

Guide for CERIS Stormwater Construction Site Setup

This guide describes how to create a site in CERIS-ND for the purpose of submitting notices of intent (NOI) for construction stormwater permits.

This information is for Owners of construction projects (Cities, Counties, Government Agencies, Companies, Homebuilders, etc.) who submit NOIs for construction stormwater permits. Creation of one site lets an Owner's administrator(s) manage internal staff roles, the Owner's construction stormwater permits, and invite individuals for any joint signatory needs. In other words, each Owner has ONE construction stormwater site in CERIS-ND and all NOIs and permits are managed under that one site.

The following steps are needed before the site is created. Guidance to complete other CERIS items can be found at <https://deq.nd.gov/eReporting.aspx> under CERIS-ND User Help Documents.

1. The Owner must determine what User Role internal staff will need for the site. User Role definitions are identified below:

- a. Role Definitions:

Viewer – Can view site information but can't make any changes.

Editor – Can fill out forms and reports. May require certifier permissions to submit, depending on the form.

Administrator – Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users.

- b. Either Editor or Administrator roles may have Certifier Access. Certifier Access is only required if the individual needs to submit forms.

Department Recommendations

1. The department recommends the Owner establish a policy for inviting External Users to their construction stormwater site, determining what User Role(s) will be allowed, and whether Certifier Access will be granted.
2. The department recommends the site name be clearly identified for stormwater construction permitting. **Example: Entity Name - Stormwater Construction.**

1. Login to CERIS-ND

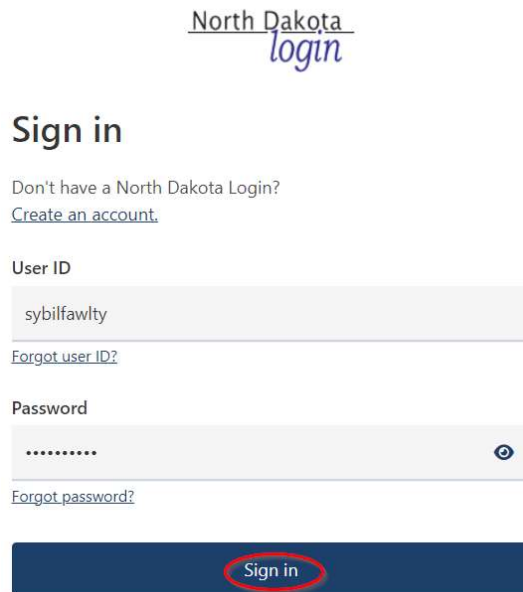
- a. Navigate to the CERIS-ND system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
- b. Click on the **Sign In** button on the system home page.



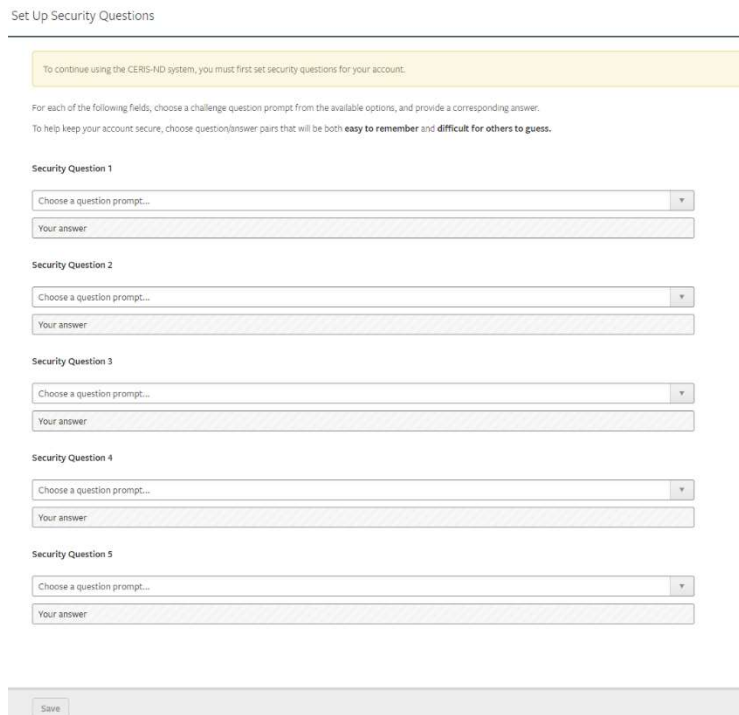
- c. You will be routed automatically to the North Dakota Login sign in screen.

The screenshot shows the North Dakota Login sign in screen. At the top is the "North Dakota login" logo. Below it is the heading "Sign in". Under the heading is a link for "Don't have a North Dakota Login? Create an account.". There are two input fields: "User ID" and "Password". Below the "User ID" field is a link for "Forgot user ID?". Below the "Password" field is a link for "Forgot password?". At the bottom is a large blue "Sign in" button. Below the button is a link for "Update your account.".

- d. At the North Dakota Login screen, provide your user ID and password and click **Sign in**.



