NetDMR Training
For
Permittees and Data Providers

(Welcome to the World of Electronic Reporting!)

Utah Division of Water Quality
UPDES Sections

Agenda

I. Introduction
   1. About NetDMR
   2. Benefits of NetDMR
   3. NetDMR System Capabilities
   4. Where to find NetDMR
   5. DMR Signatory Authority

II. Creating a NetDMR Account
   1. NetDMR User Roles and Registration
   2. Request/receive access to permit
   3. Creating an Account

NetDMR Basics

III. User Account
1. Signing In
2. Getting to Know the NetDMR Home Page
3. Home Page Demonstration

IV. Searching DMRs and Entering Data
1. DMR Search Results
2. Enter/Edit DMR Data
3. Saving DMR Information
4. Searching for and Entering DMRs Demonstration

Submitting DMRs

V. Sign and Submit DMRs
1. Identifying DMRs Ready for Submission
2. Edit DMR Screen
3. DMR Search Results Screen
4. Download Copy of Record
5. Signing and Submitting DMRs Demonstration

VI. Other NetDMR Functions
1. Importing DMRs
2. Permit Administrator Tasks
   -Managing Access
   -Refreshing DMRs

The Paper Burden!

DMRs is the second-largest federal reporting requirement, following only IRS tax returns

About NetDMR

- NetDMR is a Web based tool that allows NPDES permittees to electronically sign and submit their DMRs as well as their permit required reports.
- NetDMR Released by EPA
  - Made available to states - June 22, 2009
  - Utah Implementation June 22, 2009

System Requirements

- High Speed Access to Internet (DSL, Cable-modem,T1 or Partial T1)
- Minimum Pentium III Processor and 128 Megabytes of RAM
- Microsoft Internet Explorer Version 6.x or FireFox Version 2.0 (or higher)

NetDMR Vision

- Any facility regulated by a participating NetDMR state or by EPA will have the option of electronically reporting DMRs
- Original HQs Goal: By 2010, have most NPDES permitted facilities regulated by a participating NetDMR state or by EPA submiting their DMRs electronically
  - For Utah, more realistic goal may be 2012 - 2013
  - Movement to make this a National requirement

NetDMR System Capabilities

- Accepts DMR submissions & reports and pushes DMR data directly to EPA's national database
- DMRs are pre-populated with facility specific permit requirements
- Allows facility to easily obtain up-to-date reporting requirements
- Validate and edit checks DMRs before submittal
- CROMERR approved electronic signature
- Provides instant E-mail confirmation of submittal
- Copy of records available online
- Improves timeliness and accessibility of data

Benefits of NetDMR Application

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Compatible with current state business practices

Where to find NetDMR

- Production
  http://www.epa.gov/netdmr
- Test
  https://netdmrtest.epacdx.net/netdmr-web/public/home.htm

Who Can Sign a DMR?

- Signatory requirements are the same for paper as well as electronic DMRs (See 40 CFR 122.22)

  Responsible Official to Sign Include:

- For Corporation: responsible corporate officer
- For Partnership: general partner or the proprietor
- For local, state, federal or other public agency: principal executive officer or ranking elected official

Signatory Authority can be Delegated

- Authority to sign a DMR (and other permit-related reports) can be delegated by Responsible Official
- Delegation must be made in writing and original sent to UT water quality
- Can specify an individual or a position
- Delegations must be updated

What Does this Mean for NetDMR

- Same people/positions have authority to sign electronically (i.e., Responsible Official)
- Subscriber Agreements can be used to provide EPA/Utah with written notice of delegations
- “Signatory Authorization” (Section E) = Responsible Official
- “Subscriber Signature” (Section F) = Delegated Official

Responsible Official

Town Manager

Plant Manager

Delegated Official

Env Manager

Plant Superintendent

Edit

Lab

Environmental Staff

View

On-site Staff

Secretary

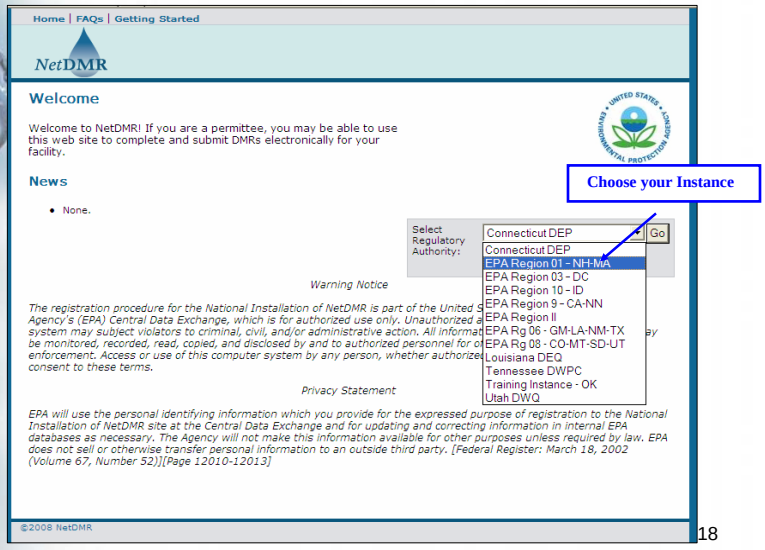
NetDMR Home Page

Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance
- Selecting the right instance depends on who normally receives your DMRs

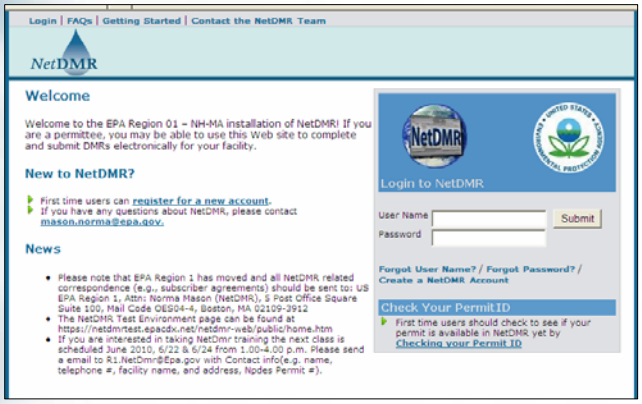
  – Utah DWQ

EPA Region 1 NetDMR Instance



EPA Region 1 Instance Home Page

- News
- NetDMR Instance Login
- Creating a new account
- Forgot user name / password



Who can Report

- Any NPDES permittees required to submit DMRs may use NetDMR
- Permittees must receive the appropriate training before requesting and receiving permission to use NetDMR. Once approved, a facility may begin submitting their DMRs electronically to Utah DWQ, the permitting authority for the NPDES program.

Checking Your Permit ID

- Enter Permit ID Number
  - Ensures your permit number is available on selected instance
  - All permits that require DMRs to be submitted to Utah DWQ are available
  - Move forward with registration and completing a subscriber agreement
- Does not ensure that your permit limits are coded

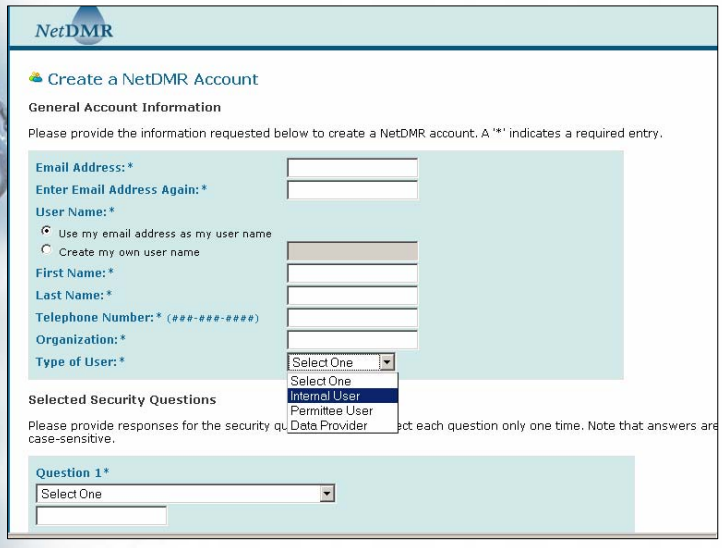
NetDMR Account Creation

- User Registration
  - Establishes your identity
  - Each user should have a unique account
- Request/Receive Access to Permit
  - Associates your user account with specific permits
  - Identifies your role in NetDMR for each permit

User Registration

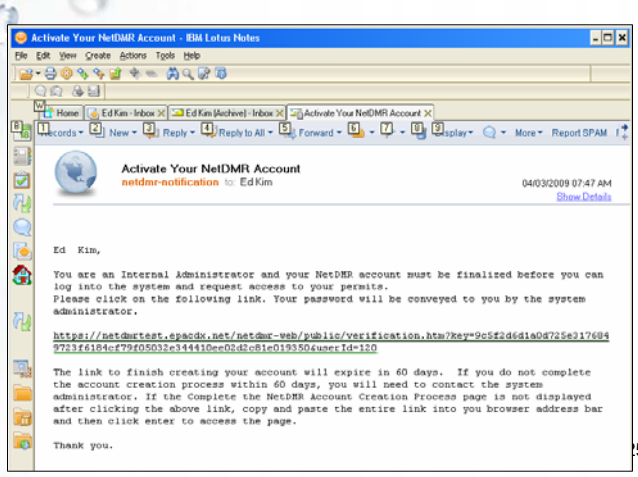
- Have a valid email address
- Provide basic identifying information
  - Name
  - Email address
  - Organization
  - *User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email

* Selecting the correct user type is important because it cannot be changed later.



