

# NetDMR Permittee and Data Provider Training



# Webinar Details

- ▶ EPA is using this webinar to present important information on NetDMR reporting.
- ▶ Due to the expected large number of participants, we are muting all lines except for the lines of the EPA presenter.
- ▶ Listeners can use the webinar 'Question Box' to send in questions or comments.
  - ▶ We will be monitoring and answering questions as they come.

# Agenda

- ▶ Introduction to NetDMR
- ▶ How to Create CDX Account – Permittee (signature)
- ▶ How to Request Access – Signatory
- ▶ Review My Account
- ▶ How to Enter DMR Data
- ▶ How to Import Data
- ▶ How to View COR

# Introduction to NetDMR

## What is NetDMR? (formal answer)

- ▶ National Pollutant Discharge Elimination System (NPDES) permittees required to submit Discharge Monitoring Reports (DMRs) may use NetDMR after requesting and receiving permission from their permitting authority.
- ▶ After the State or Region has approved the facility's request, the NetDMR tool enables permittees to complete their DMRs via a secure Internet connection.

## What is NetDMR? (Key Point)

- ▶ Web-based application that will allow NPDES permittees to submit DMRs electronically to EPA's Integrated Compliance Information System (ICIS)
- ▶ Hosted on Central Data Exchange (CDX) servers
- ▶ Provides separate customizable "NetDMR Program Services"

# CDX vs NetDMR – What's the Difference?

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## Central Data Exchange (**CDX**)

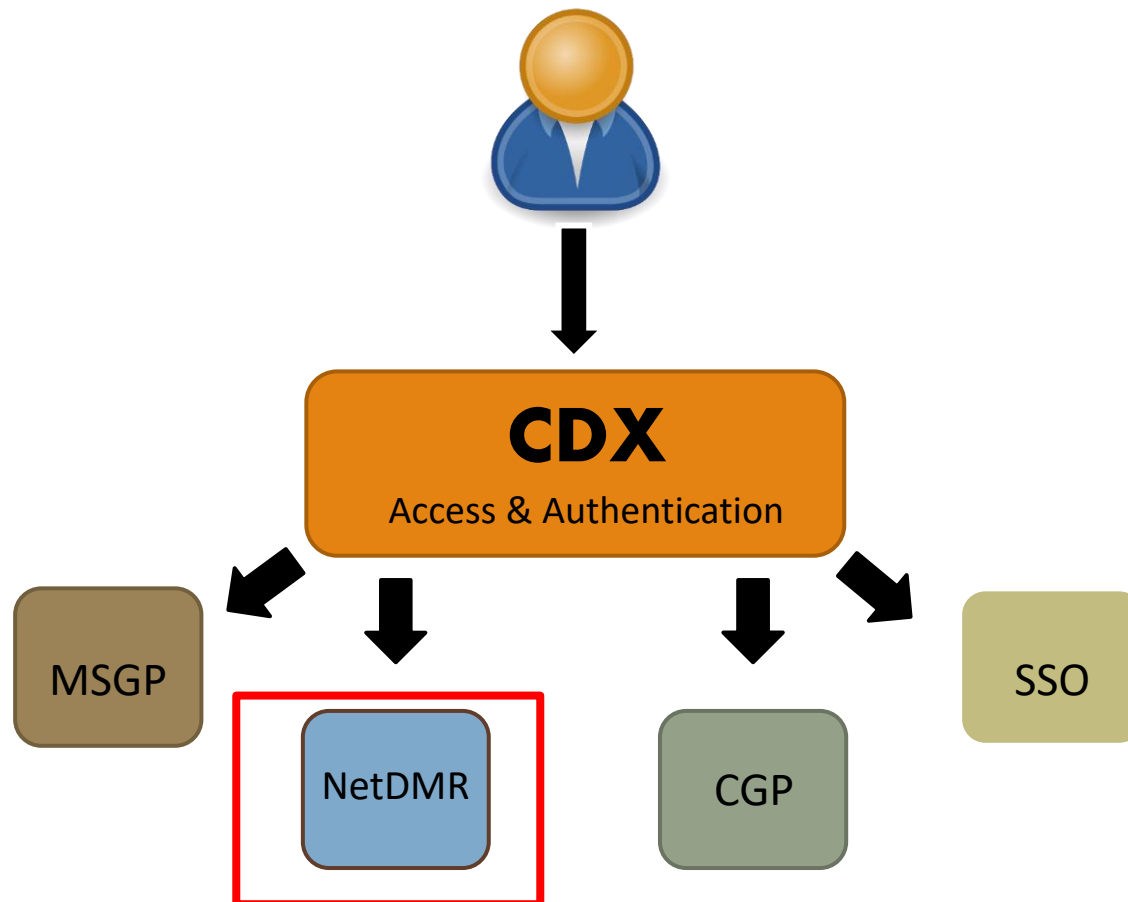
- ▶ Agency User account creation and management tool used for access several different EPA systems with a single login
- ▶ Uses "Signature Agreement" to authenticate and authorize users who 'certify' data
- ▶ Signature Agreement need only be submitted/approved once per CDX account

## Network Discharge Monitoring Report (**NetDMR**)

- ▶ Agency's system for the electronic reporting and management of DMR data
- ▶ Uses a "Subscriber Agreement" to authenticate and authorize users who Sign and Submit DMRs at a permit level
- ▶ User must sign a Subscriber Agreement for each NPDES ID they are requesting Signatory Role for

# NetDMR as a Program Service within CDX

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# **Creating a new Central Data Exchange (CDX) Account**

# Create a New CDX Account

► Go to NetDMR website:

[https://usepa.servicenow.com/oeca\\_icis?id=netdmr\\_homepage](https://usepa.servicenow.com/oeca_icis?id=netdmr_homepage)

► Click on **Launch NetDMR** button

An official website of the United States government.

**EPA** United States Environmental Protection Agency

Home FAQs Ask A Question

Environmental Topics▼ Laws & Regulations▼ Report a Violation▼ About EPA▼

**NetDMR** Network Discharge Monitoring Report

**Welcome to NetDMR Support**

Announcements for NetDMR

⚠ NetDMR maintenance outage scheduled for January 3-4.

**Launch NetDMR**

**New Users**

**Password Reset**

**User Guides & Training Materials**

**Training Schedule**

**Maintenance Schedule**

**FAQs**

**Contact List**

**Ask a Question**

# Create a New CDX Account

- ▶ Login screen appears
- ▶ Click on **create a new account**



Sign in

or **create a new account**

\* = required

**User ID \***

**Password \***

[Sign in](#)

---

[Forgot username?](#)

[Forgot password?](#)

# Selecting Instance and User Type

- ▶ All \* fields are required
- ▶ Select **State Agency or EPA Region** (aka Instance Name) and **User Type**
  - ▶ Regulatory Agency where your DMRs are sent
- ▶ Choose your Instance from the pull-down menu

## Create a New Account

Select State Agency or EPA Region and User Type

**State Agency or EPA Region \***

Select...

**User Type \***

Next

# Select Instance

- ▶ Select your Regulatory Authority
- ▶ For example:
  - ▶ Virgin Islands – DMRs are sent to state agency
    - ▶ Choose **USVI DPNR-DEP**
  - ▶ Puerto Rico facilities submit DMRs to EPA
    - ▶ Choose **EPA Region 2** Instance

## Create a New Account

Select State Agency or EPA Region and User Type

**State Agency or EPA Region \***

Select...

NetDMR: Tennessee Division of Water Resources

NetDMR: Texas TCEQ

NetDMR: Training Instance - OK

**NetDMR: USVI DPNR-DEP**

NetDMR: Utah DWQ

Network Discharge Monitoring Report - System Admin

# Select User Type

- ▶ Select User Type
  - ▶ Permittee (signature)
  - ▶ Permittee (no signature)
  - ▶ Data Provider
  
- ▶ Press **NEXT** to continue

## Create a New Account

Select State Agency or EPA Region and User Type

**State Agency or EPA Region \***

NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX ▼

**User Type \***

- Select...
- Regulated Community**
  - Data Provider
  - Permittee (no signature)
  - Permittee (signature)
- Regulatory Authority**
  - Internal User

# CDX User Types

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<u>Term</u>	<u>Who</u>
<b>Data Provider</b>	Lab, Contractor, or 3rd Party Affiliate
<b>Permittee (signature)</b>	If you work for the company AND will Sign/Submit DMRs
<b>Permittee (no signature)</b>	If you work for the company but will NOT Sign/Submit DMRs
<b>Internal User</b>	This is for State/EPA Agency personnel only

# Personal Information

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- ▶ Fill out required information
  - ▶ All boxes with asterisks \*
- ▶ For Permittee (signature)
  - ▶ Ensure First & Last Names are your legal names (e.g. Robert, not Bob)
- ▶ Click **NEXT** when done

## Create a New Account

Select State Agency or EPA Region and User Type

### Personal Information

Title \*

Select...



