

NetDMR Training for NPDES Permittees

The Georgia Environmental Protection
Division

Watershed Protection Branch

NetDMR Technical Assistance site:

<https://epd.georgia.gov/netdmr>

EPA National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule

Important Dates

- **Effective Date of final rule: 12/21/2015**
- *...one year after the effective date of the final rule, NPDES regulated entities that are required to submit DMRs (including majors and nonmajors, individually permitted facilities and facilities covered by general permits) must do so electronically (12/21/2016).*

Module 1: Getting started

Creating and activating a NetDMR account



<http://vincentchong-vincent.blogspot.com>

What is NetDMR?

- NetDMR is an on-line data entry system that accepts DMR data, and delivers it directly to EPA
- It creates a signed digital document as a copy of the DMR known as the Copy of Record or COR.
- It improves discharge data flow from facilities to EPD and EPA

What are the benefits of NetDMR?

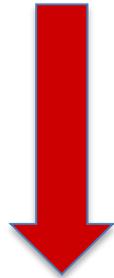
1. Eliminates paper data entry
2. Improves data quality and availability
3. Encourages consistency of data
4. Provides email confirmation of DMR submission
5. *Greatly* speeds up the whole DMR process (once you get used to it)

The Overall NetDMR Path

1. Selecting the right “instance”
2. Creating an account for NetDMR
3. Figuring out your “role”.
4. Requesting access to permits
5. Searching, editing, and saving DMRs
6. Signing and submitting DMRs

NetDMR Test Environment:

This is where you will *first* create a
NetDMR account



Notice that the word “test” appears on the web address! That’s how you will know that you are in the “test” environment

<https://netdmrtest.epacdx.net>

Selecting the right “Instance”

This is very straightforward **BUT VERY IMPORTANT:**

“Instance” means the agency you submit your DMRs to. In this case, your instance is the **Georgia Environmental Protection Division!**

You select your “instance” on the first page of the EPA web page for NetDMR. It looks like this:

Home | FAQs | Getting Started

NetDMR

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.

Scroll up or down to “Georgia Environmental Protection Division”, and then click “Go”

Select Regulatory Authority:

Georgia Environmental Protection Division ▼ Go

The login page looks like this

Welcome

Welcome to the Georgia Environmental Protection Division 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 david.hipple@dnr.state.ga.us.

News

- On September 24, 2015, Administrator Gina McCarthy signed the final National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule for publication in the Federal Register. EPA expects to publish the final rule in the Federal Register in October, 2015. The final rule will be effective 60 days following this publication.
- In the event that you are having trouble reaching the NetDMR Administrator please contact Vicki Trent Email vicki.trent@dnr.ga.gov Phone 404-651-8482

Checking your Permit ID'."/>

NetDMR

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Login to NetDMR

User Name

Password

Submit

[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](#)

Creating a *new* NetDMR account



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"/>	Fill in all this information
Enter Email Address Again:*	<input type="text"/>	
User Name:*		Select the type of User. If you are going to be signing DMRs, choose "Permittee User".
<input checked="" 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"/>	
Last Name:*	<input type="text"/>	
Telephone Number:* (###-###-####)	<input type="text"/>	
Organization:*	<input type="text"/>	
Type of User:*	<input type="text" value="Select One"/> ▼	



Type of User: Very important!

- **Internal User:** means you work for or support EPD or EPA and need to *look* at DMRs. ***“Read-only”***
- **External User:** means you work for a facility or lab
 - **Data Provider:** means you support a permittee that is required to submit DMRs (such as a testing lab or consulting firm). ***“Data Entry Only”***
 - **Permittee User:** means you work for a facility that is required to submit DMRs. ***“Can Edit, Sign and Submit DMRs”***

Don't "forget" the security question

Selected Security Questions

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

Question 1*

What was your first pet's name?



Question 2*

What is your favorite city?

Question 3*

Select One

Question 4*

Select One

Question 5*

Select One

***Answers are case-sensitive.
That means capitalization
counts!!***

***Write these down
somewhere and make sure
No one else at your facility
can find them. You will
need them.***

Verifying your account

General Account Information

Email Address:	<input type="text" value="mcdowell@cviog.uga.edu"/>
User Name:	<input type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name
First Name:	<input type="text" value="Robin"/>
Last Name:	<input type="text" value="McDowell"/>
Telephone Number:	<input type="text" value="706-542-6271"/>
Organization:	<input type="text" value="University of Georgia"/>
Type of User:	<input type="text" value="Permittee User"/>

After you click “Submit”, you will see this screen with your information shown in gray. Make sure it is correct, then click “Verify”

Selected Security Questions

Question 1	<input type="text" value="What was your first pet's name?"/>	<input type="text"/>
Question 2	<input type="text" value="What is your favorite color?"/>	<input type="text"/>
Question 3	<input type="text" value="What is the name of the street where you grew up?"/>	<input type="text"/>
Question 4	<input type="text" value="What is your favorite city?"/>	<input type="text"/>
Question 5	<input type="text" value="Who was your childhood hero?"/>	<input type="text"/>

Click on “Verify”



Email verification: Your next page will look like this.

Check your email for a message that has the web link in it! The email will come from "netdmr-notification@epa.gov"

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



Confirm NetDMR Account Request

Thank you, @yahoo.com. Your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

Thank you.