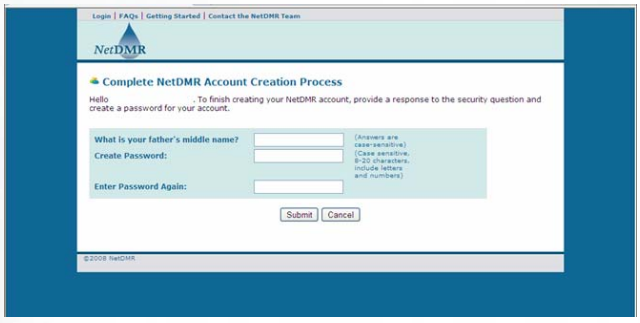
Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days



Account Verification

- Fill in security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number



Request/Receive Access

- Establishes your role in NetDMR
- First person to request access must be a signatory and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved

Requesting Access

- Account home page
  - Request Access link

NetDMR User Types

- System Administrator
  - EPA/NetDMR Host
- Internal Users
  - State and Federal Agency Users
    - Read-only access to all signed and submitted reports
    - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility
- **External Users**
  - **Permittees**
  - **Data providers**
    - **contractors and labs**

External User Roles

- Signatory
  - Can sign and submit DMRs
- Permit Administrator
  - Controls Permittee's access to NetDMR
- Edit
  - Can enter and edit DMR data
- View
  - Can view DMR data only

Signatory

- Must sign and mail subscriber agreement to Utah DWQ
- Grants permission to
  - Sign and submit DMRs
  - Refresh and delete DMRs
  - Initiate repudiation of unauthorized DMRs
- Automatically has the role permissions for
  - Edit
  - View

Permit Administrator

- Manages access for permit(s)
  - Approves/denies requests for administrator, edit, and view access
  - Can be in addition to edit or signatory roles

Edit

- Has permission to
  - Enter, edit and import DMR data
  - Delete unsubmitted DMRs

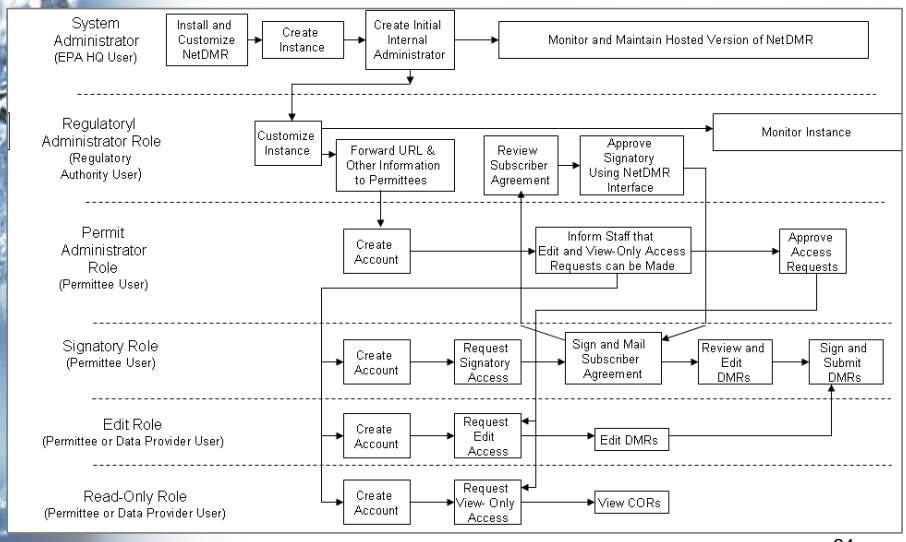
View

- Can only view DMRs (both submitted and pending)

Partial View

- Special request by regulatory authority to view partially completed (unsubmitted) DMRs
- Typically only used for troubleshooting

Role Functions

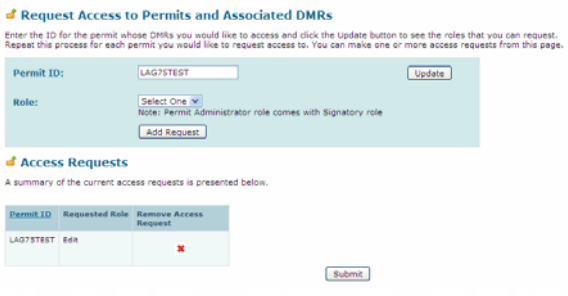


Requesting Access

- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, you may request additional signatory, edit, view only, or permit administrator access

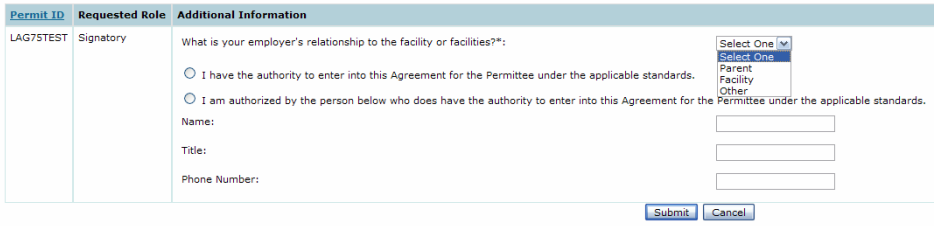
Requesting Access

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the red X to delete
  - Add additional permits/roles before clicking Submit



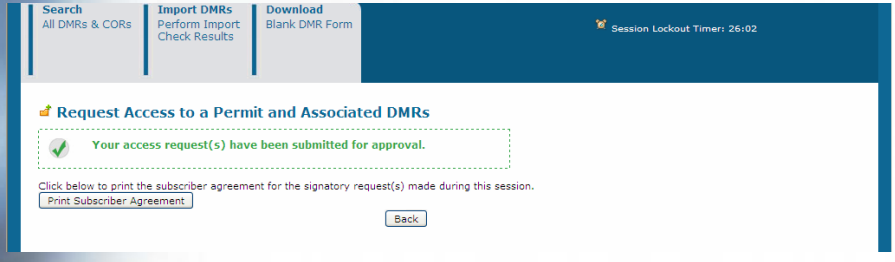
Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility
  - If you are already authorized to sign DMRs, choose the first radio button and click Submit
  - If your authorization must be delegated, use the second radio button and enter the information for the delegating official
    - Fill in his/her information and click Submit
  - At next screen, click Confirm



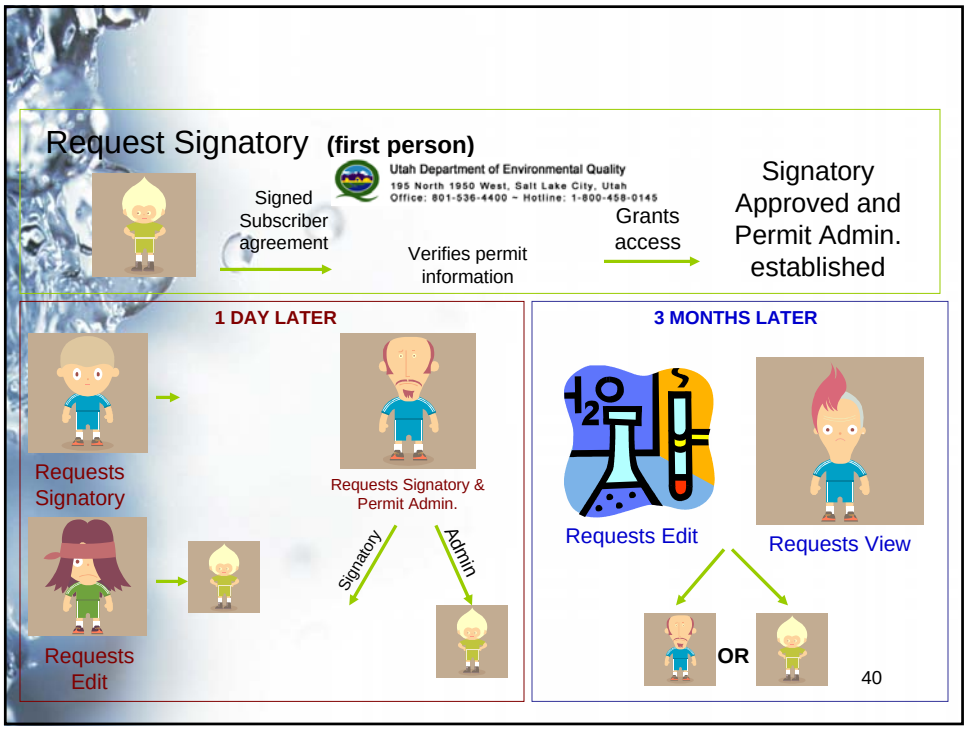
Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - NetDMR Test - not necessary
  - NetDMR Production - REQUIRED



