

# **NetDMR Training for NPDES Permittees**

The Georgia Environmental  
Protection Division  
Watershed Protection Branch

# 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
- 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)

# What are the downsides?

1. It's not always user friendly, especially if you are not computer savvy
2. You have to set up an account
3. You must remember passwords, security questions, etc.
4. It's easy to get lost
5. It's new, so it's scary



# 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/netdmr-web/public/home.htm>

The Georgia EPD requires you to create an account in the Test Environment first and learn how to use NetDMR.

# Selecting the right “Instance”

This is very straightforward: “Instance” means the agency you submit your DMRs to. In this case, your instance is the Georgia EPD!

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

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



## 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” by first clicking on this button, and then click “Go”***

Select Regulatory Authority:

Arkansas DEQ



Go

# The login page looks like this

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



## 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 [michael.basmajian@dnr.state.ga.us](mailto:michael.basmajian@dnr.state.ga.us).

## News

- There are no news items

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](#)

# Now you have to create a NetDMR Account

- Register for a new account if you don't have one or log in to your existing account
- For a new account, you have to identify yourself and the type of NetDMR user you will be.
- Remember: EPD requires you to create an account and submit your first DMR in the “Test” environment *first!*

# 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.

<b>Email Address:*</b>	<input type="text"/>	<b>Fill in all this information</b>
<b>Enter Email Address Again:*</b>	<input type="text"/>	
<b>User Name:*</b>		<b>Select the type of User. If you are going to be signing DMRs, choose "Permittee User".</b>
<input checked="" type="radio"/> Use my email address as my user name		
<input type="radio"/> Create my own user name	<input type="text"/>	
<b>First Name:*</b>	<input type="text"/>	
<b>Last Name:*</b>	<input type="text"/>	
<b>Telephone Number:*</b> (###-###-####)	<input type="text"/>	
<b>Organization:*</b>	<input type="text"/>	
<b>Type of User:*</b>	<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:

mcdowell@cviog.uga.edu

User Name:

- Use my email address as my user name
- Create my own 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

## Selected Security Questions

Question 1

What was your first pet's name? ▾

Question 2

What is your favorite color? ▾

Question 3

What is the name of the street where you grew up? ▾

Question 4

What is your favorite city? ▾

Question 5

Who was your childhood hero? ▾

Click on "Verify"



Verify

Cancel

# 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 and request access to your facility's DMRs.

# Log in again using your new password

1.



**NetDMR Account Created**

Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR.

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

**NetDMR**

A red arrow points from the top of the page down to the 'here to access the login page' link.

or 2.

## 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 [michael.basmajian@dnr.state.ga.us](mailto:michael.basmajian@dnr.state.ga.us).

## News

- There are no news items



**NetDMR**

**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](#)

A red arrow points from the 'News' section towards the login page.



# Your NetDMR “Home Page”

- Search**  
All DMRs & CORs
- Import DMRs**  
Perform Import  
Check Results
- Download**  
Blank DMR Form

**Search:** All DMRs & 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:** 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]



**Manage**

Access Requests

**Search**

All DMRs & CORs  
Permits  
Users

**Import DMRs**

Perform Import  
Check Results

**View**

Permits  
Users

**Download**

Blank DMR Form



Search:

All DMRs & CORs

DMRs Ready to Submit

Permit ID

Users

## All DMRs & Copies of Record (CORs)

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

**Permit ID:**

**Facility:**

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

# What is Your NetDMR “Role”?

## This is what *Request Access* means!

- View
- Signatory
- Permit Administrator
- Edit

***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!***

# The View Role

- View

- Anyone with a NetDMR account has “View” privileges.
- You can only look at and review DMRs.
- You cannot change or edit anything.
- Can be facility employee, EPD or EPA staff (with permission from P.A.)

Role	Who approves?	Manage access	View DMRs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
<b>View</b>	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.					

# The Edit Role

- This is for lab and facility staff who typically enter data into DMRs.
- The Edit Role is approved by the Permit Administrator, not EPD.
- This Role is responsible for the accuracy of the DMR!
- This person will know NetDMR the best!

# The Edit Role

- Just because you may have Edit privileges, you may not have Signatory privileges unless granted them by EPD.
- Remember: you will also have View privileges. All NetDMR users will.
- The person with the Edit Role may have other Roles too.

