

Ne TDMMR Re vie w for NPDES Permits

Julian Carroll, DWQ



UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY
**WATER
QUALITY**

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- ▶ Requesting access to NeT applications

Intro to NeTDMR

DMR = Discharge Monitoring Report

- Some stormwater permits require sampling of stormwater discharge.
- Construction Dewatering (UTG07) and Treated Groundwater (UTG79) Permits submit DMRs through Ne TDMR
- DMRs are automatically generated in Ne TDMR in intervals determined by the type of permit.
 - (Monthly for Ne TRDHT)

User Types and Roles

User Types in Ne TDMR

- **Permittees**
 - Permittee (signature)
 - Permittee (no signature)
- **Data Providers (Contractors and Labs)**
- **Internal Users (EPA & State Regulatory Authority)**

User Roles in NetDMR

- **Signatory**
 - **MUST** be Permittee (signature)
- **Permit Administrator**
 - Permittee (signature) OR
 - Permittee (no signature)
- **Edit**
 - ALL users
- **View**
 - ALL users

How Types and Roles are related

| Term | Who | Available NetDMR Roles | Definition |
|--------------------------|---|---|--|
| Data Provider | Lab, Contractor, 3rd Party Affiliate | Edit, View | Allowed to view, enter, and import DMRs into NetDMR and edit CORs but cannot sign and submit forms. |
| Permittee (signature) | If you work for the company AND will sign/submit DMRs | Signatory, Permit Administrator, Edit, View | Authorized to sign, view, edit, and submit DMRs for a specific permit. Also 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 | State/EPA Agency personnel only | Internal Administrator | Regulatory Authority staff member with a NetDMR account. |

Preparing for NeTDMR

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)
- **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 NetDMR Subscriber Agreement

First Steps

- Determine who will be your **Responsible Official**
 - This person should request access to permit ID first
 - Create account, finalize account, request access
 - Verify that Regulatory Agency approved
- Identify others at your facility that would need the Edit, Permit Administrator, View or Signatory role(s)
 - **Other users will have to wait to request access after RO is approved**

**Requesting Access to a
DMR
(as a RO)**

To get Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User

NetDMR
Network Discharge
Monitoring Report

EPA
Region 6

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

Session Lo

Search: **All DMRs & CORs**

All DMRs & Copies of Record (CORs)

| Last 10 Logins | | |
|----------------|----------|---|
| 5/16/17 | 12:46 PM | - |
| 5/16/17 | 7:09 AM | - |

- Click on **“Request Access”** to type in the permit you want to have Signatory access to

Insert Permit ID and Role

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NetDMR
Network Discharge
Monitoring Report

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

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 screen.

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

Permit ID:

Facility Name: THE REEF ASSOCIATES

Role:

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

➤ Type in Permit ID

➤ Click **“Update”**

➤ Next, click on drop-down list

➤ Click **“Signatory”**

➤ Click **“Add Request”**

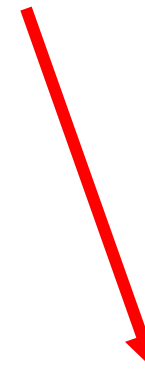
Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

Access Requests

A summary of the current access requests is presented below.

| <u>Permit ID</u> | Facility Name | Requested Role | Remove Access Request |
|------------------|---------------------|----------------|---|
| VI0040878 | THE REEF ASSOCIATES | Signatory |  |



Submit

Select Radio Button for Responsible Official

- Click on employer's relationship to facility
- Click on first radio button if you are the RO


Additional Information Required

Please provide additional information associated with the Signatory role.

| Permit ID | Requested Role | Additional Information |
|-----------|----------------|---|
| nm0000051 | Signatory | <p>What is your employer's relationship to the facility or facilities?*</p> <p><input checked="" 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>The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> |

Paper or Electronic Signature

- Click either sign electronically or sign via paper
 - Paper process will take much longer to resolve