Requesting Access

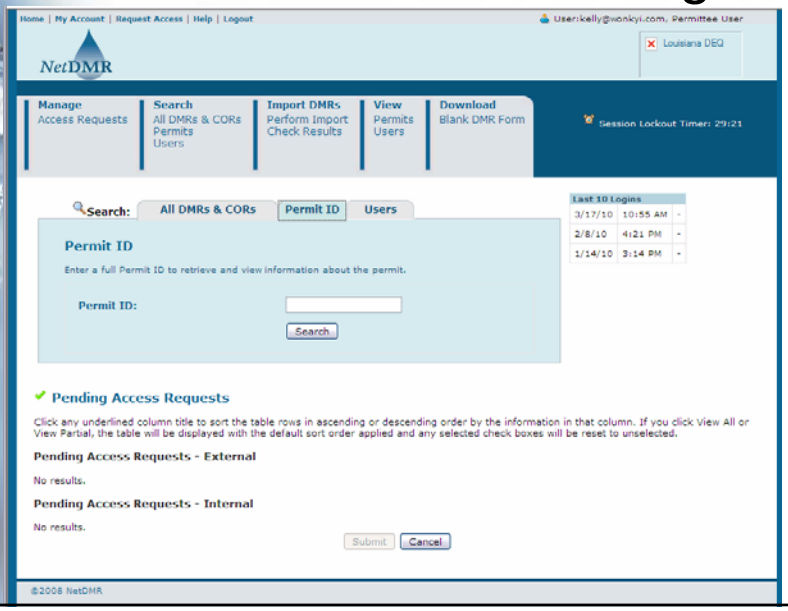
- If you chose a role other than Signatory, you will get a confirmation screen
- The permit administrator can then approve your access request



Signing In

- Four attempts to log-in before account is locked
  - Must answer security question correctly to unlock
- Forgotten username/passwords may be retrieved or reset online
  - Reset with verification email
  - Retrieve/change by answering a security question
- Passwords and security questions are case sensitive
- Passwords expire every three months

Your Account Home Page

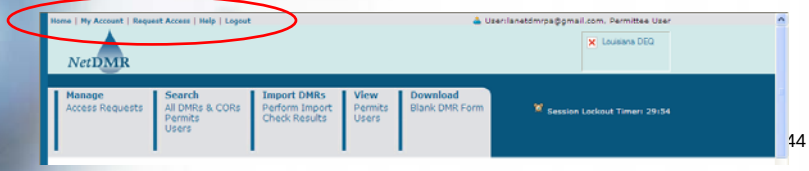


Your NetDMR Home Page

- Top of Screen
  - Home, My Account, Request Access, Help, Logout
- Header Bar
  - Manage, Search, Import DMRs, View, Download
- Last 10 Logins
- Frequently Used Functions
  - Search Box, Pending Access Requests

Top of Screen

- Home
  - Brings you back to the home screen
- My Account
  - Allows you to view and edit your account settings
- Request Access
  - Request access to permits with specific roles
- Help
- Logout



My Account

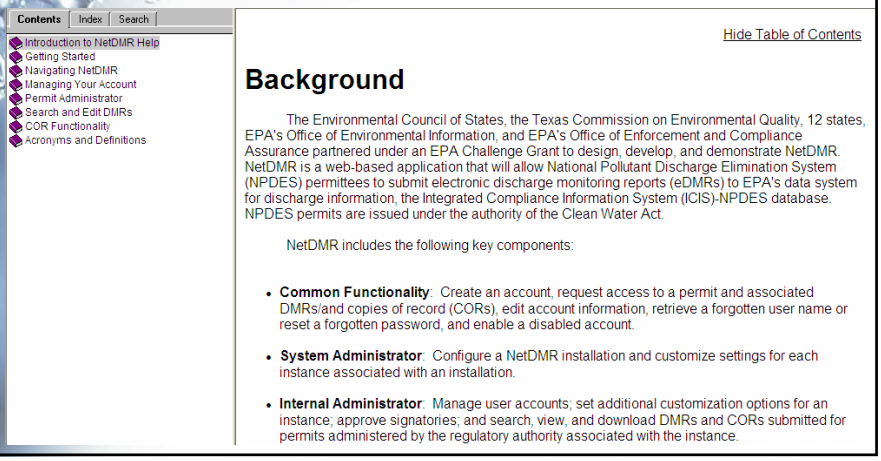
- View Account Information
  - Basic Information
  - Selected Security Questions
  - My Permits
- Edit Account

Edit My Account

- General Account Information
  - Cannot change user type, must contact Utah DWQ
- My Permits
  - Access subscriber agreements
  - Remove unnecessary access to permits
- Security Questions and Answers
- Change Your Password
- Lock Your Account

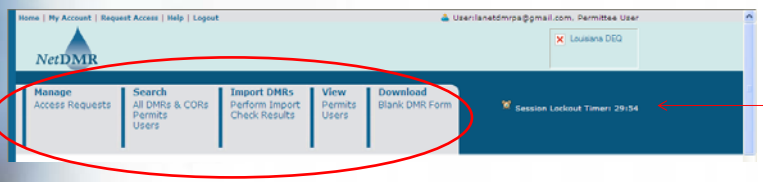
Help

- Clicking the Help link will bring you to the NetDMR User Guide



Header Bar

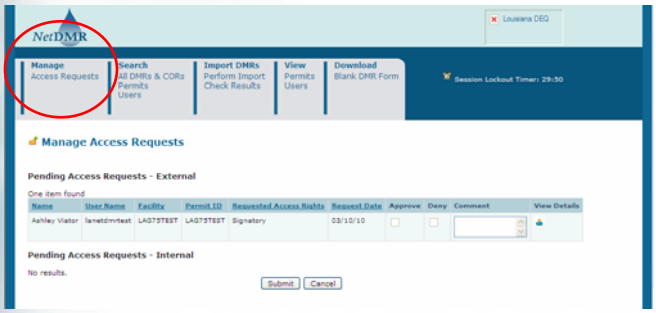
- **Manage** Access Requests
- **Search** All DMRs & CORs, Permits, Users
- **Import DMRs** Perform Import or Check your Results
- **View** Permits or Users
- **Download** Blank DMR form
  - Note the **Session Lockout Timer**: you will be logged out after 30 min of inactivity



*Visibility of header bar options is dependent on user type

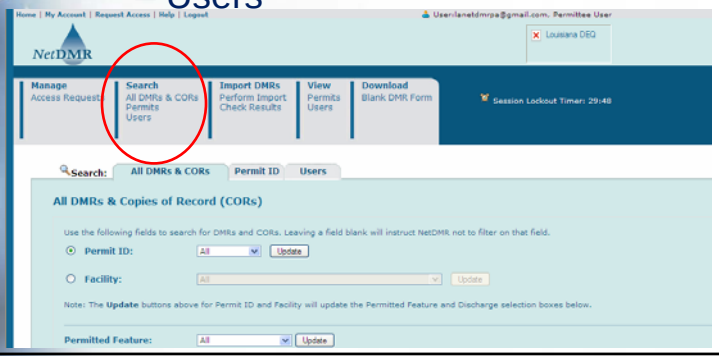
Manage Access Requests

- If you have the Permit Administrator role, you would come here to approve access requests
  - Note: As Permit Administrator, you cannot approve signatory roles.



