



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),

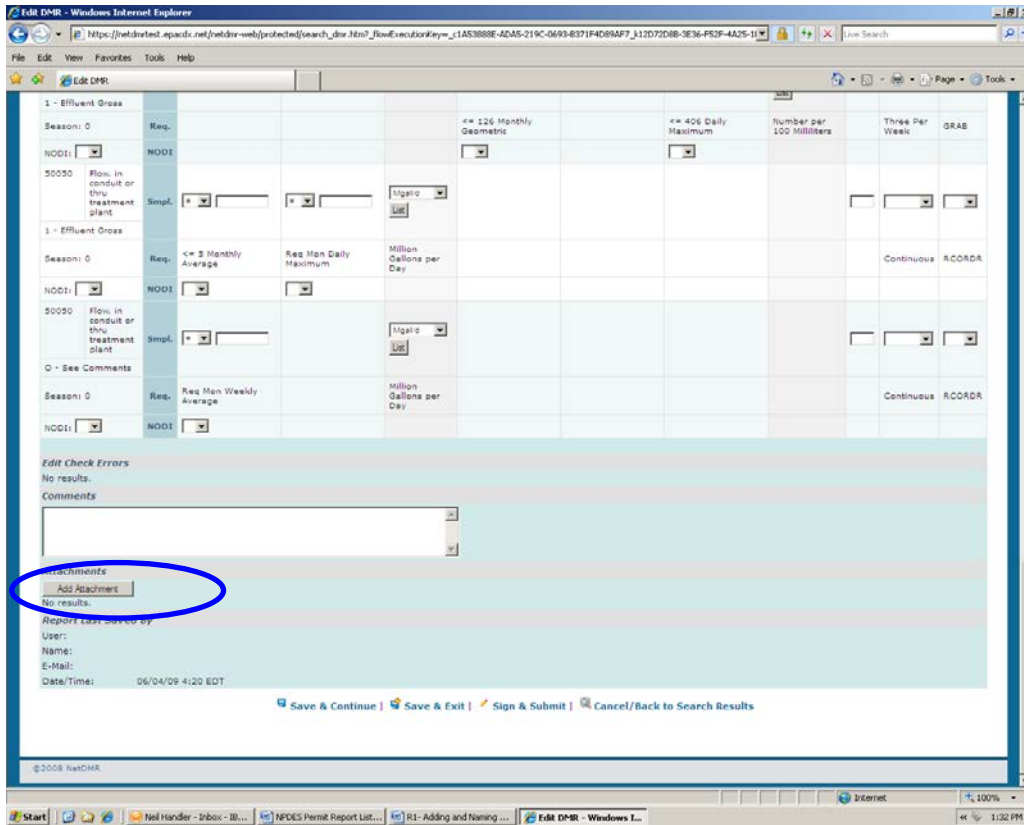
The screenshot shows the 'Edit DMR' interface. At the top, there are navigation links: Home, My Account, Request Access, Help, Logout. The EPA logo is visible. Below the navigation is a menu with options: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, Download Blank DMR Form. A session timeout timer is shown as 22:42. The main content area has a toolbar with buttons: View All, Clear Parameter Fields, Save & Continue, Save & Exit, Sign & Submit, Print Friendly View, Cancel/Back to Search Results. The 'Edit DMR' button is circled in blue. Below the toolbar is a form with the following fields:

Permit ID:	NH0100161	Major:	
Permittee:	MERRIMACK W W T F	Permittee Address:	26 Mast Rd MERRIMACK, NH 03054
Facility:	MERRIMACK WASTE WATER TREATMENT PLANT	Facility Location:	26 MAST ROAD MERRIMACK, NH 03054
Permitted Feature:	001 - External Outfall	Discharge:	A - TREATED SANITARY & INDUSTRIAL
Report Dates & Status		DMR Due Date:	08/19/09
Monitoring Period:	From 07/01/09 to 07/31/09		
Status:	Ready for Data Entry		

