
NetDMR User's Guide

How to Complete and Submit Electronic
Discharge Monitoring Reports



State of Alaska

Department of Environmental Conservation
Division of Water – Information Program

10/25/2024

Table of Contents

Introduction	4
Overview of NetDMR System	4
Reasons and Benefits of Using the NetDMR System	4
Common NetDMR Terms	4
Getting Started	5
User Type	5
Role	6
Creating an Account	7
CDX Account Registration	8
Login.gov Account Creation	13
Authentication Method Setup	16
Adding an Organization	23
CDX Electronic Signature Agreement (ESA)	26
Requesting Access for Specific NPDES IDs	29
Signatory.....	31
Duly Authorized Representative	32
How to Delete your NetDMR Subscriber Agreement	34
Managing Access Requests	34
Delete Access Rights	36
Managing Permittee and Data Provider User Access Requests	36
Viewing all Signatories and Users for Permits	37
Viewing All Permit Signatories	37
Viewing All Permit Users	39
View User Account Details	40

NetDMR Functions	41
Searching for Available Permit IDs	41
Search for DMRs	43
Search All DMRs and CORs.....	43
Enter DMR	48
Enter Basic Facility Information and Form NODI	48
Table of Parameters	49
Parameter Measurements or Statistics	50
Filling Out the DMR Form	56
Attachments	57
Page Level Edit Options	57
Report Last Saved By	58
Sign and Submit DMR.....	58
Edit Check Error Table	59
DMR Submittal	60
Searching for an Unscheduled DMR	63
Last 10 Logins	64
Correct a DMR	65
How to Add an Email to Receive DMR Submission Notifications	66
Action Required Emails	66
Additional Resources	68

Introduction

Overview of NetDMR System

NetDMR is a Web-based tool that allows National Pollutant Discharge Elimination System (NPDES) permittees to electronically sign and submit discharge monitoring reports (DMRs) to EPA's Integrated Compliance Information System (ICIS-NPDES) via the Central Data Exchange (CDX) node on the Environmental Information Exchange Network (NEIEN). NetDMR is designed to reduce the burden on EPA, states, and the regulated community; improve data quality; provide a cost savings; and expand the ability of both states and EPA in targeting their limited resources to meet environmental goals. An essential component of NetDMR is the exchange of data with ICIS-NPDES allowing permittees to complete a DMR that is specific to their permit limits and outfalls. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR effective December 21, 2016.

Within the EPA's National NetDMR system, the ability to view and modify data is controlled by the regulatory authority (RA) that is authorized to implement the NPDES program that warrants submission of the DMR. A NetDMR User is affiliated with (a facility, a labor contractor, a state, an EPA region, or EPA headquarters) and the roles a User can be assigned to.

Reasons and Benefits of Using the NetDMR System

- ✚ Saves facilities compliance costs with a streamlined reporting method and readily available computer tools.
- ✚ Improves accuracy of compliance data by eliminating potential errors that might otherwise be introduced through manual data entry processes.
- ✚ Places the facility in control of reporting on time.
- ✚ Incorporates legal and security encryption measures to ensure the identity of the sender and the integrity of the information.
- ✚ Allows facility personnel to easily obtain up-to-date reporting requirements.
- ✚ Provides immediate feedback of compliance status for proper actions.
- ✚ Serves as a secure electronic communication channel.

Common NetDMR Terms

Acronym/Term	Definition
CDX	Central Data Exchange (epa.gov/cdx)
COR	Copy of Record, a legally enforceable copy of a DMR submission
CROMERR	Cross-Media Electronic Reporting Regulation (epa.gov/cromerr)
DAR	Duly Authorized Representative
DMR	Discharge Monitoring Report, generated by permittees regulated under the National Pollutant Discharge Elimination System and containing information pertaining to the self-monitoring of discharges into waters regulated under the Clean Water Act.

eDMR	Electronic Discharge Monitoring Report
EPA	US Environmental Protection Agency

Acronym/Term	Definition
ICIS-NPDES	Integrated Compliance Information System – National Pollutant Discharge Elimination System, a Web-based system that enables individuals from states and EPA to access integrated enforcement, compliance and NPDES data from any desktop connected to the Internet.
Login.gov	Login.gov is the public’s one account and password for government. Login.gov is a shared service and trusted by government agencies. With one Login.gov account you can access applications from participating government partners.
NEIEN	National Environmental Information Exchange Network, an Internet-based system used to securely exchange environmental and health data among EPA, states, tribes and territories, and other partners (www.exchangenetwork.net)
NPDES	National Pollutant Discharge Elimination System (epa.gov/npdes)
OECA	US EPA’s Office of Enforcement and Compliance Assurance
RA	Regulatory Authority/Regulating Agency – A governing body that issues NPDES permits such as States, EPA Regions, or tribes.
RO or RP	Responsible Official or Responsible Party

Getting Started

Please use the web browsers Google Chrome or Microsoft Edge to mitigate any unforeseen functionality issues.

Note: NetDMR’s registration and sign in process uses the Central Data Exchange (CDX) registration services. CDX is an agency user account creation and management tool used for accessing several different EPA systems for electronic reporting with a single sign in. To access NetDMR, Users must have a CDX account.

User Type

The ability to view and modify data within NetDMR is determined by the type of User and Role assigned by the affiliated organization (a facility, a laboratory, contractor, a state, an EPA region, or EPA headquarters) submitting DMR’s.

The four different types of Users are as follow:

- ✚ **Permittees**
 - **Permittee (signature)**
 - **Permittee (no signature)**

- ✚ **Data Providers** (Contractors and Labs)
- ✚ **Internal Users** (EPA & State Regulatory Authority only)

User Type	Who	Definition
Internal User	This is for State/EPA Agency personnel only	A Regulatory Authority staff member with a NetDMR account. Only role able to approve other signatory roles.
Permittee (signature)	If you are a Responsible Official or Duly Authorized Representative AND will Sign/Submit DMRs	A person authorized to sign, view, edit and submit DMRs for a specific permit.
Permittee (no signature)	If you work for the permittee but will NOT Sign/Submit DMRs	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve requests from Data Provider.
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they cannot sign and submit forms.

Role

User Category	Role	Functions
Permittee or Facility	Signatory	<ul style="list-style-type: none"> • View and download CORs • Modify, sign and submit DMRs • Delete DMRs • Request a Permit Administrator role • Sign and submit subscriber agreements • Import DMRs

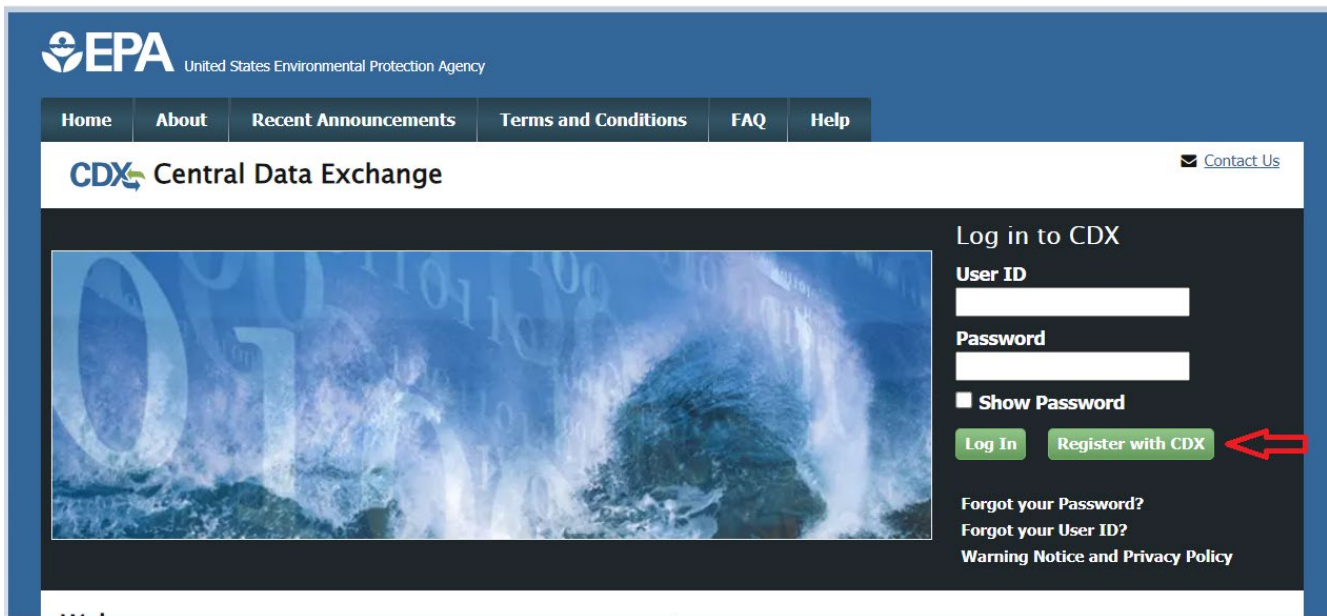
Permittee or Facility	Permit Administrator	<ul style="list-style-type: none"> • Manage permit administrator, edit, read-only, and view partial DMRs requests to view or modify DMRs and CORs • Manage read only access to partially completed DMRs • Request access to view, modify, sign or submit DMRs for a permit • Import DMRs
User Category	Role	Functions
Permittee or Facility	Read Only	<ul style="list-style-type: none"> • View a permit and its DMRs/CORs • View partially completed DMRs • Request Edit, Permit Administrator and Signatory roles
Data Provider (Contractor or Lab)	Edit	<ul style="list-style-type: none"> • View CORs • Import and modify DMRs for a permit • View users • Download CORs
Data Provider (Contractor or Lab)	Read Only	<ul style="list-style-type: none"> • View a permit and its DMRs/CORs • View partially completed DMRs • Request an Edit Role

Creating an Account

This section provides information on how to create a CDX account to sign into NetDMR for data entries, DMR submissions and CORs access. **Note:** The first individual to sign up for NetDMR from your facility must be the Responsible Official (RO) listed on your permit. If the RO information needs to be changed/updated, please contact your permit writer. The RO will choose the CDX “Permittee (Signature)” role and log in to NetDMR as the “Signatory” and request the access to the permit. Thereafter, additional staff members will be able to create their own individual log-in to be able to utilize the system.

- Go to the NetDMR website at <https://cdx.epa.gov> .
- Click on the “Register with CDX” link located under Show Password to start creating a new account as shown in Figure 1.

CDX Account Registration



The screenshot shows the EPA CDX Central Data Exchange registration and sign-in page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header is a white bar with the CDX logo and 'Central Data Exchange' text, and a 'Contact Us' link. The main content area is dark blue and features a large image of a waterfall with binary code overlaid. On the right side, there is a 'Log in to CDX' section with input fields for 'User ID' and 'Password', a 'Show Password' checkbox, and buttons for 'Log In' and 'Register with CDX'. A red arrow points to the 'Register with CDX' button. Below the login fields are links for 'Forgot your Password?', 'Forgot your User ID?', and 'Warning Notice and Privacy Policy'.

Figure 1: CDX Registration and Sign-In Page

Terms and Conditions

- The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

I am the original registrant and owner of the User ID requested

WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

[Cancel](#)

Figure 2: Terms and Conditions

✚ Core CDX Registration:

- Begin typing a program service name or related keywords to filter the list of available services
- E.g., **NetDMR : Network Discharge Monitoring Report (38)**

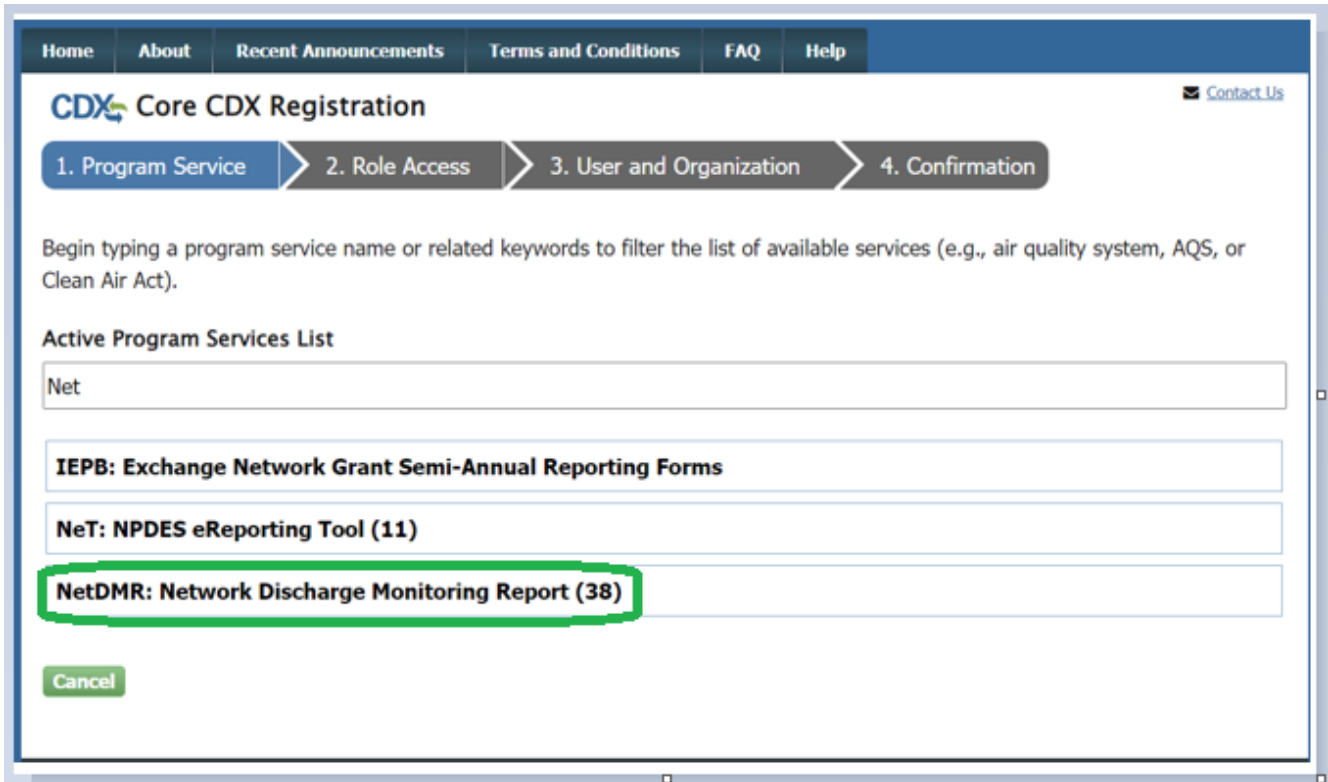


Figure 3: Program Service

- You will then be prompted to select your **State Agency or EPA Region** by clicking on the dropdown field shown in Figure 4.