Role	Who approves?	Manage access	View DMRs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
<b>Edit</b>	P.A.		X	X	X	
Signatory	EPD					
Permit Admin. and Signatory	EPD					
Permit Admin. and Edit	P.A.					
Permit Admin. and View	P.A.					

A handwritten signature in black ink on a white background. The signature reads "John Hancock" in a cursive, elegant script. The letter "H" is particularly large and stylized, with a circular flourish underneath it.

- **Signatory: the most privileged 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 DMRs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
Edit	P.A.					
<b>Signatory</b>	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

- Permit Administrator
  - 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.

# 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 assign other people Edit or View Roles.  
**They do need EPD approval for Signatory!**
- The Permit Administrator may be the facility owner, the superintendent, city manager, mayor, etc.
- The Permit Administrator may have other Roles,  
**but they still have to request them, and they can approve themselves.**

# Permit Administrator Role

- Decides who gets to be the new Permit Administrator when necessary (such as right after making that first account or upon leaving the facility).
- Decides who else gets access to the partial DMRs, such as EPD or EPA in case they need to or you want them to.

Role	Who approves?	Manage access	View DMRs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View	ALL					
Edit	P.A.					
Signatory	EPD					
<b>Permit Admin.</b> and Signatory	EPD	X	X	X	X	X
<b>Permit Admin.</b> and Edit	P.A.	X	X	X	X	
<b>Permit Admin.</b> and View	P.A.	X	X	X		

Role	Manage access	View DMRs	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="text" value="Facility"/></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>



Submit

Cancel

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"/>



Permit ID [redacted]

I, Robin McDowell, have the authority to enter into this Agreement for CITY OF [redacted] and Permit ID GA001 [redacted] under the applicable standards.

By submitting this application to Georgia EPD I, Robin McDowell, 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

\_\_\_\_\_  
Date

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

Georgia EPD

Attn: Michael L. Basmajian

4220 International Pkwy

Suite 101

Atlanta , GA 30354



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

This is the first screen you will see when you log back in to NetDMR

### 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 #:**

# 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

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

## Request Access to a Permit and Associated DMRs



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

[Back](#)

# Approving a Request for Access

## Manage Access Requests

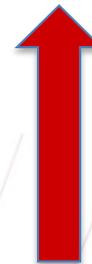
### Pending Access Requests - External

One item found

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

### Pending Access Requests - Internal

No results.



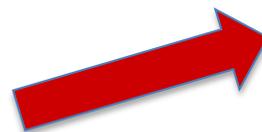
# Adding a Request for Access

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.

Permit ID	Requested Role	Additional Information
GA0023493	Permit Administrator	N/A

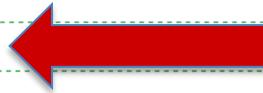


Confirm Cancel

# Approving a Request for Access

## Confirm Access Requests

 Access rights have been updated.



## Pending Access Requests - External

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



Back

## Pending Access Requests - Internal

No results.

Back

# Module 2: Getting inside NetDMR

Understanding your Role and navigating around in NetDMR



# Login and look around

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



## 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 [michael.basmajian@dnr.state.ga.us](mailto:michael.basmajian@dnr.state.ga.us).

## News

- There are no news items



**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](#)

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

### 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]

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Import DMRs**  
Perform Import  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

How do you as Permit Administrator check on requests for access? Click on “Access Requests” in the upper left hand corner

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 #:**

# Checking on requests for access

## Manage

Access Requests  
Instance  
Agreements

## Search

CORs  
Email  
Permits  
Users

## View

Suspect Logs  
Raw Logs  
Network Activity  
DMRs

## Validate

CORs



Session Lockout Timer: 29:33

## ✓ 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 is displayed with the default sort order applied and any selected check boxes will be reset to unselected.

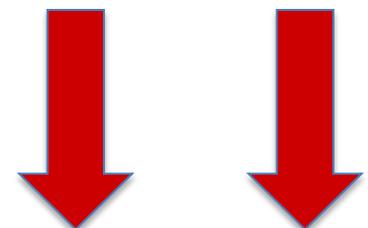
### Pending Access Requests - Internal

No results.