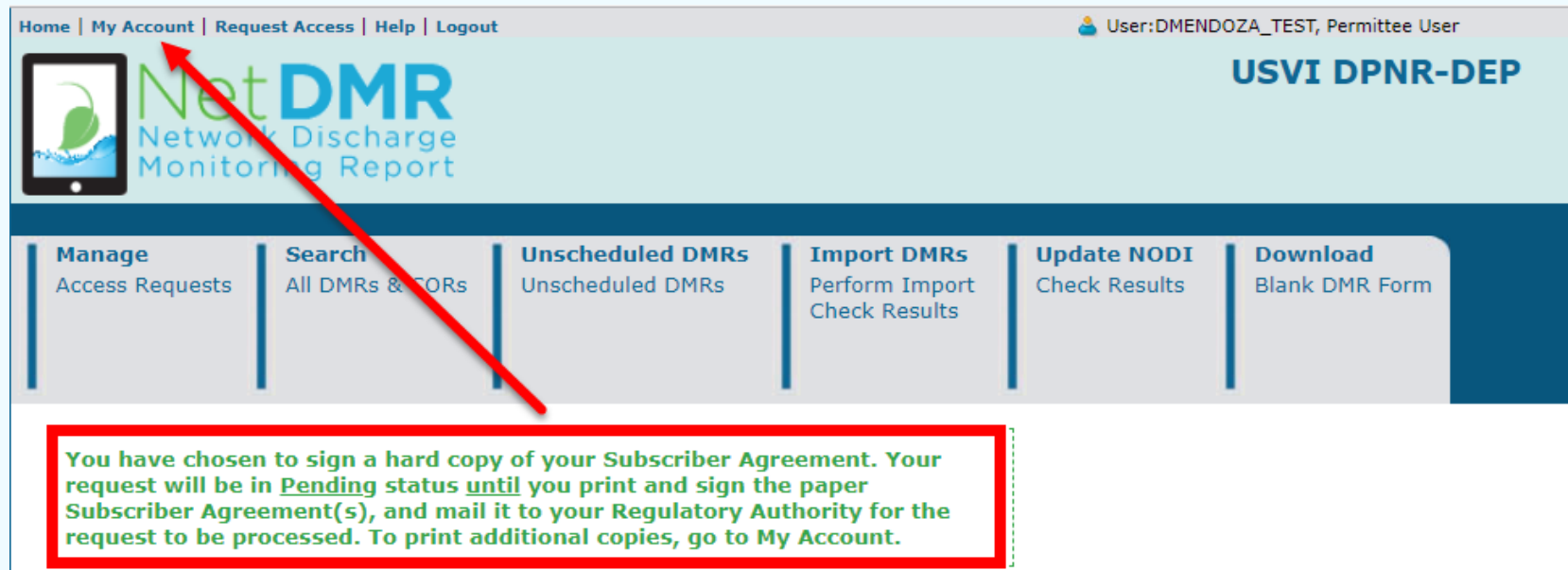
 **Confirm Access Requests to a Permit and Associated DMRs**

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

| Permit ID | Requested Role | Additional Information |
|-----------|----------------|---|
| nm0000051 | Signatory | <p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input checked="" 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. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |

Paper Signature

- Upon clicking **“Sign via Paper”** you will receive a message stating you will have to go to **My Account** to print paper SA



The screenshot displays the Net DMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User:DMENDOZA_TEST, Permittee User'. The main header features the Net DMR logo (Network Discharge Monitoring Report) and the text 'USVI DPNR-DEP'. Below the header is a menu with six items: Manage Access Requests, Search All DMRs & CORs, Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, and Download Blank DMR Form. A red arrow points from the 'Sign via Paper' button (not explicitly labeled but implied by the context) to the confirmation message box. The message box contains the following text: 'You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.'

Paper Signature

My Account

 [Edit Account](#)



| | |
|-------------------|----------------|
| User Name: | |
| First Name: | Diana |
| Last Name: | |
| Organization: | TEST |
| Job Title: | boss |
| Email: | |
| Telephone Number: | |
| Type of User: | Permittee User |

- To print SA, click on **printer icon**

My Permits

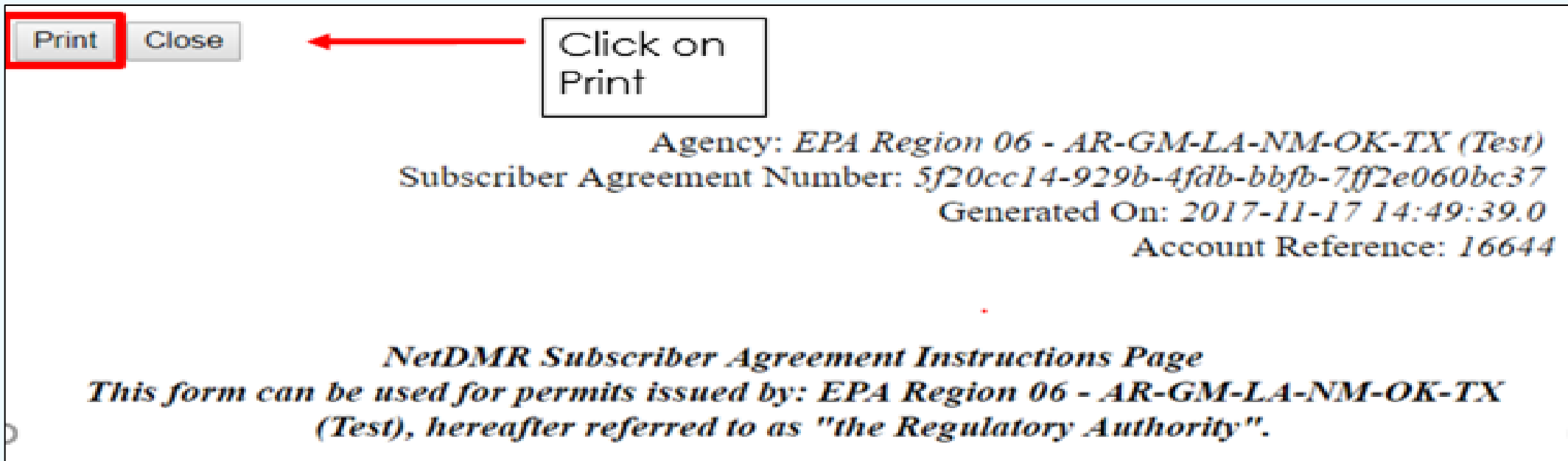
Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be the default sort order applied.