Search

- Similar to the tabs on the home page, you may search:
  - All DMRs & CORs
  - Permits
  - Users



Search All DMRs & CORs

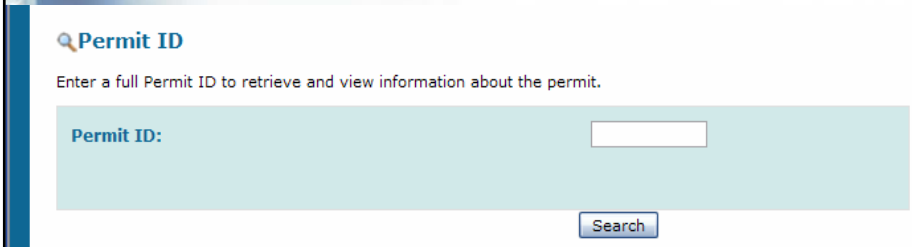
- You can filter your search criteria by:
  - Permit Number
  - Permitted Feature (001)
  - Discharge (A, Q, Y)
  - Monitoring Period End Date Range
  - Edited or Submitted by:
  - Status
  - COR confirmation #

Search All DMRs & CORs

- You can sort your search results by clicking on any column with a hyperlink
- Watch out for multiple pages of DMRs!

Search Permits

- This will bring you to a screen where you can view:
  - Permit details
  - Applicable users/roles
  - Pending Access Requests
- Permit Administrators can also enter email addresses for DMR submittal notifications

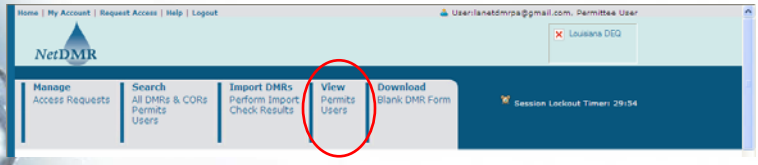


Search Users

(limited to persons associated with your permits only)

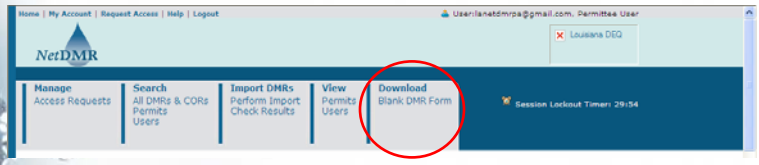
- To search for a specific user, type information to narrow down the results
- You may also enter partial information if you are unsure of spelling
- Searching with no information filled in will return a list of all users for all permits you have access to

View

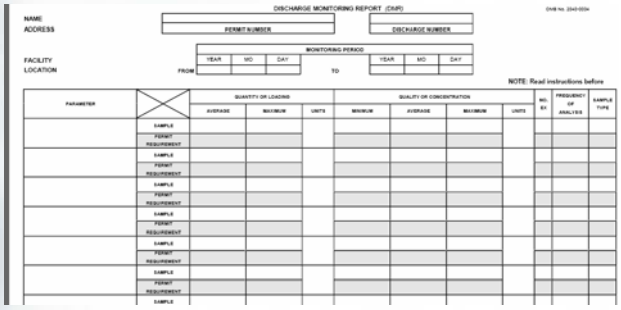


- Permits
  - List of all permits for which you have access
- Users
  - You can view a list of all users associated your permit(s)

Download



- Downloads a blank DMR form
- No DMR limits or data

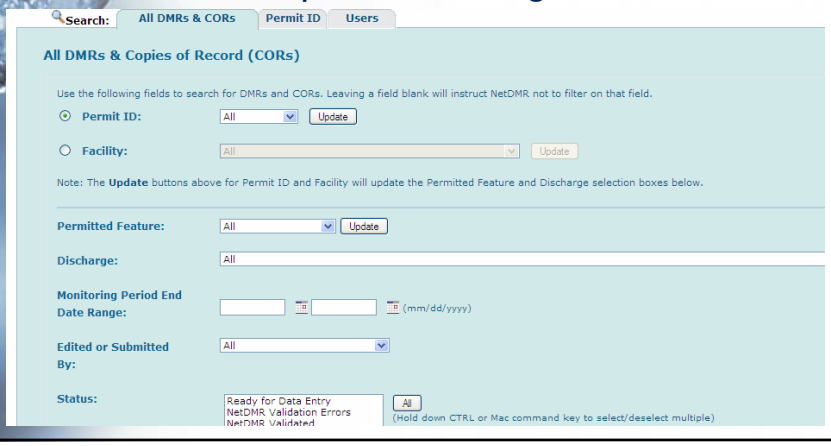


Frequently Used Functions

- Added way to search and view pending access requests quickly from Home screen
  - Search
  - Pending Access Requests
- Works the same as using the header bar

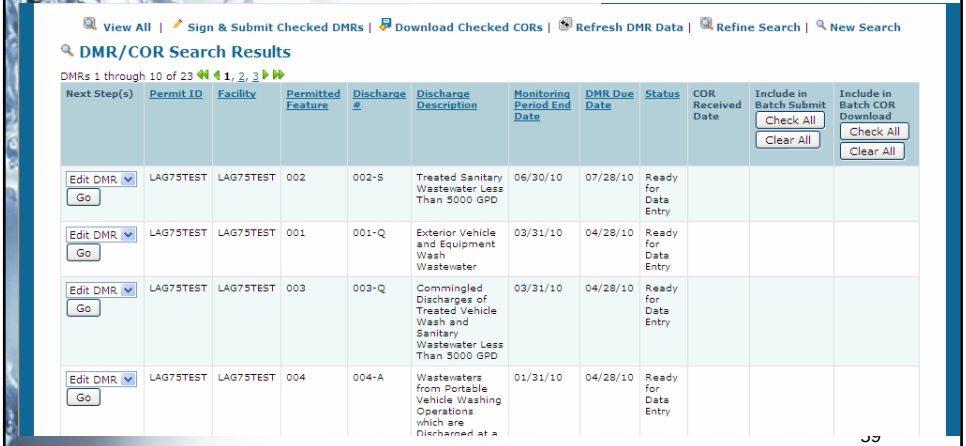
Search DMRs

- Multiple search options
- Can search and access multiple permits through one account



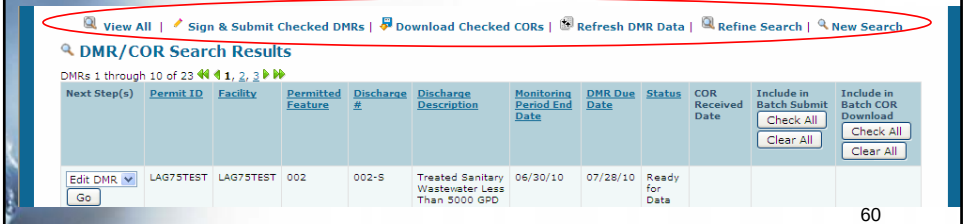
DMR Search Results

- Results Header
- DMR Search Results



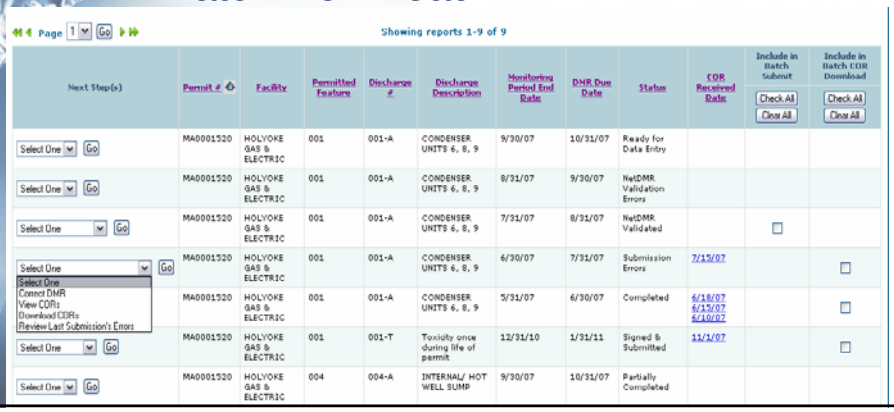
DMR Search Results Header

- View All
- Sign & Submit
- Download COR
- Refresh DMR Data
- Refine & New Search



DMR Search Results

- Next Step Drop Down
- Batch Submit
- Batch Download



Page 1 Go — Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check All / Clear All)
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		☐	
Select One Go (Select One / Correct DMR / View CORs / Download CORs / Review Last Submission's Errors)	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		☐
	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	6/18/07 6/15/07 6/10/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/1/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			

Enter/Edit DMR Data

- Web Form
- DMR Form Layout
  - Top of Form
  - Collapsible header
  - Limits/Results
  - Attachments
- Helpful Features

Web Form

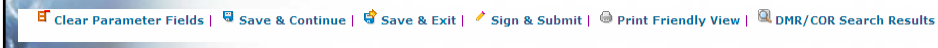
- Closely resembles paper DMR form
- Provides current limit information
- Only allows data input in required/optional fields
- Allows for attachments (PDF only)

DMR Form Layout

- Top of Form
- Collapsible Header
- Limits/Results
- Bottom of Form
  - Edit Check Errors
  - Comments
  - Attachments

