NEBRASKA
DEPT. OF WATER, ENERGY, AND ENVIRONMENT

25-033   September 2025

Adding NeT-SewerOverflow (NeTSSO) to Program Services and Requesting Access to Facility Permit

Access CDX directly at https://cdx.epa.gov/

- Log into CDX using your CDX User ID. You will be redirected to Login.gov where you will need to enter the 6-digit code sent to you through email, text, or through a phone call to verify your credentials. To access CDX directly go to https://cdx.epa.gov/.When redirected back to the MyCDX landing page, click **Add Program Service** button
- Select NeT: NPDES eReporting Tool (12) from the list of Program Services Categories
- Select the NETSEWEROVERFLOW: NeT- Sewer Overflow and Bypass Reporting program services list
- Select your Role
  - **Signatory:** this role can create events, edit events, and sign/submit the events into the NeT-SewerOverflow program to provide the required notification of a sanitary sewer overflow or bypass event.
  - **Preparer:** this role can enter and save event information about sanitary sewer overflows and/or bypass events that occurred but not sign or submit them on the behalf of the facility (municipality, city, village, corporation, entity, etc.); the signatory will be signing off on these instances.
- Select your organization from the drop-down menu. If your organization is not listed in the drop-down, choose to **Request to Add Your Organization** and fill out the needed information before continuing.
  - If you chose the role of Preparer, at this point, you have successfully added your role and NeT-SewerOverflow program service to your CDX account. Follow the steps below to add your facility permit.
  - If you chose the role of Signatory, you will be asked to verify your identity using your legal name, home address, phone number, date of birth, and last four of your SSN number along with an answer to one of your security questions for it to populate an electronic signature. This information is required by 40 CFR part 3 of the EPA's Cross-Media eReporting regulation and must be completed in order to obtain the signatory role. If you need assistance, contact EPA's NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov. Once verified and your signature has been provided, you will be able to request access to your permit within the NeTSSO program.

Requesting Access to Facility Permit via NeT-SewerOverflow

- Circled in red is the active link used to access NetSSO from CDX. Click on either "Preparer" or "Signatory" to go to NeTSSO program to record overflow or bypass event(s).

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The first time you load NeT-SSO you will not see your facility. The following steps are a one-time request for permission to access your facility permit using your NPDES permit number. Please note that if a NPDES permit does not have a CDX user with the "Manage" permission already approved, then the regulatory authority (DWEE) will need to approve your request. CDX users with the "Manage" permission can approve or reject permission requests for other user requesting access to the same permit in NeTSSO through the "Action Center" (see pages below).

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- Click **Search Facility** button

- Enter in Facility Name or Permit Number (example: NE0129500) to find your facility. If you manage multiple facilities and/or permits, you can request permissions for each facility.

NeT Sewer Overflow and Bypass Reporting Facility Search

Enter your NPDES ID or Facility Name in the search box below. As you type, results will appear in the table below. Select "Request Permissions" to associate yourself with an existing Facility.
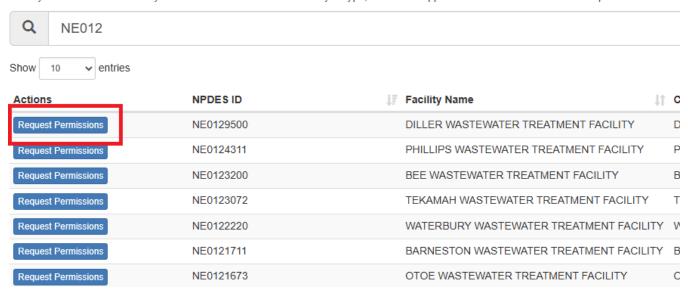
Q	Search NeT Sewer... ←				

Show 10 ⌄ entries

Actions	NPDES ID	Facility Name	City	State	Issuer

- Once you find your facility, click **Request Permissions** shown in the red box below

NeT Sewer Overflow and Bypass Reporting Facility Search

Enter your NPDES ID or Facility Name in the search box below. As you type, results will appear in the table below. Select "Request Permissions
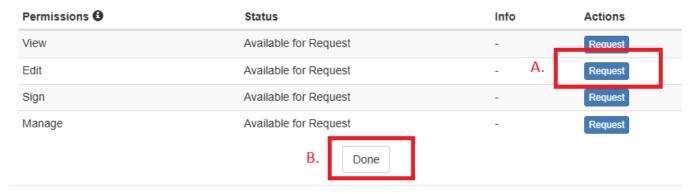
Q	NE012

Show 10 ⌄ entries

Actions	NPDES ID	Facility Name	C
Request Permissions	NE0129500	DILLER WASTEWATER TREATMENT FACILITY	D
Request Permissions	NE0124311	PHILLIPS WASTEWATER TREATMENT FACILITY	P
Request Permissions	NE0123200	BEE WASTEWATER TREATMENT FACILITY	B
Request Permissions	NE0123072	TEKAMAH WASTEWATER TREATMENT FACILITY	T
Request Permissions	NE0122220	WATERBURY WASTEWATER TREATMENT FACILITY	W
Request Permissions	NE0121711	BARNESTON WASTEWATER TREATMENT FACILITY	B
Request Permissions	NE0121673	OTOE WASTEWATER TREATMENT FACILITY	C

Requesting roles for access to facility permit:
- Select the access you will need.
  - **View:** events saved and/or submitted can be searched for and viewed.
  - **Edit:** events can be created, edited, and saved but events cannot be submitted to the regulating authority.
  - **Sign:** events can be created, edited, saved, and submitted.
  - **Manage:** this role can process permission requests for other user's roles (view, edit, sign) and/or remove roles for users that have access to this permit in NeTSSO and assumes the sign role with this selection.

Request Permissions

for DILLER WASTEWATER TREATMENT FACILITY

Permissions ℹ	Status	Info	Actions
View	Available for Request	-	Request
Edit	Available for Request	-	A. Request
Sign	Available for Request	-	Request
Manage	Available for Request	-	Request

B. Done

Your request will be pending until either the NeTSSO manager for the permit or the regulating authority approves the request.

Produced by: Nebraska Department of Water, Energy, and Environment 245 Fallbrook Blvd. Ste 100, Lincoln, NE 68521; (402) 471- 2186. To view this and other information related to our agency, visit our website at https://dwee.nebraska.gov/.