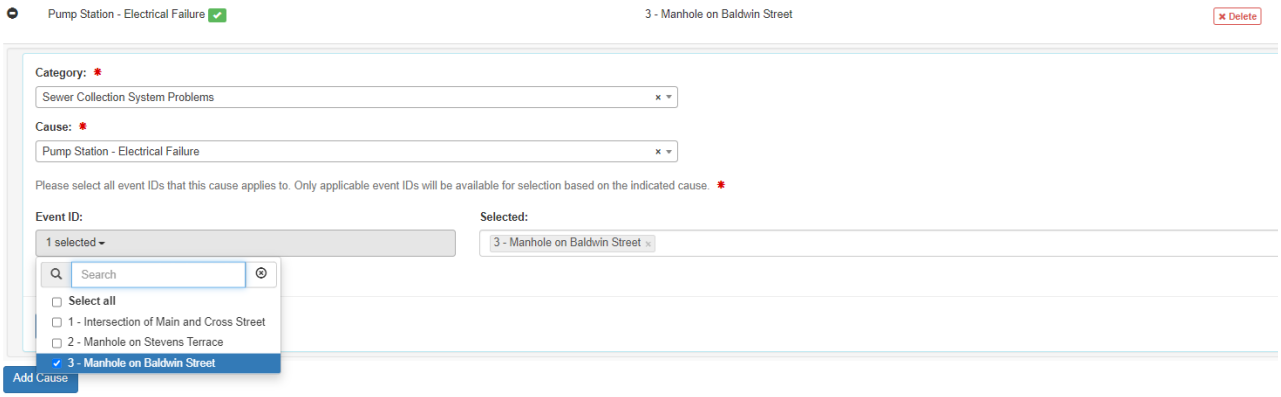
Data Entry Field	Data Entry Guidance
Treatment Plant Equipment	Identify the one or more treatment plant equipment that was bypassed. If the "Other" treatment plant equipment is selected, please enter a description of the treatment equipment in the "Other Treatment Plant Equipment Description" field. Available options are provided in Appendix A of this document.
Please describe the anticipated bypass that will be implemented	This is a text field that you must use to describe the anticipated bypass for this Event ID.
Will this event reach waters of the United States?	This is fixed to "Yes" and is uneditable. You will be prompted to provide a name for the receiving waterbody.  You should contact your Regulatory Authority (EPA or state) if you have any questions on the selection for this field.
Please enter the planned event start and end date.	You will be prompted to indicate the start date and time and end date and time for this Event ID. The application will calculate the duration (in hours). 
Discharge Volume (gallons) and Discharge Rate (gallons per hour)	This is the estimated discharge volume (in gallons) or estimated discharge rate (in gallons per hour) of the anticipated bypass. You will only need to enter one value as the application will automatically calculate the other value using the "Duration of Event", which the system calculates from the start and end dates and times. 
Planned Method for Quantifying Discharge	This is the method you will likely use to quantify the discharge volume of the sewer overflow or bypass. Available options are provided in Appendix A of this document.
Do you expect this anticipated bypass to cause one or more effluent limit violations?	This is a Yes/No question that identifies if the anticipated bypass will likely cause an effluent limit violation. If you answer "Yes" you need to provide more information (in a text box) to describe the one or more effluent limit violations.

7.3 Causes

This section of the report will detail the cause of each sewer overflow or bypass. You can add as many Causes as needed to properly describe why there were sewer overflows or bypasses. For example, if you need to enter four Causes you will click on the blue “Add Cause” button four times.



You can link each Cause to one or more Event IDs. Click on the red “Delete” button to delete a Cause.

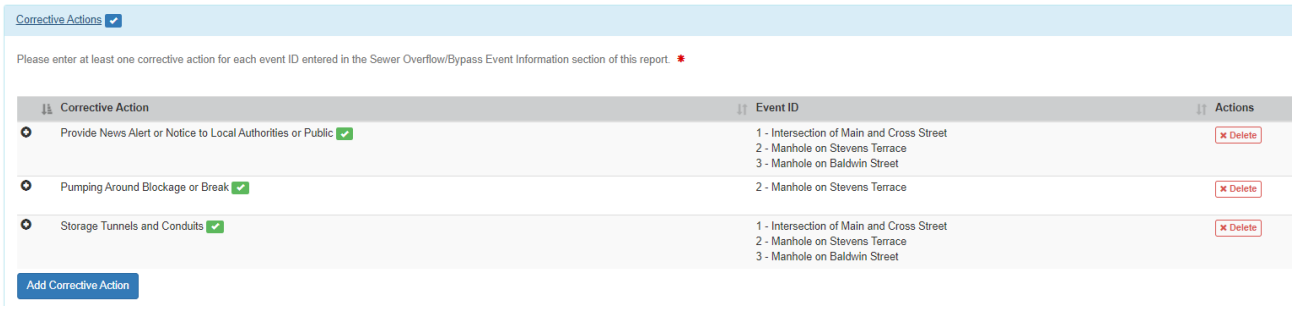


The Causes are grouped into two categories: Sewer Collection System Problems and Plant Operation Problems. Appendix A of this document lists the values that can be selected in the Cause field.

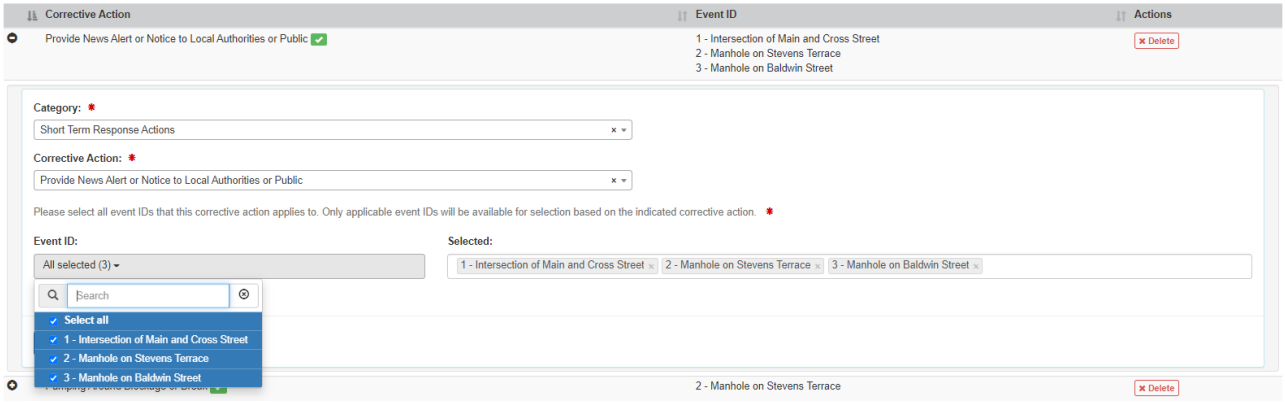
7.4 Corrective Actions

Sewer Overflow/Bypass Event Report and Anticipated Bypass Event Notification

This section of the report will detail the corrective actions take for each sewer overflow or bypass. You can add as many Corrective Actions as needed to properly describe how you addressed each sewer overflow or bypass. For example, if you need to enter three Corrective Actions you will click on the blue "Add Corrective Action" button three times.



You can link each Corrective Action to one or more Event IDs. Click on the red "Delete" button to delete a Corrective Action.



The Corrective Actions are grouped into two categories: Short Term Corrective Actions and Long Term Corrective Actions. Appendix A of this document lists the values that can be selected in the Corrective Action field.

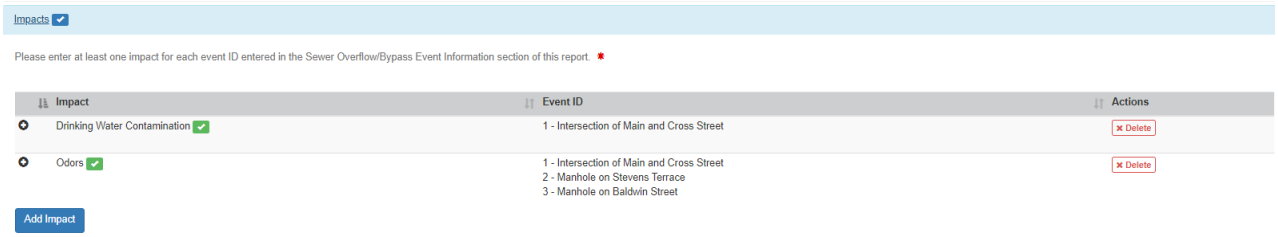
Extreme Event Report

This code is not reported on the "Extreme Event Report."

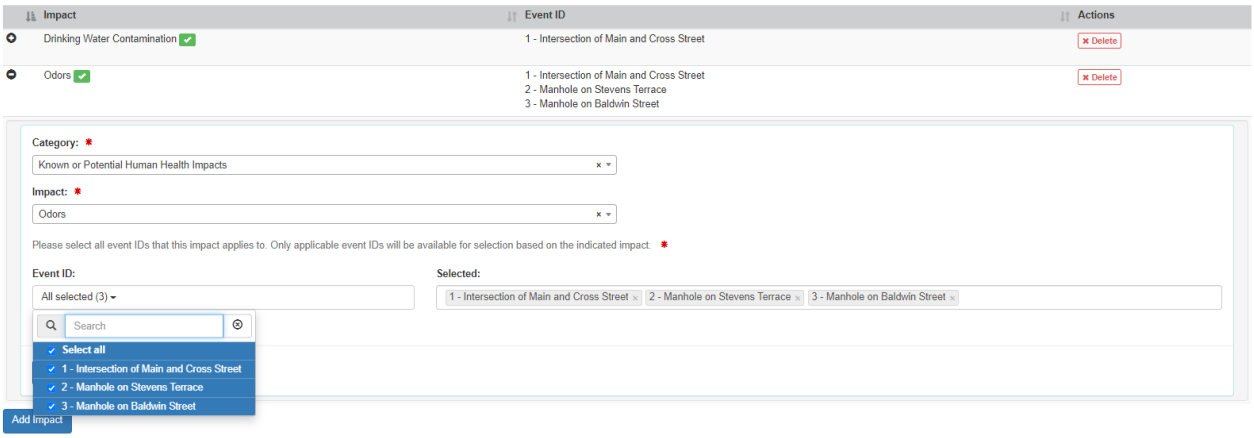
7.5 Impacts

Sewer Overflow/Bypass Event Report and Anticipated Bypass Event Notification

This section of the report will detail the impacts for each sewer overflow or bypass. You can add as many Impacts as needed to properly describe the human health and environmental impacts associated with the sewer overflow or bypass. For example, if you need to enter two Impacts you will click on the blue "Add Impact" button two times.



You can link each Impact to one or more Event IDs. Click on the red "Delete" button to delete an Impact.



The Impacts are grouped into two categories: Known or Potential Human Health Impacts and Known or Potential Environmental Impacts. The user can also select "No observable impacts" for one or more Event IDs. Appendix A of this document lists the values that can be selected in the Impacts field.

Extreme Event Report

This code is not reported on the "Extreme Event Report."

7.6 Additional Information

The additional information section is the last section in this form.

Sewer Overflow/Bypass Event Report

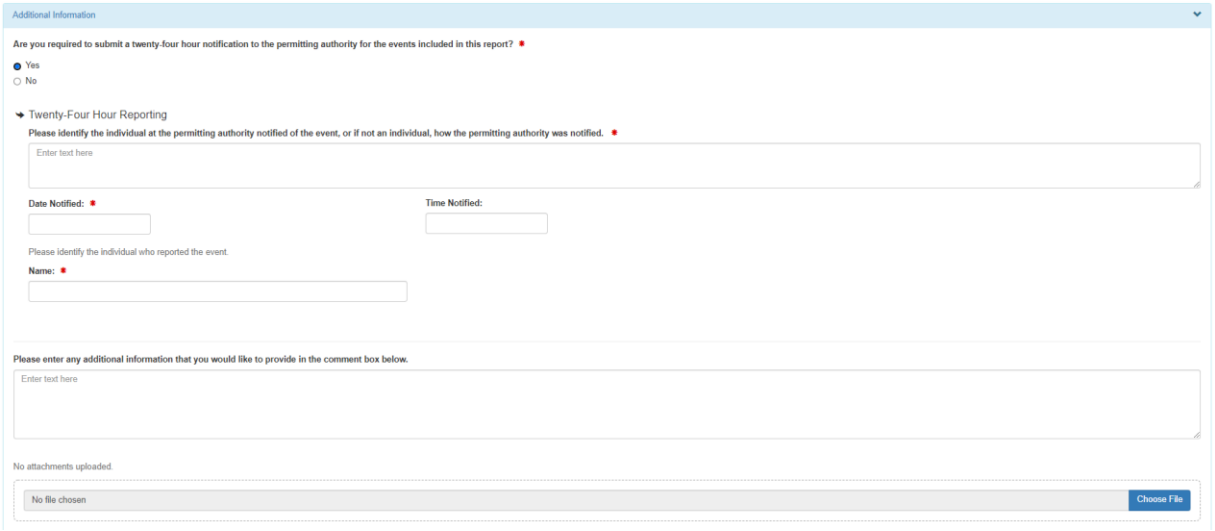
You will answer the following question: “Are you required to submit a twenty-four hour notification to the permitting authority for the events included in this report?” If you answer “Yes” you will need to identify the date and time you made this twenty-four hour notification, the name of the person you contacted at EPA and/or state regulatory authority, as well as the name of the person from your facility that made this notification.

The form also provides an open text field to provide any additional information that you would like to put on the report: “Please enter any additional information that you would like to provide in the comment box below.” Please contact your Regulatory Authority if you have any questions regarding this field.

