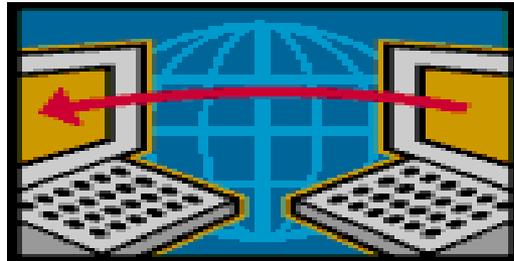


# NetDMR Training

## For

### Permittees and Data Providers



(Welcome to the World of Electronic Reporting!)



# Agenda

## I. Introduction

1. About NetDMR
2. Benefits of NetDMR
3. NetDMR System Capabilities
4. Where to find NetDMR
5. DMR Signatory Authority



## II. Creating a NetDMR Account

1. NetDMR User Roles and Registration
2. Request/receive access to permit
3. Creating an Account
4. Demonstration – Create Account, and Request Access

# NetDMR Basics

## 2<sup>nd</sup> Session

- I. Searching DMRs and Entering Data
  1. DMR Search Results
  2. Enter/Edit DMR Data
  3. Saving DMR Information
  4. Demonstration – Search for and enter DMR Data



# Submitting DMRs

## II. Sign and Submit DMRs

1. Identifying DMRs Ready for Submission
2. Edit DMR Screen
3. Demonstration -Signing and Submitting DMRs



# The Paper Burden!



DMRs is the second-largest federal reporting requirement, following only IRS tax returns

## What is a DMR or Discharge Monitoring Report?

- EPA Form 3320-1
- Standardized form to help with self-reporting to EPA
- Data used by States and EPA for compliance and enforcement purposes
- DMR data is ultimately flowed to EPA's database (Integrated Compliance Information System or ICIS)
- Public has access to DMR data via the Enforcement and Compliance History Online (ECHO) website at <https://echo.epa.gov/>

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

FACILITY LOCATION \_\_\_\_\_

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

DISCHARGE MONITORING REPORT (DMR)

(2-19)

(17-19)

PERMIT NUMBER

DISCHARGE NUMBER

Form Approved.  
OMB No. 2040-0004  
Approval expires 05-31-98

MONITORING PERIOD

FROM YEAR MO DAY TO YEAR MO DAY  
(20-21) (22-23) (24-25) (26-27) (28-29) (30-31)

Check here if No Discharge

NOTE: Read Instructions before completing this form

PARAMETER (32-37)	X	(3 Card Only) QUANTITY OR LOADING (46-53) (54-61)			(4 Card Only) QUALITY OR CONCENTRATION (38-45) (46-53) (54-61)				NO. EX (62-63)	FREQUENCY OF ANALYSIS (64-68)	SAMPLE TYPE (69-70)
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
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	PERMIT REQUIREMENT										

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE 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 PERSONS 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. SEE 18 U.S.C. § 1001 AND 33 U.S.C. § 1319. (Penalties under these statutes may include fines up to \$10,000 and or maximum imprisonment of between 6 months and 5 years.)	TELEPHONE		DATE		
		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)

# About NetDMR



- NetDMR is a Web based tool that allows NPDES permittees to electronically sign and submit their DMRs as well as attachments.
- NetDMR Released by EPA
  - Made available to states - June 22, 2009
  - States/EPA Regions determine their implementation NetDMR strategy

# System Requirements



- High Speed Access to Internet (DSL, Cable-modem, T1 or Partial T1)
- Minimum Pentium III Processor and 128 Megabytes of RAM
- Microsoft Internet Explorer Version 6.x or FireFox Version 2.0 (or higher)

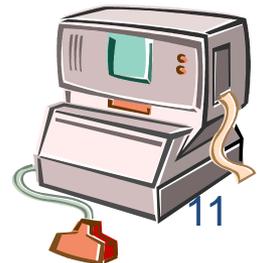
# NetDMR Vision

- Any facility regulated by a participating NetDMR state will eventually be required to electronically report DMRs
- Goal: Encourage full participation in electronic reporting, provide training and technical assistance



# NetDMR System Capabilities

- Accepts DMR submissions
- DMR data directly to EPA's national database
- DMRs are pre-populated with facility specific permit requirements
- Allows facility to easily obtain up-to-date reporting requirements
- Validate and edit checks DMRs before submittal
- CROMERR approved electronic signature
- Provides instant E-mail confirmation of submittal
- Copy of records available online
- Improves timeliness and accessibility of data



# Benefits of NetDMR Application



- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Compatible with current state business practices

# Where to find NetDMR

- Production

<http://www.epa.gov/netdmr>

- Test

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>



# Who Can Sign a DMR?

- **Signatory requirements are the same for paper as well as electronic DMRs (See 40 CFR 122.22)**