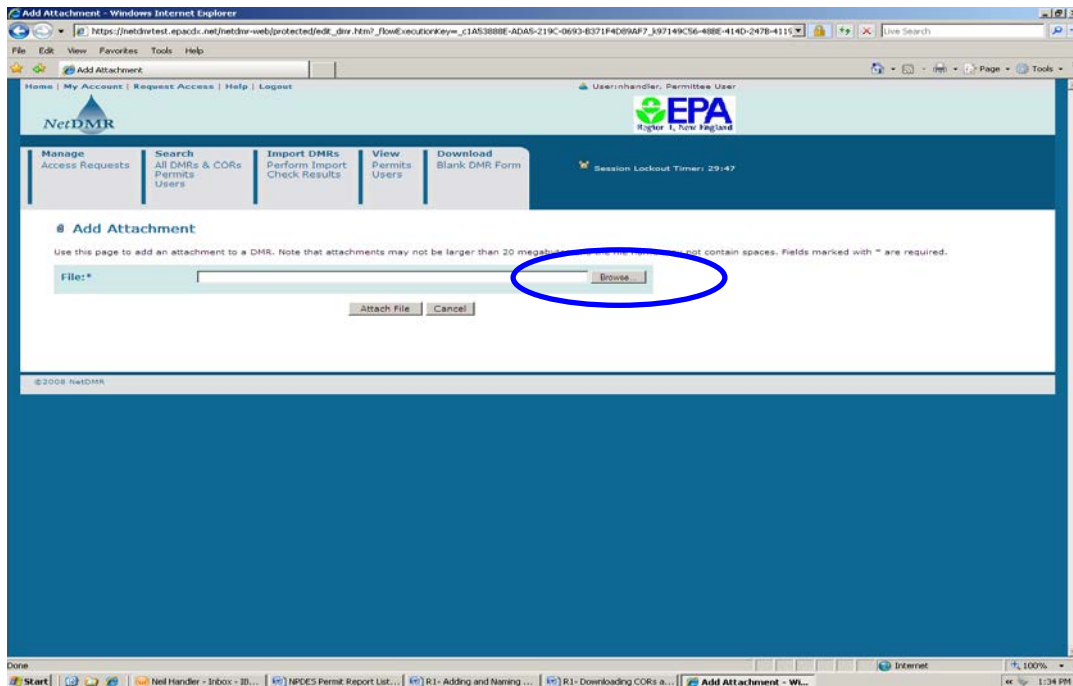
Below the form is a table showing parameters for monitoring:

Parameter	NODI	Quantity or Loading	Quality or Concentration	# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	Value 1	Value 2	Value 3	Units	Units
00210	BOD5 - 5hr. 20					

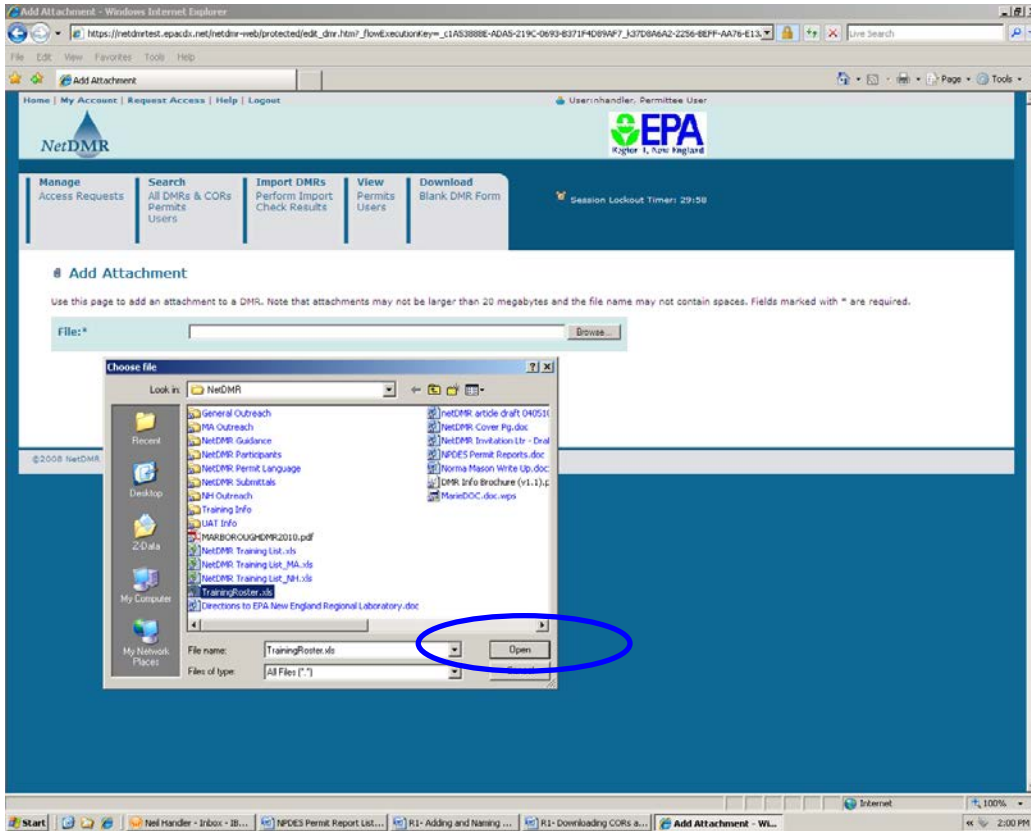
Scroll down to the bottom of the “Edit DMR” screen and click on the “Add Attachment” Button.



