

NetDMR Training for NPDES Permittees

The Georgia Environmental Protection
Division

Watershed Protection Branch

NetDMR Technical Assistance site:

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

Module 1: Getting started

Creating and activating a NetDMR account



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

What is NetDMR?

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

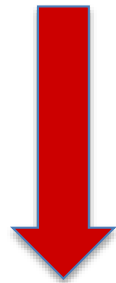
What are the benefits of NetDMR?

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

The Overall NetDMR Path

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

NetDMR Test Environment: This is where you will *first* create a NetDMR account in CDX



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

<https://netdmrtest.epacdx.net>

Notes on CDX

- CDX stands for Central Data Exchange
 - One CDX Account will allow you to have access to various electronic reporting programs, such as:
 - NeT, NetDMR, and other EPA Program Services
 - Contact CDX to make account changes

Creating a NetDMR account in CDX

Creating a New Account in CDX



United States
Environmental Protection
Agency

Home

Resources ▾



Welcome to the NetDMR 2017 Upgrade registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).

Sign in

or [create a new account](#)

* = required

User ID *

Password *


Selecting the correct “State Agency or EPA Region”


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

For all users reporting for facilities in the state of Georgia the correct state agency to choose is **Georgia Environmental Protection Division!**

If the wrong agency is chosen in this step you will not be able to access your permits.

Choose “Georgia Environmental Protection Division”

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 NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Proofing Submission

Create a New Account * = required

Select State Agency or EPA Region and User Type ▾

State Agency or EPA Region *

NetDMR: Georgia Environmental Protection Division ▾


User Type *


Permittee (signature) ▾

User Type: Very important!

- **Regulatory Authority:** means you work for EPD or EPA
 - **Internal User:** means you work for or support EPD or EPA and need to *look* at DMRs. **“Read-only”**
- **Regulated Community:** means you work for a facility or lab
 - **Data Provider:** means you support a permittee that is required to submit DMRs (such as a testing lab or consulting firm). **“Data Entry Only”**
 - **Permittee User (no signature):** means you work for a facility that is required to submit DMRs. **“Can Edit”**
 - **Permittee User (signature):** means you work for a facility that is required to submit DMRs. **“Can Edit, Sign and Submit DMRs”**

Choose “Permittee (Signature)” for training today

 United States Environmental Protection Agency Home Resources ▾

 NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Proofing Submission

Create a New Account * = required

Select State Agency or EPA Region and User Type ▾

State Agency or EPA Region *
NetDMR: Georgia Environmental Protection Division ▾

User Type *
Permittee (signature) ▾

Fill in your Personal Information

Fields with * are required



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Agency

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Personal Information

Title *

First Name *

Middle Initial

Last Name *


Suffix

Job Title * ⓘ

[Need](#)

Create User ID and Password

Fill out security questions

 United States Environmental Protection Agency

Home Resources ▾

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 *

Show answers

Agree to the [Terms and Conditions](#)

Fill out additional security questions

This step is for Permittee (Signature) users



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These questions will be used for signing your document electronically:

Question 1 *

Question 2 *

Question 3 *

Question 4 *

Question 5 *

Answer 1 * ⓘ

Answer 2 *

Answer 3 *

Answer 4 *

Answer 5 *

Show answers

Next

Organization Information

- The test system currently doesn't have organizations loaded in
- For our purposes today, we will need to add our organizations. It is likely that the live system may have your organization already loaded.

Organization Information (continued)

- To add your organization in the test system today:
 - Type at least 3 letters in the “Organization Name” search box
 - Choose “Georgia” from the “State” dropdown menu
 - At the bottom of the returned results, click the blue link that says “request that we add your organization”

Organization Information (continued)

Select	16374	GEORGIA ENVIRONMENTAL PROTECTION DIVISION	2 MARTIN LUTHER KING JR. DRIVE	Suite 1452 East Tower	ATLANTA	GA	30334-9000
Select	18186	GEORGIA DNR	2 MLK JR. DRIVE SE	Suite 1362	ATLANTA	GA	30334
Select	20394	GEORGIA EPD	7 MARTIN LUTHER KING JR. DRIVE SW	Room 643	ATLANTA	GA	30334
Select	22175	GEORGIA DNR EPD LABORATORY	455 14TH STREET		ATLANTA	GA	30318
Select	23145	Georgia Department of Natural Resources	Suite 1066 East Tower	2 Martin Luther King Jr Dr SE	Atlanta	GA	30334
Select	23692	Georgia-Pacific Test	133 Peachtree Street NE	9th Floor	Atlanta	GA	30303
Select	23693	Georgia-Pacific CEDRI Beta Test	133 PEACHTREE ST NE		ATLANTA	GA	30303-1847