- e. Unless already completed, you will be prompted to answer five challenge questions for use in CERIS-ND. Select your desired questions and provide responses and click **Save**



- f. After logging in, Select “Home” on the left-hand side of the screen.

2. How to add a stormwater construction site.

a. Click “Add a Site”.

The screenshot shows the CERIS Home page. On the left is a sidebar menu with a dropdown labeled '(All)' and items: Home, Dashboard, Start a New Form, Submissions, Discharge Monitoring Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, and Documents. The main content area has a header 'Home' and a section 'Finding and Submitting Applications and Requests' with a 'Browse Forms' button. Below this is a section 'Add a Site to your account' with a paragraph explaining that the account currently has access to 9 sites and that additional sites must be connected. A red circle highlights the 'Add a Site' button. At the bottom is a 'Need Help?' section with a paragraph about using the Help link icon and a 'Contact Us' link.

b. Select “It has never been registered with CERIS-ND”.

The screenshot shows the CERIS 'Add a Site' page. On the left is a sidebar menu with a dropdown labeled '(All)' and items: Home, Dashboard, Notifications, Start a New Form, Submissions, Discharge Monitoring Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, and Documents. The main content area has a header 'Add a Site' and a 'Welcome >' link. Below this is a section 'What best describes the site, project or facility you need to work with?' with two options. The first option is 'It has been registered with CERIS-ND' with a description and a right arrow. The second option is 'It has never been registered with CERIS-ND' with a description and a right arrow; this option is highlighted with a red box. At the bottom is a 'Not sure?' section with a paragraph about using the 'map/search tools' and a link to 'add it as a new site'.

- c. Select “I want to start a new application”.

(All) ▾

- Home
- Dashboard
- Notifications
- Start a New Form**
- Submissions
- Discharge Monitoring Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Documents

Start New Form

What kind of form are you looking for?

- I want to start a new application*** >
Forms used to apply for a New Permit, License, or Entrance into a Program
- I want to renew, modify or terminate an existing permit, license or registration* >
Forms used to reissue, modify, transfer or terminate a permit
- I have a reporting obligation to fulfill* >
Reporting forms relating to current permits and active compliance actions
- I want to make a service request* >
Forms used to make a service request
- I'm not sure* >
Search all available forms

- d. Type “storm” in the filter box.

< BACK

Apply for a New Permit, License, or Entrance into a Program

Filter

Showing 25 of 25

- e. Select “Stormwater Construction Authorization (NOI) Notice of Intent – New”.

(All) ▾

< BACK

Apply for a New Permit, License, or Entrance into a Program

storm

Showing 5 of 24

Stormwater Construction Authorization (NOI) Notice of Intent - New
Form Description: Stormwater Construction Authorization (NOI)
Program Area: NPDES
[Begin](#)

Stormwater Industrial Authorization (NOI) Notice of Intent - New
Form Description: Stormwater Industrial Authorization (NOI) Notice of Intent - New
Program Area: NPDES
This form can only be submitted by an approved certifier for the site under which it is submitted.
[Begin](#)

Stormwater Mining Authorization (NOI) Notice of Intent - New
Form Description: Stormwater Mining Authorization (NOI) Notice of Intent - New
Program Area: NPDES
This form can only be submitted by an approved certifier for the site under which it is submitted.
[Begin](#)

- f. A Select Site window will open.
- i. Verify that “ – Create New Site – ” is selected.

Select Site

Select a context for your submission from the following options. Or, select **Create New Site** to begin a submission for an entirely new site.

