

NetDMR Permittee and Data Provider Training





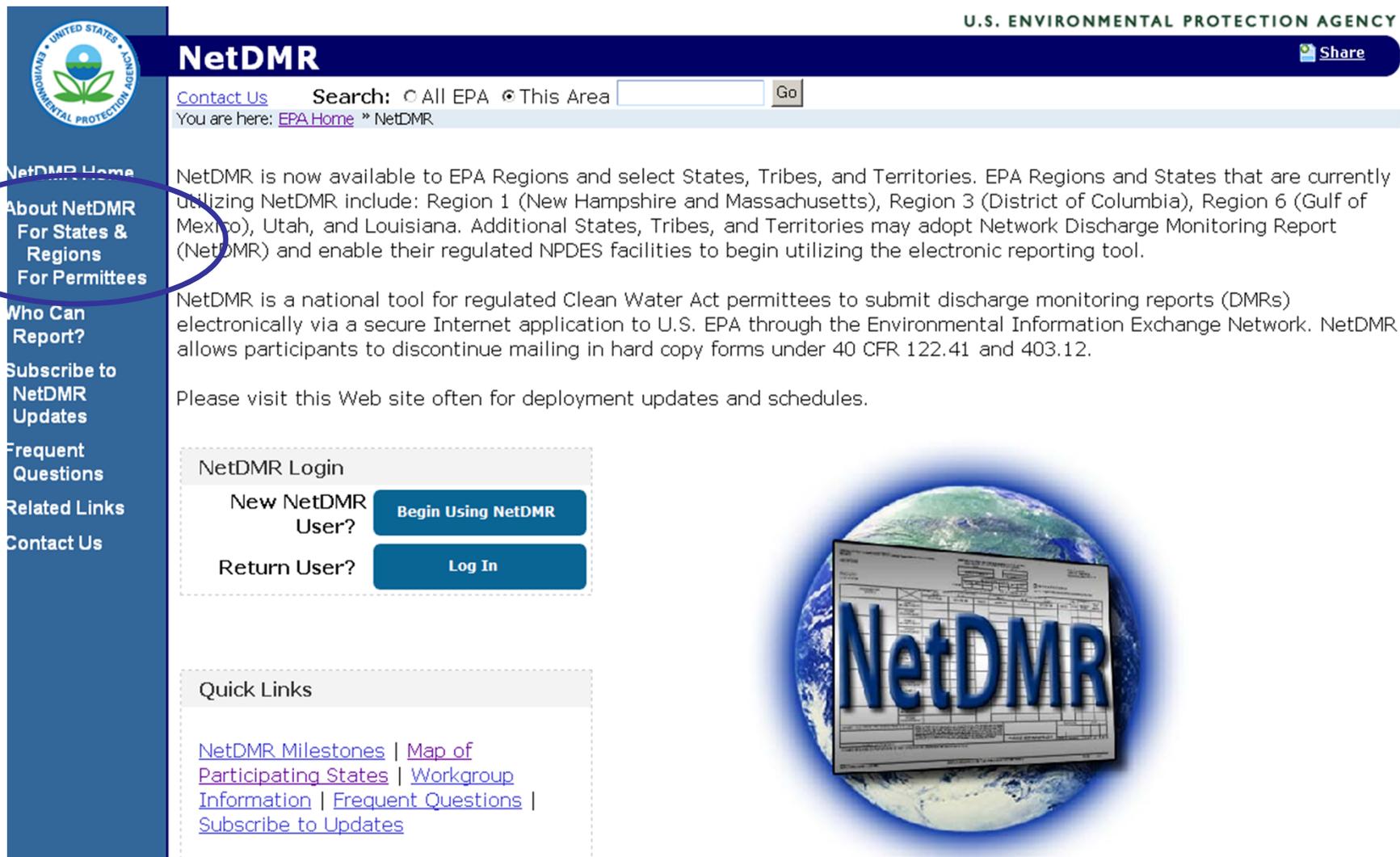
- Agenda
 - Introduction to NetDMR
 - Create an Account
 - My Account
 - View Permit & View Users
- Wrap and Questions

What is NetDMR?