Showing 1 to 10 of 14 entries

Previous **1** 2 Next

Can't find your organization? Back to search page or [request that we add your organization.](#)

Adding an Organization to the system

The screenshot shows the EPA website's registration interface. At the top, the EPA logo and navigation links for 'Home' and 'Resources' are visible. The main form area contains several input fields and dropdown menus, each marked with a red asterisk to indicate required information. The fields include: 'Organization Name', 'Mailing Address (line 1)', 'Mailing Address (line 2)', 'City', 'State' (a dropdown menu), 'Zip/Postal Code', 'Country' (a dropdown menu), 'Phone Number', 'Extension', 'Email', and 'Re-enter Email'. A blue button labeled 'Send Verification Code' is positioned to the right of the email fields. At the bottom of the form, there are two buttons: 'Register' and 'Continue'.

EPA United States Environmental Protection Agency Home Resources

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * State *

Zip/Postal Code * Country *

Phone Number * Extension

Email *

Re-enter Email *

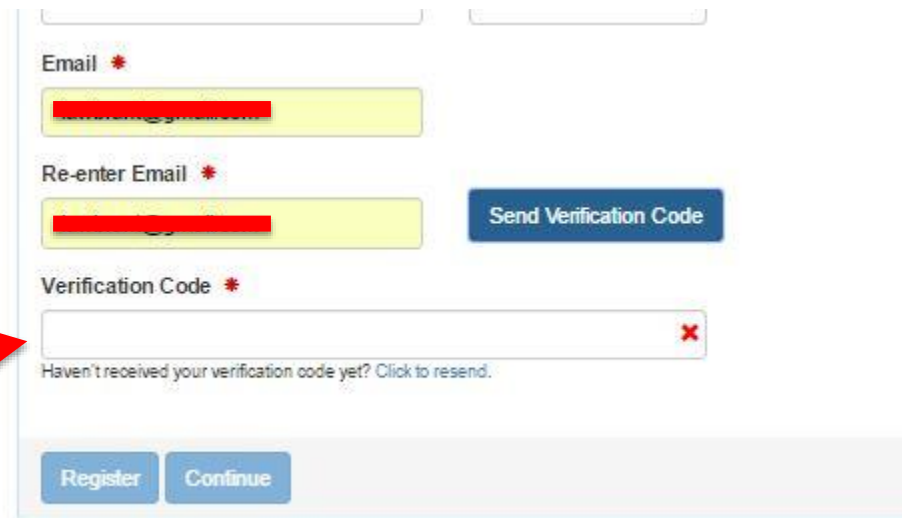
Send Verification Code

Register Continue

Adding an Organization to the system

- Once you enter your email address, click “Send Verification Code”
- You will receive a code via email that you then enter into the next line that will appear once you click “Send Verification Code”

Adding an organization to the system




A registration form for adding an organization. The form includes the following fields and buttons:

- Email ***: A text input field containing a redacted email address.
- Re-enter Email ***: A text input field containing a redacted email address.
- Send Verification Code**: A blue button located to the right of the Re-enter Email field.
- Verification Code ***: A text input field with a red 'X' icon on the right. A red arrow points to this field from the left. Below the field is the text: "Haven't received your verification code yet? Click to resend."
- Register**: A blue button at the bottom left.
- Continue**: A blue button at the bottom right.

Adding an organization to the system

- Once the Verification Code has been entered click “Register”
- After this you will need to fill out personal information for identity proofing in order to complete the Account Creation process

Electronic Identity Proofing

 United States Environmental Protection Agency Home Resources ▾

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](#)

Completion of Account Creation

- Once you click “Verify and Sign” the system will process and should return a message indicating successful account creation
- You can then use your new credentials to login to the NetDMR system
- Click on the blue link under the “Role” column. It should say “Permittee (Signature)”

