



NetDMR Training For Permittees and Data Providers

(Welcome to the World of Electronic Reporting!)

Utah Division of Water Quality
UPDES Sections

1

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



2



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

3



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

4

The Paper Burden!



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

5

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

6

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)

7

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 submitting their DMRs electronically
 - For Utah, more realistic goal may be 2012 - 2013
 - Movement to make this a National requirement

8

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>

11



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


12



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

13



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

14



NetDMR Home Page

Home | [FAQs](#) | [Getting Started](#)

NetDMR

Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

News

- None.

Select Regulatory Authority:

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

© 2008 NetDMR

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

The screenshot shows the NetDMR website interface. At the top, there are navigation links for Home, FAQs, and Getting Started. The NetDMR logo is prominently displayed. Below the logo, a 'Welcome' message states: 'Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.' A 'News' section follows, indicating 'None.' A 'Warning Notice' and 'Privacy Statement' are also visible. The central focus is a 'Select Regulatory Authority' dropdown menu, which is open to show a list of options: Connecticut DEP, Connecticut DEP, EPA Region 01 - NH-ME (highlighted), EPA Region 03 - DC, EPA Region 10 - ID, EPA Region 9 - CA-NN, EPA Region II, EPA Rg 06 - GM-LA-NM-TX, EPA Rg 08 - CO-MT-SD-UT, Louisiana DEQ, Tennessee DWPC, Training Instance - OK, and Utah DWQ. A blue box labeled 'Choose your Instance' points to the dropdown menu. The footer of the page includes the copyright notice '© 2008 NetDMR'.

EPA Region 1 Instance Home Page

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

19

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



The screenshot shows the NetDMR website interface. At the top, there are navigation links: Login | FAQs | Getting Started | Contact the NetDMR Team. Below the NetDMR logo, a heading reads "Check Whether a Permit is Available for Reporting in NetDMR". A green checkmark icon is followed by a message: "The Permit ID 'MA0103284' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to Creating an Account. If you already have a NetDMR account, Login now." Below this message, there is a form with the label "Enter a Permit ID*" and a text input field containing "MA0103284". To the right of the input field is a button labeled "Check Permit ID".

21

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

22

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.

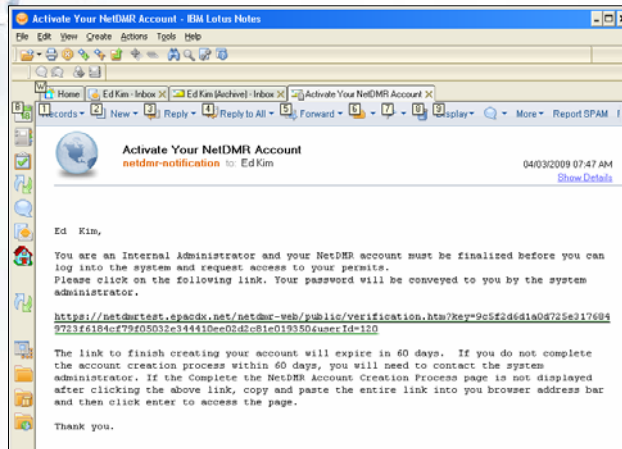
23

A screenshot of the NetDMR registration form. The form is titled "Create a NetDMR Account" and is divided into two main sections: "General Account Information" and "Selected Security Questions". The "General Account Information" section includes fields for "Email Address: *", "Enter Email Address Again: *", "User Name: *", "First Name: *", "Last Name: *", "Telephone Number: * (###-###-####)", "Organization: *", and "Type of User: *". The "Type of User" dropdown menu is open, showing options: "Select One", "Internal User", "Permittee User", and "Data Provider". The "Selected Security Questions" section includes a field for "Question 1: *" with a dropdown menu set to "Select One". The form also includes a note: "Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry." and "Please provide responses for the security questions. Select each question only one time. Note that answers are case-sensitive."

24

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



5

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

A screenshot of the NetDMR account creation process form. The form is titled "Complete NetDMR Account Creation Process" and includes the NetDMR logo. The instructions state: "Hello [Name], To finish creating your NetDMR account, provide a response to the security question and create a password for your account." The form contains three input fields: "What is your father's middle name?" (with a note: "(Answer as user registration)"), "Create Password:" (with a note: "(Case sensitive, 8-20 characters, include letters and numbers)"), and "Enter Password Again:". There are "Submit" and "Cancel" buttons at the bottom. The footer shows "© 2009 NetDMR".