### Pending Access Requests - External Signatory

Requests 1-10 of 60 [View All](#)

<u>Name</u>	<u>User Name</u>	<u>Permit ID</u>	<u>Facility Name</u>	<u>Request Date</u>	<u>Update Date</u>	<u>View Details</u>	<u>Respond to Request</u>
Ambarish Dave	adave@westlake.com	GA0038610	NORTH AMERICAN BRISTOL CORP	9/13/13	11/2/13		
Anne Westmoreland	awestmoreland@lagrangega.org	GA0036951	LAGRANGE WPCP (LONG CANE CRK)	7/9/13	11/2/13		
Brian Alligood	balligood	GA0038083	SOWEGA ENERGY RESOURCES L.L.C	9/17/13	11/2/13		
Chad McMurrian	cmcmurrian@esginc.net	GA0021334	PERRY WPCP	6/4/13	11/2/13		
Charles Evans	charlie@emsincga.com	GA0027049	BAKER & GLOVER MHP	8/9/13	11/2/13		



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

## Manage Access Requests

### Pending Access Requests - External

One item found

<a href="#">Name</a>	<a href="#">User Name</a>	<a href="#">Facility</a>	<a href="#">Permit ID</a>	<a href="#">Requested Access Rights</a>	<a href="#">Request Date</a>	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!**

# The Screen showing access requests will look like something this:



## Manage Access Requests

### Pending Access Requests - External

No results.

### Pending Access Requests - Internal

No results.

Submit

Cancel

# The Permit Administrator manages access, and can delete roles.

**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: 29:42

## View Users

 Refine Search  New Search

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 applied.

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>	
Robin	McDowell	mcdowell@cviog.uga.edu	CITY OF BOWDON	GA0023493	External	 Signatory	<input type="checkbox"/>	mcdowell@cviog.uga.edu	
Robin	McDowell	mcdowell@cviog.uga.edu	CITY OF BOWDON	GA0023493	External	View	<input type="checkbox"/>	mcdowell@cviog.uga.edu	
Robin	McDowell	mcdowell@cviog.uga.edu	CITY OF BOWDON	GA0023493	External	Edit	<input type="checkbox"/>	mcdowell@cviog.uga.edu	
Robin	McDowell	mcdowell@cviog.uga.edu	CITY OF BOWDON	GA0023493	External	Permit Administrator	<input type="checkbox"/>	mcdowell@cviog.uga.edu	

Submit



# If I am Permit Administrator, how will I know if a request for access has been submitted?

## Manage

Access Requests  
Instance  
Agreements

## Search

CORs  
Email  
Permits  
Users

## View

Suspect Logs  
Raw Logs  
Network Activity  
DMRs

## Validate

CORs

 Session Lockout Timer: 29:33

## ✓ Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order. The table is currently displayed with the default sort order applied and any selected filters are applied.

***You will have to log into NetDMR frequently.  
You will NOT be notified by e-mail***

## Pending Access Requests - Internal

No results.

## Pending Access Requests - External Signatory

Requests 1-10 of 60  [View All](#)

<u>Name</u>	<u>User Name</u>	<u>Permit ID</u>	<u>Facility Name</u>	<u>Request Date</u>	<u>Update Date</u>	View Details	Respond to Request
Ambarish Dave	adave@westlake.com	GA0038610	NORTH AMERICAN BRISTOL CORP	9/13/13	11/2/13		
Anne Westmoreland	awestmoreland@lagrangega.org	GA0036951	LAGRANGE WPCP (LONG CANE CRK)	7/9/13	11/2/13		
Brian Alligood	balligood	GA0038083	SOWEGA ENERGY RESOURCES L.L.C	9/17/13	11/2/13		
Chad McMurrian	cmcmurrian@esginc.net	GA0021334	PERRY WPCP	6/4/13	11/2/13		
Charles Evans	charlie@emsincga.com	GA0027049	BAKER & GLOVER MHP	8/9/13	11/2/13		

# 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:**

GA0020974|

Search

# Viewing permit details

When you click “Search”, you will see this:

## 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 displaying with the default sort order applied and any selected check boxes will be reset to unselected.

<b>Permit ID</b>	GA0020974
<b>Facility Name</b>	THOMSON, CITY OF
<b>Permittee Address</b>	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		

## View User Account Details

### General Account Information

First Name	Robin
Last Name	McDowell
User Name	mcdowell@cviog.uga.edu
E-mail Address	mcdowell@cviog.uga.edu
Telephone Number	706-542-6271
Organization	University of Georgia
Type of User	External

# User Details

### 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 any selected check boxes will be reset to unselected.

Roles 1 through 4 of 4

<u>Permit ID</u>	<u>Facility</u>	<u>Role</u>	<u>Role Request Status</u>	Delete Role	Comment
GA0023493	CITY OF BOWDON	Permit Administrator	Approved	<input type="checkbox"/>	<input type="text"/>
GA0023493	CITY OF BOWDON	View	Approved	<input type="checkbox"/>	<input type="text"/>
GA0023493	CITY OF BOWDON	Signatory	Approved	<input type="checkbox"/>	<input type="text"/>
GA0023493	CITY OF BOWDON	Edit	Approved	<input type="checkbox"/>	<input type="text"/>

So, if you are the Permit Administrator, you are in the catbird's seat and can see what is happening with each and every DMR and user associated with your permits.