## **Responsible Official to Sign Include:**

- **For Corporation: responsible corporate officer**
- **For Partnership: general partner or the proprietor**
- **For local, state, federal or other public agency: principal executive officer or ranking elected official**



# Signatory Authority can be Delegated

- Authority to sign a DMR (and other permit-related reports) can be delegated by Responsible Official
- Delegation must be made in writing and original sent to the Regulated Authority
- Can specify an individual or a position



# What Does this Mean for NetDMR

- Subscriber Agreements are used to provide the Regulated Authority with written notice of delegations
- “Signatory Authorization” - Responsible Official
  - Requires 1 Signature on Subscriber Agreement
- “Delegated Official” – Authorized by the Responsible Official
  - Requires 2 Signatures on Subscriber Agreement
  - Responsible Official and Delegated Official



SCANNED  
March 7, 2015

Agency: *Hawaii - Dept. of Health*

Subscriber Agreement Number: *bc15dea5-674c-46b8-9273-ae154e7e3dce*

Generated On: *2015-03-05 15:55:34.0*

Account Reference: *12351*

**NetDMR Subscriber Agreement Instructions Page**

***This form can be used for permits issued by: Hawaii - Dept. of Health***

2015 MAR 6 3:51

***Purpose***

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(i)(4).

***Basic Information on Who Should Fill Out the Subscriber Agreement***

- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized representative as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the regulatory authority allows multiple permits on a single Subscriber Agreement, then this document allows the signatory authority to list multiple permits on a single Subscriber Agreement as long as the Subscriber is the same person for all the multiple permits listed.
- If the authority to electronically sign for a permit is to be delegated to multiple Subscribers, then each Subscriber needs to submit and sign a separate Subscriber Agreement.
- This Subscriber Agreement cannot be used to register multiple permits that are issued by different regulatory authorities.

***Where to Submit***

Print and mail the completed subscriber agreement below to your Clean Water Act permitting authority for their review at the address below. You should retain a hard copy.

Hawaii - Dept. of Health  
Attn: Scott Miyashiro  
919 Ala Moana Blvd., Room 301  
Honolulu, HI 96814

### E. Signatory Authorization

The signatory authority is the appropriate individual identified under 40 CFR 122.22 with the authority to sign permit applications, reports, and other permit-required submittals (e.g., DMRs).

Permit ID(s): HIF009883

I, Pratt Kinimaka Oahu District Engineer, have the authority to enter into this Agreement for FARRINGTON HIGHWAY, REPLACEMENT OF MAKAHA BRIDGES and Permit ID HIF009883 under the applicable standards. I request Hawaii - Dept. of Health grant Art Sickels the ability to submit DMRs for Permit ID HIF009883.



\_\_\_\_\_  
Signatory Authority Signature

Pratt Kinimaka  
Oahu District  
Engineer

\_\_\_\_\_  
Title

3-5-15

\_\_\_\_\_  
Date

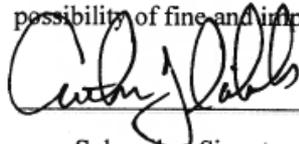
### F. Subscriber Signature

The subscriber is the NetDMR user that submits this agreement to request to electronically sign DMRs. The subscriber is given signatory authority to sign reports and other information (e.g. DMRs) either under 40 CFR 122.22(a) or is delegated signatory authority by the individual(s) identified as the signatory authority in Section E of this agreement [See 40 CFR 122.22(b)].

Permit ID: HIF009883

I, Art Sickels, am authorized by the signatory authority named in Part E of this document, who does have the authority under the applicable standards, to enter into this agreement for FARRINGTON HIGHWAY, REPLACEMENT OF MAKAHA BRIDGES and Permit ID HIF009883.

By submitting this application to Hawaii - Dept. of Health I, Art Sickels, have read, understand, and accept the terms and conditions of this subscriber agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.



\_\_\_\_\_  
Subscriber Signature

3/5/15

\_\_\_\_\_  
Date

# Who can Report



- NPDES permittees required to submit DMRs to a Regulatory Agency that is using NetDMR
- First Step is to notify Agency first that you are interested in participating
- The DOH requires you to have at least two successful transmissions of DMR data in the Test environment before moving to Production. However, this is on a case-by-case basis.
- You should receive a notification from the State or Region that you have been approved to begin using NetDMR

# NetDMR Home Page

U.S. ENVIRONMENTAL PROTECTION AGENCY



## NetDMR



Contact Us Search:  All EPA  This Area

You are here: [EPA Home](#) » [NetDMR](#)

NetDMR is now available to EPA Regions and select States, Tribes, and Territories. Several EPA Regions and States are currently utilizing NetDMR. 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.