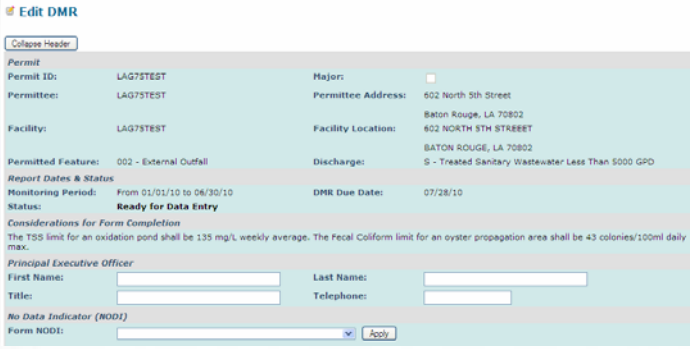
Top of Form

- Clear parameter fields
  - Clears all data
- Save & Continue
  - Saves the data but does not move away from the page
- Save & Exit
  - Saves the data and exits to home page
- Sign & Submit
  - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results
  - Brings you back to the search results page



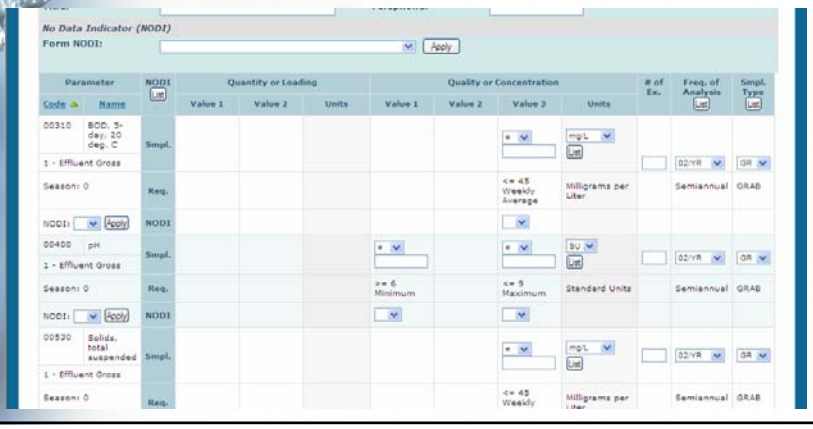
Collapsible Header

- Contains facility and DMR Info
- Enter Principle Executive Officer
- Form Level No Data Indicator (NODI)



Limits/Results

- Parameters
- Permit Limits (hard-coded)
- NODI, Frequency of Analysis, Sample Frequency (lists)



Bottom of Form

- Edit Check Errors
- Comments – large enough for NCR info
- Add Attachments (PDF only)
- Report Last Saved By
- Save & Continue, Save & Exit, Sign & Submit, DMR/COR Search Results

Helpful Features

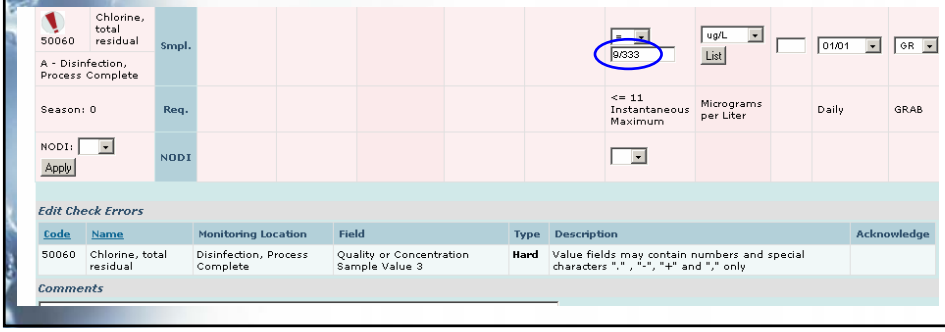
- Data validity checks
- Ability to note reasons for missing data
- Large comment area to include non-compliance report information
- Ability to attach documents

Data Validity Checks

- Hard Errors
  - DMR will not be accepted
    - e.g. alpha character in a numeric only field
  - Must be corrected *before* DMR can be SAVED
- Soft Errors
  - Informational Alerts
    - e.g. values which are exceedances of the permitted limit
  - You are not required to change DMR data based on these errors but they must be *acknowledged*

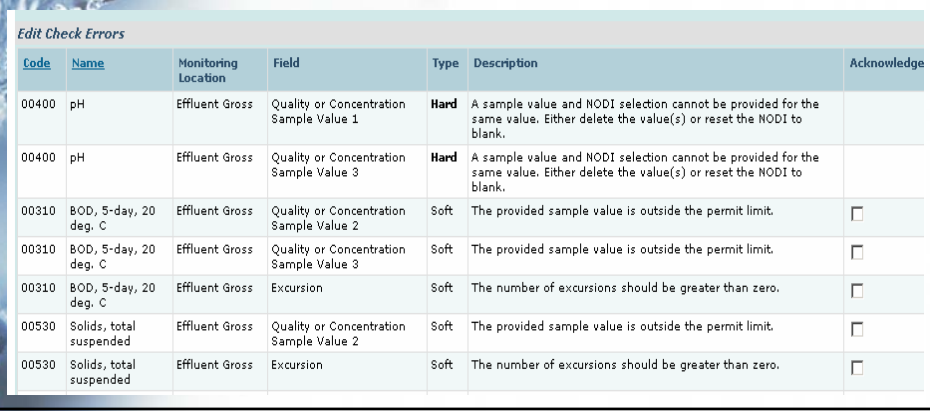
Hard Error Example

- An unacceptable special character was entered into a DMR data field
- Character must be removed before DMR can be saved.



Soft Error Example

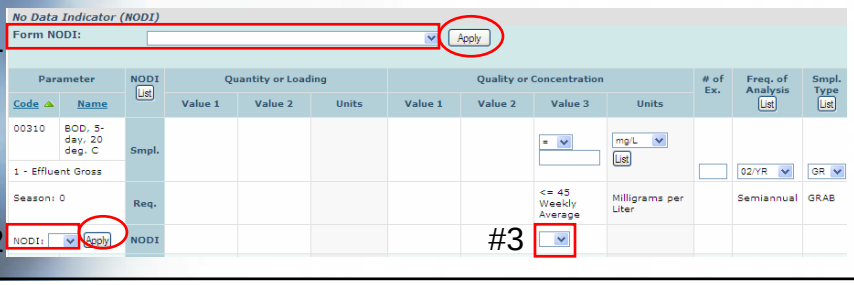
- Use the check box to acknowledge informational errors



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.	☐
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.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐

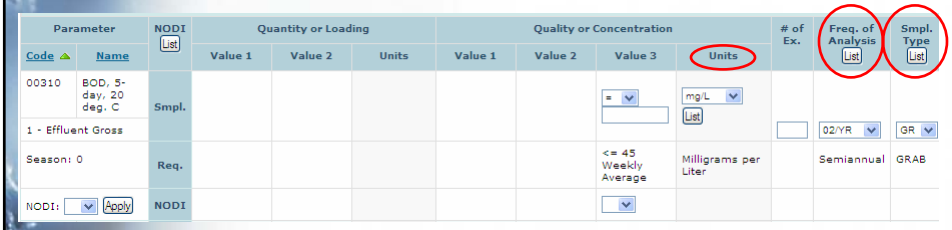
No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
  - Form Level (#1): applies to entire DMR
  - Parameter Level (#2): applies to entire parameter
  - Individual Value Field (#3): applies only to an individual field for that parameter



Other Codes

- Units of Measurement: Hard-coded to permit specifications
- Frequency of Analysis & Sample Type: prepopulated; if different, choose appropriate code from dropdown menu
  - Lists for each of these are available to help you determine the right option
- Value qualifier dropdown menu



Saving DMR Data

Save & Continue | **Save & Exit**

- Easiest way to view DMR errors
- Errors will be highlighted for your review
- Will stay on the same page

- Will not see highlighted errors
- Will bring you back to search results or search page
- To view errors, search for DMRs with the status "NetDMR Validation Errors"

If You Choose Save & Exit…

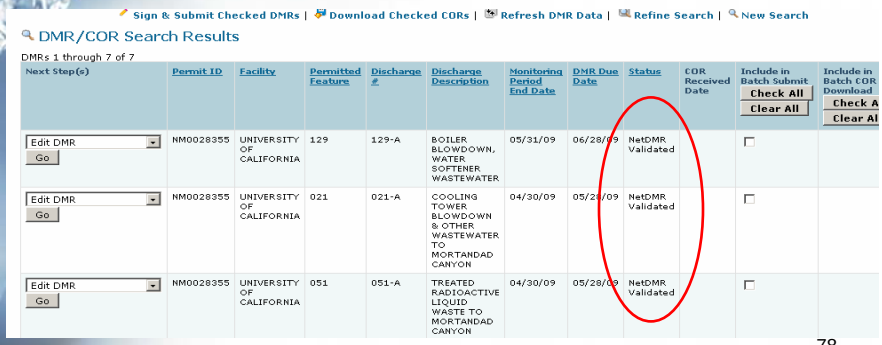
- Errors will not be highlighted
- To find errors, search for DMRs with the status "NetDMR Validation Errors"

