



EPA's National Installation

User Guide

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Chapter 1: Introduction

1.1. What is the National Installation of NetDMR?

The EPA's NetDMR is a web-based application that will allow National Pollutant Discharge Elimination System (NPDES) permittees to electronically submit discharge monitoring reports (DMRs) to EPA's data system for discharge information, the Integrated Compliance Information System (ICIS)-NPDES database. NPDES permits are issued under the authority of the Clean Water Act.

The EPA's NetDMR application is referred to as the National installation of NetDMR to distinguish it from state NetDMR and other electronic DMR (eDMR) systems. Many state agencies use EPA's National NetDMR system to collect DMRs electronically from their NPDES covered facilities. The EPA's NetDMR is accessible through the EPA's Central Data Exchange (CDX), allowing each state agency, tribe or EPA Region to have their own separate working environment, or "Program Service," that can be customized with their own logos, permits, DMRs, news alerts and contact information.

1.2. Why is NetDMR used?

An essential component of NetDMR is the exchange of data between ICIS-NPDES and NetDMR that allows permittees to complete a DMR that is specific to their permit limits and outfalls.

1.3. Who uses NetDMR?

For a list of state, territories, and EPA Regions that use EPA's National NetDMR please visit, <u>https://netdmr.zendesk.com/hc/en-us/articles/209616426-For-New-Users-Who-Can-Report-</u> This site also provides a link to other eDMR systems.

Within the EPA's National NetDMR system, the ability to view and modify data is controlled by the regulatory authority (RA) that is authorized to implement the NPDES program that warrants submission of the DMR. A NetDMR User is affiliated with (a facility, a labor contractor, a state, an EPA region, or EPA headquarters) and the roles a User can be assigned to.

Chapter 2: Getting Started

NOTE: As of May 2017, NetDMR's registration process and sign in page was upgraded to use the Central Data Exchange (CDX) registration services.

To access NetDMR, Users must have a CDX account .

CDX is an agency user account creation and management tool used for accessing several different EPA systems for electronic reporting with a single sign in.

2.1. User Type

The ability to view and modify data within NetDMR is determined by the type of User role assigned by the affiliated organization (a facility, a laboratory, contractor, a state, an EPA region, or EPA headquarters) submitting DMR's.

- *Note: For this purpose of this guide, we are using terms reference in NetDMR registration page.
 - ** For users creating an account using CDX registration page, a User Type is referenced as a Role.

The four different types of Users are as follow:

> Permittees

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

| User Type | Who | Definition | |
|---|---|--|--|
| Internal User | This is for State/EPA Agency personnel only | A Regulatory Authority staff member with a NetDMR account. Only role able to approve other signatory roles. | |
| Permittee (signature) If you are a Responsible Official or Duly Authorized Representative AND will Sign/Submit DMRs | | A person authorized to sign, view, edit and submit DMRs for a specific permit. | |
| Permittee (no signature)If you work for the permittee but will NOT Sign/Submit DMRs | | Can view, enter and upload DMRs into NetDMR, edit CORs, and approve requests from Data Provider. | |
| Data Provider | Lab, Contractor, or 3rd Party Affiliate | Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <u>cannot</u> sign and submit forms. | |

2.2 Permittee (no signature) and Data Providers

A Permittee (no signature) can:

- View, enter and upload DMRs into NetDMR
- Edit CORs
- > Approve roles for other users within NetDMR

A Data Provider can:

- ➤ View
- Enter and import DMRs into NetDMR
- > Edit CORs but <u>cannot</u> sign and submit forms.

2.2.1 Create an Account: Permittee (no signature) and Data Providers

This section provides information on how to create a CDX account to sign into NetDMR for data entries, DMR submissions and CORs access.

- 1. Go to the NetDMR website at <u>https://netdmr.epa.gov</u>.
- You will be routed to the NetDMR registration and Sign in screen, which is powered by CDX. Click on the create a new account link located under Sign in to start creating a new account as shown in Figure 2-0.

| SEPA United States Environmental Protection Agency | Home | Resources • |
|---|------|---|
| Net DMR Network Discharge Monitoring Report powered by CDX | | Welcome to the NetDMR 2017 Upgrade registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s). |
| | | Sign in • create a new account |
| | | * = required |
| | | User ID * |
| | | Password * |
| | | Sign in |
| | | Forgot username? Forgot password? |

Figure 2-0: NetDMR Registration and Sign in Page

3. You will then be prompted to select your **State Agency or EPA Region** and **User Type** by clicking on the dropdown field shown in Figure 2-1.

Create a New Account

| tate Agency or EPA R | egion * | | |
|----------------------|---------|---|---|
| Select | | | * |
| ser Type * | | | |
| | | ~ | |
| Next | | | |

Figure 2-1: Select Agency/ Region and User Type

For State Agency/ EPA Region, select the Regulatory Agency where your DMRs are sent.

| 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: EPA Region 05 | ^ | |
| NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX | | |
| NetDMR: EPA Region 07 | | |
| EPA Region 08 | | |
| EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN | | |
| NetDMR: EPA Region 10 - Alaska | ~ | |

- > Select **User Types**:
 - a. Permittee (no signature): A person that edits or views the DMRs and is not able to sign the forms or Permit Administrator of the permit.
 - b. Data Provider: Labs, contractors, or 3rd party affiliates who normally edit or view DMRs.

| 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 | |

- Next to continue to the next step. 4. Click
- 5. Fill out the required information marked with asterisks on *Personal Information* section (Figure 2-2):
 - ≻ Title
 - ➢ First Name
 - ➤ Last Name
 - ➢ Job Title

| Personal Informatio | n |
|---------------------|----------------------|
| Title * | |
| Select | ~ |
| First Name * | |
| Middle Initial | |
| Last Name * | |
| Suffix | |
| Select | ~ |
| Elguro 2 2 | Personal Information |



- Next to continue to next step 6. Click
- 7. On the following screen, you will need to create a User ID, password, and answer three security questions. Please see Figure 2-3 to view all required fields.

| User ID * | Password * | Verify Password |
|--|------------------------|-----------------|
| | | □ Show passwor |
| These questions will be used to Question 1 * | e reset your password: | Answer 1 * |
| Select a question | | ♥ |
| Question 2 * | | Answer 2 * |
| | | ~ |
| Select a question | | |
| · · · · · · · · · · · · · · · · · · · | | Answer 3 * |
| Select a question Question 3 * Select a question | | Answer 3 * |

Figure 2-3: Create a User ID and Password

8. User ID must be:

- Minimum 8 characters
- Cannot contain any spaces
- Only the following special characters can be used ".", "-", "_" and "@"
- 9. Security Questions:

- Select three questions from the drop down list and enter an answer for each question selected.
- These questions will be used to reset your password.
- 10. Read the Terms and Conditions, and Click on radio box to Agree to the **Terms and Conditions**.
- 11. Click to continue to next step.
- 12. Once Security Questions have been answered that will be used to sign a DMR electronically, you will need to select your organization.
 - Note: You should select the organization on whose behalf you are reporting.
- 13. Search for your employer's organization by entering required information (Figure 2-4):
 - Organization name
 - > State
 - Other search fields are optional

| Search your organiz | ation by one or more of the following c | riteria: |
|--------------------------|---|-----------------|
| Organization Name • | adon by one of more of the following of | ntona. |
| Gulf | | |
| Mailing Address (line 1) | | |
| Mailing Address (line 2) | | |
| City | State • | Zip/Postal Code |
| | Texas | • |

Figure 2-4: Organizational Information

- 14. Click **Find** to continue to the next step.
- 15. A list of similar name organizations that meet your search criteria will appear as shown in Figure 2-5. Select your correct organization.

| Show 10 V entries | | | | | | | |
|-------------------|-----------------|---------------------|--------------------------|-----------|-----------------|-------|----------|
| Action | Organization ID | Organization Name | Address 1 | Address 2 | City | State | Zip Code |
| Select | 15948 | GULF COAST STORET | 11110 ROUNDTABLE DRIVE | | ROSE HILL | ТΧ | 77375 |
| Select | 21820 | GULF BP CATASTROPHE | 100 GULF OF MEXICO DRIVE | | CORPUS CHRISTIE | тх | 72019 |
| Select | 22941 | Gulf Oil (Test) | 100 Main | | Houston | ТХ | 12345 |
| Select | 23061 | Gulf Coast Oil | 100 Main | | Houston | ТХ | 65432 |
| Select | 23062 | Gulf Coast Oil | 100 Main | | Houston | ТХ | 75202 |

Figure 2-5: Organizational Information List

- 16. Click the Select button on the left of the correct organization.
 - Note: There may be multiple pages with similar organization names. Each page is limited to 10 organizations per page shown. Make sure to view all pages.
- 17. Once you select your organization, you will be prompted to confirm your

organization information is correct by clicking on Next. See Figure 2-6.



Figure 2-6: Your Organizational Information

- 18. If the organization is **incorrect**, click on **back to search results** link.
- 19. If the organization is **unavailable**, click on **request that we add your organization** link.
 - > View section 2.2.2 on how to add an organization.

2.2.2. Adding Organization

If you cannot find the organization you are searching for, you will be given the option to submit a request to add a new organization.

Can't find your organization? Back to search page or request that we add your organization.

20. To add your organization, fill out required information (Figure 2-7):

- > Organization Name
- > Country
- Mailing Address
- > City
- > State
- > Zip/Postal Code
- > Email
- Phone Number

21. Click Submit Request for Access to continue.

| Part 2: Organization Info | D |
|---------------------------|---------------------------|
| Organization Name * | |
| Country * | UNITED STATES • |
| Mailing Address * | |
| Mailing Address 2 | |
| City * | |
| State * | -Please Select- |
| ZIP/Postal Code * | |
| Email * | |
| Phone Number * | |
| Phone Number Ext | |
| Fax Number | |
| | |
| Back to Search Results | Submit Request for Access |

Figure 2-7: Adding Organizational Information

- 22. After adding organization, a screen with your organizations information will appear. See Figure 2-8.
- 23. Review information. If all the information is accurate, add your phone number and click Submit Request for Access to continue.

| Part 2: Organization Inf | fo |
|---|---|
| Select a Current Or Request to Add and | |
| Shell Offshore, Inc 701 Poydras St New Orleans, LA, US 70139 | |
| Email * | cathypermitadm@gmail.com |
| Phone Number * | <u></u> |
| Phone Number Ext | |
| Fax Number | |
| | mation? Back to Search Results, Use advanced search or request that we add your organization. |
| Submit Request for Acce | 55 |

Figure 2-8: Adding Organizational

2.2.3. Contact Information

After adding your Organization Information, enter your Contact Information (Figure 2-9).

| Contact Information | |
|---------------------|------------------------|
| Phone Number * | Extension |
| Email * | |
| Re-enter Email * | |
| | Send Verification Code |
| | |
| Register Continue | ontact Information |

Jre 2-9: Contact Information

- 24. Enter all required information with an asterisk.
 - Phone Number
 - ➤ Email
 - Re-enter Email

25. After you re-enter your email, click on

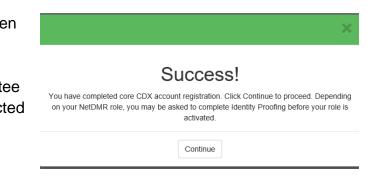
- 26. You will receive an email with a verification code.
- 27. Copy and Paste the verification code from your email into the Verification Code field (Figure 2-10).

| Phone Number 🔶 | Extension |
|---------------------|------------------------|
| Email 🕈 | |
| Re-enter Email 🌻 | Send Verification Code |
| Verification Code 🌻 | Senu venikation Code |
| | • |

Figure 2-10: Verification Code

- 28. Click on Register to continue.
- 29. A pop-up note will appear on your screen stating that you have successfully completed your registration. Please note: if you selected the Permittee (signature) User Type, you will be directed

to complete the identity proofing.



2.3 Permittee (Signature)

A **Permittee** (signature) also referred to as a Signatory (40 CFR § 122.22), is a person authorized to:

- Sign, view, edit and submit DMRs/CORs for a specific permit.
- > Approve roles for other users within NetDMR.
- Import DMRs
- Sign and submit Subscriber Agreements
- Download blank DMRs
- Download CORs

2.3.1 Create an Account: Permittee (signature)

This section provides information on how to create a Central Data Exchange (CDX) account to access NetDMR for data entry, DMR submissions and CORs.

- 30. Go to the NetDMR registration and Sign in page, <u>https://netdmr.epa.gov</u>. Please note this url will redirect to a CDX url (<u>https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login</u>).
- 31. Click on the create a new account link located under Sign in to create a new account as shown in Figure 2-11.

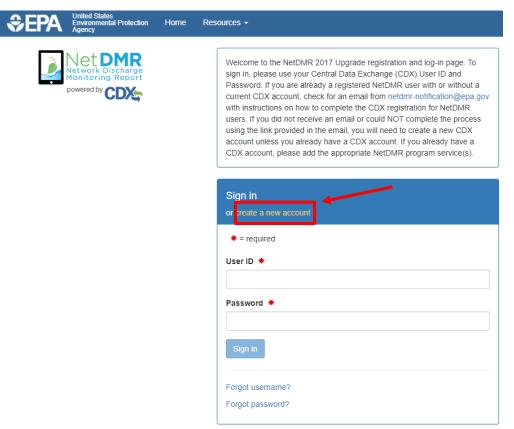


Figure 2-11: CDX Create Account Page

1. You will then be prompted to select your **State Agency or EPA Region** (aka Regulatory Agency) and **User Type** or role by clicking on the dropdown field shown in Figure 2-12.