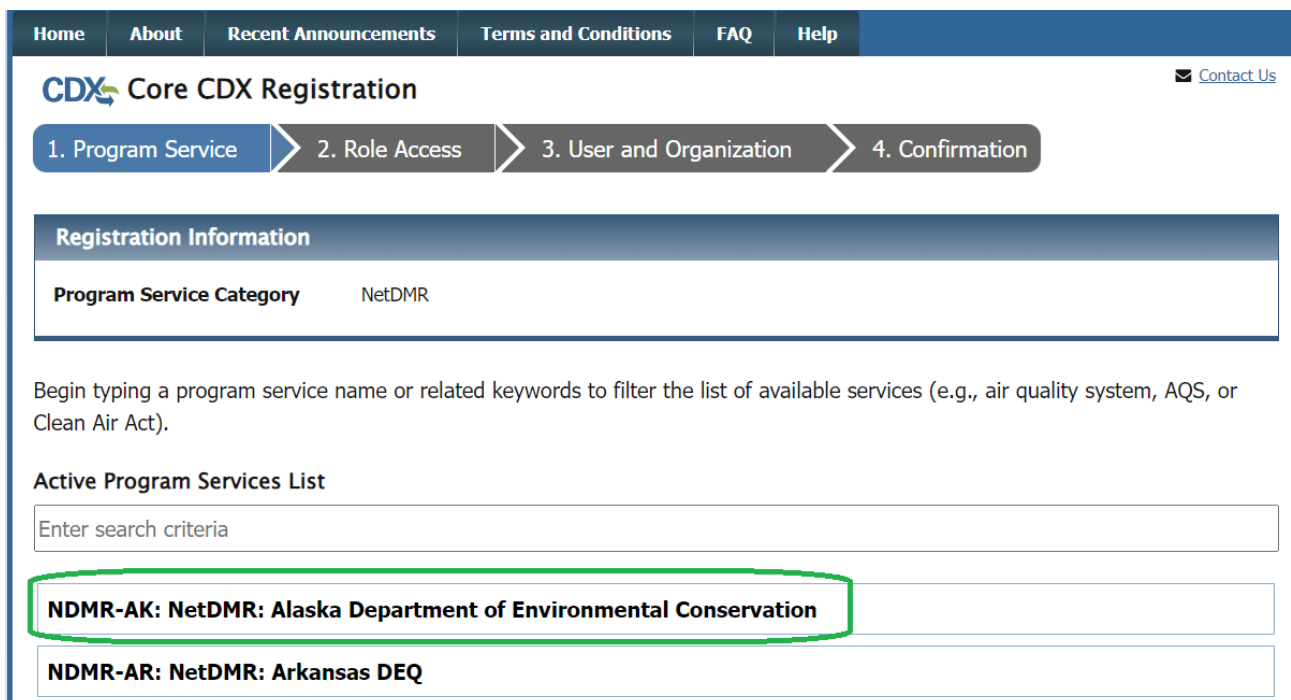


Figure 4: Select Agency/Region

- For State Agency/ EPA Region, select the **Regulatory Agency** where your DMRs are sent.

NetDMR: Alaska Department of Environmental Conservation

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access 3. User and Organization 4. Confirmation

Registration Information	
Program Service	NetDMR: Alaska Department of Environmental Conservation
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Figure 5: Select Role

- Select **Role**:
 - **Data Provider**: Labs, contractors, or 3rd party affiliates who normally edit or view DMR's.
 - **Permittee (no signature)**: A person that edits or views the DMRs and is not able to sign the forms or Permit Administrator of the permit.
 - **Permittee (signature)**: A person authorized to sign DMRs.

Data Provider
Internal User
Permittee (no signature)
Permittee (signature)

Figure 6: Role Dropdown Menu

- ✚ Click “Request Role Access” to continue to the next step.
- ✚ Enter User ID and email address. Click “Continue Registration” (Figure 7)

The screenshot shows the EPA Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Core CDX Registration". Below this, a progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (current step), and 4. User and Organization. A note states: "Please fill out all required fields marked with an asterisk(*)". The form section is titled "Part 1: User Information" and contains two input fields: "User Id *" and "Email Address *". The "Email Address *" field contains the text "example@example.com". Below the form are two buttons: "Continue Registration" and "Cancel".

Figure 7: Continue Registration

- ✚ User ID must be:
 - Minimum 8 characters
 - Cannot contain any spaces
 - Only the following special characters can be used “.”, “-”, “_” and “@”
- ✚ Leaving CDX:
 - You will be redirected to Login.gov to either set up or log in to an existing account.
 - Once you've logged in successfully, you will return to CDX to continue your registration process.

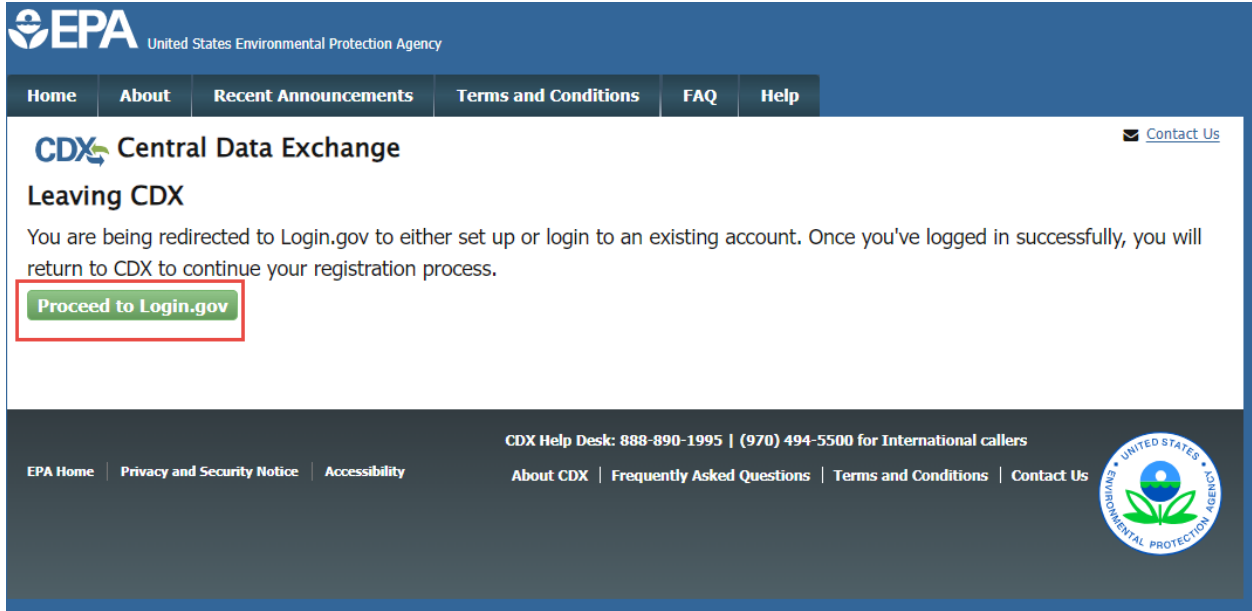


Figure 8: Leaving CDX

Login.gov Account Creation

- ✚ New Login.gov account creation.
 - Click on "Create an account"

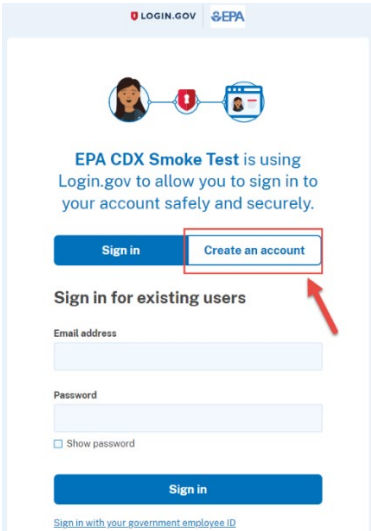


Figure 9: Login.gov account creation

- ✚ Use the same email address used in CDX registration.

LOGIN.GOV EPA

EPA CDX Smoke Test is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)
 Español
 Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Figure 10: Create an Account

- ✚ Check your email:

- Login.gov will send an email to email with a link to confirm your email address.
- Follow the link to continue creating your account.
- You can close this window if you're done.

- ✚ Confirm Email

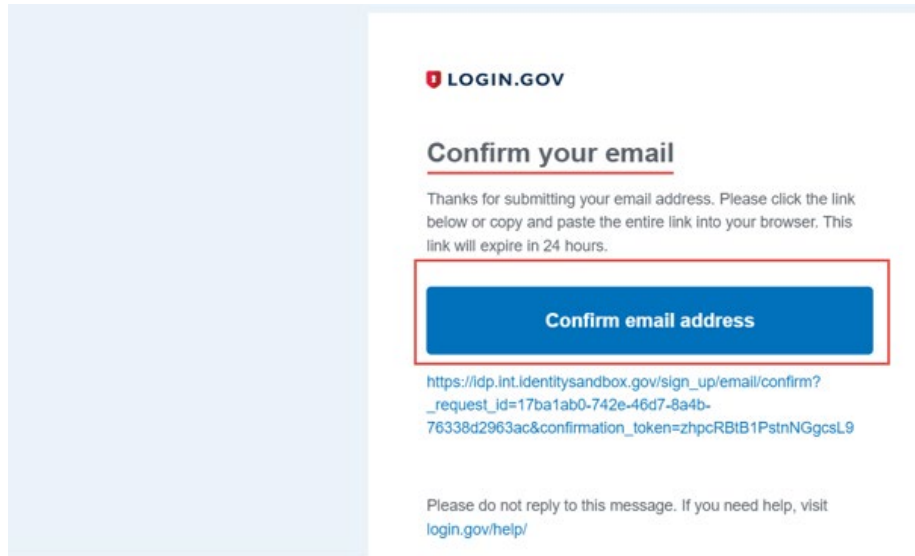


Figure 11: Confirm Email

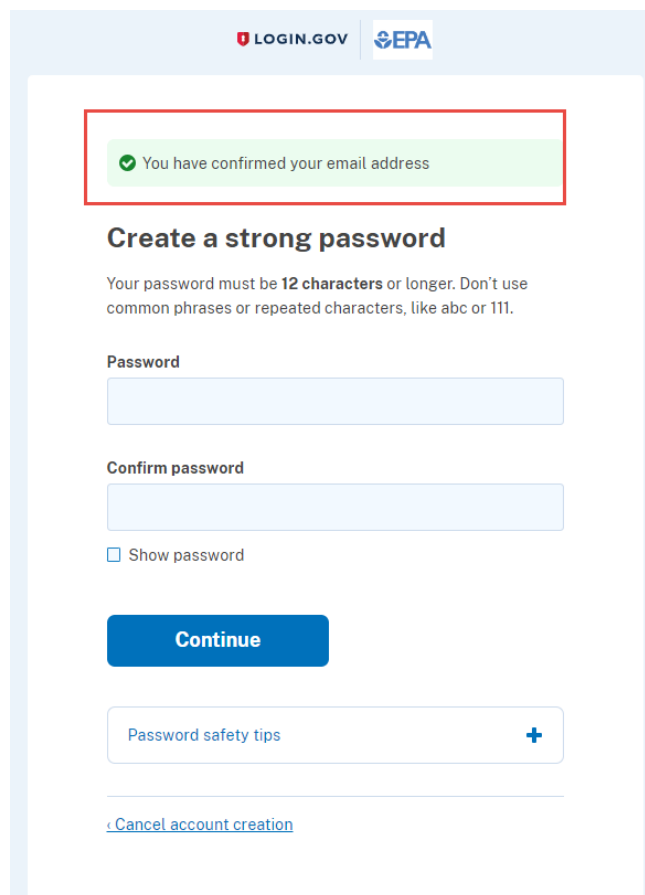



Figure 12: Create Password

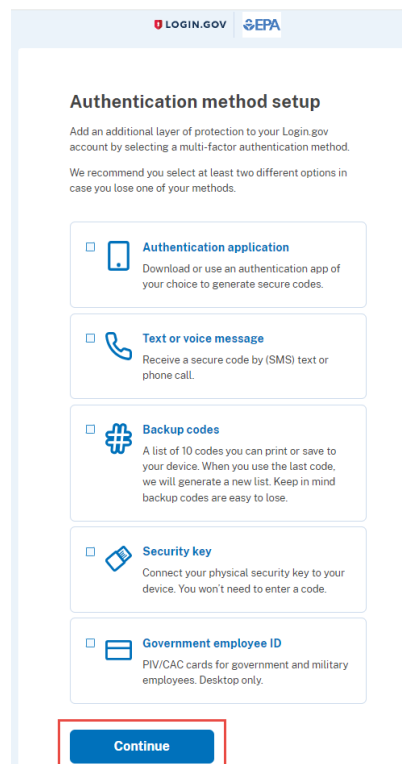
🚩 Your password must have 12 or more characters and avoid combinations such as:

- Common phrases or repeated characters, like abc or 111
- Parts of your email address or personal dates, like your birthday
- The same password, or parts of it, that you use for other accounts, such as your bank account or email

 Set up a second layer of security.