Finally, the form allows you to add one or more attachments to the form that you would like to share. Please contact your Regulatory Authority to see if there are any required attachments you need to submit with your report (e.g., monitoring data, photos). You can upload the following file types:

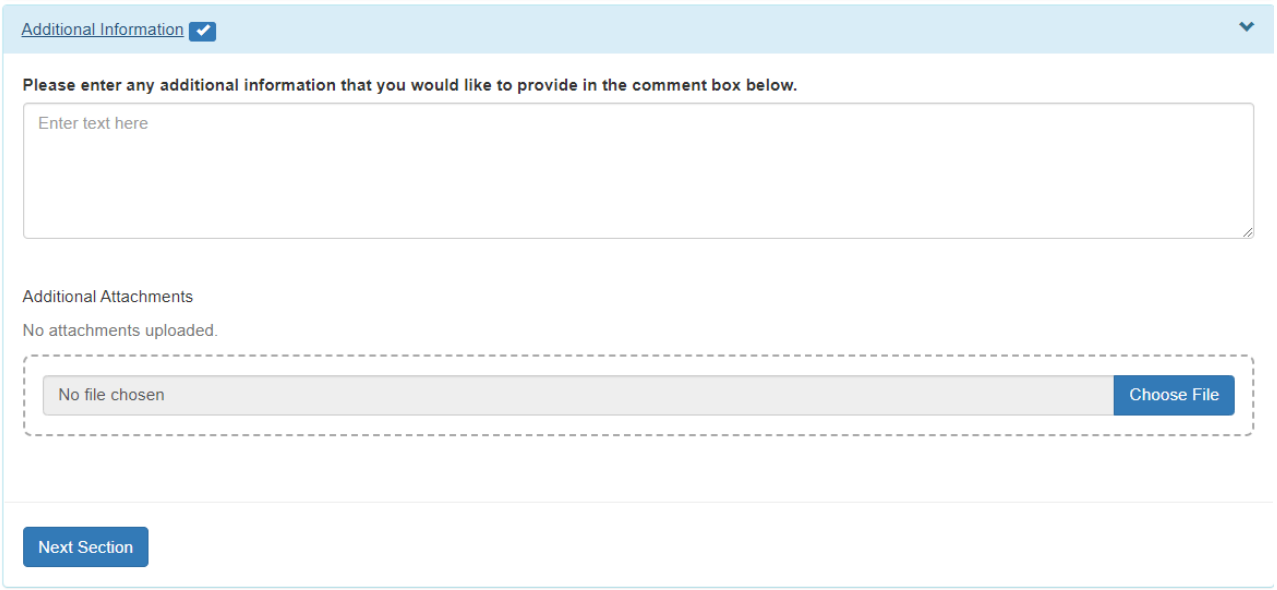
- Text files (*.txt)
- Comma-separate values (*.csv)
- MS Word files (*.doc, *.doxx)
- MS Excel files (*.xls, *.xlsx)
- Zip files (*.zip)
- PDF files (*.pdf)
- Photos (*.jpg)

Please note that the maximum file size is 25 MB and the total size of all attachments cannot exceed 25 MB.



Extreme Event Report and Anticipated Bypass Event Notification

You have the option to provide additional information (in a text box) and add attachments as it relates to this extreme event (see below). Please see above for the rules related to attachments.



7.7 Routing, Signing, and Submitting your Report

EPA's NPDES regulations requires each report to be signed by an authorized person before it is submitted to the Regulatory Authority (EPA or state). EPA has configured NeT-SewerOverflow so that CDX users with the Signatory role can submit reports to their Regulatory Authority with a valid electronic signature (see Section 4.3).

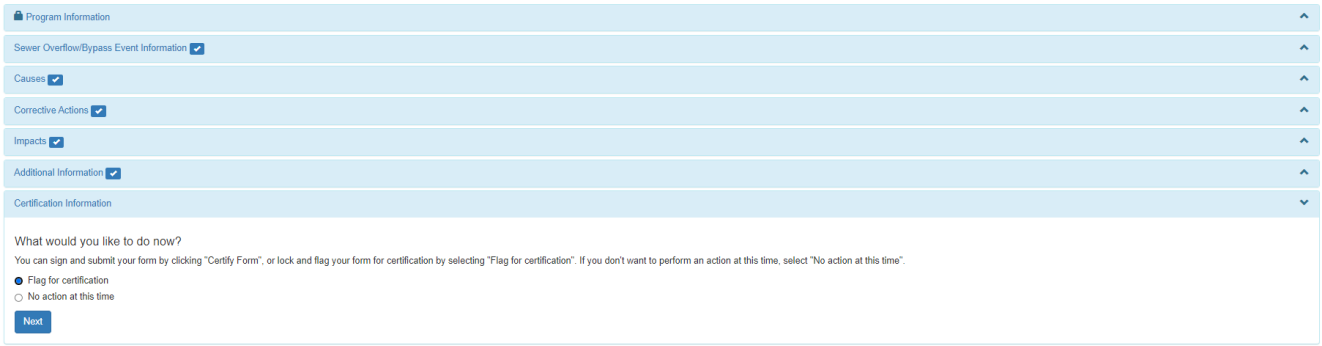
This section of the user guide gives instructions on how to route, sign, and submit this report to your Regulatory Authority. These instructions vary depending on your CDX role (Preparer or Signatory):

- A CDX user with the Preparer role will need to route the reports they create and edit to a CDX user with the Signatory role.
- A CDX user with the Signatory role can sign and submit reports that they create and edit, or they can route the reports that they create and edit to another CDX user with the Signatory role for signature and submission.

It is important to note that EPA's NPDES regulations restrict who can sign these sewer overflow and bypass event reports. Persons that can sign these reports include the principal executive officer, ranking elected official, or duly authorized representative (see 40 CFR 122.22). Please contact your Regulatory Authority if you have any questions regarding your qualifications to sign the reports in NeT-SewerOverflow.

Routing the Report to Another CDX User for Signature

The following instructions will show you how to "flag" a report for someone else to sign and submit the report. You will know when a report is ready for signature when it has checkmarks on each section of the form. Select the "Flag for certification" radio button and then click on the "Next" button.

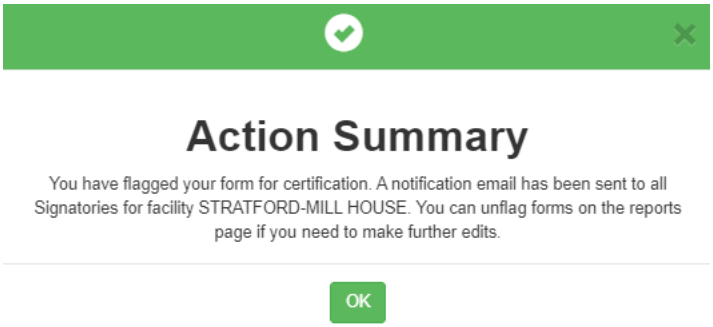


CDX users with the Preparer role can use the above two radio buttons as follows:

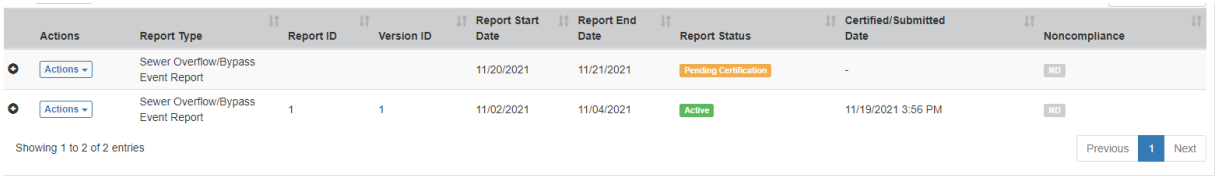
- the "Flag for certification" button will route the report to a CDX user with the Signatory role; and
- the "No action at this time" button will save and close the report in the "Draft" status.

CDX users with the Signatory role can use the above two radio buttons as well as another radio button to start a process to sign and submit reports (see the "Signing and Submitting the Report" section below).

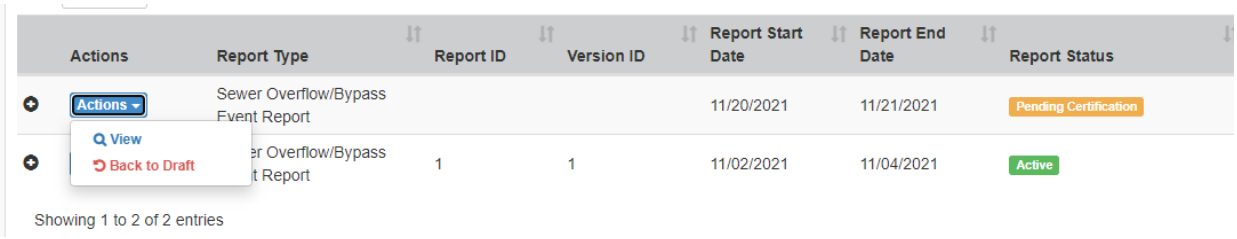
If you click on the "Flag for certification" button you will then see a pop-up window that lets you know that the report for your facility is flagged as ready for signature. This flagging will alert CDX users with the Signatory role that a report is ready for signature and submission.



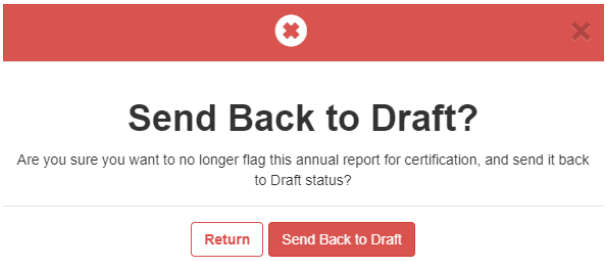
From the “Reports” page you can see that the report status has changed from “Draft” to “Pending Certification.”



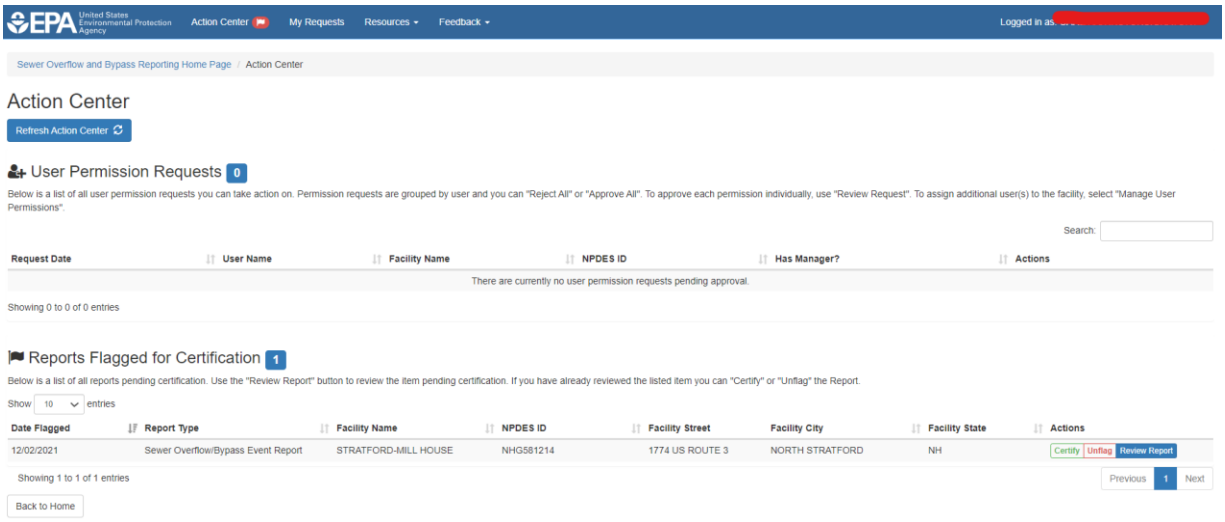
As needed, you can start a process to “unflag” the report by using the “Actions” button on the “Reports” page and click on the “Back to Draft” option.



You will then be given a pop-up window to confirm your intention. You can click on “Return” to cancel the unflagging process, or you can click on “Send Back to Draft” to unflag the report.

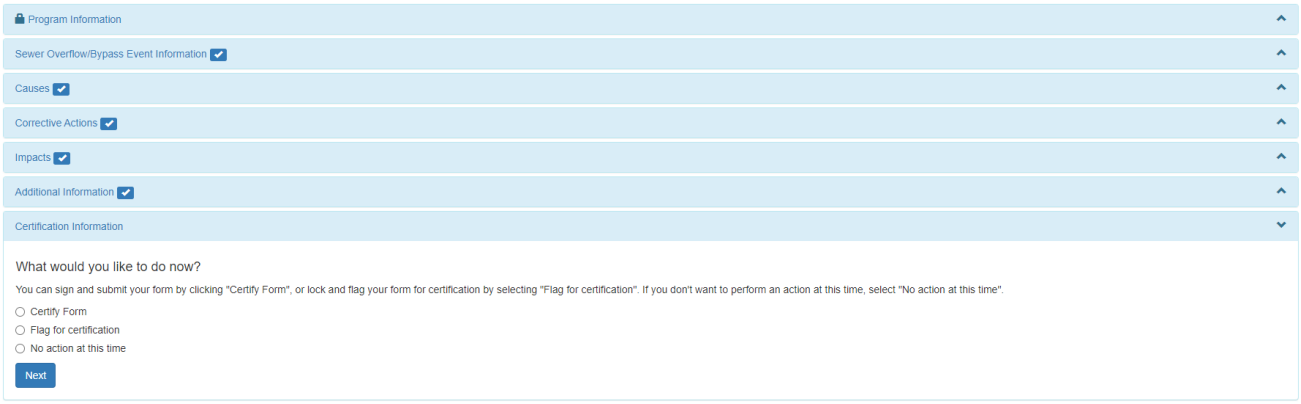


CDX users with the Signatory role will see reports that are ready for signature in the “Action Center” on the top blue banner.