26

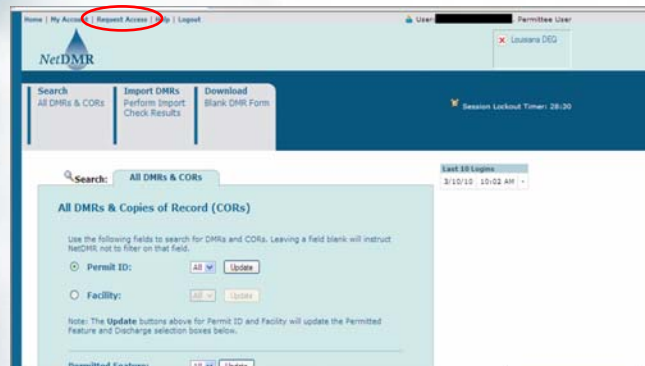
Request/Receive Access

- 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

27

Requesting Access

- Account home page
 - Request Access link



The screenshot displays the NetDMR web application interface. At the top, the navigation menu includes 'Home', 'My Account', 'Request Access', and 'Logout'. The 'Request Access' link is circled in red. Below the navigation, the main content area is titled 'All DMRs & CORs' and contains search and update options for DMRs and Copies of Record (CORs). The interface includes a search bar, a 'Search' button, and a 'Permitted Feature' dropdown menu. A note at the bottom of the search area states: 'Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.'

28

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



29

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

30

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



31

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



32

Edit

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

View

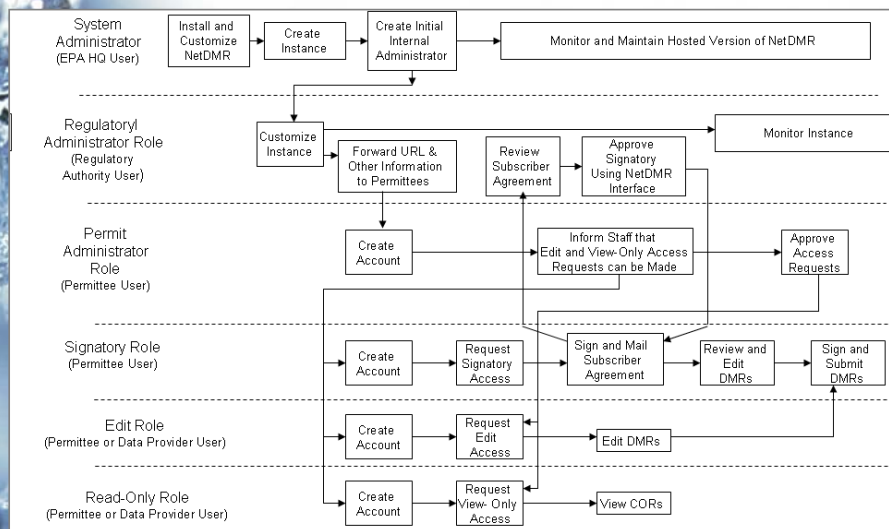
- Can only view DMRs (both submitted and pending)

Partial View

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

33

Role Functions



34

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

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 Signatory role

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG7STEST	Edit	X

35

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

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 Signatory role

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
LAG7STEST	Edit	X

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

Permit ID	Requested Role	Additional Information
LAG75TEST	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input 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.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

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**

Search All DMRs & CORs	Import DMRs Perform Import Check Results	Download Blank DMR Form	Session Lockout Timer: 26:02
---	--	--	------------------------------