- As an added layer of protection, Login.gov requires you set up an authentication method to keep your account secure. This is referred to as multi-factor authentication (MFA).
- We recommend you select at least two different options in case you lose one of your methods.
- **NOTE:** It is **STRONGLY** encouraged for users to create multiple Multi-Factor Authentication (MFA) in Login.gov to prevent them from having their CDX account deactivated. CDX will not offer a means to relink the account due to security implications. Revocation or loss of a Login.gov account will render the associated CDX account defunct, and retrieval of the account's submission history (Copy of Records) will require submitting a notarized request on company letterhead via paper mail to EPA with proper certification of authorization.

 Authentication method setup



Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
Connect your physical security key to your device. You won't need to enter a code.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Figure 13: Authentication Method Setup

- Authentication application
 - Download or use an authentication app of your choice to generate secure codes.

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

1 Give it a nickname

If you add more than one app, you'll know which one is which.

2 Open your authentication app

3 Scan this QR barcode with your app



Or enter this code manually into your authentication app

R24ZZJ7ZRAVUQNJN6Z7K7M7SK62504HJ

Copy

4 Enter the temporary code from your app

Example: 123456

Remember this browser

Submit

Figure 14: Authentication Application

- Text or voice message
 - Receive a secure code by (SMS) text or phone call.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

[Choose another authentication method](#)

Figure 15: Text or voice message

- Backup codes
 - A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

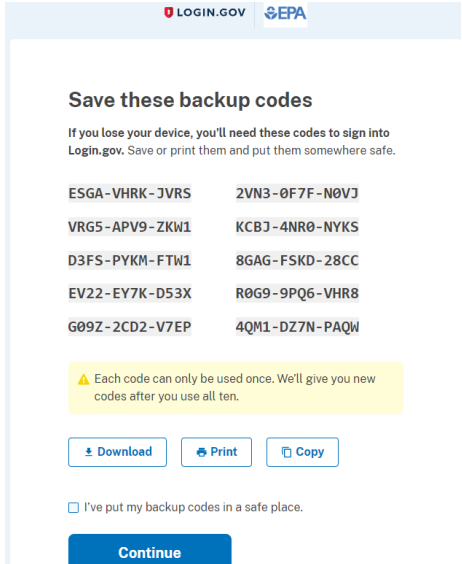


Figure 16: Backup Codes

- Security key
 - Connect your physical security key to your device. You won't need to enter a code.

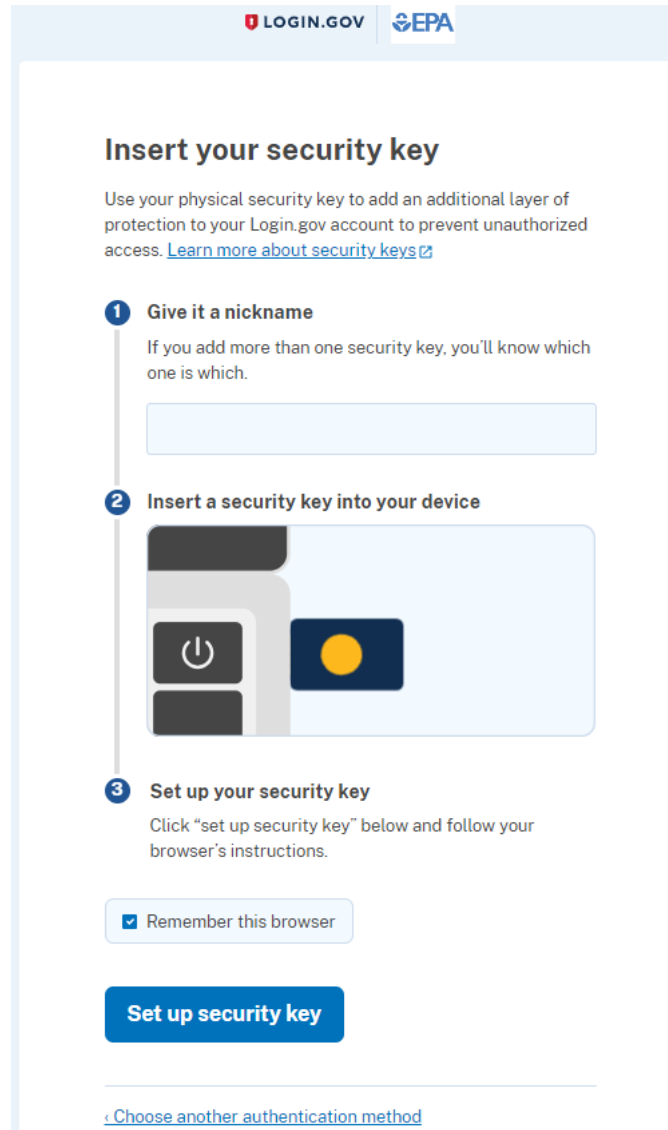


Figure 17: Security key

- Government employee ID
 - PIV/CAC cards for government and military employees. Desktop only.

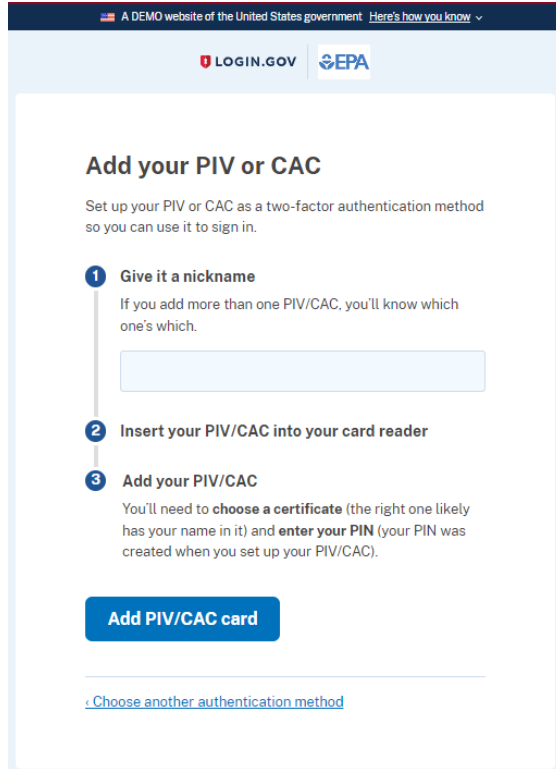


Figure 18: Government Employee ID

➦ Continue with registration in CDX by clicking in "Agree and continue"

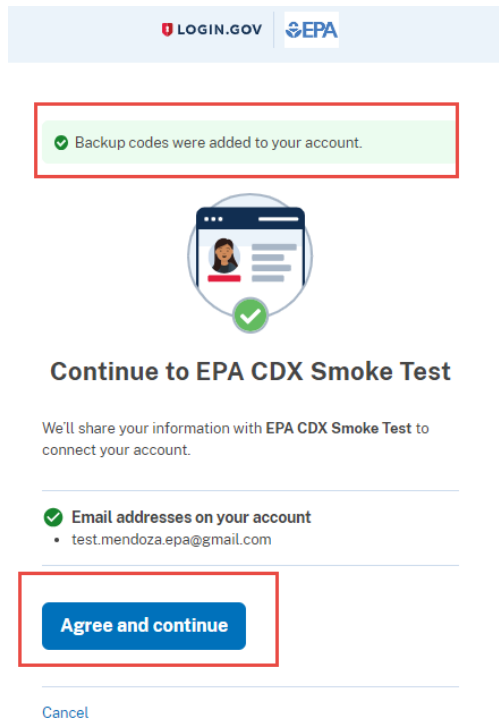


Figure 19: Agree and continue

✚ Fill out the required information marked with asterisks on **User Information** section (Figure 19):

- User ID
- Title
- First Name
- Last Name
- Password
- Re-Type Password
- Security Questions

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Show Passwords and Answers

Figure 20: User Information

✚ Security Questions:

- Select three questions from the dropdown list and enter an answer for each question selected.
- These questions will be used for identity verification by the CDX helpdesk.

✚ Search for your employer's organization. (Figure 21):

Part 2: Organization Info

Enter organization or organization ID

Figure 21: Organizational Information

✚ A list of similar name organizations that meet your search criteria will appear as shown in Figure 22. Select your correct organization.

Part 2: Organization Info

Alaska Airlines

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
██████	ALASKA AIRLINES	PO BOX 68900+-SEAZE	SEATTLE	WA	98168-0900
██████	ALASKA AIRLINES	P.O. BOX 68900 SEAZE	SEATTLE	WA	96168-0900
██████	ALASKA AIRLINES	BOX 68900-SEAZE	SEATTLE	WA	98168

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Figure 22: Select Your Organization

- ✚ Click the organization ID hyperlink on the left of the correct organization.
 - **Note:** There may be multiple pages with similar organization names. Each page is limited to 10 organizations per page shown. Make sure to view all pages.
- ✚ Once you select your organization, you will be prompted to confirm your organization information is correct and enter your email address and phone number. Click “Submit Request for Access” (Figure 23).

Part 2: Organization Info

ALASKA AIRLINES
PO BOX 68900+-SEAZE
SEATTLE, WA, US
98168-0900

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Figure23: Your Organizational Information

- ✚ If the organization is **incorrect**, click on [back to search results](#) link.
- ✚ If the organization is **unavailable**, click on [request that we add your organization](#) link.

Adding an Organization

If you cannot find the organization you are searching for, you will be given the option to submit a request to add a new organization.

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

- ✚ To add your organization, fill out required information (Figure 24):

Part 2: Organization Info

Organization Name *	<input type="text"/>
Country *	<input type="text" value="UNITED STATES"/>
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="example@example.com"/>
Re-enter Email *	<input type="text" value="example@example.com"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

Figure 24: Organization Information

- ✚ After adding organization, a message will load instructing you to check the email account that you registered with for a confirmation message with a link to activate your user account.
 - Enter the code in the email and click on "Create account" to continue account creation

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Confirmation Contact Us Logged in as (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Identity Credentials ✓ 4. User and Organization ✓

A few more steps...

You will soon receive an email confirmation message at [] @gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: TEST2

Code:

Create Account Return to CDX Home

Figure 25: Confirmation

Email Example:

Core Registration Email Verification Request (TEST) Inbox x Print Share

noreply-test@epacdx.net 5:56 PM (1 minute ago) Star Smiley Reply More

to

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID (TEST2) and Password that were selected during the registration process. <https://test.epacdx.net/Registration/EmailValidation?code=pPbhDRT1GyAt> If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page: **XXXXX**

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Services.

Figure 26: Email Example

✚ After entering the code, you will have to enter your job title, click "Next" to continue:

The screenshot shows the EPA Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is 'CDX Core CDX Registration'. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (checked), and 4. Confirmation (active). Below the progress bar, a 'Registration Information' table displays: Program Service: BAH: Load Test AK; Role: Permittee (signature). At the bottom, there is a form field labeled 'Enter Your Job Title *' with a 'Next' button below it.

Registration Information	
Program Service	BAH: Load Test AK
Role	Permittee (signature)

Enter Your Job Title *

Next

Figure 27: Enter Job Title

✚ At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR. Permittee (Signature) must verify their identity and sign an Electronic Signature Agreement.

- ✚ As a permittee signatory, you will have to complete an Identity Verification process via LexisNexis
- Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the Agency. Note: Additional LexisNexis® Information

NOTE: Signatory must enter their legal name, personal home address, date of birth and last 4 of SSN

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name

M

Home Address

Address Line 1*

Address Line 2

City* State* Zip Code*

Home or Personal Phone

Home or Personal Phone

Date of Birth

Month* Day* Year*

Last 4 of SSN

Last 4 of SSN* Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

[Paper Verification](#) [Exit](#)

Figure 28: Identity Proofing

CDX Electronic Signature Agreement (ESA)

If you have the role of a Permittee (signature), you will be required to sign an Electronic Signature Agreement (ESA), which is an agreement between yourself and CDX that will authorize your electronic signature. Once the ESA has been signed, you will be authorized to sign information in NetDMR.

- ✚ CDX uses "Signature Agreement" to authenticate and authorize users who 'certify' data.
- ✚ Only one Signature Agreement needs to be submitted and approved per CDX account.
- ✚ By signing ESA, user is legally bound and obligated to keep their signatory credentials secured, and responsible for their electronic signature as if it were a wet in signature.