NetDMR Support

OK

Activating your account

When you click on the link in your email, you will see this:



Complete NetDMR Account Creation Process

Hello atl_simba@yahoo.com. To finish creating your NetDMR account, provide a response to the security question and create a password for your account. Password must be between 8 and 20 characters containing letters and at least one number. Special characters other than ! @ # \$ ^ & * + = may not be used.

Answers are case-sensitive!

What is the name of the high school you attended?

(Answers are case-sensitive)

Create Password:

(Case sensitive, 8-20 characters, include letters and numbers)

Enter Password Again:

Submit

Cancel

After you create your password and submit it, you will get *a second* email confirming that your account has been created. Now you can log in to 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: 17:38

My Account

 [Edit Account](#)

Email:	mcdowell@cviog.uga.edu
User Name:	mcdowell@cviog.uga.edu
First Name:	Robin
Last Name:	McDowell
Telephone Number:	706-542-6271
Organization:	University of Georgia
Type of User:	Permittee User

When you click on “My Account”, the top of the next page will look like this. It is your basic User information.

Selected Security Questions

Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers. Answer

What was your first pet's name?
What is your favorite color?
What is the name of the street where you grew up?
What is your favorite city?
Who was your childhood hero?

You will see your security questions, but not the answers.

Congratulations!

You Have Successfully Created a
NetDMR Account.

At this point there is almost nothing
you can do in NetDMR!!

The next step is to request roles.

Requesting NetDMR Roles

NetDMR has the following roles for external users:

- View
- Edit
- Signatory
- Permit Administrator

One person may have multiple roles, or each role may have only one person assigned to it. Each facility MUST establish who will have what role!

View Role

- You can only look at and review DMR CORs.
- You cannot change or edit anything.
- Can be facility employee, EPD or EPA staff.
- The view role privileges are also automatically granted to all other role requests (Edit, Permit Admin., etc.)

Role	Who approves?	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL		X	X		
Edit	P.A.					
Signatory	EPD					
Permit Admin. and Signatory	EPD					
Permit Admin. and Edit	P.A.					
Permit Admin. and View	P.A.					

Edit Role

- This is for lab and facility staff who typically enter data into DMRs.
- Having the Edit role DOES NOT mean that you have the ability to submit a DMR.

Role	Who approves?	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
Edit	P.A.		X	X	X	
Signatory	EPD					
Permit Admin. and Signatory	EPD					
Permit Admin. and Edit	P.A.					
Permit Admin. and View	P.A.					

Signatory Role

- The FIRST person requesting access to a permit must request the signatory role. They will automatically be given the Permit Administrator role.
- That first person must submit a signed “Subscriber Agreement” to EPD by mail and wait approval.
- EPD *must always* approve any Signatory Role.
- Once EPD approves the Signatory Role, other people can request the other roles from the Permit Administrator.

Role	Who approves?	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
Edit	P.A.					
Signatory	EPD		X	X	X	X
Permit Admin. and Signatory	EPD					
Permit Admin. and Edit	P.A.					
Permit Admin. and View	P.A.					

Permit Administrator Role

- The first person from your facility requesting access will *automatically* be given the Permit Administrator Role after EPD approval.
- That first person can then hand off the P.A. role to someone else but that someone else will have to create their own NetDMR account and request access.

Permit Administrator Role

- The Permit Administrator is the “head honcho” who manages access for other Roles.
- The Permit Administrator does NOT need EPD approval to approve Edit, View, Permit Administrator, or Partial DMR Role requests. **The Permit Administrator cannot approve Signatory role requests. Remember EPD approval is always needed for Signatory!**
- The Permit Administrator may have other Roles, **but they still have to request them, and they can approve themselves. They can also remove their own Permit Administrator role so be careful.**

Role	Who approves?	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
Edit	P.A.					
Signatory	EPD					
Permit Admin. and Signatory	EPD	X	X	X	X	X
Permit Admin. and Edit	P.A.	X	X	X	X	
Permit Admin. and View	P.A.	X	X	X		

Role	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View		X	X		
Edit		X	X	X	
Signatory		X	X	X	X
Permit Admin. And Signatory	X	X	X	X	X
Permit Admin. And Edit	X	X	X	X	
Permit Admin. And View	X	X	X		

One person may have *all* these roles



Search
CORs
Permits
Users

View
DMRs

Requesting Access



Search:

CORS

Permit ID

Users

Advanced Search

CORS

Enter all of part of a search criteria. For example, entering a user name of 'jo' would return 'JohnSmith' and 'sjohnson'.

Permit ID:

Signatory First Name:

Signatory Last Name:

Facility Name:

Monitoring Period

End Date Range:



(mm/dd/yyyy)

Search



Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

Fill in all YOUR permit ID number. Don't forget to click the "Update" buttons! Lastly, click on "Add Access Request".

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 for a permit.

Permit ID:

GA0023493

Update

Role:

Signatory

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

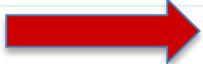
Add Request

If you are requesting the Signatory role, you will be asked for more information about your relationship to the facility. It will look like this:

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
GA0023493	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>



When you have correctly submitted your request for Signatory, you will see this:

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.

<u>Permit ID</u>	Print Subscriber Agreement
GA0023493	<input type="button" value="Print Subscriber Agreement"/>



The Signatory Authority is the NetDMR user that submits this agreement to request approval to electronically sign DMRs. The Signatory Authority has the authority to sign DMRs under 40 CFR §122.22(a) or is a duly authorized representative(s) who has been delegated the authority to electronically sign DMRs by the Responsible Official as described in 40 CFR §122.22(b).

