

ADEC Quick Reference Guide for Electronic Submission of APDES Program Specific Reports through NetDMR (Permittees & Internal Users)

NetDMR can be used to send electronic copies of other NPDES required reports to ADEC by submitting these documents as an attachment to an electronic DMR. The Attachment can be submitted in a "pdf", "Word", and/or "Excel format and will retain the format that it was submitted in. However, ADEC & EPA recommends a "pdf" format to prevent any inadvertent changes being made to the attachment.

The following restrictions apply to any attachments added through NetDMR:

Restrictions:

- Each file may not be larger than 20 megabytes.
- The File Name must not contain any spaces
- The File Name must not contain any special characters(", *, ', /)
- File formats that are not acceptable are .com, .dll, .exe. or .vbs

Adding Electronic Reports

To add an attachment while using the "Edit DMR" screen in NetDMR (see below),

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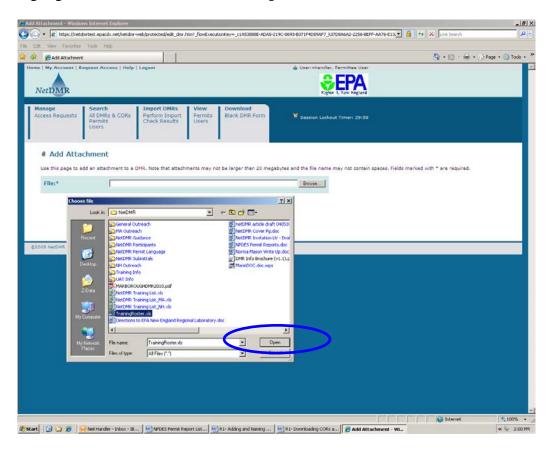
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Scroll down to the bottom of the "Edit DMR" screen and click on the "Add Attachment" Button.

This will bring up the following screen where you can use the "Browse" button to locate the file you are interested in attaching.

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Then click on the "Attach File" button or the "Cancel" button if you made a mistake.

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Naming Electronic Reports

In order to help standardize the way reports are named when submitted as an attachment using NetDMR, ADEC is requesting that each facility use the following approach. Each Report should be named using the following convention consisting of the NPDES permit ##, the Report Type Name (see next page), the year and month the report covers:

APDESPermit#_ReportTypeName_YYYY_MM

For example, if the Generic Alaska WWTF was submitting its monthly operating report in for February of 2017 as an attachment, the report name would be:

"AK0000123_GENAK_2017_FEB"

Report Name	Report Attachment Naming
24 Hour Reporting of Non-	Report Attachment Naming
Compliance	24HrNC_YYYY_MM
Benthic Organism Study	BenthicOrg_YYYY_MM
Bioconcentration Study	Bioconc_YYYY_MM
Biological Monitoring	BioMon_YYYY_MM
Biosolids	Biosolids_YYYY_MM
Collection System	CollectSys _YYYY_MM
Compliance Schedule	CompSch _YYYY_MM
Construction Schedule	ConstrSch _YYYY_MM
CSO Report	CSO_YYYY_MM
DMR Cover Letter	DMRCov_YYYY_MM
Flow Management	FlowMgmt_YYYY_MM
Ground Water Management	GWMgmt_YYYY_MM
Hydrostatic Test Water Discharge	HydroTest_YYYY_MM
Inflow and Infiltration	II_YYYY_MM
Laboratory Report	Lab_YYYY_MM
Metals Study	Metals _YYYY_MM
Mixing Zone Study	MZStudy YYYY_MM
Monthly Operating Reports	MOR_YYYY_MM
Notice of Change	NOC_YYYY_MM
Nutrient Study	Nutrient_ YYYY_MM
Other	Other_YYYY_MM
Pretreatment Local Limits Evaluation	PreLLE_YYYY_MM
Pretreatment Annual	PreAnnRpt _YYYY_MM
Pretreatment Streamlining Rule	PretSR_YYYY_MM
Pretreatment Regulatory Conformance	PretRC_YYYY_MM
SSO Report	SSO_YYYY_MM
Sediment Monitoring	SedMon_YYYY_MM
Special Studies	SpecialStdy_YYYY_MM
Stormwater Report	StormH20_YYYY_MM
TIE/TRE Toxicity Reduction Evaluation	ToxRedEval _YYYY_MM
TRC Continuous Monitoring	TRCMon_YYYY_MM
Treatability Study	TreatStdy _YYYY_MM
Whole Effluent Toxicity	WET_YYYY_MM

APDES Permit-Related Report Names