Create a New Account

| Select State Agency or EPA Region a | and User Type | |
|-------------------------------------|---------------|---|
| State Agency or EPA Region * | | |
| Select | | * |
| User Type * | | |
| | ~ | |
| Next | | |

Figure 2-12: Select Agency/ Region and User Type

Select the **Regulatory Agency** where your DMRs are sent.

| 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: EPA Region 05 | ^ | |
| NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX | | |
| NetDMR: EPA Region 07 | | |
| EPA Region 08 | | |
| EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN | | |
| NetDMR: EPA Region 10 - Alaska | ~ | |
| | | |

- Select User Type:
 - a. *Permittee (signature):* A person authorized to Sign DMRs.



- 2. Click Next to continue to next step.
- 3. Fill out the required information marked with asterisks on *Personal Information* section (Figure 2-13):
 - > Title
 - First Name
 - Last Name
 - Job Title (only for Permittee (signature))

| Select | ~ | |
|----------------|---|--|
| First Name * | | |
| | | |
| Middle Initial | | |
| | | |
| | | |
| Last Name * | | |
| Last Name * | | |
| Last Name * | | |
| | ~ | |
| Suffix | ~ | |

Figure 2-13: Personal Information

- 4. Click Next to continue to next step
- 5. On the following screen, you will need to create a User ID, password, and answer three security questions. Please see Figure 2-14 to view all required fields.

| Create a User ID and Password | | |
|--|------------|-----------------|
| User ID * | Password * | Verify Password |
| | | Show password |
| These questions will be used to reset your | password: | |
| Question 1 * | | Answer 1 * |
| Select a question | ~ | |
| Question 2 * | | Answer 2 * |
| Select a question | ~ | |
| Question 3 * | | Answer 3 * |
| Select a question | ~ | |
| | | □ Show answers |

Agree to the Terms and Conditions

Figure 2-14: Create a User ID and Password

6. User ID must be:

Next

- Minimum 8 characters
- Cannot contain any spaces
- Only the following special characters can be used ".", "-", "_" and "@"

7. Security Questions:

- Select three questions from the drop down list and enter an answer for each question selected.
- These questions will be used to reset your password.
- 8. Click on radio box to Agree to the **Terms and Conditions**.
- 9. Click Next to continue to next step.
- 10. Once Security Questions have been answered, as a Permittee (signature), you are required to answer five (5) additional **Security Questions** (Figure 2-15).
 - Make sure to remember your answers, as these questions will appear when digitally signing electronic DMRs.

| Question 1 * | | Answer 1 * |
|-------------------|---|------------|
| Select a question | ~ | |
| Question 2 * | | Answer 2 • |
| Select a question | ~ | |
| Question 3 * | | Answer 3 * |
| Select a question | ~ | |
| Question 4 * | | Answer 4 * |
| Select a question | ~ | |
| Question 5 * | | Answer 5 * |
| Select a question | ~ | |

Figure 2-15: Signatory Security Questions

- 11. Click to continue to next step.
- 12. Once Security Questions have been answered, you will need to select your organization.
 - Note: You should select the organization on whose behalf you are disclosing.
- 13. Search for employer's organization by entering required information (Figure 2-16), which is marked with an asterisk:
 - Organization name
 - State

Other search fields are optional.

| Search your organiz | ation by one or more of the following c | riteria: |
|--------------------------|---|-----------------|
| Organization Name 🔹 | | |
| Gulf | | |
| Mailing Address (line 1) | | |
| Mailing Address (line 2) | | |
| City | State * | Zip/Postal Code |
| | Texas | · |

Figure 2-16: Organizational Information

14. Click **Find** to continue to the next step.

- 15. A list of similarly named organizations will appear as shown in Figure 2-17. Select your correct organization by looking at the address and city associated with your organization.
 - ➢ NOTE: The Organization ID is only relevant in CDX. Users creating an account in CDX must click on their Organization ID to select their organization. Organization ID is not used in NetDMR.

| lect you ow 10 | r organization: | | | | | | |
|-------------------|-----------------|---------------------|--------------------------|-----------|-----------------|-------|----------|
| Action | Organization ID | Organization Name | Address 1 | Address 2 | City | State | Zip Code |
| Select | 15948 | GULF COAST STORET | 11110 ROUNDTABLE DRIVE | | ROSE HILL | тх | 77375 |
| Select | 21820 | GULF BP CATASTROPHE | 100 GULF OF MEXICO DRIVE | | CORPUS CHRISTIE | ТХ | 72019 |
| Select | 22941 | Gulf Oil (Test) | 100 Main | | Houston | ТХ | 12345 |
| Select | 23061 | Gulf Coast Oil | 100 Main | | Houston | тх | 65432 |
| Select | 23062 | Gulf Coast Oil | 100 Main | | Houston | ТХ | 75202 |

Figure 2-17: Organizational Information List

- 16. Click the Select button on the left of the correct organization.
- 17. Once you select your organization, you will be prompted to confirm your
 - organization information is correct by clicking on Next. See Figure 2-18.

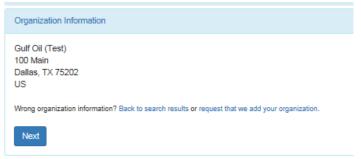


Figure 2-18: Your Organizational Information

- 18. If the organization is **incorrect**, click on the **back to search results** link.
- 19. If your organization is **unavailable** or is not found, click on the **request that we** add your organization link.
 - View section 2.3.1.1 on how to add an organization.

2.3.1.1. Adding Organization

If you cannot find the organization you are searching for, you will be given the option to submit a request to add a new organization.