- ✚ Sign Signature Agreement.
 - Paper and Electronic signing options available
 - If you choose paper, a Signature Agreement will appear.

- Print it, sign it, and mail it to the address on the Signature Agreement. This could take up to several days or weeks to process.
- An original signature must be received by the Department to approve the Paper ESA. Either mail the original signature agreement to:

DEC-Water-Data
 PO Box 111800
 Juneau AK 99811

Or drop it off at your local DEC office.

- The ESA must be received and approved by the RA before you are able to access NetDMR.
- You will receive an email from your RA once your ESA has been approved.
- Continue the process by logging into your account and proceeding to **Requesting Access to Specific NPDES ID's** on page 29.

✚ Below is an Electronic Signature Agreement:

- **Note:** If you fail electronic authentication, you will be required to submit a paper Signature Agreement.

The screenshot shows a web interface for CDX Registration. The page title is "CDX Registration: Additional Verification". There are navigation tabs for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. A user is logged in as TEST2. The progress bar shows "1. Identity Verification" completed and "2. ESA" in progress. The main heading is "Electronic NetDMR Electronic Signature Agreement". Below this is a paragraph explaining the agreement and a warning about signing on behalf of another person. The form is titled "U.S. Environmental Protection Agency Office of Enforcement and Compliance Assurance NPDES e-Reporting Tool Electronic Signature Agreement". It contains a section for "Electronic Signature Holder Company Information" with a table of fields: Organization Name (CDX TEST1), Address (777 BRISBANE), City, State, Zip (HOUSTON, TX 77061), Province, Country (US), and Phone Number ((202) 555-5555). At the bottom, there are "Sign Electronically" and "Cancel" buttons.

Electronic Signature Holder Company Information	
Organization Name	CDX TEST1
Address	777 BRISBANE
City, State, Zip	HOUSTON, TX 77061
Province	
Country	US
Phone Number	(202) 555-5555
E-mail Address	test.menderson@gmail.com

Figure 29: Electronic Signature Agreement

- A pop-up will appear. Read the notice, if the information is correct, click on "Accept" to continue registration

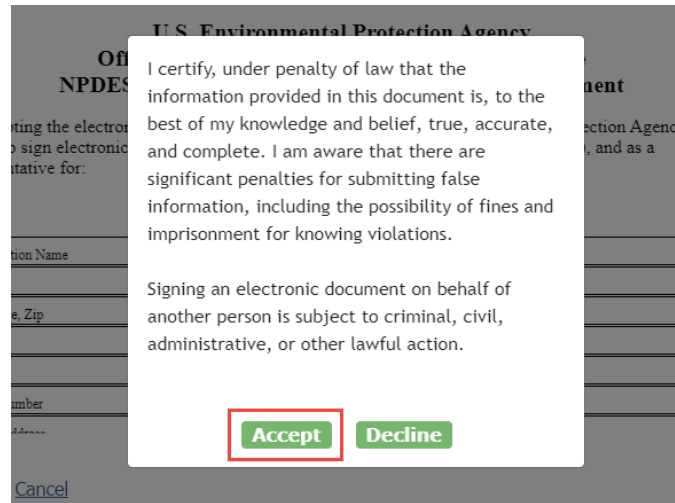


Figure 30: Certification Statement

- After clicking accept, you will be redirected to the CDX landing page.
 - Congrats! You have completed your CDX account:

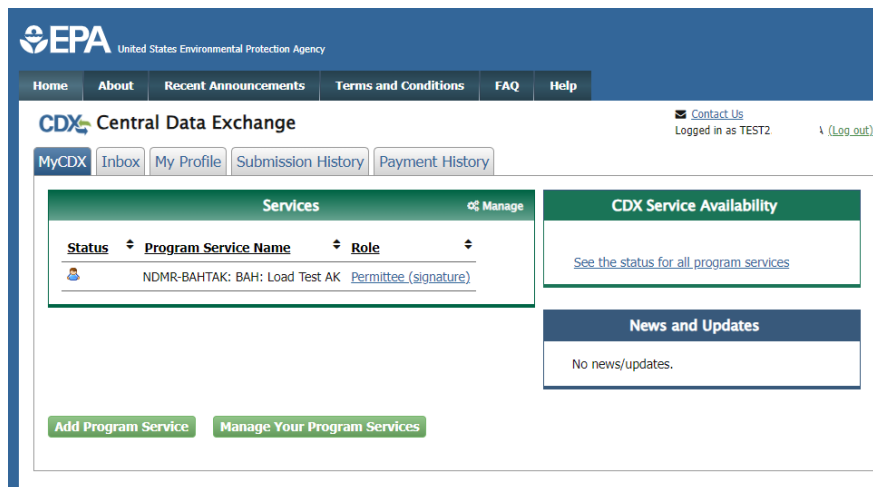


Figure 31: CDX Landing Page

- ✦ After clicking on hyperlink, the next screen will show the NetDMR welcome page. You can now access your NetDMR (Figure 32).

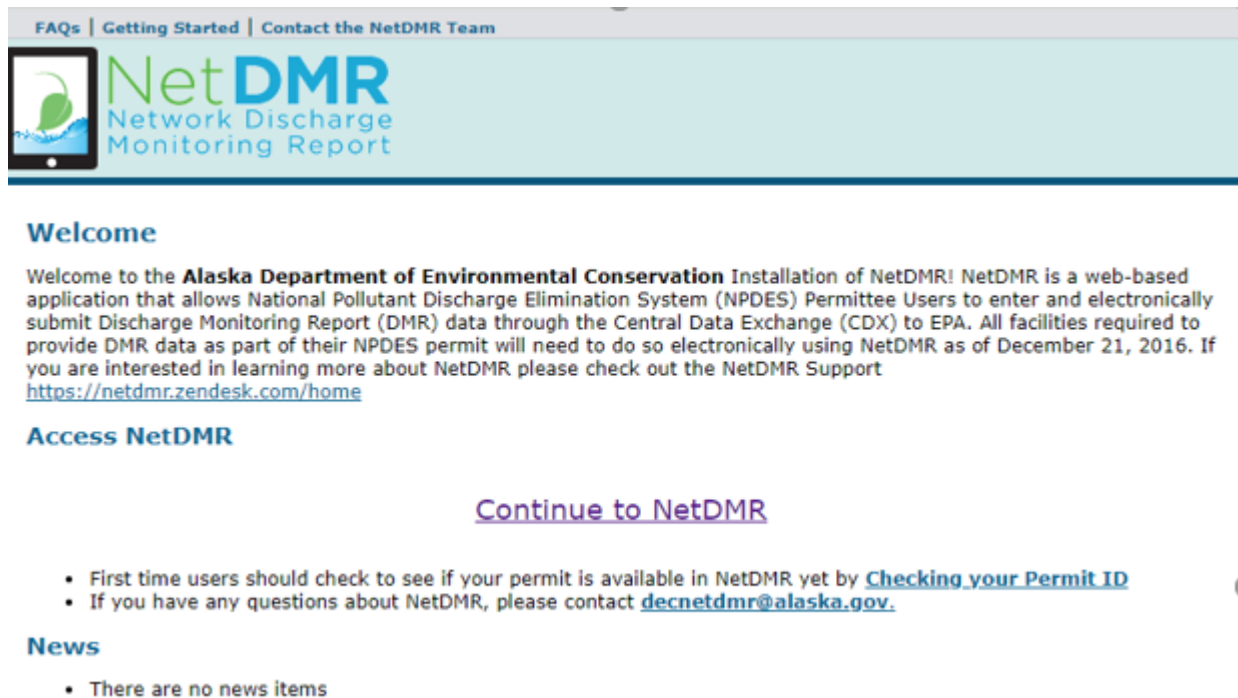


Figure 32: NetDMR Welcome Page

Requesting Access for Specific NPDES ID'S

- ✦ Once in the NetDMR application, you will need to Requesting Access for specific NPDES ID(s).
- ✦ Click on “Request Access” at top of screen (just above NetDMR logo) to type in the permit you want to have access to. (Figure 33)



Figure 33: Request Access

- ✚ Enter Permit ID and hit Enter key. The Facility Name will autofill. Select the Role you require. Then click “Add Request”.

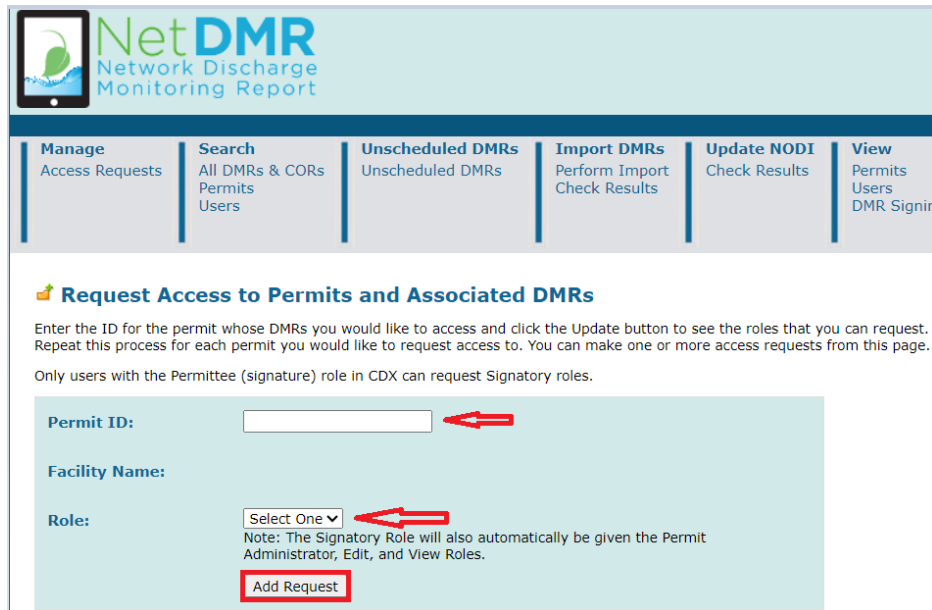


Figure 34: Permit Selection

- ✚ Repeat this process for each permit you would like to have access to.
- ✚ Click “Submit”

Access Requests

A summary of the current access requests is presented below.

Permit ID	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Signatory	



Figure 35: Submit Request

 For **Signatory** requests, an **Additional Information Required** page (Figure 36) will appear after requesting Permit ID access.

- On this page, you will have to click on your Employer's Relationship to the facility in which you are submitting DMR's.

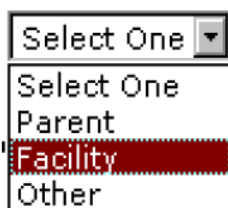
Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
ing080271	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Figure 36: Additional Information

1. Click on the **Employer's Relationship** drop-down box, then click on the desired relationship:



Definition:

Parent – If you work for an organization that owns or controls the organizations for which you are submitting DMRs for.

Facility- If you work for the primary organization for which you are submitting DMRs for.

2. Then click on the radio button next to either:

- a) **“I have the authority to enter into this Agreement for the Company under the applicable standards.”**
 By choosing this option, you are confirming you are the **Responsible Official (RO)**.

OR

- b) **“I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.”**
 By choosing this option, you are confirming you are the **Duly Authorized Representative (DAR)** signing on behalf of your organization’s Responsible Official.

Responsible Official:

- a) If you are the RO, click on the first radio button and click “Submit”.

Duly Authorized Representative (DAR):

- b) If you are the DAR you must identify the RO by filling out the required fields:

- Responsible Official Name
- Responsible Official Title
- Responsible Official Phone Number
- Responsible Official Email Address

3. Review the information displayed is correct, then click “Submit” to continue with the request.

4. The **Confirm Access Requests to a Permit and Associated DMRs** page is displayed again (Figure 37).

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
AKR06AB36	VALDEZ FERRY TERMINAL	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input checked="" type="radio"/> I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards. <input type="radio"/> I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: <input type="text"/> Responsible Official Title: <input type="text"/> Responsible Official Phone Number: <input type="text"/> Responsible Official Email Address: <input type="text"/>

Figure 37: Confirm Access Request

5. Click “Sign Electronically”

6. A pop-up box will appear confirming you have selected to sign electronically.

7. Click on “Sign Electronically” to sign the Subscriber Agreement.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be **Pending** until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically Cancel

Figure 38: Subscriber Agreement

- ✚ A pop-up will appear. Read the notice, if the information is correct, click on "Accept" to continue registration

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:

1. I am Jessica Test.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept Decline

Figure 39: Certification Statement

- a) After signing, a message will appear confirming your electronic signature.

Request Access to a Permit and Associated DMRs








Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.

- b) If you are a Responsible Official, your request will be sent directly to you RA via email.
- c) If you are a Dually Authorized Representative, your request will first be sent to the RO for approval. The RO must access NetDMR to approve your request before it is sent to the RA.

How to delete your NetDMR Subscriber Agreement


As a Responsible Official (RO) or Duly Authorized Representative (DAR), you can delete your own permit signatory request and then request it again by following these steps:

-  Sign in to CDX (<https://netdmr.epa.gov>)
-  Click on your role hyperlink to access NetDMR
-  Go to “My Account | Edit Account”.
-  Delete the intended request
-  Request the Permit Signatory role again by going to “Request Access” (top left of the NetDMR screen), enter Permit ID, hit 'Update' and select 'Role', click on 'Submit'.

