

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?

Central Data Exchange (**CDX**)

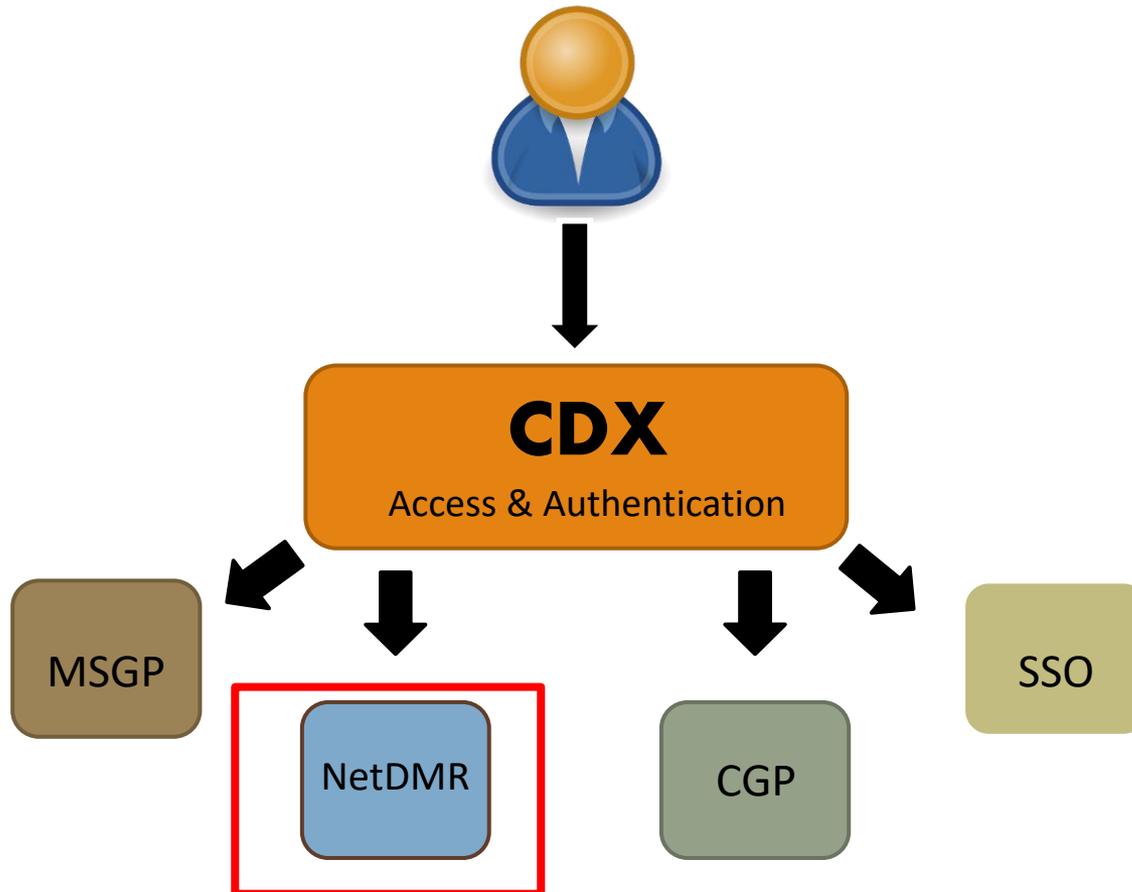
- ▶ Agency User account creation and management tool used for access several different EPA systems with a single login
- ▶ Uses "Signature Agreement" to authenticate and authorize users who 'certify' data
- ▶ Signature Agreement need only be submitted/approved once per CDX account

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.servicenowservices.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

User Guides & Training Materials

FAQs

New Users

Training Schedule

Contact List

Password Reset

Maintenance Schedule

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

Personal Information

- ▶ 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 *

Question 2 *

Question 3 *

Answer 1 *

Answer 2 *

Answer 3 *

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:

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

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 *

Zip/Postal Code

Select Organization

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

Organization Information

Select your organization:

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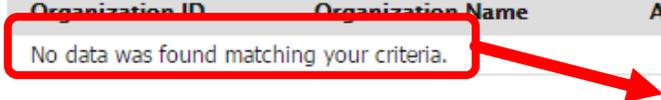
- ▶ If you cannot find your organization
- ▶ “Request that we add your organization”