Signing and Submitting the Report

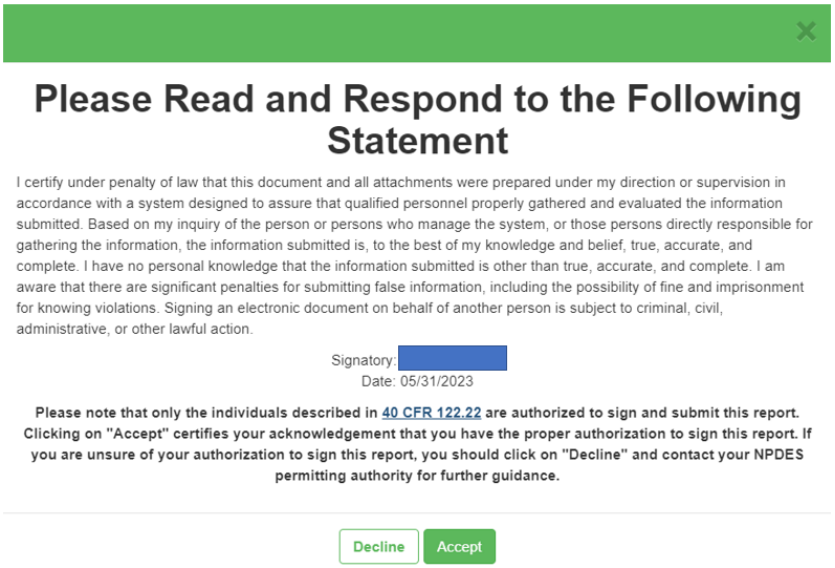
CDX users with the Signatory role have the ability to create, edit, sign, and submit a report in NeT-SewerOverflow. You will know when a report is ready for signature when it has checkmarks on each section of the form.



CDX users with the Signatory role can use the above three radio buttons as follows:

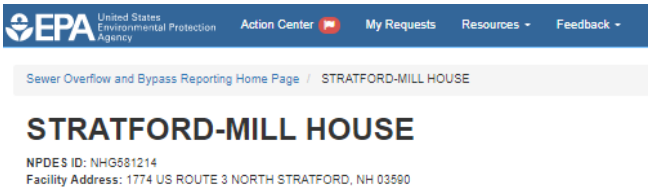
- the “Certify Form” radio button will start the signature process for the CDX user with the Signatory role;
- the “Flag for certification” button will route the report to another CDX user with the Signatory role (see “Routing the Report to Another CDX User for Signature” section above); and
- the “No action at this time” button will save and close the report in the “Draft” status.

If you select the “Certify Form” you will be asked to read and respond to the following statement (see below). Please note that only the individuals described in 40 CFR 122.22 are authorized to sign and submit this report. Clicking on "Accept" certifies your acknowledgement that you have the proper authorization to sign this report. If you are unsure of your authorization to sign this report, you should click on "Decline" and contact your Regulatory Authority for further guidance.



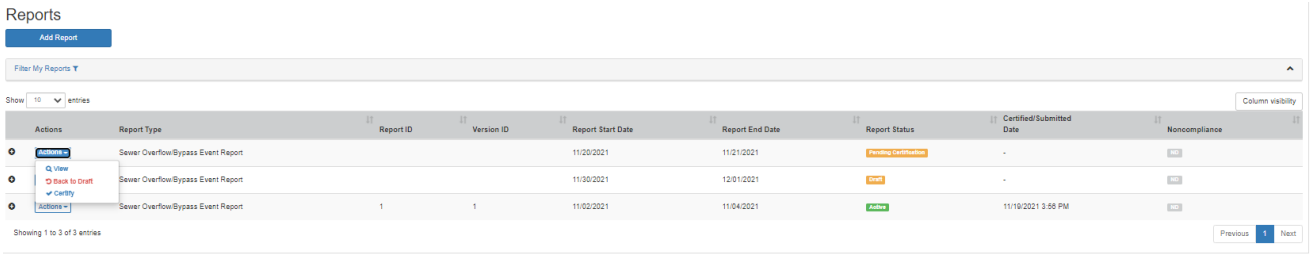
Clicking on the “Accept” button affixes your digitial signature to this report. NeT-SewerOverflow securely stores this signed report and notifies your Regulatory Authority of this submission.

CDX users with the Signatory role can view all reports that are ready for signature from the “Action Center,” which is located on the top blue banner.



In the Action Center you can click on the “Certify”, “Unflag”, or “Review Report” buttons for each flagged report. The “Certify” button will start the three step signature process where you will sign and submit the report. The “Unflag” button will return the report back to the “Draft” status. The “Review Report” button will show the entire report in an editable format for review.

You can also start the signature process from the “Reports” page by clicking on the “Actions” button and selecting the “Certify” option. This option is only available for reports in the “Pending Certifiation” status.



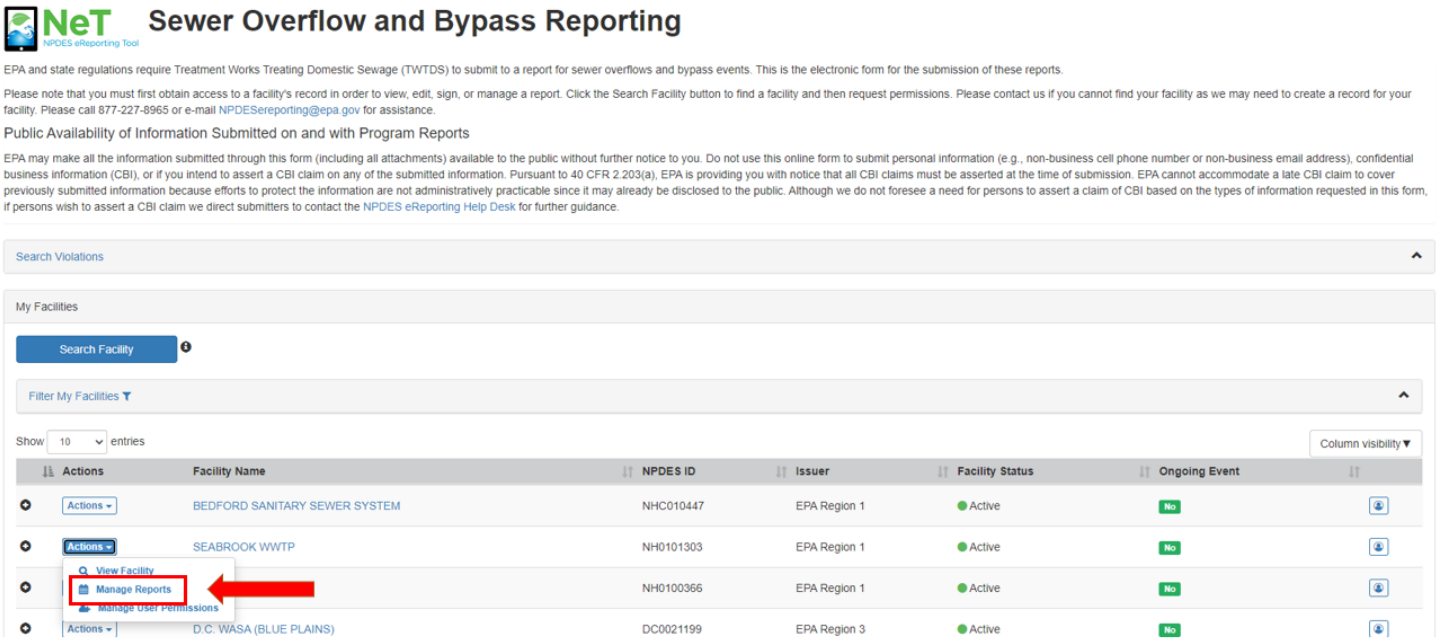
8. Creating and Completing a Change Report

NeT-SewerOverflow also allows you to sign and submit updated an updated version of the report – called a "Change" report. NeT-SewerOverflow will archive the previous version of the report and label the new version of the report with "Status" equal to "Active." These Change reports can be used to update information on previously uncontrolled discharges or if you need to correct a mistake.

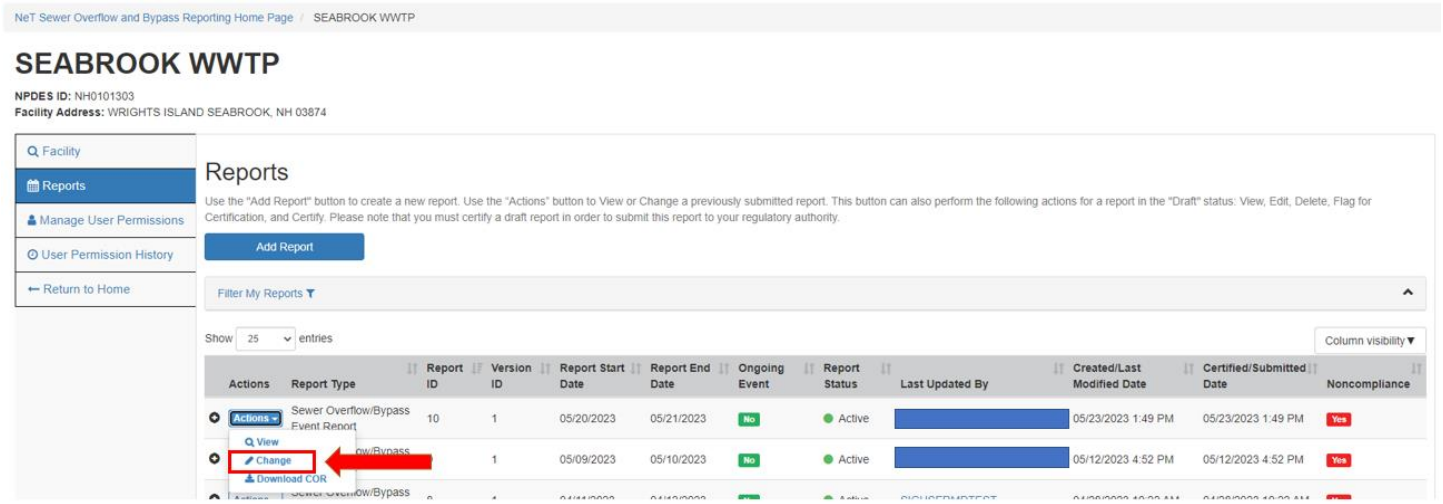
8.1 Creating a Change Report

Below are the steps for creating a "Change" report.

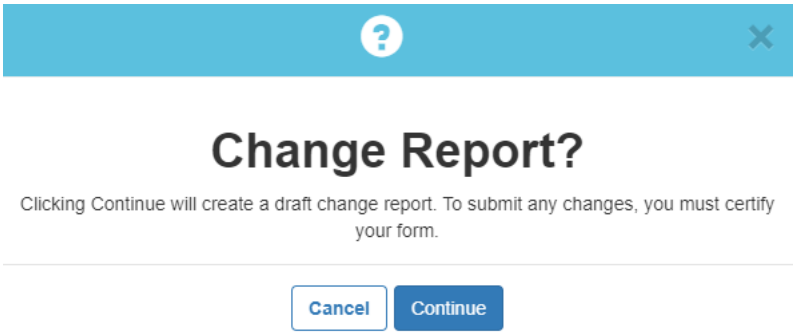
1. Locate the NPDES ID for which you want to create a "Change" report.
2. Click on the "Actions" button (first column) to open the menu and click on "Manage Reports"



3. Locate the report for which you want to submit a new version.
4. Click on the "Actions" button (first column) to open the menu and click on "Change"

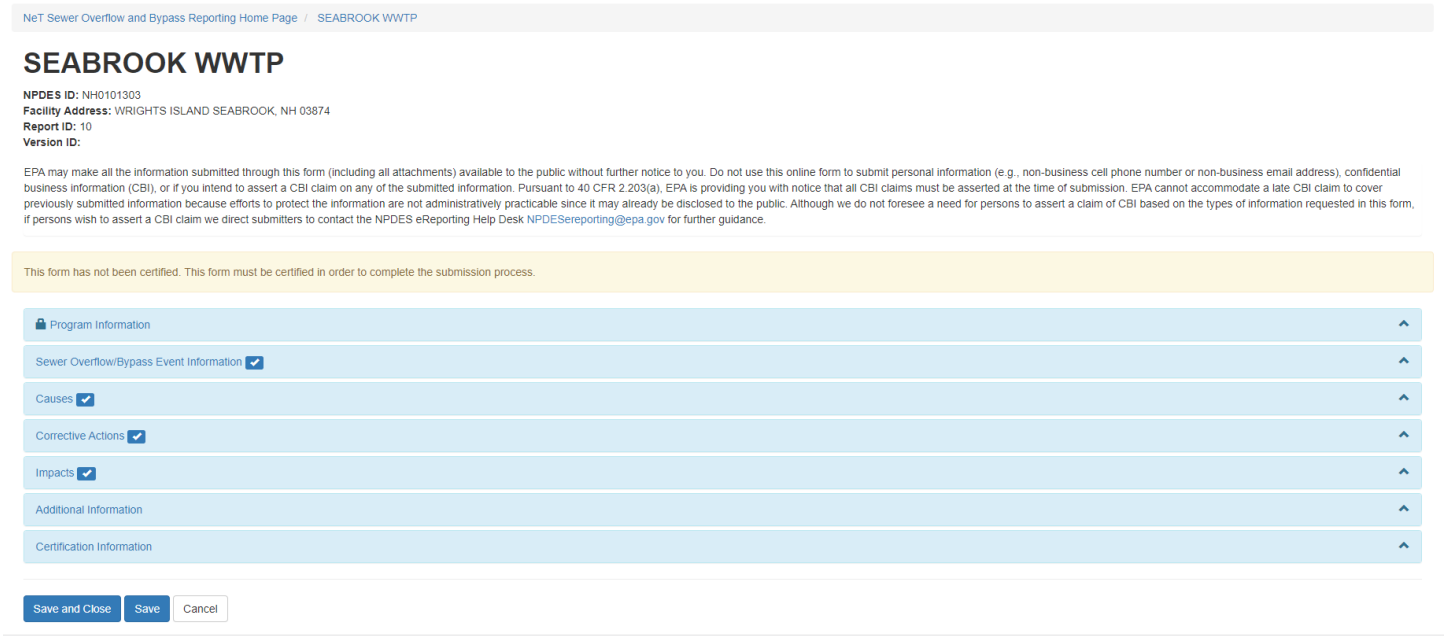


5. You will be asked to confirm that want to submit a Change report. Click on “Continue” to proceed.

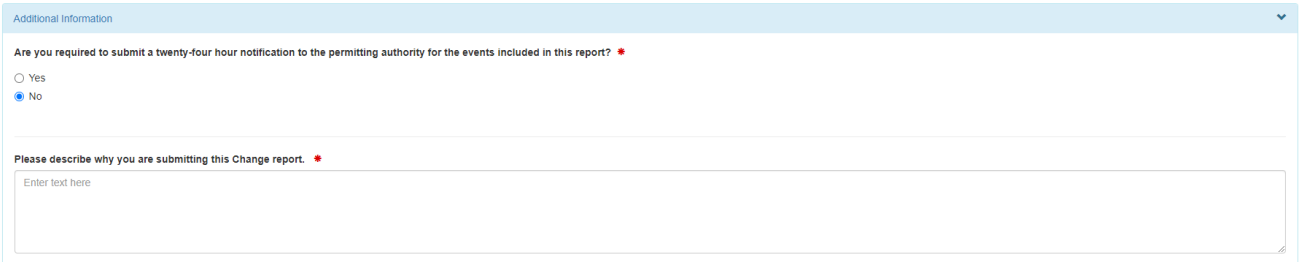


Once you sign and submit a Change report, you will need to sign the updated version information for reports that were previously signed and submitted to the Regulatory Authority. These previously signed and submitted reports have the status of “Active.” To make a change to a report in the “Active” status, you will need to start a process to create a “Change” report.