Sign and Submit DMRs

- Can sign and submit DMRs several ways
  - Edit DMR Screen - Single DMR
  - Search Screen - One or multiple DMRs
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have signatory authority role with subscriber agreement on file

Identifying DMRs Ready for Submittal

- NetDMR Validated status
  - DMR data has been entered and saved with any errors validated

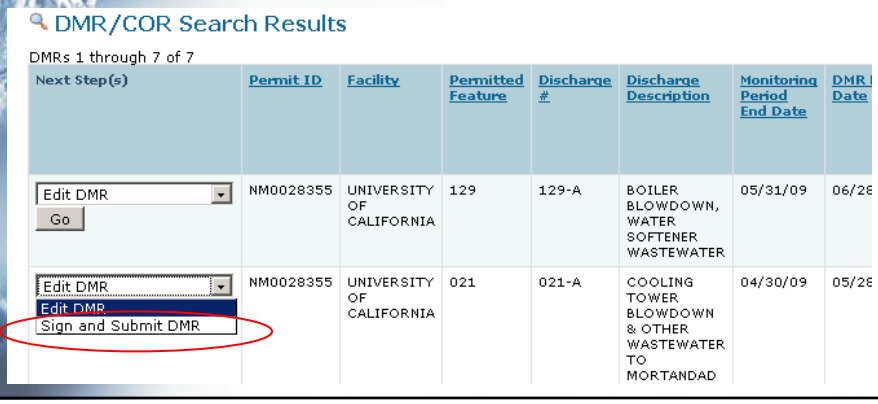


Edit DMR Screen

- Select DMR from Search Results
- Verify that data is complete and errors acknowledged
- Click “Sign & Submit” at top or bottom of form

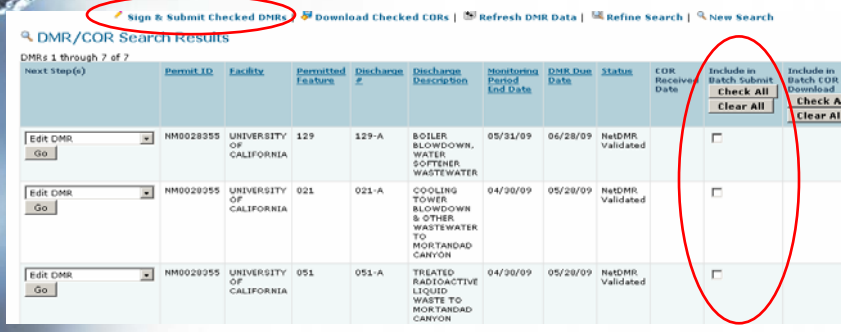
Search Screen (Single DMR)

- From the “Next Step(s)” dropdown menu, choose “Sign & Submit,” then click Go



Search Screen (Multiple DMRs)

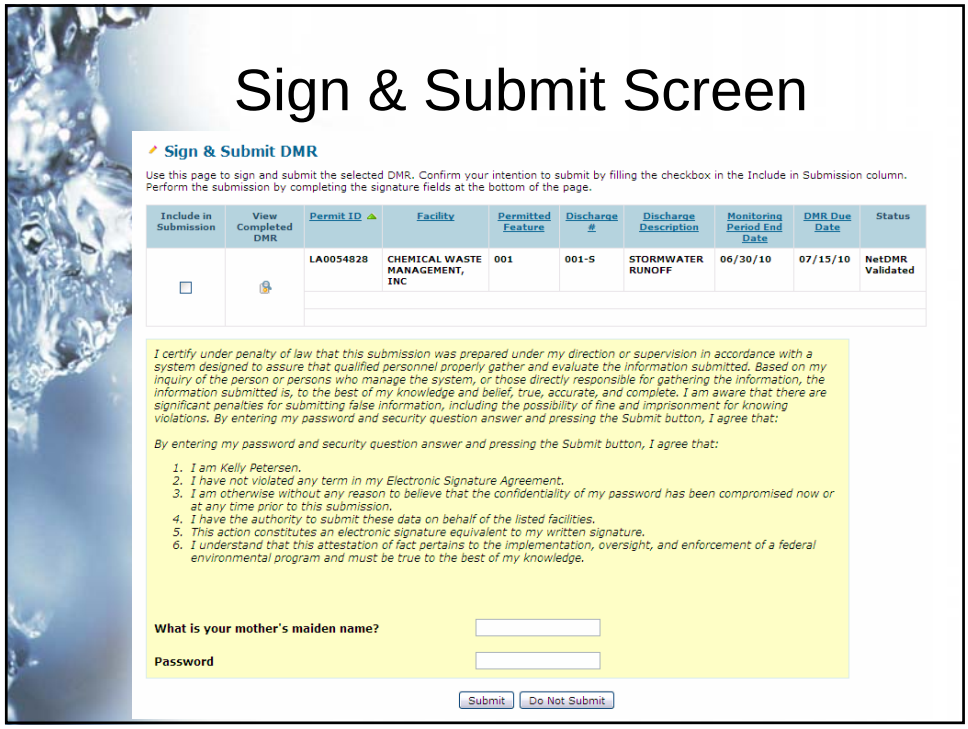
- Select the DMRs you want to submit using the checkboxes under “Include in Batch Submit”
  - Check all/Clear all buttons available
- Click “Sign & Submit Checked DMRs”



Sign & Submit

- A list of DMRs to be submitted including all soft errors for the Signatory’s review
- From this screen, the Signatory can also:
  - View completed DMRs before signing
  - Sort on any of the columns with a hyperlink

Sign & Submit Screen



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	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☐		LA0054828	CHEMICAL WASTE MANAGEMENT, INC	001	001-S	STORMWATER RUNOFF	06/30/10	07/15/10	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:

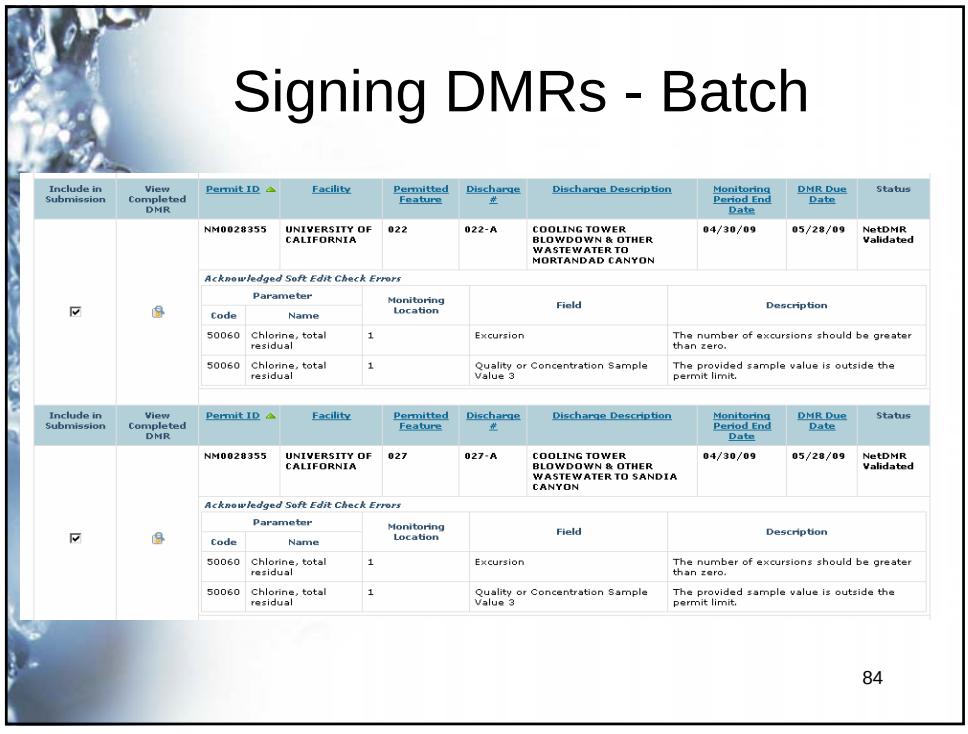
1. *I am Kelly Petersen.*
2. *I have not violated any term in my Electronic Signature Agreement.*
3. *I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
4. *I have the authority to submit these data on 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 mother's maiden name?