Request Access to a Permit and Associated DMRs

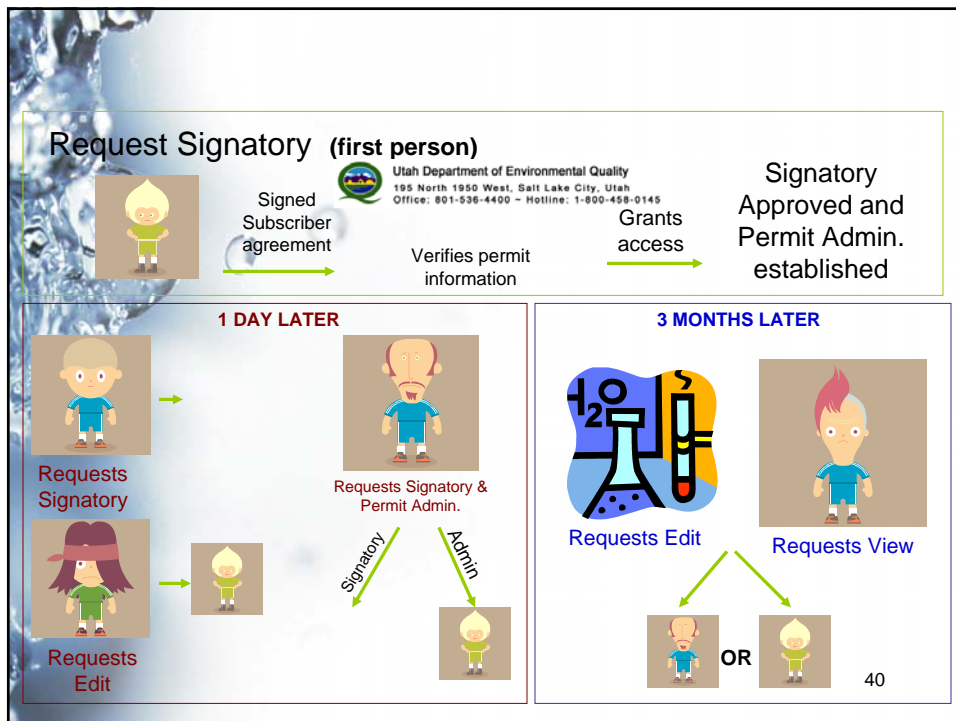
Your access request(s) have been submitted for approval.

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

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

39



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

41

Your Account Home Page

Home | My Account | Request Access | Help | Logout

User: kelly@wvorky.com, Permittee User

Louisiana DEQ

NetDMR

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: 29:21

Search: All DMRs & CORs Permit ID Users

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

Permit ID:

Last 10 Logins

3/17/10	10:55 AM
2/8/10	4:21 PM
1/14/10	3:14 PM

✓ **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 table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External
No results.

Pending Access Requests - Internal
No results.

