NetDMR Permittee and Data Provider Training

This training can also be found at https://netdmr.zendesk.com/hc/en-us/articles/115003002346

Catch the Wave

Agenda

- Introduction to NetDMR
- Demonstrations
    - Create CDX Account – Permittee (signature)
    - Request Access – Signatory
    - My Account
    - Enter DMR Data
    - Import Data
    - View COR
- Wrap and Questions

Creating a new Central Data Exchange (CDX) Account

Create a New CDX Account

▶ Go to NetDMR website (https://netdmr.zendesk.com) Click Login to NetDMR button

- ▶ Login screen appears

- ▶ Click on **create a new account.**

Sign in

or create a new account

* = required

User ID *

[   ]

Password *

[   ]

Sign in

Forgot username?

Forgot password?

Selecting Instance and Role

- All * fields are required

- Select State Agency or EPA Region (aka Instance Name) and User Type
  - Regulatory Agency where your DMRs are sent
  - Choose your Instance from the pull down menu
    - **(NetDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt.)**

Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

Select...

User Type *

Next

Select Instance

- Select your Regulatory Authority (**RI DEM**)

- For example:

  - Rhode Island – DMRs are sent to state agency

    - Choose Rhode Island Department of Environmental Mgmt

- Note: For Data Providers with permits in multiple States, you must select each State Instance.

Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

NetDMR: Arkansas DEQ

NetDMR: Colorado DPHE WQCD

NetDMR: Connecticut DEP

NetDMR: Georgia Environmental Protection Division

NetDMR: Hawaii - Dept. of Health

NetDMR: Illinois EPA

Select User Type

- Select User Type
  - Permittee (signature)
  - Permittee (no signature)
  - Data Provider

- Press **NEXT** to continue

Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

User Type *

Select...
Regulated Community
    Data Provider
    Permittee (no signature)
    Permittee (signature)
Regulatory Authority
    Internal User

CDX User Types

Term	Who	Available NetDMR Roles	Definition
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they **cannot** sign and submit forms.
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Personal Information

- Fill out required information

  - All boxes with asterisks *

  - For Permittee (signature), ensure First & Last Names are your legal names (e.g. Robert, not Bob)

  - Click NEXT when done.

Create a New Account

Select State Agency or EPA Region and User Type

Personal Information

Title *

Select... ⌄

First Name *

Middle Initial

Last Name *

Suffix

Select... ⌄

Job Title *

Next

- ► Create User id & Password
- ► Choose 3 Security questions, and enter an answer
  - ► Case Sensitive
- ► Agree to the Terms and Conditions

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID *

Password *

Verify Password *

☐ Show password

These questions will be used to reset your password:

Question 1 *

Select a question...

Answer 1 *

Question 2 *

Select a question...

Answer 2 *

Question 3 *

Select a question...

Answer 3 *

☑ **Agree to the Terms and Conditions**

Next

Signatory Accounts

- If requesting the CDX role of Permittee (signature)

    - Required to answer 5 additional questions for digitally signing documents

    - Electronic Signature Agreement (ESA) or Paper ESA is required

Electronic Signature Setup – Permittee (signature) Only

- ▶ Select 5 security questions from the drop down list.

- ▶ Enter an answer for each question selected.

- ▶ **Remember your answers!**

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *
Select a question...

Answer 1 *

Question 2 *
Select a question...

Answer 2 *

Question 3 *
Select a question...

Answer 3 *

Question 4 *
Select a question...

Answer 4 *

Question 5 *
Select a question...

Answer 5 *

☐ Show answers

Next

Organizational Information

▶ Search for your organization.