6. You can now edit the form to add or change information as needed.



7. You will need to provide information on why you are submitting this Change report in the “Additional Information” section of the form.

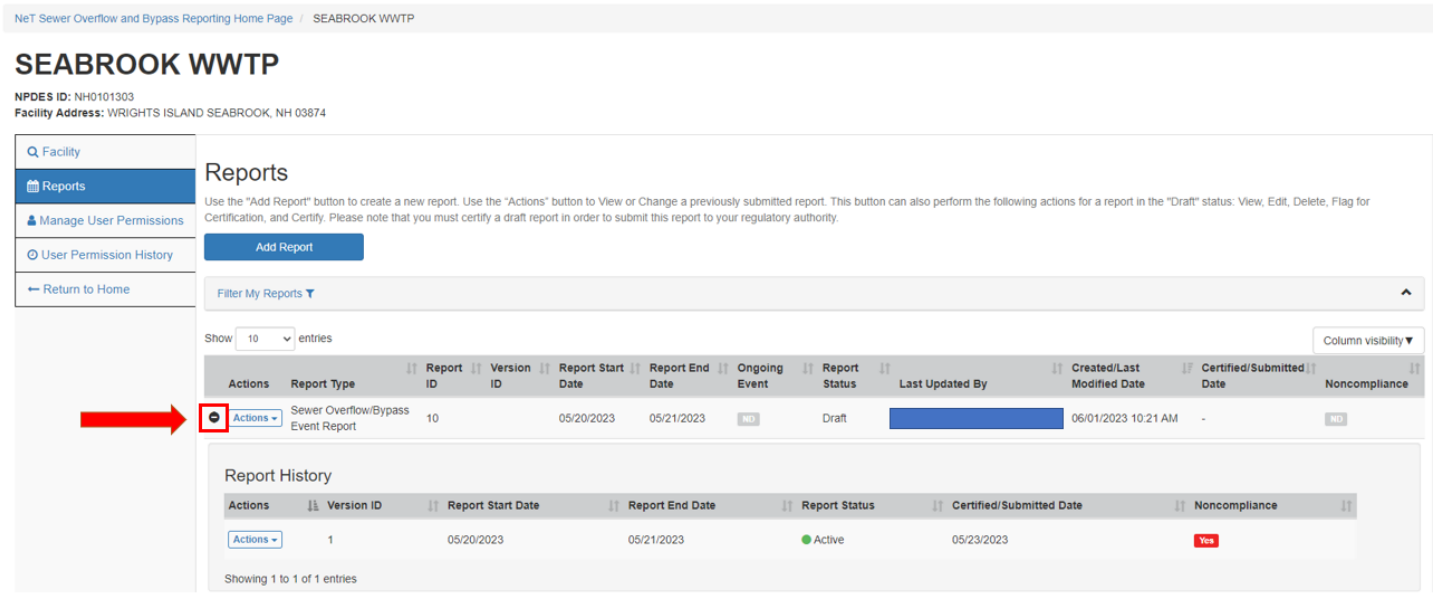


IMPORTANT! – Please note that this Change report remains in “Draft” status until you sign and submit the Change report. The most recent version of this report remains the current or “Active” version, which is used for violation detection.

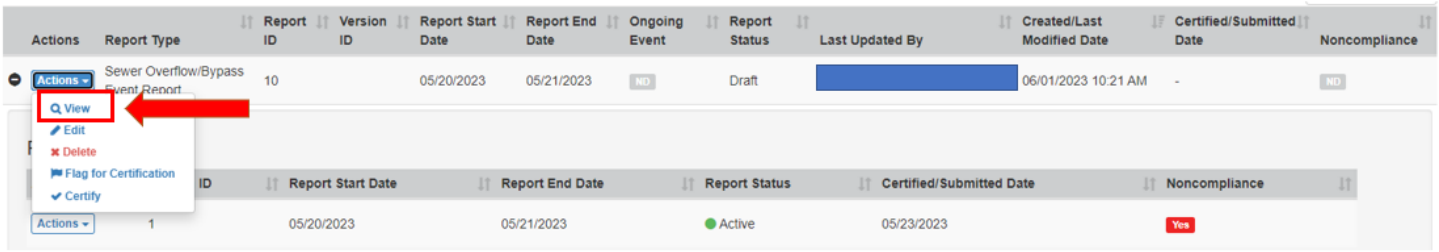
8.2 Viewing a Change Report

You can view the previously submitted version of the report and the current draft Change report from the “Reports” tab. Below are the steps for creating a “Change” report.

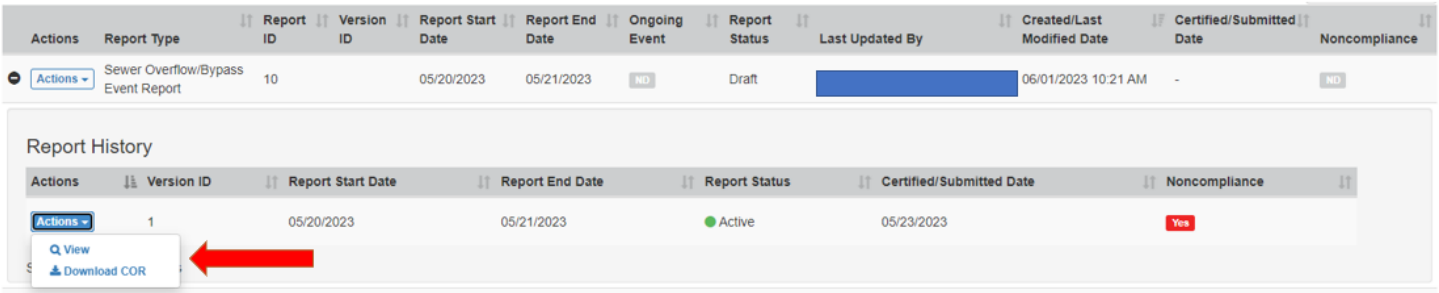
1. Click on the “+” icon as shown below.



2. Click on the “Actions” button (first column) for the Change report to open the menu and then click on “View”.

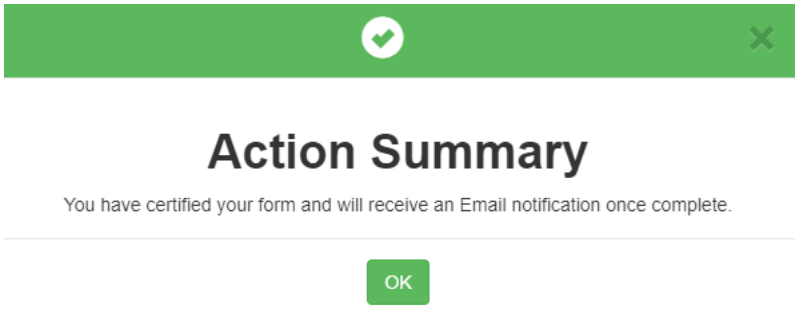


This actions menu will also allow you to perform other actions for this Change report including: Edit, Delete, Flag for Certification, and Certify. Please note that you will only be able to Certify a Change report if you have the Signatory role and permission. You can also use the “Actions” button (first column) for the previous version of the report to View and download the Copy of Record (COR).

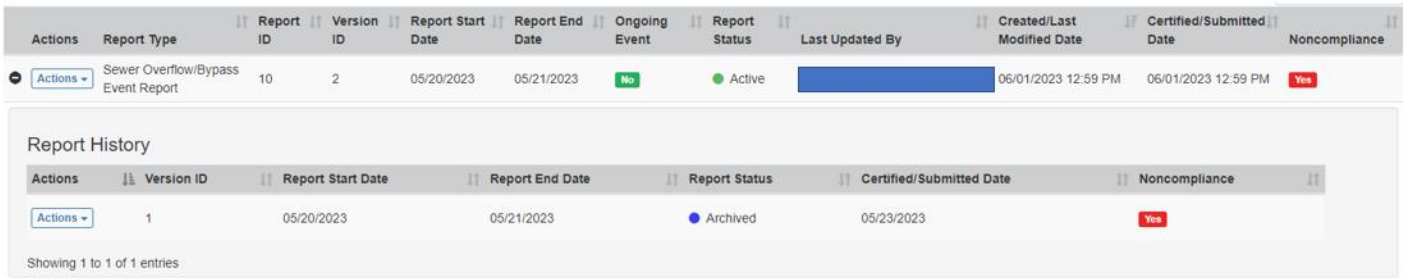


8.3 Signing and Submitting a Change Report

You will use the same process for signing and submitting a Change report as you do for a new report (see Section 7.7). You will be given this screen after you sign this Change report. Click on “OK” to continue.



Please note that after you sign and submit a Change report, the status will change from “Draft” to “Active” and the previous version of this report will change from “Active” to “Archived”. The Change report has Version ID = 2 and the previously submitted report has Version ID = 1. You will also see that the Report ID stays the same for both versions of the report (Report ID = 10 in the screenshot below).



Please note that NeT-SewerOverflow will update the violation detection (see Appendix B of this document) based on the Change report submission.

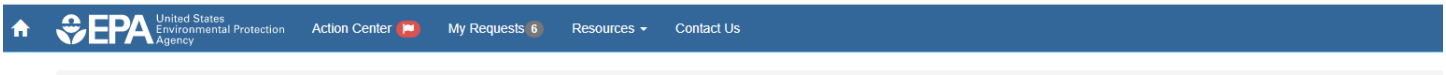
Finally, you can submit as many Change reports as needed but you will need to sign and submit each version in order to replace the previous version.

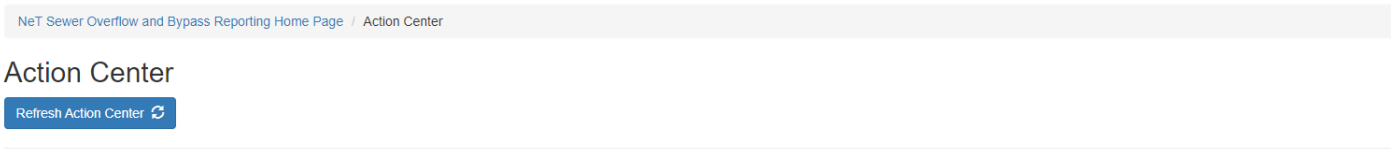
9. Miscellaneous Features in NeT-SewerOverflow

This section of the user guide will provide additional information about the NeT-SewerOverflow application.

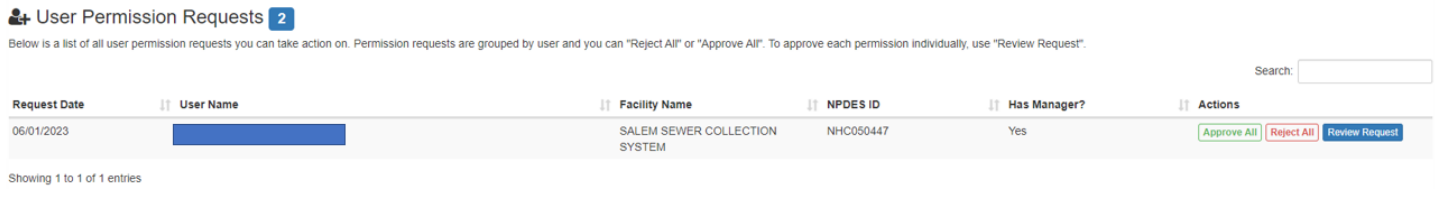
9.1 Action Center

The Action Center provides a listing of reports or user permission requests that require attention. There are three lists in the Action Center, which can be found by clicking on “Action Center” in the top blue banner. You will see a red flag when these is a report or permission request that requires your attention.