©2008 NetDMR

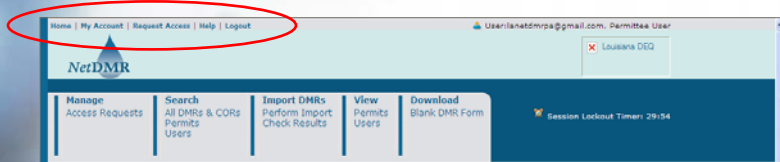
Your NetDMR Home Page

- 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

43

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



44

My Account

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

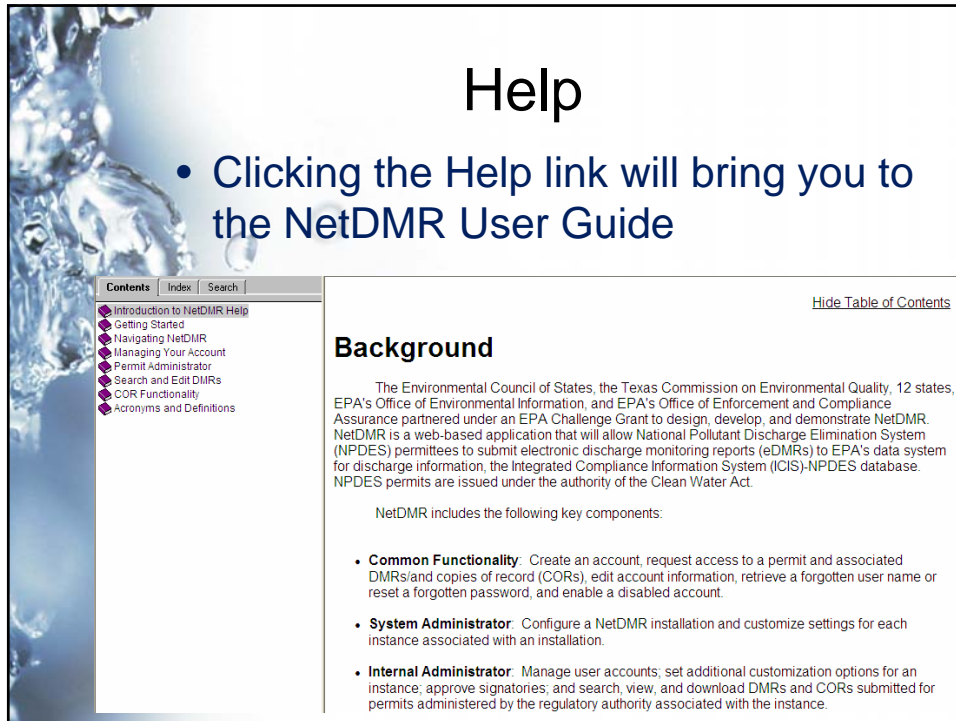
Manage Account Requests	Search All DMIs & COIs Users	Import DMIs Perform Import Check Results	View Permits Users	Download Blank DM Form	Session Logout Timer: 27:08
My Account EBL Account					
Email:	lensdmi@gmail.com				
User Name:	lensdmi@gmail.com				
First Name:	Kally				
Last Name:	Peterson				
Telephone Number:	223-219-5883				
Organization:	Volk Parts				
Type of User:	Permits User				

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



Contents | Index | Search

- Introduction to NetDMR Help
- Getting Started
- Navigating NetDMR
- Managing Your Account
- Permit Administrator
- Search and Edit DMRs
- COR Functionality
- Acronyms and Definitions

[Hide Table of Contents](#)

Background

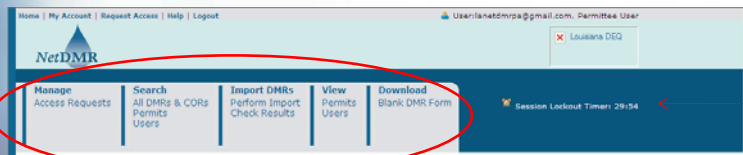
The Environmental Council of States, the Texas Commission on Environmental Quality, 12 states, EPA's Office of Environmental Information, and EPA's Office of Enforcement and Compliance Assurance partnered under an EPA Challenge Grant to design, develop, and demonstrate NetDMR. NetDMR is a web-based application that will allow National Pollutant Discharge Elimination System (NPDES) permittees to submit electronic discharge monitoring reports (eDMRs) to EPA's data system for discharge information, the Integrated Compliance Information System (ICIS)-NPDES database. NPDES permits are issued under the authority of the Clean Water Act.

NetDMR includes the following key components:

- **Common Functionality:** Create an account, request access to a permit and associated DMRs and copies of record (CORs), edit account information, retrieve a forgotten user name or reset a forgotten password, and enable a disabled account.
- **System Administrator:** Configure a NetDMR installation and customize settings for each instance associated with an installation.
- **Internal Administrator:** Manage user accounts; set additional customization options for an instance; approve signatories; and search, view, and download DMRs and CORs submitted for permits administered by the regulatory authority associated with the instance.

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 type⁴⁸

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.

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Ashley Vitor	lanetdmrtest	LA07STEST	LA07STEST	Signatory	03/10/10	<input type="checkbox"/>	<input type="checkbox"/>		View Details

49

Search

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

Search: All DMRs & CORs 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:

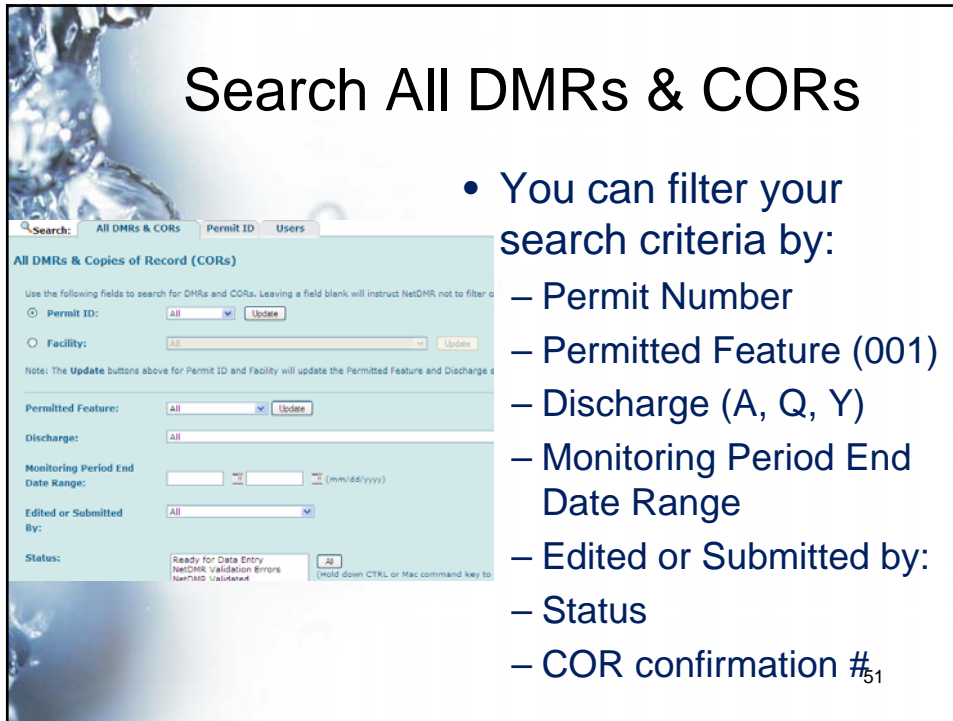
Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature:

50

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 #₅₁



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!

View All	DMR ID	Facility	Permitted Feature #	Discharge Description	Monitoring Period End Date	DMR Date	Status	COR Renewal Date	Facility or Batch Status	Facility or Batch COR Downloaded
View All	LASTPREF	LASTPREF	001	Treatment Facilities: Transferable Less Than 2000 GPD	04/30/10	07/28/10	Ready for Data Entry			
View All	LASTPREF	LASTPREF	001	Subsidiary Vehicle and Equipment Washwater	03/31/10	04/28/10	Ready for Data Entry			
View All	LASTPREF	LASTPREF	001	Chemical/Conditioning Discharges of Treated Wastewater from A-10 (Earlier) Transferable Less Than 2000 GPD	03/31/10	04/28/10	Ready for Data Entry			
View All	LASTPREF	LASTPREF	004	Wastewater from Portable Vehicle Washing Operation (which are Truck/Washer or a...)	02/28/10	04/28/10	Ready for Data Entry			

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

Permit ID

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

Permit ID:

Search

Search Users

(limited to persons associated with your permits only)

Search Users

Search for Users using any combination of search criteria. For text and numeric information, you can enter partial information. For example, entering 'jo' would return 'johnsmith' and 'johnson'.

User First Name	<input type="text"/>
User Last Name	<input type="text"/>
User Name	<input type="text"/>
Email	<input type="text"/>
Permit ID	<input type="text"/>
Facility Name	<input type="text"/>

Search Cancel

- 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

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: All DMRs & CORs Permit ID Users

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

Permit ID:

Last 10 Logins

3/17/10	10:55 AM	-
2/8/10	4:21 PM	-
1/14/10	3:14 PM	-

✓ **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 table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External
No results.

Pending Access Requests - Internal
No results.

57

Search DMRs

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

Search: All DMRs & CORs 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:

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

DMR Search Results

- Results Header
- DMR Search Results

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 10 of 23

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 <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="button" value="Check All"/> <input type="button" value="Clear All"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	001	001-Q	Exterior Vehicle and Equipment Wash Wastewater	03/31/10	04/28/10	Ready for Data Entry			
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	003	003-Q	Commingled Discharges of Treated Vehicle Wash and Sanitary Wastewater Less Than 5000 GPD	03/31/10	04/28/10	Ready for Data Entry			
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a	01/31/10	04/28/10	Ready for Data Entry			

DMR Search Results Header

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

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 10 of 23

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 <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="button" value="Check All"/> <input type="button" value="Clear All"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			