Managing Access Requests

A user with **Permit Administrator** access to a permit can manage requests from state and EPA regulatory authority staff, or Permittee and Data Provider users for access to permit(s) within your instance. This is done by using the **Pending Access Requests – External** tables on the **Permit Administrator** home page (initial page after clicking “Continue to NetDMR”) or the **Manage Access Requests** page (Figure 40) The specific types of access request you can respond to include:

Note: Internal users are State and EPA agencies/ organizations. External users are all other organizations.

-  External Edit Access Requests – Edit access allows a Permittee user to view and edit DMRs.

- ✚ External View Access Requests – View access allows a Permittee user to view DMRs but not modify any entries.
- ✚ External Data Provider Access Requests – Data provider access allows a Data Provider user to view and edit DMRs.

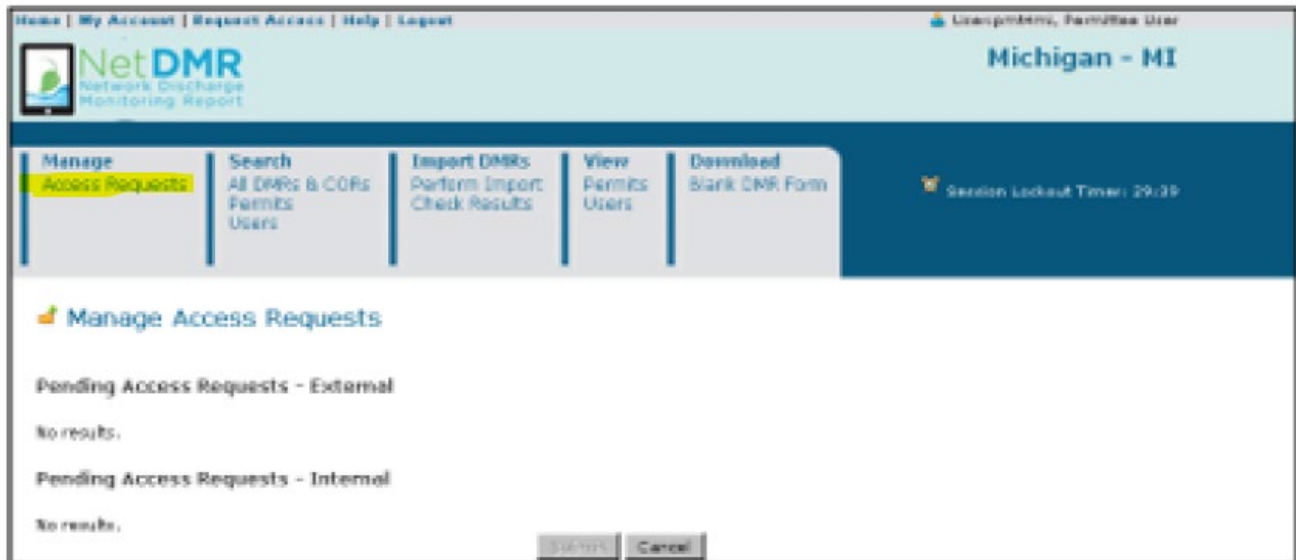


Figure 40 – Manage Access Requests

Up to ten requests will be displayed by default in the External request tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

- ✚ Clicking a page number link to go to a specific page of results.
- ✚ Clicking the green forward arrow to display the next page of Users.
- ✚ Clicking the green back arrow to view the previous page of Users.
- ✚ Clicking the double green forward arrow icon to display the last 10 Users.
- ✚ Clicking the double green back arrow icon to display the first 10 Users.
- ✚ Clicking the View All link to show all Users in the table on the same page.
- ✚ Clicking on the View Partial link to return from the View All display back to viewing 10 Users at a time.

You can click any underlined column title to sort the Users in ascending or descending order by the information in that column.

Delete Access Rights

You can delete access rights to the permits you currently have access to by clicking on the empty checkboxes in the **Delete Access Rights** column within the **My Permits** table next to the permits to delete. Click on a checked box to unselect a permit.

Managing Permittee and Data Provider User Access Requests

External users are Permittee or Data Provider staff that view, edit, or sign and submit DMRs for a facility's permit(s). *Remember you must have the Permit Administrator or Signatory role to manage access requests.* Follow the directions below to approve or deny access requests from Permittee and Data Provider users:

- ✚ Sign into CDX and access your NetDMR account with the Permit Administrator or Signatory role, continue to NetDMR, then scroll down to the **Pending Access Requests – External** table at the bottom of the **Permit Administrator** home page to view all pending requests.

OR

Click on “Access Requests” under the **Manage** menu at the top of any NetDMR page and scroll down to the **Pending Access Requests – External** table at the bottom of the **Manage Access Requests** page to view all pending requests.

OR

Search by Permit ID and scroll down to the **Pending Access Requests – External** table at the bottom of the **View Permit Details** page to view all pending requests.

- ✚ Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
- ✚ Approve or deny the user's access request:

To approve access, click on the box in the **Approve** column in the same row as the user.

OR

To deny access, click on the box in the **Deny** column in the same row as the user and enter a reason for denying access in the **Comment** column.

- ✦ Click on “Submit” to continue, or click on “Cancel” to discard your changes.
- ✦ If boxes were not checked for the Approve and Deny columns for any of the users, an error window will appear asking you to select one box to continue.
- ✦ Click on “OK” and repeat Step 4.
- ✦ Review your access changes when the confirmation message appears:

 **You have requested access rights update for the following users. Please confirm.**

- Click on “Submit” to save your changes or click on “Cancel” to discard your changes and return to the **Manage Access Requests** page or the home page.
 1. If the box next to the Deny column was checked but nothing was entered into the Comments field, an error message will appear:

 **There were errors processing your request.**

- Enter the reason for denying the request in the Comments field, then click on “Submit” to continue or “Cancel” to discard your changes and return to the **Manage Access Requests** page or the home page.

Viewing All Signatories and Users for Permits

You can view of all the permits you administer within a program service and all the users that are associated with your permits using the **Permits** or **Users** hyperlink on the View tab.

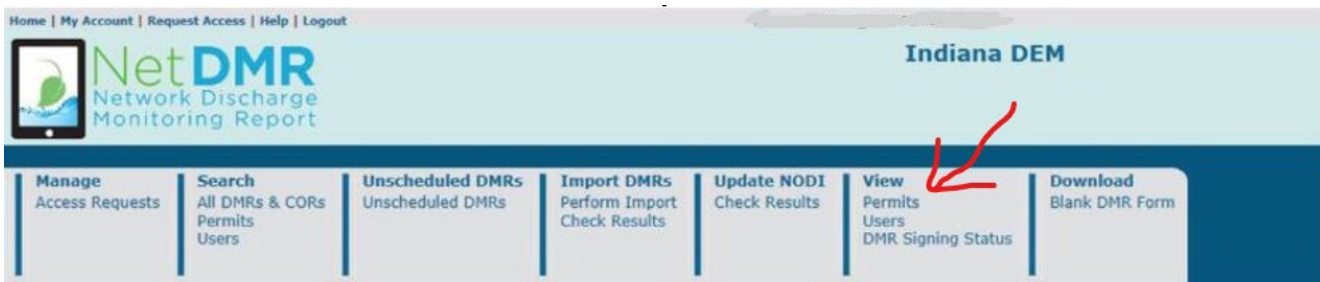



Figure 41 – View Tab

Viewing All Permit Signatories

Permit Administrators can view a list of all signatories for the permits they administer using the **View Permit** page:

View Permit

You are the Administrator for the permits below. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Permits 1 through 10 of 60  [View All](#)
















<u>Permit ID</u>	<u>Facility</u>	<u>Signatory First Name</u>	<u>Signatory Last Name</u>	<u>Signatory Email</u>	
NM0000060	UNKNOWN				
NM0000060	UNKNOWN				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY				

Figure 42: View Signatories

-  To access this page:
-  Sign into CDX and access your NetDMR account and continue to NetDMR.
-  On the home page, click on within the gray **View** tab.
-  The **View Permit** page will display the following information about the permits you have approved access to in a table.
 - Permit ID
 - Facility Name
 - Signatory First Name
 - Signatory Last Name
 - Signatory Email
 - Link to the **View Permit Details** page
-  Up to ten permits will be displayed by default in the table. If more than 10 signatories exist, you can navigate through the list by:
 - Clicking a page number link to go to a specific page of results.
 - Clicking the green forward arrow to display the next page of Signatories.
 - Clicking the green back arrow to view the previous page of Signatories.
 - Clicking the double green forward arrow icon to display the last 10 Signatories.
 - Clicking the double green back arrow icon to display the first 10 Signatories.
 - Clicking the View All link to show all Signatories in the table on the same page.
 - Clicking on the View Partial link to return from the View All display back to viewing 10 Users at a time.

- You can click any underlined column title to sort the signatories in ascending or descending order by the information in that column.

Viewing All Permit Users

Permit Administrators can view a list of all users for the permits within a program service they administer using the **View Users** page:

The following users are associated with your permits.

Users 1 through 2 of 2

First Name	Last Name	User Name	Facility	Permit ID	User Type	Role	Delete Role	Email
Alison	Kittle	pmt4hi	KAHE GENERATING STATION	HI0000019	External	Signatory	<input type="checkbox"/>	alison_kittle@yahoo.com
Alison	Kittle	pmt4hi	KAHE GENERATING STATION	HI0000019	External	Permit Administrator	<input type="checkbox"/>	alison_kittle@yahoo.com

Submit

Figure 43: View Users

- Sign into CDX and access NetDMR selecting the desired Regulatory Authority and using a Permit Administrator account. The home page will be displayed.
- Click on within the gray **View** tab.
- The **View Users** page will display the following information about the users in a table.
 - First Name
 - Last Name
 - User Name
 - Facility
 - Permit ID
 - User Type (Internal = Regulatory Authority, External = Permittee or Data Provider)

- Role
- Delete Role
- Email
- Link to the **View User Account Details** page


Up to ten user roles will be displayed by default in each of these tables. If more than 10 user roles are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of User Roles.
- Clicking the green back arrow to view the previous page of User Roles.
- Clicking the double green forward arrow icon to display the last 10 User Roles.
- Clicking the double green back arrow icon to display the first 10 User Roles.
- Clicking the View All link to show all User Roles in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 User Roles at a time.

You can click any underlined column title to sort the User Roles in ascending or descending order by the information in that column.

View User Account Details

You can navigate to the **View User Account Details** page from the **View Users** page by clicking on  within the row of the desired user role.

 **View User Account Details**

General Account Information

First Name	Alison
Last Name	Kittle
User Name	kittle.alison@epa.gov
E-mail Address	kittle.alison@epa.gov
Telephone Number	202-564-6233
Organization	U.S. EPA
Type of User	External

Permits and Roles

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Roles 1 through 2 of 2

Permit ID	Facility	Role	Role Request Status	Delete Role	Comment
TH0002968	USDOE-OAK RIDGE Y12 PLT	View	Approved	<input type="checkbox"/>	<input type="text"/>
TH0002968	USDOE-OAK RIDGE Y12 PLT	Signatory	Pending	<input type="checkbox"/>	<input type="text"/>

Figure 44: View User Account Details

The **View User Account Details** page will display the following information about the user:

✚ General Account Information

- First Name
- Last Name
- User Name
- Email Address
- Organization
- Type of User (Internal = Regulatory Authority, External = Permittee or Data Provider)

✚ Permits and Roles Table

- Permit ID
- Facility
- Role
- Role Request Status
- Delete Role
- Comment

Up to ten permit roles will be displayed by default in the Permits and Roles tables. If more than 10 permit roles are returned, you can navigate through the list by:

- ✚ Clicking a page number link to go to a specific page of results.
- ✚ Clicking the green forward arrow to display the next page of Permit Roles.
- ✚ Clicking the green back arrow to view the previous page of Permit Roles.
- ✚ Clicking the double green forward arrow icon to display the last 10 Permit Roles.
- ✚ Clicking the double green back arrow icon to display the first 10 Permit Roles.
- ✚ Clicking the View All link to show all Permit Roles in the table on the same page.
- ✚ Clicking on the View Partial link to return from the View All display back to viewing 10 Permit Roles at a time.

NetDMR Functions

Searching for Available Permit IDs

- ✚ Click on “Checking your Permit ID” on the **NetDMR Welcome** page

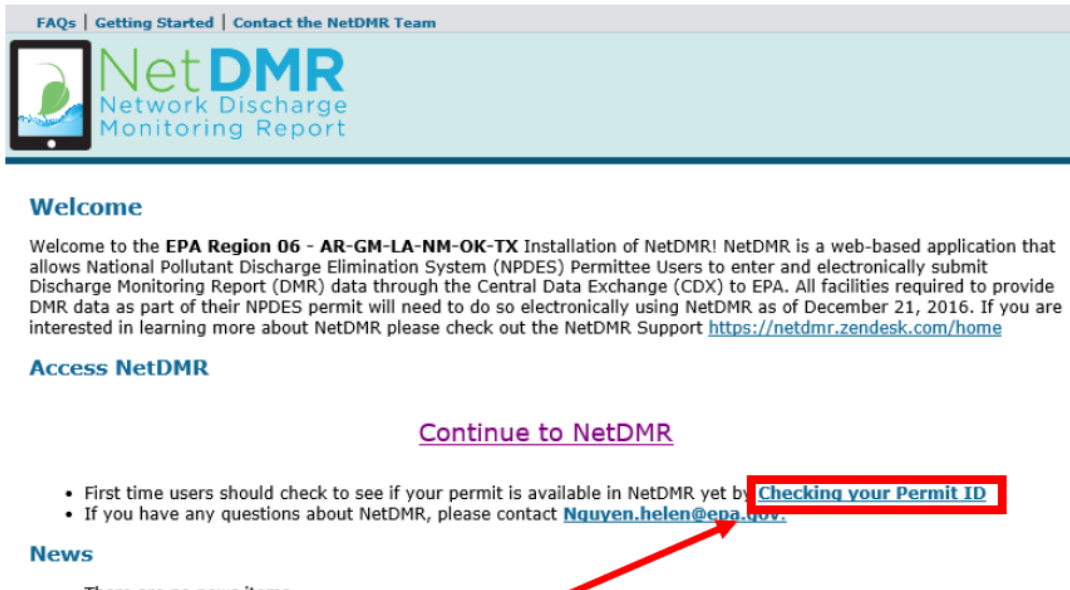


Figure 45: NetDMR Welcome Page

- ✚ Enter the permit ID and click on “Check Permit ID”.