### NetDMR Login

New NetDMR User?

[Begin Using NetDMR](#)

Return User?

[Log In](#)

### Quick Links

[NetDMR Milestones](#) | [Map of Participating States](#) | [Training Materials](#) | [Frequent Questions](#) | [Subscribe to Updates](#)



## NetDMR News

# Documentation

**NetDMR**

[Contact Us](#) Search:  All EPA  This Area  
You are here: [EPA Home](#) » [NetDMR](#)

NetDMR is now available to EPA Regions and Tribes, and Territories may adopt Network D tool.

NetDMR is a national tool for regulated Clean U.S. EPA through the Environmental Information System (EIS) 403.12.

Please visit this Web site often for deployment information.

**NetDMR Login**

New NetDMR User? [Begin Using NetDMR](#)

Return User? [Log In](#)

**Quick Links**

[NetDMR Milestones](#) | [Map of Participating Training Materials](#) | [Frequent Questions](#) | [Subscribe to Updates](#)

**NetDMR News**

- About NetDMR – for Permittees
- Access list of NetDMR Lead Contacts
- Permittee and Data Provider User Guide

# NetDMR Lead Contacts (Production)

NetDMR Home

About NetDMR  
For States & Regions  
For Permittees

Who Can Report?

Subscribe to NetDMR  
Updates

Frequent Questions

Related Links

Contact Us

## For Permittees

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

Region or State	NetDMR Lead Contacts
Region 1 (Massachusetts/New Hampshire)	Norma Mason ( <a href="mailto:mason.norma@epa.gov">mason.norma@epa.gov</a> ) Ed Kim ( <a href="mailto:kim.ed@epa.gov">kim.ed@epa.gov</a> )
Region 2 (Puerto Rico)	Dit Cheung ( <a href="mailto:Cheung.Dit@epamail.epa.gov">Cheung.Dit@epamail.epa.gov</a> ) Nestor Louis ( <a href="mailto:Louis.Nestor@epamail.epa.gov">Louis.Nestor@epamail.epa.gov</a> )
Region 3 (District of Columbia)	Norma Green ( <a href="mailto:green.norma@epa.gov">green.norma@epa.gov</a> ) Nancy Ford ( <a href="mailto:ford.nancy@epa.gov">ford.nancy@epa.gov</a> )
Region 4 (AL, FL, GA, GE, KY, MS, NC, SC, TN)	Mike Donehoo ( <a href="mailto:donehoo.mike@epa.gov">donehoo.mike@epa.gov</a> ), 404-562-9745
Region 6 (Arkansas/Gulf of Mexico/Louisiana/Texas)	Helen Nguyen ( <a href="mailto:nguyen.helen@epa.gov">nguyen.helen@epa.gov</a> )
Region 8 (Colorado/Montana/South Dakota/Utah)	Jeff Mosal ( <a href="mailto:mosal.jeffrey@epa.gov">mosal.jeffrey@epa.gov</a> )
Region 9 (California/Navajo Nation)	Sandra Chew ( <a href="mailto:chew.sandra@epa.gov">chew.sandra@epa.gov</a> )
Region 10 (Idaho)	Diane Davis ( <a href="mailto:davis.diane@epa.gov">davis.diane@epa.gov</a> )
Arkansas	Amy Schluterman ( <a href="mailto:Schluterman@adeq.state.ar.us">Schluterman@adeq.state.ar.us</a> )
Connecticut	Suzette Flecha ( <a href="mailto:suzette.flecha@ct.gov">suzette.flecha@ct.gov</a> )
Colorado	NetDMR Help Team ( <a href="mailto:CDPHE.WQNetDMRHelp@state.co.us">CDPHE.WQNetDMRHelp@state.co.us</a> ), 303-691-4046
Hawaii	Scott Miyashiro ( <a href="mailto:scott.miyashiro@doh.hawaii.gov">scott.miyashiro@doh.hawaii.gov</a> )
Louisiana	Kelly Peterson ( <a href="mailto:deqnetdmr@la.gov">deqnetdmr@la.gov</a> )
Maryland	William Lee ( <a href="mailto:wlee@mde.state.md.us">wlee@mde.state.md.us</a> ), 410-537-3514
South Dakota	Tim Flor ( <a href="mailto:Tim.Flor@state.sd.us">Tim.Flor@state.sd.us</a> ), 605-773-3351
Tennessee	Shelia Moore ( <a href="mailto:NetDMR.help@tn.gov">NetDMR.help@tn.gov</a> )
Utah	Edith VanVleet ( <a href="mailto:evanvleet@utah.gov">evanvleet@utah.gov</a> ) Matthew Garn ( <a href="mailto:mgarn@utah.gov">mgarn@utah.gov</a> ) <a href="mailto:netdmr@utah.gov">netdmr@utah.gov</a>

# NetDMR Permittee and Data Provider User Guide

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.

