

There are several sections to this job aide. Select a hyperlink below to navigate to a specific section:

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## Access Roles

### Permit Manager:

- Able to view permit records in any program (air, water, waste)
- Able to edit permit records in their respective program
- Able to create permits for facilities located within their region

### Reviewer:

- Able to view and edit permit records in any program and region (air, water, waste)
- Able to create permits for facilities in any region
- Able to delete permits for facilities in any region

## Accessing the ePT Dashboard

**Note: You must be on the EPA network in order to access the ePT dashboard.**

The ePT Dashboard may be accessed:

1. By visiting the following site:  
<https://qlikviz.epa.gov/extensions/PermitTracker/PermitTracker.html> ***or***
2. By selecting the 'Dashboard' hyperlink on the ePT permit tracker homepage (see Figure 1).
  - a. You must be logged into the ePT program service via CDX to access the permit tracker homepage.

Figure 1: Permit Tracker Homepage

Home Create Permit Application **Dashboard** Return to CDX Contact Us

Home

Welcome to the ePermitting Permit Tracker. Hello MVPREGADM2 - Permit Manager

[Create Permit Application](#)

Saved Permit Applications

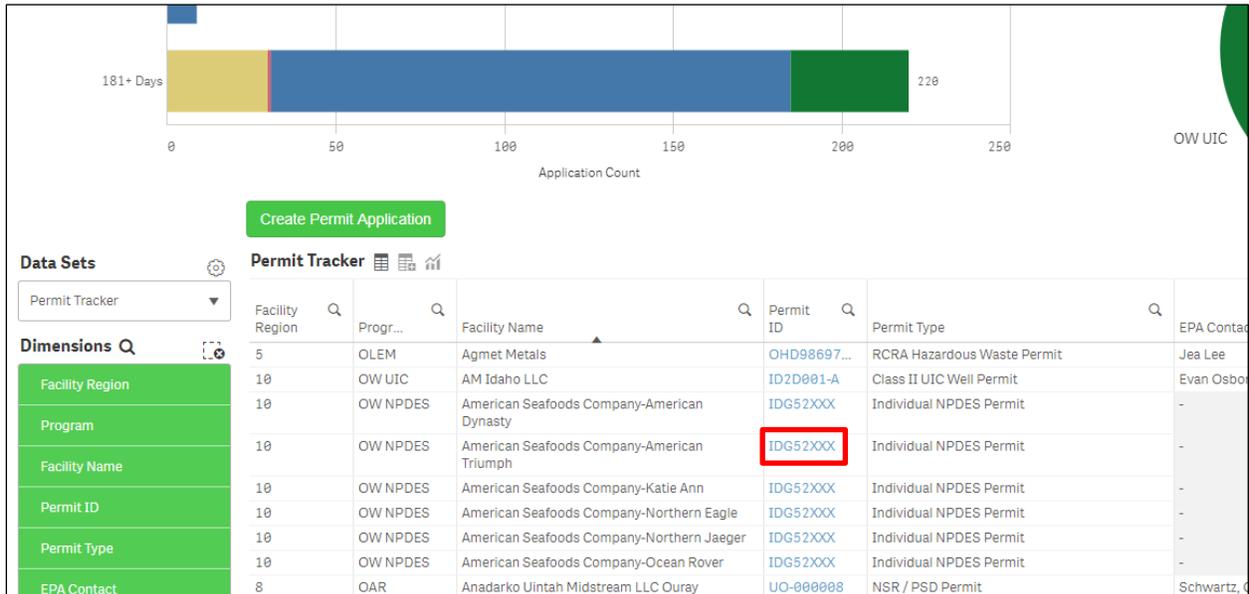
Show 10 entries Search:

FACILITY NAME	PROGRAM	PERMIT TYPE	EPA CONTACT	APPLICATION RECEIVED	DATE OF COMPLETE APPLICATION	PERMIT ACTION	LAST MODIFIED
Blackland 9	OW UIC	Class II UIC Well Permit	Chris Tingey	06/05/17			02/19/19
McComb Lease Well #4	OW UIC	Class II UIC Well Permit	Chris Tingey	06/07/17			02/19/19
Chapman B7-D	OW UIC	Class II UIC Well Permit	Chris Tingey	06/08/17			02/19/19

## Updating a Permit Application

1. Within the 'Permit Tracker' table on the ePT dashboard, select the 'Permit ID' associated with the permit application that you would like to update (see Figure 2).
2. A page will open that will prompt you to log into CDX. Enter your CDX username and password.
  - a. If you are already logged into CDX, the applicable permit application page will appear.
3. The most recently saved permit application will open. Update the permit application as needed.
4. Click 'Save' or the 'Save and Exit' button to save all changes (see Figure 3).
5. Updated permit information will be reflected on the ePT dashboard within one hour of saving the permit application.

### Figure 2: Permit Tracker Table



### Figure 3: Saving a Permit Application

The screenshot shows the EPA permit application form for 'Blackland 9'. The form includes sections for Basic Information, Permit Decisions, and Additional Information. The 'Save' and 'Save and Exit' buttons at the bottom are highlighted with red boxes.

