**NPDES Electronic Reporting Rule Implementation Plan Template Project**

**Integrated Project Team (IPT) Charter  
October 22, 2015**

This Charter defines the mission, leadership, and membership of an Integrated Project Team (IPT) that will guide the development and distribution of the NPDES Electronic Reporting Rule Implementation Plan template. Integrated Project Teams achieve successful solutions to complex problems that affect multiple organizations. They are multi-disciplined, cross-functional teams designed and intended to bring together all the business and technology skills required to construct a successful solution and to include representation from the various organizations that have different functional roles relevant to the problem.

**Project Name: NPDES E-Reporting Rule Implementation Plan Template IPT  
Program Name: NPDES Electronic Reporting Rule  
Sponsor Exchange Network Leadership Council  
U.S. EPA Co-Chair: Carey Johnston, U.S. EPA, Office of Compliance  
State Co-Chair: Elisa Willard, Colorado Department of Public Health and Environment  
Start Date: November 16, 20015  
End Date: January 31, 2016**

**NPDES Electronic Reporting Rule Program Background**

On October 22, 2015, EPA published the final National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule. This regulation requires the electronic reporting and sharing of Clean Water Act NPDES program information instead of the current paper-based reporting of this information. By modernizing this Clean Water Act reporting program, permittees and regulators will use existing, available information technology to electronically report data related to the NPDES permit program. This regulation will help provide greater clarity on who is and who is not in compliance and enhances transparency by providing a timelier, complete, more accurate, and nationally-consistent set of data about the NPDES program. The transition from paper to electronic reporting will require close coordination and cooperation between EPA and authorized NPDES programs and will occur in two phases.

In accordance with the final rule [40 CFR 127.26(h)], as part of Phase 2 of the e-reporting, authorized NPDES programs will need to submit an Implementation Plan (IP) to EPA by **December 21, 2016** for EPA’s review. The content of these plans must provide enough detail (e.g., key tasks and end dates) to ensure successful implementation of electronic reporting for Phase 2 data.

**Purpose and Structure of this IPT**

Through joint governance and multi-agency representation, the NPDES E-Reporting Rule Implementation Plan IPT will facilitate the successful design and distribution of a template for authorized NPDES programs to use in creating their individual IPs as required by the rule. The IPs are likely to:

1. Describe key tasks for electronically collecting all Phase 2 data from NPDES-regulated facilities (e.g., developing and deploying electronic reporting systems and applications);
2. Describe key tasks for updating state NPDES data systems to manage and share Phase 2 data with EPA’s ICIS-NPDES (e.g., adding new data elements to state NPDES data systems, updating the state’s electronic data transmission capabilities, which includes incorporating new data schemas and Environmental Information Exchange Network node plugins);
3. Describe Cross-Media Electronic Reporting Regulation (CROMERR) compliance status for electronic reporting systems (e.g., approval dates or anticipated approval end dates for each NPDES data group);
4. Provide scheduled end dates for updating state statutes, regulations, and NPDES permits;
5. Summarize outreach and training necessary to alert and educate NPDES-regulated entities on how to utilize electronic reporting systems;
6. Identify date or dates when the state will contact EPA regarding a possible reassessment of the Implementation Plan due to unforeseen events or circumstances. The cooperative discussion between EPA and the state is intended to help evaluate all options for ensuring that the state will be able to meet its own scheduled milestones; and
7. Describe temporary and permanent waiver approval processes.

The IPs are meant to be updated as needed to assist states with their implementation activities. They can also help share information and advice across authorized NPDES programs to help ease implementation of electronic reporting.

To assist authorized NPDES programs, this IPT will produce an Implementation Plan template for creating and submitting IPs in accordance with the Rule. The IPT will also determine how this template will be distributed to NPDES authorized programs and how NPDES authorized programs can submit their plans to EPA.

To meet the proposed end date, the IPT may divide into two groups: a small core group to write the template and a review group made up of all IPT members.

The IPT meetings will focus on the mission and responsibilities detailed in this document. The frequency of IPT meetings will be determined based upon IPT stakeholder needs and may be adjusted. It is projected that this IPT will have a maximum of four meetings. The IPT Co-Chairs will determine the meeting process, schedule, and topics. Given the diversity in geographical location of stakeholders, the IPT will meet via conference call. At this time, the Co-Chairs do not anticipate in-person meetings.

IPT Co-Chairs and Management Responsibilities

1. Facilitate participation of, and communication with, all IPT stakeholders.
2. Facilitate agreement amongst IPT stakeholders on template design, distribution, and submission development.

IPT Stakeholder Responsibilities

1. Contribute to and review template drafts
2. Participate in all conference calls
3. Discuss and reach agreement on template design distribution and submission.