  ▶ Organization name and State are required, other search fields are optional

  ▶ This is the organization you work for (your employer)

Organization Information

Search your organization by one or more of the following criteria:

Organization Name *

Gulf

Mailing Address (line 1)

Mailing Address (line 2)

City

State *

Texas

Zip/Postal Code

Find

Scenario 1: Select Organization

▶ Click on the Organization Id link to choose your facility

Organization Information

Select your organization:

Show 10 ⌄ entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	15948	GULF COAST STORET	11110 ROUNDTABLE DRIVE		ROSE HILL	TX	77375
Select	21820	GULF BP CATASTROPHE	100 GULF OF MEXICO DRIVE		CORPUS CHRISTIE	TX	72019
Select	22941	Gulf Oil (Test)	100 Main		Houston	TX	12345
Select	23061	Gulf Coast Oil	100 Main		Houston	TX	65432
Select	23062	Gulf Coast Oil	100 Main		Houston	TX	75202

Showing 1 to 5 of 5 entries

Previous **1** Next

Organization

▶ Confirm your Organization

Organization Information

Gulf Oil (Test)
100 Main
Dallas, TX 75202
US

Wrong organization information? Back to search results or request that we add your organization.

Next

Scenario 2: Add Organization

▶ Organization unavailable

▶ "Request that we add your organization"

Part 2: Organization Info

general foods   **Search**
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? Use advanced search or request that we add your organization.

Add Organization – Continued

▶ Fill out the required information for your organization

    ▶ Noted with *

▶ Click "Submit Request for Access"

Add Organization - Continued

▶ Select your Organization

▶ Enter your phone number

Part 2: Organization Info

○ **Select a Current Organization**
◉ **Request to Add an Organization**

Shell Offshore, Inc
701 Poydras St
New Orleans, LA, US
70139

Email *	cathypermitadm@gmail.com
Phone Number *	(214) 665-0000
Phone Number Ext	
Fax Number	

Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.

Submit Request for Access

Creating an Account cont. Contact Information

- Enter required fields.

- Click **SEND VERIFICATION CODE.**

- **A green pop-up note will appear on screen informing an email was sent to this email.**

- You will receive an email from CDX support with a Verification Code within a few minutes.
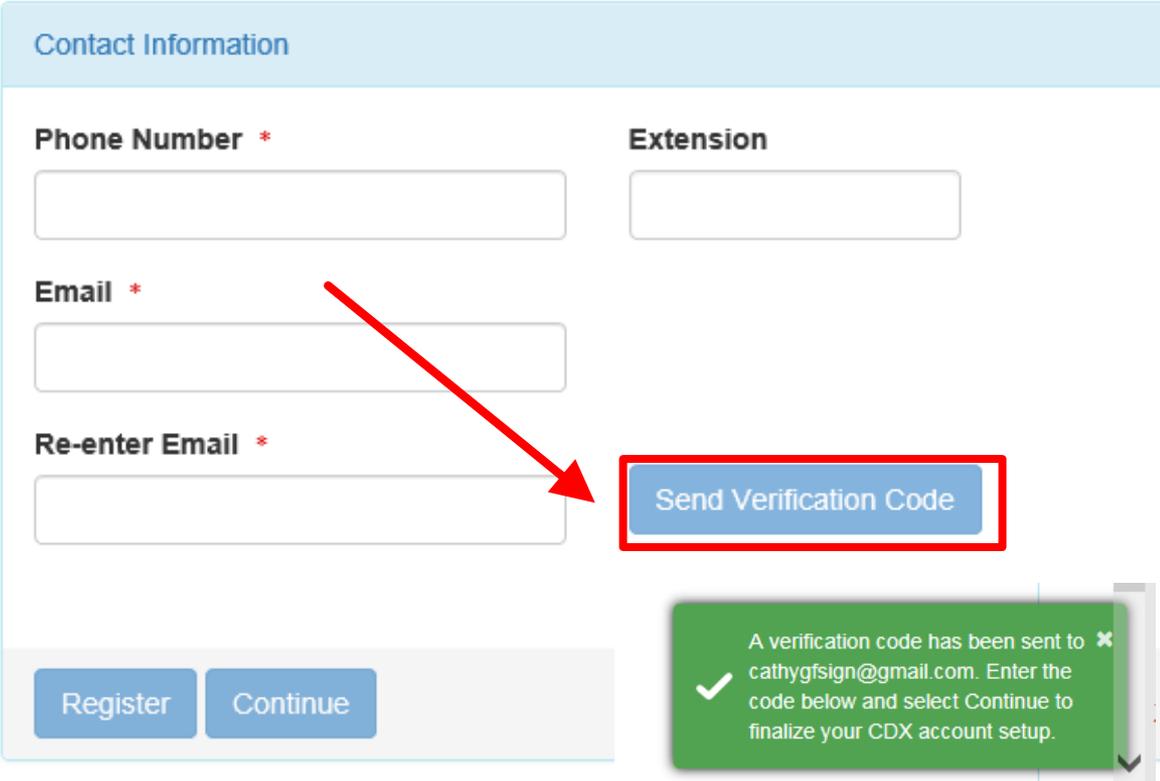
Email Verification