NetDMR Login

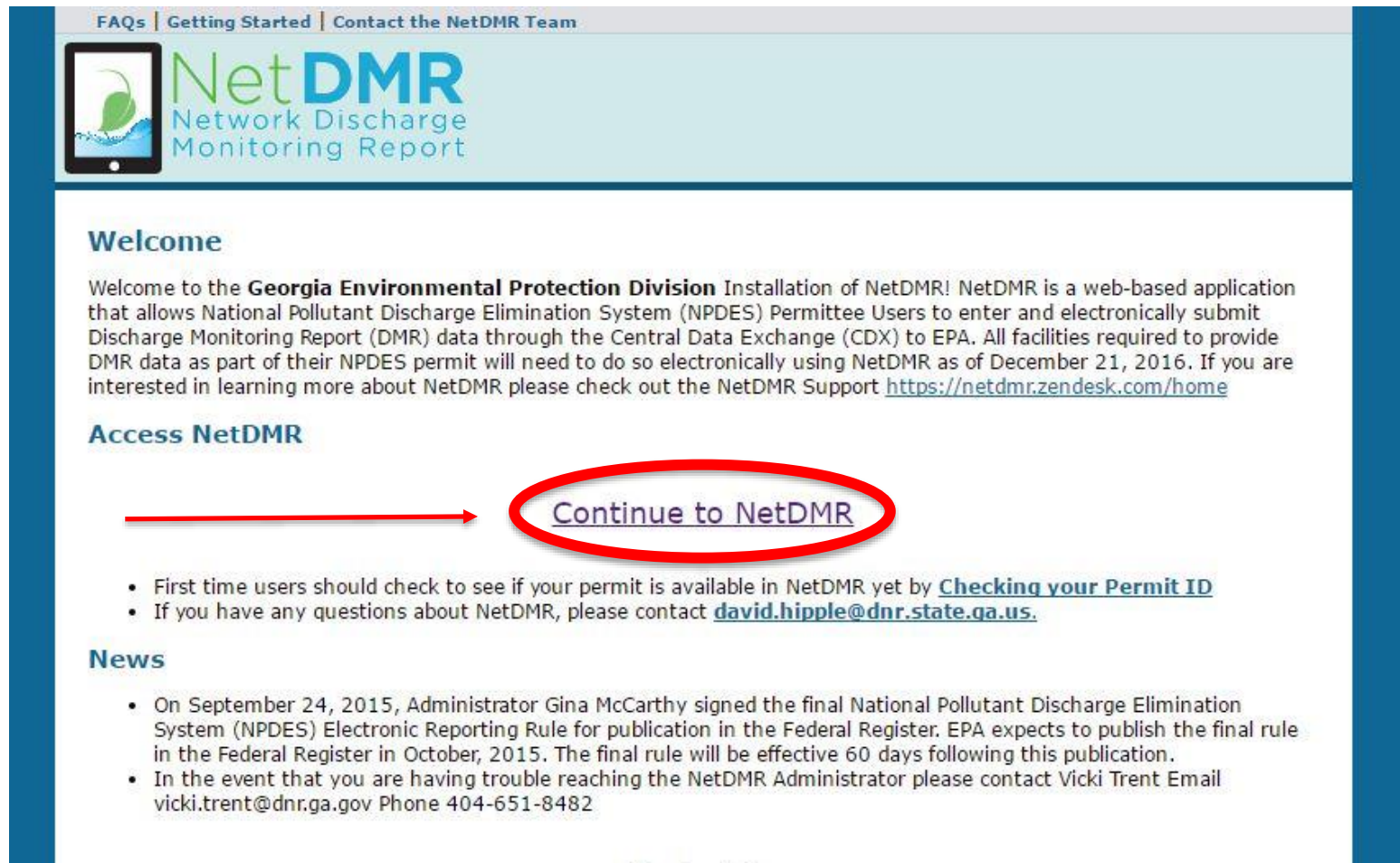
The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo and 'Central Data Exchange' text, along with a 'Contact Us' link and a 'Logged in as LBRANTLEY@ITOS.UGA.EDU (Log out)' notification. A secondary navigation bar contains 'MyCDX', 'Inbox', 'My Profile', 'Submission History', and 'E-Enterprise Portal' buttons.

The central 'Services' section features a table with columns for Status, Program Service Name, and Role. A single row is displayed with a user icon in the Status column, 'NDMR-GA: NetDMR: Georgia Environmental Protection Division' in the Program Service Name column, and 'Permittee (signature)' in the Role column. The 'Permittee (signature)' text is circled in red, and a red arrow points to it from below. A 'Manage' link is located at the top right of the table.


To the right of the Services table are two side panels: 'CDX Service Availability' with a link to 'See the status for all program services', and 'News and Updates' with the text 'No news/updates.' At the bottom of the Services section, there are two green buttons: 'Add Program Service' and 'Manage Your Program Services'.

NetDMR Login

Click “Continue to NetDMR”



FAQs | Getting Started | Contact the NetDMR Team




NetDMR
Network Discharge
Monitoring Report

Welcome

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

News

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


Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

 Session Lockout Timer: 17:38

My Account

 [Edit Account](#)

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

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

Selected Security Questions

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

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

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

Congratulations!

You Have Successfully Created a
NetDMR Account.

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

The next step is to request roles.

