

# **2013 VESSEL GENERAL PERMIT (VGP) ELECTRONIC NOTICE OF INTENT (ENOI) SYSTEM – SUBMITTING ANNUAL REPORTS**

**Presented by:**

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**United States Environmental Protection Agency  
Washington, DC**

**1**

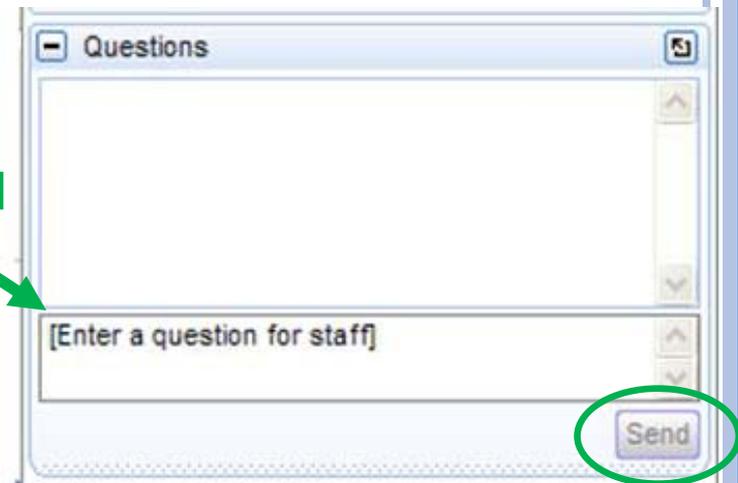
**January, 2015**





# Webinar Logistics

- Presentation slides from this webinar will be available to download within 1 week at: <http://water.epa.gov/polwaste/npdes/vessels/Vessels-eNOI.cfm>
- Attendees will be in listen-only mode (muted) throughout today's webinar.
- During the webinar, you may submit a question by typing into the **Enter a question for staff** box and clicking the **Send** button. Staff will read and answer these questions as time allows.
- Please complete the survey questions at the end of the webinar. Your feedback is important to us!



[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# TOPICS FOR TODAY'S WEBCAST

- VGP Annual Report Requirements
- Registering/Updating User Registration
- Entering Annual Reports into the eNOI System
  - One Vessel at a time (Web Interface)
  - Multiple Vessels at a time (Batch)
- Certifying/Submitting Annual Reports
- Other Annual Report Actions
  - Searching, viewing, and editing
- Where to go for help



# VGP ANNUAL REPORT REQUIREMENTS

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## REQUIREMENT TO SUBMIT ANNUAL REPORTS:

### **2013 VGP Annual Reporting Requirements include:**

- An Annual Report for ALL vessels covered under the VGP during the calendar year, including vessels covered with either a:
  - Notice of Intent (NOI) or
  - Permit Authorization and Record of Inspection (PARI) form.
- The first Annual Report (for activities through December 31, 2014) is due no later than February 28, 2015.
- Annual Reports must be submitted electronically using the 2013 VGP eNOI System (with few exceptions as detailed in Part 1.14 of the 2013 VGP).
- Specific information required in the Annual Report is detailed in Appendix H of the 2013 VGP.



# REGISTERING/UPDATING REGISTRATION FOR THE 2013 VGP eNOI SYSTEM

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



## REGISTERING TO USE 2013 VGP eNOI SYSTEM: TWO-STEP REGISTRATION/LOG-IN PROCESS

- **ALL** users must first register, update registration, or update their password in EPA's Central Data Exchange (CDX) at:
  - <https://cdx.epa.gov> (*VGP: 2013 Vessel General Permit*)
- Once registered, login to EPA's 2013 VGP eNOI System using your CDX username and password either through CDX or directly to the eNOI System at:
  - <https://ofmpub.epa.gov/apex/vgpenoi/f?p=vgp>

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: CENTRAL DATA EXCHANGE (CDX) LOGIN



**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

CDX Home About CDX Recent Announcements Terms and Conditions Help

## Central Data Exchange

Contact Us

### Log in to CDX

User ID

Password

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

[Forgot your password?](#)  
[Warning Notice and Privacy Policy](#)

### Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) – the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

#### Warning Notice and Privacy Policy

##### Warning Notice

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

##### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

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## REGISTERING TO USE 2013 VGP eNOI SYSTEM: UPDATING YOUR SYSTEM PASSWORD

If you previously registered in CDX, but have not accessed the system for at least 3 months, you will be asked to update your password in CDX and must fill out the information as follows:

### Change System Password

Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Use the TAB key to move from field to field.

A required field is indicated with an asterisk(\*)

<b>Current Password *</b>	<input type="text"/>
<b>New Password *</b>	<input type="text"/>
<b>Re-enter New Password *</b>	<input type="text"/>

After you click submit, you will be able to access the eNOI system.

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# REGISTERING TO USE 2013 VGP eNOI SYSTEM: CDX PROGRAM SERVICES



EPA United States Environmental Protection Agency  
CENTRAL DATA EXCHANGE CDX

CDX Home About CDX Recent Announcements Terms and Conditions Help

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

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

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

Active Program Services List

ACRES: Assessment Cleanup and Redevelopment Exchange System
ARCS: Aircraft Reporting and Compliance System
CEDRI: Compliance and Emissions Data Reporting Interface
CEDRI2: Compliance and Emissions Data Reporting Interface
CSPP: Submissions for Chemical Safety and Pesticide Programs
e-NEPA: NEPA Electronic Filing System
eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR
FOND: Fuel Oil Non-Availability Disclosure
GLENDa: Great Lakes Environmental Database Query System
GMG290000: NeT - EPA Region 6 Outer Continental Shelf NPDES Permit
iBoard: EPA Internet On Boarding Application
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
MYRCRAID: My Resource Conservation and Recovery Act Identification
ODS: Ozone Depleting Substances
OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program
OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System
OTAQREG: Office of Transportation and Air Quality Fuels Registration
OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application
RMPESSUBMIT: Risk Management Plan
SWENOI: Stormwater Notice of Intent for MSGP, NOE, LEW, and 2008 VGP
TRIMEweb: Toxic Release Inventory Made Easy Web
TSCA: TSCA
Vehicles and Engines Compliance Information System
VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance
VGP: 2013 Vessel General Permit
WCIT: Water Contaminant Information Tool

Cancel

No →

No →

Yes →



Existing users, using their old usernames will have to click on the “Manage Your Program Services” link on their “My CDX” page to get to this page.

vgpenoi@epa.gov



# REGISTERING TO USE 2013 VGP ENOI SYSTEM: ENOI SYSTEM USER ROLES

The screenshot shows the EPA CDX Core Registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and 'CENTRAL DATA EXCHANGE CDX' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main content area is titled 'Core CDX Registration' with a 'Contact Us' link. A progress bar shows four steps: '1. Request Program Service' (completed), '2. Request Role Access' (current step), '3. Provide User and Organization Information', and '4. Confirmation'. Below the progress bar is a 'Registration Information' section with 'Program Service: 2013 Vessel General Permit' and 'Role: Not selected'. A text prompt asks the user to 'Select a role from the drop down list and provide any required additional information, if applicable.' Below this, a note explains that a 'Certifier' can prepare, certify, and submit forms, while a 'Preparer' can only prepare forms to be certified later. A 'Select Role' dropdown menu is open, showing 'Certifier' and 'Preparer' options, with 'Certifier' highlighted by a red circle. At the bottom, there is a 'Request Role Access' button and a 'Cancel' button. The footer contains contact information for the CDX Help Desk and links to EPA Home, About CDX, Privacy and Security Notice, Terms and Conditions, and Contact Us.



## REGISTERING TO USE 2013 VGP ENOI SYSTEM: APPROPRIATE SIGNATORIES (“CERTIFIERS”)

- (1) For NOIs: by an “authorized representative”
  - a) For a corporation – by a responsible corporate officer
  - b) For a partnership or sole proprietorship – by a general partner or the proprietor
  - c) For a public agency – by either a principal executive officer or ranking elected official.

*A “Master” or “Captain” is considered an authorized representative of a vessel.*

- 2) For Other Reports (e.g., Annual Reports): by an “authorized representative” or a “duly authorized representative of that person.” A duly authorized representative of that person is appropriate if:
  - a) The authorization is made in writing by an authorized representative, and
  - b) The authorization specifies either an individual or a position having overall responsibility for either operation of the regulated activity or environmental matters for the company.

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ACCESSING 2013 eNOI SYSTEM FROM “My CDX”



CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as JACKSONFAULK (Log out)

## Central Data Exchange

Contact Us  
Last Login: 11/12/2013 12:41:26 PM

MyCDX Inbox My Profile Submission History

**Services**

Manage Your Program Services

Status	Program Service Name	Role(s)
	VGP: 2013 Vessel General Permit	Prepare Only

Add Program Service

**News and Updates**

VGP: Click on the Role(s) column to access the 2013 VGP eNOI System. If the link is not active, please click on Add Program Service, add VGP:2013 Vessel General Permit, and follow the instructions to establish an Electronic Signature Agreement.  
9/18/2013 5:03:46 PM

← User (preparer) that adds 2013 VGP will have a page that looks like this.