First Name \*

Middle Initial

Last Name \*

Suffix

Select...



Job Title \*

Next



# Create a User ID and Password

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▶ Create **User ID & Password**

▶ Choose **3 Security questions**, and enter an answer

▶ Case Sensitive

▶ Agree to the Terms and Conditions

▶ Click **Next**

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID \* Password \* Verify Password \*

☐ Show password

These questions will be used to reset your password:

Question 1 \* Answer 1 \*

Select a question...

Question 2 \* Answer 2 \*

Select a question...

Question 3 \* Answer 3 \*

Select a question...

☒ Agree to the Terms and Conditions

Next

# Signatory Accounts

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- ▶ Additional steps required if requesting the CDX role of **Permittee (signature)**
  - ▶ Required to answer **5 additional questions** for digitally signing documents
- AND
- ▶ Electronic Signature Agreement (**ESA**) or Paper ESA is required

# Electronic Signature Agreement (ESA) Setup –Permittee (signature) Only

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- ▶ Select **5 security questions** from the drop-down list
- ▶ Enter an answer for each question selected
- ▶ Remember your answers!

Electronic Signature Setup

These questions will be used for signing your document electronically:

<b>Question 1 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 1 *</b>	<input type="text"/>
<b>Question 2 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 2 *</b>	<input type="text"/>
<b>Question 3 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 3 *</b>	<input type="text"/>
<b>Question 4 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 4 *</b>	<input type="text"/>
<b>Question 5 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 5 *</b>	<input type="text"/>

☐ Show answers

Next

# Updating Signatory Questions (Demo)

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- ▶ How do I update my (5) Signatory Questions in CDX?
  - ▶ [https://usepa.servicenowservices.com/oeca\\_icis?sys\\_kb\\_id=b69f36171b940d182486eb9ce54bcbfa&id=kb\\_article\\_view&sysparm\\_rank=1&sysparm\\_ts\\_queryId=cd3660851b160950cb91a759bc4bcb7a](https://usepa.servicenowservices.com/oeca_icis?sys_kb_id=b69f36171b940d182486eb9ce54bcbfa&id=kb_article_view&sysparm_rank=1&sysparm_ts_queryId=cd3660851b160950cb91a759bc4bcb7a)

# Organizational Information

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- ▶ Search for your organization
  - ▶ Organization name and State are required
    - ▶ Other search fields are optional
- ▶ This is the organization you work for (**your employer**)

Organization Information

Search your organization by one or more of the following criteria:

Organization Name \*

Mailing Address (line 1)

Mailing Address (line 2)

City

State \*

Texas ▼

Zip/Postal Code

Find

# Select Organization

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- ▶ Click on the **Select** button to choose your Organization

## Organization Information

Select your organization:

Show 10 ▼ entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	15948	GULF COAST STORET	11110 ROUNDTABLE DRIVE		ROSE HILL	TX	77375
Select	21820	GULF BP CATASTROPHE	100 GULF OF MEXICO DRIVE		CORPUS CHRISTIE	TX	72019
Select	22941	Gulf Oil (Test)	100 Main		Houston	TX	12345
Select	23061	Gulf Coast Oil	100 Main		Houston	TX	65432
Select	23062	Gulf Coast Oil	100 Main		Houston	TX	75202

Showing 1 to 5 of 5 entries

Previous 1 Next

# Organization

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## ► Confirm your Organization

### Organization Information

Gulf Oil (Test)  
100 Main  
Dallas, TX 75202  
US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

# How to Add Organization

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- ▶ If you cannot find your organization
- ▶ “Request that we add your organization”

**Part 2: Organization Info**

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).



# Add Organization – Continued

- ▶ Fill out the required information for your organization
- ▶ Click “Submit Request for Access”

Part 2: Organization Info

Organization Name *	<input type="text"/>
Country *	<input type="text" value="UNITED STATES"/>
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="@yahoo.com"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

[Back to Search Results](#) [Submit Request for Access](#)

# Add Organization - Continued

- ▶ Select your Organization
- ▶ Enter your phone number

## Part 2: Organization Info

- ☐ Select a Current Organization  
☒ Request to Add an Organization

### Shell Offshore, Inc

701 Poydras St  
New Orleans, LA, US  
70139

Email \* cathypermitadm@gmail.com

Phone Number \* (214) 665-0000

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

[Submit Request for Access](#)

# Contact Information

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- ▶ Enter required fields.
- ▶ Click **SEND VERIFICATION CODE**.
- ▶ A green pop-up note will appear on screen informing an email was sent to this email.
- ▶ You will receive an email from CDX support with a Verification Code within a few minutes.

The screenshot shows a 'Contact Information' form with the following fields and buttons:

- Phone Number \***: A text input field.
- Extension**: A text input field.
- Email \***: A text input field, with a red arrow pointing from it towards the 'Send Verification Code' button.
- Re-enter Email \***: A text input field.
- Send Verification Code**: A blue button with a red border, highlighted by a red rectangle.
- Register** and **Continue**: Two blue buttons at the bottom of the form.

A green pop-up note is visible in the bottom right corner, containing the following text:

✓ A verification code has been sent to cathygfsign@gmail.com. Enter the code below and select Continue to finalize your CDX account setup. ✕

# Email Verification

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helpdesk@epacdx.net

Today at 2:31 PM

To dianacdxns@yahoo.com

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

**53a61172-b391-4ded-a162-a45dc76dedc5**

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely  
CDX Help Desk

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United States Environmental Protection Agency - Central Data Exchange

Reply

Reply to All

Forward

More

# Contact Information/ Registration

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▶ After clicking SEND VERIFICATION CODE a verification box will appear

▶ Enter Verification Code

▶ You can COPY & PASTE code from email directly into box.

▶ Click **Register**

The image shows a registration form titled "Contact Information". It contains several input fields and a button. Red annotations highlight specific parts: a red arrow points from the "Send Verification Code" button to the "Verification Code" input field, and another red arrow points from the "Verification Code" field to the "Register" button. The "Verification Code" field is also outlined with a red rectangle.

**Contact Information**

**Phone Number \*** 202-564-3249 **Extension**

**Email \*** dianacdxns@yahoo.com

**Re-enter Email \*** dianacdxns@yahoo.com **Send Verification Code**

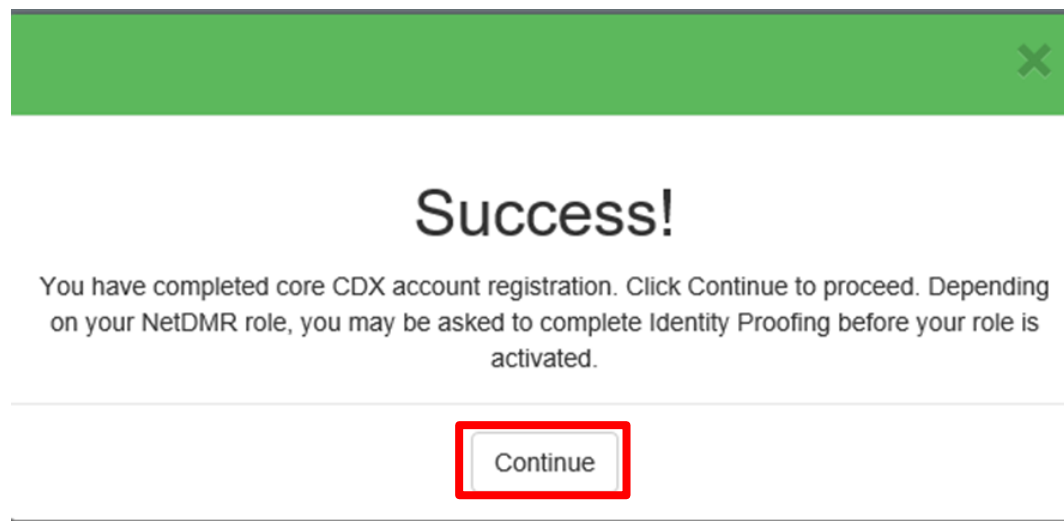
**Verification Code \*** 53a61172-b391-4ded-a162-a45dc76dedc5

**Register** **Continue**

# Organization Registration Completed

- ▶ After clicking on **REGISTER**, this pop-up will appear confirming completion

- ▶ Click **CONTINUE**



# Registration Process

- ▶ At this stage, Permittee (no signature) and Data Providers are finished and **now have access to NetDMR**
- ▶ Permittee (signature) **must** continue with Identity Proofing

# Permittee (**signature**) - Additional Requirements

- ▶ Permittee (signature) will need to continue as additional information is required
  - ▶ Identify Proofing
    - ▶ Electronic Signature Agreement (ESA)
    - ▶ Paper ESA option
- ▶ Log into CDX



# Identity Proofing

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- ▶ Enter required fields with an asterisk
- ▶ Agree Electronic Signature Agreement (ESA)
- ▶ Verify and Sign
- ▶ Paper option available
  - ▶ Click on white tab for paper

## Identity Proofing

Identity Verification

Would you like to perform electronic Identity Proofing?