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 *	UNITED STATES ▼
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	-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 *

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 registration form titled "Contact Information". It contains four input fields: "Phone Number *", "Extension", "Email *", and "Re-enter Email *". A red arrow points from the "Email *" field to a blue button labeled "Send Verification Code", which is also enclosed in a red rectangular box. At the bottom of the form are two buttons: "Register" and "Continue". A green pop-up message box is visible in the bottom right corner, containing a checkmark icon and the text: "A verification code has been sent to cathygfsign@gmail.com. Enter the code below and select Continue to finalize your CDX account setup." The message box has a close button (X) in the top right corner and a checkmark in the bottom right corner.

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

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**

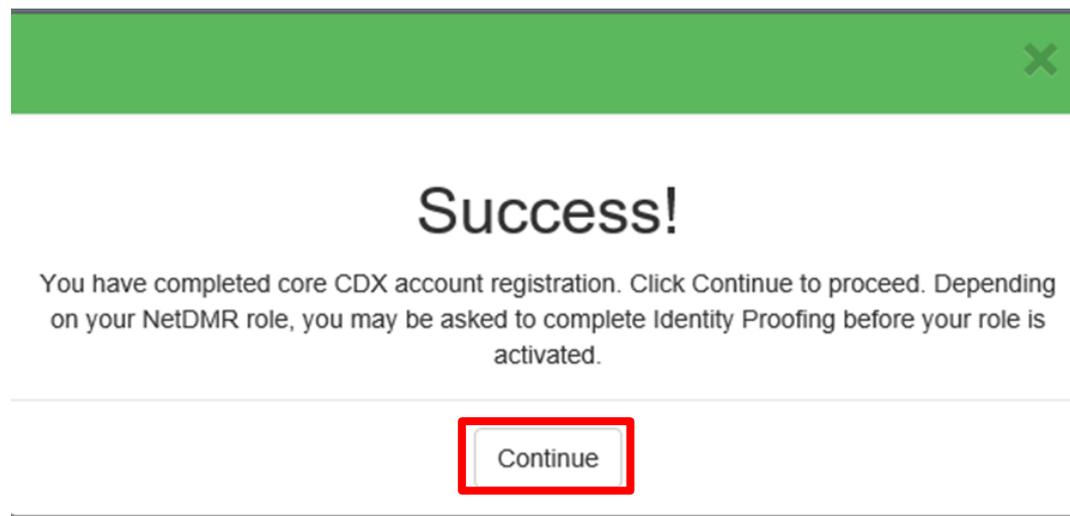
The screenshot shows a registration form titled "Contact Information". It contains the following fields and buttons:

- Phone Number ***: Input field containing "202-564-3249".
- Extension**: Empty input field.
- Email ***: Input field containing "dianacdxns@yahoo.com".
- Re-enter Email ***: Input field containing "dianacdxns@yahoo.com".
- Send Verification Code**: A blue button.
- Verification Code ***: Input field containing "53a61172-b391-4ded-a162-a45dc76dedc5", which is highlighted with a red border.
- Register** and **Continue**: Two blue buttons at the bottom. The "Register" button is highlighted with a red border.

Red arrows point from the "Send Verification Code" button to the "Verification Code" field, and from the "Register" button to the "Continue" button.

Organization Registration Completed

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



Registration Process

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- ▶ 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

- ▶ 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?

YES

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

The screenshot displays the CDX Central Data Exchange interface. At the top, the logo 'CDX Central Data Exchange' is visible. Below the logo, there are navigation tabs: 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The main content area is titled 'Services' and contains a table with columns for 'Status', 'Program Service Name', and 'Role'. A 'Manage' link is located in the top right corner of the table. The table has one row with a user icon, the text 'NDMR-WY: NetDMR: Wyoming Department of Environmental Quality', and a role 'Permittee (signature)' which is circled in red. At the bottom of the interface, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	NDMR-WY: NetDMR: Wyoming Department of Environmental Quality	Permittee (signature)