User that adds 2013 VGP as a certifier may look like this. →

EPA United States Environmental Protection Agency CENTRAL DATA EXCHANGE CDX

CDX Home About CDX Recent Announcements Terms and Conditions FAQs Help Logged in as FAULKJACK (Log out)

## Central Data Exchange

Contact Us  
Last Login: 11/12/2013 12:11:07 PM

MyCDX Inbox My Profile Submission History

**Services**

Manage Your Program Services

Status	Program Service Name	Role(s)
	eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, and VGP VOTR	Electronic Notice of Intent
	SWENOI: Stormwater Notice of Intent for MSGP, NOE, LEW, and 2008 VGP	Stormwater/Vessels eNOI
	VGP: 2013 Vessel General Permit	Certify and Prepare

Add Program Service

**News and Updates**

VGP: Click on the Role(s) column to access the 2013 VGP eNOI System. If the link is not active, please click on Add Program Service, add VGP:2013 Vessel General Permit, and follow the instructions to establish an Electronic Signature Agreement.  
9/18/2013 5:03:46 PM

**\*\*Click on your “Role” to go to the 2013 VGP eNOI System**

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# REGISTERING TO USE 2013 VGP eNOI SYSTEM: EPA 2013 VGP eNOI SYSTEM LOGIN



[Help](#)



## Welcome to the 2013 Vessel General Permit (VGP) eNOI System

[\(Click here if you are here to access the 2008 Vessel General Permit eNOI\)](#)

You must first register with EPA's Central Data Exchange (CDX) and identify your role before using this system. Users previously registered to use the 2008 VGP eNOI system can use their previous username and password but will also have to update their role in CDX for the 2013 VGP eNOI system. Click [here](#) to go to the CDX site to register and/or to identify your role to be able to submit data using EPA's 2013 VGP eNOI System or for issues with your Username or Password. The Help link above also contains step-by-step CDX registration instructions and other information.

Username

Password

Login

[Forgot User ID or Password](#)

### DISCLAIMER

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

<https://ofmpub.epa.gov/apex/vgpenoi/f?p=vgp>

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)

# REGISTERING TO USE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM REGISTRATION



## First time log in page

 2013 VGP eNOI System

### 2013 VGP eNOI System Registration

This is a one-time registration that will provide EPA with information needed to complete the forms in the system as well as allow EPA to contact you should the need arise.

You must contact EPA's Central Data Exchange (CDX) at <https://cdx.epa.gov> to change any information that is not editable on this page.

Fields marked with an asterisk (\*) are required.

First Name

Last Name

\* Title

Company/Organization

\* Phone (include country code)

E-mail

 2013 VGP eNOI System JOHNRF Faulk | Home | Help | Logout

### VGP Homepage

Introduction

From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms (and eventually annual report and discharge monitoring report forms) required by the 2013 Vessel General Permit. The system allows you to save your work if you have not completed a form as well as allowing multiple users of the system to work on any single form (which is particularly helpful when one person may be filling in the form and a second person is responsible for certifying and signing that form).

The list of forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. **Note that you can only select one permit action for a document at a time.**

Preparing a New NOI

To create a new NOI, click on the "Submit New NOI" button in the right margin of this page. You will be taken to the first page of the NOI form to begin entering information.

For any NOI that has been started and associated with your account, it will appear in the table at the bottom of this page. You can continue working on a document in that table by selecting one of the available options in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. For example, if you have worked on an NOI in a previous session but it was not completed, it will appear in the table with "continue" and "delete draft" options in the "Permit Actions" drop-down list. You can continue working on that NOI by selecting "continue" and then clicking the "Go" button at the bottom of the page.

Certifying and Submitting an NOI

If you or someone else has prepared an NOI for your review, certification, and signature, you can select "Review and Certify" from the drop down menu in the "Permit Actions" column of the table in the row that contains the NOI awaiting your action and then click the "Go" button at the bottom of the page. With any NOI prepared,

Associate Owner/Operator

Submit New NOI

Submit Annual Report

Submit DMR

Submit Batch Upload

NOI Batch Certify

Every time thereafter →

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ASSOCIATING YOUR ACCOUNT WITH AN OWNER/OPERATOR



2013 VGP eNOI System

SUNDAYJACK |

## Associating Your Account with an Owner/Operator

[VGP Homepage](#)

**Note: Please read the brief instructions, such as these, at the top of each page. These are written to provide clear direction for users on how to navigate the system.**

### Where to Begin

Use this page to associate your account with any owner/operator for which you will be entering and/or certifying information required under the 2013 VGP. If this is your first time accessing the 2013 VGP eNOI system, you are being directed to this page automatically to select any owner/operator for whom you will be entering or certifying VGP information. You must associate your account with at least one owner/operator to continue. In the future, when logging into the system you will bypass this page, but you can access this page from the VGP eNOI System Homepage at any time to associate your account with additional owner/operators.

### Associating Your Account with an Owner/Operator already in the System

To associate your account with one or more owner/operators already entered into the system, click the checkbox beside each applicable owner/operator in the Master List provided below and then click on the "Associate Owner/Operator" button at the bottom of the page.

Once you have associated your account with one or more owner/operators you will see two tables on this page, the first one listing any owner/operator associated with your account and the second Master List with all the owners/operators that have been entered into the system by all system users. When done, click on the "VGP Homepage" button to begin entering vessel-specific information.

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# REGISTERING TO USE 2013 VGP eNOI SYSTEM: ADDING OWNER/OPERATOR(S) ALREADY IN THE SYSTEM

No Vessel Owners/Operators have been associated with your account yet.

## Master List of Owner/Operators Entered in the System

Search:  Go Rows: 15 Action: [Add a New Owner/Operator](#) ← 3

Associate	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	1888888888888888	-	-
<input checked="" type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input checked="" type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>									
<input type="checkbox"/>	Test Other	18 Elm	xxxx	-	Other - Lost Island	xxxxx	1222222	-	-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan -ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input checked="" type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

1



2



3



VGP Homepage

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Associate Owner/Operator



# REGISTERING TO USE 2013 VGP ENOI SYSTEM: OWNER/OPERATOR(S) ASSOCIATED WITH YOUR ACCOUNT

## Owner/Operators Associated with Your Account

Edit	Remove	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
		Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
		Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-

row(s) 1 - 3 of 3

## Master List of Owner/Operators Entered in the System

Rows

Associate	Owner/Operator Name	Street	City	State	Country	Zip / Postal Code	Phone	IMO	EIN
<input type="checkbox"/>	CDX Load testing	123 CDX st	Vienna	Virginia	United States	22181	188888888888888	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	22182	17038529403	-	-
<input type="checkbox"/>	Danny Cruise Lines	1951 Kidwell Drive, 8th Floor	Vienna	Virginia	United States	X1N4356666	17038529403	-	-
<input type="checkbox"/>	Jack's Test 2	123	123	-	Anguilla	12312	123123123	-	-
<input type="checkbox"/>	Jackson	123	123	-	Bermuda	123123	123123123	-	-
<input type="checkbox"/>	Jen's Sailing Company	1989 Miller Road	Vienna	Virginia	United States	22181	17038529421	7823425	453445435
<input type="checkbox"/>	Taiyo Sangyo Trading & Marine Service Ltd	1-7-8, Hino, Kohnan-ku	Yokohama	-	Japan	2340061	81458466300	1704113	-
<input type="checkbox"/>					Indiana				-
<input type="checkbox"/>	Trading & Marine Service Ltd.	2 Hino, Kohnan-ku	Yokohama	-	Japan	2340061	81458460000	1704123	-
<input type="checkbox"/>	Webcast Test Owner	123 Main Street	Anytown	Virginia	United States	12345	123456789	1231231	123123123
<input type="checkbox"/>	Zip Code Retest	X	V	Indiana	United States	V123	1111111111	-	-
<input type="checkbox"/>	spreadsheet tester	t	t	Minnesota	United States	123413	123414134343	1231654	123412344

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## POLL QUESTION #1

- Have you registered to use the 2013 VGP eNOI System?
  - Yes as a certifier and preparer.
  - Yes as a preparer only.
  - No, but I plan to.
  - No, I have no need to do so.



## POLL QUESTION #2

- Approximately how many VGP annual reports do you expect to submit this year (i.e., for how many vessels)?
  - Zero
  - 1-3
  - 4-10
  - 11-50
  - More than 50



# ENTERING ANNUAL REPORT DATA INTO THE 2013 VGP ENOI SYSTEM

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM HOMEPAGE

Top of page

**EPA** 2013 VGP eNOI System PRAVTEST20 | NOI Home | **Annual Report/DMR Home** | Help | Logout

## VGP Homepage

Introduction

From this page, the eNOI system allows you to prepare, certify, submit, and view NOI and NOT forms required by the 2013 Vessel General Permit. **Please click the Annual Report/DMRs button on the right side of this page to prepare, certify, submit, and view Annual Reports and Discharge Monitoring Reports.**

The list of NOI and NOT forms associated with your account is provided in the table at the bottom of this page. You can continue working on a form in that list by selecting one of the options from the drop-down list in the "Permit Actions" column of the table and then clicking the "Go" button at the bottom of the page. **Note that you can only select one permit action for one document at a time.**

Preparing a New NOI

- Associate Owner/Operator
- Prepare New NOI
- Prepare Batch NOIs
- Batch Certify NOIs
- Annual Report/DMRs**

[Links to Annual Report Home Page](#)



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI ANNUAL REPORT/DMR HOMEPAGE

[Top of page](#)



[PRAVTEST20](#) | [NOI Home](#) | [Annual Report/DMR Home](#) | [Help](#) | [Logout](#)

## 2013 VGP eNOI System

### 2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs), and Cruise Ship Initial Monitoring Reports required under the 2013 Vessel General Permit (VGP). The list of reports that have either been started or completed that are associated with your account is provided in the table at the bottom of this page. All reports for all owners/operators that you associated with your user account should be visible. If the report you are looking for is not on the list below, it is likely that either you need to associate yourself with the correct owner/operator of that document (click on Associate Owner/Operator button) or you need to increase the number of records showing in the table. To see additional records, you can either change the number of rows viewable in the table or click on the arrow in the bottom right of the table to go to the next page.

#### Annual Reports/DMRs

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report for each year (or partial year) of permit coverage.

Any required Discharge Monitoring Reports (DMRs) are to be included as part of the Annual Report, with one exception being that medium and large cruise ships may have to submit Initial Monitoring Reports for graywater sooner (as described below). **The first Annual Reports for the 2013 VGP are due by February 28, 2015 (for vessel activities between December 19, 2013 and December 31, 2014).** A summary of monitoring requirements is provided [here](#). For additional information on sampling procedures, download [Vessel Discharge Sample Collection & Analytical Monitoring: A How-To Reference for EPA's 2013 Vessel General Permit \(VGP\)](#).