Showing 3 Permits

| <u>Permit ID</u> | <u>Access Rights</u> | <u>Access Status</u> | <u>Subscriber Agreement</u> | <u>Responsible Official Email</u> | <u>Process</u> | <u>Request Date</u> | <u>Update Date</u> |
|------------------|----------------------|----------------------|--|-----------------------------------|----------------|---------------------|--------------------|
| VI0040878 | Edit | Pending | | | | 09/05/18 06:28 PM | 09/05/18 06:28 PM |
| VI0040878 | Signatory | Pending |  a9c23c9c-12cd-4bbc-a071-d902f0c2f9ba | | Paper | 09/05/18 06:41 PM | 09/05/18 06:41 PM |
| VI0050326 | Signatory | Pending |  a9a84e1c-a60c-4148-814f-5e351db12c71 | | Electronic | 08/14/18 04:59 PM | 09/02/18 07:49 PM |

Paper Signature

- A pop-up window with your SA will appear
- Click on print



The screenshot shows a window with a title bar containing 'Print' and 'Close' buttons. The 'Print' button is highlighted with a red border. A red arrow points from a box labeled 'Click on Print' to the 'Print' button. The main content of the window is as follows:

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*
Generated On: *2017-11-17 14:49:39.0*
Account Reference: *16644*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

Where to mail Subscriber Agreement

- Once signed, mail Subscriber Agreement (SA) to your Regulatory Authority (RA)
 - You can find your RA's mailing information on the bottom of SA form

Utah Division of Water Quality
ATTN: Baylie Nusink
PO Box 144870
Salt Lake City, UT
84 114-4870

Electronic Signature

- Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically
- As an RO, your request will be sent directly to your RA via email
- Click on **Sign Electronically** to sign SA

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

Electronical Signature

eSignature Authorization

1. Authenticate

Login to CDX

User:

Password:

2. Verify

Question:

What is your favorite movie?

Answer:

3. Sign

Sign

- Complete the following steps for authorization:
 - Enter password to start authenticate eSignature process.
 - Answer security question
 - Click on **“Sign”**

Requesting Access to a DMR (as a DAR)

To get Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User

NetDMR
Network Discharge
Monitoring Report

EPA
Region 6

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

Session Lo

Search: **All DMRs & CORs**

All DMRs & Copies of Record (CORs)

Last 10 Logins

| | | |
|---------|----------|---|
| 5/16/17 | 12:46 PM | - |
| 5/16/17 | 7:09 AM | - |

- Click on “**Request Access**” to type in the permit you want to have Signatory access to

Insert Permit ID and Role

- Type in Permit ID
- Click **“Update”**
- Next, click on drop-down list
- Click **“Signatory”**
- Click **“Add Request”**

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with five menu items: 'Manage Access Requests', 'Search All DMRs & CORs', 'Unscheduled DMRs Unscheduled DMRs', 'Import DMRs Perform Import Check Results', and 'Update NODI Check Results'. Below the navigation bar is a section titled 'Request Access to Permits and Associated DMRs'. This section contains a form with the following fields: 'Permit ID:' with the value 'VI0040878', 'Facility Name:' with the value 'THE REEF ASSOCIATES', and 'Role:' with a dropdown menu set to 'Signatory'. There are three buttons: 'Update' next to the Permit ID field, 'Add Request' at the bottom, and a red-bordered box on the right side of the page. Red arrows point from the instructions on the left to the 'Update' button and the 'Role' dropdown menu.




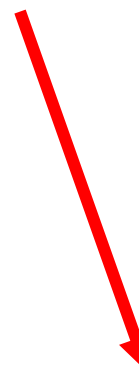
Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

Access Requests

A summary of the current access requests is presented below.

| <u>Permit ID</u> | Facility Name | Requested Role | Remove Access Request |
|------------------|---------------------|----------------|---|
| VI0040878 | THE REEF ASSOCIATES | Signatory |  |



Submit

Enter Responsible Official Information

- Click on employer's relationship to facility
- Click on second radio button **only** if you are the DAR
- Make sure to type in your RO's email address correctly

 **Confirm Access Requests to a Permit and Associated DMRs**

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

| Permit ID | Facility Name | Requested Role | Additional Information |
|-----------|---------------------|----------------|---|
| VI0040878 | THE REEF ASSOCIATES | Signatory | <p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" 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. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="Jane"/></p> <p>Responsible Official Title: <input type="text" value="Doe"/></p> <p>Responsible Official Phone Number: <input type="text" value="202-555-5555"/></p> <p>Responsible Official Email Address: <input type="text" value="SDMFS@GMAIL.COM"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |

Paper or Electronic Signature

- Click either sign electronically or sign via paper

Confirm Access Requests to a Permit and Associated DMRs

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

| <u>Permit ID</u> | Facility Name | Requested Role | Additional Information |
|------------------|---------------------|----------------|---|
| VI0040878 | THE REEF ASSOCIATES | Signatory | <p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" 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. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="Jane"/></p> <p>Responsible Official Title: <input type="text" value="Doe"/></p> <p>Responsible Official Phone Number: <input type="text" value="202-555-5555"/></p> <p>Responsible Official Email Address: <input type="text" value="SDMFS@GMAIL.COM"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |

Paper or Electronic Signature

- **Remember**, this determination (to sign via paper or electronically) 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.

Paper Process - Where to Mail SA

- As a **Duly Authorized Representative** , both you and your **Responsible Official** must sign your request before it is sent to the Regulatory Authority.
- You can find your RA's mailing information on the bottom of SA form.
- Your status will be Pending until your request is approved by the Regulatory Authority.