20. To add your organization, fill out required information (Figure 2-19):

- Organization Name
- > Country
- Mailing Address
- > City
- State
- > Zip/Postal Code
- > Email
- > Phone Number (the organization's phone number)

21. Click Submit Request for Access to continue.

| Part 2: Organization Info | |
|---------------------------|---------------------------|
| Organization Name * | |
| Country * | UNITED STATES • |
| Mailing Address * | |
| Mailing Address 2 | |
| City * | |
| State * | -Please Select- |
| ZIP/Postal Code * | |
| Email * | 1 |
| Phone Number * | |
| Phone Number Ext | |
| Fax Number | |
| Back to Search Results | Submit Request for Access |

Figure 2-19: Adding Organizational Information

- 22. After adding organization, a screen with your organization's information will appear. See Figure 2-20.
- 23. Review information. If all information is accurate, add your work phone number and click Submit Request for Access to continue.

| Select a Current Org Request to Add an (| - |
|---|--------------------------|
| Shell Offshore, Inc | |
| 701 Poydras St | |
| New Orleans, LA, US | |
| 70139 | |
| Email * | cathypermitadm@gmail.com |
| Phone Number * | |
| Phone Number Ext | |
| Fax Number | |
| rax Number | |

Figure 2-20: Adding Organizational

2.3.1.2. Contact Information

After adding your Organization Information, enter your Contact Information (Figure 2-21).

| Contact Information | | |
|----------------------------------|------------------------|--|
| Phone Number • | Extension | |
| Email • | | |
| Re-enter Email • | Send Verification Code | |
| Register | | |
| Figure 2-21: Contact Information | tion | |

- 24. Enter all required information with an asterisk.
 - Phone Number (your work phone number)
 - Email
 - Re-enter Email



- 25. After you re-enter your email, click on Send Verification Code 26. A verification code will be sent to the email address provided.
- 27. Copy and paste the verification code from your email into the Verification Code field (Figure 2-22).

| Phone Number 🌻 | Extension |
|---------------------|------------------------|
| Email 单 | |
| Re-enter Email 单 | _ |
| | Send Verification Code |
| Verification Code 🔹 | * |
| | |

Figure 2-22: Verification Code

28. Click on Register to continue.

29. A pop-up note will appear on your screen informing that you have successfully completed your core CDX account registration.

110

Leave this screen open while

you search for the email with

your Verification Code.

| | | | > |
|--|----------------|-------|---|
| | Suco | cess! | |
| | ay be asked to | | roceed. Dependin pefore your role is |
| | Con | tinue | |

30. Now you must verify your identity and sign an Electronic Signature Agreement (ESA) by clicking on **Continue**.

2.3.1.3. CDX Electronic Signature Agreement (ESA)

If you have the role of a Permittee (signature), you will be required to sign an Electronic Signature Agreement (ESA), which is an agreement between yourself and CDX that will authorize your electronic signature. Once the ESA has been signed, you will be authorized to sign information in NetDMR.

- CDX uses "Signature Agreement" to authenticate and authorize users who 'certify' data.
- Only one Signature Agreement needs to be submitted and approved per CDX account.
- By signing ESA, user is legally bounden, and obligated to keep their signatory credentials secured, and responsible for their electronic signature as if it were a wet in signature.

2.3.1.3.1. Electronic Signature

If you choose to electronically identity proof through LexisNexis, you will need to:

- 1. Answer the question, "Would you like to perform electronic identity proofing?" The default is "yes." If you choose not to, then you will need to set it to "No" by clicking the tab to the left.
- 2. Enter your personal information for the required fields (Figure 2-23).

NOTE: EPA does **not** save or copy the information required thru LexisNexis.

- 3. Agree to the terms in the **Electronic Signature Agreement (ESA)** by clicking on radio box.
- 4. Click Venty and Sign to continue registration.

Identity Proofing

| Identity Verification | | |
|---|---|-------------------|
| Would you like to perform electronic | c Identity Proofing? | |
| Electronic Identity Proofing The following information will be used Home Mailing Address (line 1) + | for identity proofing, it will not be stored. | |
| Home Mailing Address (line 2) | | |
| City • | State • | Zip/Postal Code • |
| Date of Birth • | Select a State | |
| SSN Last 4: • | Phone Number | |
| | | |

Figure 2-23: Identity Proofing

- 5. You will then need to select five security questions from a drop-down menu.
 - These questions will appear when digitally signing the electronic DMRs.
 Note: Approximate and appear when digitally signing the electronic DMRs.

Note: Answers are case sensitive, so make sure

you will remember them.

- 6. Click "save" to continue.
- 7. An eSignature Authorization window will pop up with your User ID and Password (Figure 2-24).
- 8. Complete the following steps for authorization:
 - > First step: Authenticate
 - Enter **password** to start authenticate eSignature process.
 - Second step: Verify
 - Answer security question
 - ➢ Third step: Sign
 - Click on "Sign"

| Authentication | 2. Verification | 3. Sign File |
|---|----------------------------------|--------------|
| .og into CDX | Question: | |
| Jser: | What is the name of the hospital | Sign |
| | where you were born? | |
| Password: | Answer: | |
| ••••• | | |
| Welcome Chelsea San Nicolas | Correct Answer | |
| Password: ••••••••••••• Welcome Chelsea San Nicolas | | |

Figure 2-24: Authentication process

 A green pop-up box will appear stating you have successfully signed your ESA and have passed identity proofing.



10. Once you have completed identity proofing and signed the ESA, , you will be brought to the MyCDX Landing Page.

2.3.1.3.2. Paper Signature

If you opt out of the electronic signature process, or fail identity proofing, a paper signature option is available.

 Click the white tab under the question, "Would you like to perform electronic identify proofing?" This would change your answer to "No." (see Figure 2-23).



2. Review the signature agreement, print and sign it (Figure 2-25).

| entity Verificat | ion |
|------------------|---|
| | |
| | We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement. |
| | |
| | It 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 ke longer to process. You will not be able to access the NetDMR system until this document is received and processed. |
| SA and does ta | ke longer to process. You will not be able to access the NetDMR system until this document is received and processed. U.S. Environmental Protection Agency |
| SA and does ta | ke longer to process. You will not be able to access the NetDMR system until this document is received and processed. |
| SA and does ta | ke longer to process. You will not be able to access the NetDMR system until this document is received and processed. U.S. Environmental Protection Agency Office of Enforcement and Compliance Assurance |

- 3. Mail the signature agreement to your Regulatory Authority (RA)
 - RA address can be found by clicking on hyperlink found on bottom of ESA form (Figure 2-26).
- 4. The ESA must be received and approved by the RA before you are able to access NetDMR.
- 5. You will receive an email from your RA once your ESA has been approved.

| aper ESA | e able to access the NetDMR system until this document is received and processed. | |
|----------------------|---|--|
| | | |
| Signed: | i | |
| Date: | Responsible Official | |
| PLEASE FOLI | LOW THE MAILING INSTRUCTIONS AT THE FOLLOWING HYPERLINK: | |
| https://netdmrloadte | est.epacdx.net/netdmr-web/public/instance_mailing_address.htm?instance=NDMR-R6 | |
| Print Continue | | |

6. Continue process by logging in to your CDX account and clicking on the hyperlink with your role type under the Role column (Figure 2-27).

| <u>tatus</u> | Program Service Name | <u>Role</u> |
|--------------|--|---------------------------------|
| 6 | NDMR-R6: NetDMR: EPA Region 06 - AR-GM- LA-NM-OK-TX | <u>Permittee</u> (signature) |

CDX Central Data Exchange

Figure 2-27: Program Services page

- 7. After clinking on hyperlink, the next screen will show the NetDMR welcome page. You can now access your NetDMR (Figure 2-28).
- 8. Once in the NetDMR application, you will need to continue by Requesting Access for specific NPDES ID(s).
 - Please visit the NetDMR Support webpage at https://netdmr.zendesk.com for further instructions on how to Request Access for NPDES ID(s).