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

MyCDX	Inbox	My Profile	Submission History	Payment History	E-Ei
Services					Manage
Status	Program Service Name	Role			
	NDMR-USVI: NetDMR: USVI DPNR-DEP	Permittee (signature)			
	NETEPAMSGP: NeT - EPA Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	Preparer			

Identity Proofing- Paper ESA

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- ▶ 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)

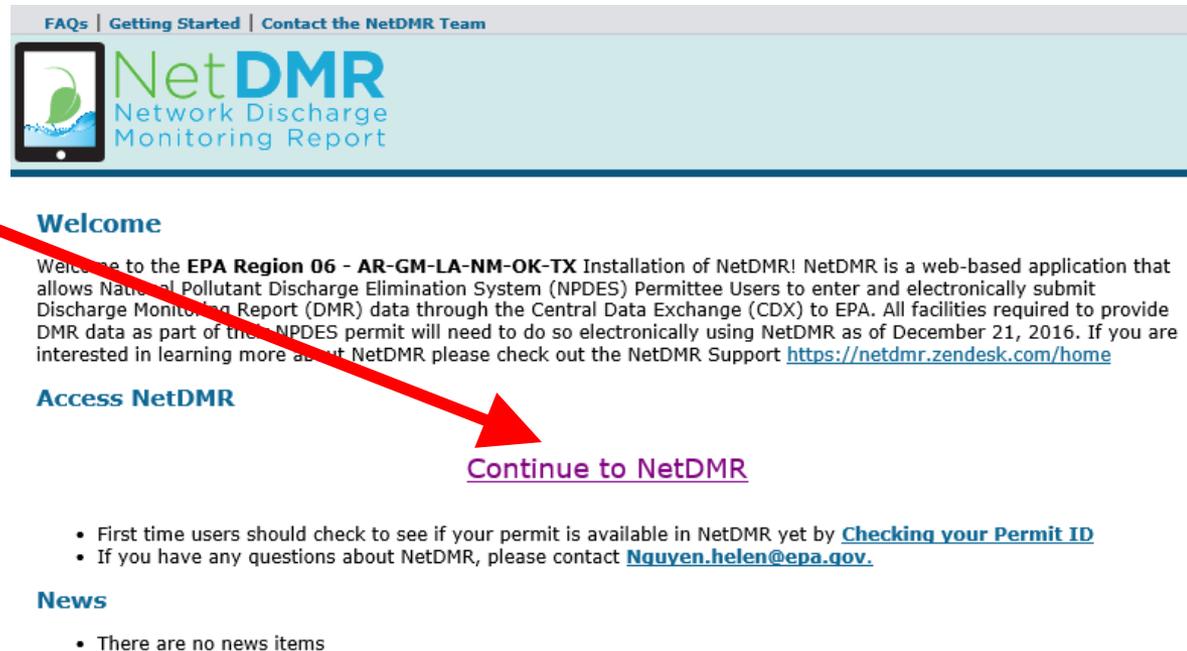
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- ▶ How to reset password in CDX:
 - ▶ https://usepa.servicenowservices.com/oeca_icis?sys_kb_id=1577d7da1b8601d4ea6942ecac4bcb52&id=kb_article_view&sysparm_rank=3&sysparm_tsqueryId=a3f6ac891b160950cb91a759bc4bcb60
- ▶ How Do I Use My Mobile Phone To 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

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.



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.

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>
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they cannot sign and submit forms.
Permittee (signature)	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.
Permittee (no signature)	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.
Internal User	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 1st 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