DMR Search Results

- Next Step Drop Down
- Batch Submit
- Batch Download

Page 1 of 9 Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	CDR Received Date	Include in Batch Submit	Include in Batch CDR Download
Select One <input type="button" value="Go"/>	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry		<input type="button" value="Check All"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> <input type="button" value="Clear All"/>
Select One <input type="button" value="Go"/>	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NotDMR Validation Errors			
Select One <input type="button" value="Go"/>	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NotDMR Validated		<input type="checkbox"/>	
Select One <input type="button" value="Go"/>	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		<input type="checkbox"/>
Select One <input type="button" value="Go"/> Select One Cancel DMR View CDRs Download CDRs Review Last Submission's Errors	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 6/16/07		<input type="checkbox"/>
Select One <input type="button" value="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		<input type="checkbox"/>
Select One <input type="button" value="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)

63



DMR Form Layout

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

64

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

 Clear Parameter Fields |  Save & Continue |  Save & Exit |  Sign & Submit |  Print Friendly View |  DMR/COR Search Results

65

Collapsible Header

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

 Edit DMR

Permit ID:	LAG7STEST	Major:	<input type="checkbox"/>
Permittee:	LAG7STEST	Permittee Address:	602 North 5th Street Baton Rouge, LA 70802
Facility:	LAG7STEST	Facility Location:	602 NORTH 5TH STREET BATON ROUGE, LA 70802
Permitted Feature:	002 - External Outfall	Discharge:	S - Treated Sanitary Wastewater Less Than 5000 GPD
Report Dates & Status		DMR Due Date:	07/28/10
Monitoring Period:	From 01/01/10 to 06/30/10		
Status:	Ready for Data Entry		
Considerations for Form Completion The TSS limit for an oxidation pond shall be 135 mg/L weekly average. The Fecal Coliform limit for an oyster propagation area shall be 43 colonies/100ml daily max.			
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"/>	<input type="button" value="Apply"/>	

Limits/Results

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

No Data Indicator (NODI)
Form NODI:

Code	Name	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00310	BOD, 5-day, 20 deg. C	Smpl.									
1 - Effluent Gross											
Season: 0											
Req.											
NODI		NODI									
00400	pH	Smpl.									
1 - Effluent Gross											
Season: 0											
Req.											
NODI		NODI									
00520	Solids, total suspended	Smpl.									
1 - Effluent Gross											
Season: 0											
Req.											

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

Edit Check Errors
No results.

Comments

Attachments

No results.

Report Last Saved By
User:
Name:
E-Mail:
Date/Time: 01/15/10 9:20 CST



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

69



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*

70

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

#1

No Data Indicator (NODI)
Form NODI:

Code ▲	Name	NODI <input type="button" value="List"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="button" value="List"/>	Smpl. Type <input type="button" value="List"/>
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00310	BOD, 5-day, 20 deg. C	Smpl.						<input type="text"/> <input type="button" value="List"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross									<input type="text"/> 02/YR	GR	
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter	Semiannual GRAB	
NODI: <input type="button" value="List"/> <input type="button" value="Apply"/>		NODI						<input type="button" value="List"/>			

#2 **#3**

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

Code ▲	Name	NODI <input type="button" value="List"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="button" value="List"/>	Smpl. Type <input type="button" value="List"/>
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00310	BOD, 5-day, 20 deg. C	Smpl.						<input type="text"/> <input type="button" value="List"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross									<input type="text"/> 02/YR	GR	
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter	Semiannual GRAB	
NODI: <input type="button" value="List"/> <input type="button" value="Apply"/>		NODI						<input type="button" value="List"/>			

74

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”



The screenshot shows the 'All DMRs & Copies of Record (CORs)' search interface. It includes fields for Permit ID, Facility, Permitted Feature, Discharge, Monitoring Period End Date Range, Edited or Submitted By, and Status. The Status dropdown menu is open, showing options: Ready for Data Entry, NetDMR Validation Errors, Imports/Submitted, and Errors/Warnings. A blue arrow points to the 'NetDMR Validation Errors' option. The interface also includes 'Search' and 'Clear All Fields' buttons.