Utah Division of Water Quality
ATTN: Baylie Nusink
PO Box 144870
Salt Lake City, UT
841144870

Electronic Process - Subscriber Agreement

- For DAR to submit the Subscriber Agreement electronically, the **Responsible Official (RO) must have a CDX account** and access to the NetDMR Program Service.
- If RO chooses to submit Paper Subscriber Agreement, DAR must also sign paper. Paper and Electronic process **cannot** be mixed.
- Electronic submission of Subscriber Agreement is much faster than paper. It can take only a few minutes to complete

Electronic Process - RO Must Approve Request

- RO will sign into NeTDMR
- Navigate to “Access Requests”
- Either Approve or Deny request
 - (This is also where Permit Admins will manage access requests)



Pending Access Requests - External Signatory

Click the link in the Subscriber Agreement column to review the subscriber agreement before signing.

Permits 1 through 7 of 7

| Name | User Name | Permit ID | Facility | Request Date | Update Date | Responsible Official Email | Approve | Deny | Comment | Subscriber Agreement | View Details |
|---------------|---------------|-----------|---------------|--------------|-------------|----------------------------|-------------------------------------|-------------------------------------|---------|------------------------|------------------------|
| Dana Mendosa | DMendosa_test | NM0022292 | SANTA FE WWTP | 07/21/17 | 07/23/17 | | | | | [Link] | [Link] |
| Edward Voisin | TONAQ512 | NM0022292 | SANTA FE WWTP | 06/13/17 | 07/23/17 | | | | | [Link] | [Link] |
| Emily Gorman | ERGTSTCDX | NM0022292 | SANTA FE WWTP | 07/27/17 | 07/27/17 | jule@evartcorporation.com | <input type="button" value="Sign"/> | <input type="button" value="Deny"/> | | [Link] | [Link] |

Initial Request

 Reply  Reply All  Forward

Thu 9/6/2018 1:27 PM



netdmr-notification-test@epacdx.net


Diana Mendoza has initiated a paper process NetDMR Signatory Request for your approval (7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23)

To

Cc

Retention Policy Inbox (Never)

Expires Never

 We removed extra line breaks from this message.

Diana Mendoza has initiated a paper process requesting the signatory role with access to the following Permit(s) in NetDMR for EPA Region 06 - AR-GM-LA-NM-OK-TX (Test):

Permit ID: GMG290001, Permitted Facility Name: SOJITZ ENERGY VENTURE, INC.

For reference, the Subscriber Agreement number for this request is 7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23.

Upon receipt of the signed paper copy Subscriber Agreement(s), please log into NetDMR using EPA's Central Data Exchange (CDX) <https://testngn.epacdxnode.net/oeca-netdmr-web/action/login> and access the EPA Region 06 - AR-GM-LA-NM-OK-TX (Test) program service. Click Continue to NetDMR. Then, under Manage Access, review this request and approve or deny it once you have followed your organization's procedures for validating paper NetDMR signatory requests.

Thank you.

This message was sent from the EPA Region 06 - AR-GM-LA-NM-TX Test Environment.



**Requesting Access to a
DMR
(For Data Providers or
Non-Signatories)**

Request Access

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Home | My Account | **Request Access** | Help | Logout

User: VOISIN.EDWARD@EPA.GOV, Permittee User



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

Session Lo

Search: **All DMRs & CORs**


All DMRs & Copies of Record (CORs)

Last 10 Logins

| | | |
|---------|----------|---|
| 5/16/17 | 12:46 PM | - |
| 5/16/17 | 7:09 AM | - |

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: | <input type="text" value="VI0040495"/> | <input type="button" value="Update"/> |
| Facility Name: | BLUEBEARDS BEACH CLUB & VILLAS | |
| Role: | <input type="text" value="Select One ▼"/> Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles. | |
| | <input type="button" value="Add Request"/> | |



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 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 screen.

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

| | | |
|----------------|---|---|
| Permit ID: | <input type="text" value="VI0040878"/> | <input type="button" value="Update"/> |
| Facility Name: | THE REEF ASSOCIATES | |
| Role: | <div style="border: 2px solid red; padding: 5px;"><ul style="list-style-type: none">Edit ▼Select OneSignatoryView<li style="background-color: #007bff; color: white;">EditPermit Administrator</div> | <p>... will also automatically be given the Permit Administrator, Edit, and View Roles.</p> |


📌 Access Request

| | | |
|-------|--|--|
| Role: | <input type="text" value="Edit"/> | <p>Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.</p> |
| | <input type="button" value="Add Request"/> | |

Submit and Confirm Request

Access Requests

A summary of the current access requests is presented below.

| <u>Permit ID</u> | Facility Name | Requested Role | Remove Access Request |
|------------------|---------------------|----------------|---|
| VI0040878 | THE REEF ASSOCIATES | Edit |  |

Confirm Access Requests to a Permit and Associated DMRs


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


| <u>Permit ID</u> | Facility Name | Requested Role | Additional Information |
|------------------|---------------------|----------------|------------------------|
| VI0040878 | THE REEF ASSOCIATES | Edit | N/A |


Approval

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- Wait for your Permit Administrator to approve you
- Repeat process for additional Roles
 - Such as View + Edit
 - Some Roles come included with other roles
 - Permit Admin comes with View and Edit



 **Request Access to a Permit and Associated DMRs**

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

[Back](#)

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DMR Data Entry

Searching for DMRs to Fill

- If you have been granted access to a permit ID, you will automatically open to search window when launching Ne TDMR
 - Can search for DMRs or CORs (Copy of Record) pertaining to that permit

The screenshot shows the search interface for DMRs and CORs. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The 'All DMRs & CORs' tab is selected. Below the tabs, there is a search area with the following fields:

- Permit ID:** A radio button is selected. The dropdown menu is open, showing options: 'All', 'GMG290001' (highlighted), and 'NM0022292'.
- Facility:** A radio button is unselected. The dropdown menu is closed.
- Permitted Feature:** A dropdown menu with 'All' selected.
- Discharge:** A dropdown menu with 'All' selected.