Electronic Identity Proofing

The following information will be used for identity proofing. It will not be stored.

Home Mailing Address (line 1) \*

Home Mailing Address (line 2)

City \* State \* Zip/Postal Code \*

Date of Birth \*

SSN Last 4: \* Phone Number

☐ Show SSN digits

☐ I agree to the [Electronic Signature Agreement](#)

Click on white tab  
for paper option of  
Identity Proofing


# Approved ESA- MyCDX

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- ▶ This is the landing page when logging into NetDMR
- ▶ Clicking on your **ROLE** hyperlink will take you to the NetDMR homepage

**CDX Central Data Exchange**

MyCDX | Inbox | My Profile | Submission History

Services		Manage
Status	Program Service Name	Role
	NDMR-WY: NetDMR: Wyoming Department of Environmental Quality	<a href="#">Permittee (signature)</a>

Add Program Service | Manage Your Program Services



# Failed Identity Proofing/Paper ESA-

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MyCDX

- ▶ If you failed identity proofing, you will not be able to access NetDMR
  - ▶ Your role will not be clickable(not a hyperlink)
- ▶ You must sign a paper ESA and submit with wet signature to your RA

## CDX Central Data Exchange

Services			Manage
<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>	
	NDMR-USVI: NetDMR: USVI DPNR-DEP	Permittee (signature)	
	NETEPAMSGP: NeT - EPA Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Preparer</a>	

# Identity Proofing- Paper ESA

- ▶ If LexisNexis is **unable** to verify your identity – you **Must** Submit Paper ESA

Identity Verification

We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

# Resetting CDX password (Demo)

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- ▶ How to reset password in CDX:
  - ▶ [https://usepa.servicenowservices.com/oeca\\_icis?sys\\_kb\\_id=1577d7da1b8601d4ea6942ecac4bcb52&id=kb\\_article\\_view&sysparm\\_rank=3&sysparm\\_tsqueryId=a3f6ac891b160950cb91a759bc4bcb60](https://usepa.servicenowservices.com/oeca_icis?sys_kb_id=1577d7da1b8601d4ea6942ecac4bcb52&id=kb_article_view&sysparm_rank=3&sysparm_tsqueryId=a3f6ac891b160950cb91a759bc4bcb60)
- ▶ How Do I Use My Mobile Phone To Reset My Password In CDX?
  - ▶ [https://usepa.servicenowservices.com/oeca\\_icis?sys\\_kb\\_id=058f36171b940d182486eb9ce54bcb38&id=kb\\_article\\_view&sysparm\\_rank=1&sysparm\\_tsqueryId=a217e40d1b160950cb91a759bc4bcb21](https://usepa.servicenowservices.com/oeca_icis?sys_kb_id=058f36171b940d182486eb9ce54bcb38&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=a217e40d1b160950cb91a759bc4bcb21)

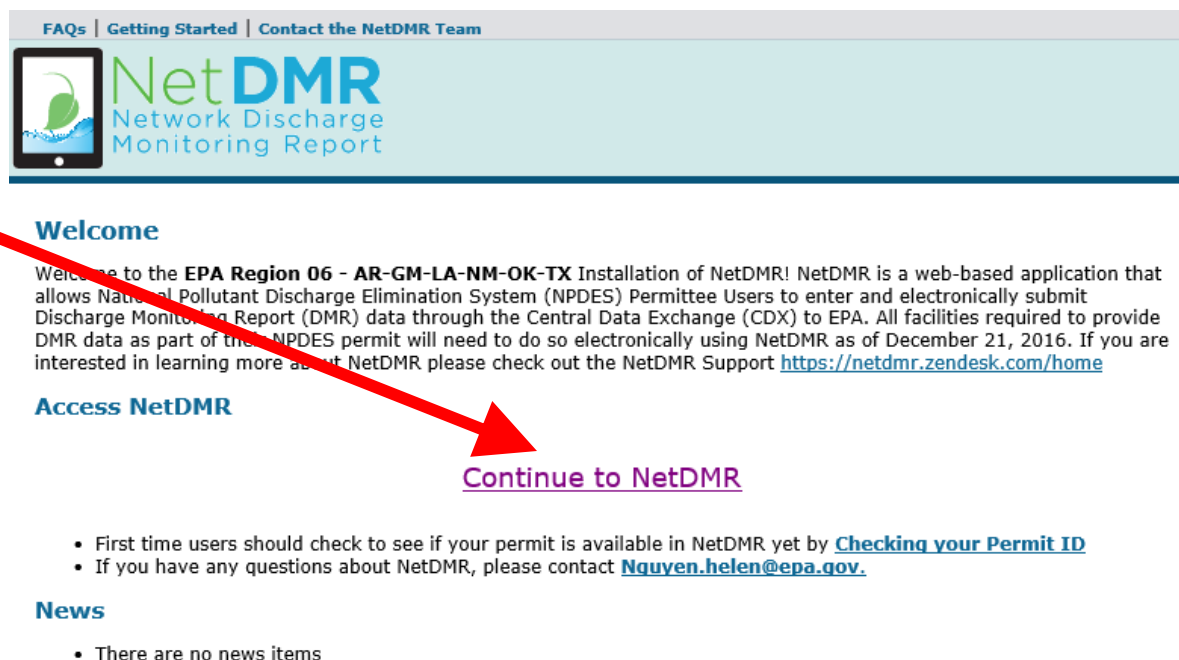
# Entering NetDMR

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- ▶ Click on role to access NetDMR landing page


- ▶ Click on '**Continue to NetDMR**' to continue.

- ▶ Will need to continue by Requesting Access to specific NPDES ID(s) within NetDMR.



The screenshot shows the NetDMR landing page. At the top, there is a navigation bar with links: [FAQs](#), [Getting Started](#), and [Contact the NetDMR Team](#). Below this is the NetDMR logo, which includes a green leaf icon and the text "NetDMR Network Discharge Monitoring Report". The main content area has a "Welcome" section with a paragraph about the EPA Region 06 installation of NetDMR. Below the welcome message is a section titled "Access NetDMR" which contains a link [Continue to NetDMR](#) in purple text. A red arrow points from the "Continue to NetDMR" link in the list on the left to this link on the page. Below the "Access NetDMR" section is a "News" section with a single bullet point: "There are no news items".

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

 **NetDMR**  
Network Discharge  
Monitoring Report

### Welcome

Welcome to the **EPA Region 06 – AR-GM-LA-NM-OK-TX** Installation of NetDMR! 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 EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support <https://netdmr.zendesk.com/home>

### Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact [Nguyen.helen@epa.gov](mailto:Nguyen.helen@epa.gov).

### News

- There are no news items

# User Types and Roles

# User's Types in CDX

- ▶ **Permittees**
  - ▶ Permittee (signature)
  - ▶ Permittee (no signature)
- ▶ **Data Providers (Contractors and Labs)**
- ▶ Internal Users (EPA & State Regulatory Authority)



# User's Roles in NetDMR

- ▶ **Permit Administrator**
  - ▶ Permittee (signature) OR
  - ▶ Permittee (no signature)
- ▶ **Signatory**
  - ▶ MUST be Permittee (signature)
- ▶ **Edit**
  - ▶ ALL users
- ▶ **View**
  - ▶ ALL users

# How Types and Roles are related

<u>Term</u>	<u>Who</u>	<u>Available NetDMR Roles</u>	<u>Definition</u>
<b>Data Provider</b>	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <b><u>cannot</u></b> sign and submit forms.
<b>Permittee (signature)</b>	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
<b>Permittee (no signature)</b>	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
<b>Internal User</b>	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

## Signatory Role (Permittee (**signature**) User)

- ▶ You will be able to:
  - ▶ Sign and submit the Subscriber Agreement
  - ▶ View, edit, import, sign and delete DMRs
  - ▶ Submit corrected DMRs – generate CORs
  - ▶ Initiate the repudiation of unauthorized DMRs

**Note: ALL Signatory role automatically get Permit Administrator role**

# Permit Administrator Role

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

# Preparing for NetDMR

# First Steps

- ▶ Determine who will be your **initial** Signatory with Permit Administrator role
  - ▶ This person should log on first
    - ▶ Create account, finalize account, request access
    - ▶ Verify that Regulatory Agency approved
- ▶ Identify others at your facility that would need the Edit, Permit Administrator, View or Signatory role(s)
  - ▶ **Other users will have to wait to request access after 1<sup>st</sup> Signatory is approved**

# First Permit ID Request

- ▶ **Initial Signatory request from your facility**
  - ▶ Will have Signatory and Permit Administrator roles automatically
- ▶ **Others at your company can apply for one or more roles**
  - ▶ **Signatory, Permit Administrator role, Edit, or View role**
    - ▶ **(After Initial Signatory is approved)**
    - ▶ Permit Administrators can grant access for anyone with Permit Administrator, Edit or View roles

# NetDMR

## Some of the Basics





# Header Options

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User:DMENDOZA\_TEST, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report

**USVI DPNR-DE**

**Manage**

Access Requests

**Search**

All DMRs & CORs

**Unscheduled DMRs**

Unscheduled DMRs

**Import DMRs**

Perform Import  
Check Results

**Update NODI**

Check Results

**Download**

Blank DMR Form

Loc

# Tabs

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: DMENDOZA\_TEST, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report

**USVI DPNR-DEP**

**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

 Search...