Permit ID: GA0049247

I, Lawton Brantley, have the authority to enter into this Agreement for AILEY WPCP and Permit ID GA0049247 under the applicable standards.

By submitting this application for GA0049247, I, Lawton Brantley, 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.

Signatory Authority Signature

Title

Date

Print this form, save a copy for your records, and mail to:

Georgia EPD
Attn: David Hipple
2 Martin Luther King Jr. Drive
Suite 418
Atlanta, GA 30334



Near the bottom of the printed Subscriber Agreement, you will see where to sign. Sign it and mail it to Georgia EPD.

Adding a Request for Access

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:

Role: 

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Requested Role	Remove Access Request
GA0023493	Permit Administrator	



Adding a Request for Access

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form | Session Log

Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

<u>Permit ID</u>	Requested Role	Additional Information
GA0023493	Permit Administrator	N/A

Adding a Request for Access

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

Request Access to a Permit and Associated DMRs



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

[Back](#)

Verifying access rights

The bottom of the 'My Account' page will look like this. You will see a list of the permits that you've requested access to, and whether you've been approved or not.

If your signatory role is still pending, call EPD. If your Edit or other role is pending, contact your Permit Administrator at your facility.

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column.

Showing 4 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
GA0023493	Permit Administrator	Approved	12/05/13 04:23 PM	12/08/13 12:05 AM	
GA0023493	View	Approved	12/05/13 04:23 PM	12/05/13 04:23 PM	
GA0023493	Signatory	Approved	12/05/13 03:04 PM	12/08/13 12:05 AM	
GA0023493	Edit	Approved	12/09/13 09:36 AM	12/09/13 09:37 AM	



Help in finding your Permit Number

- <https://www3.epa.gov/enviro/facts/pcs-icis/search.html>
- If you are unable to find your facility's permit ID, use this one for the training: GA0049247

Module 2: Getting inside NetDMR

Understanding the Permit Administrator Role within NetDMR



Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

This is the first screen you will see when you log back in to NetDMR. It should look different than the home screen you had when you first logged into NetDMR

 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: All

Facility: All

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

Permitted Feature: All

Discharge: All

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

Edited or Submitted By: All

Status:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

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

COR Confirmation #:



How do you as Permit Administrator check on requests for access? Click on “Access Requests” in the upper left hand corner. Check this frequently as you will not be notified when new requests are made.

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: 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]

Discharge: All [v]

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

Edited or Submitted By: All [v]

Status: Ready for Data Entry NetDMR Validation Errors NetDMR Validated Imported Signed & Submitted Submission Errors/Warnings Completed [v] [All] (Hold down CTRL or Mac command key to select/deselect multiple)

COR Confirmation #: []

[Search] [Clear All Fields]

Responding to requests for access: Edit, View, Permit Administrator

Manage Access Requests

Pending Access Requests - External

One item found

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Mindel Beeman	mbeeman	CITY OF BOWDON	GA0023493	Permit Administrator	12/10/13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

Pending Access Requests - Internal

No results.

Only EPA or EPD can approve Signatory requests. You cannot!

Pending Access Requests are also located at the bottom of the search page.

COR Confirmation #:

✓ 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 unselected.

Pending Access Requests - External

One item found

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	Approve	Deny	Comment	View Details
Mike Perkins	mperk@uga.edu	AILEY (CITY OF) WPCP	GA0049247	Edit	05/19/16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

Pending Access Requests - Internal

What if assistance is needed while completing a DMR?

- EPD can only see your DMRs once they have been signed by the person with the Signatory role (which may be the Administrator).
- They **must** request access within NetDMR in order to see an in-progress DMR.
- EPD's request will appear as "Partial DMR" under "Requested Access Rights". This access can be revoked after the problem is resolved

If EPD or EPA request permission to view your DMR, you will see this:

Pending Access Requests - Internal

Permits 1 through 6 of 6

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comment	View Details
CathyBlus	blus.catherine@epa.gov	EPA	NM0022250	TX1	Q	10/31/09	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
CathyBlus	blus.catherine@epa.gov	EPA	NM0022292	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
CathyBlus	blus.catherine@epa.gov	EPA	NM0022292	001	A	4/30/11	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
EdwardVolsin	eddienetdmrdec09@yahoo.com	USEPA	NM0022250	001	A	10/31/09	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
RachielDurant	netdmrtest901@yahoo.com	EPA	NM0022250	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
RachielDurant	netdmrtest901@yahoo.com	EPA	NM0022292	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

The Permit Administrator manages access, and can delete roles.

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

Download
Blank DMR Form

View Users

The following users are associated with your permits. 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 a

 [Refine Search](#)  [New Search](#)

Users 1 through 4 of 4

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>	
James	Perkins	jmichael.perkins@gmail.com	AILEY WPCP	GA0049247	External	Permit Administrator	<input type="checkbox"/>	jmichael.perkins@gmail.com	
Mike	Perkins	mperk@uga.edu	AILEY WPCP	GA0049247	External	 Signatory		mperk@uga.edu	
Mike	Perkins	mperk@uga.edu	AILEY WPCP	GA0049247	External	Permit Administrator	<input type="checkbox"/>	mperk@uga.edu	
Mike	Perkins	mike.perkins@uga.edu	AILEY WPCP	GA0049247	Internal <input type="button" value="DMR Data"/>	Partial DMR	<input type="checkbox"/>	mike.perkins@uga.edu	



Searching for your permit

Search
CORs
Permits
Users

View
DMRs

Search Permit ID

Enter a full Permit ID to retrieve and view information about the permit.