Requesting NetDMR Roles

NetDMR has the following roles for external users:

- View
- Edit
- Signatory
- Permit Administrator

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

View Role

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

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

Edit Role

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

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

Signatory Role

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

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

Permit Administrator Role

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

Permit Administrator Role

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

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

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

One person may have *all* these roles

Notes on Roles in CDX and NetDMR

- **If you have an existing CDX account, you may need to change your Role to a different one depending on what activities you need to perform in NetDMR**
- **You would need to “Deactivate your role” and “Create New Role” in CDX prior to creating your account in NetDMR**

Notes on Roles in CDX and NetDMR

- CDX ROLES

- NETDMR ROLES

- PERMITTEE (SIGNATURE)

- SIGNATORY, PERMIT ADMINISTRATOR, EDIT, VIEW

- PERMITTEE (NO SIGN)

- PERMIT ADMINISTRATOR, EDIT, VIEW

- DATA PROVIDER

- EDIT, VIEW



Search
CORs
Permits
Users

View
DMRs

Requesting Access



Search:

CORS

Permit ID

Users

Advanced Search

CORS

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

Permit ID:

Signatory First Name:

Signatory Last Name:

Facility Name:

Monitoring Period

End Date Range:



(mm/dd/yyyy)

Search



Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

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

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests for a permit.

Permit ID:

GA0023493

Update

Role:



Signatory

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

Add Request

If you are requesting the Signatory role, you will be asked for more information about your relationship to the facility. If you are employed directly by the facility, select “Facility” otherwise select “Other.” For example, if you work for a company that manages the facility, select “Other.”

Home | My Account | Request Access | Help | Logout User: MCRAE@ITOS.UGA.EDU, 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

Confirm Access Requests to a Permit and Associated DMRs



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

Permit ID	Requested Role	Additional Information
GAJ020191	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 style="margin-left: 40px;">Responsible Official Name: <input style="width: 100%;" type="text"/></p> <p style="margin-left: 40px;">Responsible Official Title: <input style="width: 100%;" type="text"/></p> <p style="margin-left: 40px;">Responsible Official Phone Number: <input style="width: 100%;" type="text"/></p> <p style="margin-left: 40px;">Responsible Official Email Address: <input style="width: 100%;" type="text"/></p> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/> </p>

©2008 NetDMR

You now have the ability to sign the agreement Electronically

Home | My Account | Request Access | Help | Logout User: MCRAE@ITOS.UGA.EDU, Permittee User



Manage
Access RequestsSearch
All DMRs & CORsUnscheduled DMRs
Unscheduled DMRsImport DMRs
Perform Import
Check ResultsUpdate NODI
Check ResultsDownload
Blank DMR Form

Confirm Access Requests to a Permit and Associated DMRs

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

Permit ID	Requested Role	Additional Information
GAJ020191	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> <div style="text-align: right; margin-top: 10px;">Sign via Paper Sign Electronically Cancel</div>

© 2008 NetDMR

Duly Authorized Representative

- If an electronic signatory request is made and the user requesting signatory role is a Duly Authorized Representative (or DAR). In such a case, the DAR provides the Responsible Official's name, title, phone number with dashes and email address.

I have the authority to enter into this Agreement for the Permittee under the applicable standards.

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:

Responsible Official Title:

Responsible Official Phone Number:

Responsible Official Email Address:

Duly Authorized Representative

- The RO has to have a CDX/NetDMR signatory account for the permit to be able to approve the DAR before EPD can approve the signatory role.
- If the email address is incorrect the request may sit pending for a long time as the RO will never get the email notification.
- NetDMR does not verify that the RO's email exists in NetDMR and it also does not validate the email address format.
- Even if the DAR sends in a paper request EPD cannot approve the request.

Duly Authorized Representative

- If the RO does not have a CDX/NetDMR signatory account and will not create one, then the DAR has to delete the request and redo the request as a paper ESA.
- To delete the pending request, the DAR clicks “My Account” in NetDMR then clicks “Edit Account” and scrolls down to the pending request, place a checkmark in the “Delete Access Rights” column and click “Save” twice to complete the deletion.
- The DAR situation is where most issues appear.

Signing the agreement at Account Creation

- If you chose to “Sign via Paper” click “Review & Print Subscriber Agreement(s).” Sign the agreement. If you are a delegated RO, also have the actual RO sign their section. Mail the agreement with original ink signature(s) to the address on the form. Remember, if you chose the electronic option there is no need to submit the agreement.

Request Access to a Permit and Associated DMRs



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

Click below to print the subscriber agreement for the signatory request(s) made during this session.

Review & Print Subscriber Agreement(s)

Sign Subscriber Agreement(s)

#1- Click this button to display the subscriber agreement(s). The second button will become enabled.

#2- After displaying the subscriber agreement, this button is enabled. Click to complete the signing process. CDX password and security question responses are needed.