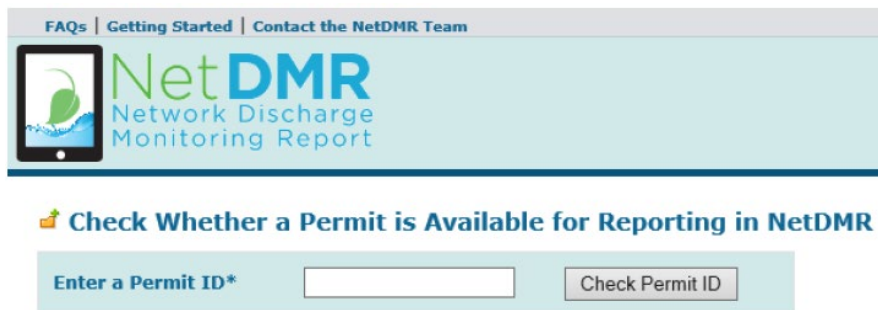


Figure 46: Check Permit ID

- ✚ NetDMR will display a message if the permit does not exist. Re-enter the permit ID if it was incorrectly entered or contact your Regulatory Authority to request the permit be added to NetDMR:

! The Permit ID 'nm002229' is not available for reporting in NetDMR. Check another Permit ID or [return to the Welcome screen.](#)

- ✚ 4. If the permit exists in NetDMR, you will see a message telling you it is available for reporting:

✓ The Permit ID 'nm0022292' is available for reporting in NetDMR. You may check another Permit ID or [return to the Welcome screen.](#)

Search for DMR's

As an external user with signatory or edit access to a permit, you can search for DMRs by selecting to either search all DMRs and CORs or searching DMRs that are ready to submit.

Search All DMRs & CORs

You can search for DMRs by selecting the **All DMRs & CORs** tab from your **NetDMR Home** page, or by clicking **All DMRs and CORs** under the **Search** menu. You can search using any combination of the criteria below. Leaving a field blank or selecting "All" from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the "Search" button to display the search results.

- ✚ Login to your Signatory or Edit Account

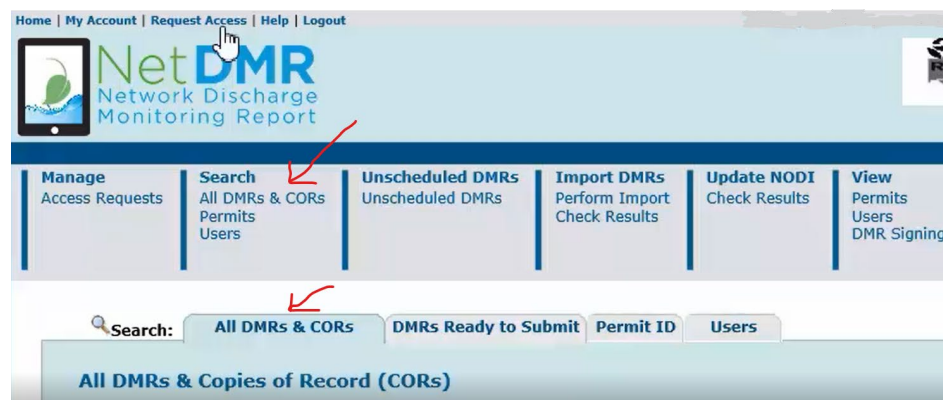


Figure 47: All DMRs & CORs

- ✚ Specify Permit ID or Facility search criteria:

You can choose to search for DMRs and CORs for a specific permit ID or facility name, but not both. Click in the circle to the left of Permit ID or Facility to select either option. The option not selected will be disabled. You can change options at any time by clicking to reactivate the option.

- **Permit ID** - After clicking in the circle to the left of Permit ID, select the permit number of interest by clicking in the box the right of Permit ID. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that permit. **Note** that the Permit ID list will only include those permits that you have requested and been granted access to.
- **Facility** – After clicking in the circle to the left of Facility, select the facility name of interest by clicking in the box to the right of Facility. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that Facility. **Note** that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.

Search: **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID:

Facility:

Permitted Feature:

Discharge:

Monitoring Period End Date (MPED) Range: (mm/dd/yyyy)

DMR Due Date: Month Year

Edited or Submitted By:

Status: (Hold down CTRL or Mac command key to select/deselect multiple)

Scheduled/Unscheduled:

✚ Specify additional search criteria:

- **Permitted Feature** - Select the permitted feature of interest from the box next to Permitted Feature. NetDMR will retrieve the discharge and Edited or Submitted by options associated with that permitted feature. **Note** that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.
- **Discharge** – Select the discharge (name and numbers of available limit sets) of interest from the box next to Discharge. **Note** that the Discharge list will only include those features associated with the permits that you have requested and been granted access to.
- **Monitoring Period End Date Range** - Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon next to each text box.

- ✚ If data are entered for one option, and then the user selects the other radio button, the data for the first option should be blanked out.

Monitoring Period End Date (MPED) Range: (mm/dd/yyyy)

DMR Due Date: Month Year

- ✚ If **MPED Range** button selected, then user should add the start and end date of monitoring.
 - For example: User wants to see all the DMRs started from 01/01/2021 and ended at 12/31/2021.

Monitoring Period End Date (MPED) Range: (mm/dd/yyyy)

DMR Due Date: Month Year

- ✚ If **DMR Due Date** button selected, then user can select Month and Year.
 - For example: User wants to see all the DMRs due in January of 2021.

Monitoring Period End Date (MPED) Range: (mm/dd/yyyy)

DMR Due Date: Month Year

Please notice the MPED Range is grayed out since DMR Due Date button was selected.

- **Edited or Submitted by** – Click in the box next to Edited or Submitted by to view the names of users who have modified the DMRs for permits that you can access. Click to select a name from the box.
- **Status** – Select a DMR status. You can make multiple selections by holding down the control key on your keyboard while clicking more than one selection from the list. You can select all status options by clicking the *All* button next to the selection box. Available status options include:
 - Ready for Data Entry
 - NetDMR Validation Errors
 - NetDMR Validated
 - Imported
 - Signed & Submitted
 - Submission Errors/Warnings
 - Completed

NOTE: Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. Only a maximum of 200 DMRs are returned.

- 4. Click *Search* to retrieve the DMRs and CORs that match the criteria you specified on the **DMR/COR Search Results** page.

The screenshot shows the 'DMR/COR Search Results' page. At the top, there is a navigation menu with options like 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Unscheduled DMRs', 'Import DMRs', 'Update NODI', 'View Permits Users DMR Signing Status', and 'Download Blank DMR Form'. Below the menu, there are search and action links: 'New Search', 'Refine Search', 'Sign & Submit Checked DMRs', 'Download Checked CORs', and 'Update NODI'. The main content area is titled 'DMR/COR Search Results' and shows 'DMRs 1 through 10 of 10'. It contains a table with columns: 'Next Step(s)', 'Permit ID', 'Facility', 'Permitted Feature', 'Discharge #', 'Discharge Description', 'Monitoring Period End Date', 'Scheduled/Unscheduled', 'DMR Due Date', 'Status', 'COR Received Date', 'Include in Batch Submit', 'Include in Batch COR Download', and 'Update NODI'. Two rows of results are visible, both for 'THORNE BAY WWTF' with 'Discharge into Thorne Bay'. Each row has an 'Edit DMR' button and a 'Go' button. The 'Include in Batch Submit' and 'Include in Batch COR Download' columns have 'Check All On Page' and 'Clear All' buttons. The 'Update NODI' column has a 'Check All On Page' button.

Figure 48: Search Results

Up to ten DMRs/CORs are displayed by default. If more than 10 DMRs/CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of results.
- Clicking the green back arrow to view the previous page of results.
- Clicking the double green forward arrow icon to display the last 10 results.
- Clicking the double green back arrow icon to display the first 10 results.
- Clicking the View All link to show all results in the table on the same page.
- Clicking the View Partial link to return from the View All display back to viewing 10 results at a time.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

For each DMR or COR that is displayed in the Search Results table, the following options and information are provided:

- Next Step(s)** – The list of actions that you can perform for a specific DMR or COR. Select the action of interest by clicking in the box on the column and clicking the Go button. The possible options are listed below. The options displayed for a specific DMR depend on the type of access you have been granted for that DMR.
 - Edit DMR** – You can enter or edit DMR data if the status of the DMR is “Ready for Data Entry”, “NetDMR Validated”, or “NetDMR Validation Errors” and no COR has ever been submitted for this DMR. This option is available to external users with edit, signatory, or data provider access to this permit.

- **Correct DMR** – You can correct data for DMRs that you have successfully signed and submitted if the status is “Completed”, “Submission Errors/Warnings”, “NetDMR Validated”, or “NetDMR Validation Errors”. This option is available to external users with edit, signatory, or data provider access to this permit.
 - **Sign & Submit DMR** – You can sign and submit DMRs with a status of “NetDMR Validated”. When this option is available, a check box is displayed in the Include in Batch Submit column. Checking this box for more than one DMR and clicking *Sign & Submit Checked DMRs* gives you the option to sign multiple DMRs at the same time. This option is available to external users with signatory access to this permit.
 - **View CORs** – CORs are available only for DMRs that have been signed and submitted. This option is available to external users that have approved access to the permit. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the DMR/COR Search Results table with any sorting or paging selections still applied.
 - **Download CORs** – You can download the COR file for DMRs that have been signed and submitted. When this option is available, you can check the box displayed in the Include in Batch Download column to include this COR in the group to be downloaded. This option is available to external users that have approved access to the permit.
 - **Review Last Submissions Errors/Warnings** – The Review Last Submissions Errors/Warnings step is displayed only after the DMR has been submitted AND if errors or warnings were encountered. If the DMR was submitted and no errors or warnings were encountered, this next step will not be displayed. You can view data transfer errors, data validation errors, or warnings generated by ICIS-NPDES for a DMR submittal by selecting this option. This option is available to external users that have edit, signatory, or data provider access to the permit.
- ✚ **Permit ID** – The permit number associated with this DMR/COR.
 - ✚ **Facility** – The facility name associated with this DMR/COR.
 - ✚ **Permitted Feature** – The permitted feature associated with this DMR/COR.
 - ✚ **Discharge #** – The limit set designator associated with this DMR/COR.
 - ✚ **Discharge Description** – The limit set name associated with this DMR/COR.
 - ✚ **Monitoring Period End Date** – The monitoring period end date associated with this DMR/COR.
 - ✚ **DMR Due Date** – The due date for this DMR/COR.
 - ✚ **Status** – If more than one COR was generated for this DMR (due to corrections), the Status shown is for the most recent DMR.
- **Ready for Data Entry** – No data have been entered for the DMR.

- **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
- **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
- **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
- **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors. These errors are only applicable to DMRs that have been signed and submitted.
- **Imported** – Data for the DMR have been imported using NetDMR’s import functionality but not yet reviewed.
- **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.
- ✚ **COR Received Date** – The date the COR was generated by NetDMR. More than one COR date is displayed if the DMR was signed and submitted multiple times due to corrections. Click on the hyperlinked date to view the COR.
- ✚ **Include in Batch Submit** – If the DMR is “NetDMR Validated”, you can check the box in this column to include it in a batch submittal. You can check all available boxes or clear all available boxes for batch submittal by clicking *Check All* or *Clear All* in the column title.
- ✚ **Include in Batch COR Download** – You can download the CORs available for this DMR by checking the box in this column. You can also check all available boxes or clear all available boxes for batch submittal by clicking the appropriate button, *Check All* or *Clear All*, in the column header. Batch COR downloads are limited to the ten (10) most recent CORs.

Enter DMR

Enter Basic Facility Information and Form NODI

On the **Edit DMR** page, you will find basic information about your permit, permitted feature, discharge, and monitoring period. A check in the box next to Major indicates that the DMR is associated with a facility designated as ‘major’. You cannot edit this information.

- ✚ Fill in the Principal Executive Officer name and contact information. The only special characters allowed in this field are hyphens (-) and apostrophes ('). Enter the principal executive officer’s telephone number in the format XXX-XXX-XXXX.

If you had no data for the permitted feature for the discharge type specified, you can use the form-wide No Data Indicator (**Form NODI**) to select the appropriate code explaining why data will not be submitted. Before you apply a Form NODI Code, be sure you are viewing all parameters on one page by clicking **View All** at the top of the page. Otherwise, NetDMR will apply the Form NODI Code to one page only and you will see an error when you try to submit. **Note** if you choose to apply a Form NODI code, NetDMR will ignore any selections that you make for qualifiers, units, frequency of analysis, and sample type.