## 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 \(PDF\)](#) (157pp, 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

# Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance
- Selecting the right instance depends on which agency receives your DMRs. In this case it's:



## Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.



Select Regulatory Authority:

Hawaii - Dept. of Health

# Instance Home Page

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



## Welcome

Welcome to the EPA Region 01 – NH-MA installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

### New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact [mason.norma@epa.gov](mailto:mason.norma@epa.gov).

### News

- Please note that EPA Region 1 has moved and all NetDMR related correspondence (e.g., subscriber agreements) should be sent to: US EPA Region 1, Attn: Norma Mason (NetDMR), 5 Post Office Square Suite 100, Mail Code OES04-4, Boston, MA 02109-3912
- The NetDMR Test Environment page can be found at <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>
- If you are interested in taking NetDmr training the next class is scheduled June 2010, 6/22 & 6/24 from 1.00-4.00 p.m. Please send a email to [R1.NetDmr@Epa.gov](mailto:R1.NetDmr@Epa.gov) with Contact info(e.g. name, telephone #, facility name, and address, Npdes Permit #).



### Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

### Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

- Checking your Permit ID
- News
- NetDMR Instance Login
- Creating a new account
- Forgot user name / password

# Checking Your Permit ID

- Enter Permit ID Number
  - Ensures your permit number is available on selected instance
  - Contact DOH if you don't see your permit no.
  - Move forward with registration and completing a Subscriber Agreement



The screenshot shows the NetDMR website interface. At the top, there is a navigation bar with links for "Login", "FAQs", "Getting Started", and "Contact the NetDMR Team". Below this is the NetDMR logo, which features a blue water drop icon. The main content area has a heading "Check Whether a Permit is Available for Reporting in NetDMR" with a small icon of a checkmark and a plus sign. Below the heading, a green dashed box contains a message: "The Permit ID 'MA0103284' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now." At the bottom of the page, there is a form with a label "Enter a Permit ID\*" and a text input field containing "MA0103284". To the right of the input field is a button labeled "Check Permit ID".

# NetDMR Account Creation

- **User Registration**
  - Establishes your identity
  - Each user should have a unique account
- **Request/Receive Access to Permit**
  - Associates your user account with specific permits
  - Identifies your role in NetDMR for each permit



# User Registration

- Have a valid email address
- Provide basic identifying information
  - Name
  - Email address
  - Organization
  - \*User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email



# Select the Appropriate “Type of User”

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



## Create a NetDMR Account

### General Account Information

Please provide the information requested below to create a NetDMR account. A '\*' indicates a required entry.

Email Address:*	<input type="text" value="thynetdmr@yahoo.com"/>
Enter Email Address Again:*	<input type="text" value="thynetdmr@yahoo.com"/>
User Name:*	<input type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name <input type="text"/>
First Name:*	<input type="text" value="Cathy"/>
Last Name:*	<input type="text" value="Bius"/>
Telephone Number: * (###-###-####)	<input type="text" value="214-665-6456"/>
Organization:*	<input type="text" value="Facility"/>
Type of User:*	<input type="text" value="Select One"/> <input type="text" value="Select One"/> <input type="text" value="Internal User"/> <input type="text" value="Data Provider"/> <input type="text" value="Permittee User"/>

### Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

Question 1*	<input type="text" value="Select One"/> <input type="text"/>
-------------	---

**Note: User Type Cannot be Changed**

# NetDMR User Types

- **Internal Users**

- **State and Federal Agency Users**

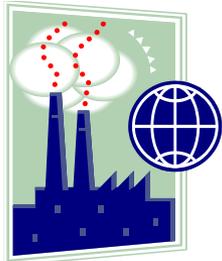
- Read-only access to all signed and submitted reports
    - Partially completed DMRs **only** able to be viewed when specifically requested and authorized by facility

- **External Users**

- **Permittee User**

- **Data Provider**

- **Contractors and labs**
    - **Cannot Sign a DMR**



# Demonstration - Creating a NetDMR account

# Account Verification

- You will receive a verification email from NetDMR; it is very important to click the link within 60 days to complete the account verification process
- Only click on this link ONE time



**Activate Your NetDMR Account**  
**netdmr-notification** to: Ed Kim

04/03/2009 07:47 AM  
[Show Details](#)

---

Ed Kim,

You are an Internal Administrator and your NetDMR account must be finalized before you can log into the system and request access to your permits.  
Please click on the following link. Your password will be conveyed to you by the system administrator.