Welcome

Welcome to the **EPA Region 06** - **AR-GM-LA-NM-OK-TX** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support <u>https://netdmr.zendesk.com/home</u>

Access NetDMR

Continue to NetDMR

- First time users should check to see if your permit is available in NetDMR yet by Checking your Permit ID
- If you have any questions about NetDMR, please contact <u>Nguyen.helen@epa.gov.</u>

News

• There are no news items

Figure 2-28: NetDMR Welcome Page

2.4 Internal User/Regulatory Authority

- An Internal User is a State or EPA Regional Regulatory Authority (RA). They are a staff member that approves or denies requests in NetDMR from Permittees that want to be a Signatory for a permit. An Internal User can also:
 - 1. Manage User accounts
 - 2. Customize their own Instance within the National Installation
 - 3. Approve DMR signatories
 - 4. Search, view and download DMRs and CORs submitted for permits administered by the regulatory authority associated with the program service
 - 5. Provide Technical Support for NetDMR to Permittees and Data Providers

2.4.1 Creating an Account: Internal User

First time users can create their own accounts in CDX by following these steps:

1. Go to the NetDMR registration and Sign in page, <u>https://netdmr.epa.gov</u>. Please note this url will redirect to a CDX url (<u>https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login</u>).

2. Click on create a new account link located under Sign in to start creating a new account as shown in Figure 2-29.

| | United States Environmental Protection Agency | Home | Resources - |
|----------|---|------|--|
| <u>)</u> | Net DMR Network Discharge Monitoring Report | | Welcome to the NetDMR 2017 Upgrade registration page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s). |
| | | | Sign in or create a new account * = required |
| | | | User ID * |
| | | | Sign in |
| | | | Forgot username? Forgot password? |

Figure 2-29: CDX Create Account Page

3. You will then be prompted to select your **State Agency or EPA Region** and **User Type (Internal User)** role by clicking on the dropdown field shown in Figure 2-30.

| Create | а | New | Account | |
|--------|---|-----|---------|--|
| | | | | |

| Oplast | | |
|------------|---|---|
| Select | | Ŧ |
| ser Type * | | |
| | ~ | |
| | | |
| Next | | |

Select your Regulatory Agency.

| 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: EPA Region 05 | ^ | | | |
| NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX | | | | |
| NetDMR: EPA Region 07 | | | | |
| EPA Region 08 | | | | |
| EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN | | | | |
| NetDMR: EPA Region 10 - Alaska | ~ | | | |
| | State Agency or EPA Region * NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX I NetDMR: EPA Region 05 NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX NetDMR: EPA Region 07 EPA Region 08 EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN | State Agency or EPA Region * NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX I NetDMR: EPA Region 05 NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX NetDMR: EPA Region 07 EPA Region 08 EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN | | |

Select User Type:

a. Internal User: State or EPA Agency personnel.

| Select State Agency or EPA Region and User Type | |
|--|---|
| State Agency or EPA Region * | |
| NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX | |
| Jser Type * | 1 |
| Regulated Community Data Provider Permittee (no signature) Permittee (signature) | |
| Regulatory Authority | |

- 4. Click Next to continue to next step.
- 5. Fill out the required information marked with asterisks on the **Personal Information** section (Figure 2-31):
 - > Title
 - First Name
 - Last Name

| Select | • | | |
|----------------|---|--|---|
| Select | | | |
| First Name 厳 | | | |
| | | | |
| Middle Initial | | | |
| | | | |
| | | | |
| Last Name 兼 | | | _ |
| | | | |
| Suffix | | | |
| | | | |

Figure 2-31: Personal Information

- 6. Click Next to continue to next step
- 7. On the following screen, you will need to create a User ID, password, and answer three security questions. Please see Figure 2-32 to view all required fields.

| User ID * | Password * | Ver | rify Password |
|-----------------------------------|----------------------|-----|---------------|
| | | | |
| | | | Show passwor |
| These questions will be used to | reset your password: | | |
| Question 1 * | | An | swer 1 🔹 |
| Select a question | | ~ | |
| Question 2 * | | An | swer 2 * |
| Select a question | | ~ | |
| Question 3 * | | An | swer 3 * |
| Select a question | | ~ | |
| | | | Show answers |
| | | | |
| Agree to the Terms and Conditions | | | |

Figure 2-32: Create a User ID and Password

8. User ID must be:

- o Minimum 8 characters
- Cannot contain any spaces

 $\circ\,$ Only the following special characters can be used ".", "-", "_" and "@"

9. Security Questions:

- Select three questions from the drop down list and enter an answer for each question selected.
- \circ These questions will be used to reset your password.
- 10. Click on radio box to Agree to the **Terms and Conditions**.
- 11. Click to continue to next step.
- 12. Once Security Questions have been answered, you will need to select your organization.
- 13. Search for your employer's organization by entering required information (Figure 2-33), which is marked with an asterisk:
 - Organization name
 - > State

Other search fields are optional.

| by one or more of the following cr | iteria: |
|------------------------------------|-----------------|
| | |
| | |
| | |
| | |
| State * | Zip/Postal Code |
| Texas | · · |
| | |

Figure 2-33: Organizational Information

- 14. Click **Find** to continue to the next step.
- 15. A list of similarly named organizations will appear as shown in Figure 2-34. Select your correct organization by looking at the address and city associated with your organization.
 - NOTE: The Organization ID is only relevant in CDX. Users creating an account in CDX must click on their Organization ID to select their organization. Organization ID is not used in NetDMR.

| ielect your organization: ihow 10 v entries | | | | | | | |
|--|-----------------|---------------------|--------------------------|-----------|-----------------|-------|----------|
| Action | Organization ID | Organization Name | Address 1 | Address 2 | City | State | Zip Code |
| Select | 15948 | GULF COAST STORET | 11110 ROUNDTABLE DRIVE | | ROSE HILL | ТХ | 77375 |
| Select | 21820 | GULF BP CATASTROPHE | 100 GULF OF MEXICO DRIVE | | CORPUS CHRISTIE | ТХ | 72019 |
| Select | 22941 | Gulf Oil (Test) | 100 Main | | Houston | ТХ | 12345 |
| Select | 23061 | Gulf Coast Oil | 100 Main | | Houston | ТХ | 65432 |
| Select | 23062 | Gulf Coast Oil | 100 Main | | Houston | ТХ | 75202 |

Figure 2-34: Organizational Information List

- 16. Click the Select button on the left of the correct organization.
- 17. Once you select your organization, you will be prompted to confirm your organization information is correct by clicking on Next. See Figure 2-35.

| 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 |

Figure 2-35: Your Organizational Information

- 18. If the organization is **incorrect**, click on the **back to search results** link.
- 19. If your organization is **unavailable** or is not found, click on the **request that we** add your organization link.
 - See section 2.4.1.1 on how to add an organization.