Select Site

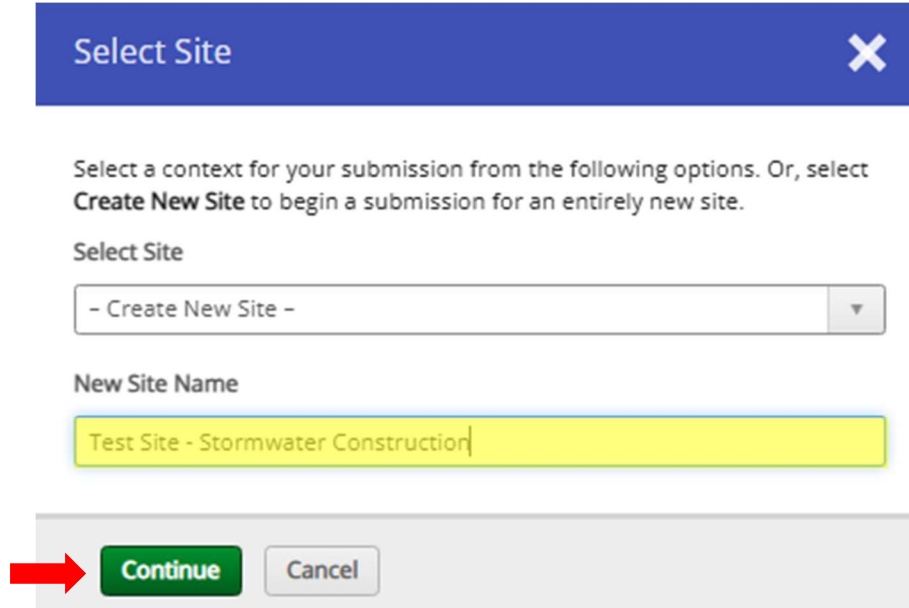
- Create New Site -

New Site Name

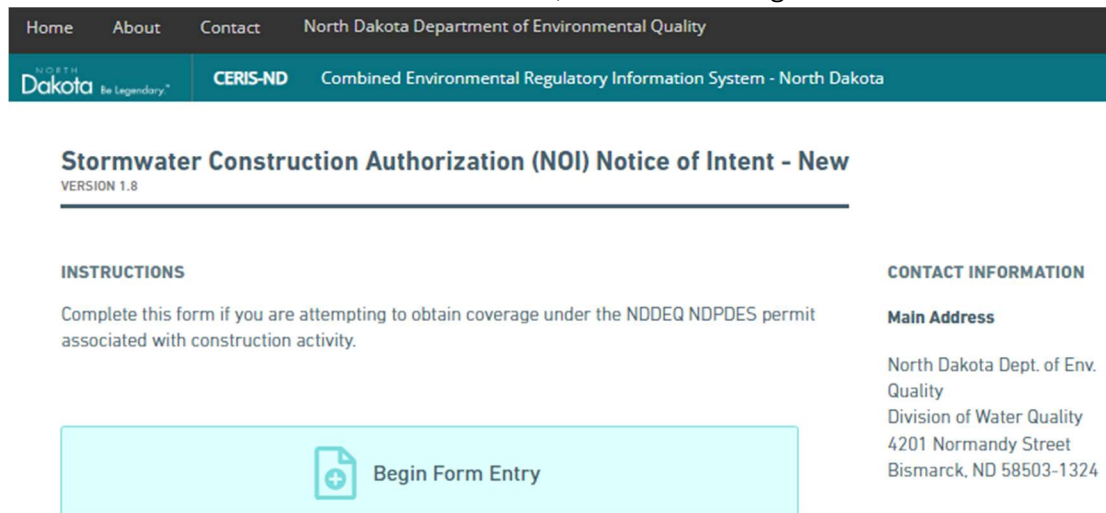
Continue Cancel

- g. Type in the name you have determined to utilize for your stormwater construction site under New Site Name. Click “Continue”.
- i. As stated in the introduction, the department recommends the site name be clearly identified for stormwater construction permitting.

Example: Entity Name - Stormwater Construction.



- h. The stormwater construction site is created, and the following screen is visible:



- i. **STOP!** Do **NOT** continue with the form.

- j. Click on “Home” in the upper left corner of the screen. You now have a stormwater site that one or more construction stormwater permits can be generated under.

The screenshot shows the CERIS-ND website interface. At the top, there is a navigation bar with links: Home (circled in red), About, and Contact. Below this is a header with the North Dakota Department of Environmental Quality logo and the text 'CERIS-ND Combined Environmental Regulatory Information System - North Dakota'. The main content area is titled 'Stormwater Construction Authorization (NOI) Notice of Intent - New' with 'VERSION 1.8' below it. On the left, under 'INSTRUCTIONS', it says 'Complete this form if you are attempting to obtain coverage under the NDDEQ NDPDES permit associated with construction activity.' Below this is a large light blue button with a document icon and the text 'Begin Form Entry'. On the right, under 'CONTACT INFORMATION', it lists the 'Main Address' as 'North Dakota Dept. of Env. Quality, Division of Water Quality, 4201 Normandy Street, Bismarck, ND 58503-1324'.

3. The next step is to add Authorized Users to the stormwater construction site. The individual that created the site is automatically set up as an Administrator. This individual can now invite additional users to the site. See the *Guide to Invite New Users to Access Site and Request Certifier Access* located at <https://deq.nd.gov/eReporting.aspx> under CERIS-ND User Help Documents.

See the Key Points in the next section before beginning a Notice of Intent (NOI) for Stormwater Construction under your new stormwater site.

4. Key Points to Remember:

- a. Your Site Details will remain blank and the Status “Pending” until the first NOI is completed. Site Details will match the information within the first NOI.

- b. If you wish to submit the NOI using electronic signatures, BOTH individuals must be granted **Certifier Access** by the department for the specific CERIS-ND site (Example: Test Site – Stormwater Construction) before the electronic signature should be used. Follow the *Guide to Invite New Users to Access Site and Request Certifier Access* located at <https://deq.nd.gov/eReporting.aspx> under CERIS-ND User Help Documents.
- c. If only one signatory has **Certifier Access**, you will need to follow the *Guide for CERIS Stormwater Construction NOI Using Hardcopy Signature* which can be found at <https://deq.nd.gov/eReporting.aspx> under CERIS-ND User Help Documents to submit the hardcopy signature.
- d. When you are ready to submit a Notice of Intent (NOI) for Stormwater Construction, be sure you have selected your Stormwater Construction site and Select “Start a New Form”.