[Prepare Individual Annual Report](#)

[Prepare Batch Annual Reports](#)

[Prepare Cruise Ship Initial Monitoring Reports](#)

[Batch Certify Reports](#)

[Associate Owner/Operator](#)

### Bottom of Page

#### Searching and Sorting Your List of Reports

The table below allows you to search and sort one or more columns. Also, clicking on any column heading allows you to sort and search for specific records in that column. You can also change the number of records to view at a time by picking the number of rows to show. Advanced users can also use the "Actions" tab to further manipulate how data are presented and viewed.

Rows

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Report Year	Permit Actions	Download
VPBC5678L	Test VesselF15	Final Test Annual Report Batch	Pravin Rana	Submitted to EPA	10-08-14 11:16:14	Annual Report	2014	<input type="button" value="v"/>	<a href="#">PDF</a>
VPBC5608L	Test Vessel dd	For DMR Spreadsheet Tests	-	Draft	10-07-14 15:25:13	Annual Report	2014	<input type="button" value="v"/>	-
VPBC5608L	Test Vessel dd	For DMR Spreadsheet Tests	-	Draft	10-07-14 14:54:57	Annual Report	2014	<input type="button" value="v"/>	-
VPBC5679L	Test VesselF16	Danny Cruise Lines	-	Pending Certification	10-07-14 14:43:14	Annual Report	2014	<input type="button" value="v"/>	-
VPBC5680L	Test VesselF17	Danny Cruise Lines	-	Pending Certification	10-07-14 14:43:14	Annual Report	2014	<input type="button" value="v"/>	-

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM ANNUAL REPORT HOMEPAGE EXAMPLE TABLE



Example of what table at the bottom of your VGP Annual Report Homepage will begin to look like as you enter Annual Reports.

Search and Filter Feature

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Report Year	Permit Actions	Download
VPR000952	Test Vessel DMR3	For DMR Spreadsheet Tests	-	Pending Certification	08-28-14 16:40:37	Annual Report/DMR	2014	<input type="text"/>	-
VPR000950	Test Aug 26	Owner/Operator for Web Form Testing	Pravin Rana	Submitted to EPA	08-26-14 18:20:08	Annual Report	2014	<input type="text"/>	<a href="#">PDF</a>
VPAB5579C	Cordula Jacob	Danny Cruise Lines	Daniel Sporea	Submitted to EPA	08-21-14 10:01:03	Annual Report/DMR	2014	<input type="text"/>	<a href="#">PDF</a>
VPR000943	Test PARI	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report	2014	<input type="text"/>	-
VPAAL823C	Andre Jacob	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report/DMR	2014	<input type="text"/>	-
VPAAL815C	Jacques Jacob	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report/DMR	2014	<input type="text"/>	-
VPAAL819C	Jill Jacob	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report	2014	<input type="text"/>	-
VPAAL820G	Johann Jacob	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report/DMR	2014	<input type="text"/>	-
VPAAX941B	DB ALAMEDA	Danny Cruise Lines	-	Pending Certification	08-21-14 09:58:55	Annual Report/DMR	2014	<input type="text"/>	-



# ENTERING ANNUAL REPORT DATA INTO THE 2013 VGP eNOI SYSTEM: 2013 VGP eNOI SYSTEM HOMEPAGE

Top of page

Submit Annual Reports one at a time using a web interface

## 2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs), and Cruise Ship Initial Monitoring Reports required under the 2013 Vessel General Permit (VGP). The list of reports that have either been started or completed that are associated with your account is provided in the table at the bottom of this page. All reports for all owners/operators that you associated with your user account should be visible. If the report you are looking for is not on the list below, it is likely that either you need to associate yourself with the correct owner/operator of that document (click on Associate Owner/Operator button) or you need to increase the number of records showing in the table. To see additional records, you can either change the number of rows viewable in the table or click on the arrow in the bottom right of the table to go to the next page.

### Annual Reports/DMRs

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report for each year (or partial year) of permit coverage.

Submit multiple Annual Reports at once using a batch spreadsheet



# ANNUAL REPORTS: FOR ONE VESSEL AT A TIME



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT



PRAVTEST20 | NOI Home | Annual Report/DMR Home | Help | Logout

## 2013 VGP eNOI System

### Annual Report Screening Questions

This page will assist you in identifying the best way to prepare and submit Annual Reports and any required Discharge Monitoring Report (DMR) data. The determination of which approach to use is based on the number of Annual Reports you are submitting and whether those reports will contain any DMR data.

\* Will you be submitting any DMR data with your annual report(s)?  Yes - Annual Report with Monitoring Data  No - Annual Report Only

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Since we are submitting an Individual Annual Report, select this option.



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT



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## 2013 VGP eNOI System

### Annual Report Screening Questions

This page will assist you in identifying the best way to prepare and submit Annual Reports and any required Discharge Monitoring Report (DMR) data. The determination of which approach to use is based on the number of Annual Reports you are submitting and whether those reports will contain any DMR data.

\* Will you be submitting any DMR data with your annual report(s)?  Yes - Annual Report with Monitoring Data  No - Annual Report Only

To prepare a single annual report without DMR data, click the "Prepare Individual Annual Report" button below. This approach is most appropriate if you are submitting annual reports for less than about 4 or 5 vessels (without DMR data) or for a larger number of vessels if those vessels are required to submit annual reports but for which the vessel did not discharge in US waters during the reporting year. If you are preparing annual reports for more than a few vessels, it is suggested that you use the batch upload option and complete these reports using the Microsoft Excel spreadsheet for annual reports without DMRs. [Click here](#) to go to the batch annual report page to learn more about how to prepare and submit a batch of annual reports without DMR data.

Prepare Individual Annual Report

Click this to proceed filling out web forms and submitting an Individual Annual Report

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# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

## Annual Report Owner/Operator and Vessel Information

*(Click or double click on any question or answer within the annual report to see help text for that question.)*

\* Was either: (1) an NOI submitted for this vessel for coverage under the 2013 VGP or (2) a 2013 VGP permit tracking number obtained for a previously submitted annual report for this vessel not required to submit an NOI (i.e., PARI form only)?  Yes  No

\* Owner/Operator

[Click Here if Owner/Operator Not on Pick List](#)

\* Vessel Name

\* Date of Vessel Construction

\* Vessel Type

\* Vessel Dimensions Length   feet  meters

\* Vessel Dimensions Tonnage   gross registered tons  gross tons

\* Calendar Year for Report

\* Did your vessel operate in waters subject to this permit during the selected calendar year?  Yes  No

If you were not required to submit an NOI (i.e., a PARI vessel), you will be asked to provide basic information about vessel ownership and characteristics of the vessel.

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Once you complete the form, you will be given options to save or continue also.



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

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## 2013 VGP eNOI System

### Annual Report Owner/Operator and Vessel Information

*(Click or double click on any question or answer within the annual report to see help text for that question.)*

\* Was either: (1) an NOI submitted for this  Yes  No  
vessel for coverage under the 2013 VGP or  
(2) a 2013 VGP permit tracking number  
obtained for a previously submitted annual  
report for this vessel not required to  
submit an NOI (i.e., PARI form only)?

\* 2013 VGP Permit Tracking Number

Enter the VGP Tracking Number and click Go.





# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

Report for this vessel not required to submit an NOI (i.e., PARI form only)?

\* 2013 VGP Permit Tracking Number   **1**

Owner/Operator

IRS Employer Identification Number

Company IMO Number

Mailing Address

Street

Country

City

State/Territory

Zip Code/Postal Code

Phone (include country code)

Fax (Optional)

\* Are you here to submit this Annual Report on behalf of a different owner/operator than the one shown above?  Yes  No **2**

Vessel Name

Date of Vessel Construction

Vessel Type

Vessel Dimensions Length   feet  meters

Vessel Dimensions Tonnage   gross registered tons  gross tons

\* Calendar Year for Report  **3**

\* Did your vessel operate in waters subject to this permit during the selected calendar year?  Yes  No **3**

Once you provide the VGP Tracking Number and click go, you will see the following display and must answer the three questions as shown below.



# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

Date of Vessel Construction

Vessel Type

Vessel Dimensions Length   feet  meters

Vessel Dimensions Tonnage   gross registered tons  gross tons

\* Calendar Year for Report

\* Did your vessel operate in waters subject to this permit during the selected calendar year?  Yes  No

To highlight this further, if you select "No", then you can simply certify and submit the Annual Report. You are done!

Since you did not operate in waters subject to this permit during the calendar year, you have completed the mandatory portion of the annual report and need to now only certify and submit this annual report. Click Certify.

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Save As Draft

Certify



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

**EPA** 2013 VGP eNOI System

### Annual Report Questions

\* 1. Enter the approximate percentage of time spent in each United States Region

Atlantic Coast	<input type="text" value="50"/>
Great Lakes	<input type="text"/>
Gulf Coast	<input type="text"/>
Mississippi-Ohio River System	<input type="text"/>
Pacific Coast	<input type="text"/>
Puerto Rico and US Virgin Islands	<input type="text" value="30"/>
Other Region	<input checked="" type="checkbox"/>

\* Identify Other Region

\* Percentage of Time

**If the Vessel operated in a Region that is not identified, click this button to identify the Region and the percentage of time spent there.**



# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: HELP TEXT

Clicking on either the question or answer will provide help text for each question as exemplified here.

**Annual Report Questions**

\* 1. Enter the approximate percentage of time spent in each United States Region

Atlantic Coast	<input type="text"/>
Great Lakes	<input type="text"/>
Gulf Coast	<input type="text"/>
Mississippi–Ohio River System	<input type="text"/>
Pacific Coast	<input type="text"/>
Puerto Rico and US Virgin Islands	<input type="text"/>
Other Region	<input type="checkbox"/>

Help text: If this vessel operated in waters subject to the 2013 VGP during the calendar year, for each of the geographic regions, report the percent of time (as a whole number) during the calendar year that this vessel spent in each of those regions. Think of each week as 2% of the year. For example, if the vessel is in Pacific Coast waters for 4 weeks a year and outside of waters subject to the permit the rest of the year, then you would put 8% in "Pacific Coast" and all the others should be 0%. The total cannot exceed 100 percent.