- ECOS, TCEQ, 12 States, OEI, OECA partnered under EPA Challenge Grant
 - to design
 - to develop
 - to demonstrate
- Allows electronic submission of DMRs (eDMRs)
- Data submitted thru Central Data Exchange (CDX) to the ICIS application



Where do I find out more about NetDMR? www.epa.gov/netdmr



The screenshot shows the EPA NetDMR website. At the top right, it says "U.S. ENVIRONMENTAL PROTECTION AGENCY" and has a "Share" button. The main header is "NetDMR". Below the header is a search bar with "Search:" and radio buttons for "All EPA" and "This Area", followed by a text input field and a "Go" button. Below the search bar is a breadcrumb trail: "You are here: [EPA Home](#) » NetDMR".

On the left side, there is a vertical navigation menu with the following items: "NetDMR Home", "About NetDMR For States & Regions For Permittees" (circled in blue), "Who Can Report?", "Subscribe to NetDMR Updates", "Frequent Questions", "Related Links", and "Contact Us".

The main content area contains the following text:

NetDMR is now available to EPA Regions and select States, Tribes, and Territories. EPA Regions and States that are currently utilizing NetDMR include: Region 1 (New Hampshire and Massachusetts), Region 3 (District of Columbia), Region 6 (Gulf of Mexico), Utah, and Louisiana. Additional States, Tribes, and Territories may adopt Network Discharge Monitoring Report (NetDMR) and enable their regulated NPDES facilities to begin utilizing the electronic reporting tool.

NetDMR is a national tool for regulated Clean Water Act permittees to submit discharge monitoring reports (DMRs) electronically via a secure Internet application to U.S. EPA through the Environmental Information Exchange Network. NetDMR allows participants to discontinue mailing in hard copy forms under 40 CFR 122.41 and 403.12.

Please visit this Web site often for deployment updates and schedules.

Below the text is a "NetDMR Login" section with two buttons: "Begin Using NetDMR" (for "New NetDMR User?") and "Log In" (for "Return User?").

At the bottom is a "Quick Links" section with the following links: [NetDMR Milestones](#) | [Map of Participating States](#) | [Workgroup Information](#) | [Frequent Questions](#) | [Subscribe to Updates](#)



The NetDMR logo is displayed over a globe. The logo consists of the text "NetDMR" in a large, blue, 3D font. Behind the text is a screenshot of a NetDMR report form, which includes various fields and tables for data entry.

For Permittees

NetDMR is now available to EPA Regions and select States, Tribes, and Territories. Several EPA Regions and States are currently Tribes, and Territories may adopt Network Discharge Monitoring Report (NetDMR) and enable their regulated NPDES facilities to use the tool. If you are a NPDES permittee, please contact your State or Regional NetDMR lead to receive additional information on NetDMR.

Region or State	NetDMR Lead Contacts
Region 1 (Massachusetts/New Hampshire)	Norma Mason (mason.norma@epa.gov) Ed Kim (kim.ed@epa.gov)
Region 2 (Puerto Rico)	Nestor Louis (Louis.Nestor@epamail.epa.gov)
Region 3 (District of Columbia)	Norma Green (green.norma@epa.gov) Nancy Ford (ford.nancy@epa.gov)
Region 4 (AL, FL, GA, GE, KY, MS, NC, SC, TN)	Mike Donehoo (donehoo.mike@epa.gov), 404-562-9745
Region 6 (Arkansas/Gulf of Mexico/Louisiana/New Mexico/Texas)	Helen Nguyen (nguyen.helen@epa.gov)
Region 8 (Colorado/Montana/South Dakota/Utah)	John Mackey (mackey.ionh@epa.gov), 303-312-6056
Region 9 (California/Guam/Navajo Nation)	Sandra Chew (chew.sandra@epa.gov)
Region 10 (Alaska/Idaho/Oregon/Washington)	Diane Davis (davis.diane@epa.gov), 206-553-1296
Arkansas	Amy Schluterman (Schluterman@adeq.state.ar.us)
Connecticut	Suzette Flecha (suzette.flecha@ct.gov)
Colorado	NetDMR Help Team (CDPHE.WONetDMRHelp@state.co.us), 303-691-4046
Georgia	Michael L. Basmajian (michael.basmajian@dnr.state.ga.us), 404-675-1660
Hawaii	Scott Miyashiro (scott.miyashiro@doh.hawaii.gov)
Indiana	Rose McDaniel (rmcdanie@idem.in.gov), 317-233-2653
Kentucky	Cheryl Edwards (NetDMR@ky.gov), 502-564-8158 ext. 4920
Louisiana	Christine Mayeux (degnetdmr@la.gov)
Maryland	William Lee (wlee@mde.state.md.us), 410-537-3514
Montana	Lisa Tucker (ltucker@mt.gov), 406-444-5388