Edit DMR

Permit

Permit ID: [REDACTED] Major:

Permittee: [REDACTED] Permittee Address: [REDACTED]

Facility: [REDACTED] Facility Location: [REDACTED]

Permitted Feature: 001 - External Outfall Discharge: A - Discharge into Thorne Bay

Report Dates & Status

Monitoring Period: From 04/01/21 to 04/30/21 DMR Due Date: 05/15/21

Status: **Ready for Data Entry**

Principal Executive Officer

First Name: Last Name:

Title: Telephone:

No Data Indicator (NODI)

Form NODI:

Figure 49: Edit DMR Basic Facility Info

NODI Code	NODI Name
2	Operation Shutdown
3	Special Report Attached
7	No Influent
9	Conditional Monitoring – Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
E	Failed to Sample/Required Analysis Not Conducted
F	Insufficient Flow for Sampling
I	Land Applied
N	Not Constructed
P	Laboratory Error or Invalid Test (new)
Q	Not Quantifiable
T	Environmental Conditions – Monitoring Not Possible (new)
W	Dry Lysimeter/Well

Figure 50: Available NODI Codes

Table of Parameters

- Farther down the **Edit DMR** page is a table of parameters for which you need to report. This list is customized to your facility’s permit, so the specific parameters, sample type, frequency, and summary statistics will differ from the example shown.
- The **Edit DMR** page is sorted by parameter code by default, but you can sort by parameter name if you wish.

✚ The following information is listed for each parameter:

- Parameter Code (5-digit numeric code)
- Parameter Name
- Monitoring Location Code
- Season ID
- No Discharge Indicator Code (NODI)

Note: Codes that are specific to your permit are defined on the bottom of the **Edit DMR** page under **DMR Comments**.

Parameter Measurements or Statistics

The Parameter Section contains one row for each DMR parameter that external users with Signatory or Edit access to a permit can modify.

✚ **Parameter**

- **Code** – Parameter code, you cannot edit this information. You can sort
 - the parameters in ascending or descending order by code by clicking on
 - the hyperlinked column title.
- **Name** – Parameter name, you cannot edit this information. You can sort
 - the parameters in ascending or descending order by name by clicking on
 - the hyperlinked column title.
- **Monitoring Location** – Monitoring location code and name for the
 - parameter, you cannot edit this information.
- **Season #** – The season for which the parameter limits are applicable, you
 - cannot edit this information.
- **Parameter NODI** – You can select a no data indicator to apply to all
 - entries for the parameter by clicking in the box in the Parameter NODI
 - column, displayed as 'Param. NODI'. Select the NODI code of interest by
 - clicking in the box and clicking on the entry of interest. You can view the
 - NODI codes and a description of each by clicking *List* in the Param.
 - NODI column. **Note** that if you choose to apply a NODI code to a
 - parameter, NetDMR will ignore any qualifier, unit, frequency of
 - analysis, and sample type selections that you make for that parameter.

✚ **Quantity or Loading** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.

- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample) if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)

-
- Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
 - **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.
 - **Value 1 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
 - **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
 - **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample) if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.

-
- **Value 2 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 2 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

- **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

- **Units (Sample)** – Select the appropriate unit of measure from the list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quantity or loading value. You cannot edit this field.

- ✚ **Quality or Concentration** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.

- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1

(Effluent Trading Sample), if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- “T” (too numerous to count)
- “E” (estimate)
- **Note** that the ‘=’ qualifier is the default if no qualifier is selected.

• **Value 1 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

• **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

• **Value 1 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

• **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

• **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample) if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- “T” (too numerous to count)

-
- “E” (estimate)
 - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 2 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

 - **Value 2 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

 - **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

 - **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

 - **Qualifier 3** – Qualifies the value entered for Value 3 (Sample) and Value 3 (Effluent Trading Sample), if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.

 - **Value 3 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and

range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 3 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 3 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 3, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

- **Value 3 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

- **Units (Sample)** – Select the appropriate unit of measure from the list for this quality or concentration value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quality or concentration value. You can not edit this field.

- ✚ **Number of Excursions** – If appropriate, enter the number of excursions for this parameter. You can only enter whole numbers for this field.

- ✚ **Frequency of Analysis**

- **Sample** – Select the frequency of analysis for the sample from the dropdown list. The drop-down list contains all active ICIS-NPDES frequency of analysis codes and descriptions. You can view a list of acceptable

ICIS-NPDES frequency of analysis codes and descriptions by clicking the *List* button under the selection box for this field. The frequency of analysis listed in the permit will be selected by default.

- **Permit Requirement** – Frequency of analysis for the permit requirement for this parameter. You cannot edit this information.

Sample Type

- **Sample** – Select the appropriate sample type for this parameter by clicking in the box next to sample type and clicking to select an option. The list contains all active ICIS-NPDES sample type codes and descriptions. The sample type listed in the permit will be selected by default.
- **Permit Requirement** – Sample type for the parameter specified in the limit set. It includes the sample type code and description. You can not edit this information.

Filling Out the DMR Form

In the **Value** columns that have fields for data entry, type the value of the measurement or statistic using the units specified in the **Units** column. Choose the correct data qualifier that corresponds with your laboratory analysis result:

- > Greater than
- >= Greater than or equal to
- = Equal to
- < Less than
- <= Less than or equal to
- E - Estimate
- T - Too Many to Count

If you have a limit violation, this is where you indicate the number of times

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00310	BOD, 5-day, 20 deg. C								mg/L		01/07	CP
G - Raw Sewage Influent		Smpl.										
Season: 0		Req.				Req Mon	Monthly		Milligrams per Liter		Weekly	COMPOS
NODI: [v]		NODI										

Annotations:

- Qualifier: points to the dropdown menu with '=' selected.
- This is where you enter your measured value: points to the empty input field.
- This NODI code field applies to the entire parameter: points to the 'NODI' dropdown.
- This NODI code applies to a single reporting value: points to the 'Req Mon' dropdown.
- This tells you which statistic to calculate and report: points to the 'Monthly' dropdown.
- This indicates the type of monitoring (Req = required, Opt = optional): points to the 'Req Mon' dropdown.
- Units: points to the 'Milligrams per Liter' dropdown.
- Sampling frequency: points to the 'Weekly' dropdown.
- Sampling method: points to the 'COMPOS' dropdown.

Figure 51: Parameter Values

- ✚ If there was no data for the specified parameter, location, and season, choose the appropriate no data indicator code from the **NODI** pull-down list. You can assign a NODI code for individual values or for an entire parameter/row.
- ✚ Add comments in the **Comments** field if needed, e.g. if you want to explain any violations.
- ✚ Attach additional files if specified in your permit, such as lab reports, to report daily values in an Excel spreadsheet or show certain calculations.

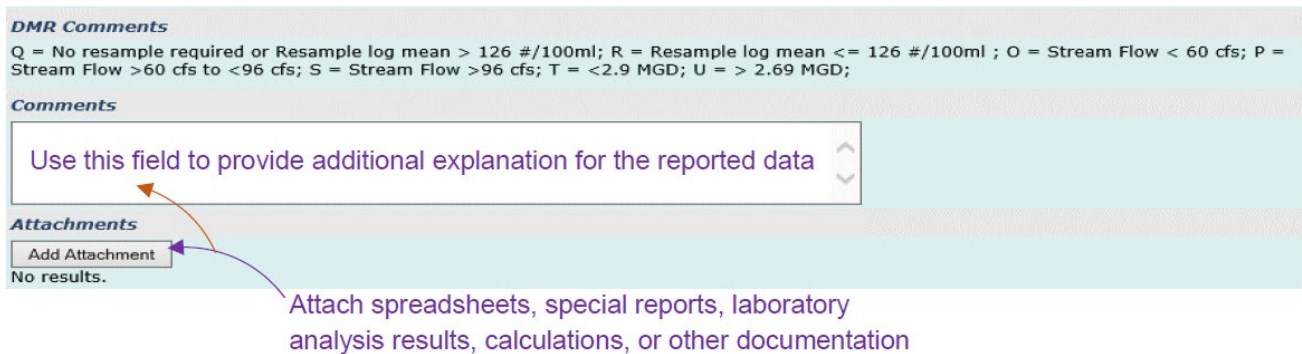


Figure 52: Comments and Attachments

Attachments

The attachment section lists the following information for all attachments associated with the DMR:

- ✚ **File Name** – The name of the attached file, presented as a hyperlink. You can download the file by clicking the file name hyperlink.
- ✚ **Type** – The MIME content type of the attached file.
- ✚ **Size** – The size of the attached file in megabytes.
- ✚ **Remove** – Click the “x” in this column to delete an attachment from a DMR submission.

Page-Level Edit Options

Page-level edit options available to you as an external user with Signatory or Edit access include the following:

- ✚ **Clear Parameter Fields** – Click **Clear Parameter Fields** to blank out or erase all editable fields in the Parameter Section and restores the defaults listed in the permit for qualifier, frequency of analysis, and sample type.
- ✚ **Save & Continue** – Click **Save & Continue** to save your edits on this page and remain on this page for further edits. Clicking this link also causes NetDMR to recheck the data for hard and soft errors, update the DMR’s status and reload this page for this DMR.
- ✚ **Save & Exit** – Click Save & Exit to save your edits on this page. Clicking

this link also causes NetDMR to perform On Save edit checks, update the DMR's status and returns you to the **DMR/COR Search Results** page. If the DMR has any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validation Errors". If the DMR does not contain any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validated".

- ✚ **Sign & Submit** – If the DMR's status is "NetDMR Validated," click **Sign & Submit** to sign and submit this DMR.
- ✚ **Print Friendly View** – Click **Print Friendly View** to view the DMR in a print friendly format.
- ✚ **DMR/COR Search Results** – Click **DMR/COR Search Results** to return to the **DMR/COR Search Results** page. You will be returned to the results with any sorting or paging selections still applied. **Note** that if the DMR you were working on is no longer part of the search results, you will be returned to the previous or next page of results.

Report Last Saved By

The Report Last Saved by section lists the following for the user that last saved DMR edits:

- ✚ **User** – The name of the user who last saved the DMR.
- ✚ **Name** – The full name of the user who last saved the DMR.
- ✚ **E-mail** – The email of the user who last saved the DMR.
- ✚ **Date/Time** – The date and time the DMR was last saved.

Sign and Submit DMR

Before the eDMR can be submitted it must be properly signed by an authorized person or representative. This may be a principal executive officer or ranking elected official or their designated representative(s). NetDMR will capture the date the eDMR was signed and submitted. The person signing the DMR is accountable for assuring that the information submitted has been properly gathered and evaluated and certifies it is true, accurate, and complete to the best of their knowledge. Be aware that there are significant penalties for knowingly submitting false information. The role for signing DMRs in NetDMR is the signatory.

A person is a duly authorized representative and may sign and submit DMRs only if the subscriber agreement in NetDMR is submitted and approved by the Responsible Official having responsibility for the overall operation of the system, such as plant manager, supervisor, superintendent or equivalent responsibility. If the RO changes and responsibility for the overall operation of the system needs to be updated, the permit writer should be notified so the permit can be updated. The new RO can then

create an account in NetDMR. Subscriber agreements are populated in NetDMR when access to the permit is requested.

Edit Check Error Table

The errors summary shows a listing of any hard or soft errors found in the DMR resulting from the entries that you made as an external user with Signatory or Edit access. Both Soft and Hard errors will, when they occur, cause the DMR's status to change to "NetDMR Validation Errors". A DMR with a status of NetDMR Validation Errors cannot be signed and submitted. Only DMRs with a status of "NetDMR Validated" can be signed and submitted. To prepare the DMR for signature and submission, you must resolve all hard errors and acknowledge all soft errors. The Edit Check Errors table includes the following:

Parameter

- **Code** – The parameter code associated with the submission errors.
- **Name** – The parameter name associated with the submission errors.

Monitoring Location – The monitoring location code.

Field – The field in the DMR associated with the submission errors.

Type – The type of error, Hard or Soft, that was encountered.


- **Hard Errors** – Hard errors must be resolved by editing the DMR.
 - Possible hard error messages are:
 1. A quantity or quality value cannot be entered when the Too Numerous to Count (T) qualifier is selected.
 2. A quantity or quality value NODI code cannot be entered when the T qualifier is selected.
 3. If a quantity or quality value is negative, the less than (<) qualifier cannot be selected.
 4. You cannot select both a quantity or quality value and a value NODI code.
 5. Value fields may contain numbers and the special characters ".", "-", and ";" only.
 6. If an effluent trading sample value is entered, a sample value must be entered
- **Soft Errors** – Soft errors can be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
 1. The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.

2. The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:

- The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the entered value is 3 mg/L.
Note: NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.
- The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:
 - The permit requirement is $\geq 20\%$ and the user enters $<20\%$.
 - The permit requirement is $\geq 20\%$ and the user enters 19%.
 - The permit requirement is < 10 mg/L and the user enters 10 mg/L.
 - The permit requirement is < 10 mg/L and the user enters 11 mg/L.

3. The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. **Note:** NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.



 **Description** – A short description of the error that was encountered.


 **Acknowledge** – A box that you can check to acknowledge soft errors.

 **Note** that NetDMR does not generate hard or soft errors for the following:

- If a Form-level NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type.
- If a parameter NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type.
- If you select qualifiers, units, frequency of analysis, or sample type for a parameter but do not provide a value, NetDMR ignores your selections.