Management interface for DMRs and CORs. The interface includes a top navigation bar with the following options: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form.

The main search area is titled "All DMRs & Copies of Record (CORs)". It includes a search bar and several filter options:

- Permit ID: All (dropdown) [Update]
- Facility: All (dropdown) [Update]
- Permitted Feature: All (dropdown) [Update]
- Discharge: All (dropdown)
- Monitoring Period End Date Range: [Date Picker] (mm/dd/yyyy)
- Edited or Submitted By: All (dropdown)
- 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 #: [Text Input]

Buttons for Search and Clear All Fields are located at the bottom of the search area.

# What if the Permit Administrator needs help with 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** ask the Administrator for access, which can be revoked after the problem is resolved.
- EPD's request will appear as "Partial DMR" under "Requested Access Rights"

# 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
CathyBius	blius.catherine@epa.gov	EPA	NM0022250	TX1	Q	10/31/09	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		
CathyBius	blius.catherine@epa.gov	EPA	NM0022292	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		
CathyBius	blius.catherine@epa.gov	EPA	NM0022292	001	A	4/30/11	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		
EdwardVolain	eddienetdmrdec09@yahoo.com	USEPA	NM0022250	001	A	10/31/09	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		
RachielDurant	netdmrtest901@yahoo.com	EPA	NM0022250	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		
RachielDurant	netdmrtest901@yahoo.com	EPA	NM0022292	001	A	9/30/10	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>		

Submit Cancel

How do you find the DMRs for your facility and edit or submit them? This is what most NetDMR users will be doing.



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 [v] 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 #:** [ ]

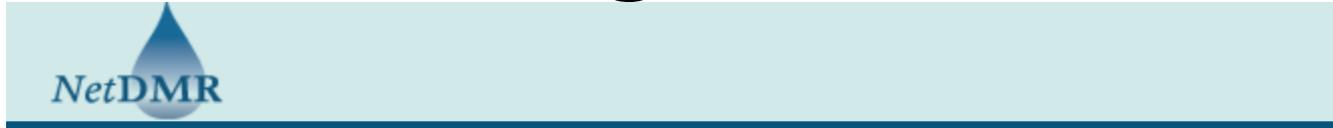
Search Clear All Fields

# Module 3: Entering DMR data

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



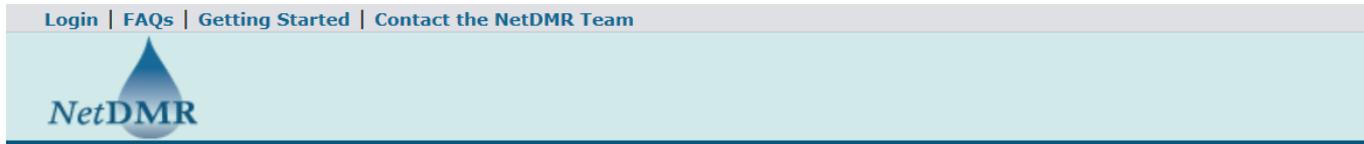
# Log in



1.

## NetDMR Account Created

Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR.



2.

## Welcome

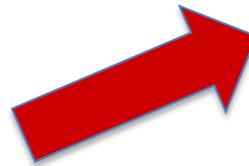
Welcome to the Georgia Environmental Protection Division installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

## New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact [michael.basmajian@dnr.state.ga.us](mailto:michael.basmajian@dnr.state.ga.us).

## News

- There are no news items

The login form is titled "Login to NetDMR" and features the NetDMR logo and the Georgia Environmental Protection Agency logo. It includes input fields for "User Name" and "Password", a "Submit" button, and links for "Forgot User Name?", "Forgot Password?", and "Create a NetDMR Account". Below the form is a section titled "Check Your PermitID" with a message: "First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)".