Instructions: Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Searching for DMRs to Fill

- Enter a Monitoring Period End Date Range (MPED) to narrow your results to the DMR for which you are entering data.
- Click **Search**

Monitoring Period End Date (MPED) Range: (mm/dd/yyyy)

DMR Due Date: Month Year

Searching for DMRs to Fill

- Upon clicking on search, you will see the DMRs available for the monitoring period you selected.
- DMRs with the status Ready for Data Entry are available to enter data.
- Select Edit DMR from the drop-down menu for the DMR you are editing and click Go.

[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)

DMR/COR Search Results

DMRs 1 through 100 of 123 [◀◀](#) [1](#) [2](#) [▶▶](#)

| Next Step(s) | Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status | COR Received Date | Include in Batch Submit Check All On Page Clear All | Include in Batch COR Download Check All On Page Clear All | Update NODI Check All On Page Clear All |
|-------------------------|-----------|-----------------------------|-------------------|-------------|-----------------------|----------------------------|-----------------------|--------------|----------------------|-------------------|---|---|---|
| Edit DMR ▼ Go | GMG290001 | SOJITZ ENERGY VENTURE, INC. | 0020 | 0020-CT | West Cameron-168 | 03/31/22 | Scheduled | 05/28/22 | Ready for Data Entry | | | | <input type="checkbox"/> |
| Edit DMR ▼ Go | GMG290001 | SOJITZ ENERGY VENTURE, INC. | 0020 | 0020-DD | West Cameron-168 | 03/31/22 | Scheduled | 05/28/22 | Ready for Data Entry | | | | <input type="checkbox"/> |
| Edit DMR ▼ Go | GMG290001 | SOJITZ ENERGY VENTURE, INC. | 0020 | 0020-DW | West Cameron-168 | 03/31/22 | Scheduled | 05/28/22 | Ready for Data Entry | | | | <input type="checkbox"/> |

Finalize DMR

- If you are a non-signatory user, click either "Save & Continue" or "Save & Exit" after adding data.
 - If the DMR is complete, your signatory will now be able to log onto NetDMR and review the information before submitting.
- If you are a Signatory, you can submit the DMR by clicking "Sign & Submit".

Validation Errors

| Code | Name | Monitoring Location | Season ID | Field | Type | Description |
|-------|---|---------------------|-----------|-------|------|---|
| TQM6B | Coef Of Var Static Renewal 48Hr Acute Menidia menidia | Effluent Gross | 0 | All | Soft | All permit limit values for the Parameter are missing sample values or NODI selection. You must correct this before the form can be |

DMR Comments

1

Comments

Attachments

No results.

Report Last Saved By

User: DMendoza_test
Name: Diana Mendoza
E-Mail: diana_mendozal@yahoo.com
Date/Time: 05/06/22 10:51 CDT

[Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [Cancel/Back to Search Results](#)

Submit DMR

- Check the boxes to include your DMR in the submission and if you would like to add a copy of the submission to the email notification.
- Type in Password and click “Submit” button. The page will reload, you will then enter a security question. click “Submit” again.

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 | Add Copy of Submission and Attachments to Email Notification | View Completed DMR | Permit ID ▲ | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status |
|---|---|--------------------|-------------|---------------------|-------------------|-------------|-----------------------|----------------------------|--------------|------------------|
| <input checked="" type="checkbox"/> Check All Clear All | <input checked="" type="checkbox"/> Check All Clear All | | VI0040878 | THE REEF ASSOCIATES | 001 | 001-A | (no description) | 11/30/18 | 12/28/18 | 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 Diana Mendoza.
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.

Password

Submitting DMRs Prepared by Others

Search for DMRs Ready to Submit

- ❖ **NOTE** Blank DMRs cannot be signed

The screenshot displays the NetDMR web application interface. At the top, the "NetDMR" logo is visible. Below the logo, there is a navigation bar with five main sections: "Manage" (Access Requests), "Search" (All DMRs & CORs, Permits, Users), "Import DMRs" (Perform Import, Check Results), "View" (Permits, Users), and "Download" (Blank DMR Form). The "Search" section is highlighted with a blue border. Below the navigation bar, there is a search area with a magnifying glass icon and the text "Search:". To the right of the search area, there are four tabs: "All DMRs & CORs", "DMRs Ready to Submit" (which is highlighted with a blue border and a brown rectangular box), "Permit ID", and "Users". Below the tabs, the main content area is titled "DMRs Ready to Submit". Underneath this title, there is a instruction: "Select an option below to view a list of DMRs ready to sign and submit (i.e., in 'NetDMR Validated' sta...". There are three search options: "All DMRs" with a "Search" button; "DMRs for Permit ID" with a dropdown menu containing "GMG290123" and a "Search" button; and "DMRs for Facility" with a dropdown menu containing "SENECA RESOURCES CORPORATION" and a "Search" button.