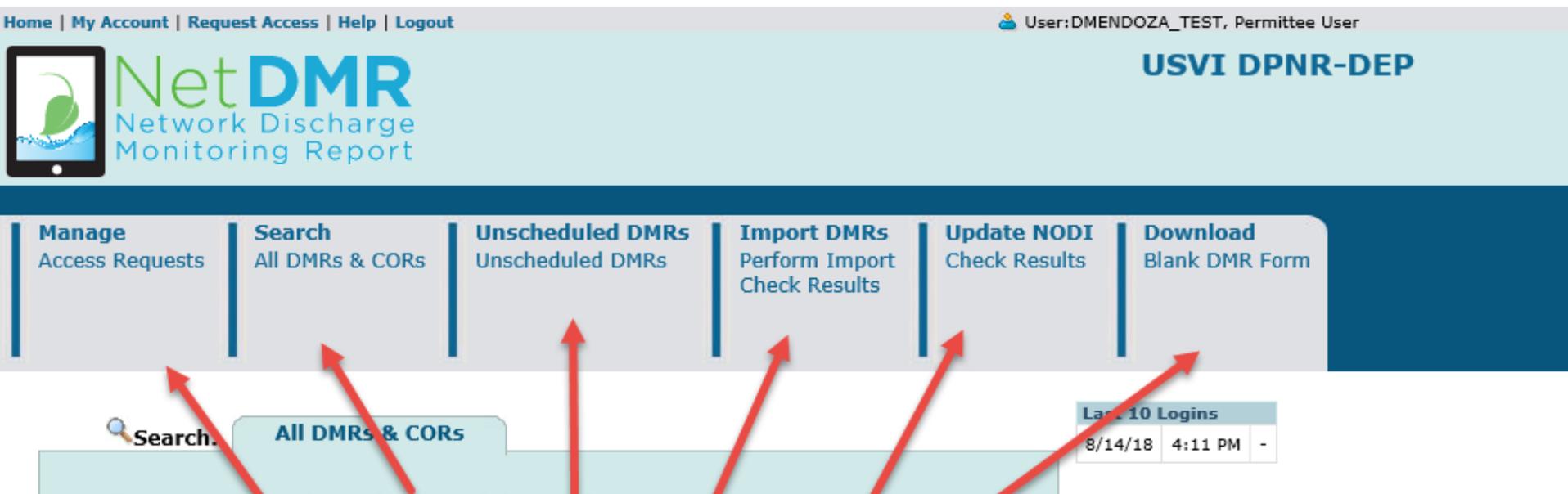
Home | My Account | Request Access | Help | Logout User: DMENDOZA_TEST, Permittee User

 **Net DMR**
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	-



Several Options

(depending on your User Type and Roles)

Manage Access Requests

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	Partial DMR	<input type="checkbox"/>	<input type="checkbox"/>	

Search

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- ▶ 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

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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:

Permitted Feature:

Discharge:

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

DMR Due Date: Month Year

Edited or Submitted By:

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

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

Scheduled/Unscheduled:

COR Confirmation #:

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. It is followed by two date input fields with calendar icons and a placeholder "(mm/dd/yyyy)". The bottom radio button, labeled "DMR Due Date:", is unselected. It is followed by "Month" and "Year" dropdown menus.

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.

The screenshot shows the same search form as above, but with the "Monitoring Period End Date (MPED) Range:" radio button selected. The two date input fields now contain "01/01/2021" and "12/31/2021". The "DMR Due Date:" radio button remains unselected.

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 "DMR Due Date:" radio button selected. The "Monitoring Period End Date (MPED) Range:" radio button is unselected. The "Month" dropdown menu is set to "January" and the "Year" dropdown menu is set to "2021". The date input fields are now blank.

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



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 Log

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:

Facility Name:

BLUEBEARDS BEACH CLUB & VILLAS

Role:

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

Select Role

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:

Facility Name: THE REEF ASSOCIATES

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

- Edit
- Select One
- Signatory
- View
- Edit**
- Permit Administrator

Access Request

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

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	

Submit

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



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
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 one permit.

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

Permit ID:

Update

Facility Name: THE REEF ASSOCIATES

Role:

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

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?*: Select One ▼</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 style="text-align: center;"><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

