



NetDMR Attachment Requirements for WWTF's

Revision: April 2019

1. MOR/bioassay reporting

Unless otherwise specified in your permits, permittees shall continue to submit monthly monitoring data in discharge monitoring reports (DMRs) to DEM no later than the 15th day of the month electronically using NetDMR. *When the permittee submits DMRs using NetDMR, it is not required to submit hard copies of DMRs to DEM.* The permittee must also submit electronic copies of documents in NetDMR that are directly related to the DMR. These include the following DMR Cover Letters, Below Detection Limit summary tables, Wet Weather Event Summary Reports, and Monthly Operating Reports. All other report/notifications shall be submitted to the DEM as a hard copy with a cover letter describing the submission. These reports shall be signed and dated originals and include the following: Written notifications required under Part II of your permit; Notice of unauthorized discharges including SSO reporting; Priority Pollutant Scan results; Infiltration/Inflow Reports; Pretreatment Reports, etc.

2. NetDMR: resubmitting data

If you must resubmit data using NetDMR, please include a brief cover letter (one or two sentences will do) to explain what data you are updating. As NetDMR completely rewrites such data, DEM and EPA are otherwise unable to easily determine the nature of your changes.

3. NetDMR: naming conventions

In order to standardize the way reports are named when submitted as an attachment using NetDMR, each report should use the following convention consisting of the RIPDES permit ##, the Report Type Name (see below), and the year and month the report covers:

RIPDESPermit#_ReportTypeName_YYYY_MM

Report Name	Report Attachment Naming
CSO Report	CSO_YYYY_MM
DMR Cover Letter	DMRCov_YYYY_MM
Monthly Operating Reports	MOR_YYYY_MM

For example, if the Woonsocket WWTF was submitting its monthly operating report for July of 2019 as an attachment, the report name would be: RI0100111_MOR_2019_July

4. NetDMR: submitting attachments as PDF files

DEM prefers that attachments be submitted in PDF format. If possible, you should submit PDFs that are software-generated rather than paper scans (with the exception of signed cover letters). Some facilities scan their MORs because the superintendent signs or initials each page of the MOR. DEM does not require such signing or initialing of MORs if submitting electronically.