This is the first screen you will see when you log back in to NetDMR

### 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:**

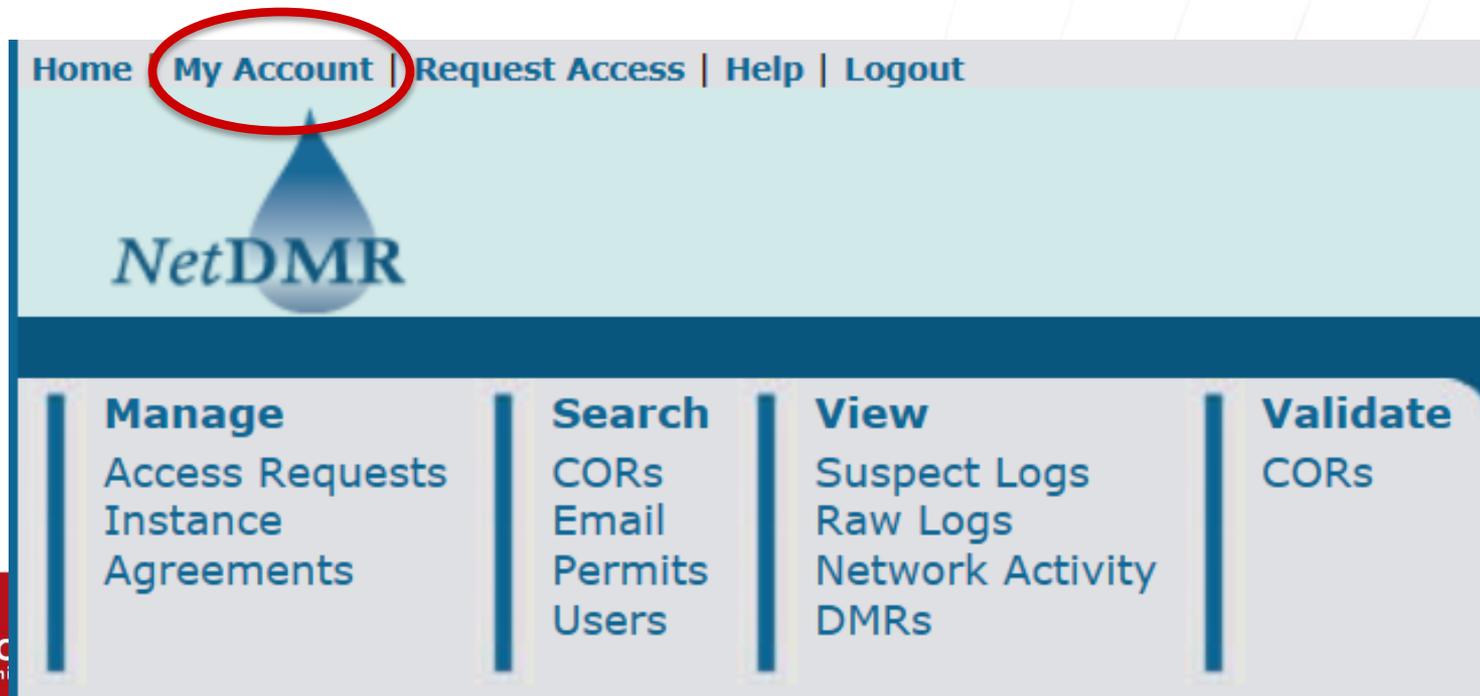
- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

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

**COR Confirmation #:**

# Entering DMR data electronically

- First, check to see if your request for either the **Edit** or **Signatory** role for your facility have been approved ! Click on “My Account” in the upper left-hand corner.



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

*NetDMR*

<b>Manage</b> Access Requests Instance Agreements	<b>Search</b> CORs Email Permits Users	<b>View</b> Suspect Logs Raw Logs Network Activity DMRs	<b>Validate</b> CORs
--	--	---	-------------------------

**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](#)

<b>Email:</b>	mcdowell@cviog.uga.edu
<b>User Name:</b>	mcdowell@cviog.uga.edu
<b>First Name:</b>	Robin
<b>Last Name:</b>	McDowell
<b>Telephone Number:</b>	706-542-6271
<b>Organization:</b>	University of Georgia
<b>Type of User:</b>	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. (Did you write these down somewhere?)