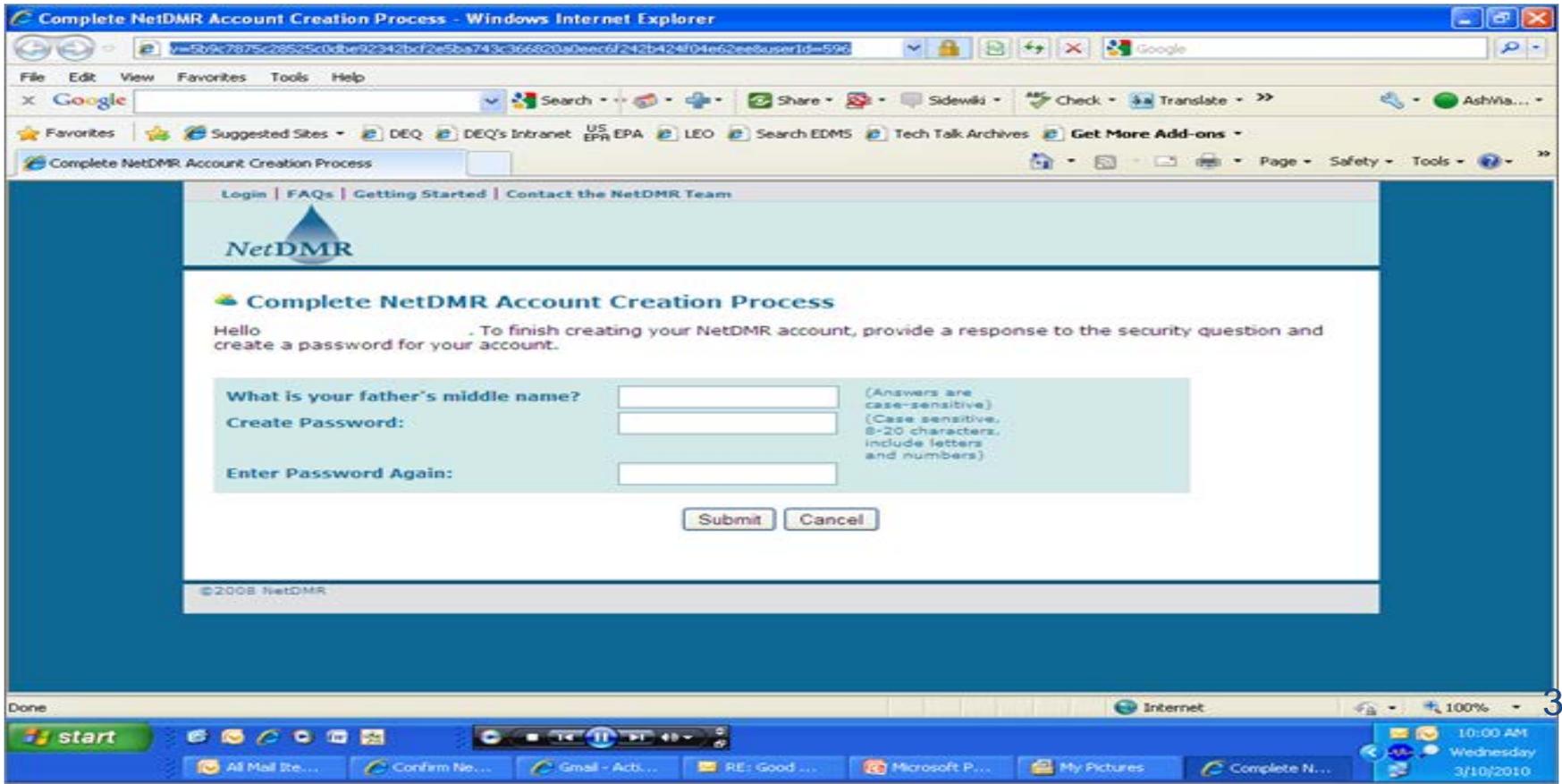
<https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=9c5f2d6d1a0d725e3176849723f6184cf79f05032e344410ee02d2c81e019350&userId=120>

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to contact the system administrator. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

# Account Verification

- Fill in the required security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number



The screenshot shows a web browser window titled "Complete NetDMR Account Creation Process - Windows Internet Explorer". The address bar contains a long URL. The page content includes a navigation menu with links for "Login", "FAQs", "Getting Started", and "Contact the NetDMR Team". Below the "NetDMR" logo, the heading "Complete NetDMR Account Creation Process" is displayed. A message reads: "Hello [redacted]. To finish creating your NetDMR account, provide a response to the security question and create a password for your account." The form contains three input fields: "What is your father's middle name?", "Create Password:", and "Enter Password Again:". To the right of the first field, a note states "(Answers are case-sensitive)". To the right of the password fields, a note states "(Case sensitive. 8-20 characters. Include letters and numbers)". "Submit" and "Cancel" buttons are located below the form. The footer of the page shows "© 2008 NetDMR". The Windows taskbar at the bottom displays the "start" button, several open applications, and the system clock showing "10:00 AM Wednesday 3/10/2010".