About NetDMR – For Permittees

Please see [Frequent Questions](#) for more information. Permitted facilities may also [sign-up to receive e-mail updates](#) about NetDMR.

For additional information, see the [training materials and presentations](#) available online.

Draft Documents and Guidance for NetDMR

The [Draft NetDMR Facility Information Package Template \(PDF\)](#) (21pp, 151K, [About PDF](#)) explains how to get started using NetDMR for permittees and data providers. This package provides an introduction to NetDMR, preparations that should be made prior to implementing NetDMR, how to participate in NetDMR, basic troubleshooting, and several useful documents such as the subscriber agreement. This package is currently in draft but will be made final near the NetDMR implementation date of June 22, 2009.

Target audience: Permittees and Data Providers

The [NetDMR National Installation Permittee and Data Provider User Guide \(PDF\)](#) (154pp, 2.9MB, [About PDF](#)) explains how to perform various tasks within the NetDMR system with a focus on Permittees and Data Providers. With this purpose in mind, it is organized by type of user and tasks. All users should read the introduction, as it provides important information about using NetDMR and the organization of the Guide, in general. The first chapter is for all users. Most users will find that they will probably need to use only one or two chapters, depending on their role and the type of tasks that they are performing in NetDMR. This Guidance is currently in draft but will be made final near the NetDMR implementation date of June 22, 2009.