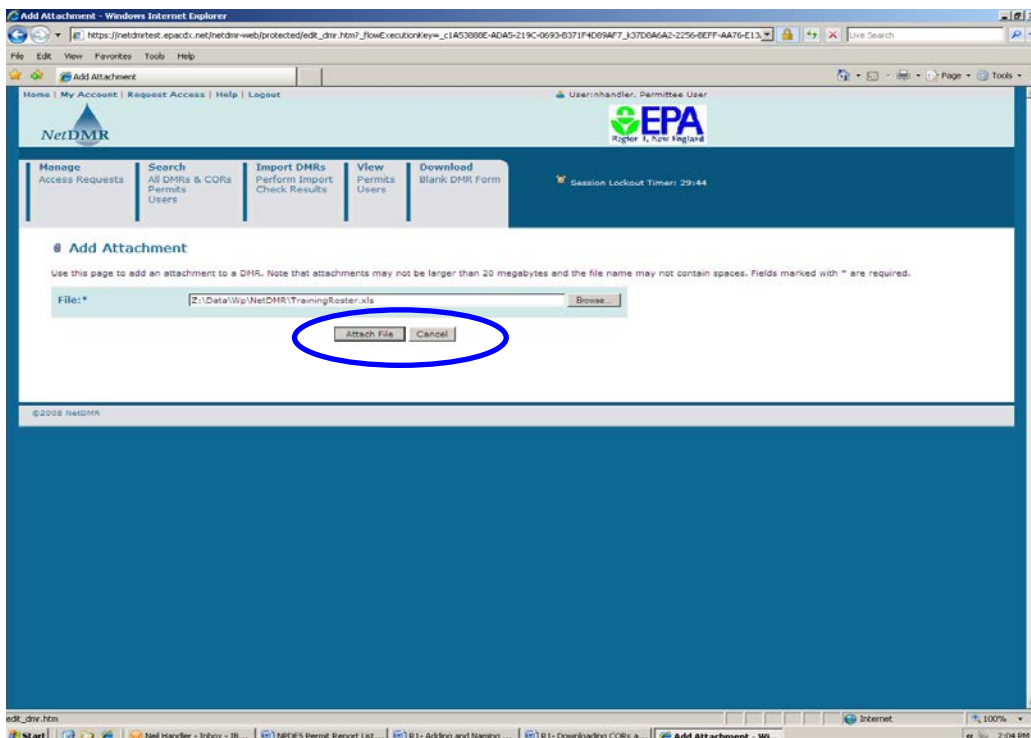
This will bring up the following screen where you can use the “Browse” button to locate the file you are interested in attaching.



