# 4.2 Data Entry

External Permittee and Data Providers with Edit Access may edit a DMR. After selecting a DMR on the *DMR/COR Search Results* page, selecting "Edit DMR" from the **Next Steps** drop down box and clicking on Go, the *Edit DMR* page is displayed:

Ę	Clear Paran	neter Fields   🦷	Save & Continue	:   🗳 Save &	Exit   🧳 Sign &	Submit   ဓ Print	Friendly View	DMR/COR	Search	Results		
Edit DMI	2											
Collapse Header												
Bormit												
Permit ID:		TN0002968			Major		=					
				-			I <u>M</u>					
Permittee:		USDOE-Y12 NA	ATL SECURITY CMPL	.EX	Permittee	Address:	BEAR CREEK RD.					
							OAK RIDGE, TN 3	7830				
Facility:		USDOE-OAK R	IDGE Y12 PLT		Facility Lo	ocation:	BEAR CREEK RD.					
							OAK RIDGE, TN 3	7830				
Permitted Fea	ture:	125 - External	Outfall		Discharge	52	G - STEAM COND	, COOL WAT,	STOR V	VAT		
Report Dates	k Status											
Monitoring Per	iod:	From 12/01/08	8 to 12/31/08		DMR Due I	Date:	01/15/09					
Status:		Ready for Da	ita Entry									
Consideration	for Form C	ompletion										
Principal Execu	itive Officei											
First Name:				_	Last Name	e:						
Title:					Telephon	e:	· · · · · · · · · · · · · · · · · · ·					
		1			10 A							
Parameter	NODI	Q	uantity or Loading			Quality or Cond	entration	ntration # of Freq. of Smpl				
Code 🔺 Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units	LAI	List	List	
00400 pH								SU 💌				
1 - Effluent Grocs	Smpl.							List		01/30 💌	GR 🔻	
I - Embent Gross	2. 											
Season: O	Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Monthly	GRAB	
Apply	NODI											
01027 Cadmiu total (a Cd)	m,							-				
	Smpl.					= 💌		List		01/30 💌	CP 💌	
1 - Effluent Gross	Smpl.						-	List		01/30 💌	CP 💌	
1 - Effluent Gross Season: O	Smpl.					<= .001 Monthly Average	<= .025 Daily Maximum	Milligrams		01/30 💌	COMPOS	
1 - Effluent Gross Season: 0 NODI: Apply	Smpl. Req. NODI					<= .001 Monthly Average	<= .025 Daily Maximum	Milligrams per Liter		Monthly	COMPOS	
1 - Effluent Gross Season: 0 NODI: • Apply 01051 Lead, total (a Pb)	Smpl. Req. NODI					<= .001 Monthly Average	<= .025 Daily Maximum	mg/L ▼ List Milligrams per Liter		01/30 Monthly 01/30	COMPOS	
1 - Effluent Gross Season: 0 NODI: • Apply 01051 Lead, total (a Pb) (a) 1 - Effluent Gross	Req. NODI					<= .001 Monthly Average	<= .025 Daily Maximum	mg/L ▼ List Milligrams per Liter mg/L ▼ List		01/30 Monthly 01/30	COMPOS	
1 - Effluent Gross Season: 0 NODI: • Apply 01051 Lead, total (a Pb) 1 - Effluent Gross Season: 0	Smpl. Req. NODI Smpl. Req.					Image: Second	<ul> <li>&lt;= .025 Daily Maximum</li> <li></li> <li></li> <li></li> <li>&lt;= 1.19 Daily Maximum</li> </ul>	mg/L ▼ Milligrams per Liter mg/L ▼ List Milligrams per Liter		01/30  Monthly 01/30 Monthly	CP COMPOS	

Edite Characterization
Eur check errors
No results.
Comments
Attachments
Add Attachment No results.
Report Last Saved By
User:
Name:
E-Mail:
Date/Time: 12/24/08 11:45 EST
🗟 Save & Continue   🗳 Save & Exit   🥕 Sign & Submit   🔍 DMR/COR Search Results

Figure 4-3: Edit DMR Page

Up to ten parameters will be displayed by default in the table. If more than 10 parameters exist, you can navigate through the list by:

- > Clicking a page number link to go to a specific page of parameters.
- Clicking the green forward arrow to display the next page of parameters.
- Clicking the signed green back arrow to view the previous page of parameters.
- Clicking the bouble green forward arrow icon to display the last 10 parameters.
- Clicking the state double green back arrow icon to display the first 10 parameters.
- > Clicking the View All link to show all parameters in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 parameters at a time.