Complete NetDMR Account Creation Process - Windows Internet Explorer

www.5b9c7875c28525c0db9e2342bcf2e5ba743c366820a0eecd242b424f04e62ee8user[id=596]

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Translate AshWa...

Complete NetDMR Account Creation Process

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Complete NetDMR Account Creation Process

Hello [redacted]. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What is your father's middle name?  (Answers are case-sensitive)

Create Password:  (Case sensitive. 8-20 characters. Include letters and numbers)

Enter Password Again:

Submit Cancel

© 2008 NetDMR

Done Internet 100%

start

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10:00 AM Wednesday 3/10/2010

# Request/Receive Access

- Establishes your role in NetDMR
- **First person** to request access must be a Signatory and automatically becomes Permit Administrator
- Permit Administrator controls the roles and access for other users
- Additional Permit Administrators may be approved

# Requesting Access

- Account home page
  - Request Access link

The screenshot displays the NetDMR web application interface. At the top, the navigation menu includes links for Home, My Account, Request Access (highlighted with a red circle), Help, and Logout. The user is logged in as 'Permittee User' for 'Louisiana DEQ'. The main content area features a search bar and a section titled 'All DMRs & Copies of Record (CORs)'. This section includes instructions on how to search for DMRs and CORs, along with search criteria for Permit ID and Facility, each with an 'Update' button. A 'Permitted Feature' section is also visible at the bottom.

Home | My Account | **Request Access** | Help | Logout

User: [Redacted] Permittee User

Louisiana DEQ

Search: All DMRs & CORs

Import DMRs: Perform Import Check Results

Download: Blank DMR Form

Session Lockout Timer: 28:30

Last 10 Logins

3/10/10	10:02 AM	-
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**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:** All [v] Update

**Facility:** All [v] Update

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

**Permitted Feature:** All [v] Update

# Demonstration – requesting access for edit role

# External User Roles

- **Signatory**
    - **Can sign and submit DMRs**
  - **Permit Administrator**
    - **Controls Permittee's access to NetDMR**
  - \* **Edit**
    - **Can enter and edit DMR data**
  - \* **View**
    - **Can view DMR data only**
- \* Data Provider Roles



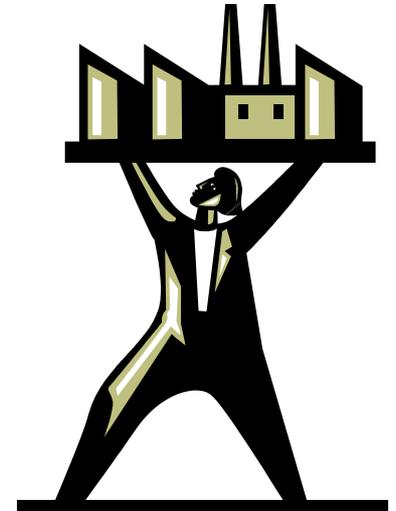
# Signatory

- **Must sign and mail Subscriber Agreement to Regulated Authority**
- **Signatory Role allows you to:**
  - **Sign and submit DMRs**
  - **Refresh and delete DMRs**
  - **Initiate repudiation of unauthorized DMRs**
- **Regulatory Authority must approve access after signed SA is received**
- **Automatically has the role permissions for**
  - **Edit / View**



# Permit Administrator

- Manages access for permit(s)
- Approves/denies requests for the following roles
  - Permit Administrator,
  - Edit,
  - View
  - Partial DMR



# Edit

- Has permission to
  - Enter, edit, import and delete DMR data



# View

- Can only view DMRs  
(both submitted and pending)

# Requesting Access

- The first person to request access to a permit must be a Signatory Authority
  - Once Signatory has been approved by the Regulatory Authority, you may request additional Signatory, edit, view only, or Permit Administrator access
- All Signatory requests must be approved by the Regulated Authority once the signed Subscriber Agreement has been received at the DOH

# Requesting Access

- Enter the Permit ID, click Update
- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
- If you've selected the incorrect role, click the red 'X' to delete
- You can add additional permits/roles, update
- Submit

## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:	<input type="text" value="LAG75TEST"/>	<input type="button" value="Update"/>
Role:	<input type="button" value="Select One"/> <small>Note: Permit Administrator role comes with Signatory role</small>	<input type="button" value="Add Request"/>