DMR Submittal

 Select **Save & Continue** at the top or bottom of any NetDMR data entry screen. If there are any violations or values entered that are outside the permit limits, you will need to acknowledge each one with a  before signing and submitting. (See 2nd example below.)

 If there are any hard errors or values that are missing, you will be notified, and those errors will need to be resolved or values will need to be entered prior to signing and submitting. (See 1st example below.)

Code	Name	Monitoring Location	Season ID	Field	Type	Description	Acknowledge
00010	Temperature, water deg, centigrade	Effluent Gross	0	All	Soft	All permit limit values for the Parameter are missing sample values or NODI selection. You must correct this before the form can be signed and submitted.	
00300	Oxygen, dissolved [DO]	Effluent Gross	0	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. <i>Please verify that the value you have provided is correct.</i>	<input type="checkbox"/>

Figure 53: Edit Check Errors

✚ On the **Edit DMR** page, click **Sign & Submit**, which will take you to the **Sign & Submit DMR** page.

 Save & Continue |  Save & Exit |  Sign & Submit |  Cancel/Back to Search Results

✚ On the **Sign & Submit DMR** page, check the box in the **Include in Submission** column next to the eDMR you are ready to submit.

✚ For your recordkeeping, you can choose to add copies of the submission and attachments to the notification email you will receive.

✚ To complete the submission, Click **Accept** the certification statement.

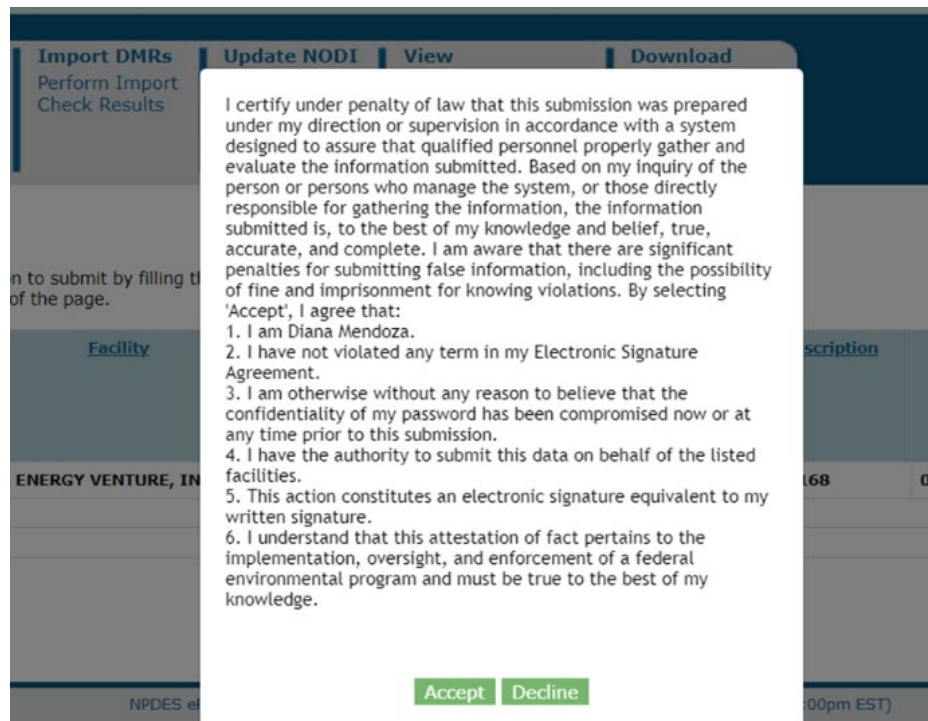


Figure 54: Certification Statement

- ✚ A confirmation ID will appear on your screen and an email will be sent to your email inbox confirming the Signing Process was successful.

✔ **Signing Process Confirmation - CDX Activity ID: _215e71b4-3519-43d8-8e6a-d7b14b524067**

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date
[REDACTED]	[REDACTED]	001	001-A	Discharge into Thorne Bay	09/30/20	10/15/20

Figure 55: Confirmation ID

NetDMR has received the following 1 DMR(s) during the signing process.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Permitted Facility Name: [REDACTED]
Permit ID: [REDACTED]
Permitted Feature: 001
Discharge: A - Discharge into Thorne Bay
Monitoring Period End Date: 09/30/20
Signing Status: SIGNED SUCCESSFULLY
Comment:
Attachments included in the COR: No

Thank you.

Figure 56: Confirmation Email

Searching for an Unscheduled DMR

Note: NetDMR will determine whether a DMR is Scheduled or Unscheduled based on the presence or absence of DMR Due Date. If a DMR has a DMR Due Date, it is Scheduled. If it does not have a DMR Due Date, it is Unscheduled.

Use the **Unscheduled DMRs** tab to search for a new or existing unscheduled DMR.

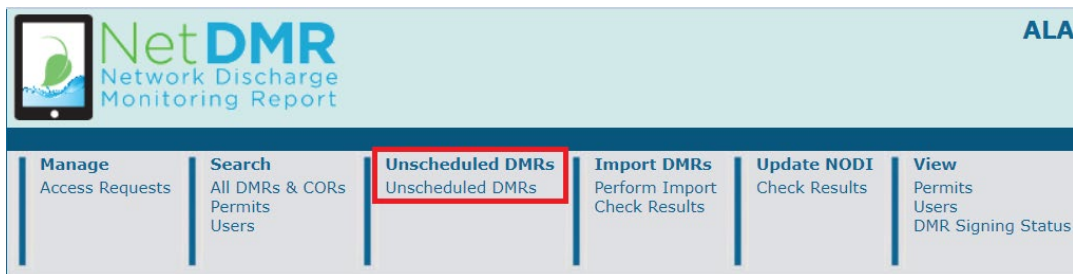


Figure 57: Unscheduled DMRs Tab

- ✚ Click “Unscheduled DMRs”.
- ✚ The Unscheduled DMR search screen will come up.
- ✚ Select the following information:
 - **Permit ID** – Drop-down list of permits user has access to edit.
 - **Permitted Feature ID** – Drop-down list of all Permitted Features on the current version of the permit that have unscheduled limit sets for the entered permit.
 - **Limit Set Designator** – Drop-down list of all Unscheduled Limit Set Designators for the current version of the selected Permit ID and Permitted Feature.
 - **Monitoring Period End Date** – Data Entry Field with Calendar Option. Click Submit.

Note: All four fields are required. NetDMR will return an error message if the user clicks Submit without entering data in all four fields.

Unscheduled DMR

Permit:

Permitted Feature:

Limit Set:


Monitoring Period End Date:  (mm/dd/yyyy)

Figure 58: Unscheduled DMR Search

- If the selected Permit ID has no unscheduled Limit Sets associated with it, then the following Error message will be displayed when the user clicks the Update button next to the Permit ID Field.

Unscheduled DMR

There were errors processing your request.

Permit:
Unscheduled DMRs cannot be entered for this Permit because it does not have any Unscheduled Limit Sets.

Permitted Feature:

Limit Set:

Monitoring Period End Date: (mm/dd/yyyy)

Figure 59: Error Message

Last 10 Logins

The dates and times for the last ten logins are displayed. If DMRs were submitted during the last ten sessions, a link to the resultant COR(s) is also provided. Clicking the hot link will allow you to view the COR(s) submitted during a particular session.

Manage Access Requests	Search All DMRs & CORs Permits Users	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users DMR Signing Status	Download Blank DMR Form
----------------------------------	--	---	---	-------------------------------------	---	-----------------------------------

Search: All DMRs & CORs Permit ID Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID:

Facility:

Permitted Feature:

Discharge:

Last 10 Logins		
5/18/21	7:22 PM	-
5/18/21	4:05 PM	1 DMR submitted.
5/18/21	2:44 PM	-
4/27/21	8:43 AM	-
12/28/20	8:17 AM	-
11/25/20	9:01 AM	-
11/24/20	4:54 PM	1 DMR submitted.
11/23/20	2:04 PM	-
11/23/20	2:00 PM	-
10/27/20	3:14 PM	1 DMR submitted.

Figure 60: Last 10 Logins

Correct A DMR

You can correct and resubmit an eDMR via NetDMR if you discovered an error in data entry or a problem in the attachment. **Note:** The date of correction will be recorded as the submission date.

- ✚ Log into NetDMR with an Edit, Data Provider, or Signatory account.
- ✚ Search for the DMR you would like to correct. From the **All DMRs & CORs** tab, select your **Permit ID** from the dropdown.
- ✚ Specify other search fields, such as permitted feature, and discharge for the DMR date range or status, if desired, and click **Search**.
- ✚ On the **DMR/COR Search Results** page, locate the row for the DMR that you would like to correct, select Correct DMR in the Next Step(s) column, and click **Go**.
- ✚ On the **Edit DMR** page, click "Clear Parameter Fields". All entered sample values and NODI codes will be deleted and the qualifier, units, sample type, and frequency of analysis fields will be set to the defaults listed in your permit. Alternatively, you can delete each value entry manually and resave to clear reported values.
- ✚ Manually update the Principal Executive Officer information, attachments, and comments if changes are needed.
- ✚ Click **Save & Continue**.
- ✚ If you are a signatory, you can sign the submission to delete the DMR entry as follows:
 - Click **Sign & Submit**.
 - Review the information on the **Sign and Submit** page to verify that you are signing the DMR you intend to submit.
 - Click **Accept** to accept the certification statement and submit the DMR(s)
 - The **Submission Confirmation** page will indicate whether the DMR has been forwarded for submission.
- ✚ If you do not have signatory access to the DMR, inform the signatory that the
 - DMR is ready for signature and submission.

How to Add an Email to Receive DMR Submission Emails

To add a recipient to receive DMR submissions of a particular permit:

- ✚ From the Search menu select **Permit**.
- ✚ Input the Permit ID and click **Search**.
- ✚ Scroll to the bottom of the View Permit Details screen to the "DMR Submission Notifications" section

- ✚ Input the email address and click **Add**.

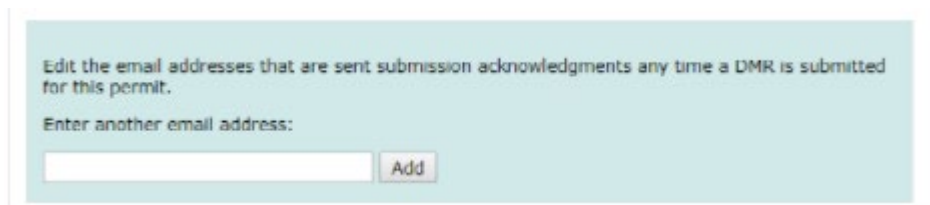


Figure 61: Add E-mail Address

Action Required Emails

There are 3 scenarios when a Sign and Submit will “FAILED” and the DMR is not successfully signed and submitted. The user will receive an email with instructions to follow to re-sign the DMR form.

Scenario 1:

Additional Data exists in ICIS that is not on the signed NetDMR DMR form. If this was not in place, a user could sign and submit a DMR form and still receive violations because the user did not know that ICIS was expecting additional DMR data.

The following email is received, and the user is instructed to edit the DMR again which will pull in the new data from ICIS onto the NetDMR DMR form.

When this email is received, the status of the DMR form in NetDMR is set to “DMR Validation Errors”. When the user edits the form, all the new data from ICIS is pulled onto the NetDMR DMR form. The user will add the new missing DMR values and re-sign and submit the form.

From: netdmr-notification@epa.gov
Sent: Tuesday, June 19, 2018 2:16 PM
To: xxxxxx@gmail.com
Subject: Action Required: Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE

Permit ID: NCXDMR001

Permitted Feature: 001

Discharge: B - (no description)

Monitoring Period End Date: 01/31/18

Signing Status: FAILED

Comment: Error: **The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR, edit the DMR, correct the data issues, click save and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.**

Attachments included in the COR: No

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

Scenario 2:

A system error occurred, and EPA's internal system could not be reached during the signing.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

From: netdmr-notification@epa.gov
Sent: Monday, June 18, 2018 2:46 PM
To: darpermittee@gmail.com;
Subject: Action Required: Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.
An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE
Permit ID: NCXDMR001
Permitted Feature: 001
Discharge: A - (no description)
Monitoring Period End Date: 01/31/18
Signing Status: FAILED
Comment: **Error: The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.**
Attachments included in the COR: Yes

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

Scenario 3:

A system error occurred where the COR could not be located during a sign and submit:

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

From: netdmr-notification@epa.gov
Sent: Tuesday, March 13, 2018 11:08 AM
To: darpermittee@gmail.com;
Subject: Action Required: Resign and Submit the Following DMR(s) for: NCSDMR001

NetDMR has sent the following 1 DMR(s) to be signed.
An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE
Permit ID: NCSDMR001
Permitted Feature: 001
Discharge: A - (no description)
Monitoring Period End Date: 06/30/17
Signing Status: FAILED
Comment: **Error: Your signature failed. The Copy of Record was not created for this transaction. Please login to NetDMR,**

search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.
Attachments included in the COR: Yes

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

Additional Resources

- ✚ Please visit the NetDMR Support webpage at [NetDMR Homepage - OECA ICIS \(servicenowservices.com/oeca_icis?id=netdmr_homepage\)](https://servicenowservices.com/oeca_icis?id=netdmr_homepage) for other helpful information.