2.4.1.1 Adding Organization

If you cannot find the organization you are searching for, you will be given the option to submit a request to add a new organization.

- 20. To add your organization, fill out required information (Figure 2-36) marked with an asterisk:
 - > Organization Name
 - Country
 - Mailing Address
 - > City
 - > State
 - > Zip/Postal Code

- > Email
- > Phone Number (the organization's phone number)

21. Click Submit Request for Access to continue.

| Part 2: Organization Info | |
|---------------------------|---------------------------|
| Organization Name * | |
| Country * | UNITED STATES • |
| Mailing Address * | |
| Mailing Address 2 | |
| City * | |
| State * | -Please Select- |
| ZIP/Postal Code * | |
| Email * | |
| Phone Number * | |
| Phone Number Ext | |
| Fax Number | |
| | |
| Back to Search Results | Submit Request for Access |

Figure 2-36: Adding Organizational Information

- 22. After adding your organization, a screen with your organization's information will appear. See Figure 2-37.
- 23. Review the information. If all information is accurate, add your work phone number and click Submit Request for Access to continue.

| Part 2: Organization In | fo | | | |
|--------------------------|---|--|--|--|
| | 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 * | | | | |
| Phone Number Ext | | | | |
| Phone Number Exc | | | | |
| Fax Number | | | | |
| | | | | |
| | | | | |
| Wrong organization infor | mation? Back to Search Results, Use advanced search or request that we add your organization. | | | |
| | | | | |
| Submit Request for Acce | 55 | | | |
| | | | | |

Figure 2-37: Adding Organizational

2.4.1.2. Contact Information

After adding your Organization Information, enter your Contact Information (Figure 2-38).

| Phone Number * | Extension |
|------------------|------------------------|
| Email * | |
| Re-enter Email * | |
| | Send Verification Code |

Figure 2-38: Contact Information

- 24. Enter all required information with an asterisk.
 - > Phone Number
 - ➤ Email
 - Re-enter Email

- TīD Leave this screen open while you search for the email with your Verification Code.
- 25. After you re-enter your email, click on Send Verification Code 26. A verification code will be sent to the email address provided.
- 27. Copy and paste the verification code from your email into the Verification Code field (Figure 2-39).

| Contact Information | |
|---------------------|------------------------|
| Phone Number 🔶 | Extension |
| Email 🕈 | |
| Re-enter Email 🔹 | |
| Verification Code 🔹 | Send Verification Code |
| | ~ |
| Register Continue | |
| E: | Dr. Marifiantian Cada |

Figure 2-39: Verification Code

- 28. Click on Register to continue.
- 29. A pop-up note will appear on your screen informing you that you have successfully completed your core CDX account registration.

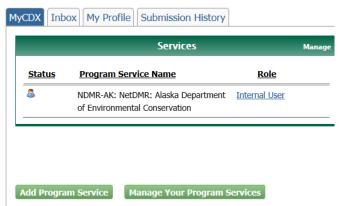
| Success! |
|---|
| ompleted core CDX account registration. Click Continue to proceed. Depending tDMR role, you may be asked to complete Identity Proofing before your role is activated. |
| Continue |

30. You will then be redirected to your MyCDX Landing Page .

2.5 NetDMR Sign in via MyCDX Landing Page

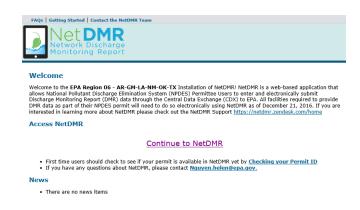
NOTE: Once you have completed your CDX account registration, your System Administrator will then have to sign into CDX and search for your pending **Internal User** request. Once approved by your RA, you will then have access to MyCDX, which is the landing page to sign into NetDMR.

- 1. Click on your role (hyperlink located under the **ROLE** column) to take you into NetDMR.
 - If you are a Permittee (signature), this hyperlink will be inactive until your ESA has been approved.



CDX Central Data Exchange

- 1. You will be taken to the NetDMR Welcome Page.
- \succ RAs can post News and other helpful information on this page.
- 2. Click on the **Continue to NetDMR** hyperlink to continue into NetDMR.



Chapter 3: Roles in NetDMR

Note: Roles in NetDMR are distinct from the User Type selected when completing the core CDX registration. Please review chart below for a better definition.

| CDX Roles | | | | |
|-----------------------------|---|---|---|--|
| <u>Term</u> | <u>Who</u> | <u>Available</u> NetDMR Roles | <u>Definition</u> | |
| Data Provider | Lab, Contractor, or 3rd Party Affiliate | Edit, View | Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <u>cannot</u> 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. | |

If you are a **Permittee** that needs to <u>approve</u> *Edit* and *View* requests for your permit(s) from other Permittee staff, Regulatory Authority staff or Data Providers, you must have the <u>**Permit Administrator**</u> role in NetDMR.

If you are a **Permittee** that is authorized by your Regulatory Authority to sign and submit DMRs (i.e., signed a signature agreement), you must have the <u>Signatory</u> role.

3.1 Permit Administrator

A **Permit Administrator** is a permittee who can approve View and Edit requests for their facility's permit(s). Permit Administrators cannot approve a Signatory role; Signatories are approved by the Regulatory Authority. Specifically, a Permit Administrator can:

- > approve and delete DMR View and Edit role requests from other Permittee Users
- > approve and delete DMR View and Edit role requests from Data Providers
- approve and delete Partial DMR View role requests from Regulatory Authority Administrators and Users

- search and view permits
- search and view users
- > sign and submit DMRs only if they have been granted a Signatory role
- > import, edit, delete and correct DMRs only if they have been granted an Edit role
- search and view CORs
- search and view DMRs
- download blank DMRs

To become a Permit Administrator, a permittee user with an existing Edit or View Role must request the Permit Administrator Role for a particular permit and be approved by an <u>existing</u> Permit Administrator for that permit.

3.2 Signatory

A **Signatory** (40 CFR § 122.22) is a person associated with a Permittee that is responsible for signing and submitting DMRs on behalf of an organization. Signatories can also perform the following tasks:

- view, edit and delete DMRs
- ➢ import DMRs
- view CORs, permits and users
- download blank DMR forms

Note: Before a Signatory can sign and submit DMRs, they first <u>must</u> sign and submit a Subscriber Agreement (SA) to the Regulatory Authority. This can be done electronically or via paper.