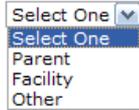
## Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG75TEST	Edit	

# Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility
  - If you are “Responsible” official for signing DMRs, choose the first radio button and click Submit
  - If your “Delegated” official, use the second radio button and enter the required information
    - Fill in the “Responsible” officials information and click Submit
  - At next screen, click Confirm

Permit ID	Requested Role	Additional Information
LAG75TEST	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.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Select One  Select One Parent Facility Other</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

# Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - NetDMR Test - not necessary
  - NetDMR Production - **REQUIRED**

## Request Access to a Permit and Associated DMRs



Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Print Subscriber Agreement](#)

[Back](#)

# Requesting Access

- If you chose a role other than Signatory, you will get a confirmation screen
- The Permit Administrator can then approve your access request



# Request Signatory (first person)



Signed  
Subscriber  
Agreement

# Regulatory Agency (Approved)



# Signatory & Permit Administrator



Requests Edit



Requests View



Requests Signatory  
&  
Permit Admin.



Requests Permit  
Admin.



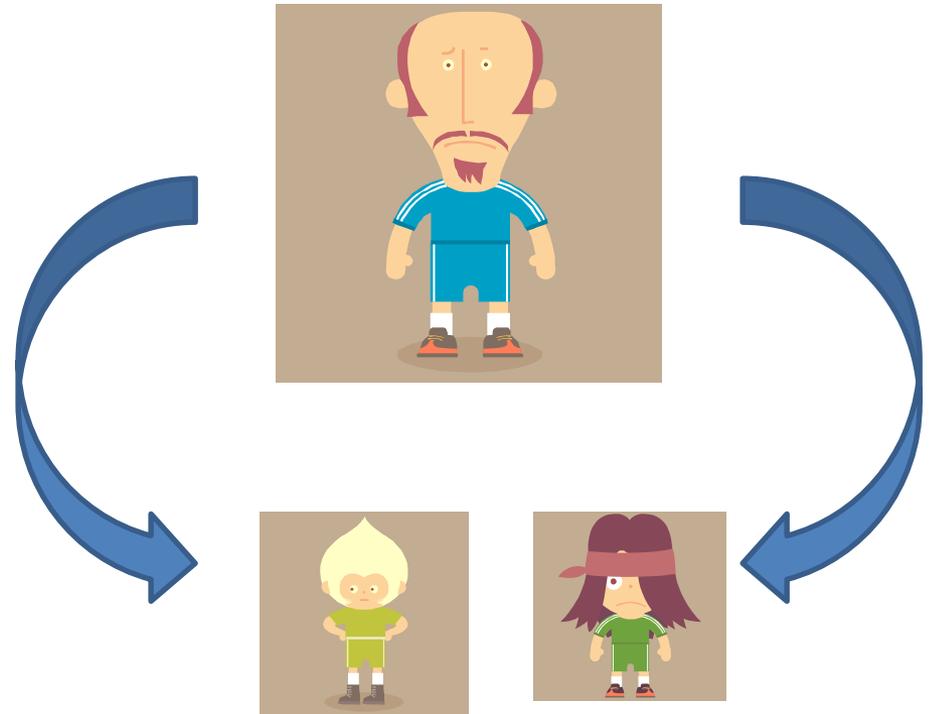
## View Role Approved

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## 3 months later – Request Edit Role

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Permit Admins



# Signing In

Four attempts to log-in before account is locked

- Must answer security question correctly to unlock
- Forgotten username/passwords may be retrieved or reset online
  - Reset with verification email
  - Retrieve/change by answering a security question
- Passwords and security questions are case sensitive
- Passwords expire every three months

# Sign and Submit DMRs

- Can sign and submit DMRs several ways
  - Edit DMR Screen - Single DMR
  - Sign one or multiple DMRs
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have approved signatory authority role with a signed Subscriber Agreement on file



# Demonstration - signing and submitting a DMR

# Sign and Submit DMRs

NetDMR 

[Manage Access Requests](#) | 
 [Search All DMRs & CORs Permits Users](#) | 
 [Import DMRs Perform Import Check Results](#) | 
 [View Permits Users](#) | 
 [Download Blank DMR Form](#)

Session Lockout Timer: 29:48

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

**DMRs Ready to Submit**

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

All DMRs

DMRs for Permit ID

DMRs for Facility

Last 10 Logins		
6/13/11	1:12 PM	-
6/9/11	8:35 AM	-
6/9/11	8:35 AM	-
5/18/11	10:37 AM	-
5/17/11	9:14 AM	<a href="#">1 DMR submitted.</a>
5/17/11	9:10 AM	-
5/13/11	6:36 AM	-
5/12/11	8:39 AM	<a href="#">46 DMRs submitted.</a>
5/12/11	7:56 AM	<a href="#">3 DMRs submitted.</a>
5/12/11	7:49 AM	-

## ✓ Pending Access Requests

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 so order applied and any selected check boxes will be reset to unselected.