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

77

Identifying DMRs Ready for Submittal

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

DMR/COR Search Results

DMRs 1 through 7 of 7

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
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/21/09	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>

78

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

Edit Check Errors
No results.

Comments
[Text Area]

Attachments
[Add Attachment]

Report Last Saved By
User:
Name:
E-Mail:
Date/Time: 01/15/10 9:10 CST

[Save & Continue] [Save & Exit] **Sign & Submit** [DMR/COR Search Results]

79

Search Screen (Single DMR)

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

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Date
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28
Edit DMR Sign and Submit DMR	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD	04/30/09	05/28

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”

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Receive Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	04/28/09	NotDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANODAD CANYON	04/30/09	05/28/09	NotDMR Validated		<input type="checkbox"/>	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANODAD CANYON	04/30/09	05/28/09	NotDMR Validated		<input type="checkbox"/>	

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
<input type="checkbox"/>		LA0054828	CHEMICAL WASTE MANAGEMENT, INC	001	001-5	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

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
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	022	022-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTADAD CANYON	04/30/09	05/28/09	NetDMR Validated
<i>Acknowledged Soft Edit Check Errors</i>									
		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
<input checked="" type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated
<i>Acknowledged Soft Edit Check Errors</i>									
		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

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:

- I am Cathy Bius.
- I have not violated any term in my Electronic Signature Agreement.
- 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.
- I have the authority to submit these data on behalf of the listed facilities.
- This action constitutes an electronic signature equivalent to my written signature.
- I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is your favorite city?

Password

DMR Submittal Confirmation

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

NetDMR

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form | Session Logout Timer: 29:55

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

Submission Confirmation - 1dfc1a25-0909-4301-975c-d07495a4504c

Your submission has been received.

Permit ID	Facility	Permitted Features	Discharge #	Discharge Description	Submission Period End Date	DMR Due Date	View COR	Download COR
HM0220211	RODWELL CITY OF	001	001-A	TOTAL FACILITY DISCHARGE	04/30/09	05/15/09		

- 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

DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

No results.

57

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

88

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

Name	Type	Modified	Size	Ratio	Packed
dmrSubmission.xml	XML Document	9/14/2009 10:30 AM	14,291	85%	2,130
DischargeMonitoringReport.xls	XSL Stylesheet	9/14/2009 10:30 AM	109,328	93%	7,610
submissionReceipt.xml	XML Document	9/14/2009 10:30 AM	1,202	48%	622

89

NetDMR

Search: All DMRs & CORs DMRs Ready to Submit | Import DMRs: Perform Import Check Results | Download: Blank DMR Form

View All | Sign & Submit Checked DMRs | **Download Checked CORs** | Refresh Permit Data | Print Friendly View | Refine Search | New Search

DMR/COR Search Results

Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Features	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch COR Download	Include in Batch COR Download
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 4, 5, 9	9/30/07	10/31/07	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 4, 5, 9	8/31/07	9/30/07	NetDMR Validation Error		<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 4, 5, 9	7/31/07	8/31/07	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 4, 5, 9	4/30/07	7/31/07	Submission Error	7/15/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 4, 5, 9	5/31/07	4/30/07	Completed	4/14/07 6/25/07 8/10/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Facility once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/14/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SURF	9/30/07	10/31/07	Partially Completed		<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SURF	8/31/07	9/30/07	NetDMR Validated	9/22/07	<input type="checkbox"/>	<input type="checkbox"/>
Select One	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SURF	7/31/07	8/31/07	Completed	8/30/07	<input type="checkbox"/>	<input type="checkbox"/>

90



Questions – Entering, Signing and Submitting DMRs ???

91

Other NetDMR Functions

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

92



Importing DMRs

- Import the data for one or more DMRs by uploading a 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

93



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

94

Importing DMRs

Thinks to remember
All * fields are required.

Import DMRs - Windows Internet Explorer provided by EPA

https://netdmrtest.epa.gov/netdmr-web/protected/permuser/import_dir.html?flowId=executorkey=..._d4274484-703f-3689-ef2d-879525e7747c_jc7883560-996a-p9...