All DMRs & CORs

Last 10 Logins


8/14/18	4:11 PM	-
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**Several Options**

(depending on your User Type and Roles)

# Manage Access Requests

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 Network Discharge Monitoring Report

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 DMR Signing Status

Download Blank DMR Form

## Manage Access Requests

### Pending Access Requests - External

Permits 1 through 5 of 5

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comments
netdmr data provider	netdmrdatap@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/17/09	<input type="checkbox"/>	<input type="checkbox"/>	
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/19/09	<input type="checkbox"/>	<input type="checkbox"/>	
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/19/09	<input type="checkbox"/>	<input type="checkbox"/>	
netdmr signatory role	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/17/09	<input type="checkbox"/>	<input type="checkbox"/>	
permit admin	netdmrpa@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Signatory	02/17/09	<input type="checkbox"/>	<input type="checkbox"/>	

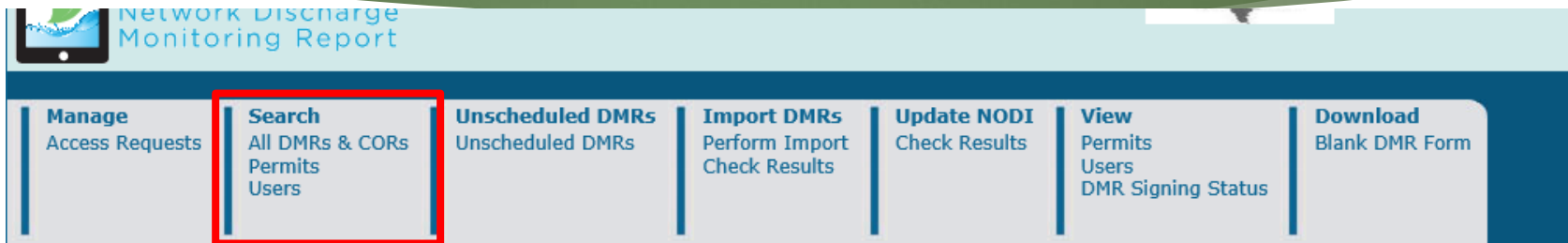
### Pending Access Requests - Internal

One item found

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Comments
netdmrinternal	netdmria@gmail.com	COMPANY A	TN0002968	071	G	10/31/08	Radial DMR	<input type="checkbox"/>	<input type="checkbox"/>	

# Search

52



- ▶ Permits
- ▶ Copy of Records (COR)
- ▶ List of Users
- ▶ DMRs to edit, correct or delete
- ▶ DMRs Ready to submit

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

# DMR Search & Status

53

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

Permitted Feature:

All

Discharge:

All

☒ Monitoring Period End Date (MPED) Range:

(mm/dd/yyyy)

☐ DMR Due Date:

Month

Year

Edited or Submitted By:

All

Status:

Ready for Data Entry

NetDMR Validation Errors

NetDMR Validated

Imported

Signed & Submitted

Submission Errors/Warnings

Completed with Errors

All

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

Scheduled/Unscheduled:

All

COR Confirmation #:

Search

Clear All Fields

Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. A maximum of 200 DMRs are returned.

# How To Search The DMR With DMR Due Date?

## DMR Search

From the All DMR's and Copies of Record (CORs), pick your Permit ID number from the drop down. The Monitoring Period End Date (MPED) Range and DMR Due Date have Radio buttons. Then select either the MPED range or DMR Due Date, or no dates at all. If data are entered for one option, and then the user selects the other radio button, the data for the first option should be blanked out.

The screenshot shows a search form with two radio buttons. The top radio button, labeled "Monitoring Period End Date (MPED) Range:", is selected with a blue dot. It is followed by two empty text input fields and a "(mm/dd/yyyy)" label. The bottom radio button, labeled "DMR Due Date:", is unselected. It is followed by "Month" and "Year" labels, each with a dropdown menu.

When MPED Range button selected, then user should add the start and end date of monitoring. **For example:** User wants to see all the DMRs started from 01/01/2021 and ended at 12/31/2021.

This screenshot shows the same search form as before, but the two text input fields for the MPED Range are now populated with the dates "01/01/2021" and "12/31/2021". The "(mm/dd/yyyy)" label remains to the right of the second field.

When DMR Due Date button selected, then user can select Month and Year. **For example:** User wants to see all the DMRs due in January of 2021.

The screenshot shows the search form with the bottom radio button, "DMR Due Date:", now selected with a blue dot. The "Month" dropdown menu is set to "January" and the "Year" dropdown menu is set to "2021". The top radio button and its associated input fields are now grayed out.

Please notice the MPED Range is gray out since DMR Due Date button was selected.

**NOTE: Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. Only a maximum of 200 DMRs are returned.**

# **Requesting Access (For Permit Administrator, Edit, or View Roles)**

**Live Demo**

# Request Access

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

User: VOISIN.EDWARD@EPA.GOV, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report



**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

Session Logout



Search:

All DMRs & CORs

**All DMRs & Copies of Record (CORs)**

## Last 10 Logins

5/16/17	12:46 PM	-
5/16/17	7:09 AM	-



# Enter Permit ID (Click Update)

57

**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

## 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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

**Permit ID:**

VI0040495

Update

**Facility Name:**

BLUEBEARDS BEACH CLUB & VILLAS

**Role:**

Select One ▼

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Add Request

# Select Role


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## 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

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:	<input type="text" value="VI0040878"/>	<input type="button" value="Update"/>
Facility Name:	THE REEF ASSOCIATES	
Role:	<div><div><div>Edit ▼</div><div>Select One</div><div>Signatory</div><div>View</div><div>Edit</div><div>Permit Administrator</div></div><div>will also automatically be given the Permit Administrator, Edit, and View Roles.</div></div>	

 Access Request	<div><div>Role:</div><div><input data-bbox="954 1143 1253 1179" type="text" value="Edit"/></div><div>Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.</div><div><input data-bbox="948 1243 1141 1308" type="button" value="Add Request"/></div></div>
--	--

# Submit Request

## Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Edit	

# Confirm Request

## Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

<u>Permit ID</u>	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Edit	N/A

# Approval

61

- ▶ Wait for your Permit Administrator to approve you

## **Request Access to a Permit and Associated DMRs**



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

Back

# How to Request a Signatory Role



# RO or DAR? (Signatories Only)

- ▶ Are you a Responsible Official (RO) or a Duly Authorized Representative (DAR)?
- ▶ **Responsible Officials** are authorized to sign and submit DMRs themselves (in accordance with 40 CFR 122.22)
- ▶ **Duly Authorized Representatives** are authorized to sign and submit DMRs on behalf of a Responsible Official
  - ▶ When Requesting Access as a Signatory, DARs will need to enter the Responsible Official Information to complete the Subscriber Agreement

# **Signatory Access Role (Responsible Official)**

**Live Demo**



# To get Request Access

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

User: , Permittee User

**NetDMR**  
Network Discharge  
Monitoring Report

**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

Session Lo

Search: All DMRs & CORs


**All DMRs & Copies of Record (CORs)**

Last 10 Logins		
5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

- Click on “**Request Access**” to type in the permit you want to have Signatory access to

# Insert Permit ID and Role

66



NetDMR  
Network Discharge  
Monitoring Report

<b>Manage</b> Access Requests	<b>Search</b> All DMRs & CORs	<b>Unscheduled DMRs</b> Unscheduled DMRs	<b>Import DMRs</b> Perform Import Check Results	<b>Update NODI</b> Check Results
----------------------------------	----------------------------------	---	---	-------------------------------------

