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
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 I tool. If you are a NPDES permittee, please contact your State or Regional NetDMR lead to receive additional information on NetDMR.

<table>
<thead>
<tr>
<th>Region or State</th>
<th>NetDMR Lead Contacts</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
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
• 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.
• 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.
• 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 are not editable.

#### General Information

<table>
<thead>
<tr>
<th>Instance Name</th>
<th>EPA HQ – IL-NM</th>
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<tbody>
<tr>
<td>Time Zone</td>
<td>US/Eastern</td>
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- **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?**
  - Yes
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

<table>
<thead>
<tr>
<th>User Type</th>
<th>Manage Access Requests</th>
<th>View DMRs</th>
<th>Download Blank DMRs</th>
<th>Edit / Import / Correct DMRs</th>
<th>Sign and Submit DMRs</th>
<th>Manage CORs</th>
<th>View Permits</th>
<th>View Users</th>
<th>Request Signatory Access</th>
<th>Request Administrator Access</th>
<th>Request Edit Access</th>
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### Data Provider User Functions

<table>
<thead>
<tr>
<th>User Type</th>
<th>View DMRs</th>
<th>Download Blank DMRs</th>
<th>Edit / Import / Correct DMRs</th>
<th>Manage CORs</th>
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<tbody>
<tr>
<td>View</td>
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• 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
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](http://www.epa.gov/netdmr)
On-Line Training Modules

• [www.epa.gov/netdmr](http://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?