helpdesk@epacdx.net   Today at 2:31 PM

To dianacdxns@yahoo.com

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely

CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Reply   Reply to All   Forward   More

Contact Information/ Registration

▶ After clicking SEND VERIFICATION CODE a verification box will appear

  ▶ Enter Verification Code

  ▶ You can COPY & PASTE code from email directly into box.

▶ Click **Register**

Contact Information

Phone Number *

202-564-3249

Extension

Email *

dianacdxns@yahoo.com

Re-enter Email *

dianacdxns@yahoo.com

Send Verification Code

Verification Code *

53a61172-b391-4ded-a162-a45dc76dedc5

Register   Continue

Organization Registration Completed

Success!

You have completed core CDX account registration. Click Continue to proceed. Depending on your NetDMR role, you may be asked to complete Identity Proofing before your role is activated.

Continue

➢ After clicking on REGISTER, this pop-up will appear confirming completion.
➢ Click CONTINUE

Registration Process

▶ At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR

▶ Permittee (signature) must continue with Identity Proofing

"Permittee (signature)" Additional Requirements

- ▶ Permittee (signature) will need to continue as additional information is required

    - ▶ Identify Proofing

        - ▶ Electronic Signature Agreement (ESA)

        - ▶ Paper ESA option

- ▶ Log into CDX

"Permittee (signature)" Identity Proofing

▶ Enter required fields with an asterisk

▶ Agree Electronic Signature Agreement (ESA)

▶ Verify and Sign

▶ Paper option available
   ▶ Click on white tab for paper

Identity Proofing

Identity Verification

Would you like to perform electronic Identity Proofing?

YES

Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) •

Home Mailing Address (line 2)

City •   **State** •   **Zip/Postal Code** •

Select a State

Date of Birth •

SSN Last 4: •   **Phone Number**

☐ Show SSN digits

☐ I agree to the Electronic Signature Agreement

Verify and Sign

"Permittee (signature)" Identity Proofing

▶ If LexisNexis is unable to verify your identity – Must Submit Paper ESA

Identity Verification

We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

MyCDX

▶ This is the landing page when logging into NetDMR

▶ Clicking on your **ROLE** will take you to NetDMR

▶ This link will be inactive (not clickable) if you have not been approved

CDX Central Data Exchange

MyCDX | Inbox | My Profile | Submission History

	Services	Manage

Status	**Program Service Name**	**Role**
👤	NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX	Permittee (signature)

Add Program Service   **Manage Your Program Services**

NetDMR

- Click on '**Continue to NetDMR'** to continue.

- Will need to continue by Requesting Access to specific NPDES ID(s) within NetDMR.

NetDMR

CDX
Access & Authentication

NeT

NetDMR

SSTS

LEAD

What is the National Installation of NetDMR?