Password

Submit | Do Not Submit

Signing DMRs - Batch



Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	022	022-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

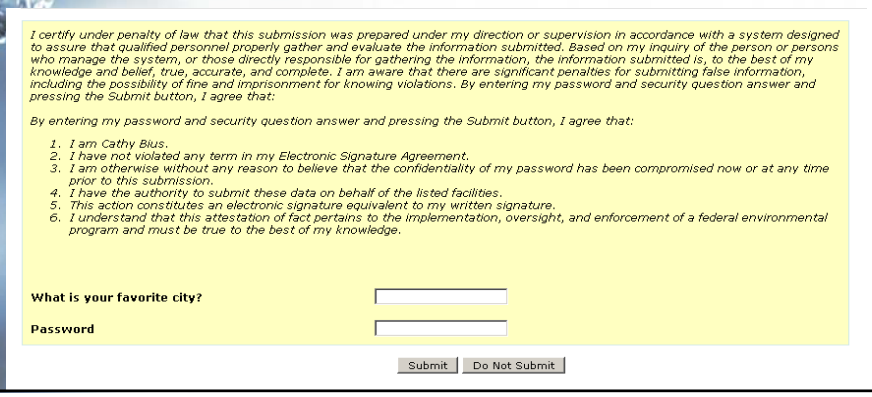
Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

Signing DMRs

- To officially sign, you must answer the required security question(s) and enter your password



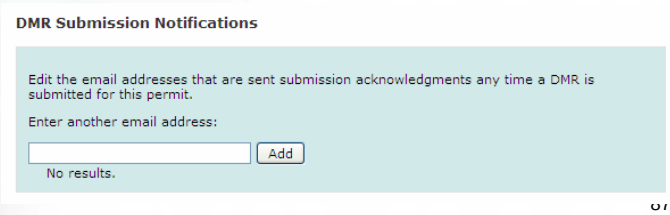
DMR Submittal Confirmation

- After you sign and submit DMRs, you will receive this confirmation screen:

- You may also View or Download your COR (copy of record) on this screen

Email Confirmation

- Email notifications can be sent confirming DMR submissions
  - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit



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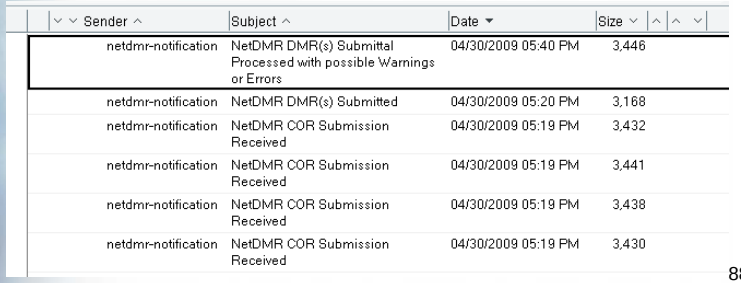
Email Confirmation

- Email confirmations will let you know if:
  - DMRs have been submitted
  - COR Submissions have been received by the EPA Region 1
  - a DMR contains possible warnings or errors



Sender	Subject	Date	Size
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430

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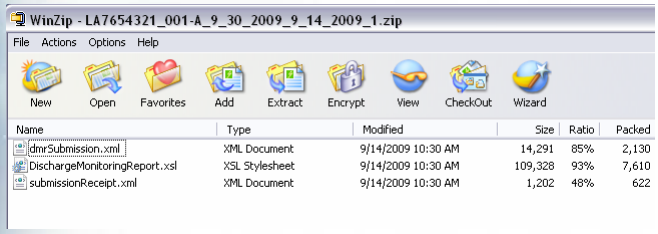
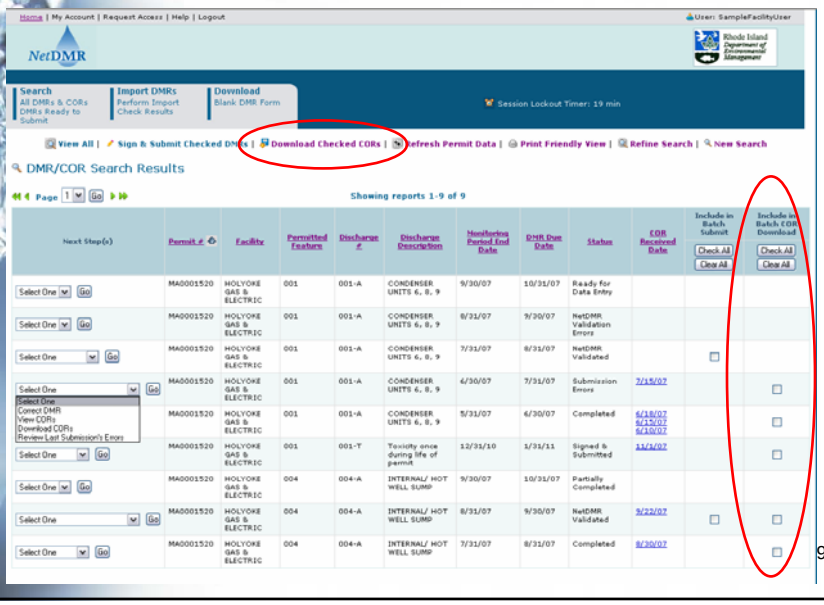
Download DMR Copy of Record (COR)

- Select the DMRs from the search results screen
- Creates zip file for each DMR report
  - DMR XML (dmrSubmission.xml)
  - Style Sheet (DischargeMonitoringReport.xls)
  - Submission Receipt XML (submissionReceipt.xml)
  - Must extract files for the style sheet to apply





Questions – Entering, Signing and Submitting DMRs ???

Other NetDMR Functions

- Importing DMRs
- Permit Administrator Tasks
  - Managing Access Requests
  - Refreshing DMR Data

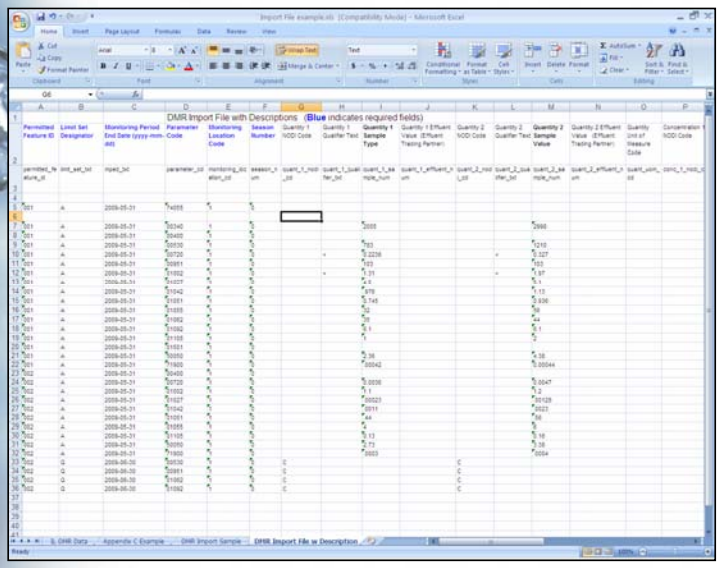
Importing DMRs

- Import the data for one or more DMRs by uploading an text file
- Comma Separated Value (CSV) format
  - Header row
  - Separate line for each parameter
- Must still use the NetDMR web form to:
  - Acknowledge soft errors
  - add DMR level information (comments/attachments)
  - Sign a completed DMR

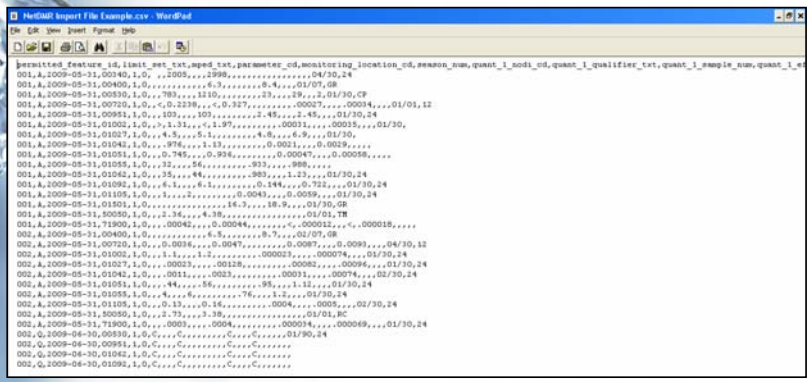
Importing DMRs

- Import Validation
  - Each file can only contain data for one permit number
  - Errors in one row do not prevent other rows from being processed
- For more information, please contact us
  - Detailed documentation on csv file format
  - Sample Excel Files available