Target audience: Permittees and Data Providers

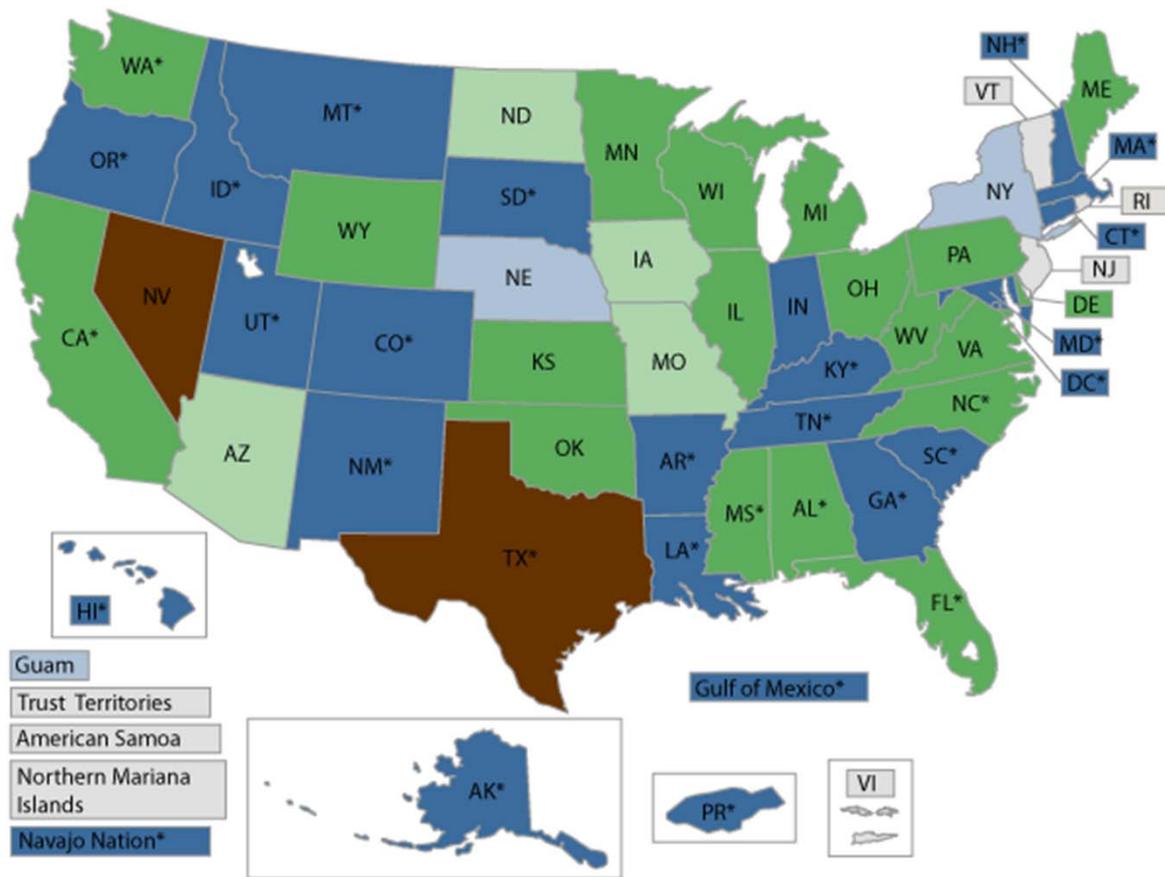
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on Thursday, July 9th, 2009.
<http://www.epa.gov/netdmr/permittees/index.html>
[Print As-Is](#)

- NetDMR Implementation

- Up front work involved

- States – CROMERR application approved
 - Decision making – how, what and when to implement an electronic reporting system
 - Communication / Outreach
 - Implementation
 - Phased approach. Currently DOH is having all the individual major permittees submit via NetDMR. Not a matter of “if” but “when” all permittees will be required to submit via NetDMR.
 - Staff resources and training, etc.



* indicates the EPA Region associated with the state is accepting select DMRs for the state through NetDMR. Please mouse over the state to see who can report.

National NetDMR applications can reside either at EPA or in the state.

"National NetDMR" means the application is hosted on EPA servers.

"State NetDMR" means the application is hosted on state servers.

"State e-DMR" means the state has its own electronic reporting software.

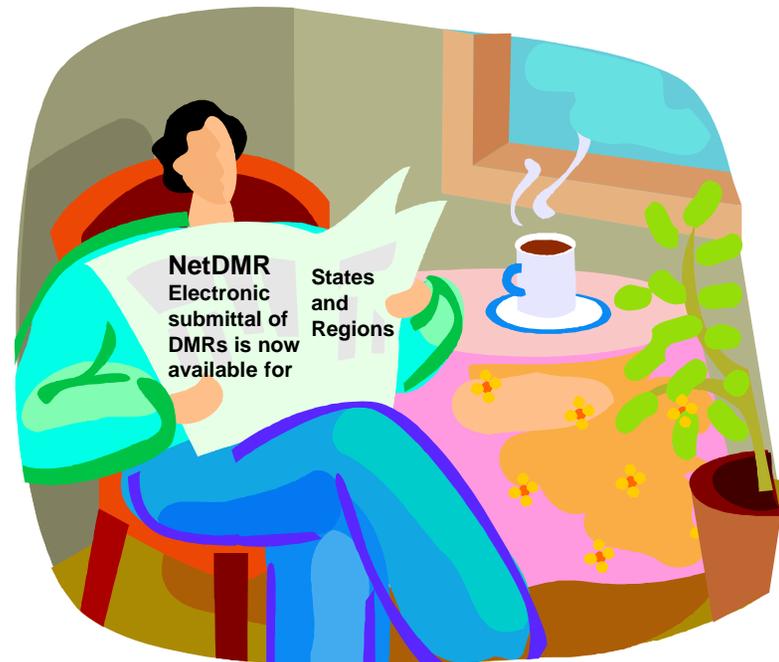
- Contact Regulatory Agency
 - The Hawaii Department of Health, Clean Water Branch is the primary contact for technical assistance when using NetDMR. If they can't answer your questions then EPA Region 9 and EPA HQ is available.
 - Currently we are having all of the individual major facilities (i.e. WWTPs, power generating stations), as opposed to the general permits, submit their DMRs via NetDMR.