## 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 screen.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:	<input type="text" value="VI0040878"/>	<input type="button" value="Update"/>
Facility Name:	THE REEF ASSOCIATES	
Role:	<input type="text" value="Signatory"/>	
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.		
	<input type="button" value="Add Request"/>	

➤ Type in Permit ID

➤ Click **"Update"**

➤ Next, click on drop-down list

➤ Click **"Signatory"**

➤ Click **"Add Request"**

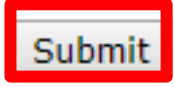

# Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

## Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Signatory	



Submit

# Select Radio Button for Responsible Official

## Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Select One ▼</span></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. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

- Click on employer's relationship to facility
- Click on first radio button if you are the RO

# Paper or Electronic Signature

## Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

<a href="#">Permit ID</a>	Requested Role	Additional Information
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▼</span></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. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

➤ Click either sign electronically or sign via paper

# Paper Signature

- ▶ A pop-up window with your SA will appear
- ▶ Click on print

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*  
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*  
Generated On: *2017-11-17 14:49:39.0*  
Account Reference: *16644*

*NetDMR Subscriber Agreement Instructions Page*  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

# Paper ESA (IE)

71

## Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...  
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)  
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37  
Generated On: 2017-11-17 14:49:39.0  
Account Reference: 16644

**NetDMR Subscriber Agreement Instructions Page**  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

### A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com  
Subscriber Name: Diana Mendoza  
Organization: CDX TEST1  
Email Address: dianasigcdx@yahoo.com  
Phone Number: (202) 564-2349

### B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

### C. Terms and Conditions

- PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

# Paper Signature

- ▶ Upon clicking “**Sign via Paper**” you will receive a message stating you will have to go to **My Account** to print paper SA

Home | My Account | Request Access | Help | Logout

User:DMENDOZA\_TEST, Permittee User

**USVI DPNR-DEP**

**NetDMR**  
Network Discharge  
Monitoring Report

<b>Manage</b> Access Requests	<b>Search</b> All DMRs & CORs	<b>Unscheduled DMRs</b> Unscheduled DMRs	<b>Import DMRs</b> Perform Import Check Results	<b>Update NODI</b> Check Results	<b>Download</b> Blank DMR Form
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

**You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.**



# Paper Signature

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## My Account

 [Edit Account](#)




User Name:	<input type="text"/>
First Name:	Diana
Last Name:	<input type="text"/>
Organization:	TEST
Job Title:	boss
Email:	<input type="text"/>
Telephone Number:	<input type="text"/>
Type of User:	Permittee User

► To print SA, click on **printer icon**

## My 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 the default sort order applied.

Showing 3 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>	<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
VI0040878	Edit	Pending				09/05/18 06:28 PM	09/05/18 06:28 PM
VI0040878	Signatory	Pending	 a9c23c9c-12cd-4bbc-a071-d902f0c2f9ba		Paper	09/05/18 06:41 PM	09/05/18 06:41 PM
VI0050326	Signatory	Pending	 a9a84e1c-a60c-4148-814f-5e351db12c71		Electronic	08/14/18 04:59 PM	09/02/18 07:49 PM

# Paper Signature

- ▶ A pop-up window with your SA will appear
- ▶ Click on print

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*  
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*  
Generated On: *2017-11-17 14:49:39.0*  
Account Reference: *16644*

*NetDMR Subscriber Agreement Instructions Page*  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

# Final Print

75

## Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...  
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)  
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37  
Generated On: 2017-11-17 14:49:39.0  
Account Reference: 16644

**NetDMR Subscriber Agreement Instructions Page**  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

### A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com  
Subscriber Name: Diana Mendoza  
Organization: CDX TEST1  
Email Address: dianasigcdx@yahoo.com  
Phone Number: (202) 564-2349

### B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

### C. Terms and Conditions

- PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

# Where to mail Subscriber Agreement

- ▶ Once signed, mail Subscriber Agreement (SA) to your Regulatory Authority (RA)
- ▶ You can find your RA's mailing information on the bottom of SA form

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

USVI DPNR-DEP

Attn: Mr. Norman D. Williams

45 Mars Hill

TPDES Permitting Program

Frederiksted , VI 00840

# Approving/ Denying Paper Subscriber Agreement

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- ▶ RA accesses NetDMR to approve/deny pending Signatory access role
- ▶ **Note:** Paper process can take several weeks to complete

# Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically
- ▶ As an RO, your request will be sent directly to your RA via email
- ▶ Click on **Sign Electronically** to sign SA

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

# Electronical Signature

## eSignature Authorization

### 1. Authenticate

Login to CDX

**User:**

**Password:**

### 2. Verify

**Question:**

What is your favorite movie?

**Answer:**

### 3. Sign

Sign

- Complete the following steps for authorization:
- Enter password to start authenticate eSignature process.
  - Answer security question
  - Click on **“Sign”**

# Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature

## **Request Access to a Permit and Associated DMRs**



**Signing of the Subscriber Agreement(s) was successful.  
Your access request(s) have been submitted for approval.**



# **Signatory Access Role (Duly Authorized Representatives)**

# Prerequisites

- ▶ User must be User Type: Permittee (signature).
- ▶ DAR **MUST** first consult with RO to determine if RO will sign Subscriber Agreement via electronic process or paper process.
  - ▶ If RO will sign electronically, RO will be required to create a CDX account.
  - ▶ If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement.
- ▶ Signatory must be first person to request access to a Permit ID.
  - ▶ Regulatory Authority must approve all Signatory requests.


# **Signatory Access Role (Duly Authorized Representatives)**


**Live Demo**

# To get Request Access

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

User: , Permittee User

 **NetDMR**  
Network Discharge  
Monitoring Report



**Manage**  
Access Requests


**Search**  
All DMRs & CORs


**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

 Session Lo

 Search: **All DMRs & CORs**

**All DMRs & Copies of Record (CORs)**


**Last 10 Logins**

5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

- Click on “**Request Access**” to type in the permit you want to have Signatory access to

# Insert Permit ID and Role

85



NetDMR  
Network Discharge  
Monitoring Report

<b>Manage</b> Access Requests	<b>Search</b> All DMRs & CORs	<b>Unscheduled DMRs</b> Unscheduled DMRs	<b>Import DMRs</b> Perform Import Check Results	<b>Update NODI</b> Check Results
----------------------------------	----------------------------------	---	---	-------------------------------------

## 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 screen.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:	<input type="text" value="VI0040878"/>	<input type="button" value="Update"/>
Facility Name:	THE REEF ASSOCIATES	
Role:	<input type="text" value="Signatory"/>	
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.		
	<input type="button" value="Add Request"/>	

➤ Type in Permit ID

➤ Click **"Update"**

➤ Next, click on drop-down list

➤ Click **"Signatory"**

➤ Click **"Add Request"**


# Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

## Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Signatory	

  
**Submit**

# Enter Responsible Official Information

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## Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▼</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <span>Jane</span></p> <p>Responsible Official Title: <span>Doe</span></p> <p>Responsible Official Phone Number: <span>202-555-5555</span></p> <p>Responsible Official Email Address: <span>SDMFS@GMAIL.COM</span></p> <p><span>Sign via Paper</span> <span>Sign Electronically</span> <span>Cancel</span></p>

- Click on employer's relationship to facility
- Click on second radio button if you are the DAR
- Make sure to type in your RO's email address correctly

# Paper or Electronic Signature

## Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▼</span></p> <p> <input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.             <input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.                       The following fields are required.                       Responsible Official Name: <span>Jane</span>             Responsible Official Title: <span>Doe</span>             Responsible Official Phone Number: <span>202-555-5555</span>             Responsible Official Email Address: <span>SDMFS@GMAIL.COM</span> </p> <p> <input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/> </p>

➤ Click either sign electronically or sign via paper



# Paper or Electronic Signature

- ▶ **Remember**, this determination( to sign via paper or electronically) is made in consultation with your RO.
- ▶ If RO requires paper, DAR must choose Sign via Paper.
- ▶ If RO requires electronic, DAR must choose Sign Electronically.

# Paper Signature

- ▶ Upon clicking “**Sign via Paper**” you will receive a message stating you will have to go to **My Account** to print paper SA

Home | My Account | Request Access | Help | Logout

User:DMENDOZA\_TEST, Permittee User

**NetDMR**  
Network Discharge  
Monitoring Report

**USVI DPNR-DEP**

<b>Manage</b> Access Requests	<b>Search</b> All DMRs & CORs	<b>Unscheduled DMRs</b> Unscheduled DMRs	<b>Import DMRs</b> Perform Import Check Results	<b>Update NODI</b> Check Results	<b>Download</b> Blank DMR Form
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

# Paper Signature

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► To print SA, click on printer icon

## My Account




User Name:	
First Name:	Diana
Last Name:	
Organization:	TEST
Job Title:	boss
Email:	
Telephone Number:	
Type of User:	Permittee User

 [Edit Account](#)

## My 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 the default sort order applied.

Showing 3 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>	<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
VI0040878	Edit	Pending				09/05/18 06:28 PM	09/05/18 06:28 PM
VI0040878	Signatory	Pending	 a9c23c9c-12cd-4bbc-a071-d902f0c2f9ba		Paper	09/05/18 06:41 PM	09/05/18 06:41 PM
VI0050326	Signatory	Pending	 a9a84e1c-a60c-4148-814f-5e351db12c71		Electronic	08/14/18 04:59 PM	09/02/18 07:49 PM

# Paper Signature

- ▶ A pop-up window with your SA will appear.
- ▶ Click on print.