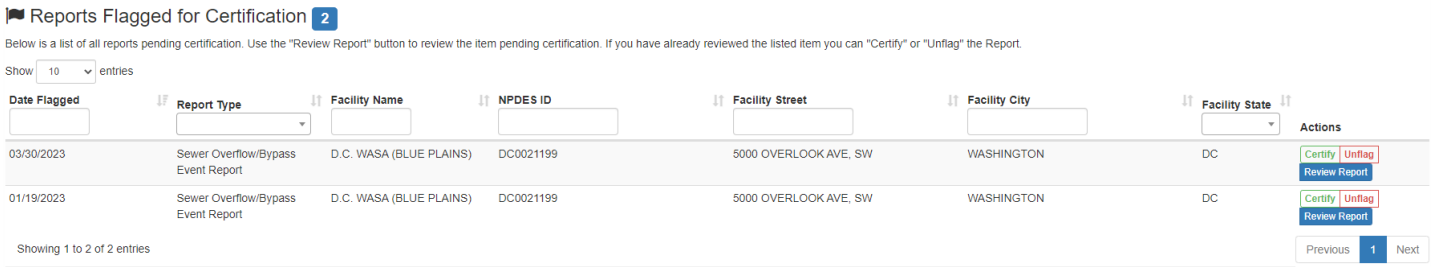




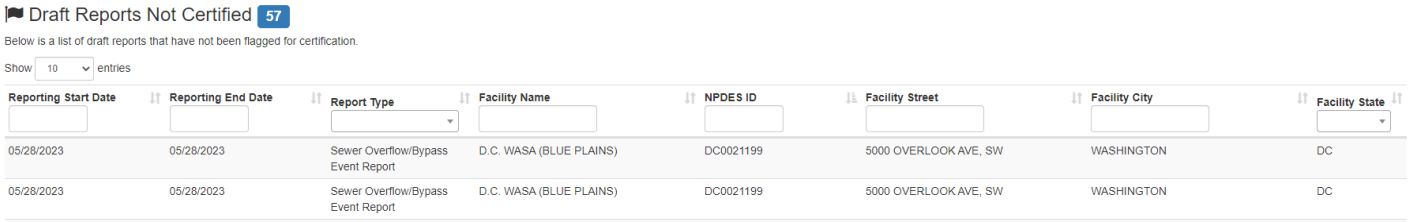
The list of “User Permission Requests” are shown first in the Action Center. You see all the pending user request for access to the one or more NPDES IDs that you manage. [Note: This list is not shown if you do not the “Manage” permission.



The list of “Reports Flagged for Certification” are shown next in the Action Center. You start the certification process from this table (by clicking on the “Certify” button) or you can unflag a report for certification (by clicking on the “Unflag” button).

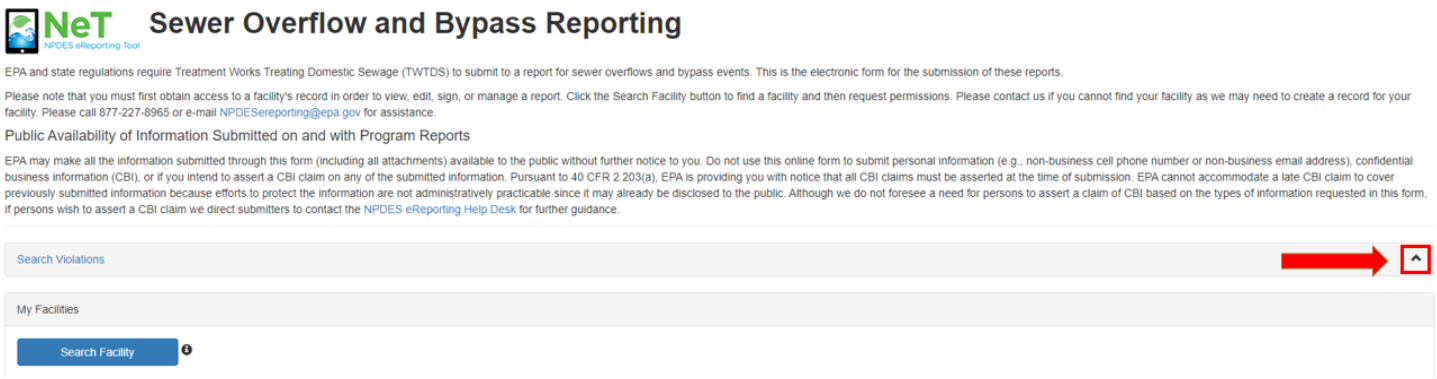


Finally, the third list, “Draft Reports Not Certified”, shows all the report that were drafted but not yet signed and submitted.

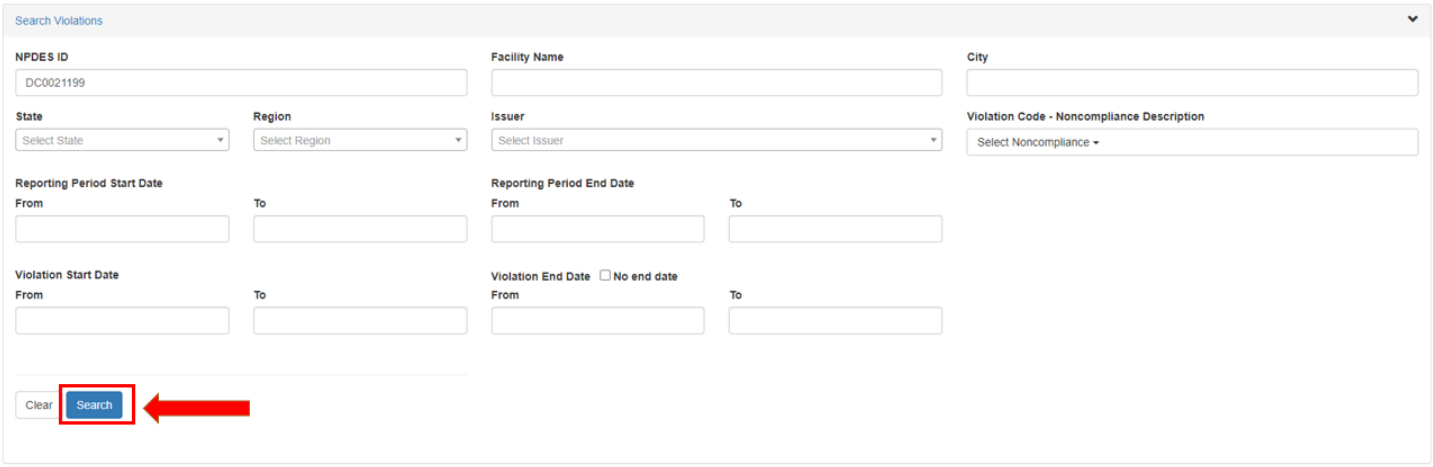


9.2 Search and Sorting Violations Detected by NeT-SewerOverflow

The landing page for NeT-SewerOverflow has a search feature that allows you to search and sort through the violations detected by NeT-SewerOverflow. You can see the search feature by expanding the “Search Violations” grey bar.



Enter the criteria for the violations you would like to focus on and then click on “Search”.



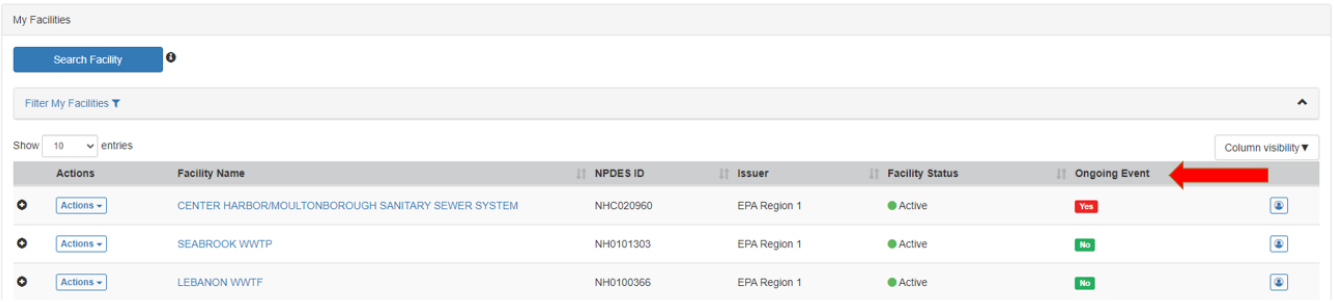
The list of matching violations is shown in a table. You can sort the results in the table by clicking on the up and down arrows in the column header. You can add columns to this table (e.g., Event ID latitude and longitude) by clicking on the "Columns Visibility” button. Finally, you can download the data in the table by clicking on the “Export Results” button.

Column Visibility ▼ | Export Results

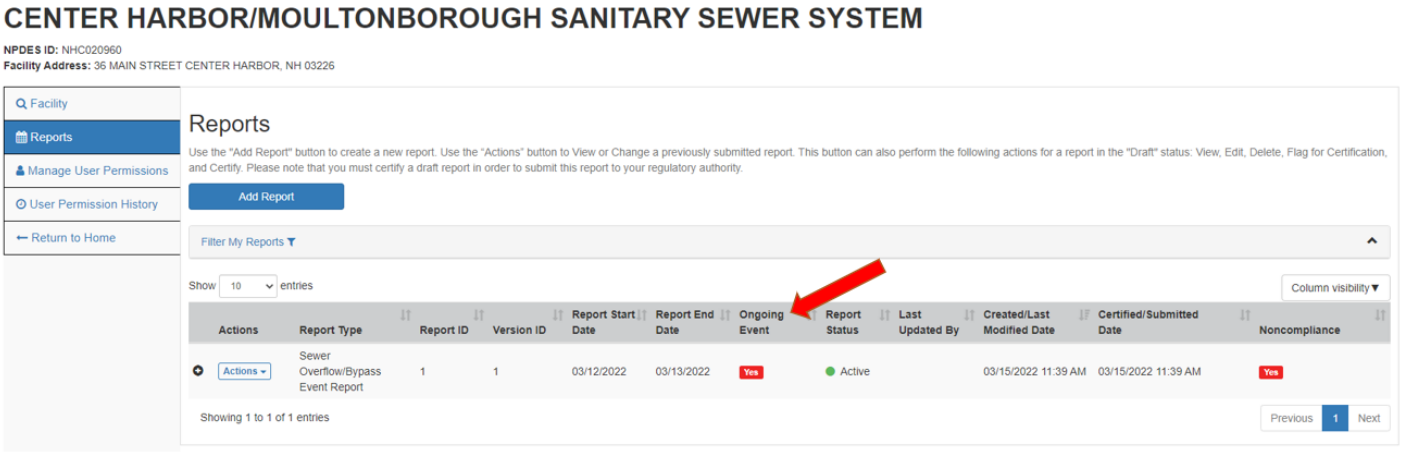
NPDES ID	Facility Name	Report Type Name	Reporting Period Start Date	Reporting Period End Date	Event ID	Violation Start Date	Violation End Date	Violation Code - Noncompliance Description	Event ID Duration (hours)	Event ID Discharge Volume (gallons)
DC0021199	D.C. WASA (BLUE PLAINS)	Sewer Overflow/Bypass Event Report	04/30/2023	04/30/2023	1	04/30/2023	04/30/2023	R011S - Wet-weather SSO, no discharge to waters of the U.S., that may "endanger health or the environment"	6	10000
DC0021199	D.C. WASA (BLUE PLAINS)	Sewer Overflow/Bypass Event Report	03/22/2023	03/22/2023	1	03/22/2023	03/22/2023	R013S - Dry-weather SSO, no discharge to waters of the U.S., that may "endanger health or the environment"	6.13	14.72
DC0021199	D.C. WASA (BLUE PLAINS)	Sewer Overflow/Bypass Event Report	03/17/2023	03/17/2023	1	03/17/2023	03/17/2023	R012S - Dry-weather SSO discharge to waters of the U.S. that may "endanger health or the environment"	2.5	100
DC0021199	D.C. WASA (BLUE PLAINS)	Sewer Overflow/Bypass Event Report	01/06/2023	01/07/2023		01/12/2023	01/19/2023	R009S - Failure to submit report (within 5-days) to the permitting authority of any CSOs, SSOs, or unanticipated bypasses that may endanger health or the environment [40 CFR 122.41(l)(6)] & [40 CFR 122.41(m)(3)(ii)]		

9.3 Identifiying Reports with Ongoing Events

The landing page for NeT-SewerOverflow indicates if a NPDES ID has one or more reports with an on-going sewer overflow or bypass event. You will need to submit a Change report to provide the End Date and Time (when known).



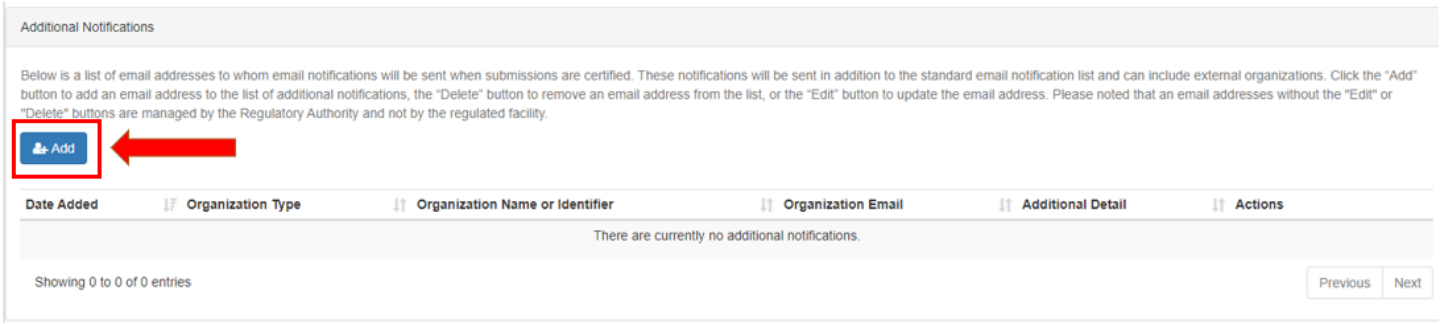
You can identify the one or more reports with End Date and Time (a.k.a. "Ongoing Event") from the Reports tab.