News Flash

- National NetDMR implemented on June 22, 2009



- Let's get started familiarizing ourselves with some of the NetDMR terminology and some of the roles & responsibilities of the Permit Administrator, Signatory and Data Providers



What is the National Installation of NetDMR?

- Web-based application that will allow NPDES permittees to submit DMRs electronically to EPA's Integrated Compliance Information System (ICIS)
- Hosted on Central Data Exchange (CDX) servers
- Provides separate customizable "NetDMR instances"
- Stores the official Copy of Record (COR)

What is a “NetDMR Instance”?

- Customized NetDMR specific to a Regulatory Authority, such as a state or Region
- Each state, state agency or Region will have their own instance
- Permits segregated by combination of the first 2 characters (HI) of Permit AND the issuing organization type in ICIS. Important to understand that Hawaii general permits have a different ICIS NDPES number (i.e. HIF006028 and HI09GD389 are the same facility)
You can find out if your permit is eligible for NetDMR on the website.

What is a “NetDMR Instance”?

- Examples of state “Instance” naming convention in NetDMR:
 - Hawaii – Dept. of Health
 - Illinois
 - Oklahoma - DEQ
- Example of Region “Instance” naming convention in NetDMR:
 - EPA R6 AR-GM-LA-NM-OK-TX

Types of Users

- EPA HQ
- Regulatory Authority (Hawaii DOH)
- **Permittees**
- **Data Providers (Contractors and Labs)**

Types of Roles

- System Administrator
- Internal Administrator
- **Permit Administrator**
- **Signatory**
- **Edit ***
- **View ***

Internal Administrators (States/Regions)

- Edit
– Instance



Edit Instance

Edit the instance settings below. Note that some settings are shown for informational purposes and

General Information

Instance Name	EPA HQ - IL-NM
Time Zone	US/Eastern
Number of secret questions a user must answer:	3
Frequency of Password Change:	3 months
Allow multiple signatory requests in a subscriber agreement?	Yes
Are Permit Administrators required to have signatory roles for their permit?*	<input type="text" value="Yes"/> Select One Yes No



System Administrator Role (EPA HQ)

- Manage the NetDMR software and operations
- Create and manage an installation
- Create and manage instance downtimes and settings
- Create and manage NetDMR Instances
- Manage assignments of permits to instances



- **Regulatory Authority Admin User Role (EPA Region or State users)**
 - **Customize an instance:**
 - **Manage**
 - some general information
 - e-mail messages
 - **DMR submission and attachment notifications**
 - **News and notices**
 - View Partial DMRs
 - View and Repudiate CORs
 - Manage Subscriber Agreements
 - Manage Signatory Requests
 - Manage Internal View-Only requests



Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											

Data Provider User Functions

User Type	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Manage CORs
View				
Edit				

- System Administrator
 - EPA/NetDMR Host



- Internal Users

- State and Federal Agency Users
 - Read-only access to all signed and submitted reports
 - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

- External Users

- Permittees
- Data providers
 - contractors and labs





- **Signatory Role (Permittee User)**

- You will be able to:

- Sign and mail the Subscriber Agreement
- View, edit, import, sign and delete DMRs
- Submit corrected DMRs – generate CORs
- Initiate the repudiation of unauthorized DMRs

Note: With 1st Signatory role automatically get Permit Administrator role



- **Signatory role**
- **Who is authorized person to sign?**
 - **See Appendix L, NetDMR User Guide**
 - **40 CFR 122.22**