DMR Errors

DMR Errors

- Indicated on DMR with pink hue and exclamation mark
- Errors listed below DMR

| Parameter | | NODI | Quantity or Loading | | | Quality or Concentration | | | | # of Ex. | Freq. of Analysis | Smpl. Type |
|---|--|-------|------------------------|-----------------------|-------------------------|--------------------------|---------|-----------------------------|----------------------|----------|-------------------|------------|
| Code | Name | List | Value 1 | Value 2 | Units | Value 1 | Value 2 | Value 3 | Units | | List | List |
| 50050 | Flow, in conduit or thru treatment plant | Smpl. | = 1.25 | = 2.33 | Mgal/d List | | | | | | 99/99 | TM |
| 1 - Effluent Gross | | | | | | | | | | | | |
| Season: 0 | | Req. | Req Mon 30 Day Average | Req Mon 7 Day Average | Million Gallons per Day | | | | | | Continuous | TOTALZ |
| NODI: <input type="text"/> Apply | | NODI | <input type="text"/> | <input type="text"/> | | | | | | | | |
|  50060 | Chlorine, total residual | Smpl. | | | | | | = 9/333 | ug/L List | | 01/01 | GR |
| A - Disinfection, Process Complete | | | | | | | | | | | | |
| Season: 0 | | Req. | | | | | | <= 11 Instantaneous Maximum | Micrograms per Liter | | Daily | GRAB |
| NODI: <input type="text"/> Apply | | NODI | | | | | | <input type="text"/> | | | | |

Edit Check Errors

| Code | Name | Monitoring Location | Field | Type | Description | Acknowledge |
|-------|--------------------------|--------------------------------|---|------|---|-------------|
| 50060 | Chlorine, total residual | Disinfection, Process Complete | Quality or Concentration Sample Value 3 | Hard | Value fields may contain numbers and special characters ".", "-", "+", and " " only | |

Comments

DMR Errors (Hard, Soft)

- Hard Error – Must be resolved before signing DMR
 - Example: Missing Data
- Soft Error – Must be ‘Acknowledged’ (or resolved) before signing DMR
 - Example: Exceedances

| <i>Edit Check Errors</i> | | | | | | |
|--------------------------|-------------------------|----------------------------|---|-------------|---|--------------------------|
| <u>Code</u> | <u>Name</u> | <u>Monitoring Location</u> | <u>Field</u> | <u>Type</u> | <u>Description</u> | <u>Acknowledge</u> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 00310 | BOD, 5-day, 20 deg. C | Effluent Gross | Excursion | Soft | The number of excursions should be greater than zero. | <input type="checkbox"/> |
| 00530 | Solids, total suspended | Effluent Gross | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit. | <input type="checkbox"/> |
| 00530 | Solids, total suspended | Effluent Gross | Excursion | Soft | The number of excursions should be greater than zero. | <input type="checkbox"/> |

DMR Status

DMR Status

There are 4 DMR status values:

- Ready for Data Entry: Permittee can enter DMR data if the status of the DMR is "Ready for Data Entry".
- NetDMR Validated: The DMR was saved successfully, but has not been signed nor submitted.
- Signed & Submitted: Signatory Signed & Submitted the DMR with a status of "NetDMR Validated".
- Completed: The DMR was processed successfully and the status changed from Signed & Submitted to Completed.


Signing Status

There are 4 signing status values:

- `SIGNED_SUCCESSFULLY` – Signing process completed
- `SIGNING_FAILED` – Signing process failed
- `PROCESSING` – In the process of being signed at CDX
- `PENDING` – In the queue to be sent to CDX for signing

Signing Status

Home | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#) User:DMENDOZA_TEST, Permittee User

**NetDMR**
Network Discharge
Monitoring Report

USVI DPNR-DEP

Manage
Access Requests

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

 Session Lockout Timer: 29:50

[View All Copies of Submissions](#) | [DMR/COR Search Results](#) | [View DMR Signing Status](#)

Signing Process Confirmation - CDX Activity ID: _75cac9ba-ff47-4e73-b551-f1d198cd3f61

Your DMRs are undergoing the Signing Process

| Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | View Copy of Submission |
|-----------|---------------------|-------------------|-------------|-----------------------|----------------------------|--------------|---|
| VI0040878 | THE REEF ASSOCIATES | 001 | 001-A | (no description) | 11/30/18 | 12/28/18 |  |

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Sign Status



Manage

Access Requests

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

Session Lockout Timer: 29:4

DMR Signing Status

This screen displays signing activity from the last 7 days.