You can click any underlined column title to sort parameters in ascending or descending order by the information in that column.

### 4.2.1. Search and View CORs

You can search for CORs using the "**All DMRs & CORs**" link under the Search tab on the NetDMR home page. If you are a Signatory for one or more permits, you can also search for CORs using or the Last 10 Logins table of your *Signatory Home* page.

### 4.2.2 Search for DMRs Using the DMRs Ready to Submit Tab

You can quickly retrieve DMRs ready to be submitted by selecting your permit ID or facility using either drop-down menu (Figure 4-4).

- 1. A list of permits you have access to will appear. to which you currently have access. Click on the permit you would like to view.
  - If you do not see your permit ID, you must request access to the permit ID from your Regulatory Authority or Signatory using the "Request Access" link at the top of the page.
- 2. After selecting a permit ID or facility you must click the **Update** button.
- 3. Scroll down to the Status field and select the status "Ready for Data Entry."
- 4. Click Search.

Use the following fields to searc	h for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.
• Permit ID:	All Vpdate
O Facility:	All VIpdate
Note: The Update buttons abov	ve for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.
Permitted Feature:	All Vodate
Discharge:	All
Monitoring Deriod End	
Date Range:	(mm/dd/yyyy)
Edited or Submitted	All
вγ:	
Status:	Ready for Data Entry
	NetDMR Validation Errors (Hold down CTRL or Mac command key to select/deselect multiple)
	Imported
	Signed & Submitted

Figure 4-4: DMRs Ready to Submit Page

- 5. You will see all DMRs ready for data entry for the permit ID or Facility you selected (Figure 4-5).
- 6. Under the Next Step's column, click Go to begin editing the DMR.

Q DMR/COR Search Results													
DMRs 1 through 100 of 113 4 4 1, 2 🕨 🕪													
Next Step(s)	Permit ID	Facility	Permitted Feature	<u>Discharge</u> ≝	Discharge Description	Monitoring Period End	Scheduled/ Unscheduled	DMR Due	<u>Status</u>	COR Received	Include in Batch Submit	Include in Batch COR Download	Upda
						Date		Date		Date	Check AllOn Page	Check AllOn Page	Clas
											Clear All	Clear All	Ciea
View Copy of Submissions	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	05/31/10	Scheduled	06/15/10	Ready for Data Entry	<u>08/23/10</u>			
View Copy of Submissions	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	06/30/10	Scheduled	07/15/10	Ready for Data Entry	08/23/10			
Edit DMR 🗸 Go	NM0022292	SANTA FE WWTP	SLL	SLL-A	LAND APPLICATION	02/29/12	Scheduled	02/19/13	Ready for Data Entry				
Edit DMR 🗸 Go	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	04/30/12	Scheduled	05/15/12	Ready for Data Entry				
Edit DMR 🗸 Gu	NM0022292	SANTA FE WWTP	SIL	SII-A	I AND APPLICATION	04/30/12	Scheduled	02/19/13	Ready for Data Entry				

Figure 4-5: DMRs Ready to Submit Page Results

- All DMRs Search all DMRs ready to sign and submit by clicking on Search next to the All DMRs label. Available DMRs are customized based on user roles and permissions.
- DMRs for Permit ID Search for DMRs ready to sign and submit by permit ID. Select the permit ID for which you wish to view validated DMRs from the dropdown box and click on the desired permit ID. Once you have selected a specific permit ID, click on Search next to the drop down box. Available permit IDs are customized based on user roles and permissions.
- DMRs for Facility- Search for DMRs ready to sign and submit by facility name. Select the facility for which you wish to view validated DMRs from the drop-down box and click on the desired facility. Once you have selected a specific facility, click on Search next to the drop down box. Available facilities are customized based on user roles and permissions.