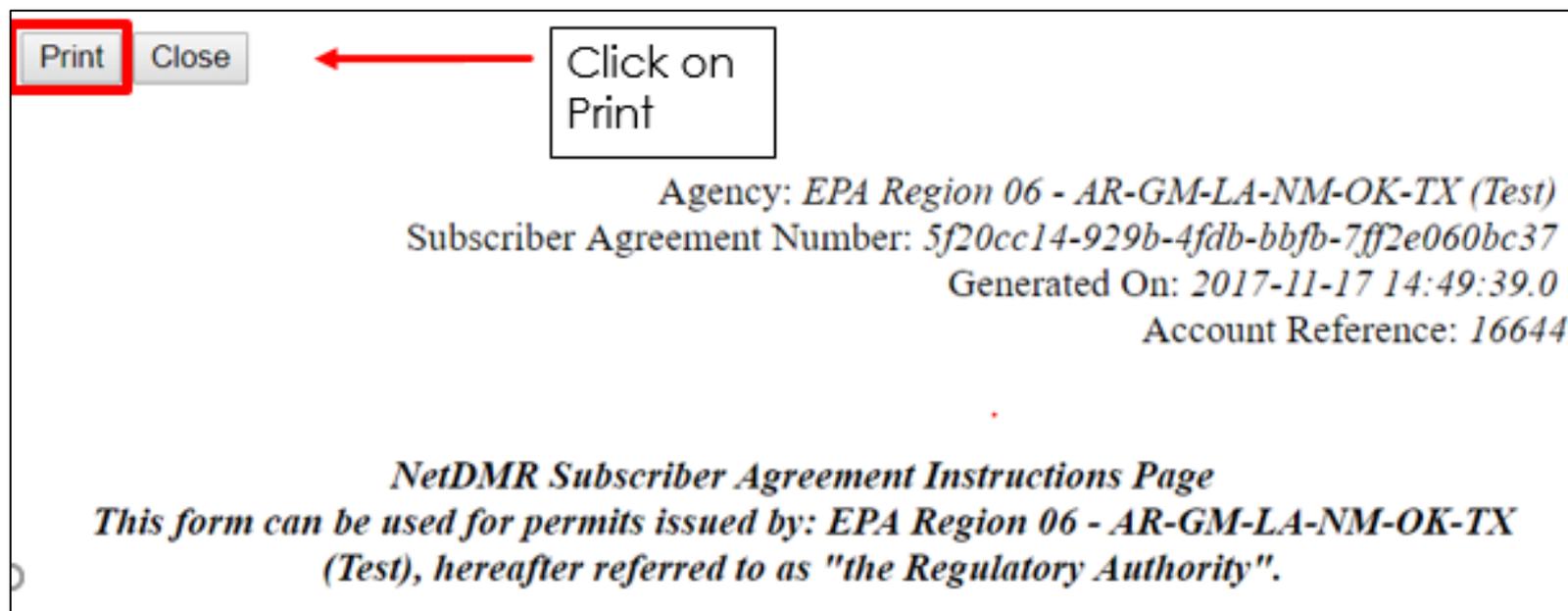
The table below contains the access requests that you have entered.

<u>Permit ID</u>	<u>Requested Role</u>	<u>Additional Information</u>
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: 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. 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)

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

Net DMR
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
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

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

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

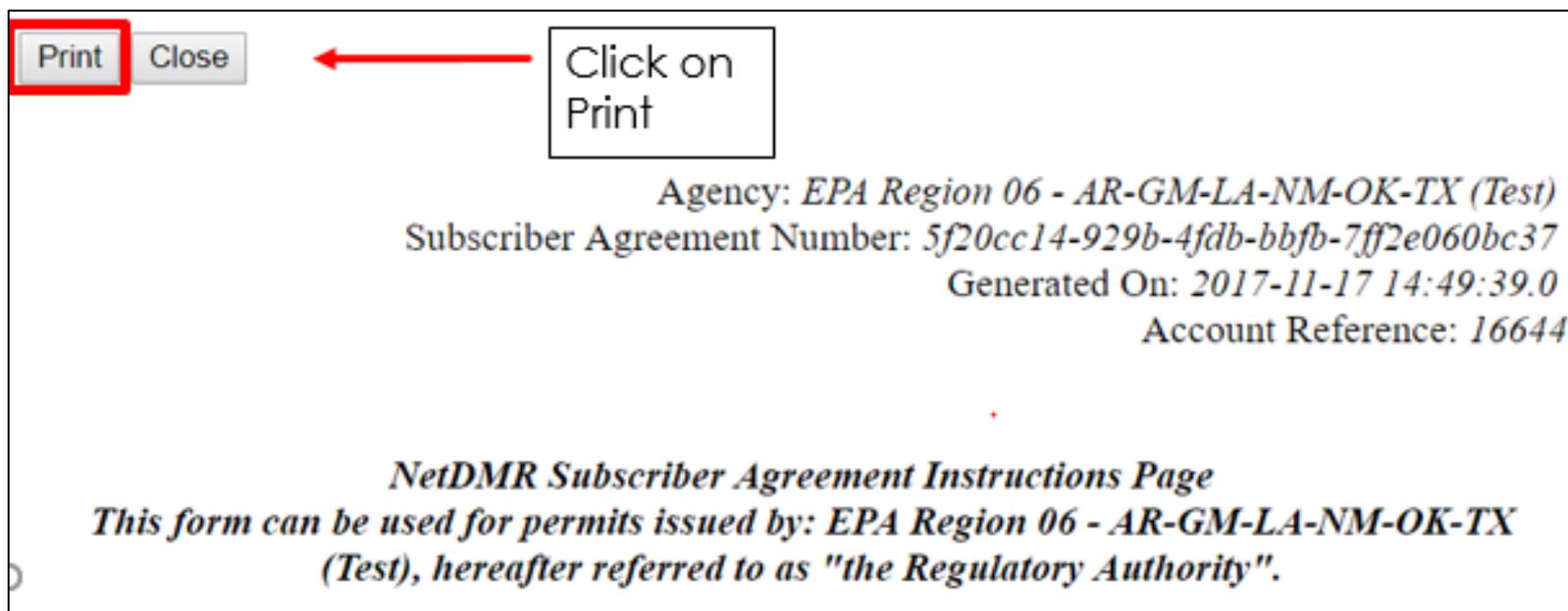
Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be the default sort order applied.