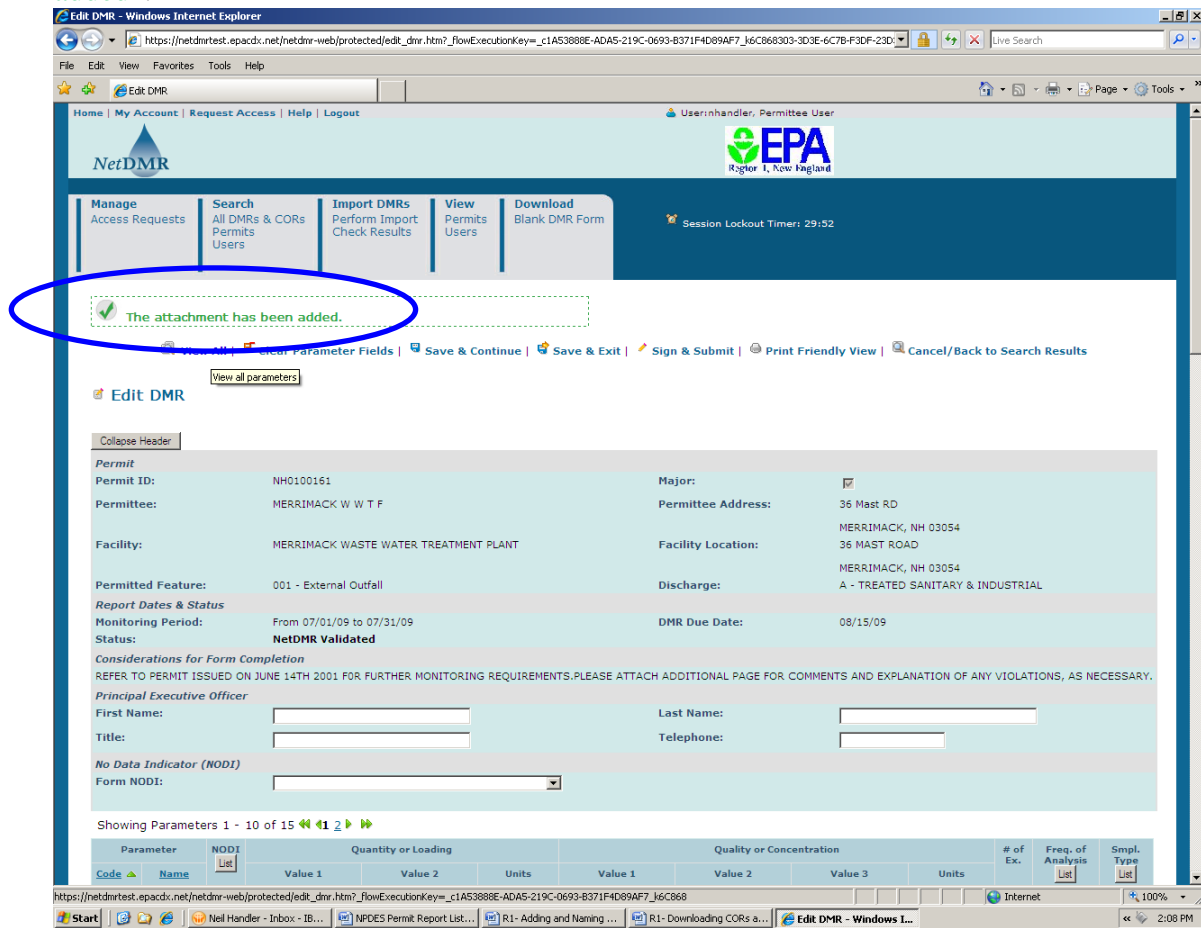
Once you have located the file you want to add, you can either double click on that file or highlight the file name and click on **“Open”** button.



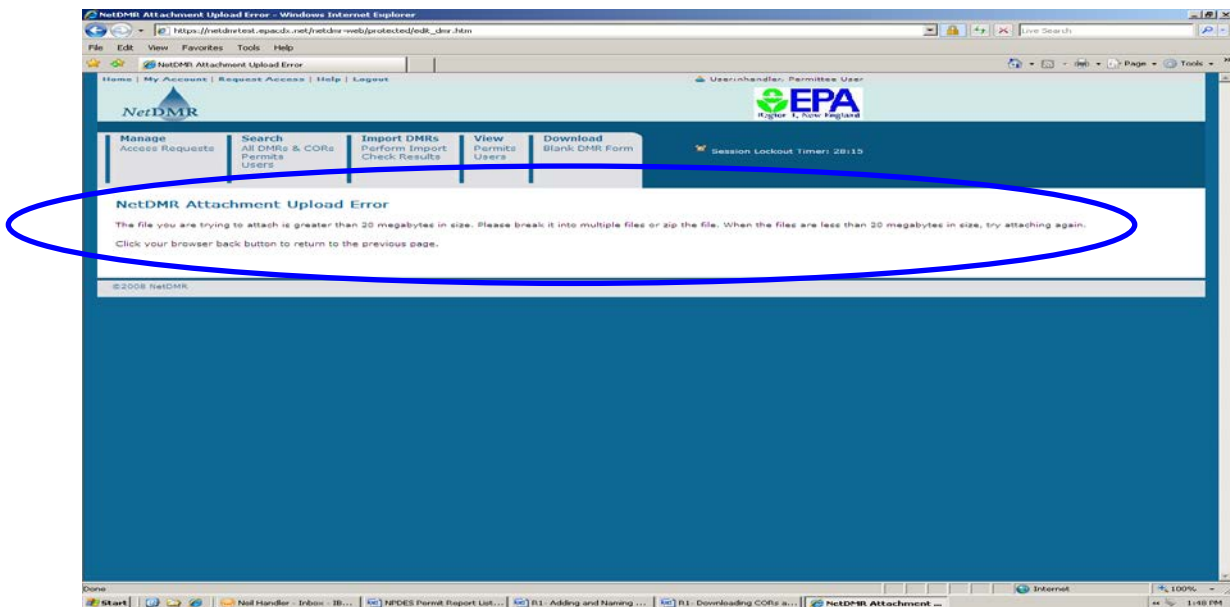
Then click on the **“Attach File”** button or the **“Cancel”** button if you made a mistake.