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# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

### Annual Report Questions

\* 2a. Is this either (1) a vessel that operated outside of US inland waters or (2) an inland vessel greater than or equal to 300 GT (but not an unmanned, unpowered barge)?  Yes  No

\* 2b. Average routine inspection frequency

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If able to answer "no," only these two questions must be answered on this page.



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

## Annual Report Questions

\* 2a. Is this either (1) a vessel that operated outside of US inland waters or (2) an inland vessel greater than or equal to 300 GT (but not an unmanned, unpowered barge)?  Yes  No

\* Did you conduct drydock inspections during this calendar year?  Yes  No

\* Most Recent drydock inspection date

\* Next Scheduled Drydock date

\* Did you conduct an annual inspection during this calendar year?  Yes  No

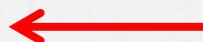
\* Most recent inspection date

\* Were all required routine inspections performed during this calendar year?  Yes  No

\* If no, how many were missed?

\* Last below water (or drydock) hull inspection date

\* 2b. Average routine inspection frequency



If "yes" must answer a series of questions.

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# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

## Annual Report Questions

\* 3a. Did this vessel discharge ballast water into US waters during this calendar year?  Yes  No

\* Does this vessel have one or more ballast tanks?  Yes  No

\* How many ballast tanks are present on this vessel?

For each ballast tank, provide the following information:

\* Ballast Tank Identifier

\* Ballast Tank Type

\* Ballast Tank Capacity   Gallons  Cubic Meters

Add

## List of Ballast Tanks

Edit	Ballast Tank Identifier	Ballast Tank Type	Ballast Tank Capacity
	Ballast Tank A	Main tank	5000 Cubic Meters
	Ballast Tank B	Wing tank	1500 Cubic Meters
	Ballast Tank C	Wing tank	1500 Cubic Meters

1 - 3

\* Does this vessel have a ballast water treatment system?  Yes  No

\* Did you collect analytical monitoring data for ballast water discharges from this vessel during this calendar year?  Yes  No

\* Did this vessel operate outside the EEZ and more than 200 nm from any shore and enter the Great Lakes via the St. Lawrence Seaway System during this calendar year?  Yes  No

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Complete for one ballast tank and then click "Add." Repeat for each ballast tank.

# BALLAST WATER TREATMENT



\* Does this vessel have a ballast water treatment system?  Yes  No

For each ballast water treatment system, provide the following information:

\* Ballast Treatment System Description

\* System Supplier

\* System Model

\* Installation Date

\* First Date of Operation

\* Type Approved?  Yes  No

\* All Type Approval Data Available to USEPA/USCG?  ▼

\* System determined by USCG to be an Alternate Management System?  ▼

\* All applicable BWTS monitoring completed during calendar year?  Yes  No

\* Monthly Functionality Monitoring Completed?  Yes  No

\* Calibration Completed at Least Annually?  Yes  No

\* All Biological Monitoring Completed?  Yes  No

\* Number of Biological Monitoring Sampling Events?

\* Residual Biocide/Derivative Monitoring Completed?  Yes  No

\* Number of Initial Res. Bio/Deriv Mon. Events

\* Number of Maint. Res. Bio/Deriv Mon. Events

\* Identify each technology type used in this system

<input type="checkbox"/> Alkylamines	<input type="checkbox"/> Bioremediation	<input type="checkbox"/> Cavitation
<input type="checkbox"/> Chlorine addition/electrochlorination	<input type="checkbox"/> Chlorine dioxide	<input type="checkbox"/> Coagulation
<input type="checkbox"/> Deoxygenation	<input type="checkbox"/> Electric pulse	<input type="checkbox"/> Filtration
<input type="checkbox"/> Heat	<input type="checkbox"/> Hydrocyclone	<input type="checkbox"/> Menadione/Vitamin K
<input type="checkbox"/> Ozone	<input type="checkbox"/> Peracetic acid	<input type="checkbox"/> Plasma pulse
<input type="checkbox"/> Shear	<input type="checkbox"/> Ultrasound	<input type="checkbox"/> Ultraviolet
<input type="checkbox"/> Other		

# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT



## Annual Report Questions

\* 3b. Does this vessel have an exhaust gas scrubber?  Yes  No

\* Did you collect analytical monitoring data for exhaust gas scrubber washwater discharges from this vessel during this calendar year?  Yes  No

\* 3c. Does this vessel have an oily water separator (OWS)?  Yes  No

\* Is your vessel greater than 400 GT?  Yes  No

\* Did you collect analytical monitoring data for bilgewater discharges from this vessel during this calendar year? No

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# VESSEL >400GT DISCHARGING BILGEWATER IN US WATERS AND OTHER PERMIT- IDENTIFIED AREAS

## Annual Report Questions

- \* 3b. Does this vessel have an exhaust gas scrubber?  Yes  No
- \* Did you collect analytical monitoring data for exhaust gas scrubber washwater discharges from this vessel during this calendar year?  Yes  No
- \* 3c. Does this vessel have an oily water separator (OWS)?  Yes  No
- \* Is your vessel greater than 400 GT?  Yes  No
- \* Did this vessel discharge bilgewater into US waters (within 3 nm) during this calendar year?  Yes  No
- \* Did this vessel discharge bilgewater into any US waters identified in Appendix G of the 2013 VGP during this calendar year?  Yes  No
- \* Why did this vessel discharge bilgewater into US waters identified in Appendix G of the 2013 VGP?
- \* Did this vessel regularly sail outside the territorial sea (at least once a month) during this calendar year?  Yes  No
- \* Did this vessel discharge treated bilgewater within 1 nm of shore during this calendar year?  Yes  No
- \* Why did this vessel discharge bilgewater within 1 nm of shore?
- \* Did this vessel discharge treated bilgewater into US waters when the vessel was sailing at speeds less than 6 knots during this calendar year?  Yes  No
- \* Why did this vessel discharge bilgewater when the vessel was sailing at speeds less than 6 knots?
- \* Did you collect analytical monitoring data for bilgewater discharges from this vessel during this calendar year?

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# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

## Annual Report Questions

\* 3d. Did this vessel discharge treated or untreated graywater into US waters during this calendar year?



\* Does this vessel have and use a treatment system for graywater or graywater mixed with sewage?  Yes  No

For each graywater (or graywater mixed with sewage) treatment system, provide

\* Treatment System Manufacturer

\* Treatment System Type/Design

Add

## List of Graywater Treatment Systems

Edit	Treatment System Manufacturer	Treatment System Type/Design
	Example Manufacturer	Example Type/Design

1 - 1

\* Is this vessel subject to graywater analytical monitoring requirements in Parts 2.2.15, 5.1, or 5.2 for this calendar year?  Yes  No

\* Did you collect analytical monitoring data for graywater discharges from this vessel during the calendar year?  Yes  No

\* 3e. Does this vessel have an anti-foulant coating?  Yes  No

\* Type of anti-fouling hull coating on this vessel

\* What anti-fouling coating products are used?

\* Date anti-fouling hull coating last applied?

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## Annual Report Questions

\* 3d. Did this vessel discharge treated or untreated graywater into US waters during this calendar year?

\* Does this vessel have and use a treatment system for graywater or graywater mixed with sewage?

For each graywater (or graywater mixed

\* Treatment System Manufacturer

\* Treatment System Type/Design



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

 **2013 VGP eNOI System**

## Annual Report Questions

\* 4. Did this vessel store any discharges incidental to the normal operation on board for onshore disposal during this calendar year?  Yes  No

\* 5. Does this vessel have any oil to sea interfaces as identified in Part 2.2.9 of the 2013 VGP?  Yes  No

For each oil to sea interface, provide the following information:

\* Identify each oil to sea interface for which lubricants are used on the vessel

\* Did this vessel use EALS for this oil to sea interface this calendar year?

\* Identify the brands of EALS used

**Add**

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- Azimuth Thrusters
- Controllable Pitch Propeller
- Immersed Mechanical Equipment
- Paddle Wheel Propulsion
- Propulsion Pod Lubrication
- Rudder Bearings
- Stabilizers
- Stern Tubes
- Thruster Bearings
- Thrusters
- Wire Rope
- Other

- Yes
- Yes for some, no for some
- No



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT



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## 2013 VGP eNOI System

### Annual Report Questions

\* 6. Did this vessel have to claim a safety exemption for any discharge and was therefore unable to meet VGP effluent limits during this calendar year?  Yes  No

\* 7. Did you receive any citations or warnings from EPA or the Coast Guard for any environmental violations for this vessel?  Yes  No

\* 8. Any instances of noncompliance this year?  Yes  No

### Annual Report Questions

\* 6. Did this vessel have to claim a safety exemption for any discharge and was therefore unable to meet VGP effluent limits during this calendar year?  Yes  No

\* Types of discharges for which safety exemption claimed

\* Reason claimed for safety exemption

\* 7. Did you receive any citations or warnings from EPA or the Coast Guard for any environmental violations for this vessel?  Yes  No

\* Explain citations or warnings.

\* 8. Any instances of noncompliance this year?  Yes  No

For each instance of noncompliance, provide the following information:

\* Date

\* VGP Requirement Affected

\* Description of Noncompliance

\* Cause of Noncompliance

\* Description of Corrective Action Performed

Add

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# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

EPA
2013 VGP eNOI System

Annual Report/DMR

[Review / Edit](#)

**Owner/Operator Information**

Vessel Owner/Operator:	<b>Annual Report Example</b>
IRS Employer Identification Number:	–
Company IMO Number:	–
Mailing Address:	
Street:	<b>1234 Test</b>
City:	<b>Test</b>
State/Territory:	–
Zip Code/Postal Code:	–
Country:	–
Phone:	
Fax:	

**Question 1 – [Edit Question 1](#)**

1. Report the approximate % of time this vessel was in each US Region during the calendar year

– Gulf Coast:	<b>0</b>
– Pacific Coast:	<b>0</b>
– Atlantic Coast:	<b>2</b>
– Mississippi–Ohio River System:	<b>0</b>
– Great Lakes:	<b>0</b>
– Puerto Rico and US Virgin Islands:	<b>0</b>

**Vessel Information**

Vessel Name:

NBDES Permit Tracking Num:



# ENTERING DATA INTO THE 2013 VGP eNOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

Once you have completed your review, you must certify and submit the Annual Report.