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

77

- ▶ 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

EPA
Region 6

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



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
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 one permit.

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

Permit ID:

Facility Name: THE REEF ASSOCIATES

Role:

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

➤ 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

87

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?*: <input type="text" value="Facility"/></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: <input type="text" value="Jane"/></p> <p>Responsible Official Title: <input type="text" value="Doe"/></p> <p>Responsible Official Phone Number: <input type="text" value="202-555-5555"/></p> <p>Responsible Official Email Address: <input type="text" value="SDMFS@GMAIL.COM"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></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?*: Facility ▾</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: Jane</p> <p>Responsible Official Title: Doe</p> <p>Responsible Official Phone Number: 202-555-5555</p> <p>Responsible Official Email Address: SDMFS@GMAIL.COM</p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

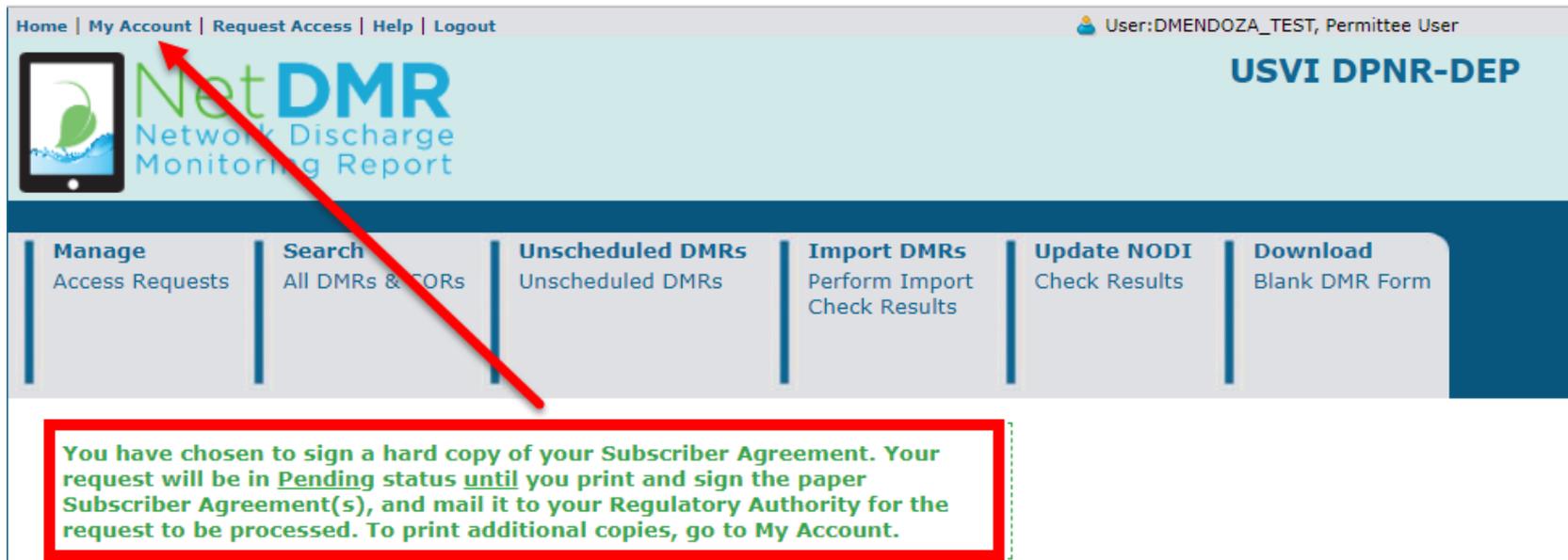
➤ Click either sign electronically or sign via paper