Permit ID:

Viewing permit details

*Note: You can also get to this screen from the View Permits menu

View Permit Details

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

Permit ID	GA0020974
Facility Name	THOMSON, CITY OF
Permittee Address	SOUTHSIDE DRIVE OFF OF CENTRAL ROAD THOMSON GA, 30824

Role



User Details



Users and Roles

Showing 3 of 3 Users/Roles

<u>User Name</u>	<u>Organization</u>	<u>User Type</u>	<u>Role</u>	<u>Role Status</u>	<u>View</u>	<u>Subscriber Agreement</u>
harry.fain@thomson-mcduffie.net	City of Thomson	External	Permit Administrator	Approved		
harry.fain@thomson-mcduffie.net	City of Thomson	External	View	Approved		
harry.fain@thomson-mcduffie.net	City of Thomson	External	Signatory	Approved		

User Details

General Account Information

First Name	Mike
Last Name	Perkins
User Name	mperk@uga.edu
E-mail Address	mperk@uga.edu
Telephone Number	706-555-5555
Organization	UGA
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 check boxes will be reset to unselected.

Roles 1 through 4 of 4

<u>Permit ID</u>	<u>Facility</u>	Role	<u>Role Request Status</u>	Delete Role	Comment
GA0049247	AILEY (CITY OF) WPCP	Signatory	Approved		
GA0049247	AILEY (CITY OF) WPCP	Permit Administrator	Approved	<input type="checkbox"/>	<input type="text"/>
GA0049247	AILEY (CITY OF) WPCP	View	Approved	<input type="checkbox"/>	<input type="text"/>
GA0049247	AILEY (CITY OF) WPCP	Edit	Approved	<input type="checkbox"/>	<input type="text"/>

Submit Cancel

So, if you are the Permit Administrator, you can view and see all users and their roles associated with your permits.



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: 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]

Discharge: All [v]

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

Edited or Submitted By: All [v]

Status: Ready for Data Entry NetDMR Validation Errors NetDMR Validated Imported Signed & Submitted Submission Errors/Warnings Completed [All] (Hold down CTRL or Mac command key to select/deselect multiple)

COR Confirmation #: []

[Search] [Clear All Fields]

Module 3: Entering DMR data

[cccooperagency.wordpress](http://cccooperagency.wordpress.com)



Entering DMR data electronically

- If your Role has been approved, you can begin viewing and entering data into DMRs
- Remember: Edit and Signatory Roles can ALL enter data into DMRs. The Permit Administrator and View Role can only see DMR CORs.
- Click on “Search All DMRs and CORs”.



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:

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

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/dd)

Edited or Submitted By:

Status:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

COR Confirmation #:

Your permit numbers will be here. Always click on "Update"!

If needed, enter the permitted feature here. Always click "Update"!

If there are lots of DMRs for this facility, enter a date range for the monitoring period here

Choose a DMR status here. If you want to find all DMRs that are ready to be filled, select "Ready for Data Entry", and click on SEARCH

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:

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

Permitted Feature:

Discharge:

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

Edited or Submitted By:

Status:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

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

Scheduled/Unscheduled:

COR Confirmation #:

Clicking "update" here forces an update from ICIS to changes to permitted feature, limit sets, or limit parameters.

Enter the monitoring period date range of the DMR that should reflect these changes.

Click "Search" to retrieve the DMR's

Understanding DMR status values for searching your DMRs

- **Ready for data entry:** no data has been entered yet
- **NetDMR Validation Errors:** there's a problem with the data entered for this DMR
- **NetDMR Validated:** all the data has passed the checks
- **Imported:** The DMR has been imported but not validated, signed, or submitted
- **Signed and Submitted:** a COR has been generated
- **Submission Errors/Warnings:** Something is wrong with the data according to the ICIS-NPDES validation and it won't accept it
- **Completed:** Signed, submitted, and accepted!

The screenshot shows a search interface for DMRs. It includes several filter fields: Permit ID (GA0049247), Facility (All), Permitted Feature ([GA0049247] 000), Discharge (All), Monitoring Period End Date Range, Edited or Submitted By (All), and Status. The Status dropdown menu is open, showing the following options: Ready for Data Entry, NetDMR Validation Errors, NetDMR Validated, Imported, Signed & Submitted, Submission Errors/Warnings, and Completed. The 'Ready for Data Entry' option is highlighted. Below the search fields are 'Search' and 'Clear All Fields' buttons. A note at the top states: 'Note: The Update buttons above for Permit ID and Facility will update the and Discharge selection boxes below.'

A list of DMRs for the permitted facility you entered will appear on the screen.

[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: 29:47

[New Search](#) |
 [Refine Search](#) |
 [Refresh DMR Data](#) |
 [Sign & Submit Checked DMRs](#) |
 [Download Checked CORs in XML](#) |
 [Download Checked CORs in PDF](#) |
 [Update NODI](#)

DMR/COR Search Results

Left side of the page

Right side of the page

DMRs 1 through 22 of 22

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	Include in Batch COR Download	Update NODI
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	09/30/10	10/15/10	Ready for Data Entr		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	11/30/10	12/15/10	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	12/31/10	01/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	01/31/11	02/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	02/28/11	03/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	03/31/11	04/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	04/30/11	05/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>

On the left side of the page, NetDMR will tell you the “Next Steps”. It also shows DMR information.