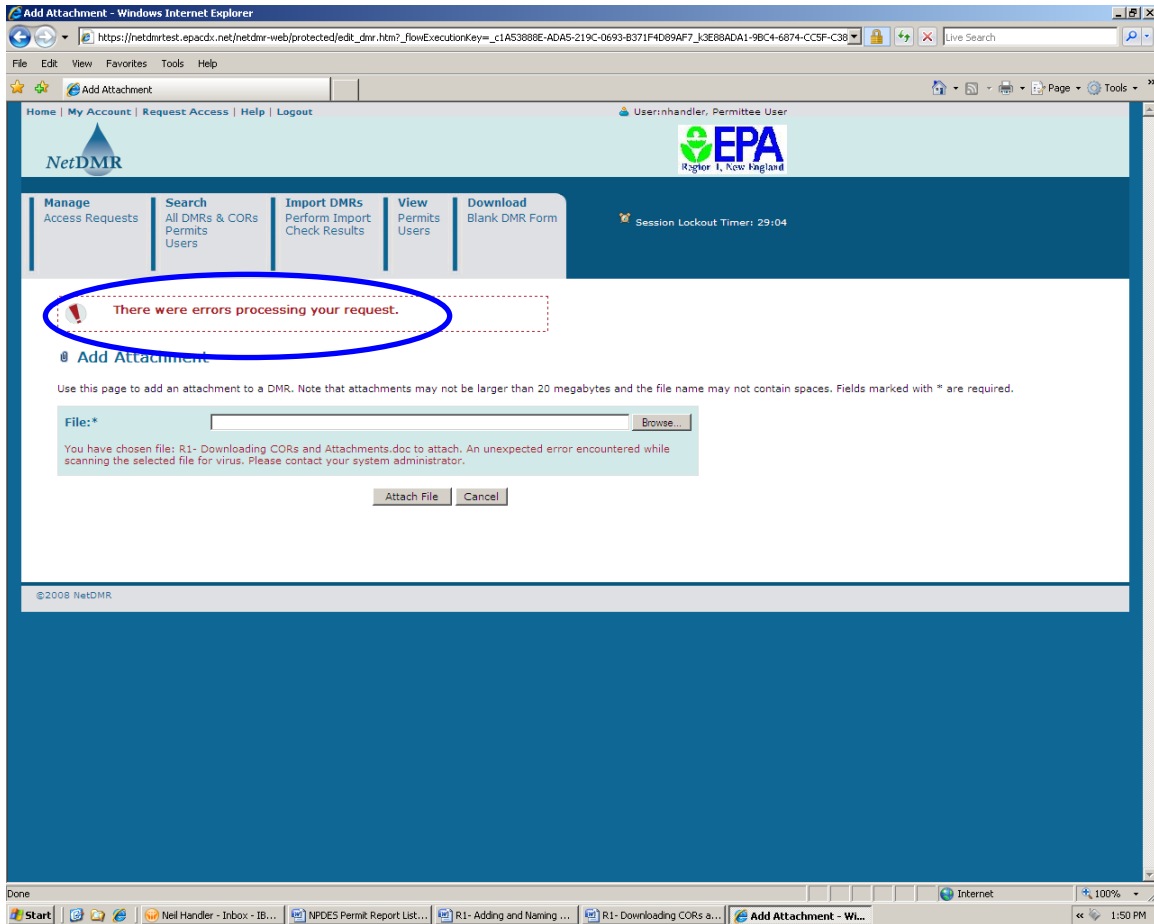
If all went well, you should receive the following message “The attachment has been added”.



If NetDMR had problems loading your file, for example if the file size was too large, you will receive the following error message “NetDMR Attachment Upload Error”.



Or if your file name has a space in it or has some other special character not allowed, you will receive the following error message “**There were errors processing your request**”.



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”

APDES Permit-Related Report Names

Report Name	Report Attachment Naming
24 Hour Reporting of Non-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	StormH2O_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