Refresh

One message found

| <u>CDX Activity ID</u> | <u>Submission Time</u> | <u>Permit ID</u> | <u>Facility</u> | <u>Permitted Feature</u> | <u>Discharge #</u> | <u>Monitoring Period End Date</u> | <u>Due Date</u> | <u>CDX Document ID</u> | <u>Status</u> |
|---------------------------------------|------------------------|------------------|------------------------|--------------------------|--------------------|-----------------------------------|-----------------|--------------------------------------|---------------------|
| _75cac9ba-ff47-4e73-b551-f1d198cd3f61 | 09/06/2018 13:47:45 | VI0040878 | THE REEF ASSOCIATES | 001 | A | 11/30/2018 | 12/28/2018 | 20ce6af7-d8c8-4b09-aa25-0b3fa11f9801 | SIGNED_SUCCESSFULLY |

**CORs (Copy of
Records)**

Downloading

- Search for DMRs
- Download Copy of Record (COR)

Manage Access Requests | 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

[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | **Download Checked CORs** | [Update NODI](#)

DMR/COR Search Results

One item found

| Next Step(s) | Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status | COR Received Date | Include in Batch Submit | Include in Batch COR Download | Update NODI |
|--|-----------|---------------------|-------------------|-------------|-----------------------|----------------------------|-----------------------|--------------|--------------------|-------------------|--|--|--|
| View Copy of Submissions <input type="button" value="Go"/> | VI0040878 | THE REEF ASSOCIATES | 001 | 001-A | (no description) | 11/30/18 | Scheduled | 12/28/18 | Signed & Submitted | 09/06/18 | <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/> | <input checked="" type="checkbox"/> <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/> | <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/> |

NODI (No Discharge)

NODI Data Submission

- Even if you have no discharge, you will still need to submit DMR stating there is no discharge with a **No Data Indicator (NODI)** . Otherwise your permit ID will be in non-compliance and subject to enforcement.
- Noncompliance is viewable to the regulatory authority and the public via ECHO.

NODI Codes

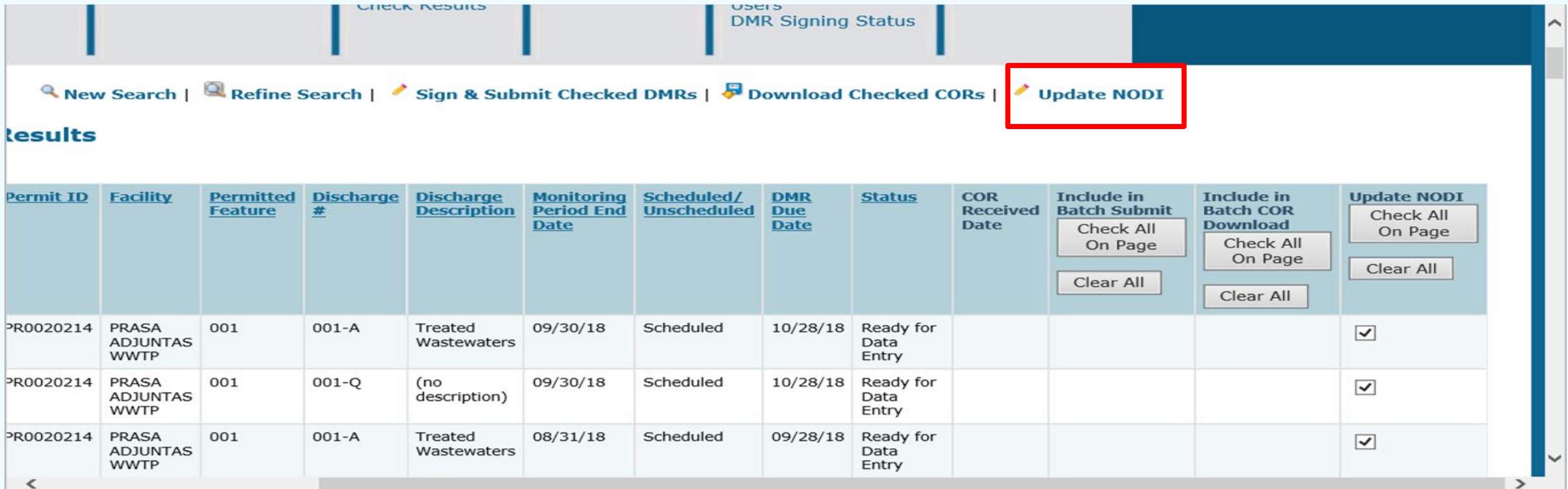
| NODI Code | NODI Name |
|-----------|---|
| 2 | Operation Shutdown |
| 3 | Special Report Attached |
| 7 | No Influent |
| 9 | Conditional Monitoring – Not Required This Period |
| A | General Permit Exemption |
| B | Below Detection Limit/No Detection |
| C | No Discharge |
| E | Failed to Sample/Required Analysis Not Conducted |
| F | Insufficient Flow for Sampling |
| I | Land Applied |
| N | Not Constructed |
| P | Laboratory Error or Invalid Test (new) |
| Q | Not Quantifiable |
| T | Environmental Conditions – Monitoring Not Possible (new) |
| W | Dry Lysimeter/Well |

| Inactive NODI Code | NODI Name |
|--------------------|---------------------------------|
| 1 | Wrong Flow |
| 4 | Discharge to Lagoon/Groundwater |
| 5 | Frozen Conditions |
| 8 | Other (See Comments) |
| D | Lost Sample/Data Not Available |
| G | Sampling Equipment Failure |
| H | Invalid Test |
| J | Recycled - Water-Closed System |
| K | Natural Disaster |
| L | DMR Received but not Entered |
| M | Laboratory Error |
| S | Fire Conditions |
| V | Weather Related |

Claiming NODI

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Can either claim NODI in the DMR itself, or in the “Update NODI” button below. (You must still submit the DMR manually)