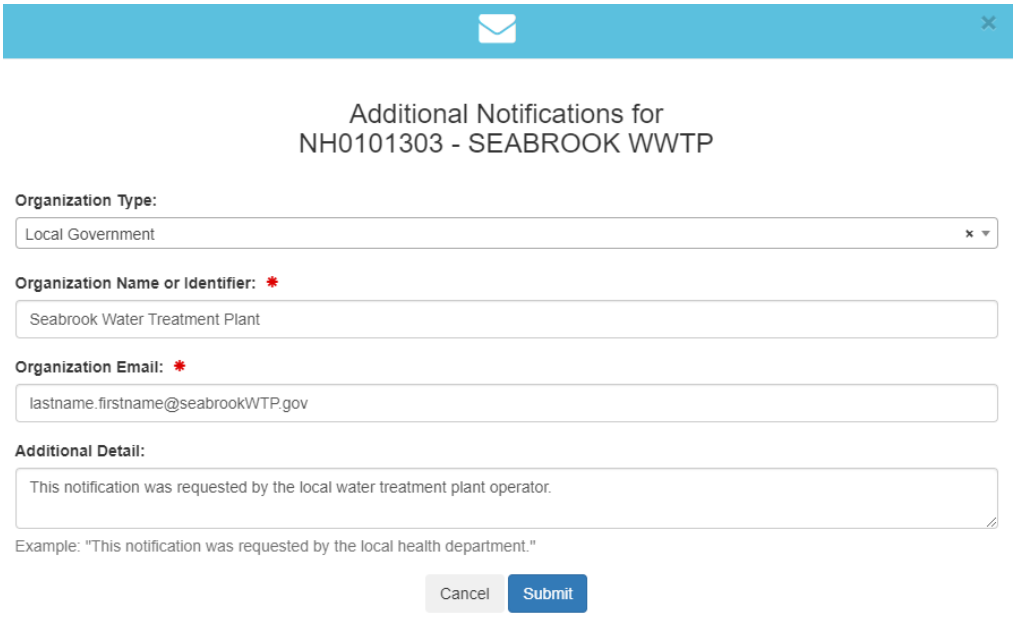
9.4 Creating Additional Notifications

NeT-SewerOverflow automatically sends an email notification with link to the Copy of Record to all users with one or more permissions for a NPDES ID. NeT-SewerOverflow also sends an email notification to the NPDES permitting authority. You also have the option of configuring NeT-SewerOverflow to send these automated emails to other interested external organizations or people (e.g., local health department, nearby drinking water treatment plant).

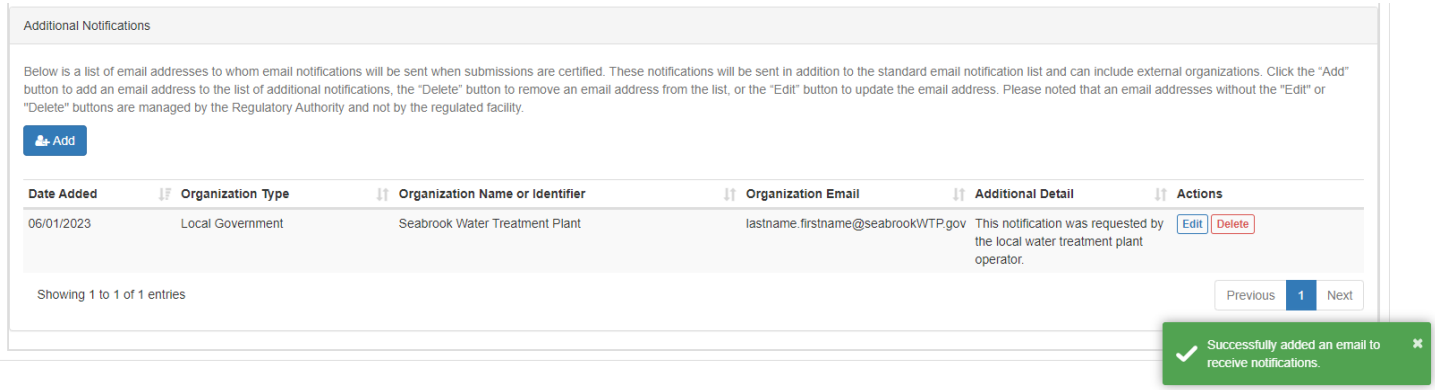
You will click on the “Add” button on the “Facility” tab to start the process of adding a new email address for future notifications.



Provide the necessary information on the modal window and then click on the “Submit” button.



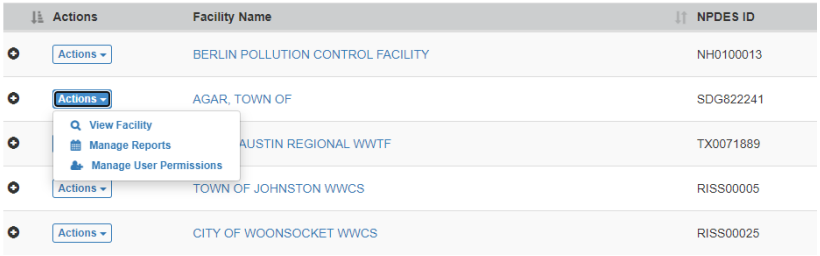
You will now see this email address in the “Additional Notifications” list. Future automated emails sent by NeT-SewerOverflow will include the email addresses on this list.



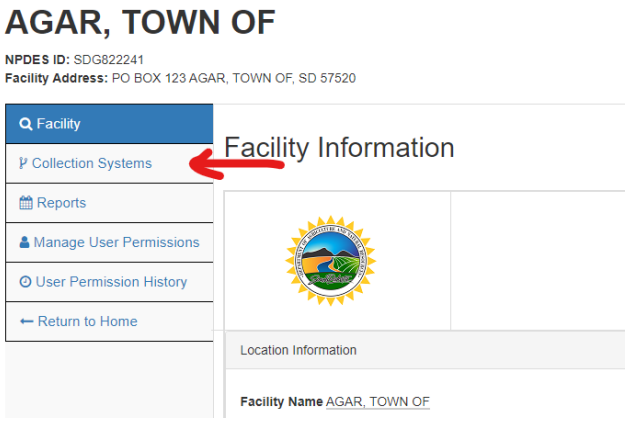
9.5 Viewing Collection System Information

NeT-SewerOverflow allows the Regulatory Authority (EPA or state) to divide the sewer collection system as needed and provide key data for each collection system portion. Each portion of the sewer collection system that provides flow to the NPDES ID will have its own unique identifier (“Collection System ID”). See Appendix C of this document for a description of common scenarios used to assign Collection System IDs. In most cases there is only one Collection System for each NPDES ID and NeT-SewerOverflow will automatically assign the Collection System ID for the reported sewer overflow. You should contact your Regulatory Authority (EPA or state) if you have any questions or would like to update this collection system information. Below are instructions on how to view this collection system information.

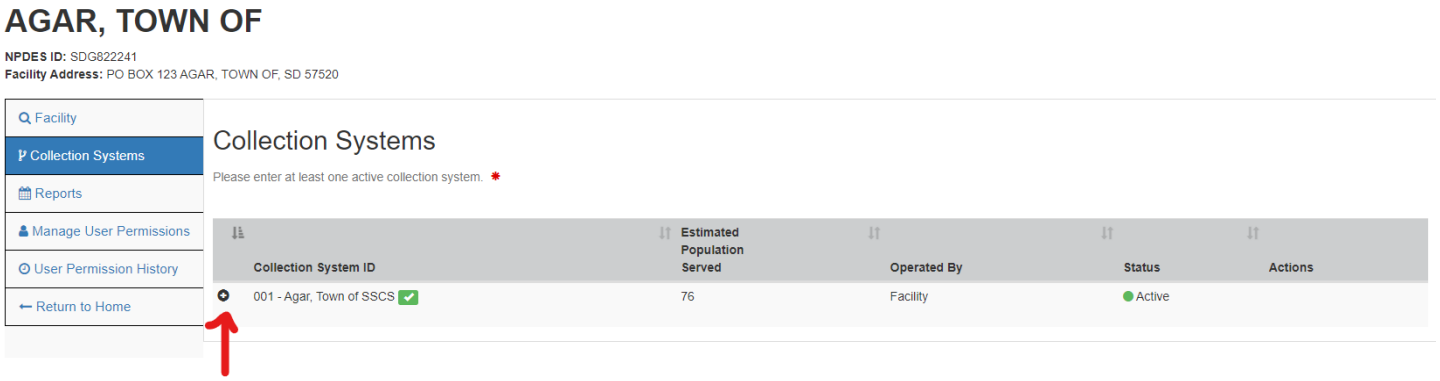
1. Click on the “Actions” button from the landing page and then click on “View Facility.”

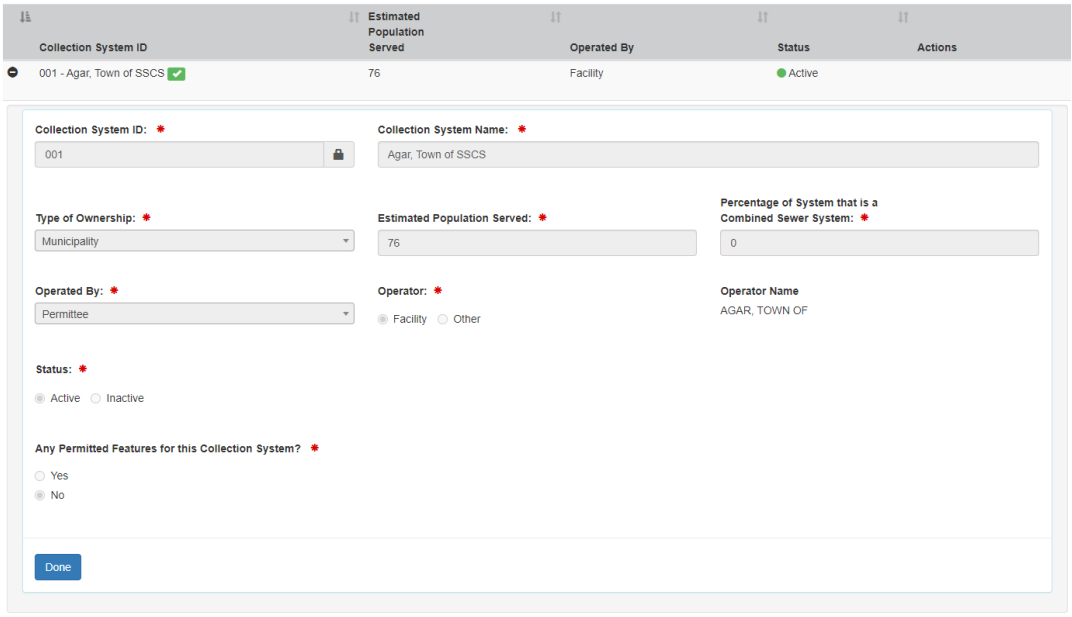


2. Click on the “Collection System” menu item shown below.



3. Click on “+” icon next to the “Collection System” of interested to you. Please note that most Regulatory Authorities have assigned only one Collection System ID for the NPDES-regulated entities that they regulate. You will see two rows in this table if there are two Collection System IDs.





4. Click on the “Done” button to exit this “view-only” screen.

Appendix A – Reference Values Used in NeT-SewerOverflow

NeT-SewerOverflow uses prefixed values (called reference values) to reduce the data entry burden and standardize answers to facilitate data analysis. Below is the list of reference values used in NeT-SewerOverflow.

Sewer Overflow and Bypass Event Report Type

- Sewer Overflow/Bypass Event Report
- Extreme Event Report
- Anticipated Bypass Event Notification

Reporting Requirements

- 5-day reporting for noncompliance that may endanger health or the environment
- Other noncompliance reporting
- Wet-weather CSO reporting requirement not related to noncompliance reporting
- Anticipated bypass notice

Categories

- SSO
- CSO
- Bypasses

Method for Quantifying Discharge

- Automated Remote Monitoring
- Manual Direct Measurement
- Modeling
- Best Professional Judgement
- Other

Structure Type

Description	Category
Manhole	CSO, SSO
Broken Pipe	CSO, SSO
Pumping Station	CSO, SSO
CSO Outfall	CSO
Basement Backup	CSO, SSO
Other	CSO, SSO

Note: The "CSO Outfall" structure type is only available for CSOs. Selection of "Other" will require the user to provide more information in an open text field. This field does not apply to Bypass events.

Causes

The user selects at least one Cause for each Event ID. These Causes are grouped into the following two categories.

- Sewer Collection System Problems - These Causes occur within or near the sewer collection system.
- Plant Operation Problems - These Causes occur within or near the sewage treatment plant.

Causes in the Sewer Collection System Problems category are available for SSO and CSO Event IDs and include:

- High Levels of Inflow and/or Infiltration
- Flow Imbalance - Topography Driven
- Blockage - Fats/Oil/Grease
- Blockage - Tree Roots
- Blockage - Rags or wipes
- Blockage - Rocks and Gravel
- Blockage - Trash
- Blockage - Other Debris
- Broken Pipe - Aging Infrastructure
- Broken Pipe - Caused by Construction or Maintenance Activity
- Broken Pipe - Poor Bedding Material
- Broken Pipe - Other
- Pump Station - Inadequate Capacity
- Pump Station - Electrical Failure
- Pump Station - Mechanical Failure
- Pump Station - Operator Error
- Pump Station - Information Technology Related
- Pump Station - Other
- Hydrant Flushing
- Vandalism
- Other Cause in Sewer Collection System - Mechanical Failure
- Other Cause in Sewer Collection System - Electrical Failure
- Other Cause in Sewer Collection System - Not Elsewhere Specified

Note: Selection of the last field will require the user to provide more information in an open text field.

Causes in the Plant Operation Problems category are available for Bypass Event IDs and include:

- Inadequate Treatment Plant Capacity - High Levels of Inflow and/or Infiltration
- Blockage at Treatment Plant Operations
- Flooding of Treatment Plant - Hurricane or Large Stormwater Event
- Unplanned Emergency Repair at Treatment Plant
- Other Cause at Treatment Plant - Mechanical Failure
- Other Cause at Treatment Plant - Electrical Failure
- Other Cause at Treatment Plant - Not Elsewhere Specified

Note: Selection of the last field will require the user to provide more information in an open text field.

Corrective Actions

The user selects at least one Corrective Action for each Event ID. These Corrective Actions are grouped into the following two categories.

- Short-Term Response Actions - These actions occur within the first few days after the sewer overflow or bypass. These actions help address the immediate concerns to public health and the environment.
- Long-Term Corrective Actions - These actions occur after the initial response to the sewer overflow or bypass. These actions help address future sewer overflows or bypasses to help prevent or minimize future occurrences of these events.