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

3.2.1. Responsible Official and Duly Authorized Representative

As a Signatory, in order to sign and submit DMRs you must be <u>either</u> a Responsible Official or a Duly Authorized Representative.

- A **Responsible Official (RO)** (40 CFR § 122.22(a)) is an individual in the organization with the authority to sign permit applications, reports, and other permit-required submittals (e.g., DMRs).
- A **Duly Authorized Representative (DAR)** (40 CFR § 122.22(b)) is an individual in the organization delegated by the Responsible Official to electronically sign DMRs in their behalf.

3.3 Requesting a Permit Administrator or Signatory Role

These roles are requested by using the *Request Access to Permits and Associated DMRs* page shown in Figure 3-1.

| Home My Accou | unt Request Acces | s Help Logout | | | 📤 User:DME | NDOZA_TES |
|-------------------------------|---|---|--|--|--|----------------------------|
| | Jet Dist etwork Dist onitoring F | MR charge Report | | | | |
| Manage Access Red | quests All DM | | cheduled DMRs heduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | Downl Blank [|
| a Requ | est Access | to Permits and | Associated I | OMRs | | |
| Enter the ID Repeat this p | for the permit wh process for each p | ose DMRs you would lik ermit you would like to | ke to access and click request access to. Y | the Update button to ou can make one or m | see the roles that yo ore access requests | ou can requ from this p |
| Only users w | vith the Permittee | (signature) role in CDX | can request Signato | ry roles. | | |
| Permit I | D: | nm0022292 | | | Update | |
| Role: | | Select One V Note: The Signatory R Permit Administrator, I Add Request | | | | |
| d Acces | s Requests | | | | | |
| A summary (| of the current acce | ss requests is presente | ed below. | | | |
| Permit ID | Requested Role | Remove Access Request | | | | |
| nm0022292 | Signatory | × | | | | |
| | | | | | Submit | |

Figure 3-1: Request Access to Permits and Associated DMRs Page`1

3.3.1. How to Request a Role

The steps for requesting a Signatory or Permit Administrator role in NetDMR are the following:

- 1. Click on Request Access at the top of any NetDMR Home page and the **Request** Access to Permits and Associated DMRs page will appear.
- 2. Enter the 9-character Permit ID that you would like to access and click Update.
- 3. If the Permit ID is for a permit that is NOT stored in NetDMR an error message is displayed:

| 1 There were | e errors processing your request. | |
|--------------|-----------------------------------|---|
| Permit ID: | nm0000061 | Update The permitID is not available for reporting in NetDMR. |

> Check to make sure what you entered is a valid Permit ID and re-enter it.

4. Once you enter the correct Permit ID, click on the drop-down box next to **Roles**, then click on **Permit Administrator** or **Signatory**.

| Permit ID: | nm0022292 | | Update |
|------------|---|--|--------|
| Role: | Select One Signatory View Edit Permit Administrator | will also automatically be given the t, and View Roles. | |

- 5. Click on Add Request
- 6. If you did not choose a Role, an error message is displayed. Please choose a Role.

| 1 There were er | rors processing your request. | |
|-----------------|--|-----------|
| Permit ID: | nm0000060 | Update |
| Role: | Select One V Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles. | Required. |

- 7. Repeat steps 2 6 above for each different Permit ID you need access to.
- 8. Check to make sure the request(s) has been added to the **Access Requests** table at the bottom of the page.



- 9. If the wrong Permit ID or Role is displayed on this table, click on the **x** next to the Permit ID to delete request.
- 10. Review the information displayed on the page, then click on Submit
 - > For *Signatory*, additional steps are required. Please view section 3.3.1.1.

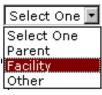
3.3.1.1. Signatory Role: Additional Steps

- 11. For **Signatory** requests, an *Additional Information Required* page (Figure 3-2) will appear after requesting Permit ID access.
 - On this page, you will have to click on your Employer's Relationship to the facility in which you are submitting DMR's.

| e My Accou | unt Request Access | Help Logout | • | 📥 User:NASR | IN_RO1, Permittee User | |
|----------------------|--|--|---|------------------------------|--|----------------------------|
| | | | | | Indiana D | EM |
| lanage Iccess Rec | quests Search All DMR Permits Users | s & CORs Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users DMR Signing Status | Download Blank DMR Form |
| | de additional informa | ation Required ation associated with the Signatory role. Additional Information | | | | |
| ng080271 | Signatory | What is your employer's relationship f I have the authority to enter into I am authorized by the person be The following fields are required. | this Agreement for the low who does have the | Permittee under the | | Select One v |
| | | Responsible Officia Responsible Officia Responsible Officia | l Title: | | | |

Figure 3-2: Additional Information Required Page

12. Click on the **Employer's Relationship** drop-down box, then click on the desired relationship:



Definition:

Parent – If you work for an organization that owns or controls the organizations for which you are submitting DMRs for.

Facility- If you work for the primary organization for which you are submitting DMRs for.

- 13. Then click on the ^(C) radio button next to either:
 - a) "I have the authority to enter into this Agreement for the Company under the applicable standards."
 - By choosing this option, you are confirming you are the **Responsible** Official (RO).

OR

b) "I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards." By choosing this option, you are confirming you are the **Duly** Authorized Representative (DAR) signing on behalf of your organization's Responsible Official.

Responsible Official

14. If you are the RO, click on the first radio button and click Submit.

Duly Authorized Representative (DAR)

15. If you are the DAR you must identify the RO by filling out the required fields:

- Responsible Official Name:
- Responsible Official Title:
- Responsible Official Phone Number:
- > Responsible Official Email Address:
- 16. Review the information displayed is correct, then click on **Submit** to continue with the request.
- 17. The **Confirm Access Requests to a Permit and Associated DMRs** page is displayed again (Figure 3-3).

| Home My Account I | et DM ork Disch toring Re | IR arge | | 💩 User: DMENDOZA_ | TEST, Permittee User | 2 |
|--------------------------|---------------------------------|--|---|--------------------------|-------------------------------------|--|
| Manage Access Request | Search All DMRs | & CORs Unscheduled DMRs Per | | | wnload nk DMR Form | |
| The table below o | ontains the acces | equests to a Permit and Asso ss requests that you have entered. | ociated DMRs | | | |
| | equested Role | Additional Information What is your employer's relationship to the | facility or facilities?*: | | [| Facility |
| | | I have the authority to enter into this A I am authorized by the person below with the following fields are required. Responsible Official Name Responsible Official Title: Responsible Official Phon Responsible Official Email | ho does have the autho e: : e Number: il Address: | prity to enter into this | Agreement for the Pe [[[| ermittee under the applicable standards. |
| | | | Sign via Paper | Sign Electronically | Cancel | |

Figure 3-3: Confirm Access Request to a Permit

18. On the bottom of the confirmation page, click on either

Sign via Paper Sign Electronically

to continue to the Subscriber Agreement (SA).