Region 1: EPA New England... Import DMRs

User: mappemitt@hotmail.com, Permittee User

Session Lockout Timer: 27:04

Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 25 megabytes and the file name may not contain spaces. For additional information on how to format the file, please consult the help system. Fields marked with * are required.

Permit ID:* MA0100617

Import File:* Q:\Share\NetDMR\T... (File of DMR data, not attachments)

File Type:* csv

Data Replacement Strategy:* Append and Overwrite

Description:* Oct 2010 DMR Import

Submit Import File Cancel

Annotations:

- No spaces in filename
- Be sure File Type matches file extension (.csv, .zip, txt)
- Freq. of analysis & sample type - Must use Append & Overwrite

97

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

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with the NetDMR logo and a session lockout timer for 29:50. Below the navigation bar, there are several menu items: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Import DMRs Perform Import Check Results', 'View Permits Users', and 'Download Blank DMR Form'. The main content area is titled 'Manage Access Requests' and is divided into two sections: 'Pending Access Requests - External' and 'Pending Access Requests - Internal'. The 'External' section shows one item found in a table with columns: Name, UserName, Facility, Permit ID, Requested Access Rights, Request Date, Approve, Deny, Comment, and View Details. The table contains one row for 'Ashley Viator' with details: lanadmtest, LAG7STEST, LAG7STEST, Signatory, 03/10/10, and checkboxes for Approve and Deny. The 'Internal' section shows 'No results.' and 'Submit' and 'Cancel' buttons.

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	<input type="checkbox"/>	<input type="checkbox"/>		
LalietDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input type="checkbox"/>	<input type="checkbox"/>		

Pending Access Requests - Internal

No results.

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
LalietDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Pending Access Requests - Internal

No results.

Approving Access Requests

- You will receive a confirmation message on the next screen

Confirm Access Requests

✓ Access rights have been updated.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View De
LaNetDMR DataProvider	lanetmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

[Back](#)

Pending Access Requests - Internal

No results.

[Back](#)

103

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

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetmrdp@gmail.com	VILLE PLATTE, CITY OF	LA0038814	Edit	03/11/10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/> <small>If you deny an access request, you must enter a comment indicating the reason for not approving the request.</small>

[Submit](#) [Cancel](#)

104

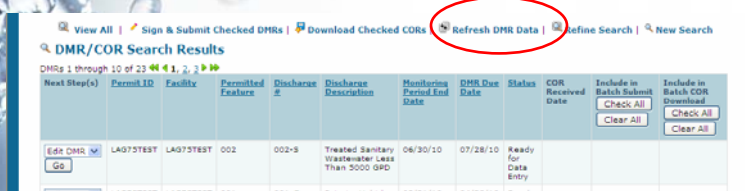
Refreshing DMR Data

- 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

105

Refreshing DMR Data

- Refresh is done from the Search Results Screen



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
Edit DMR	LA07STEST	LA07STEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry		Check All Clear All	Check All Clear All
Edit Perm	LA07STEST	LA07STEST	001	001-O	Subarea Vehicle	03/31/10	04/28/10	Ready		Check All Clear All	Check All Clear All

- 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

106

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

Refresh DMR Data

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 applied and any selected check boxes will be reset to unselected.

View All
DMRs 1 through 10 of 199

Permit ID	Facility	Feature #	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	Include in DMR Refresh
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY.OSMOSIS.BLOWDOWN.ETC	01/31/10	02/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY.OSMOSIS.BLOWDOWN.ETC	02/28/10	03/13/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY.OSMOSIS.BLOWDOWN.ETC	03/31/10	04/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	01/31/10	02/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	02/28/10	03/15/10	Ready for Data Entry	<input type="checkbox"/>
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	03/31/10	04/15/10	Ready for Data Entry	<input type="checkbox"/>

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

Your requests to refresh DMR requirements for the selected rows have been submitted.

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search

DMR/COR Search Results

DMRs 1 through 10 of 199

Next Step(s)	PermitID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit
Edit DMR (Go)	LAG53TEST	LAG53TEST	001A	001A-Y	Schedule A (Annual Sampling)	12/31/10	01/28/11	Ready for Data Entry		<input type="checkbox"/> Check All <input type="checkbox"/> Clear All

Questions?



109



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

110