The screenshot shows a web application interface with a navigation bar at the top containing links for 'New Search', 'Refine Search', 'Sign & Submit Checked DMRs', 'Download Checked CORs', and 'Update NODI'. The 'Update NODI' link is highlighted with a red rectangular box. Below the navigation bar is a table with 13 columns: Permit ID, Facility, Permitted Feature, Discharge #, Discharge Description, Monitoring Period End Date, Scheduled/Unscheduled, DMR Due Date, Status, COR Received Date, Include in Batch Submit, Include in Batch COR Download, and Update NODI. The 'Update NODI' column contains checkboxes for each row. The 'Include in Batch Submit' and 'Include in Batch COR Download' columns contain 'Check All On Page' and 'Clear All' buttons.

| Permit ID | Facility | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status | COR Received Date | Include in Batch Submit | Include in Batch COR Download | Update NODI |
|-----------|---------------------|-------------------|-------------|-----------------------|----------------------------|-----------------------|--------------|----------------------|-------------------|--------------------------------|--------------------------------|-------------------------------------|
| PR0020214 | PRASA ADJUNTAS WWTP | 001 | 001-A | Treated Wastewaters | 09/30/18 | Scheduled | 10/28/18 | Ready for Data Entry | | Check All On Page Clear All | Check All On Page Clear All | <input checked="" type="checkbox"/> |
| PR0020214 | PRASA ADJUNTAS WWTP | 001 | 001-Q | (no description) | 09/30/18 | Scheduled | 10/28/18 | Ready for Data Entry | | | | <input checked="" type="checkbox"/> |
| PR0020214 | PRASA ADJUNTAS WWTP | 001 | 001-A | Treated Wastewaters | 08/31/18 | Scheduled | 09/28/18 | Ready for Data Entry | | | | <input checked="" type="checkbox"/> |

Update NODI

67

Update NODI

Select New NODI Values

Select a NODI code below or select delete. Click the 'Save & Exit' option above when done.

For a Non-Delete Update NODI transaction, please send an email to netdmr@epa.gov if you do not receive an email with the subject line NetDMR Import DMR Complete within 24 hours after clicking 'Save & Exit'.

For a Delete Update NODI transaction, please send an email to netdmr@epa.gov if you receive an error message after clicking 'Save & Exit'.

NODI Code:

Delete:

Description

Enter a description for the Update NODI transaction. The description will help to identify the transaction when viewing the Update NODI Results.

Description:

Importing DMRs

Import Requirements

DMRs can be uploaded into NeTDMR instead of being filled out manually

- The import DMR file must be in a comma delimited or comma separated value format. The file extension must be .TXT, .CSV, or .zip.
- The file name cannot contain any spaces, and the file size cannot be larger than 20 megabytes.

Data Formatting Requirements

- The date must be in the form of YYYY-MM-DD.
- The Permitted Feature ID must be 3 or 4 characters long.
- The Parameter ID must be 5 characters.

Import Templates

- The templates that should be used to import DMRs can be found at the link below
- You can also find a Key, Common Errors, and a list of Units of Measurement Codes
- Remember that the templates download as Excel files and will need to be saved in comma delimited or comma separated value (.csv) format when ready for import after the file is completed.

Basic:https://usepa.servicenow.com/oeca_icis/en/how-to-import-dmr-s?id=kb_article&sys_id=84afb280475e4e90b2285ff2e16d438a&spa=1

NODI:https://usepa.servicenow.com/oeca_icis/en/form-no-discharge-imported-nodi-template?id=kb_article&sys_id=29bed68287890214518241970cbb3517&spa=1

Importing DMRs

To begin performing the import:

- Click Perform Import under the Import DMRs heading in your NetDMR account
- Click Choose File
- Select the desired .CSV or .TXT file
- Click open.
- Add a description to your import file
- Click Submit Import File

When the file is imported, you will receive a confirmation message on the screen that your import request has been assigned a transaction ID and it is queued for processing. The status will be "Pending."

You will receive an email when your import has been completed.

NeT Resources

1

UPDES Permits Webpage:

[deq.utah.gov/water -quality/general -
construction -storm -water -updes -permits](http://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits)

Find Help Files:

Help files

- [Overview of Roles in NetDMR](#)
- [How to Create an Account in NetDMR](#)
- [How to Request Access to an RDHT Permit](#)
- [How to Find DMRs Ready for Data Entry](#)
- [How to Enter DMR Data](#)
- [How to Correct Hard and Soft Errors in DMRs](#)
- [How to Sign and Submit DMRs](#)

More help on [EPA's NetDMR Frequently Asked Questions page](#) >>

2

Email us:

wqinfodata@utah.gov

3

EPA NeT Training Materials:

[NeTDMR Frequently Asked Questions](#)

Has links to many help files created by the EPA for navigating and setting up NeTDMR Account.

Who to Call to Get Help?

NPDES
eReporting
Helpdesk
[\(877\) -227-8965](tel:(877)-227-8965)

Account Setup

Switch User Type

Password changes

Locked out of account

eSign Failure

Account deactivation

Utah DWQ
[\(801\) 536 -4300](tel:(801)536-4300)


Permit Questions

Plan Documents

User Roles

DMR data or form questions

Permission Requests



Questions?

Julian Carroll
DWQ Info & Data Services

wqinfodata@utah.gov
(801) 536 -4300