

Understanding NetDMR Roles

In the NetDMR system, DMRs are tied to a valid Permit-ID. A valid Permit-ID is your National Pollutant Discharge Elimination System (NPDES) permit number. #####. It is the permit number as shown on your NPDES permit. It begins with GA and may be followed by an additional letter or a series of numbers like one of the following formats, GAx##### or GA#####. In order to work with a DMR, you must first request and then be granted a valid Role for the particular Permit-ID. Based upon this Role, you'll be given access to the DMRs associated with that Permit-ID.

It's important to understand what privileges are associated with these Roles, and to note that they are different than the User Type you selected during the account creation process. User types define what kind of Account you have, but Roles define what your account is allowed to do within NetDMR.

Your NetDMR User Account may be issued multiple Roles corresponding to multiple Permit-IDs.

Let's consider the four Role types

- **View:** If you request access to a Permit-ID with its associated DMRs and are granted the View Role, you may only view DMRs.
- **Edit:** If you request access and are granted the Edit Role, you may both view and Edit a DMR. So you're able to make changes to existing data, and/or enter new information.
- **Permit Administrator:** If you request access to a Permit-ID and are granted the Permit Administrator Role, you will not have access to edit or fill out DMRs. Rather, the Permit Administrator decides who will be granted DMR access and who will be denied. The Permit Administrator does this by either granting or denying Role Requests made by other users. Bear in mind, as Permit Administrator you can request and approve an additional role for yourself. You will be able to View DMRs without having to explicitly request the View role.
- **Signatory:** This is the most privileged Role. A Signatory may View and Edit DMRs, and they alone have the authority to sign and submit a completed DMR to EPA. The way the NetDMR system is designed, the first person (and only the first) requesting a Role for a particular Permit-ID must request the Signatory Role. You'll know if you're the first if 'Signatory' is the only role available to you when requesting access through the NetDMR system. If granted the Signatory Role, this first User will also be given the Permit Administrator Role. Because the Signatory Role carries so much legal liability, the EPD has to approve all Signatory Role Requests; it is the one Role Request that cannot be granted by the Permit Administrator.

So that's a summary of the View, Edit, Permit Administrator, and Signatory Roles. If you want access to a particular Permit ID and its DMRs, you first have to request and be granted one of these four Roles.

Here is a Role Matrix to show again the levels of access granted to the different roles within NetDMR.

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

To see how the Role Request process works, please view the *Requesting NetDMR Roles* guide or video.