Misleading Message

- When a user stops at the point where they get the message "Your access request(s) have been submitted for approval" EPD will never know that situation exists unless the user contacts them.
- The pending status that this creates is different from the pending status where the user completes the signature process.
- Completed signature processes appear on the pending requests page whereas incomplete ones do not.

Signing the Subscriber Agreement Electronically after Account Creation

- Click the “My Account” link at the top of the page
- Scroll down to your requested Signatory role and click sign

Signing the Subscriber Agreement Electronically

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


My Account [Edit Account](#)

User Name:	MCRAE@ITOS.UGA.EDU
First Name:	Eric
Last Name:	McRae
Organization:	University of Georgia
Job Title:	Trainer
Email:	mcrae@itos.uga.edu
Telephone Number:	(706) 542-3442
Type of User:	Permittee User

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 displayed with the d

One Permit found

<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>
GAJ020191	Signatory	Pending	 c1d2c3b9-2844-450b-b9e9-de303ec31100	<input type="button" value="Sign"/>	Electronic	06/01/17 04:25 PM	06/01/17 04:25 PM

Signing the Subscriber Agreement Electronically

- Next you will enter your password, answer a security question and click “Sign”

Home | My Account | Request Access | Help | Logout User: MCRAE@ITOS.UGA.EDU, 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

eSignature Authorization

1. Authenticate Login to CDX

User: MCRAE@ITOS.UGA.EDU
Password:

2. Verify

Question: Who is your favorite author?
Answer:

3. Sign


©2008 NetDMR

Adding a Request for Access

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:

Role: 

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

Access Requests

A summary of the current access requests is presented below.

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



Adding a Request for Access

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

Confirm Access Requests

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

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

Confirm Cancel

Adding a Request for Access

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

Request Access to a Permit and Associated DMRs



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

[Back](#)

Verifying access rights



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

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

My Permits

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

Showing 4 Permits

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

Help in finding your Permit Number

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

Module 2: Getting inside NetDMR

Understanding the Permit Administrator Role within NetDMR



Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

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

Search:

All DMRs & CORs

DMRs Ready to Submit

Permit ID

Users

All DMRs & Copies of Record (CORs)

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

Permit ID:

Facility:

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

Permitted Feature:

Discharge:

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

Edited or Submitted
By:

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

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

COR Confirmation #:

Search

Clear All Fields

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

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

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

All DMRs & Copies of Record (CORs)

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

Permit ID: All

Facility: All

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

Permitted Feature: All

Discharge: All

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

Edited or Submitted By: All

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

COR Confirmation #:

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

Manage Access Requests

Pending Access Requests - External

One item found

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

Pending Access Requests - Internal

No results.

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

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


COR Confirmation #:

✔ Pending Access Requests

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

Pending Access Requests - External

One item found

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

Pending Access Requests - Internal







What if assistance is needed while completing a DMR?

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

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

Pending Access Requests - Internal

Permits 1 through 6 of 6

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

The Permit Administrator manages access, and can delete roles.

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

View
Permits
Users

Download
Blank DMR Form

View Users

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order.

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

Users 1 through 4 of 4

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



Searching for your permit

Search
CORs
Permits
Users

View
DMRs

Search Permit ID

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

Permit ID:

GA0020974|

Search

Viewing permit details

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

View Permit Details

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

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

Role



User Details



Users and Roles

Showing 3 of 3 Users/Roles

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

General Account Information

First Name	Mike
Last Name	Perkins
User Name	mperk@uga.edu
E-mail Address	mperk@uga.edu
Telephone Number	706-555-5555
Organization	UGA
Type of User	External

User Details

Permits and Roles

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click check boxes will be reset to unselected.

Roles 1 through 4 of 4

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

Submit

Cancel

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



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

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

All DMRs & Copies of Record (CORs)

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

Permit ID: All [v] [Update]

Facility: All [v] [Update]

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

Permitted Feature: All [v] [Update]

Discharge: All [v]

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

Edited or Submitted By: All [v]

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

COR Confirmation #: []

[Search] [Clear All Fields]