# 4.2.3 Selecting DMRs to Sign and Submit Using the DMR Search Results Page

After entering search criteria and clicking on Search, NetDMR will search for the DMRs that match your criteria. If no DMRs are found the following page is displayed:



Otherwise, NetDMR displays the *DMR/COR Search Results* page with all DMRs matching your criteria:

	Q Ne	w Search	Refine Se	arch   🕅 R	efresh DMR Data   🧖 S	ign & Submit	Checked DM	Rs   💆 Dov	wnload Che	cked CORs   🧖 U	pdate NODI	
DMR/CC DMRs 1 through	OR Search	n Results	5									
Next Step(s)	Permit ID	<u>Facility</u>	<u>Permitted</u> <u>Feature</u>	Discharge #	Discharge Description	<u>Monitoring</u> <u>Period End</u> <u>Date</u>	<u>DMR Due</u> <u>Date</u>	<u>Status</u>	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All	Update NODI Check All Clear All
Edit DMR 💌 Go	NM0020311	ROSWELL, CITY OF	001	001-A	TREATED MUNICIPAL WASTEWATER	03/31/11	04/15/11	Ready for Data Entry				
Edit DMR 💌 Go	NM0020311	ROSWELL, CITY OF	002	002-A	TREATED MUNICIPAL WASTEWATER	03/31/11	04/15/11	Ready for Data Entry				П
Edit DMR 💌	NM0020311	ROSWELL, CITY OF	101	101-A	TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002	03/31/11	04/15/11	Ready for Data Entry				
Edit DMR 💌 Go	NM0020311	ROSWELL, CITY OF	001	001-A	TREATED MUNICIPAL WASTEWATER	02/28/11	03/15/11	Ready for Data Entry				
Edit DMR 💌 Go	NM0020311	ROSWELL, CITY OF	002	002-A	TREATED MUNICIPAL WASTEWATER	02/28/11	03/15/11	Ready for Data Entry				

Figure 4-5: DMR/COR Search Results Page

Up to 200 DMRs/CORs will be retrieved, with 100 DMRs/CORs displayed per page. If more than 100 DMRs/CORs exist, you can navigate through the list by:

- > Clicking a page number link to go to a specific page of DMRs/CORs.
- Clicking the green forward arrow to display the next page of DMRs/CORs.
- Clicking the sector back arrow to view the previous page of DMRs/CORs.
- Clicking the k double green forward arrow icon to display DMRs/CORs 101 through 200 of 200.
- Clicking the M double green back arrow icon to display DMRs/CORs 1 through 100 of 200.
- > Clicking the View All link to show all DMRs/CORs in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 100 DMRs/CORs at a time.

You can click any underlined column title to sort DMRs/CORs in ascending or descending order by the information in that column.

If only one DMR in the search results needs to be signed and submitted, select the "Sign and Submit" option from the **Next Step(s)** drop down box in that DMR's row, then click on Go.



- If all DMRs in the search results need to be signed and submitted, check the boxes for all available DMRs by clicking on <a href="https://www.check.all">Check All</a> within the Include in Batch Submit column.
- ➢ If some DMRs in the search results need to be signed and submitted, click on □ to check the box in each DMR's column, then click on

Sign & Submit Checked DMRs. If no DMRs were checked an error message will appear reminding you to select one or more DMRs:



# 4.2.4 Sign and Submit a DMR

After searching and selecting up to 100 DMRs to sign and submit, the *Sign & Submit* page is displayed:

#### 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 Check All Clear All	Add COR and Attachments to Email Notification Check All Clear All	View Completed DMR	Permit ID 🔺	<u>Facility</u>	<u>Permitted</u> <u>Feature</u>	Discharge	Discharge Description	<u>Monitoring Period</u> <u>End Date</u>	DMR Due Date	Status		
		8	NM0020311	ROSWELL, CITY OF	101	101-A	TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002	12/31/10	01/15/11	NetDMR Validated		
I certify unde properly gath the informatic submitting fa the Submit bu By entering n 1. I am C 2. I have 3. I am o 4. I have 5. This ac 6. I unde of my l	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, 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: 9 entering my password and security question answer and pressing the Submit button, I agree that: 1. I am Cathy Bius. 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 the data of the listed families. 5. This action constitutes an electronic signature equivalent to my written signature. 5. I have the authority the submits to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.											
What is you	r favorite colo	r?										
Password				L	Subr	mit Do N	ot Submit	سور بعد مر العد مر العد من				

Figure 4-6: Sign & Submit DMR Page

All selected DMRs are listed in a table in the top section and a certification statement is displayed in the lower part of the page. The table provides the following information for each DMR listed:

- > **Include in Submission** You must click on  $\Box$  to check the box in this column to confirm your intention to sign and submit this DMR.
- Add COR and Attachments to Email Notification You may click on T to check the box in this column to confirm your intention to have COR and any attachments included in your Email confirmation notification.
- View Completed DMR You may click on <sup>1</sup>/<sub>8</sub> in this column to view a copy of the DMR in a separate window.
- Permit ID The permit ID for this DMR. This field is not editable.
- **Facility** The facility name for this DMR. This field is not editable.
- Permitted Feature The permitted feature for this DMR. This field is not editable.
- **Discharge #** The discharge number for this DMR. This field is not editable.
- Discharge Description The discharge description for this DMR. This field is not editable.
- Monitoring Period End Date The monitoring period end date for this DMR. This field is not editable.
- > **DMR Due Date** The due date for this DMR. This field is not editable.
- Status The status of this DMR. The status must be "NetDMR Validated" to be signed and submitted. This field is not editable.