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*  
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*  
Generated On: *2017-11-17 14:49:39.0*  
Account Reference: *16644*

*NetDMR Subscriber Agreement Instructions Page*  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

# Final Print

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## Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...  
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)  
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37  
Generated On: 2017-11-17 14:49:39.0  
Account Reference: 16644

**NetDMR Subscriber Agreement Instructions Page**  
*This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".*

### A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com  
Subscriber Name: Diana Mendoza  
Organization: CDX TEST1  
Email Address: dianasigcdx@yahoo.com  
Phone Number: (202) 564-2349

### B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

### C. Terms and Conditions

- PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

# Where to mail SA

- ▶ As a **Duly Authorized Representative**, your **Responsible Official** must sign your request before it is sent to the Regulatory Authority.
- ▶ You can find your RA's mailing information on the bottom of SA form.
- ▶ Your status will be Pending until your request is approved by the Regulatory Authority.

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

USVI DPNR-DEP

Attn: Mr. Norman D. Williams

45 Mars Hill

TPDES Permitting Program

Frederiksted , VI 00840

# Approving/ Denying Paper Subscriber Agreement

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- ▶ RA accesses NetDMR to approve/deny pending Signatory access role.
- ▶ **Note:** Paper process can take several weeks to complete.

# Electronic Subscriber Agreement

- ▶ For DAR to submit the Subscriber Agreement electronically, the **Responsible Official (RO) must have a CDX account** and access to the NetDMR Program Service.
- ▶ If RO chooses to submit Paper Subscriber Agreement, DAR must also sign paper. Paper and Electronic process **cannot** be mixed.
- ▶ Electronic submission of Subscriber Agreement is much faster than paper. It can take only a few minutes to complete



# Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically.
- ▶ Click on **Sign Electronically** to sign SA.
- ▶ **Note:** As a DAR, your RO must have access to NetDMR to approve request before it is sent to RA.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

# Electronical Signature

## eSignature Authorization

### 1. Authenticate

Login to CDX

**User:**

**Password:**

### 2. Verify

**Question:**

What is your favorite movie?

**Answer:**

### 3. Sign

Sign

- Complete the following steps for authorization:
- Enter password to start authenticate eSignature process.
  - Answer security question
  - Click on “**Sign**”

# Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature.

## **Request Access to a Permit and Associated DMRs**



**Signing of the Subscriber Agreement(s) was successful.  
Your access request(s) have been submitted for approval.**

# Initial Request

 Reply  Reply All  Forward

Thu 9/6/2018 1:27 PM



netdmr-notification-test@epacdx.net


Diana Mendoza has initiated a paper process NetDMR Signatory Request for your approval (7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23)

To

Cc

Retention Policy    Inbox (Never)

Expires    Never

 We removed extra line breaks from this message.

Diana Mendoza has initiated a paper process requesting the signatory role with access to the following Permit(s) in NetDMR for EPA Region 06 - AR-GM-LA-NM-OK-TX (Test):

Permit ID: GMG290001, Permitted Facility Name: SOJITZ ENERGY VENTURE, INC.

For reference, the Subscriber Agreement number for this request is 7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23.

Upon receipt of the signed paper copy Subscriber Agreement(s), please log into NetDMR using EPA's Central Data Exchange (CDX) <https://testngn.epacdxnode.net/oeca-netdmr-web/action/login> and access the EPA Region 06 - AR-GM-LA-NM-OK-TX (Test) program service. Click Continue to NetDMR. Then, under Manage Access, review this request and approve or deny it once you have followed your organization's procedures for validating paper NetDMR signatory requests.

Thank you.

This message was sent from the EPA Region 06 - AR-GM-LA-NM-TX Test Environment.

# Request Approved

 Reply  Reply All  Forward

Thu 9/6/2018 1:18 PM



netdmr-notification-test@epacdx.net


**Nasrin Lescure has acted on Signatory Request(s) you submitted in NetDMR (a9a84e1c-a60c-4148-814f-5e351db12c71)**

To

Cc

Retention Policy    Inbox (Never)

Expires    Never

 We removed extra line breaks from this message.



Nasrin Lescure has acted on a signatory request(s) with Subscriber Agreement number a9a84e1c-a60c-4148-814f-5e351db12c71 for access to the following Permits in NetDMR for USVI DPNR-DEP:

Permitted Facility Name: GRAPETREE BAY HOTEL Permit ID: VI0050326

Status: Approved

Comment:

For additional information about NetDMR, see <https://netdmr.zendesk.com/hc/en-us>.

Thank You.

# DMR Data Entry

# Entering DMRs

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- ▶ Direct Data Entry
- ▶ Import comma delimited file from spreadsheets
- ▶ Edit/Correct DMRs
- ▶ Delete DMRs

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

# Video Demo: Finding DMRs Ready for Data Entry:

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**To Stream:**

[https://attendee.gotowebinar.com/recording/  
7160705131666025474](https://attendee.gotowebinar.com/recording/7160705131666025474)



# DMR Errors

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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
50050	Flow, in conduit or thru treatment plant	Smpl.	= 1.25	= 2.33	Mgal/d List						99/99	TM
1 - Effluent Gross												
Season: 0		Req.	Req Mon 30 Day Average	Req Mon 7 Day Average	Million Gallons per Day						Continuous	TOTALZ
NODI: Apply		NODI										
 50060	Chlorine, total residual	Smpl.						= 9/333	ug/L List		01/01	GR
A - Disinfection, Process Complete												
Season: 0		Req.						<= 11 Instantaneous Maximum	Micrograms per Liter		Daily	GRAB
NODI: Apply		NODI										

Edit Check Errors						
Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
50060	Chlorine, total residual	Disinfection, Process Complete	Quality or Concentration Sample Value 3	Hard	Value fields may contain numbers and special characters " , " - , " + " and " , " only	

Comments

- Indicated on DMR with pink hue and exclamation mark

# DMR Errors (Hard, Soft)

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## Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	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.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	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.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>

- ▶ Hard Error – Must be resolved before signing DMR
- ▶ Soft Error – Must be 'Acknowledged' (or resolved) before signing DMR

# Sign DMRs

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- ❖ **NOTE:** Blank DMRs cannot be signed

The screenshot displays the NetDMR web application interface. At the top, the 'NetDMR' logo is visible. Below it, a navigation bar contains five main sections: 'Manage' (with sub-link 'Access Requests'), 'Search' (with sub-links 'All DMRs & CORs', 'Permits', and 'Users'), 'Import DMRs' (with sub-links 'Perform Import' and 'Check Results'), 'View' (with sub-link 'Permits Users'), and 'Download' (with sub-link 'Blank DMR Form').

Below the navigation bar, there is a search section. A search icon is followed by the text 'Search:'. To the right of 'Search:' are four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit' (which is highlighted with a brown rectangular box), 'Permit ID', and 'Users'.


Under the 'DMRs Ready to Submit' tab, the heading 'DMRs Ready to Submit' is displayed. Below this heading, a text instruction reads: 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" sta...'. Below this instruction, there are three search options:

- 'All DMRs' with a 'Search' button.
- 'DMRs for Permit ID' with a dropdown menu showing 'GMG290123' and a 'Search' button.
- 'DMRs for Facility' with a dropdown menu showing 'SENECA RESOURCES CORPORATION' and a 'Search' button.

# Signature DMRs (cont.)

## Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/> Check All <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All <input type="checkbox"/> Clear All		VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	12/28/18	NetDMR Validated

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 Diana Mendoza.
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.


Password

# Signature DMRs (cont.)

## ► Enter security question

### ✎ Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	12/28/18	NetDMR Validated

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 Diana Mendoza.
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 is your favorite pet's name?