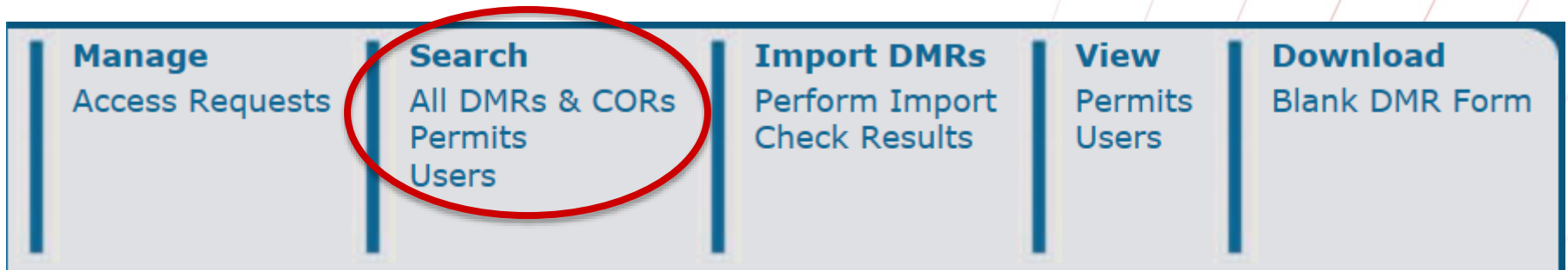
Module 3: Entering DMR data

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



Entering DMR data electronically

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



All DMRs & Copies of Record (CORs)

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

Permit ID:

Facility:

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

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/dd)

Edited or Submitted By:

Status:

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

COR Confirmation #:

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

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

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

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

Understanding DMR status values for searching your DMRs

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

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

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

[Manage Access Requests](#) |
 [Search All DMRs & CORs Permits Users](#) |
 [Import DMRs Perform Import Check Results](#) |
 [View Permits Users](#) |
 [Download Blank DMR Form](#)

Session Lockout Timer: 29:47

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

DMR/COR Search Results

Left side of the page

Right side of the page

DMRs 1 through 22 of 22

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	09/30/10	10/15/10	Ready for Data Entr		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	11/30/10	12/15/10	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	12/31/10	01/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	01/31/11	02/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	02/28/11	03/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	03/31/11	04/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	04/30/11	05/15/11	Ready for Data Entr				<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>

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

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

DMR/COR Search Results

DMRs 1 through 22 of 22

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

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

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

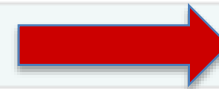
The “NODI” (No Data) Field

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



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

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



The “NODI” (No Data) Field

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






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

Select a DMR Ready for Data Entry

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

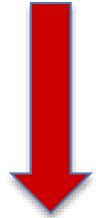
 [Edit DMR](#)

Collapse Header 

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

Entering discharge data

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



=

Expand Header

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

Form NODI:

Showing Parameters 1 - 10 of 12

Parameter		NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type	
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units	List	List	
00300	Oxygen, dissolved [DO]	Smpl.				= <input type="text"/>			kg/L		01/07	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>						
00310	BOD, 5-day, 20 deg. C	Smpl.	= <input type="text"/>	= <input type="text"/>	kg/d		= <input type="text"/>	= <input type="text"/>	mg/L		02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>				

Entering discharge data

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



>= 6 Minimum

Expand Header

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

Form NODI:

Showing Parameters 1 - 10 of 12

Parameter		NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3		List	List
00300	Oxygen dissolved [DO]	Smpl.				=				kg/L	
	1 - Effluent Gross									List	
	Season: 0	Req.				>= 5 Minimum				Kilograms per Liter	Weekly
	NODI:	NODI									GRAB
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d		=	=		mg/L	
	1 - Effluent Gross				List					List	
	Season: 0	Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average		Milligrams per Liter	Twice Per Month
	NODI:	NODI									COMPOS

Entering discharge data

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

Expand Header

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


Form NODI:

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

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved [DO]	Smpl.				=			kg/L		01/17	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI: <input type="text"/>		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d		=	=	mg/L		02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>				

Entering Units

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

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

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

Frequencies of Analysis

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

Sample Types

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

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

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

Attachments and Comments (at the bottom of the DMR)