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#)

DMR/COR Search Results

DMRs 1 through 22 of 22

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
Edit DMR ▼ <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	09/30/10	10/15/10	Ready for Data Entry
Edit DMR ▼ <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	10/31/10	11/15/10	Ready for Data Entry
Edit DMR ▼ <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	11/30/10	12/15/10	Ready for Data Entry
Edit DMR ▼ <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	12/31/10	01/15/11	Ready for Data Entry
Edit DMR ▼ <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	01/31/11	02/15/11	Ready for Data Entry

On the right hand side of the page is bulk operation options. We will discuss NODI in more detail.

<u>Status</u>	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
		<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
Completed	06/24/15		<input type="checkbox"/>	<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
NetDMR Validated	03/14/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
Ready for Data Entry				<input type="checkbox"/>

The “NODI” (No Data) Field

COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>



- On this page, you are also able to pick more than one DMR if they all have the same reason for No Data (NODI) such as if there was no discharge at all, frozen conditions, etc.
- To do that, click on the box in the right column and put a little check mark in it.
- Then click on “Update NODI” in the upper right of the page.

	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



The “NODI” (No Data) Field

- There are lots of reasons why you may not have data to enter into a DMR.
- There is a list of possible reasons, and each reason has a unique code you have to enter in the right place
- We will discuss NODI codes again later.

M – Laboratory Error
1 – Wrong Flow
2 – Operation Shutdown
4 -- Discharge to Lagoon/Groundwater
5 – Frozen Conditions
7 – No Influent
8 – Other (See Comments)
9 -- Conditional Monitoring – Not Required This Period
A – General Permit Exemption
B – Below Detection Limit/No Detection
C – No Discharge
D – Lost Sample/Data Not Available
E – Analysis Not Conducted/No Sample
F – Insufficient Flow for Sampling
G – Sampling Equipment Failure
H – Invalid Test
I – Land Applied
J – Recycled – Water-Closed System
K – Natural Disaster
L – DMR Received but not Entered
Q – Not Quantifiable
S – Fire Conditions
V – Weather Related
W – Dry Lysimeter/Well
X – Parameter/Value Not Reported

Select a DMR Ready for Data Entry

- At the top of the page you will see the “Collapsible “Header”
- This gives you general (but important) information about the permit.
There are some fields that you can fill out here.

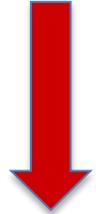
 [Edit DMR](#)

Collapse Header 

Permit			
Permit ID:	GA0049247 	Major:	<input type="checkbox"/> 
Permittee:	AILEY WPCP	Permittee Address:	P.O. BOX 40
Facility:	AILEY WPCP	Facility Location:	AILEY, GA 30410 JOHN HANCOCK DR AILEY, GA 30410
Permitted Feature:	000 - External Outfall	Discharge:	1 - ACTIVE- FINAL
Report Dates & Status			
Monitoring Period:	From 10/01/10 to 10/31/10 	DMR Due Date:	11/15/10 
Status:	Ready for Data Entry 		
Considerations for Form Completion			
Principal Executive Officer			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Telephone:	<input type="text"/>
No Data Indicator (NODI)			
Form NODI:	<input type="text"/>		

Entering discharge data

- When you collapse the Header, you see the DMR
- If you see a blank space, you can enter data there
- There are three types of blank spaces for you to enter data. The first is the parameter value.



Expand Header

Permit ID: GA0049247 | Permitted Feature ID: 000 | Discharge: 1 | Monitoring End Period: 10/31/10 | DMR Due Date: 11/15/10 | Status: Ready for Data Entry

Form NODI:

Showing Parameters 1 - 10 of 12 << < 1 2 > >>

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		List	List	
00300	Oxygen, dissolved [DO]	Smpl.				= <input type="text"/>			kg/L		01/07	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>						
00310	BOD, 5-day, 20 deg. C	Smpl.	= <input type="text"/>	= <input type="text"/>	kg/d		= <input type="text"/>	= <input type="text"/>	mg/L		02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>				

Entering discharge data

- The second place is for a NODI code
- You can enter this at the left side where it says “NODI”, or in the blank box directly under the place where the parameter data would have gone



>= 6 Minimum

Expand Header

Permit ID: GA0049247 | Permitted Feature ID: 000 | Discharge: 1 | Monitoring End Period: 10/31/10 | DMR Due Date: 11/15/10 | Status: Ready for Data Entry

Form NODI:

Showing Parameters 1 - 19 of 12

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		List	List
00300	Oxygen, dissolved [DO]	Smpl.				=				kg/L	
	1 - Effluent Gross									List	
	Season: 0	Req.				>= 5 Minimum				Kilograms per Liter	Weekly
	NODI:	NODI									
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d		=	=		mg/L	
	1 - Effluent Gross				List					List	
	Season: 0	Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average		Milligrams per Liter	Twice Per Month
	NODI:	NODI									

Entering discharge data

- The third place to enter data is in the column labeled “# of Ex.” This is where you enter the number of excursions.