# Sign DMRs (cont.)

Home | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#) User: DMENDOZA\_TEST, Permittee User



## NetDMR

Network Discharge  
Monitoring Report

USVI DPNR-DEP

**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  
DMR Signing Status


**Download**  
Blank DMR Form

 Session Lockout Timer: 29:50

[View All Copies of Submissions](#) | 
 [DMR/COR Search Results](#) | 
 [View DMR Signing Status](#)

 **Signing Process Confirmation - CDX Activity ID: \_75cac9ba-ff47-4e73-b551-f1d198cd3f61**

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View Copy of Submission
VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	12/28/18	

©2008 NetDMR

# Sign DMRs (cont.)

Home | My Account | Request Access | Help | Logout User:DMENDOZA\_TEST, Permittee User

**NetDMR**  
Network Discharge  
Monitoring Report

**USVI DPNR-DEP**

[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 DMR Signing Status](#) | 
 [Download Blank DMR Form](#)

Session Lockout Timer: 29:4

## DMR Signing Status

This screen displays signing activity from the last 7 days.

One message found [Refresh](#)

CDX Activity ID	Submission Time	Permit ID	Facility	Permitted Feature	Discharge #	Monitoring Period End Date	Due Date	CDX Document ID	Status
_75cac9ba-ff47-4e73-b551-f1d198cd3f61	09/06/2018 13:47:45	VI0040878	THE REEF ASSOCIATES	001	A	11/30/2018	12/28/2018	20ce6af7-d8c8-4b09-aa25-0b3fa11f9801	SIGNED_SUCCESSFULLY

# Downloading

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## ► Copy of Record (COR)

[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 DMR Signing Status](#) | [Download Blank DMR Form](#) | [Session Logout T](#)

[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)

### DMR/COR Search Results

One item found

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
<a href="#">View Copy of Submissions</a> ▼ <a href="#">Go</a>	VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	Scheduled	12/28/18	Signed & Submitted	09/06/18	<a href="#">Check AllOn Page</a> <a href="#">Clear All</a>	<a href="#">Check AllOn Page</a> <a href="#">Clear All</a>	<a href="#">Check AllOn Pa</a> <a href="#">Clear All</a>



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<b>Permit</b>					
<b>Permit #:</b>	VI0040878	<b>Permittee:</b>	THE REEF ASSOCIATES	<b>Facility:</b>	THE REEF ASSOCIATES
<b>Major:</b>	No	<b>Permittee Address:</b>	500 TEAGUES BAY ST. CROIX, VI 00820	<b>Facility Location:</b>	500 TEAGUES BAY ST. CROIX, VI 00820
<b>Permitted Feature:</b>	001 External Outfall	<b>Discharge:</b>	001-A (no description)		
<b>Report Dates &amp; Status</b>					
<b>Monitoring Period:</b>	From 09/01/18 to 11/30/18	<b>DMR Due Date:</b>	12/28/18	<b>Status:</b>	NetDMR Validated

The samples for this outfall shall be taken from a point representative of the stream and prior to mixing with any other stream. See permit for special conditions.

First Name:	Title:	Telephone:
Last Name:		

Form NODI:		-																			
Code	Parameter Name	Monitoring Location	Season	# Param. NODI		Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type			
						Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units				
00010	Temperature, water deg. centigrade	1 - Effluent Gross	0	-	Sample																
					Permit Req.																
					Value NODI																
					Sample																
					Permit Req.																
					Value NODI																
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					Value NODI																
					Sample																
					Permit Req.																
					Value NODI																
					Sample																

If a parameter row does not contain any values for the sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

No errors.
Comments

No attachments.  
Report Last Saved By  
THE REEF ASSOCIATES

```
User: DMENDOZA_TEST
Name: Diana Mendoza
E-Mail: mendoza.diana@epa.gov
Date/Time: 2018-09-06 13:44 (Time Zone: -04:00)
```

<b>Report Last Signed By</b>	
User:	DMENDOZA_TEST
Name:	Diana Mendoza
E-Mail:	mendoza.diana@epa.gov
Date/Time:	2018-09-06 13:44 (Time Zone: -04:00)

# DMR Status

# Signing Status

There are 4 signing status values:

- ▶ SIGNED\_SUCCESSFULLY – Signing process completed
- ▶ SIGNING\_FAILED – Signing process failed
- ▶ PROCESSING – In the process of being signed at CDX
- ▶ PENDING – In the queue to be sent to CDX for signing

The only values users should expect to see are the first 4:  
SIGNED\_SUCCESSFULLY, SIGNING\_FAILED, PROCESSING, PENDING.

# DMR Submission email – COR Submission Received

- ▶ After DMR signed & submitted, from [netdmr-notification@epacdx.net](mailto:netdmr-notification@epacdx.net), user receives **two** DMR submission emails

## 1- First email:

From: <[netdmr-notification-test@epacdx.net](mailto:netdmr-notification-test@epacdx.net)>  
Date: Tue, Aug 21, 2018 at 10:20 AM  
Subject: **COR Submission Received for: VI0000019**

NetDMR has sent the following 1 DMR(s) to be signed.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

-----  
Permitted Facility Name: HOVENSA LLC  
Permit ID: VI0000019  
Permitted Feature: 001  
Discharge: A - Composed of Wastewater from the lagoon systems.  
Monitoring Period End Date: 08/31/18  
Signing Status: SIGNED SUCCESSFULLY  
Comment:  
Attachments included in the COR: No

## DMR Submission email - **DMR(s) Submittal Passed/Warning/Failed**

### 2- Second email **DMR(s) Submittal Passed/Warning/Failed**

From: <netdmr-notification-  
Date: Tue, Aug 21, 2018 at 10:20 AM  
Subject: **NetDMR DMR(s) Submittal Passed for:** VI0000019  
To: [netdmrsig@gmail.com](mailto:netdmrsig@gmail.com)

The following signed 1 DMR(s) were submitted to EPA and were successfully processed:

CDX Transaction ID: \_3a3a152b-8456-4f3f-8548-ce16c422aa7f  
User ID: NETDMRSIG  
Timestamp: 08/21/2018 09:55:30

-----  
Permitted Facility Name: HOVENSA LLC  
Permit ID: VI0000019  
Permitted Feature: 001  
Discharge: A - Composed of Wastewater from the lagoon systems.  
Monitoring Period End Date: 08/31/18

# Subject: Action Required: Re-Sign and Submit

- ▶ There are **3 scenarios** when a Sign and Submit will “FAILED” and the DMR is not successfully signed and submitted

# Scenario 1

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- ▶ Additional Data exists in ICIS that is not on the signed NetDMR DMR form. If this was not in place, a user could sign and submit a DMR form and still receive violations because the user did not know that ICIS was expecting additional DMR data.
- ▶ The following email is received and the user is instructed to edit the DMR again which will pull in the new data from ICIS onto the NetDMR DMR form.
- ▶ When this email is received, the status of the DMR form in NetDMR is set to "DMR Validation Errors". When they user edits the form, a web service call is made and all of the new data from ICIS is pulled onto the NetDMR DMR form. The user will add the new missing DMR values and re-sign and submit the form.

**From:** [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov)

**Sent:** Tuesday, June 19, 2018 2:16 PM

**To:** xxxxxx@gmail.com

**Subject:** **Action Required:** Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE

Permit ID: NCXDMR001

Permitted Feature: 001

Discharge: B - (no description)

Monitoring Period End Date: 01/31/18

Signing Status: FAILED

**Comment:** Error: The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR, edit the DMR, correct the data issues, click save and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.

Attachments included in the COR: No

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

# Scenario 2

A system error occurred and CDX or Web Services could not be reached during the signing.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at “DMR Validated” and is ready to be re-signed by the user.

**From:** [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov)  
**Sent:** Monday, June 18, 2018 2:46 PM  
**To:** [darpermittee@gmail.com](mailto:darpermittee@gmail.com);  
**Subject:** Action Required: Re-Sign and Submit the Following DMR(s) for: NCXDMR00

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE  
Permit ID: NCXDMR001  
Permitted Feature: 001  
Discharge: A - (no description)  
Monitoring Period End Date: 01/31/18  
Signing Status: FAILED

**Comment:** Error: The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.

Attachments included in the COR: Yes

18MegaBytes6.zip

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:



# Scenario 3

A system error occurred where the COR could not be located during a sign and submit:

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

**From:** netdmr-notification@epa.gov

**Sent:** Tuesday, March 13, 2018 11:08 AM

**To:** [darpermittee@gmail.com](mailto:darpermittee@gmail.com);

**Subject:** **Action Required:** Resign and Submit the Following DMR(s) for: NCSDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE

Permit ID: NCSDMR001

Permitted Feature: 001

Discharge: A - (no description)

Monitoring Period End Date: 06/30/17

Signing Status: FAILED

**Comment:** Error: Your signature failed. The Copy of Record was not created for this transaction. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.