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

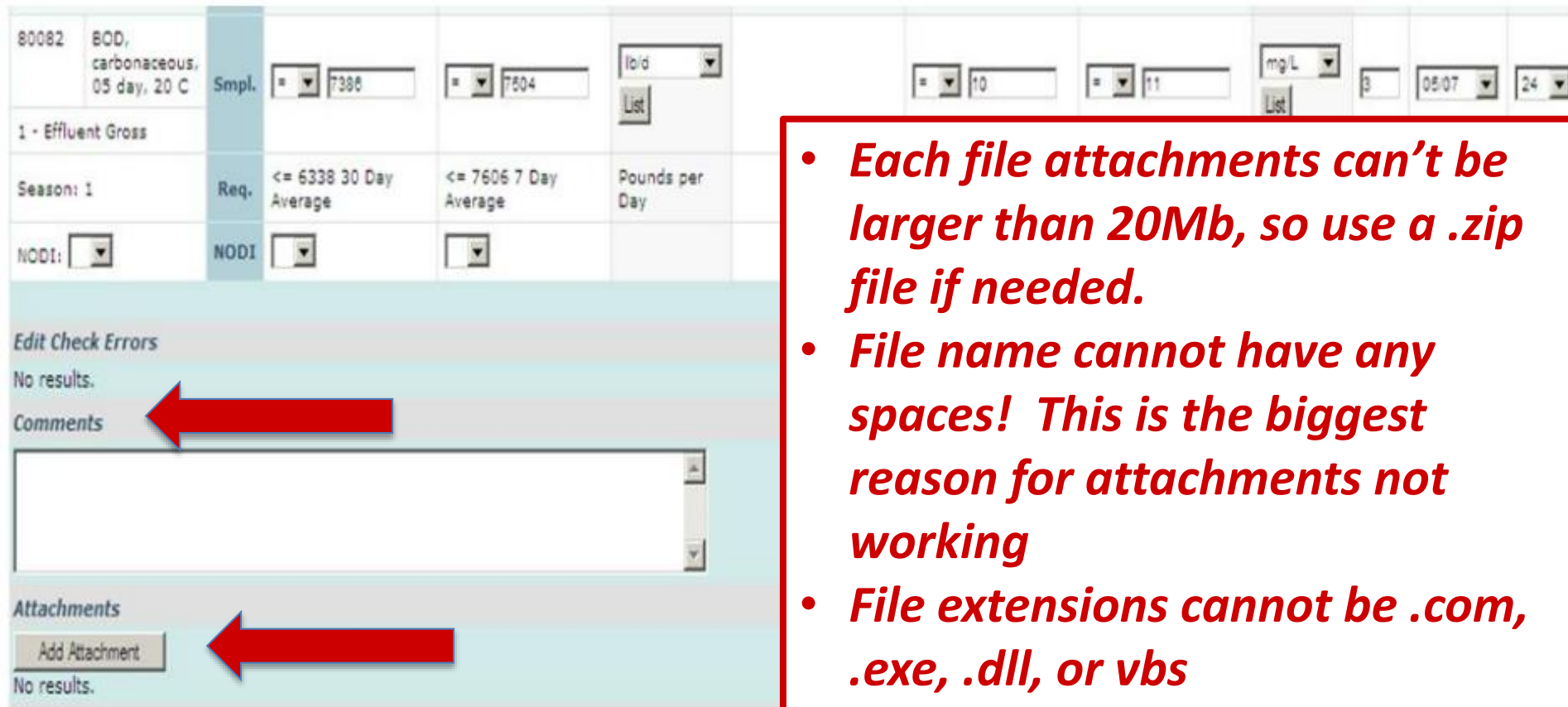
Edit Check Errors
No results.

Comments

Attachments

Add Attachment

No results.



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

Attachment Requirements

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

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

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

Form NODI:



Showing Parameters 1 - 10 of 12

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved [DO]	Smpl.				= 7.6			kg/L	4	01/07	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI:		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	= 84	= 125	kg/d		= 3	= 3	mg/L	2	02/30	CP
1 - Effluent Gross					List				List			
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS



Keep filling in the DMR!

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

SAVE YOUR DATA!

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

Edit Check Errors

No results.

Comments

Attachments

Add Attachment

No results.

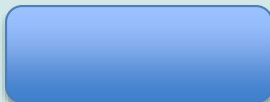
Report Last Saved By

User:

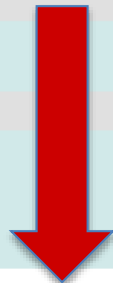
Name:

E-Mail:

Date/Time:



11/25/13 2:19 EST



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

To err is human...

Report Dates & Status

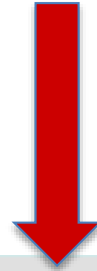
Monitoring Period: From 04/01/13 to 04/30/13

Status: **NetDMR Validation Errors**

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

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

“Soft” errors versus “Hard” errors



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

Edit Check Errors

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

“Soft” errors versus “Hard” errors

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

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

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



Edit Check Errors

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

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

Look what happens!

Permit

Permit ID: GA0049247

Permittee: AILEY WPCP

Facility: AILEY WPCP

Permitted Feature: 000 - External Outfall

Report Dates & Status

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

Status: **NetDMR Validated** 

Considerations for Form Completion

Principal Executive Officer

First Name:

Title:

No Data Indicator (NODI)

Form NODI:

Using Status to check for DMRs with Validation Errors

All DMRs & Copies of Record (CORs)

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

Permit ID:

Facility:

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


Permitted Feature:

Discharge:

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

Edited or Submitted By:

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


command key to select/deselect multiple)

COR Confirmation #:

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

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

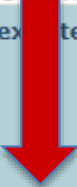

Download
Blank DMR Form

Session Lockout Timer: 29:54

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

DMR/COR Search Results

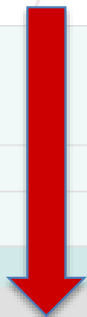
One item found

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

You will see the errors on each DMR immediately.