Expand Header

Permit ID: GA0049247 | Permitted Feature ID: 000 | Discharge: 1 | Monitoring End Period: 10/31/10 | DMR Due Date: 11/15/10 | Status: Ready for Data Entry

Form NODI:

Showing Parameters 1 - 10 of 12 << < 1 2 > >>

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	
00300	Oxygen, dissolved [DO]	Smpl.				=			kg/L		01/7	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>						
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d		=	=	mg/L		02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>				

Entering Units

- Units:** Click on the “List” button to see the available units. The form should already be populated with the correct units but you may change it if your units are different. ***You will get a “soft error” if you change the expected units.***

Value 3	Units
	kg/L <input type="button" value="List"/>
	Kilograms per Liter
= <input type="text"/>	mg/L <input type="button" value="List"/>
<= 15 Weekly Average	Milligrams per Liter
<input type="text"/>	
= <input type="text"/>	mg/L <input type="button" value="List"/>
Req Mon Weekly Average	Milligrams per Liter
<input type="text"/>	

“Freq. of Analysis” or “Smpl. Type” columns

Frequencies of Analysis

Name	Description
01/01	Daily
01/02	Once Every 2 Days
01/03	Once Every 3 Days
01/04	Once Every 4 Days
01/05	Once Every 5 Days
01/06	Once Every 6 Days
01/07	Weekly
01/08	Once Every 8 Days
01/09	Once Every 9 Days
01/10	Once Every 10 Days
01/11	Once Every 11 Days
01/12	Once Per 12 Days
01/13	Once Every 13 Days
01/14	Once Every 2 Weeks

Sample Types

Name	Description
01	COMP-1
02	COMP-2
03	COMP-3
04	COMP-4
05	COMP-5
06	COMP-6
08	COMP-8
10	COMP10
12	COMP12
16	COMP16
1H	AVG-1H

- **Frequency of Analysis:** Should already be there, but if you did it differently you have to choose from the list.
- **Sample Type:** Should already be there, but if you want to enter something different you have to choose from the list.

# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>
<input type="text"/>	01/07 ▾	GR ▾
	Weekly	GRAB
<input type="text"/>	02/30 ▾	CP ▾
	Twice Per Month	COMPOS
<input type="text"/>	02/DM ▾	CP ▾
	Twice Every Month	COMPOS

Attachments and Comments (at the bottom of the DMR)

80082	BOD, carbonaceous, 05 day, 20 C	Smpl.	= 7388	= 7604	l/d	= 10	= 11	mg/L	3	05/07	24
1 - Effluent Gross											
Season: 1		Req.	<= 6338 30 Day Average	<= 7606 7 Day Average	Pounds per Day						
NODI:		NODI									

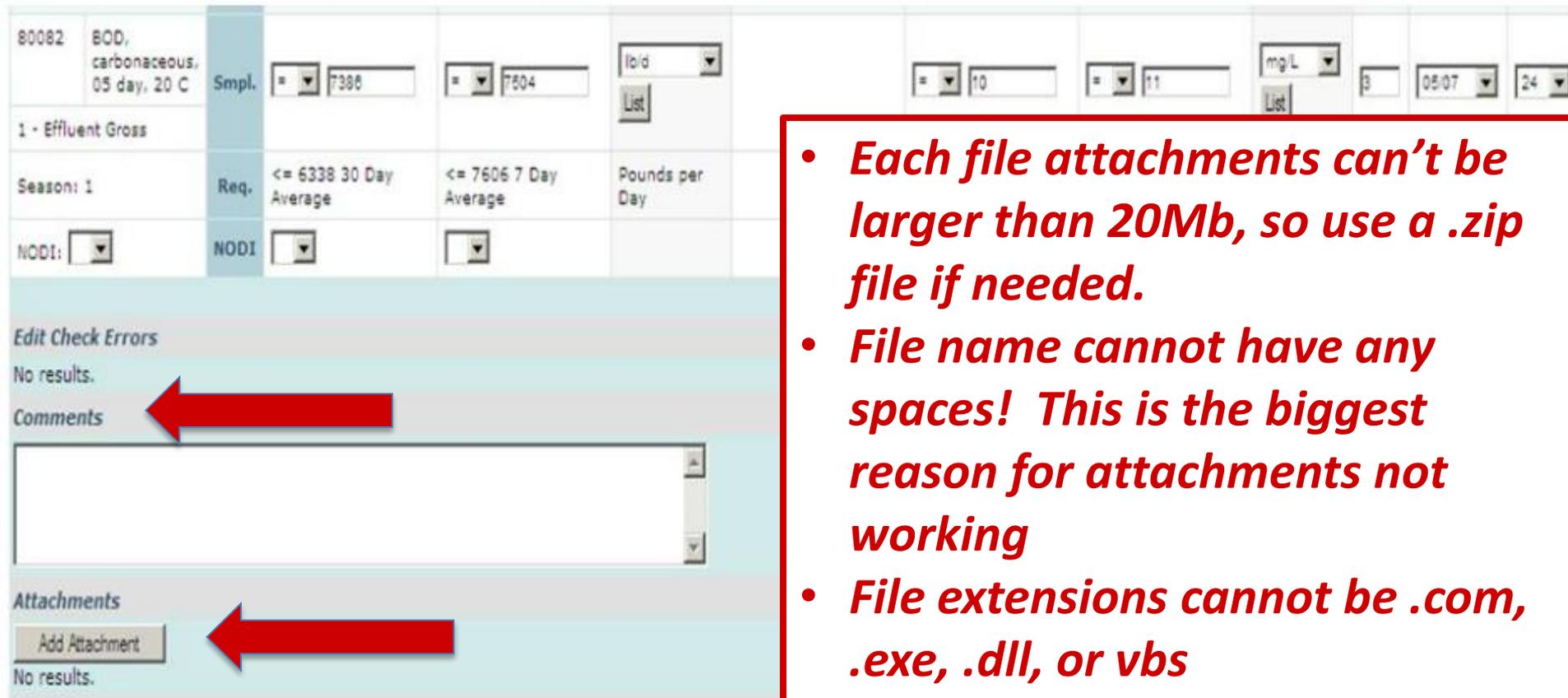
Edit Check Errors
No results.