## Annual Report/DMR Certification

You have entered the Annual Report for this Vessel into the system. All that is left to do is to sign and certify the report. If you are the certifying official, you can do this by reading and agreeing to the certification statement below and then clicking on the "Certify and Submit" button. That will submit the Annual Report signed and certified by you to EPA. The certifier and preparer will receive an email indicating that the Annual Report has been certified and submitted, the date of submission and a link to view/download a copy of the report. That email message is your acknowledgment letter of EPA's receipt of your Annual Report. You will not receive an acknowledgment letter via regular mail.

If you are not the certifying official but would like to assign that person to review and sign this report, click on the "Save for certification by another user" button. That will open up a window for you to enter basic information on who is to certify and sign the report. If you do not wish to take any action at this time, click on the "Save Only" button. That will return you to the VGP Annual Report and Discharge Monitoring Report (DMR) homepage. If you want to return to the review page, click on the "Previous" button.

### E. Certify

I certify under penalty of the law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certify and Submit

Save for certification by another user

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Save Only

vgpenoi@epa.gov



# ENTERING DATA INTO THE 2013 VGP ENOI SYSTEM: PREPARING A NEW INDIVIDUAL ANNUAL REPORT

VGP Annual Report Certified and Submitted to EPA



## 2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs), and Cruise Ship Initial Monitoring Reports required under the 2013 Vessel General Permit (VGP). The list of reports that have either been started or completed that are associated with your account is provided in the table at the bottom of this page. All reports for all owners/operators that you associated with your user account should be visible. If the report you are looking for is not on the list below, it is likely that either you need to associate yourself with the correct owner/operator of that document (click on Associate Owner/Operator button) or you need to increase the number of records showing in the table. To see additional records, you can either change the number of rows viewable in the table or click on the arrow in the bottom right of the table to go to the next page.

### Annual Reports/DMRs

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report for each year (or partial year) of permit coverage.



## POLL QUESTION #3

- Under what mechanism are your vessels covered under the 2013 VGP?
  - NOIs for all.
  - PARI forms for all.
  - Majority NOIs but some PARI forms.
  - Majority PARI forms but some NOIs.
  - I am not associated with any vessels.



## POLL QUESTION #4

- Do you have to submit Discharge Monitoring Report (DMR) data for any vessels?
  - I will be submitting DMR data with this year's annual report.
  - I will be submitting DMR data eventually but am not required to do so this year.
  - I do not have any vessels required to submit DMR data.
  - Unsure if any of my vessels are required to submit DMR data.



# QUESTIONS

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# ANNUAL REPORTS: FOR MULTIPLE VESSELS AT A TIME (BATCH)



## MULTIPLE VESSELS (BATCH UPLOAD): MULTIPLE ANNUAL REPORT SUBMISSION OPTIONS

- Enter Annual Reports one at a time
  - Best for a few Annual Reports with NO monitoring data to report
  - Web interface for data entry
- Batch upload Annual Reports using Excel spreadsheet to generate XML file
- Two Spreadsheets
  - One for Vessels WITHOUT any monitoring data to report
    - *also considered the “combined annual report” described in Part 4.4.2 of the VGP*
  - Another for Vessels WITH monitoring data to report



# MULTIPLE VESSELS (BATCH UPLOAD): ACCESSING BATCH UPLOAD PAGE ON eNOI SYSTEM

**2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage**

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs), and Cruise Ship Initial Monitoring Reports required under the 2013 Vessel General Permit (VGP). The list of reports that have either been started or completed that are associated with your account is provided in the table at the bottom of this page. All reports for all owners/operators that you associated with your user account should be visible. If the report you are looking for is not on the list below, it is likely that either you need to associate yourself with the correct owner/operator of that document (click on Associate Owner/Operator button) or you need to increase the number of records showing in the table. To see additional records, you can either change the number of rows viewable in the table or click on the arrow in the bottom right of the table to go to the next page.

**Annual Reports/DMRs**

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report for each year (or partial year) of permit coverage.

Any required Discharge Monitoring Reports (DMRs) are to be included as part of the Annual Report, with one exception being that medium and large cruise ships may have to submit Initial Monitoring Reports for graywater sooner (as described below). **The first Annual Reports for the 2013 VGP are due by February 28, 2015 (for vessel activities between December 19, 2013 and December 31, 2014).** A summary of monitoring requirements is provided [here](#). For additional information on sampling procedures, download [Vessel Discharge Sample Collection & Analytical Monitoring: A How-To Reference for EPA's 2013 Vessel General Permit \(VGP\)](#).

The 2013 VGP eNOI system provides two ways to submit Annual Reports:

1. A web-based tool to prepare, certify, and submit individual annual reports one at a time. This approach is suitable for Owners/Operators submitting a few annual reports for vessels not required to provide DMR data as part of those annual reports. To submit annual reports using the web-based tool approach, click on the "Prepare Individual Annual Report" button.

# MULTIPLE VESSELS (BATCH UPLOAD): DOWNLOADING SPREADSHEET TEMPLATE



File Name:  
AnnualReportBatch.xls –  
when there is no monitoring  
data to report

**EPA** 2013 VGP eNOI System

Batch Uploading NOIs, Annual Reports and DMRs for the 2013 VGP

This page provides instructions and spreadsheets to batch upload NOIs, Annual Reports (with or without DMRs), and Cruise Ship Initial Monitoring Reports. The batch upload spreadsheets are created using MS Excel and require users to have MS Excel; however, even Excel novices should be able to use these spreadsheets to create and submit required reports. Downloads are available both for the spreadsheets to prepare (e.g., annual report spreadsheet) and examples of how those spreadsheets are to be completed (e.g., batch annual report example). Instructions on how to use the spreadsheets are available within the respective spreadsheets and examples.

**Before You Decide to Use the Batch Upload Feature**

**Annual Report**

If you do NOT have any DMR data as part of the Annual Report, please make sure you use the "Batch Annual Report Spreadsheet (without DMRs)." If you are required to submit DMR data as part of an annual report, you MUST use the "Batch Annual Report Spreadsheet (with DMRs)" spreadsheet and batch upload feature to submit those annual reports - even if only one of the Vessels in your batch submission has DMR data. Please also refer to the Annual Report example spreadsheets as they will assist you in better understanding how you might respond based on your Vessel type and operating status during the calendar year.

**NOI**

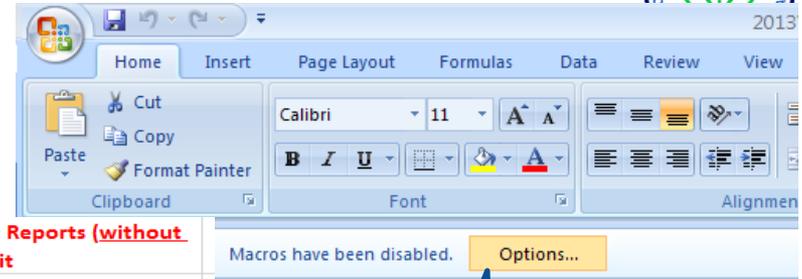
Batch Upload

- Batch NOI Spreadsheet
- Batch Annual Report Spreadsheet (without DMRs)
- Batch Annual Report Spreadsheet (with DMRs)
- Batch Annual Report Example - Barges with NOI
- Batch Annual Report Example - Barges with PARI Form only
- Batch Annual Report Example - Large Vessels with DMR
- Cruise Ship Initial Monitoring Spreadsheet

File Name:  
AnnualReportDMRBatch.xls –  
when there is monitoring data to  
report – even for one Vessel

Annual Report examples for  
different types of Vessels.

# MULTIPLE VESSELS (BATCH UPLOAD): INSTRUCTIONS TAB ON SPREADSHEET NO MONITORING DATA



**INSTRUCTIONS - How to use this spreadsheet to prepare and submit Annual Reports (without DMR data) as required under the 2013 Vessel General Permit**

spreadsheet, you must return to this worksheet and click the **Generate XML** button below to create an XML file. You must then upload that XML file to EPA's 2013 VGP eNOI system from the batch upload page in that system. Once the XML file is successfully uploaded, the annual reports must still be certified, signed and submitted to EPA by an appropriate "certifier" through the eNOI batch certification page in the system.

**Generate XML**

You will click this button AFTER you have filled in the spreadsheet. An XML file will be generated that you will save and then upload.