The Certification Statement provides the legal certification statement for the impending submission. This statement verifies:

- > You are the owner of this account.
- You have protected the account and password and are in compliance with the subscriber agreement.
- > You have the authority to submit the selected DMRs.
- You agree that providing the account password to sign the DMR(s) constitutes an electronic signature equivalent to your written signature.

To sign and submit one or more DMRs:

- 1. Click on  $\square$  to check the box in the **Include in Submission** column next to the DMR(s) to be signed and submitted.
- 2. Click on is in the View Completed DMR column to view the DMR in a separate window. Close the view of the DMR by selecting File/Close from the Windows menu, or by clicking on in the upper right corner of the window.
- 3. Provide the correct answer to the **Security Question** that is displayed below the Certification Statement.
- 4. Enter your **Password** in the text box.
- 5. Click on Submit to submit the DMR(s) and view the submission confirmation, or click on Do Not Submit to cancel the submission and return to the previous page.
- 6. If no DMRs had their Include in Submission box checked, a popup error window will appear:



 $^{OK}$  to return to the page and repeat steps 1 – 4.

7. If a secret answer or password was entered incorrectly or not provided, an error message will appear:



Repeat steps 2-4 using the correct information.

# 4.2.4.1 Submission Confirmation

Click on

After a DMR is signed and submitted, NetDMR displays the *Signing Process Confirmation* page:

Network	t DMR ork Discharge oring Report			UsernMASRUR_RO1, Permittee User    Indiana DEM							
Manage Access Request	Search All DMRs & CORs Permits Users	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users DMR Signing Status	Download Blank DMR Form	Ż	X Session Lockout Timer: 28:20			
Signir Your DMRs a	IG Process Confir e undergoing the Signing F Facility	Q View All mation - CDX Act Process	Copies of Submissi ivity ID: _840 charge Discharge.	ons   Q DMR/COR 5 176731-f332-4 Description	Search Results 🔍 View ( 1709-87c0-4122a	MR Signing Status ab4ff05 <u>Monitoring Period End</u>	DMR.Dut	View Copy of			
1N0029615	IOMERSET SUBDIVISION	001 001	-A 0.0845 MGC RIVER	CLASS I TREATMENT FA	ACILITY - TO MISSISSINEWA	06/30/16	07/28/16	Submission			

Figure 4-7: Submission Confirmation Page

Information provided under the Submission Confirmation Number includes:

- > **Permit ID** The permit ID for this DMR.
- **Facility** This name of the facility associated with the permit.
- > **Permitted Feature** The permitted feature for this DMR.
- **Discharge #** The discharge number for this DMR.
- > **Discharge Description** The discharge description for this DMR.
- > Monitoring Period End Date The monitoring period end date for this DMR.
- > **DMR Due Date** The due date for this DMR.

View Copy of Submission

#### 4.2.4.2 Downloading CORs

- View COR Click on sin the View Copy of Submission column to view the COR associated with this DMR's submission.
- Download COR Click on A to download the DMR's COR Zip file.
- Download COR Signature Click on to download the COR signature file for this DMR submission.

There are three hyperlinks that appear above the Confirmation Number:

- Click on View All Copies of Submissions to view all of your CORs.
- Click on Queve DMR Signing Status to view the COR signature file used for your DMR submissions.
- > Click on Compare the search Results to return to the DMR Search Results page.

A copy of record (COR) includes your DMR data, any attached files, and a submission receipt. NetDMR also generates a unique confirmation number for your submission and sends a notification email to you, any addresses associated with the submitted DMRs' permit(s), and any addresses associated with the governing regulatory authority. NetDMR sends the following additional email notifications to you as the Signatory:

An initial e-mail notification that the DMR has been submitted to EPA's Integrated Compliance Information System (ICIS) via CDX; and A second e-mail notification after ICIS has processed the DMR information notifying you that ICIS is finished and whether errors or warnings were encountered.