**Basic Information**

- Program: OW UIC
- Permit Type: Class II UIC Well Permit
- Facility Name: Blackland 9
- Application Received Date: 2017 Jun 5
- Permit ID: 06S1262P6474
- EPA Contact: John Doe

**Permit Decisions**

- Permit Issued or Denied by EPA, or Withdrawn by Applicant: - None -
- Date of Permit Action: Year, Month, Day
- Permit Effective Date: Year, Month, Day
- Date of Permit Expiration: Year, Month, Day
- Permit Appealed: Year, Month, Day

**Additional Information**

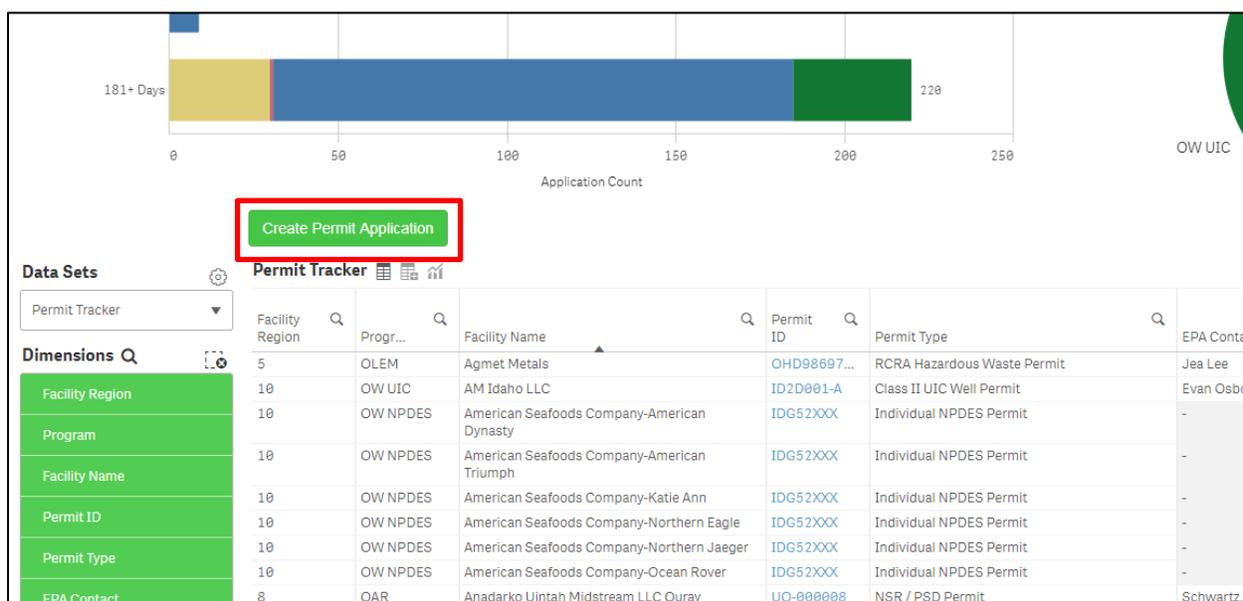
Comments: Bird Creek AO; Backlog exception granted on 8/31/2018

Buttons: Save, Save and Exit

## Creating a New Permit Application

1. On the ePT dashboard, select the ‘Create Permit Application’ button above the ‘Permit Tracker’ table (see Figure 4).
2. A page will open that will prompt you to log into CDX. Enter your CDX username and password.
  - a. If you are already logged into CDX, a blank permit application form will open.
3. A blank permit application form will open. Update any of the fields as necessary.
4. Click ‘Save’ or the ‘Save and Exit’ button to save all changes (see Figure 3).
5. New permit applications will be reflected on the ePT dashboard within one hour of saving the permit application.

**Figure 4: Create Permit Application**



## Permit Application Form: Specific Questions

1. *Program*: Select from the drop-down list of programs.
  - a. This field is a required field. You cannot save the permit application without making a selection.
2. *Permit Type*: Select from the drop-down list of permit types.
  - a. This field is a required field. You cannot save the permit application without making a selection.

3. *Facility Name*: The public or commercial name of a facility site (i.e., the full name that commonly appears on invoices, signs, or other business documents, or as assigned by the state when the name is ambiguous).
  - a. This field is a required field. You cannot save the permit application without entering content.
4. *Application Received Date*: Date that the application was received by regional office.
5. *Permit ID*: ID number that will be used by the respective regional or program office to track the permit.
6. *Facility Region*: Select from the drop-down list of regions.
  - a. This field is only displayed for users with a Reviewer role.
  - b. This field is a required field. You cannot save the permit application without making a selection.
7. *EPA Contact*: Name of the person responsible for developing the permit and moving it forward in the process, or name of anyone who could provide such information.
8. *Date of Determination that Application is Complete*: Date on which EPA determines that the information provided by the applicant is sufficient to process the application.
  - a. This field is only displayed for users that have selected the following permit types:
    - i. NSR / PSD Permit
    - ii. Title V Major Operating Permit
    - iii. Renewal Title V
9. *Permit Issued or Denied by EPA, or Withdrawn by Applicant*: Action taken. EPA issued or denied the permit (i.e., RA or other authorized official signed), or the applicant withdrew.
10. *Date of Permit Action*: Date of EPA decision to issue or deny, or applicant withdrawal.
11. *Permit Effective Date*: Date on which the permit becomes effective.
12. *Date of Permit Expiration*: Date on which the permit will expire.
13. *Permit Appealed*: Date of permit appeal.
14. *Comments*: General comments associated with the permit application.

## Support

If you have any questions related to permit application development, please contact David Jacobson at [jacobson.david@epa.gov](mailto:jacobson.david@epa.gov) or by telephone at 202-343-9419.

If you have any questions related to CDX electronic Permit Tracker, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net), by telephone at 888-890-1995 or via a [Chat service](#). Once the link is clicked, it will start an immediate connection to the Help Desk.