- Web-based application that will allow NPDES permittees to submit DMRs electronically to EPA's Integrated Compliance Information System (ICIS)

- Hosted on Central Data Exchange (CDX) servers

- Provides separate customizable "NetDMR Program Services"

Types of Users

▶ **Permittees**

  ▶ **Permittee (signature) – Should be the first person to request NetDMR access for your facility.**

  ▶ **Permittee (no signature)**

▶ **Data Providers (Contractors and Labs)**

▶ Internal Users (EPA & State Regulatory Authority)

Types of NetDMR Roles

▶ **Permit Administrator**

    ▶ User Type – Permittee (signature) OR Permittee (no signature)

▶ **Signatory**

    ▶ User Type – MUST be Permittee (signature)

▶ **Edit**

    ▶ User Type – Permittee (signature), Permittee (no signature), Data Provider

▶ **View**

    ▶ User Type - Permittee (signature), Permittee (no signature), Data Provider

▶ Internal Administrator

    ▶ User Type – Internal User

Signatory Role (Permittee (signature) User)

▶ You will be able to:

- ▶ Sign and submit the Subscriber Agreement

- ▶ View, edit, import, sign and delete DMRs

- ▶ Submit corrected DMRs – generate CORs

- ▶ Initiate the repudiation of unauthorized DMRs

Note: With 1st Signatory role automatically get Permit Administrator role

Who is authorized to Sign DMRs?

▶ **Signatory role**

▶ **Guidance**

- ▶ **See Appendix L, NetDMR User Guide**

- ▶ **40 CFR 122.22**

RIPDES Regulations RULE 12

40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

Code of Federal Regulations - Title 40: Protection of Environment

Id. vLex: VLEX-19812669
http://vlex.com/vid/122-signatories-applicable-see-123-19812669

Text

TITLE 40 - PROTECTION OF ENVIRONMENT

CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY

SUBCHAPTER D - WATER PROGRAMS

PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS

122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who perfoms similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been

Preparing for NetDMR

- ▶ Read and refer to the Permittee and Data Provider User Guide on NetDMR Zendesk

- ▶ Consult with your Regulatory Authority (RA) (**RI DEM**)

- ▶ Access NetDMR website for additional information, frequently asked questions

- ▶ NetDMR Test site is available for your use once training is completed (Not Required)

- ▶ RI prefers new Users to attend a State training.

First Permit ID Request

- **Initial Signatory request from your facility**
    - Will have Signatory and Permit Administrator roles automatically
    - Determine who will be your initial Signatory with Permit Administrator role
        - ==This person should log on first==
- **Others at your company can apply for one or more roles**
    - **Signatory, Permit Administrator role, Edit, or View role**
        - **(After Initial Signatory is approved)**
        - Permit Administrators can grant access for anyone with Permit Administrator, Edit or View roles

    - Signatory role
        - "Signatory" role can only be granted by the Regulatory Authority (RA)
        - Signed (electronic or paper) Subscriber Agreement must be received by RA
        - Important to print out the Agreement in production
            - www.epa.gov/netdmr

NetDMR

Some of the Basics

Header Options

Tabs

Several Options

(depending on your User Type and Roles)

Manage Access Requests

Manage Access Requests

Pending Access Requests - External

Permits 1 through 5 of 5

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comme
netdmr data provid ICIS netdmrdatap@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/17/09	☐	☐		
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/19/09	☐	☐	
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/19/09	☐	☐	
netdmr signatory role	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/17/09	☐	☐	
permit admin	netdmrpa@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Signatory	02/17/09	☐	☐	

Pending Access Requests - Internal

One item found

Name	User Name	Organization	Permit ID	Permitted Feature ID	Limit Set Designator	Monitoring Period End Date	Requested Access Rights	Approve	Deny	Com
netdmrinternal	netdmria@gmail.com	company A	TN0002968	071	G	10/31/08	Partial DMR	☐	☐	

Search

▶ Permits

▶ Copy of Records (COR)

▶ List of Users

▶ DMRs to edit, correct or delete

▶ DMRs Ready to submit

**Detailed instructions are contained in the Permittee/
Data Provider User Guide**

RO or DAR? (Signatories Only)

- Are you a Responsible Official (RO) or a Duly Authorized Representative (DAR)?