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved [DO]	Smpl.				= 5			kg/L		01/07	GR
1 - Effluent Gross												
Season: 0		Req.				>= 5 Minimum			Kilograms per Liter		Weekly	GRAB
NODI:		NODI										
00310	BOD, 5-day, 20 deg. C	Smpl.	=	=	kg/d	=	=		mg/L		02/30	CP
1 - Effluent Gross												
Season: 0		Req.	<= 3 Monthly Average	<= 4 Weekly Average	Kilograms per Day		<= 10 Monthly Average	<= 15 Weekly Average	Milligrams per Liter		Twice Per Month	COMPOS

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



Edit Check Errors

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

Using Status for Signatories to find DMRs ready for submission

All DMRs & Copies of Record (CORs)

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

Permit ID:

Facility:

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

Permitted Feature:

Discharge:

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

Edited or Submitted By:

Status:

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

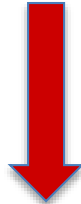
Scheduled/Unscheduled:

COR Confirmation #:

DMRs Ready to Submit tab

The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. Below this is the NetDMR logo, which features a blue water drop icon. The main content area is divided into several sections. A horizontal menu at the top of the main area contains five items: Manage Access Requests, Search All DMRs & CORs Permits Users, **Unscheduled DMRs** (highlighted with a red circle), Import DMRs Perform Import Check Results, and Update NOI Check Results. Below this menu 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** (highlighted with a red circle), Permit ID, and Users. The 'DMRs Ready to Submit' tab is active, showing a heading 'DMRs Ready to Submit' and a sub-heading 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status)'. Below this are three search options: 'All DMRs' with a 'Search' button, 'DMRs for Permit ID' with a dropdown menu showing 'GA0049247' and a 'Search' button, and 'DMRs for Facility' with a dropdown menu showing 'AILEY (CITY OF) WPCP' and a 'Search' button.

Signing validated DMRs



You **MUST** have the Signatory Role!

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

DMR/COR Search Results

DMRs 1 through 6 of 6

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
<input type="text" value="Sign and Submit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	12/31/14	Scheduled	01/15/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	02/28/15	Scheduled	03/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	03/31/15	Scheduled	04/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	04/30/15	Scheduled	05/15/15	NetDMR Validated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	07/31/15	Scheduled	08/15/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	GA0049247	AILEY (CITY OF) WPCP	000	000-1	0.08-MGD Discharge	08/31/15	Sched				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

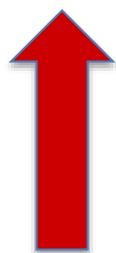
GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	08/31/10	09/15/10	NetDMR Validated
-----------	------------	-----	-------	---------------	----------	----------	------------------



GA0049247	AILEY WPCP	000	000-1	ACTIVE- FINAL	10/31/10	11/15/10	NetDMR Validated
-----------	------------	-----	-------	---------------	----------	----------	------------------

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
74055	Coliform, fecal general	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.
00310	BOD, 5-day, 20 deg. C	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.
00310	BOD, 5-day, 20 deg. C	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.
50050	Flow, in conduit or thru treatment plant	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.
50050	Flow, in conduit or thru treatment plant	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.
00610	Nitrogen, ammonia total [as N]	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.
00610	Nitrogen, ammonia total [as N]	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.
00400	pH	1	Quality or Concentration Sample Value 1	The provided sample value is outside the permit limit.
00400	pH	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.
00530	Solids, total suspended	1	Quantity or Loading Sample Value 1	The provided sample value is outside the permit limit.
00530	Solids, total suspended	1	Quantity or Loading Sample Value 2	The provided sample value is outside the permit limit.



I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

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

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

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

- 1. I am Mindel Beeman.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

What was your first pet's name?

Case sensitive!

Password

Submit

Do Not Submit

Confirmation!

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

 Session Lockout Timer: 29:57

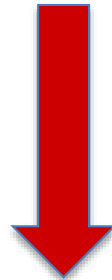
 [View All CORs](#) |  [Download All CORs](#) |  [Download COR Signature Public Key](#) |  [DMR/COR Search Results](#)

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

Your submission has been received.

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

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



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

netdmr.epa.gov/netdmr/

Additional Information

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

Customer Service

- NetDMR Customer Support
 - Call Center at 1-877-227-8965 (toll-free)
 - Email to NPDESreporting@epa.gov
- CDX - Account information, including passwords, resend your Verification email
 - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
 - helpdesk@epacdx.net
 - Hours of operation is Monday thru Friday, 8 am – 6 pm Eastern