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

Net DMR
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
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

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

► To print SA, click on printer icon

My 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

 [Edit Account](#)

My Permits

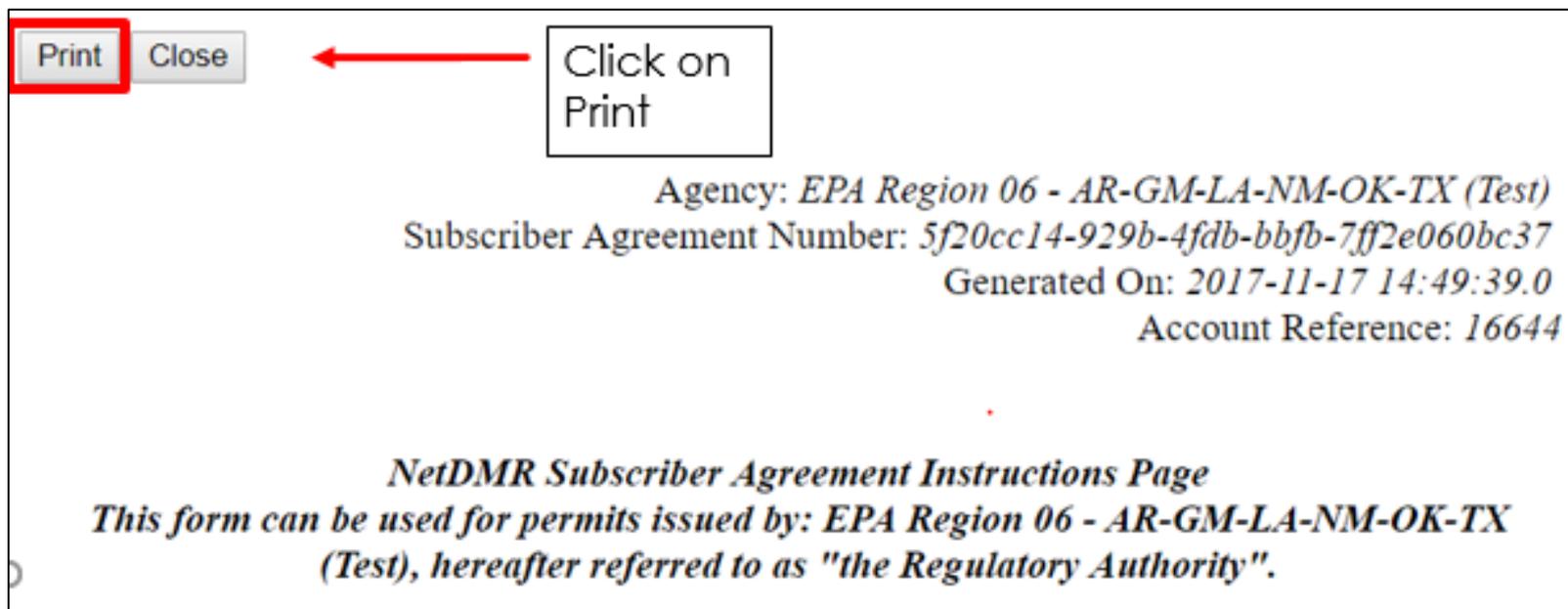
Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be the default sort order applied.