# Verifying access rights

The bottom of that 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	

# Entering DMR data electronically

- If your Role has been approved, you can begin viewing and entering data into DMRs
- Remember: Edit, Signatory, and Permit Administrator Roles can ALL enter data into DMRs. The View Role can only see DMRs.
- 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"!*

*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 find all DMRs that are ready to be filled, select "Ready for Data Entry", and click on SEARCH*

# “Status” is very important. You can’t edit this, but it tells you what you need to next with this particular DMR

Permit ID: GA0049247 Update

Facility: All Update

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

Permitted Feature: [GA0049247] 000 Update

Discharge: All

Monitoring Period End Date Range: [ ] [ ]

Edited or Submitted By: All

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

COR Confirmation #: [ ]

Search Clear All Fields

- **Ready for data entry:** no data has been entered yet
- **Imported:** The DMR has been imported but not validated, signed, or submitted
- **NetDMR Validated:** all the data has passed the checks
- **NetDMR Validation Errors:** there’s a problem with the data entered for this DMR
- **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!

# 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
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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"/>
<a href="#">Edit DMR</a> <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 will also show the DMRs ready for data entry

Left side of the page

[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
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	09/30/10	10/15/10	Ready for Data Entry
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	10/31/10	11/15/10	Ready for Data Entry
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	11/30/10	12/15/10	Ready for Data Entry
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	12/31/10	01/15/11	Ready for Data Entry
<a href="#">Edit DMR</a> ▼ <a href="#">Go</a>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	01/31/11	02/15/11	Ready for Data Entry

# The “Update NODI” (No Data) Field is on the far right hand side of the page

Right side of the page

<u>Status</u>	COR Received Date	Include in Batch Submit <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	Update NODI <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Ready for Data Entry				<input type="checkbox"/>
Ready for Data Entry				<input type="checkbox"/>
Ready for Data Entry				<input type="checkbox"/>
Ready for Data Entry				<input type="checkbox"/>
Ready for Data Entry				<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
- The list of these reasons is hard to find on the NetDMR, so it’s a good idea to print it out and have it nearby

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.  
You cannot edit this information!

 [Edit DMR](#)

Collapse  
Header

<b>Permit</b>			
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
<b>Report Dates &amp; Status</b>			
Monitoring Period:	From 10/01/10 to 10/31/10 ✓	DMR Due Date:	11/15/10 ✓
Status:	Ready for Data Entry ✓		
<b>Considerations for Form Completion</b>			
<b>Principal Executive Officer</b>			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Telephone:	<input type="text"/>
<b>No Data Indicator (NODI)</b>			
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.				=				kg/L										
1 - Effluent Gross										List										
Season: 0		Req.				>= 5 Minimum				Kilograms per Liter										
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										
NODI:		NODI																		

# 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 - 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	
	1 - Effluent Gross									List	
	Season: 0	Req.				>= 5 Minimum				Kilograms per Liter	Weekly
	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	
	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: <input type="text"/>	NODI	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>			COMPOS

# Entering discharge data

- The third place to enter data is in the column labeled “# of Ex.” It is on the right side of the page. That’s the number of times your effluent values exceeded the permit limits.

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](#) [▶](#) [▶▶](#)

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
00300	Oxygen, dissolved [DO]	Smpl.				=			kg/L		01/17	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: <input type="text"/>		NODI										
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"/>				

# A DMR Ready for Data Entry

Let's go over these columns carefully from left to right

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		01/07	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.	=	=	kg/d		=	=	mg/L		02/30	CP
1 - Effluent Gross			<input type="text"/>	<input type="text"/>	List		<input type="text"/>	<input type="text"/>	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"/>				

# The “Parameter” and “NODI” columns

Expand Header

Permit ID: GA0049247 | Permitted Feature ID: 000 | Discharge: 1 |

Form NODI:

Showing Parameters 1 - 10 of 12

Parameter		NODI	Value 1
Code	Name	List	
00300	Oxygen, dissolved [DO]	Smpl.	
1 - Effluent Gross			
Season: 0		Req.	
NODI:	<input type="text"/>	NODI	
00310	BOD, 5-day, 20 deg. C	Smpl.	= <input type="text"/>
1 - Effluent Gross			
Season: 0		Req.	<= 3 Monthly Average
NODI:	<input type="text"/>	NODI	<input type="text"/>

- **Code:** the parameter code defined by EPA. You can't edit this. You can “sort” them in ascending or descending order by clicking on the word “Code”
- **Name:** the parameter name. You can't edit this.
- **Parameter/NODI:** This is where you can enter the NODI codes and see a list of them (by clicking on the button called “List”). If you do that, ALL fields for that parameter will be filled with that NODI code!