### Pending Access Requests - External

Permits 1 through 8 of 8

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Cathy Bius	cathysig01@yahoo.com	ROSWELL, CITY OF	NM0020311	Edit	03/24/11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cathy Bius	cathysigndmr@yahoo.com	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	NM0022250	View	05/11/11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Cathy Bius	cathysigndmr@yahoo.com	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY	NM0022250	Edit	05/11/11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

# Sign and Submit DMRs

Home | My Account | Request Access | Help | Logout User: cathysig01@yahoo.com, Permittee User




**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Import DMRs**  
Perform Import  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

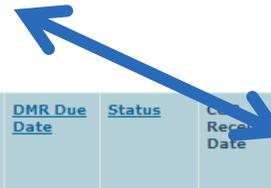
🕒 Session Lockout Timer: 29:45

[🔍 New Search](#) | 
 [🔍 Refine Search](#) | 
 [🔄 Refresh DMR Data](#) | 
 [👉 Sign & Submit Checked DMRs](#) | 
 [📄 Download Checked CORs](#) | 
 [👉 Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 3 of 3

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	Completion Date	Include in Batch Submit <input type="checkbox"/> Check All <input type="checkbox"/> Clear All	Include in Batch COR Download <input type="checkbox"/> Check All <input type="checkbox"/> Clear All	Update NODI <input type="checkbox"/> Check All <input type="checkbox"/> Clear All
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020311	ROSWELL, CITY OF	101	101-A	TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002	10/31/10	11/15/10	NetDMR Validated		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020311	ROSWELL, CITY OF	002	002-A	TREATED MUNICIPAL WASTEWATER	11/30/10	12/15/10	NetDMR Validated		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	NM0020311	ROSWELL, CITY OF	TX1	TX1-Q	QUARTERLY 7-DAY CHRONIC TOXICITY FOR 101	11/30/10	12/15/10	NetDMR Validated		<input checked="" type="checkbox"/>		<input type="checkbox"/>



# Refreshing DMR Data

- If you identify an error in their permit limits
  - Ex. Wrong units of measurement: ug/l was coded instead of mg/l
- Notify your NetDMR Lead Contact
- Regulated Authority updates the information in the EPA national database (ICIS)
  - Also will run Basic Permit Data Flow program
- You must “Refresh DMR Data” in NetDMR before the limit change is reflected
  - Only Permit Administrators can perform this task



# Refreshing DMR Data

- Refresh is done from the Search Results Screen



View All | Sign & Submit Checked DMRs | Download Checked CORs | **Refresh DMR Data** | Refine Search | New Search

### DMR/COR Search Results

DMRs 1 through 10 of 23 << 1, 2, 3 >>

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="button" value="Check All"/> <input type="button" value="Clear All"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
<input type="button" value="Edit DMR"/>	LAG75TEST	LAG75TEST	001	001-O	Exterior Vehicle	03/31/10	04/28/10	Ready			

- If you want to refresh all DMRs, click Search with no other search criteria
- If you want to refresh only certain DMRs, select the appropriate filtering criteria

# Refreshing DMR Data

- Clicking this link will bring you to a list of past, current, and future DMRs
- Click View All if you have multiple pages of DMRs
- Click Check All, then Submit

**Refresh DMR Data**

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.

[View All](#)  
DMRs 1 through 10 of 199 ◀◀ 1, 2, 3, 4, 5, 6, 7, 8 ▶▶

<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>DMR Due Date</u>	<u>Status</u>	<u>Include in DMR Refresh</u>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	01/31/10	02/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	02/28/10	03/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	03/31/10	04/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	01/31/10	02/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	02/28/10	03/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	03/31/10	04/15/10	Ready for Data Entry	<input type="checkbox"/>

# Refreshing DMR Data

- You will receive the following confirmation message
- The update will run through an overnight process and should be reflected the next day

 Your requests to refresh DMR requirements for the selected rows have been submitted.

 View All |  Sign & Submit Checked DMRs |  Download Checked CORs |  Refresh DMR Data |  Refine Search | 

## DMR/COR Search Results

DMRs 1 through 10 of 199 

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG53TEST	LAG53TEST	001A	001A-Y	Schedule A (Annual Sampling)	12/31/10	01/28/11	Ready for Data Entry		<input type="button" value="Check All"/> <input type="button" value="Clear All"/>

# Questions