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

93

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

Parameter		NODI List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis List	Smpl. Type List
Code ▲	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
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: <input type="text"/> Apply		NODI	<input type="text"/>	<input type="text"/>								
 50060	Chlorine, total residual	Smpl.						= 9/333 List	ug/L List		01/01	GR
A - Disinfection, Process Complete												
Season: 0		Req.						<= 11 Instantaneous Maximum	Micrograms per Liter		Daily	GRAB
NODI: <input type="text"/> Apply		NODI						<input type="text"/>				
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)

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 the logo is a navigation bar with five main sections: 'Manage' (Access Requests), 'Search' (All DMRs & CORs, Permits, Users), 'Import DMRs' (Perform Import, Check Results), 'View' (Permits, Users), and 'Download' (Blank DMR Form). Below the navigation bar is a search bar with a magnifying glass icon and the text 'Search:'. To the right of the search bar are four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit' (which is highlighted with a brown border), 'Permit ID', and 'Users'. Below the tabs is the 'DMRs Ready to Submit' section. It contains the text 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" sta'. Below this text are three search options: 'All DMRs' with a 'Search' button; 'DMRs for Permit ID' with a dropdown menu showing 'GMG290123' and a 'Search' button; and '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


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

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

▶ Copy of Record (COR)

Session Lockout T

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

[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
View Copy of Submissions <input type="button" value="Go"/>	VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	Scheduled	12/28/18	Signed & Submitted	09/06/18	<input type="button" value="Check AllOn Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check AllOn Page"/> <input type="button" value="Clear All"/>	<input type="checkbox"/>

Sample of COR

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DMR Copy of Record

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

Considerations for Form Completion

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.

Principal Executive Officer

First Name:	Title:	Telephone:
Last Name:		

No Data Indicator (NODI)

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												04 - deg C	01/07 - Weekly	GR - GRAB
					Permit Req.											32 WKLY MAX C - No Discharge			
					Value NODI														
00400	pH	1 - Effluent Gross	0	-	Sample											12 - SU	01/07 - Weekly	GR - GRAB	
					Permit Req.						>=	7 MINIMUM							8.3 MAXIMUM C - No Discharge
					Value NODI														
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Sample											07 - gal/d	99/99 - Continuous	RC - Recorder (auto)	
					Permit Req.						<=	62000 MAXIMUM							Req Mon ANNL AVG C - No Discharge
					Value NODI														

Submission Note
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.

Edit Check Errors
No errors.
Comments

Attachments
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)

Report Last Signed By
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, user receives **two** DMR submission emails

1- First email:

From: <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

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

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 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

Sent: Monday, June 18, 2018 2:46 PM

To: 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 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;

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 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 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	Laboratory Error or Invalid Test (new)
Q	Not Quantifiable
T	Environmental Conditions – Monitoring Not Possible (new)
W	Dry Lysimeter/Well

Inactive NODI Codes

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

Update NODI

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Navigation: [CHECK RESULTS](#) | [Users](#) | [DMR Signing Status](#)

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

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 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 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

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- ▶ 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 2nd 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

Resources

Where do I find out more about NetDMR?

❑ New ServiceNow URL:

▶ https://usepa.servicenowservices.com/oeca_ics?id=netdmr_homepage

The screenshot shows the NetDMR Support page on the EPA website. The page features the EPA logo and navigation links for Home, FAQs, and Ask A Question. A blue navigation bar contains links for Environmental Topics, Laws & Regulations, Report a Violation, and About EPA. The main heading is "Welcome to NetDMR Support". Below this is an "Announcements for NetDMR" section with a warning icon and the text "NetDMR maintenance outage scheduled for January 3-4." The page is organized into a grid of blue buttons with white icons and text, including: Launch NetDMR, User Guides & Training Materials, FAQs, New Users, Training Schedule, Contact List, Password Reset, Maintenance Schedule, and Ask a Question.

Users Support Contact Information:

- ❑ EPA (NPDES eReporting) Helpdesk (**recommended**)
 - ✓ Email: 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
 - ✓ Phone: 888-890-1995
 - ✓ **ONLY** If user's require name change (first and last)