Attachments included in the COR: Yes

► CORs have been created for the following DMRs. These DMRs will be forwarded for further processing

## Notice of Non-Receipt for Report Required by your Permit – Overdue DMRs by 7,14, 21 days

Dear Permittee or Authorized Representative:

We are contacting you to assist you in complying with your NPDES permit reporting requirements. This is a notification that we have not received a required discharge monitoring report, but is NOT an official notice of violation.

As of **08/29/2018**, the following Discharge Monitoring Reports (DMRs) are overdue to **Illinois EPA** by **14** days:

Facility Name	NPDES ID	Permitted Feature - Designator	Monitoring Period End Date	DMR Due Date
CITY	ILM580014	002 - 0	07/31/2018	08/15/2018
CITY	ILM580014	003 - 0	07/31/2018	08/15/2018
CITY	ILM580014	004 - 0	07/31/2018	08/15/2018
CITY	ILM580014	005 - 0	07/31/2018	08/15/2018
CITY	ILM580014	006 - 0	07/31/2018	08/15/2018
CITY	ILM580014	007 - 0	07/31/2018	08/15/2018
CITY	ILM580014	008 - 0	07/31/2018	08/15/2018

Failure to submit your DMR(s) in a timely fashion constitutes non-compliance with the requirements of your NPDES permit **ILM580014**. Please be sure to submit all overdue DMRs immediately via NetDMR.

If you have already submitted your DMR, please contact us immediately at the email address below so we can help resolve this problem. If you have questions, require technical assistance or think this information is in error, please email [epa.NetDMR@illinois.gov](mailto:epa.NetDMR@illinois.gov) with your NPDES ID, your contact information, and specific information regarding the problem so we can investigate the issue. After you submit your overdue DMR(s) the system will automatically recognize that you have done this.

As a reminder, compliance information about your permit is available to the public on EPA's Enforcement Compliance History Online (ECHO) website at <https://echo.epa.gov>

# NODI

# No Discharge

- ▶ Even if you have no discharge, you will still need to submit DMR stating there is no discharge with a **No Data Indicator (NODI)** or else risk designation of **Significant Noncompliance (SNC)** of every quarter until submitted.
- ▶ SNC will reflect noncompliance in ECHO until otherwise corrected.

# Active NODI Codes

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NODI Code	NODI Name
2	Operation Shutdown
3	Special Report Attached
7	No Influent
9	Conditional Monitoring – Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
E	Failed to Sample/Required Analysis Not Conducted
F	Insufficient Flow for Sampling
I	Land Applied
N	Not Constructed
P	<b>Laboratory Error or Invalid Test (new)</b>
Q	Not Quantifiable
T	<b>Environmental Conditions – Monitoring Not Possible (new)</b>
W	Dry Lysimeter/Well

# Inactive NODI Codes

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Inactive NODI Code	NODI Name
<b>1</b>	Wrong Flow
<b>4</b>	Discharge to Lagoon/Groundwater
<b>5</b>	Frozen Conditions
<b>8</b>	Other (See Comments)
<b>D</b>	Lost Sample/Data Not Available
<b>G</b>	Sampling Equipment Failure
<b>H</b>	Invalid Test
<b>J</b>	Recycled - Water-Closed System
<b>K</b>	Natural Disaster
<b>L</b>	DMR Received but not Entered
<b>M</b>	Laboratory Error
<b>S</b>	Fire Conditions
<b>V</b>	Weather Related

# Update NODI

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[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)

## Results

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 Check All On Page Clear All	Include in Batch COR Download Check All On Page Clear All	Update NODI Check All On Page Clear All
PR0020214	PRASA ADJUNTAS WWTP	001	001-A	Treated Wastewaters	09/30/18	Scheduled	10/28/18	Ready for Data Entry				<input checked="" type="checkbox"/>
PR0020214	PRASA ADJUNTAS WWTP	001	001-Q	(no description)	09/30/18	Scheduled	10/28/18	Ready for Data Entry				<input checked="" type="checkbox"/>
PR0020214	PRASA ADJUNTAS WWTP	001	001-A	Treated Wastewaters	08/31/18	Scheduled	09/28/18	Ready for Data Entry				<input checked="" type="checkbox"/>

# Update NODI

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## Update NODI

### Select New NODI Values

Select a NODI code below or select delete. Click the 'Save & Exit' option above when done.

For a Non-Delete Update NODI transaction, please send an email to [netdmr@epa.gov](mailto:netdmr@epa.gov) if you do not receive an email with the subject line NetDMR Import DMR Complete within 24 hours after clicking 'Save & Exit'.

For a Delete Update NODI transaction, please send an email to [netdmr@epa.gov](mailto:netdmr@epa.gov) if you receive an error message after clicking 'Save & Exit'.

NODI Code:

Delete: ☐

### Description

Enter a description for the Update NODI transaction. The description will help to identify the transaction when viewing the Update NODI Results.

Description:



# Import DMRs

# Importing Files

- ▶ Import Files allowed for:
  - ▶ New data
  - ▶ Partially entered data (in progress)
  - ▶ DMR Corrections

# Roles for Importing

- ▶ Signatory
  - ▶ Import file
  - ▶ Sign DMR
- ▶ Edit
  - ▶ Import file

# Import DMR File Processing

- ▶ Two people Importing at the same time or if you make small revision and submitted a file 2 times.... let the first one finish before submitting the 2<sup>nd</sup> file



# Video Demo: How to Import DMRs:

► **ServiceNow link:**

[https://usepa.servicenowservices.com/oeca\\_icis?id=kb\\_article\\_view&sys\\_kb\\_id=ddfb60851b960950cb91a759bc4bcb53&spa=1](https://usepa.servicenowservices.com/oeca_icis?id=kb_article_view&sys_kb_id=ddfb60851b960950cb91a759bc4bcb53&spa=1)

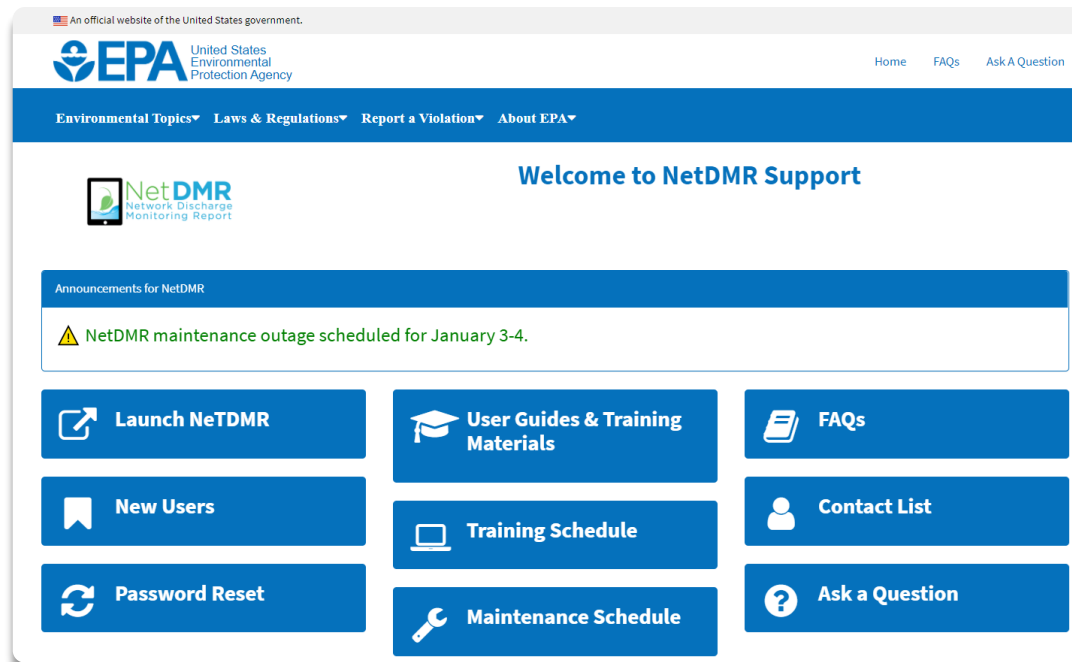
# Resources

# Where do I find out more about NetDMR?

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## ❑ New ServiceNow URL:

▶ [https://usepa.servicenowservices.com/oeca\\_ics?id=netdmr\\_homepage](https://usepa.servicenowservices.com/oeca_ics?id=netdmr_homepage)



# Users Support Contact Information:

- ❑ EPA (NPDES eReporting) Helpdesk (**recommended**)
  - ✓ Email: [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov)
  - ✓ Phone: 1-877-227-8965
  - ✓ Issues with CDX and NetDMR: Creating account in CDX, changing email address/Organization only, requesting access to permit (DAR/RO), submitting DMRs
  
- ❑ CDX Help Desk
  - ✓ Email: [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)
  - ✓ Phone: 888-890-1995
  - ✓ **ONLY** If user's require name change (first and last)