1. This spreadsheet is for entering Annual Report information for one or more vessels. If you have DMR data to submit, please go to EPA's 2013 VGP eNOI system. **DMR data.** If you are submitting annual reports for some vessels with DMR data, this spreadsheet is designed to validate most of your data entry. This spreadsheet format, leave certain cells blank, or try to delete or add rows or columns, you will see the "Generate XML" button will identify errors that must be corrected. Please follow the instructions in each cell. Help text for any question can be viewed in the spreadsheet, the XML generator for the annual report will provide details of which cell in the spreadsheet needs to be corrected before a complete report can be generated.
2. This spreadsheet is designed to validate most of your data entry. This spreadsheet format, leave certain cells blank, or try to delete or add rows or columns, you will see the "Generate XML" button will identify errors that must be corrected. Please follow the instructions in each cell. Help text for any question can be viewed in the spreadsheet, the XML generator for the annual report will provide details of which cell in the spreadsheet needs to be corrected before a complete report can be generated.
3. If you're cutting and pasting data into a cell that has a pick list, be sure that you are pasting data that are identical to the choices on the picklist - for example, if the picklist is "Y" or "N", don't try to paste "YES" or "NO" or "NA" into that box. When pasting, make sure you paste "as a value."
4. This spreadsheet includes a total of 8 worksheets (i.e., tabs) plus this instructions page. The basic annual report questions are to be answered in the "1 Questions" worksheet. The additional worksheets are used for questions where more than one answer is appropriate for a vessel or where significantly more information is required on a particular topic. Row 3 on the 1 Questions worksheet is color coded to match the corresponding worksheet for which additional information may be required. For example, the color of the question in column AF on the "1 Questions" worksheet regarding ballast tanks matches the corresponding worksheet entitled "2 Ballast Tanks." So, for example, if a vessel has one or more ballast tanks, in addition to the "1 Questions" worksheet, you are also required to complete the "2 Ballast Tanks" worksheet for that vessel.
5. This spreadsheet includes asterisks next to many of the questions to indicate whether or not information must be provided for that question for a given vessel. As you work your way through the spreadsheet, any questions with a large red asterisk (\*) are those questions that **MUST BE ANSWERED FOR EVERY VESSEL**. There are only a few such questions. Questions with a smaller red asterisk (\*) are those questions that must also be answered for ANY vessel that discharged into waters subject to the 2013 VGP during the calendar year for which the annual report information is being submitted. Certain questions are dependent on an answer to a previous question. Those questions are noted with a black asterisk (\*) and in certain instances, the spreadsheet includes additional information on whether that question is to be answered or not. Questions without an asterisk do not have to be completed to generate the XML file but the permit may still require certain vessels to submit that information to EPA.
6. Ensure the Vessel Names are listed EXACTLY the same in all worksheets. For example, if the Vessel Name in the "1 Questions" worksheet is "Pacific Entrepid" - make sure "Pacific Entrepid" is spelled exactly the same on all other worksheets in which you have provided responses. The system uses "Vessel Name" to link worksheets. After listing vessel names on the "1 Questions" tab, there are drop down lists on each successive worksheet identifying all the vessel names entered. Selecting from that list eliminates the problem of typing an incorrect vessel name.

If you see this warning at the top of the spreadsheet when you open it, be sure to select options and "enable" the macros.

## WORKSHEETS

**Additional Notes Specific to each worksheet (i.e., tab) are provided below.**

1 Questions	This worksheet contains the basic annual report questions. Pay particular attention to Column K (Row 4) about whether this vessel operated in waters subject to the permit during the calendar year. If you are able to answer "no" to that question for the entire calendar year, you will be able to certify and submit the Annual Report without answering any additional questions (unless you voluntarily choose to do so).
2 Ballast Tanks	If a vessel has ballast tanks, you must provide information about each ballast tank in this worksheet.
3a Ballast Addendum	If a vessel has a ballast water treatment system, you must provide information about the treatment system in this worksheet.
3b Ballast Technology	If a vessel has a ballast water treatment system, you must identify the type of treatment technology in this worksheet.
3c Ballast Type Approval	If a vessel has a type-approved ballast water treatment system, you must identify the Flag Administration(s) of the approval(s) in this worksheet.
4 Graywater	If a vessel has a graywater treatment system, you must provide information about the manufacturer and treatment type in this worksheet.
5 EALs	worksheet.
6 Non-Compliance	If a vessel was not in compliance with 2013 VGP requirements, you must provide information about non-compliance in this worksheet.



# MULTIPLE VESSELS (BATCH UPLOAD): OPEN AND COMPLETE THE SPREADSHEET

12		worksheet identifying all the vessel names entered. Selecting from that list eliminates the problem of typing an incorrect vessel name.
13		
14	<b>WORKSHEETS</b>	<b><u>Additional Notes Specific to each worksheet (i.e., tab) are provided below.</u></b>
15	1 Questions	Worksheet 1 contains the basic annual report questions. Pay particular attention to Column K (Row 4) about whether this vessel operated waters during the calendar year. If you are able to answer "no" to that question for the entire calendar year, you will be able to certify and submit the Annual Report without answering any additional questions (unless you voluntarily choose to do so).
16	2 Ballast Tanks	If a vessel has ballast tanks, you must provide information about each ballast tank in this worksheet.
17	3a Ballast Addendum	If a vessel has a ballast water treatment system, you must provide information about the treatment system in this worksheet.
18	3b Ballast Technology	If a vessel has a ballast water treatment system, you must identify the type of treatment technology in this worksheet.
19	3c Ballast Type Appr	If a vessel has a type-approved ballast water treatment system, you must identify the Flag Administration(s) of the approval(s) in this worksheet.
20	4 Graywater	If a vessel has a graywater treatment system, you must provide information about the manufacturer and treatment type in this worksheet.
21	5 EALs	If a vessel uses lubricants for oil to sea interfaces, you must provide information about Environmentally Acceptable Lubricants (EALs) in this worksheet.
22	6 Non-Compliance	If a vessel was not in compliance with 2013 VGP requirements, you must provide information about non-compliance in this worksheet.
23		
24		
25		

0 Instructions | 1 Questions | 2 Ballast Tanks | 3a Ballast Addendum | 3b Ballast Technology | ...

READY | 100%

Individual tabs for each of the worksheets to be completed.

# MULTIPLE VESSELS (BATCH UPLOAD): OPEN AND COMPLETE THE SPREADSHEET

Cells have dependencies. If you answer “Y” or “N”, you may then be required (or not required) to provide answers in other cells.

A	B	C	D	E	F	G	H	I	J	K
All	All	if Y in col B	if N in col B	if "other" in col D	if N in col B	if N in col B	if N in col B	if N in col B	if N in col B	All
Vessel Name	Was an NOI submitted for this vessel for coverage under the 2013 VGP?	2013 VGP Permit Tracking Number	vessel type	Other vessel type	vessel Dimensions Length	Length Units	* Vessel Dimensions Tonnage	<div style="border: 1px solid black; padding: 2px;">                     * For vessels covered under a PARI form only, enter the vessel tonnage. Decimals will be rounded to the nearest ton.                 </div>	<div style="border: 1px solid black; padding: 2px;">                     * Did your vessel operate in waters subject to this permit during the selected calendar year?                 </div>	
text A(1) - A(500)	drop down	text A(9) [e.g. VPBB6008P]	drop down	text A(1) - A(500)	number N(1) - N(4) [e.g. 1234]	drop down	number N(1) - N(6) [e.g. 456789]	drop down	date [MM/DD/YYYY]	drop down
			<div style="border: 1px solid black; padding: 2px;">                     Bulk Carrier                      Commercial Fishing V                      Container Ship                      Emergency and Rescu                      General Cargo Ship                      Hopper Barge                      Large Cruise Ship (500                      Large Ferry (250 - 300                 </div>							

Certain cells require you to select from a drop-down

Help text is available for each cell in the spreadsheet. Hold the cursor over that cell.



# MULTIPLE VESSELS (BATCH UPLOAD): COLUMN K

If the answer is "N" because this vessel did not operate in waters subject to the permit during the calendar year, then all that is left to do is to fill in the report certifier information and then submit it to EPA.

	A	H	I	J	K	L	M
1							
2	All	if N in col B	if N in col B	if N in col B	All		
3	* Vessel Name	* Vessel Dimensions Tonnage	* Tonnage Units	* Date of Vessel Construction	* Did your vessel operate in waters subject to this permit during the selected calendar year?	Gulf Coast	* Report Pacific
4							
5	text A(1) - A(500)	number N(1) - N(6) [e.g. 456789]	drop down	date [MM/DD/YYYY]	drop down	number N(1) - N(3)	num (1) -
6	Example Vessel						
7							
8							
9							

If the answer is "Y" because this vessel did operate in waters subject to the permit during the calendar year then the rest of the annual report must be completed.

BT	BU	BV	BW
Certifier Information			
All	All	All	All
* Certifier First Name	* Certifier Last Name	* Certifier Title	* Certifier email address
text A(1) - A(150) [e.g. Bob]	text A(1) - A(150) [e.g. Smith]	text A(1) - A(150) [e.g. CEO]	text A(1) - A(100) [e.g. bob.smith@h.com]
Bob	Smith	Captain	BSMITH@YYX.com

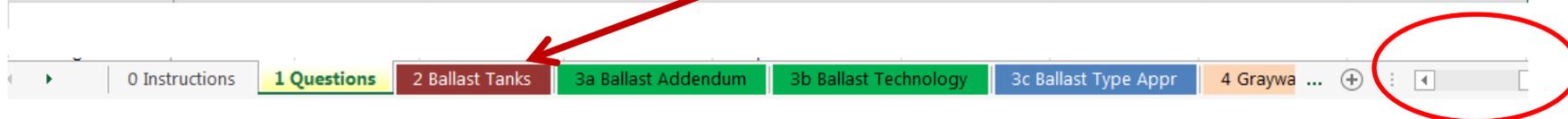
[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# MULTIPLE VESSELS (BATCH UPLOAD): FILLING OUT THE COLOR CODED TABS

Some Vessels may only need to fill out the first tab (Questions). Others may have to fill out other tabs. The color coding and the instructions for each question will guide you. Below, the user has said the Vessel has 1 ballast tank. They must then go to the brown tab (2 Ballast Tanks) and then provide information about their ballast tank(s).

All	Question 2b					Question 3a			
	if Y in col T	if N in col Z	if Y in col T	if Y in col K	if "other" in col AC	if Y in col K	if Y in col K	if Y in col K	if Y in col K
* Vessel Name	* Were all required routine inspections performed during this calendar year?	* If no, how many routine inspections were missed?	* Last below water (or drydock) hull inspection date	* Average routine inspection frequency	* Other routine inspection frequency	* Did this vessel discharge ballast water into US waters during this calendar year?	How many ballast tanks are present on this vessel? (if >0, go to Tab 2)	* Does this vessel have a ballast water treatment system? (if Y, go to tab 3a)	* Did you collect analytical monitoring data for ballast water discharges from this vessel during this calendar year?
text A(1) - A(500)	drop down	drop down	date [MM/DD/YYYY]	drop down	text A(1) - A(150)	drop down	number N(1) - N(2)	drop down	drop down
Example Vessel						N	1	N	N



Not all tabs are visible – use the navigation arrows to view other color-coded tabs if applicable.