Comments

Attachments

Add Attachment

No results.



- *Each file attachments can't be larger than 20Mb, so use a .zip file if needed.*
- *File name cannot have any spaces! This is the biggest reason for attachments not working*
- *File extensions cannot be .com, .exe, .dll, or vbs*

Attachment Requirements

- **If your facility submits any attachments with its current paper DMR's you must include these same attachments (in an electronic format) when you submit the facility's NetDMR, e.g., an operating monitoring report (OMR)**

Start filling in the DMR. As soon as you do, it will read “Not Saved” at the top of the DMR.

Permit ID: GA0049247 | Permitted Feature ID: 000 | Discharge: 1 | Monitoring End Period: 10/31/10 | DMR Due Date: 11/15/10 | Status: **Not Saved**

Form NODI:



Showing Parameters 1 - 10 of 12

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
00300	Oxygen, dissolved [DO]	Smpl.				= 7.6			kg/L	4	01/07	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI:		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	= 84	= 125	kg/d		= 3	= 3	mg/L	2	02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS



Keep filling in the DMR!

- You don't have to finish the DMR all at once.
- You can pause or log out, but...
- Save your work. Why?
- Because session will time out after 30 minutes if you don't make any edits. If you haven't saved your work, you will lose it!

SAVE YOUR DATA!

74055	Coliform, fecal general	Smpl.			=	225	=	400	#/100mL
1 - Effluent Gross									List
Season: 0		Req.			<= 200 Monthly Geometric		<= 400 Weekly Geometric Mean	Number per 100 Milliliters	
NODI: <input type="text"/>		NODI			<input type="text"/>		<input type="text"/>		
78477	Solids, sludge, tot, dry weight	Smpl.	=	154	dry ton				
SL - Sludge					List				
Season: 0		Req.	Req Mon Monthly Total		Dry Tons				
NODI: <input type="text"/>		NODI	<input type="text"/>						

Edit Check Errors

No results.

Comments

Attachments

Add Attachment

No results.

Report Last Saved By

User:

Name:

E-Mail:

Date/Time:



11/25/13 2:19 EST



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

To err is human...

Report Dates & Status

Monitoring Period: From 04/01/13 to 04/30/13

Status: **NetDMR Validation Errors**

If you have errors on your DMR, this will appear at the top of your screen

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
00300	Oxygen, dissolved [DO]	Smpl.				7.6			kg/L	4	01/07	GR
1 - Effluent Gross												
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: X		NODI				X						
00310	BOD, 5-day, 20 deg. C	Smpl.	84	125	kg/d		3	3	mg/L	2	02/30	CP
1 - Effluent Gross												
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS
NODI:		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	425	531	kg/d		8	12	mg/L	2	02/DM	CP
G - Raw Sewage Influent												
Season: 0		Req.	Req Mon Monthly Average	Req Mon Weekly Average	Kilograms per Day		Req Mon Monthly Average	Req Mon Weekly Average	Milligrams per Liter		Twice Every Month	COMPOS
NODI:		NODI										

“Soft” errors versus “Hard” errors



If you have errors on your DMR, this will appear at the bottom of your screen

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description
00300	Oxygen, dissolved [DO]	Effluent Gross	Quality or Concentration Sample Value 1	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.
00300	Oxygen, dissolved [DO]	Effluent Gross	Excursion Number	Hard	If a NODI is applied to a parameter, the number of excursions field must be blank.
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit.
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.

“Soft” errors versus “Hard” errors

- **Hard** errors are a mistake in the way you entered the data like entering data when you also entered NODI
- **Soft** errors are usually parameter values that exceeded the permit limit. You will also get a soft error if you change units from what the system is expecting
- Your DMR cannot be validated and signed until all **Hard** errors are fixed and **Soft** errors are acknowledged

“Soft” errors must be acknowledged
before you can save your data

“Hard” errors must be fixed before you can
save your data and sign the DMR!



Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00610	Nitrogen, ammonia total [as N]	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00610	Nitrogen, ammonia total [as N]	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
50050	Flow, in conduit or thru treatment plant	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
50050	Flow, in conduit or thru treatment plant	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
74055	Coliform, fecal general	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>

After you acknowledge all soft errors and correct all hard errors, Save Your Data again!

Look what happens!

Permit

Permit ID: GA0049247

Permittee: AILEY WPCP

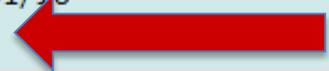
Facility: AILEY WPCP

Permitted Feature: 000 - External Outfall

Report Dates & Status

Monitoring Period: From 10/01/10 to 10/31/10

Status: **NetDMR Validated**



Considerations for Form Completion

Principal Executive Officer

First Name:

Title:

No Data Indicator (NODI)

Form NODI:

Using Status to check for DMRs with Validation Errors

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:

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

Permitted Feature:

Discharge:

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

Edited or Submitted By:

Status:
Ready for Data Entry
NetDMR Validation Errors
NetDMR Validated
Imported
Signed & Submitted
Submission Errors/Warnings
Completed


(Hold down CTRL or the
command key to
select/deselect multiple)

COR Confirmation #:

If you do a validation check, you may see that there are still some DMRs that need attention

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: 29:54

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in](#)

DMR/COR Search Results

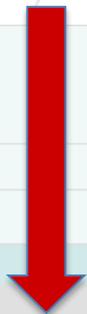
One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
 <input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	06/30/10	07/15/10	NetDMR Validation Errors 

You will see the errors on each DMR immediately.