- Responsible Officials are authorized to sign and submit DMRs themselves (in accordance with 40 CFR 122.22/RIPDES Rule 12)

- Duly Authorized Representatives are authorized to sign and submit DMRs on behalf of a Responsible Official

  - When Requesting Access as a Signatory, DARs will need to enter the Responsible Official Information to complete the Subscriber Agreement

- See other training material for more information about ROs & DARs

Request Access
(Responsible Official)

Prerequisites

- ► User must be User Type: Permittee (signature)

- ► Signatory must be first person to request access to a Permit ID

- ► First Signatory is also assigned Permit Administrative Rights

  - ► Permit Admins can approve/deny access requests (other than Signatory) for their facility

  - ► Regulatory Authority must approve all Signatory requests

Request Access

Enter Permit ID (Click Update)

Manage Access Requests	**Search** All DMRs & CORs	**Unscheduled DMRs** Unscheduled DMRs	**Import DMRs** Perform Import Check Results	**Update NODI** Check Results	**Download** Blank DMR Form

⬦ Request Access to Permits and Associated DMRs

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

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

Permit ID:	[ ]	Update
Role:	Select One ▾ Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles. Add Request	

⬦ Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Submit

Select Signatory Role

☑ Request Access to Permits and Associated DMRs

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

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

Permit ID: nm0000060   Update

Role: Select One ▾
Select One   atory Role will also automatically be given the Permit
Signatory   Edit, and View Roles.

Add Request

Submit Request

🔲 Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
nm0000060	Signatory	✖

Submit

Confirm Request

Confirm Access Requests to a Permit and Associated DMRs

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

Permit ID	Requested Role	Additional Information
nm0022250	Signatory	N/A

Confirm   Cancel

Select Radio Button for Responsible Official

✎ Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information	
nm0000051	Signatory	What is your employer's relationship to the facility or facilities?*:	Select One ▼
		⦿ I have the authority to enter into this Agreement for the Permittee under the applicable standards.	
		◯ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.	
		The following fields are required.	
		Responsible Official Name:	
		Responsible Official Title:	
		Responsible Official Phone Number:	
		Responsible Official Email Address:	

Submit   Cancel

If you are the Responsible Official

Paper or Electronic

☑ Confirm Access Requests to a Permit and Associated DMRs

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

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	What is your employer's relationship to the facility or facilities?*: Facility ▾
		◉ I have the authority to enter into this Agreement for the Permittee under the applicable standards.
		○ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Responsible Official Title: Responsible Official Phone Number: Responsible Official Email Address:

Sign via Paper   Sign Electronically   Cancel

RIPDES recommends paper so that your RO does NOT need to make a CDX account

Paper Subscriber Agreement

- ▶ Print, sign, and mail the Subscriber Agreement to your respective Regulatory Authority (RA)

- ▶ RA accesses NetDMR to approve/deny request

- ▶ Paper process can take several weeks to complete

Request Access
(Duly Authorized Representatives)

Prerequisites

- ▶ User must be User Type: Permittee (signature)

- ▶ DAR **<u>MUST</u>** first consult with Responsible Official (RO) to determine if RO will sign Subscriber Agreement via electronic process or paper process

  - ▶ If RO will sign electronically, RO will be required to create a CDX account

  - ▶ If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement (**DEM preferred method**)

- ▶ Signatory must be first person to request access to a Permit ID

- ▶ First Signatory is also assigned Permit Administrative Rights

  - ▶ Permit Admins can approve/deny access requests (other than Signatory) for their facility

  - ▶ Regulatory Authority must approve all Signatory requests

Request Access

Enter Permit ID (Click Update)

Manage	Search	Unscheduled DMRs	Import DMRs	Update NODI	Download
Access Requests	All DMRs & CORs	Unscheduled DMRs	Perform Import Check Results	Check Results	Blank DMR Form

📑 Request Access to Permits and Associated DMRs

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

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

Permit ID:	[ ]	Update
Role:	Select One ▾ Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles. Add Request	

📑 Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Submit

Select Signatory Role

📗 Request Access to Permits and Associated DMRs

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

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

Permit ID:	nm0000060		Update
Role:	Select One ▼		
	Select One	atory Role will also automatically be given the Permit	
	Signatory	Edit, and View Roles.	
	Add Request		