Corrective Actions in the Short-Term Response Actions category are available for CSO, SSO, and Bypass Event IDs and include:

- Catch Basin Cleaning
- Disinfection Treatment of Sewer Overflow or Bypass
- Fishing and Shell-fishing Restrictions Imposed
- Fix Broken Pipe
- Fix Electrical Problem
- Fix Mechanical Problem
- Limit Access to Areas Affected by Sewer Overflow or Bypass (including posting signs)
- None Available
- Other
- Provide News Alert or Notice to Local Authorities or Public
- Pumping Around Blockage or Break
- Pumping Around Blockage or Break (using septage hauler)
- Sewer Flushing, Rodding, Blockage/Debris Removal
- Site Clean-up (including street sweeping)

Note: Selection of the "Other" Corrective Action will require the user to provide more information in an open text field.

With one exception as noted below, Corrective Actions in the Long-Term Response Actions category are available for CSO, SSO, and Bypass Event IDs and include:

- Disinfection Treatment of Sewer Overflow or Bypass
- Evaluate Off-road Easement Maintenance Program
- Evaluate FOG Control Program
- Evaluation Force Main Maintenance/Testing Procedures
- Implement Inflow and Infiltration Control Program
- Increase Routine Cleaning Frequency
- Increase Routine Inspection Frequency
- Other
- Outfall Elimination
- Perform Hydraulic Capacity Analysis
- Pipe/Manhole Rehabilitation/Repair
- Primary Sedimentation
- Public Education Program

- Pump Station Repair
- Pump Station Capacity Evaluation
- Retention Basins
- Sewer Separation
- Sewer Rehabilitation
- Storage Tunnels and Conduits
- Swirl Concentrators/Vortex Separators
- Upgrade WWTP Capacity
- Upgrade Pump Station Capacity

Note 1: Selection of the "Other" Corrective Action will require the user to provide more information in an open text field.
Note 2: The "Sewer Separation" Corrective Action is only available for CSO and Bypass Event IDs.

Impacts

The user selects at least one Impact for each Event ID. With one exception as noted below, these Impacts are grouped into the following two categories.

- Known or Potential Human Health Impacts - These known or potential impacts that can directly or indirectly affect human health.
- Known or Potential Environmental Impacts - These known or potential impacts that can directly or indirectly affect the environment.

Note: The user can also select "No observable impacts" for an Event ID.

Impacts in the Known or Potential Human Health Impacts category are available for CSO, SSO, and Bypass Event IDs and include:

- Drinking Water Contamination
- Beach Contamination
- Shellfish Bed Contamination
- Odors
- Sewage Backup in Building (caused by problem in sewer collection system, not private lateral)
- Sewage on Land Surface with Potential Human Exposure (caused by problem in sewer collection system, not private lateral)
- Other

Note: Selection of the "Other" Impact will require the user to provide more information in an open text field.

Impacts in the Known or Potential Environmental Impacts category are available for CSO, SSO, and Bypass Event IDs and include:

- Aesthetic impairment
- Aquatic life impairment
- Fish kills
- Aquatic habitat impairment
- Eutrophication
- Algal blooms
- Other

Note: Selection of the "Other" Impact will require the user to provide more information in an open text field.

Treatment Plant Equipment

These values represent the different Treatment Plant Equipment options that were bypassed. These values are selected for Bypass Event IDs.

- Disinfection equipment
- Headworks treatment equipment
- Other treatment plant equipment
- Primary treatment equipment
- Secondary treatment equipment
- Tertiary treatment equipment

Collection System Ownership Type

These values represent the different ownership types for sewer collections systems. Please contact your Regulatory Authority if you need an update to the ownership type assigned to your collection system.

- Corporation
- County Government
- Federal Facility (U.S. Government)
- Mixed Ownership (e.g., Public/Private)
- Municipality
- Privately Owned College, University, or School District
- Privately Owned Facility
- Publicly Owned College, University, or School District
- State Government
- Tribal Government

Appendix B – Violation Identification in NeT-SewerOverflow

EPA developed NeT-SewerOverflow so that facilities can electronically submit the sewer overflow and bypass event reports. This application is used for the following:

- anticipated and unanticipated bypasses,
- wet-weather CSOs that "endanger health or the environment,"
- dry-weather discharges from combined sewer systems,
- SSOs that discharge to waters of the United States, and
- SSOs that are not in compliance with the standard NPDES permit requirements in 40 CFR 122.41.

The authorized NPDES program can also require the permittee to use NeT-SewerOverflow to provide information on wet-weather CSO discharges that are compliant with permit requirements as well as wet-weather CSO discharges that are not compliant with permit requirements but do not "endanger health or the environment." Facilities should check their permit to confirm if they need to use NeT-SewerOverflow for these wet-weather CSO discharges.

Noncompliant sewer overflows include:

- wet-weather CSO discharges that are not compliant with permit requirements.
- dry-weather discharges from combined sewer systems (prohibited under the CSO Control Policy - see 19 April 1994; 59 FR 18689),
- SSOs that discharge to waters of the United States, and
- SSOs that result from noncompliance with the standard NPDES permit requirements in 40 CFR 122.41.

EPA's NPDES regulations prohibit bypasses unless all of the following three conditions are met [see 40 CFR 122.41(m)(4)]:

- The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance.
- The permittee submitted a notice providing information on the bypass to the NPDES Regulatory Authority.

Special Note: EPA's NPDES regulations and permits require NPDES-regulated entities to self-disclose noncompliance to their regulatory authority. Noncompliance that "may endanger health or the environment" must be reported by the NPDES-regulated entities to their regulatory authority within five days [see 40 CFR 122.41(l)(6)]. All other noncompliance must be reported in accordance with the schedule in the permit [see 40 CFR 122.41(l)(7)]. NeT-SewerOverflow clearly identifies during data entry and on the copy of record if the permittee is self-disclosing noncompliance. Please contact your Regulatory Authority if you have any questions about whether a particular event is reportable noncompliance under permit requirements.

NeT-SewerOverflow uses the information on each report to identify different violations and to assign each violation with a code. The following table provides details on how NeT-SewerOverflow assigns violation codes based on the user provided information. It is important to note that multiple violation codes will be generated when more than one noncompliant sewer overflow or bypass is submitted on a report (i.e., one report with multiple "Event IDs"). The following are examples of how NeT-SewerOverflow will generate multiple violation codes for one submission.

- A user submits a "Sewer Overflow/Bypass Event Report" with three Event IDs, each providing information on a dry-weather SSO discharge to waters of the U.S. that may "endanger health or the environment." NeT-SewerOverflow will generate three "R012S" violation codes. NeT-SewerOverflow evaluates each Event ID on the "Sewer Overflow/Bypass Event Report" for the generation of a violation (see table below).
- A user submits a "Extreme Event Report" with details on wet-weather CSO and SSO discharges to waters of the U.S. that may "endanger health or the environment." NeT-SewerOverflow will generate the "R001S" and "R010S" violation codes. The "Extreme Event Report" does not separate sewer spills or bypasses by Event ID. Consequently, NeT-SewerOverflow will generate up to four different violation types for each "Extreme Event Report" (CSO, SSO, Bypass, or late reporting violations). See table below.

Violation Codes Generated by NeT-SewerOverflow

Violation Code	Violation Description	Event ID Category	Are you submitting this sewer overflow/bypass event report due to a wet-weather event?	Did this event reach waters of the United States?	Reporting Requirement †	Notes
R001S	Wet-weather CSO discharge to waters of the U.S. that may "endanger health or the environment"	CSO	Yes	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R002S	Wet-weather CSO, no discharge to waters of the U.S., that may "endanger health or the environment"	CSO	Yes	No	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R003S	Dry-weather CSO discharge to waters of the U.S. that may "endanger health or the environment"	CSO	No	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R004S	Dry-weather CSO, no discharge to waters of the U.S., that may "endanger health or the environment"	CSO	No	No	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."

Violation Code	Violation Description	Event ID Category	Are you submitting this sewer overflow/bypass event report due to a wet-weather event?	Did this event reach waters of the United States?	Reporting Requirement †	Notes
R005S	Wet-weather CSO discharge to waters of the U.S. that are not compliant with permit requirements but do not "endanger health or the environment"	CSO	Yes	Yes	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R006S	Wet-weather CSO, no discharge to waters of the U.S., that are not compliant with permit requirements but do not "endanger health or the environment"	CSO	Yes	No	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R007S	Dry-weather CSO discharge to waters of the U.S. that are not compliant with permit requirements but do not "endanger health or the environment"	CSO	No	Yes	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R008S	Dry-weather CSO, no discharge to waters of the U.S., that are not compliant with permit requirements but do not "endanger health or the environment"	CSO	No	No	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R009S	Failure to submit report (within 5-days) to the permitting authority of any CSOs, SSOs, or unanticipated bypasses that may endanger health or the environment [40 CFR 122.41(l)(6) & (m)(3)(ii)]	CSO, SSO, Bypass	N/A	N/A	1	This violation code is generated for "Sewer Overflow/Bypass Event Reports" and the "Extreme Event Reports" that are late. See below for how NeT-SewerOverflow identifies late reports.
R010S	Wet-weather SSO discharge to waters of the U.S. that may "endanger health or the environment"	SSO	Yes	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."

Violation Code	Violation Description	Event ID Category	Are you submitting this sewer overflow/bypass event report due to a wet-weather event?	Did this event reach waters of the United States?	Reporting Requirement †	Notes
R011S	Wet-weather SSO, no discharge to waters of the U.S., that may "endanger health or the environment"	SSO	Yes	No	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R012S	Dry-weather SSO discharge to waters of the U.S. that may "endanger health or the environment"	SSO	No	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R013S	Dry-weather SSO, no discharge to waters of the U.S., that may "endanger health or the environment"	SSO	No	No	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R014S	Wet-weather SSO discharge to waters of the U.S. that are not compliant with permit requirements but do not "endanger health or the environment"	SSO	Yes	Yes	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R015S	Wet-weather SSO, no discharge to waters of the U.S., that are not compliant with permit requirements but do not "endanger health or the environment"	SSO	Yes	No	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R016S	Dry-weather SSO discharge to waters of the U.S. that are not compliant with permit requirements but do not "endanger health or the environment"	SSO	No	Yes	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."
R017S	Dry-weather SSO, no discharge to waters of the U.S., that are not compliant with permit requirements but do not "endanger health or the environment"	SSO	No	No	2	This violation code is only generated on the "Sewer Overflow/Bypass Event Report."

Violation Code	Violation Description	Event ID Category	Are you submitting this sewer overflow/bypass event report due to a wet-weather event?	Did this event reach waters of the United States?	Reporting Requirement †	Notes
R021S	Unanticipated prohibited bypass discharge to waters of the U.S. that may "endanger health or the environment" - wet weather	Bypass	Yes	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R022S	Unanticipated prohibited bypass discharge to waters of the U.S. that may "endanger health or the environment" - dry weather	Bypass	No	Yes	1	This violation code is generated on the "Sewer Overflow/Bypass Event Report" and the "Extreme Event Report."
R025S	Failure to submit report (within 10-days of planned bypass) to the permitting authority of any anticipated bypass [40 CFR 122.41(m)(3)(i)]	Bypass	N/A	N/A	3	This violation code is generated for "Anticipated bypass notices" that are late. See below for how NeT-SewerOverflow identifies late reports.

† Note: Please see the following for the "Reporting Requirements" column. NeT-SewerOverflow defaults Reporting Requirement to 1 for Extreme Event Reports.

1. 5-day reporting for noncompliance that may endanger health or the environment
2. Other noncompliance reporting
3. Anticipated bypass notice

NeT-SewerOverflow will assign dates for each violation code. The following is a description of how NeT-SewerOverflow assigns these violation dates.

Violations Related to Sewer Overflow and Bypass Discharges

These are violations that relate to sewer overflows and bypasses (i.e., all violation codes except for the late reporting violations - R009S and R025S).

For noncompliance reported on the "Sewer Overflow/Bypass Event Report," NeT-SewerOverflow will assign the violation start date and end date as equal to the Event ID Start Date and End Date. For uncontrolled sewer overflows and bypasses (e.g., discharges are ongoing as of the submission date of the report), NeT-SewerOverflow will assign the violation start date as equal to the Event ID Start Date and leave the violation end date as blank (i.e., null). This indicates that the violation has a start date and is ongoing. Please be aware that for uncontrolled sewer overflows and bypasses the user is required to submit a Change report (see Chapter 8) to update the end date once the sewer overflow or bypass is terminated. This Change report will update the violation end date as equal to the Event ID End Date.

For noncompliance reported on the "Extreme Event Report," NeT-SewerOverflow will assign the violation start date and end date as equal to the Reporting Period Start Date and Reporting Period End Date.

NeT-SewerOverflow does not automatically generate any discharge related violations for bypass Event IDs on the "Anticipated Bypass Notice" (see below for late reporting violation generation rules).

Late Reporting for Sewer Overflow/Bypass Event Report and Extreme Event Report (R009S)

NeT-SewerOverflow automatically generates a late reporting violation (R009S) for each "Sewer Overflow/Bypass Event Report" and "Extreme Event Report" when:

- Sewer Overflow/Bypass Event Report: Submission Date > earliest Event ID Start Date (with Reporting Requirement = 01) + 5 days
- Extreme Event Report: Submission Date > Reporting Period Start Date + 5 days

The following are the dates associated with these late reporting violations (R009S).

Sewer Overflow/Bypass Event Report
- Late Reporting Violation Start Date = Earliest Event ID Start Date (with Reporting Requirement = 01) + 6 days
- Late Reporting Violation End Date = Submission Date

Extreme Event Report
- Late Reporting Violation Start Date = Report Start Date + 6 days
- Late Reporting Violation End Date = Submission Date

Please note that NeT-SewerOverflow will re-evaluate the potential for a late report when the user submits a Change report. NeT-SewerOverflow will perform the following processing with a Change report submission. Please note that the "Reporting Requirement" for an "Extreme Event Report" is automatically set to 1.