## MULTIPLE VESSELS (BATCH UPLOAD): SPREADSHEET FOR VESSELS WITH DMRs

- Spreadsheet for vessels with DMRs contains several additional tabs for reporting monitoring data as shown below. Data entry for these fields is similar to other tabs.

7a Ballast Discharge Months

7b Ballast Functional DMR

7c Ballast Sample Info

7d Ballast Biological DMR

7e Ballast Biocide DMR

8a EGS Discharge Months

8b EGS DMR General

8c EGS Analytical DMR

8d EGS Continuous DMR

9 Bilgewater DMR

10a Gray Sample Info

10b Gray Analytical DMR



# MULTIPLE VESSELS (BATCH UPLOAD): COMPLETING ALL WORKSHEETS

AnnualReportBatch Final No DMR.xls [Compatibility Mode] - Excel

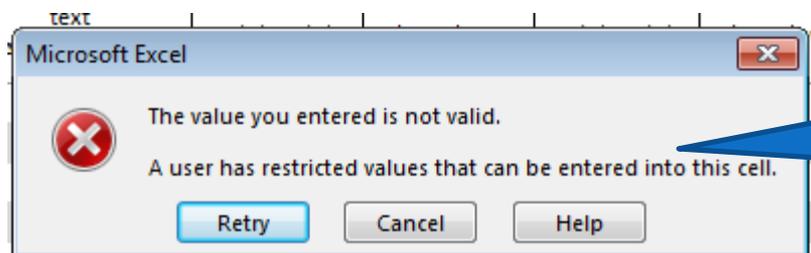
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

B1 : INSTRUCTIONS - How to use this spreadsheet to prepare and submit Annual Reports (without DMR data) as required under the 2013 Vessel General Perm

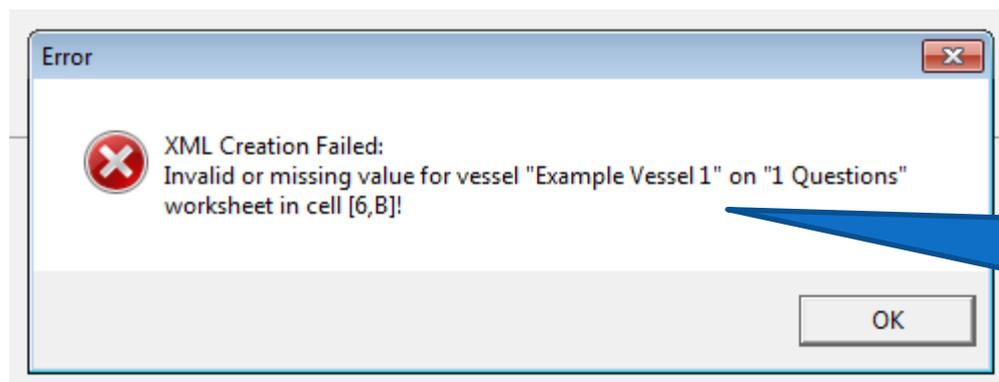
A	B	C
1	<b>INSTRUCTIONS - How to use this spreadsheet to prepare and submit Annual Reports (<u>without</u> DMR data) as required under the 2013 Vessel General Permit</b>	
2		
3	Please read ALL of these instructions on how to complete this spreadsheet. Once you have completed the spreadsheet, you must return to this worksheet and click the "Generate XML" button below to create an XML file. You must then upload that XML file to EPA's 2013 VGP eNOI system from the batch upload page in that system. Once the XML file is successfully uploaded, the annual reports must still be certified, signed and submitted to EPA by an appropriate "certifier" through the eNOI batch certification page in the system.	
4		
5	<b>Generate XML</b>	
6		
7	1. This spreadsheet is for entering Annual Report information for one or more vessels <b>WITHOUT discharge monitoring report (DMR) data</b> . If you have DMR data to submit, please go to EPA's 2013 VGP eNOI system and download and use the spreadsheet for vessels <b>WITH DMR data</b> . If you are submitting annual reports for some vessels with DMRs and some vessels without DMRs, you can prepare them at once on the "Annual Report with DMR data" spreadsheet.	
8	2. This spreadsheet is designed to validate most of your data entry. This means that, for example, if you enter certain information in the wrong format, leave certain cells blank, or try to delete or add rows or columns, you will either get an error message when trying to enter data in that cell or the "Generate XML" button will identify errors that must be corrected. Please pay attention to the data types requested for each question and follow the instructions in each cell. Help text for any question can be viewed by holding the cursor over that question. [Unlike the NOI batch spreadsheet, the XML generator for the annual report will provide details of which error in the spreadsheet needs to be corrected before a complete XML file is generated.]	
9	3. If you are asked to select a value from a list, please select the value that best matches the choices on the picklist - for example, you should select "as a value." 4. This spreadsheet contains questions that are to be answered in the "1 Questions" worksheet for a vessel or where significantly more information is required. For questions regarding ballast tanks matches the information in the "1 Questions" worksheet, you should also provide information in the "1 Questions" worksheet, you should also provide information in the "1 Questions" worksheet.	

After filling in all information go to the Instructions Tab, then click the "Generate XML" button and save your XML file to your computer. System will assign a name but you can change the name to whatever you want. (Be sure to save as XML file.)

## MULTIPLE VESSELS (BATCH UPLOAD): ERROR MESSAGES FOR DATA VALIDATION



Error message if enter wrong type of data in a cell (e.g., text when the response requires numbers).



Error message if XML file cannot be generated because of blank cells or inconsistencies in data.



# MULTIPLE VESSELS (BATCH UPLOAD): BEGINNING BATCH UPLOAD

**EPA** PRAVCERT10 | NOI Home | Annual Report/DMR Home | Help | Logout

## 2013 VGP eNOI System

### 2013 VGP Annual Report and Discharge Monitoring Report (DMR)

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs) required under the 2013 Vessel General Permit (VGP). The list of reports that have either been submitted or are pending is shown in the table at the bottom of this page. All reports for all owners/operators that you associate with this permit are shown. If a report for a vessel is not on the list below, it is likely that either you need to associate yourself with the vessel (click the "Associate Owner/Operator" button) or you need to increase the number of records showing in the table. To see additional information about a report, click on the arrow in the bottom right of the table to go to the next page.

**Annual Reports/DMRs**

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report for each year (or partial year) of permit coverage.

Any required Discharge Monitoring Reports (DMRs) are to be included as part of the Annual Report, with one exception being that medium and large cruise ships may have to submit Initial Monitoring Reports for graywater sooner (as described below). **The first Annual Reports for the 2013 VGP are due by February 28, 2015 (for vessel activities between December 19, 2013 and December 31, 2014).** A summary of monitoring requirements is provided [here](#). For additional information on sampling procedures, download [Vessel Discharge Sample Collection & Analytical Monitoring: A How-To Reference for EPA's 2013 Vessel General Permit \(VGP\)](#).

The 2013 VGP eNOI system provides two ways to submit Annual Reports:

1. A web-based tool to prepare, certify, and submit individual annual reports one at a time. This approach is suitable for Owners/Operators submitting a few annual reports for vessels not required to provide DMR data as part of those annual reports. To submit annual reports using the web-based tool approach, click on the "Prepare Individual Annual Report" button.



# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING FILE TO UPLOAD

Scroll to the bottom of the page....

\* Report Type

\* Calendar Year

\* Please choose an associated vessel owner/operator name  [Click Here](#)

IRS Employer Identification Number

Company IMO Number

Mailing Address

Street

Country

City

State/Territory

Zip Code/Postal Code

Phone

Fax

\* XML File to Upload

1. Select the Report Type "Annual Report/DMR."

2. Select calendar year for data being reported.

3. Select the owner/operator associated with the data being reported.

4. Browse and select the file you want to upload from your computer.

5. Click Upload.



# MULTIPLE VESSELS (BATCH UPLOAD): BATCH UPLOAD STATUS

The screenshot shows the EPA 2013 VGP eNOI System interface. At the top, there is a navigation bar with the EPA logo and the text '2013 VGP eNOI System'. Below this, a yellow message box displays 'Batch Upload Pending.' with a close button. A blue arrow points from this message to a blue callout box containing the text: '1. Batch Upload Pending Status will appear after clicking the upload button.' To the right of the message box is a vertical menu titled 'Batch Upload' with several options: 'Batch NOI Spreadsheet', 'Batch Annual Report Spreadsheet (without DMRs)', 'Batch Annual Report Spreadsheet (with DMRs)', 'Batch Annual Report Example - Barges with NOI', 'Batch Annual Report Example - Barges with PARI Form only', 'Batch Annual Report Example - Large Vessels with DMR', and 'Cruise Ship Initial Monitoring Spreadsheet'. Below the message box, the main content area is titled 'Batch Uploading NOIs, Annual Reports and DMRs for 15 VGP'. It contains instructions for users, including a section for 'Annual Report' that states: 'If you do NOT have any DMR data as part of the Annual Report, please make sure you use the "Batch Annual Report Spreadsheet (without DMRs)." If you are required to submit DMR data as part of an annual report, you MUST use the "Batch Annual Report Spreadsheet (with DMRs)" spreadsheet and batch upload feature to submit those annual reports - even if only one of the Vessels in your batch submission has DMR data. Please also refer to the Annual Report example spreadsheets as they will assist you in better understanding how you might respond based on your Vessel type and operating status during the calendar year.' Below this text is a 'Batch Upload Status' section with a 'Refresh' button and a table. The table has columns for 'Status', 'View Error Log', and 'Uploaded Date'. The first row shows 'Successful', a minus sign, and '10-NOV-2013'. There are three blue circular markers to the right of the table.