Submit Request

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
nm0000060	Signatory	✖

Submit

Confirm Request

Confirm Access Requests to a Permit and Associated DMRs

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

Permit ID	Requested Role	Additional Information
nm0022250	Signatory	N/A

Confirm   Cancel

Enter Responsible Official Information

✏ **Additional Information Required**

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000060	Signatory	What is your employer's relationship to the facility or facilities?*: [Facility ▼] ○ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ⊙ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: [RO Name] Responsible Official Title: [RO Title] Responsible Official Phone Number: [RO Phone] Responsible Official Email Address: [RO Email]

[Submit] [Cancel]

Select if you are the Duly Authorized Representative

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Paper or Electronic

▶ Remember, this determination is made in consultation with your RO

  ▶ If RO requires paper, DAR must choose Sign via Paper

  ▶ If RO requires electronic, DAR must choose Sign Electronically

Confirm Access Requests to a Permit and Associated DMRs

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

Permit ID	Requested Role	Additional Information	
nm0000060	Signatory	What is your employer's relationship to the facility or facilities?*:	Facility ▼
		○ I have the authority to enter into this Agreement for the Permittee under the applicable standards.	
		● I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.	
		Responsible Official Name	First Last
		Responsible Official Title:	President
		Responsible Official Phone Number:	123-456-7890
		Responsible Official Email Address:	test@test.com

Sign via Paper   Sign Electronically   Cancel

Paper Subscriber Agreement

- Print, sign, and route the Subscriber Agreement to your respective Responsible Official (RO)

- RO then needs to sign and mail the Subscriber Agreement to the respective Regulatory Authority for final approval

- Paper process can take several weeks to complete

Approval

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- Once the Responsible Official (RO) has signed, the paper Subscriber Agreement is routed to the DEM

- Once the DEM official has approved the Subscriber Agreement, the DAR can sign and submit DMRs

Requesting Access
(For Permit Administrator, Edit, or View Roles)

Prerequisite

- Users can be any User Type: Permittee (signature), Permittee (no signature) or Data Provider

- The Signatory must be first person to request access to a Permit ID

- First Signatory is also assigned Permit Administrative Rights

  - Permit Admins can approve/deny access requests (other than Signatory) for their facility

  - Regulatory Authority must approve all Signatory requests

Request Access

Enter Permit ID (Click Update)

Manage	Search	Unscheduled DMRs	Import DMRs	Update NODI	Download
Access Requests	All DMRs & CORs	Unscheduled DMRs	Perform Import Check Results	Check Results	Blank DMR Form

🖐 Request Access to Permits and Associated DMRs

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

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

Permit ID: [ ]   Update

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

Add Request

🖐 Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Submit

Select Role

Request Access to Permits and Associated DMRs

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

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

Permit ID:	nm0022250	Update
Role:	Select One ▼	
	Select One	will also automatically be given the Permit
	View	View Roles.
	Edit	
	Permit Administrator	

Then select "submit" and "confirm" buttons on sequential
webpages

DMR Data Entry

Entering DMRs

▶ Direct Data Entry

▶ Import comma delimited file from spreadsheets

▶ Edit/Correct DMRs

▶ Delete DMRs

Detailed instructions are contained in the Permittee/ Data Provider User Guide

DMR/COR Search

Click on "go" to open DMR Webform

Top of DMR Data Entry Screen

Manage	Search	Import DMRs	View	Download	
Access Requests	All DMRs & CORs	Perform Import	Permits	Blank DMR Form	Session Lockout Timer: 28:25
	Permits	Check Results	Users		
	Users				

🗗 **Clear Parameter Fields** | 🖫 **Save & Continue** | 🖫 **Save & Exit** | ✏ **Sign & Submit** | 🖨 **Print Friendly View** | 🔍 **DMR/COR Search Results**

✎ Edit DMR

Collapse Header

Permit			
Permit ID:	NM0028355	Major:	☑
Permittee:	LOS ALAMOS NATIONAL LABORATORY	Permittee Address:	LOS ALAMO NATIONAL LABORATORY LOS ALAMO, NM 87544
Facility:	UNIVERSITY OF CALIFORNIA	Facility Location:	LOS ALAMO NATIONAL LABORATORY 528 35TH STREET LOS ALAMO, NM 87544
Permitted Feature:	021 - External Outfall	Discharge:	A - COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON

Report Dates & Status			
Monitoring Period:	From 04/01/09 to 04/30/09	DMR Due Date:	05/28/09
Status:	Not Saved		

Considerations for Form Completion

Principal Executive Officer

First Name:	John	Last Name:	Smith

Middle of DMR Data Entry Screen

Bottom of DMR Data Entry Screen

NetDMR Validated

- To Sign DMRs – DMR Status must be "DMR Validated"

Sign and Submit DMR

DMR Errors

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
			Principal Executive Officer	**Hard**	Principal Executive Officer data can not entered unless data are entered for at least one parameter.	

Comments

Attachments

[Add Attachment]
No results.

Report Last Saved By

User:
Name:
E-Mail:
Date/Time: 04/16/09 4:04 EDT

DMR Errors

▶ Indicated on DMR with pink hue and exclamation mark

DMR Errors

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
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.	☐

▶ Hard Error – Must be resolved before signing DMR

▶ Soft Error – Must be 'Acknowledged' (or resolved) before signing DMR

Sign DMRs

Downloading

▶ Copy of Record (COR)

▶ Blank DMRs

**Detailed instructions are contained in the Permittee/
Data Provider User Guide**

Import DMRs

Import DMR Documentation

► NetDMR Permittee and Data Provider User Guide

 ► Import DMRs, Section 5.2.2

 ► Import DMR File Format, Appendix B

 ► Import DMR File Specifications, Appendix C

 ► For further information regarding importing DMRs contact RI DEM.

Resources

Where do I find out more about NetDMR? (https://netdmr.zendesk.com)

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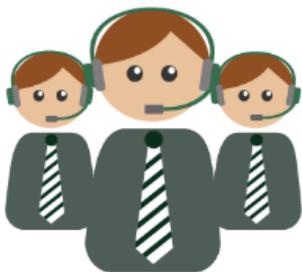Training
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Regulatory Contacts

EPA Region or State (click on links below for more regional NetDMR information)	NetDMR Lead Contacts
EPA Region 01 - New Hampshire and Massachusetts	Neil Handler (R1.NetDMR@epa.gov), 617-918-1334
EPA Region 02 - NY - PR - SR	Nestor Louis (Louis.Nestor@epa.gov)
EPA Region 03 - DC	Nancy Ford (ford.nancy@epa.gov), 215-814-5436
EPA Region 04	David M. Apanian (apanian.david@epa.gov), 404-562-9477
EPA Region 06 - AR - GM - LA - NM - TX	Helen Nguyen (nguyen.helen@epa.gov)
EPA Region 08 - CO - MT - ND - SD - UT - WY	John Mackey (mackey.john@epa.gov), 303-312-6056
EPA Region 09 - CA - GU - NN	Sandra Chew (chew.sandra@epa.gov), 415-972-3335
EPA Region 10 - Alaska - ID - Oregon - Washington	Sharon Eng (R10NetDMR@epa.gov), 206-553-0705
Arkansas	David Ramsey (ramsey@adeq.state.ar.us), 501-682-0615
Colorado	NetDMR Help Team (CDPHE.WQNetDMRHelp@state.co.us), 303-691-4046
Connecticut	Suzette Flecha (suzette.flecha@ct.gov), 860-424-3809

Customer Service

- ▶ CDX – For User Account & Password Issues
  - ▶ Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
  - ▶ helpdesk@epacdx.net
  - ▶ Hours of operation - Monday thru Friday, 8 am – 6 pm Eastern
- ▶ NetDMR - For RI DEM NetDMR support
  - ▶ *Training*
  - ▶ Aaron Mello   401-222-4700x7405
                                                        aaron.mello@dem.ri.gov

  - ▶ *NetDMR Account*
  - ▶ Crystal Charbonneau   401-222-4700x7221
                                                        crystal.charbonneau@dem.ri.gov

  - ▶ NetDMR HelpDesk   1-877-227-8965
                                                        npdesereporting@epa.gov