40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

[Code of Federal Regulations - Title 40: Protection of Environment](#)

Id. vLex: VLEX-19812669
<http://vlex.com/vid/122-signatories-applicable-see-123-19812669>

Text

TITLE 40 - PROTECTION OF ENVIRONMENT

CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY

SUBCHAPTER D - WATER PROGRAMS

PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS

122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been



Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
gmg290103	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One ▾</p> <p><input checked="" 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.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Submit Cancel</p>

If you are the Responsible Official

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
gmg290103	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One ▾</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" 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.</p> <p>Name: <input type="text" value="Jay Smith"/></p> <p>Title: <input type="text" value="President"/></p> <p>Phone Number: <input type="text" value="225-219-9999"/></p> <p>Submit Cancel</p>

I have been authorized by the Responsible Official to sign the DMRs



- **Permit Administrator Role (Permittee User)**
 - Manage Access for their NPDES permit(s)
 - Permit Administrator
 - Edit
 - View (DMRs and CORs)
 - Approve Regulatory personnel requesting view partial DMRs
 - To edit, import, refresh, and delete DMRs
 - Request “Signatory” or “Edit” role
 - To Sign DMRs
 - Request “Signatory” role



- Preparing for NetDMR
 - Read and refer to the Permittee and Data Provider User Guide
 - Access NetDMR website for additional information, frequently asked questions
 - NetDMR Test site is available for your use once training is completed. Make sure you access the test site and not production.
 - States/Regions may require a certain amount of testing before going into production. For Hawaii we require that you submit two successful submissions to NetDMR test.



- Technical Assistance
 - State or EPA Region NetDMR Contact
- Websites (State or EPA Region must establish the Instance first)
 - Test: <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>
 - Production Website: www.epa.gov/netdmr
(Contacts will be listed on your Instance's Login Page)



• First Steps

- Determine who will be your initial Signatory with Permit Administrator role
 - This person should log on first
 - » Create account, finalize account, request access from the Hawaii DOH. Will need to fill out the Subscriber Agreement and submit that to the Hawaii DOH.
 - » Verify that Hawaii DOH approved the request
- Identify others at your facility that would need the Edit, Permit Administrator, View or Signatory role(s)
 - **Wait to create other user accounts & to request access after 1st Signatory is approved**



- User types with one or more roles**
 - Permit Administrator (no Signatory)**
 - Permit Administrator with Signatory**
 - Permit Administrator with Edit**
 - Signatory only**
 - External Edit only**
 - External View only**
 - Data Provider (lab) – View Only**
 - Data Provider (lab) – Edit Only**



- Testing - If a user would like to try multiple user types and/or roles:
 - Important to use a different email account for each one

- NetDMR Production – usually one email account is used with one or more roles

- Decide method of DMR Data Entry
 - Direct data entry
 - Import comma delimited file (for batch uploads)
 - Or both



To Begin Using NetDMR:

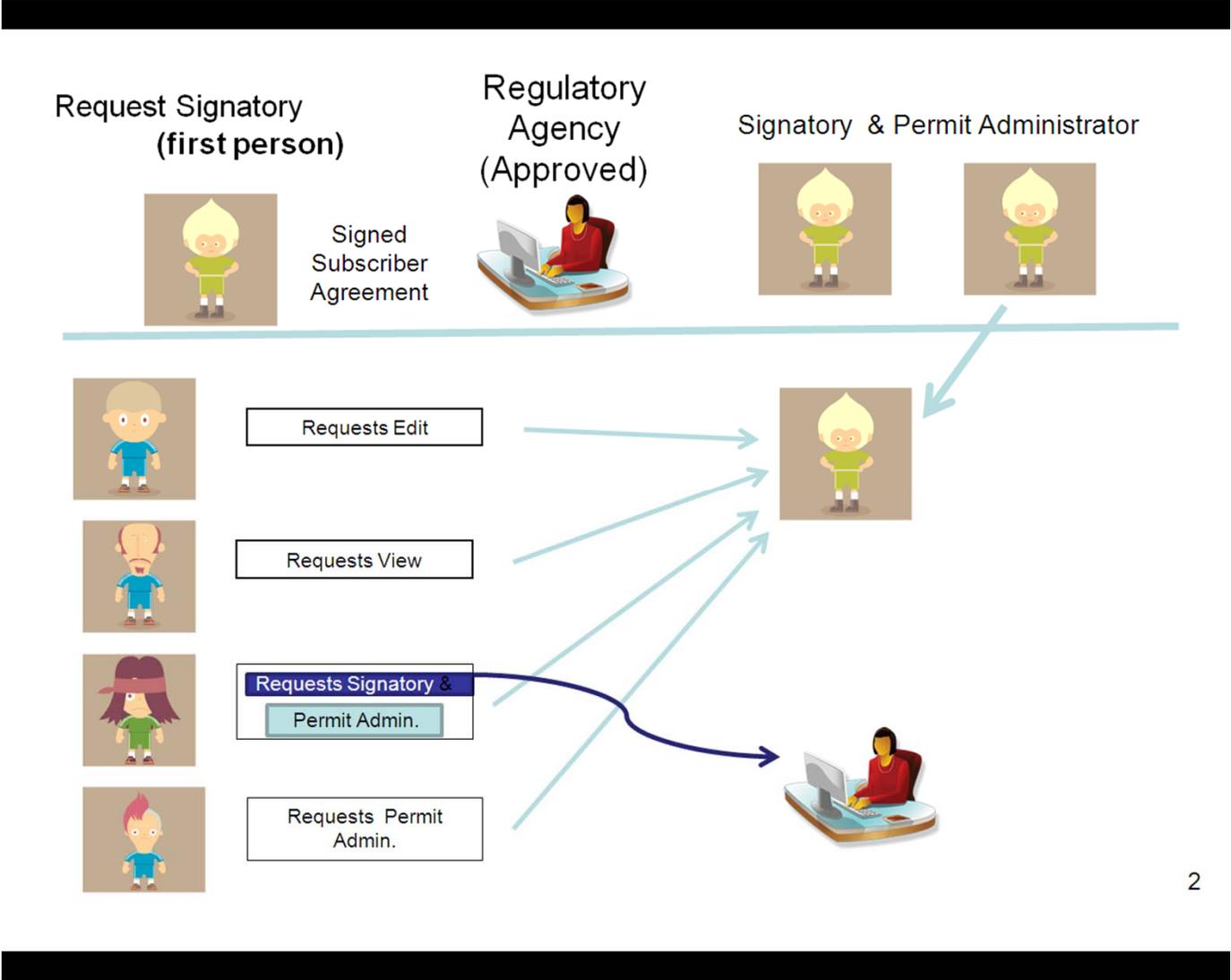
- Login to NetDMR
- Check your NPDES ID
- Create an Account
- Request Access

**Detailed instructions are contained in the Permittee/
Data Provider User Guide**

- **Initial Signatory request from your facility**
 - Will have Signatory and Permit Administrator roles automatically

- **Others at your company can apply for one or more roles**
 - **Signatory, Permit Administrator role, Edit, or View role**
 - **(After Initial Signatory is approved)**
 - Permit Administrators can grant access for anyone with Permit Administrator, Edit or View roles

 - Signatory role
 - “Signatory” role can only be granted by the Regulatory Administrator (Hawaii DOH)
 - Signed Subscriber Agreement must be received in the mail by Hawaii DOH (fax or e-mail is not acceptable). Only exception is during NetDMR testing. Hawaii DOH will accept a signed copy of the SA via e-mail)
 - Important to print out the Agreement in Production
 - www.epa.gov/netdmr



On-Line Training Modules

- www.epa.gov/netdmr
 - “Training Materials”
 - “NetDMR for Permittees”





- During your review of the NetDMR Documentation or reviewing the NetDMR website
 - Please let us know if we need to clarify information in User Guides, website, etc.
 - Feel free to make recommendations for modifying the documents
 - Email: NetDMR@epa.gov



Questions?