Import Excel File Example



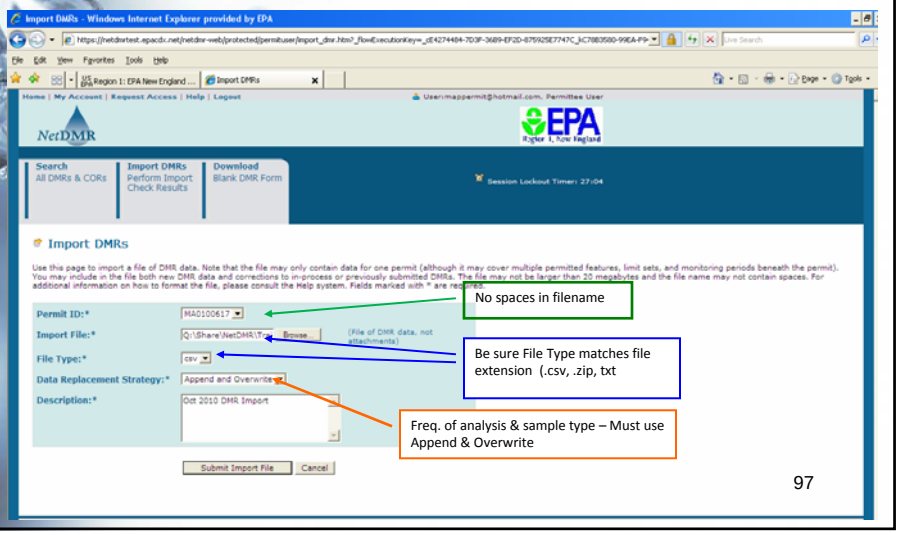
Import CSV File Example



Importing DMRs

Thinks to remember

All * fields are required.

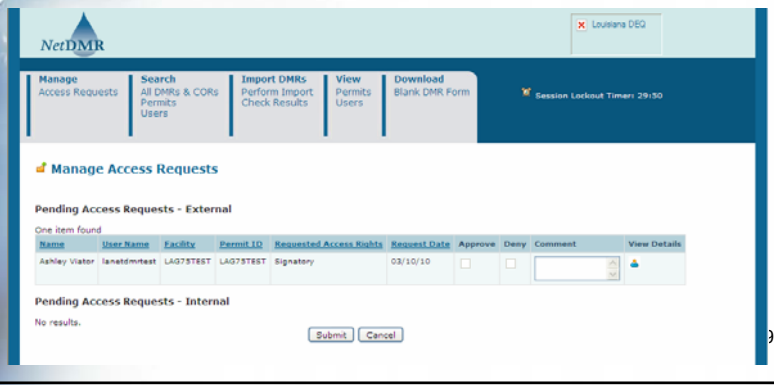


Permit Administrator Tasks

- Managing Access Requests
  - Approve/Deny requests to permit information
- Refreshing DMR Data
  - Updates the limit information for the DMR templates when changes are made by Utah DWQ

Managing Access

- Approve/Deny access requests for all roles *except* signatory
  - Signatories must complete subscriber agreement for approval by regulatory authority
  - Pending access requests can be found on the home page or using the manage access link



Managing Access

- External requests are on behalf of employees affiliated with your agency
  - View, Edit, Signatory
  - Data Providers (Consultants or Labs)
- Internal requests are from the regulatory authority for viewing partial DMRs
  - Troubleshooting

Managing Access

- Click on Manage Access Requests, or scroll to the bottom of the home page
  - You can view more details about a user by clicking the icon at the far right
  - For someone requesting access as signatory, the approve/deny boxes will be grayed out
  - You can sort by column headers with hyperlinks

Pending Access Requests - External

Permits 1 through 2 of 2

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Detail
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10	☐	☐		
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	☐	☐		

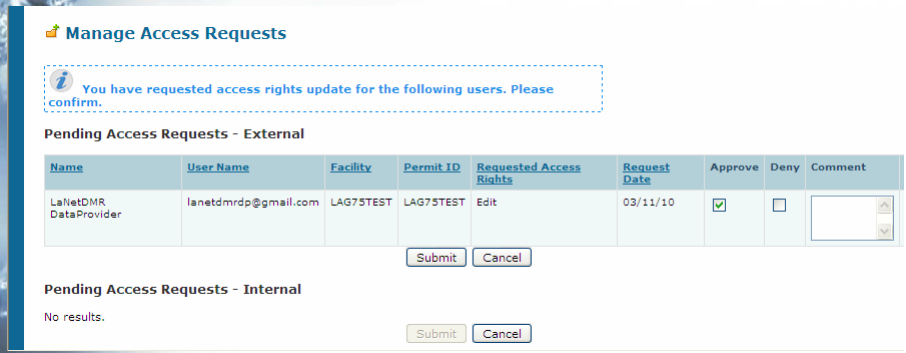
Pending Access Requests - Internal

No results.

Submit Cancel

Approving Access Requests

- To approve an access request, click the Approve checkbox, then click Submit
- Click Submit again on the next page to confirm



Manage Access Requests

You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	☑	☐	

Submit Cancel

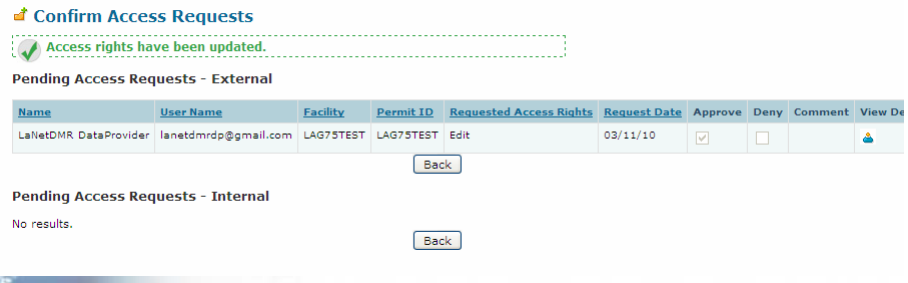
Pending Access Requests - Internal

No results.

Submit Cancel

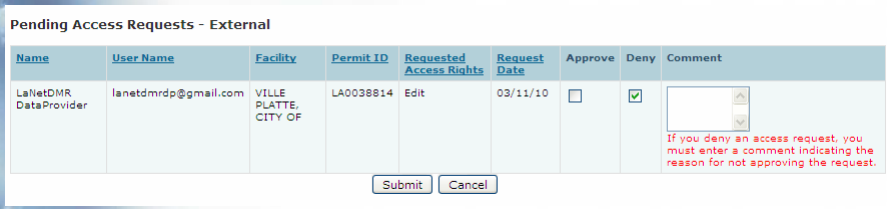
Approving Access Requests

- You will receive a confirmation message on the next screen



Denying Access Requests

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment



Refreshing DMR Data

- Sometimes, permittees find errors in their permit limitation coding
  - Wrong units of measurement: ug/l was coded instead of mg/l, resulting in false soft errors
- When Utah DWQ updates the information in the EPA national database, it must be refreshed in NetDMR before the change is reflected
  - Only Permit Administrators can perform this task

Refreshing DMR Data

- Refresh is done from the Search Results Screen

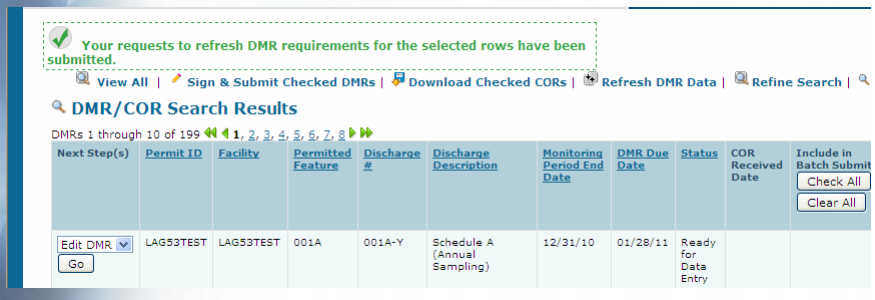
- Search All DMRs/CORs
  - If you want to refresh all DMRs, click Search with no other search criteria
  - If you want to refresh only certain DMRs, select the appropriate filtering criteria

Refreshing DMR Data

- Clicking this link will bring you to a list of past, current, and future DMRs
- Click View All if you have multiple pages of DMRs
- Click Check All, then Submit

Refreshing DMR Data

- You will receive the following confirmation message
- The update will run through an overnight process and should be reflected the next day



Questions?

Utah Department of Environmental Quality
195 North 1950 West, Salt Lake City, Utah
Office: 801-536-4400 ~ Hotline: 1-800-458-0145

Utah DWQ Contact Information

- Edith Van Vleet 801-536-4397 evanvleet@utah.gov
- Matthew Garn 801-536-4381 mgarn@utah.gov
- **Utah DWQ NetDMR Team Email** **netdmr@utah.gov**