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
00300	Oxygen, dissolved [DO]	Smpl.				= 5			kg/L		01/07	GR
1 - Effluent Gross												
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: [v]		NODI				[v]						
00310	BOD, 5-day, 20 deg. C	Smpl.	= [v]	= [v]	kg/d		= [v]	= [v]	mg/L		02/30	CP
1 - Effluent Gross												
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS

78477	Solids, sludge, tot, dry weight	Smpl.	= [v]			dry ton						
SL - Sludge												
Season: 0		Req.	Req Mon Monthly Total			Dry Tons						
NODI: [v]		NODI	[v]									



Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00300	Oxygen, dissolved [DO]	Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>

Using Status for Signatories to find DMRs ready for submission

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:

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

Permitted Feature:

Discharge:

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

Edited or Submitted By:

Status:

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

Scheduled/Unscheduled:

COR Confirmation #:

DMRs Ready to Submit tab

Home | My Account | Request Access | Help | Logout

NetDMR

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NOI
Check Results

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

DMRs Ready to Submit

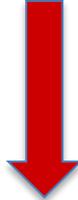
Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

All DMRs

DMRs for Permit ID

DMRs for Facility

Signing validated DMRs



You **MUST** have the Signatory Role!

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

DMR/COR Search Results

DMRs 1 through 6 of 6

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	Update NODI
<input type="button" value="Sign and Submit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	12/31/14	Scheduled	01/15/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	02/28/15	Scheduled	03/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	03/31/15	Scheduled	04/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	04/30/15	Scheduled	05/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	07/31/15	Scheduled	08/15/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	08/31/15	Sched				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can batch submit as many as 100 DMRs at one time

This is what you will see at the top of the page when you are about to sign and submit a DMR

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	08/31/10	09/15/10	NetDMR Validated
GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	10/31/10	11/15/10	NetDMR Validated
<i>Acknowledged Soft Edit Check Errors</i>							
Parameter		Monitoring Location	Field	Description			
Code	Name						
74055	Coliform, fecal general	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.			
00310	BOD, 5-day, 20 deg. C	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.			
00310	BOD, 5-day, 20 deg. C	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.			
50050	Flow, in conduit or thru treatment plant	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.			
50050	Flow, in conduit or thru treatment plant	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.			
00610	Nitrogen, ammonia total [as N]	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.			
00610	Nitrogen, ammonia total [as N]	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.			
00400	pH	1	Quality or Concentration Sample Value 1	The provided sample value is outside the permit limit.			
00400	pH	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.			
00530	Solids, total suspended	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.			
00530	Solids, total suspended	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.			

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 entering my password and security question answer and pressing the Submit button, I agree that:

This is what you will see at the bottom of that same page when you are about to sign and submit a DMR

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 entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

- 1. I am Mindel Beeman.*
- 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 these 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.*

What was your first pet's name?

Case sensitive!

Password

Submit

Do Not Submit

Confirmation!

The image shows a screenshot of the NetDMR web application interface. At the top left is the NetDMR logo. To the right is a map of Texas with 'Region 6' highlighted. Below the map is a navigation menu with five items: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Import DMRs Perform Import Check Results', 'View Permits Users', and 'Download Blank DMR Form'. On the right side of the navigation bar, there is a session lockout timer: 'Session Lockout Timer: 29:57'. Below the navigation bar, there are several links: 'View All CORs', 'Download All CORs', 'Download COR Signature Public Key', and 'DMR/COR Search Results'. The main content area displays a 'Submission Confirmation' message for a specific submission ID: '691363c6-a9a4-49df-b98a-2b44baf68ab9'. Below the message, a table lists the details of the submitted permits.

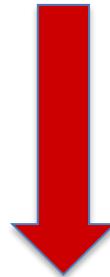
[View All CORs](#) | [Download All CORs](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

Submission Confirmation - 691363c6-a9a4-49df-b98a-2b44baf68ab9

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR	Download COR Signature
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	001	001-A	TREATED MUNICIPAL WASTEWATER	10/31/09	11/15/09			
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	001	001-A	TREATED MUNICIPAL WASTEWATER	11/30/09	12/15/09			
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	001	001-D	TREATED MUNICIPAL WASTEWATER	12/31/09	01/15/10			

**Now you can move onto the NetDMR
Production Environment:
This is where you will edit, sign, and
submit real NetDMRs.**



*Notice that the word “test” DOES NOT
appear on the web address!*

netdmr.epa.gov/netdmr/

Additional Information

- EPA help site for NetDMR:
 - <http://www.epa.gov/netdmr>
- EPD NetDMR assistance site:
 - <http://epd.georgia.gov/netdmr>
- Importing DMRs. The site above provides instructions on importing DMRs.
 - Also see Appendix B and C in NetDMR User Guide:
 - <http://epd.georgia.gov/netdmr/documents/netdmr-permittee-and-data-provider-user-guide>