# The “Quality or Concentration” columns

- **Value 1, 2, 3:** This is where you enter the measured parameter value
- **‘Qualifiers’, or Less than, greater than, etc:** Click on this little box to get the correct symbol. This will depend on your permit requirements, measurement value, etc. (<, =, >, etc.)

Quality or Concentration			
Value 1	Value 2	Value 3	Units
= <input type="text"/>			kg/L <input type="button" value="List"/>
>= 5 Minimum			Kilograms per Liter
<input type="button" value="List"/>			
<input type="button" value="List"/>	= <input type="text"/>	= <input type="text"/>	mg/L <input type="button" value="List"/>
	<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter
<input type="button" value="List"/>	<input type="button" value="List"/>	<input type="button" value="List"/>	
= <input type="text"/>		= <input type="text"/>	mg/L <input type="button" value="List"/>

# Entering Units and “Nodi”

- **Units:** Click on the “List” button to see the correct units. Correct units are important! They should already be there, but if not click on the “List” button.
- **NODI:** You can enter the NODI code here as well as in the “Parameter” column on the left side of the page.

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"/>	mg/L <input type="button" value="List"/>
= <input type="text"/>	Milligrams per Liter
Req Mon Weekly Average	Milligrams per Liter
<input type="text"/>	

# The “# of Ex.,” “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

# 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

- **“Number of Excursions”**
- **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. (You will get a “soft error” at the end).

# Attachments and Comments (at the bottom of the DMR)

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

Edit Check Errors  
No results.

Comments 

Attachments 

Add Attachment

No results.

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

# 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...

Permitted Feature: 000 - External Outfall

Report Dates & Status

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

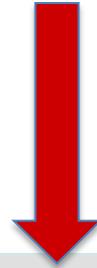
Status: **Not Saved**

Considerations for Form Completion

**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 using the wrong units or entering data when you also entered NODI
- **Soft** errors are usually parameter values that exceeded the permit limit
- You will not be able to save your DMR until all the **Hard** errors are fixed!
- 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!

<i>Permit</i>	
Permit ID:	GA0049247
Permittee:	AILEY WPCP
Facility:	AILEY WPCP
Permitted Feature:	000 - External Outfall
<i>Report Dates &amp; Status</i>	
Monitoring Period:	From 10/01/10 to 10/31/10
Status:	<b>NetDMR Validated</b> 
<i>Considerations for Form Completion</i>	
<i>Principal Executive Officer</i>	
First Name:	<input type="text"/>
Title:	<input type="text"/>
<i>No Data Indicator (NODI)</i>	
Form NODI:	<input type="text"/>

## 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:**   
NetDMR Validation Errors  
NetDMR Validated  
Imported  
Signed & Submitted  
Submission Errors/Warnings  
Completed

  
(Use Ctrl/Cmd or the  
command key to  
select/deselect multiple)

**COR Confirmation #:**

**Make sure no  
DMRs have  
any validation  
errors. Before  
signing them,  
do a validation  
check!**

# 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

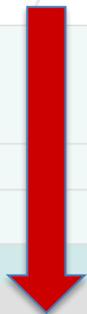
One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
 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. Acknowledge, Save, and be Validated!

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:		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d	=	=		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

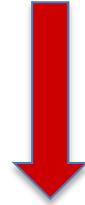
78477	Solids, sludge, tot, dry weight	Smpl.	=			dry ton						
SL - Sludge												
Season: 0		Req.	Req Mon Monthly Total			Dry Tons						
NODI:		NODI										



## 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"/>

# 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 2 of 2

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="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	Include in Batch COR Download <input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	Update NODI <input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	08/31/10	09/15/10	NetDMR Validated		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	10/31/10	11/15/10	NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>

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

[Include in Submission](#) [Check All](#) [Clear All](#)
[Add COR and Attachments to Email Notification](#) [Check All](#) [Clear All](#)
[View Completed DMR](#)

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!

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: 29:57

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

[Submission Confirmation - 691363c6-a9a4-49df-b98a-2b44baf68ab9](#)

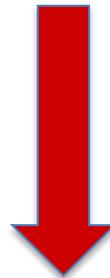


**Save this confirmation!**

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!*

[www.epa.gov/netdmr/](http://www.epa.gov/netdmr/)