- NeT-SewerOverflow will create a new R009S violation code if the Change report includes at least one Event IDs with Reporting Requirement = 1 when the previous version only had Event IDs with Reporting Requirement = 2 (Other noncompliance reporting). In this case the R009S violation code start date and end date will both equal the submission date of the Change report.
- NeT-SewerOverflow will delete any previously created R009S violation code if the Change report only includes Event IDs with Reporting Requirement = 2.
- If at least one Event ID on the Change report has Reporting Requirement = 1 and at least one Event ID on the previous version of the report has Reporting Requirement = 1, then NeT-SewerOverflow will complete the following process:
    - Allow the user to edit the form and not trigger the creation of a R009S violation code as long as there is no change in the earliest Event ID Start Date from the previous submission. For example, this will allow the user to submit an Event ID End Date after they terminate a previously uncontrolled discharge and not trigger a late reporting violation.
    - If there is a change in the earliest Event ID Start Date from the previous submission, compare the submission date of Change report against earliest Event ID Start Date with Reporting Requirement = 1 on the Change report:
        - If submission date of Change report <= earliest Event ID Start Date on Change report (with Reporting Requirement = 1) + 5 days, then NeT-SewerOverflow will not create a R009S violation code.
        - If submission date of Change report > earliest Event ID Start Date on Change report (with Reporting Requirement = 1) + 5 days, then NeT-SewerOverflow delete any other previously generated R009S violation code and then create a new R009S violation code with violation start date and end date will both equal the submission date of the Change report.

Late Reporting for Anticipated Bypass Notice (R025S)

The requirement to submit a notice of an anticipated bypass is set in EPA's NPDES regulations: "If the permittee knows in advance of the need for a bypass, it shall submit prior notice, if possible, at least ten days before the date of the bypass." (emphasis added) See 40 CFR 122.41(m)(3)(i). This means that there needs to be 10 full days before the date of the anticipated bypass and the submission date of the Anticipated Bypass Notice. For example, if the earliest Event ID Start Date is 8/11 then the Anticipated Bypass Notice must be submitted no later than 7/31 (as this provides ten full days between the submission date and the earliest anticipated bypass).

NeT-SewerOverflow automatically generates a late reporting violation (R025S) for each "Anticipated Bypass Notice" when:

- One violation code (R025S) per Anticipated Bypass Notice.
- Report is late as follows:
    - Submission Date > earliest Event ID Start Date - 11 days
    - Violation Start Date and End Date = earliest Event ID Start Date - 11 days

NeT-SewerOverflow uses the following process to evaluate late reporting violations when the user submits a Change report.

- NeT-SewerOverflow allows the user to edit the form and not trigger the creation of a R025S violation code as long as there is no change in the earliest Event ID Start Date from the previous submission.
- If there is a change in the earliest Event ID Start Date from the previous submission, compare the submission date of Change report against earliest Event ID Start Date on the Change report.
- If the earliest Event ID Start Date changes (e.g., Event Added, Event Deleted, or Event Start Date edited) the application will evaluate the Change Report for a Late Violation using the Change Report Submission Date. NeT-SewerOverflow will adjust or delete the R025S violation to conform with the new earliest Event ID Start Date.

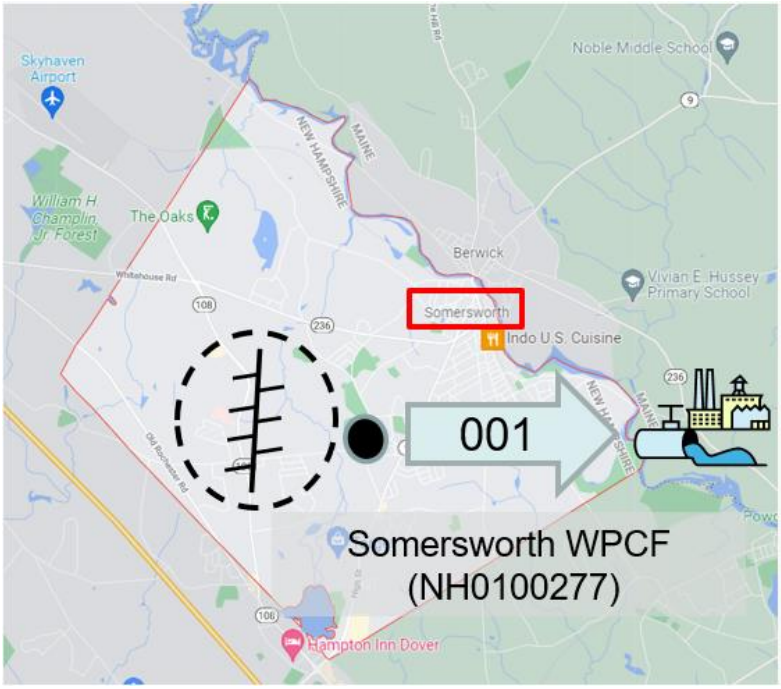
Appendix C – Collection Systems Examples

NeT-SewerOverflow allows the Regulatory Authority (EPA or state) to divide sewer collection systems as needed and provide key data for each collection system portion. Each portion of the sewer collection system that provides flow to the NPDES ID will have its own unique identifier ("Collection System ID"). See Section 9.5 of this document to see instructions on how to view these data. You should contact your Regulatory Authority (EPA or state) if you have any questions or would like to update this collection system information. Below are common scenarios for how Regulatory Authorities assign Collection System IDs.

In most cases there is only one Collection System for each NPDES ID and NeT-SewerOverflow will automatically assign the Collection System ID for the reported sewer overflow. Below are examples from EPA Region 1.

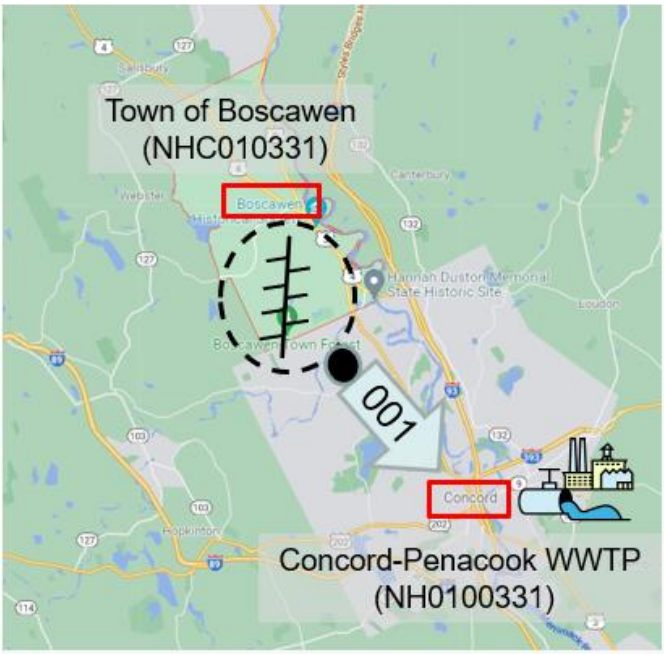
<u>Example 1 – One Collection System ID (Permittee)</u>

- The City of Somersworth (NH) operates a sewer collection system and a wastewater treatment plant (a.k.a. water pollution control facility).
- EPA Region 1 uses the NPDES ID of "NH0100277" to uniquely identify the city's NPDES permit and Collection System ID of "001" to identify the city's sewer collection system. The city is listed as the only Permittee for this NPDES permit (i.e., there are no Co-Permittees).
- The City of Somersworth will use NeT-SewerOverflow and "NH0100277" when they need to report a sewer overflow or bypass. NeT-SewerOverflow will automatically set the Collection System ID to "001" for sewer overflows reported by the city.
- NeT-SewerOverflow will assign violations to the City of Somersworth (NH0100277) for any noncompliant sewer overflows or bypasses reported by the city.



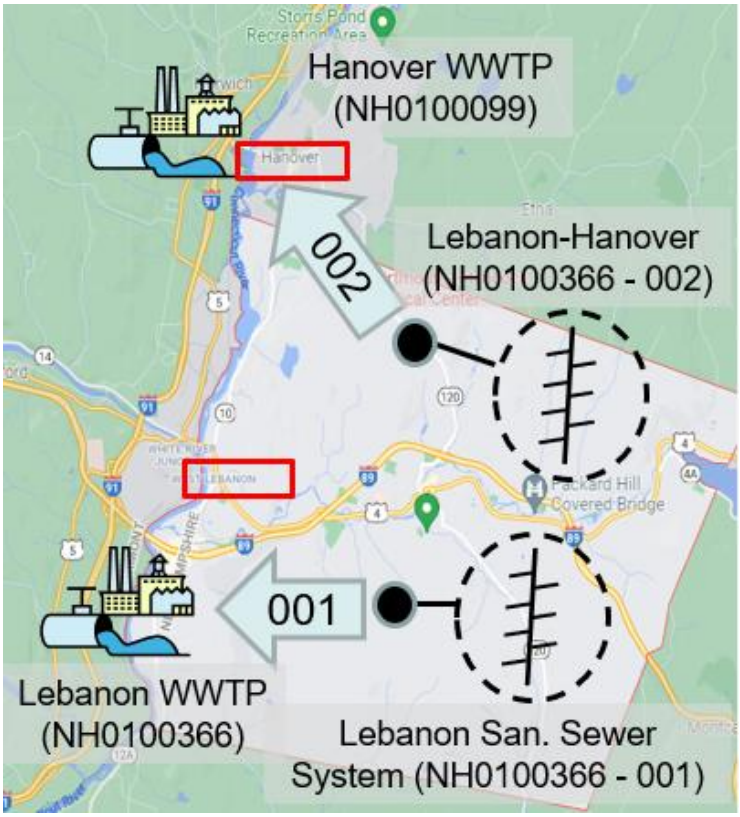
Example 2 – One Collection System ID (Co-Permittee)

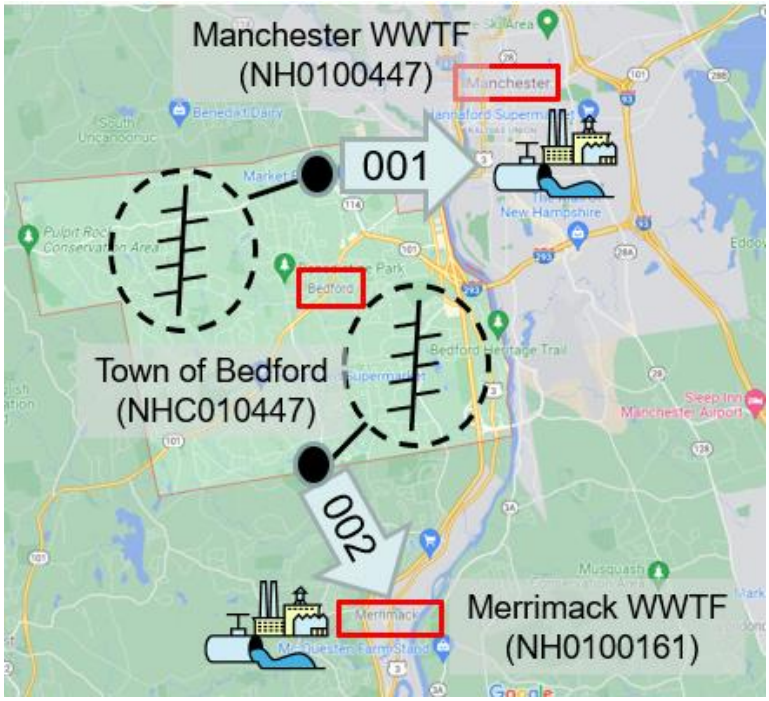
- The Town of Boscawen (NH) operates a sewer collection system, which sends all of the collected wastewater to the Concord-Penacook wastewater treatment plant. The Town of Boscawen does not operate a wastewater treatment plant. The town is listed as a Co-Permittee on the NPDES permit covering the Concord-Penacook wastewater treatment plant (NH0100331).
- EPA Region 1 uses the NPDES ID of "NHC010331" to uniquely identify the Town of Boscawen and Collection System ID of "001" to identify the town's collection system.
- Town of Boscawen will use NeT-SewerOverflow and "NHC010331" when they need to report a sewer overflow. NeT-SewerOverflow will automatically set the Collection System ID to "001" for sewer overflows reported by the town.
- NeT-SewerOverflow will assign violations to the Town of Boscawen (NHC010331) for any noncompliant sewer overflows reported by the town.



Example 3 – Two or More Collection System IDs (Permittee)

- The City of Lebanon (NH) operates a collection system and a wastewater treatment plant. A portion of their collection system sends sewage to their wastewater treatment plant, which is covered by a NPDES Permit (NH0100366). The city also sends sewage to the neighboring city of Hanover. The City of Lebanon is listed as a co-permittee on the City of Hanover's NPDES permit (NH0100099).
- EPA Region 1 uses two Collection System IDs for the City of Lebanon:
  - Lebanon Sanitary Sewer System (001), and
  - Lebanon-Hanover Sanitary Sewer System (002).
- The City of Lebanon will use NeT-SewerOverflow and "NH0100366" when they need to report a sewer overflow and will use the appropriate Collection System ID (001 or 002).
- NeT-SewerOverflow will assign violations to the City of Lebanon (NH0100366) for any noncompliant sewer overflows reported by the city.



Example 4 – Two or More Collection System IDs (Co-Permittee)

- The Town of Bedford (NH) operates a sewer collection system and is a Co-Permittee on two different NPDES permits. The town sends sewage to the City of Manchester (NH0100447) and City of Merrimack (NH0100161). The Town of Bedford does not operate a treatment plant.
- EPA Region 1 uses the NPDES ID of "NHC010447" to uniquely identify the Town of Bedford.
- EPA Region 1 uses two Collection System IDs for the Town of Bedford:
  - Bedford-Manchester Sanitary Sewer System (001), and
  - Bedford-Merrimack Sanitary Sewer System (002).
- The Town of Bedford will use NeT-SewerOverflow and "NHC010447" when they need to report a sewer overflow and will use the appropriate Collection System ID (001 or 002).
- NeT-SewerOverflow will assign violations to the Town of Bedford (NHC010447) for any noncompliant sewer overflows reported by the town.