Batch Upload Pending.

1. Batch Upload Pending Status will appear after clicking the upload button.

Batch Upload

- Batch NOI Spreadsheet
- Batch Annual Report Spreadsheet (without DMRs)
- Batch Annual Report Spreadsheet (with DMRs)
- Batch Annual Report Example - Barges with NOI
- Batch Annual Report Example - Barges with PARI Form only
- Batch Annual Report Example - Large Vessels with DMR
- Cruise Ship Initial Monitoring Spreadsheet

Batch Uploading NOIs, Annual Reports and DMRs for 15 VGP

This page provides instructions and spreadsheets for submitting Annual Reports, Annual Reports and DMRs, and Cruise Ship Initial Monitoring Reports. The batch upload spreadsheets are created to help you prepare (e.g., annual report spreadsheet) and examples of how those spreadsheets are to be used. The spreadsheets are available within the respective spreadsheets and examples.

**Before You Decide to Use the Batch Upload Feature**

**Annual Report**

If you do NOT have any DMR data as part of the Annual Report, please make sure you use the "Batch Annual Report Spreadsheet (without DMRs)." If you are required to submit DMR data as part of an annual report, you MUST use the "Batch Annual Report Spreadsheet (with DMRs)" spreadsheet and batch upload feature to submit those annual reports - even if only one of the Vessels in your batch submission has DMR data. Please also refer to the Annual Report example spreadsheets as they will assist you in better understanding how you might respond based on your Vessel type and operating status during the calendar year.

**Batch Upload Status**

Refresh

Status	View Error Log	Uploaded Date
Successful	-	10-NOV-2013

2. Status message will indicate if file submission was successful or if it failed. Email notification will also be provided.

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING NOIs FOR BATCH CERTIFYING

The screenshot shows the EPA website interface for the 2013 Vessel General Permit (VGP) eNOI System. The page title is "2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage". The main content area contains a paragraph explaining the starting point for report submission and a list of reports. A blue callout box with the text "Click the Batch Certify Reports Button" and a large blue arrow points to the "Batch Certify Reports" button in the right-hand navigation menu. The navigation menu also includes "Prepare Individual Annual Report", "Prepare Batch Annual Reports", "Prepare Cruise Ship Initial Monitoring Reports", and "Associate Owner/Operator".

2013 VGP Annual Report and Discharge Monitoring Report (DMR) Homepage

This page provides the starting point for the submission of Annual Reports, including Discharge Monitoring Reports (DMRs), and Cruise Ship Initial Monitoring Reports required under the 2013 Vessel General Permit (VGP). The list of reports that have either been started or completed that are associated with your account is provided in the table at the bottom of this page. All reports for all owners/operators that you associated with your account that you are looking for is not on the list below, it is likely that either you need to associate yourself with the correct owner/operator (click on the Owner/Operator button) or you need to increase the number of records showing in the table. To see additional records, you can click on the arrow in the bottom right of the table to go to the next page.

**Annual Reports/DMRs**

As required in Part 4.4.1 of the 2013 VGP, all vessels covered under the permit must file an Annual Report and Discharge Monitoring Report (DMR) on an annual average.

Any required Discharge Monitoring Reports (DMRs) are to be included as part of the Annual Report, with one exception being that medium and large cruise ships may have to submit Initial Monitoring Reports for graywater sooner (as described below). **The first Annual Reports for the 2013 VGP are due by February 28, 2015 (for vessel activities between December 19, 2013 and December 31, 2014).** A summary of monitoring requirements is provided [here](#). For additional information on sampling procedures, download [Vessel Discharge Sample Collection & Analytical Monitoring: A How-To Reference for EPA's 2013 Vessel General Permit \(VGP\)](#).

Prepare Individual Annual Report

Prepare Batch Annual Reports

Prepare Cruise Ship Initial Monitoring Reports

Batch Certify Reports

Associate Owner/Operator



# MULTIPLE VESSELS (BATCH UPLOAD): SELECTING ANNUAL REPORTS FOR BATCH CERTIFYING

 **2013 VGP eNOI System** PRAVTEST20 | NOI Home

Select the Annual Reports for batch certification.

If necessary, you can review an Annual Report by clicking on the link.

You can batch certify multiple vessels – up to 100 at a time. (System may take several minutes to complete this action.)

AR/DMR Homepage

CRUISE SHIP INITIAL MONITORING REPORTS

Upload up to 100 reports at a time. After uploading reports, you can review (and in certain instances, edit) each report prior to certification and submission to EPA by...  
Reports for Cruise Ships, you cannot edit the DMR portion...  
before certifying the report, you should return to the Annu...  
the XML file, and then upload a corrected version of the rep...  
Monitoring...  
se reports but...  
d regenerate...  
of the reports...  
You will then be taken to a confirmation page – follow the prompts to complete the certification process. Be advised that certifying a large number of reports at once will take the system several minutes to process.

Go Actions Batch Certify

Tracking Number	Vessel Name	Owner Operator Name	Form
<input checked="" type="checkbox"/>	<a href="#">VPR000015</a>	PARI Barge1	Annual Report Batch Test Annual Report
<input checked="" type="checkbox"/>	<a href="#">VPR000016</a>	PARI Barge2	Annual Report Batch Test Annual Report
<input checked="" type="checkbox"/>	<a href="#">VPR000017</a>	PARI Barge3	Annual Report Batch Test Annual Report
<input checked="" type="checkbox"/>	<a href="#">VPR000018</a>	PARI Barge4	Annual Report Batch Test Annual Report
<input type="checkbox"/>	<a href="#">VPR000019</a>	PARI Barge5	Annual Report Batch Test Annual Report
<input type="checkbox"/>	<a href="#">VPR000020</a>	PARI Barge6	Annual Report Batch Test Annual Report
<input checked="" type="checkbox"/>	<a href="#">VPR000021</a>	PARI Barge7	Annual Report Batch Test Annual Report

AR/DMR Homepage Batch Certify

1 – 100 of 900

# MULTIPLE VESSELS (BATCH UPLOAD): VIEWING AND DOWNLOADING FINAL ANNUAL REPORT SUBMISSIONS



If a report has not yet been certified and submitted to EPA (i.e., in "Draft" or "Pending Certification" status), you can edit that report by selecting "edit" or "continue" in the Permit Action column and clicking "Go" to go to the review page where you can edit the information. (Note that this feature does not allow users to edit DMR data. To edit DMR data, users must delete the report and resubmit the revised spreadsheet.)

## Revising a Report already Submitted to EPA

If you need to [edit information](#) in a certified and submitted report that does not contain DMR data, you can select "Edit" in the Permit Actions column of the table in the row you want to edit, click the "Go" button at the bottom of the table to take you to a review page to make any necessary edits, and then recertify and resubmit that report. If you need to [edit DMR information](#) in a certified and submitted report that contains DMR data, you will need to resubmit the entire report (with corrections) using the batch upload process and request additional assistance.

## Searching and Sorting Your List of Reports

The table below allows you to search and sort one or more columns. You can also change the number of records to display. Advanced users can also use the "Actions" tab to further manipulate how data are presented and viewed.

Annual Reports now certified and submitted. Click on "PDF" to view and download a copy of the report.

Rows

Tracking Number	Vessel Name	Owner Operator Name	Submitted by	Status	Date	Form	Report Year	Permit Actions	Download
VPR000015	PARI Barge1	Annual Report Batch Test	Pravin Rana	Submitted to EPA	12-30-14 17:13:20	Annual Report	2014		<a href="#">PDF</a>
VPR000016	PARI Barge2	Annual Report Batch Test	Pravin Rana	Submitted to EPA	12-30-14 17:13:26	Annual Report	2014		<a href="#">PDF</a>
VPR000017	PARI Barge3	Annual Report Batch Test	Pravin Rana	Submitted to EPA	12-30-14 17:13:28	Annual Report	2014		<a href="#">PDF</a>
VPR000018	PARI Barge4	Annual Report Batch Test	Pravin Rana	Submitted to EPA	12-30-14 17:13:32	Annual Report	2014		<a href="#">PDF</a>
VPR000019	PARI Barge5	Annual Report Batch Test	-	Pending Certification	12-30-14 16:37:34	Annual Report	2014		-
VPR000020	PARI Barge6	Annual Report Batch Test	-	Pending Certification	12-30-14 16:37:34	Annual Report	2014		-
VPR000021	PARI Barge7	Annual Report Batch Test	Pravin Rana	Submitted to EPA	12-30-14 17:13:35	Annual Report	2014	<ul style="list-style-type: none"> <li>Edit</li> <li>Review and Certify</li> <li>Delete</li> </ul>	<a href="#">PDF</a>
VPR000022	PARI Barge8	Annual Report Batch Test	-	Pending Certification	12-30-14 16:37:34	Annual Report	2014		-
VPR000023	PARI Barge9	Annual Report Batch Test	-	Pending Certification	12-30-14 16:37:34	Annual Report	2014		-
VPR000024	PARI Barge10	Annual Report Batch Test	-	Pending Certification	12-30-14 16:37:34	Annual Report	2014		-



# WHERE TO GO FOR HELP

[vgpenoi@epa.gov](mailto:vgpenoi@epa.gov)



## WHERE TO GO FOR HELP

- Help text for registration by clicking on “Help” in top right corner of VGP eNOI Homepage.
- Basic instructions for specific actions are provided on the individual eNOI system pages.
- Help text for each question by clicking on question or answer (or holding cursor over question in spreadsheet).
- For general VGP Help information see:  
<http://water.epa.gov/polwaste/npdes/vessels/Vessels-eNOI.cfm>.
  - Send questions for the 2013 VGP eNOI System to:
    - [VGPeNOI@epa.gov](mailto:VGPeNOI@epa.gov)
  - Send questions for the 2013 VGP permit to:
    - [VGP@epa.gov](mailto:VGP@epa.gov)



# QUESTIONS

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