3.3.2. Subscriber Agreement (SA)

3.3.2.1 Paper Subscriber Agreement:

19. To sign a hard copy, click on "**Sign via Paper**" on bottom of confirmation page (Figure 3-4).

Confirm Access Requests to a Permit and Associated DMRs

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

| <u>Permit ID</u> | Requested Role | Additional Information |
|------------------|-------------------|--|
| nm0000051 | Signatory | What is your employer's relationship to the facility or facilities?*: |
| | | 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 ancel |
| | | Figure 3-4: Signing Options |

20. Upon clicking "Sign via Paper", a pop-up window with your SA will appear.

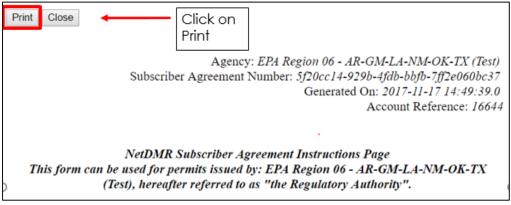


Figure 3-5: Paper SA

- 21. Fill out all required information and click on **print** (Figure 3-5).
- 22. You will be routed back to your associated printer, click **print** to finalize printing process (Figure 3-6).

| nt al: <mark>2 shee</mark> t | ts of paper (4 pages) |
|---------------------------------|---|
| | Print Cancel |
| tination | W18H1N-OEIPS01.a Lexmark Color Laser X79 |
| | Change |
| es | All |
| | 🔘 e.g. 1-5, 8, 11-13 |
| | |
| | 1 |
| | |
| t | Portrait 👻 |
| | |
| | Black and white |
| ons | Two-sided |
| More se | ttings |
| more se | |
| | rstem dialog (Ctrl+Shift+P) |

Figure 3-6: Print Confirmation

23. Once signed, mail SA to Regulatory Authority at the address listed on the bottom of Subscriber Agreement.

Note: Paper process can take several weeks for RA to complete and grant access to NetDMR.

3.3.2.2 Electronic Subscriber Agreement:

24. If signing **electronic** SA, click on **"Sign Electronically"** on bottom of confirmation page (Figure 3-4).

| 1 | Confirm | Access | Requests | to a | Permit a | and | Associated | DMRs |
|---|---------|--------|----------|------|----------|-----|------------|------|
|---|---------|--------|----------|------|----------|-----|------------|------|

| <u>Permit ID</u> | Requested Role | Additional Information |
|------------------|-------------------|--|
| nm0000051 | Signatory | What is your employer's relationship to the facility or facilities?*: |
| | | 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 |

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

- 25. Upon clicking on "**Sign Electronically**", a pop-up box will appear confirming you have chosen to sign your SA electronically (Figure 3-7).
- 26. Click on **Sign Electronically** to sign SA.



Figure 3-7: Print Confirmation

- 27. An eSignature Authorization window will pop up with your User ID and Password (Figure 3-8).
- 28. Complete the following steps for authorization:
 - First step: Authenticate
 - Enter **password** to start authenticate eSignature process.
 - Second step: Verify
 - Answer security question
 - > Third step: Sign
 - Click on "Sign"

eSignature Authorization

| 1. Authenticate | 2. Verify | 3. Sign |
|-----------------|--|---------|
| Login to CDX | | |
| User: | Question: What is your favorite movie? | Sign |
| Password: | Answer: | |
| | | |

Figure 3-8: eSignature Authorization

29. A **Request Access to a Permit and Associated DMRs** message will appear that your electric SA was successful and submitted for approval.



3.3.2.3 Approving electronically signed Subscriber Agreement

Responsible Official (RO)

> If you are the RO, your request will be sent directly to the RA via email.

Duly Authorized Representative (DAR)

NOTE: DAR <u>MUST</u> first consult with RO to determine if RO will sign SA via *electronic* process or *paper* process.

If you are a DAR, your RO must access NetDMR to approve your request before it is sent to the RA.

3.3.2.4 How to delete your NetDMR Subscriber Agreement

As a Responsible Official (RO) or Duly Authorized Representative (DAR), you can delete your own permit signatory request and then request it again by following these steps:

- 1. Sign in to CDX (https://netdmr.epa.gov)
- 2. Click on your role hyperlink to access NetDMR
- 3. Go to "My Account | Edit Account";
- 4. Delete the intended request
- 5. Request the Permit Signatory role again by going to "Request Access" (top left of the NetDMR screen), enter Permit ID, hit 'Update' and select 'Role', click on 'Submit'.

3.4 Managing Access Requests

A user with **Permit Administrator** access to a permit can manage requests from state and EPA regulatory authority staff, or Permittee and Data Provider users for access to permit(s) within your instance. This is done by using the **Pending Access Requests – Internal** and **Pending Access Requests – External** tables on the **Permit Administrator** home page (initial page after clicking "Continue to NetDMR") or the **Manage Access Requests** page (Figure 3-9). The specific types of access request you can respond to include:

Note: Internal users are State and EPA agencies/ organizations. External users are all other organizations.

- External Edit Access Requests Edit access allows a Permittee user to view and edit DMRs.
- External View Access Requests View access allows a Permittee user to view DMRs but not modify any entries.
- External Data Provider Access Requests Data provider access allows a Data Provider user to view and edit DMRs.

Internal View Partial Access Requests – Internal view partial access allows a user from the regulatory authority that manages your permits to view a partially completed DMR. This may be useful if you need assistance with a DMR.



Figure 3-9: Manage Access Requests Page

Up to ten requests will be displayed by default in the Internal and External request tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

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

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

3.4.1 Change Request Access Rights

You can delete access rights to the permits you currently have access to by clicking on the \Box empty checkboxes in the **Delete Access Rights** column within the **My Permits** table next to the permits to delete. Click on a checked box \blacksquare to unselect a permit.

3.4.2 Managing Permittee and Data Provider User Access Requests

External users are Permittee or Data Provider staff that view, edit, or sign and submit DMRs for a facility's permit(s). *Remember you must have the Permit Administrator or Signatory role in order to manage access requests*. Follow the directions below to approve or deny access requests from Permittee and Data Provider users:

1. Sign into CDX and access your NetDMR account with the Permit Administrator or Signatory role, continue to NetDMR, then scroll down to the **Pending Access**

Requests – External table at the bottom of the **Permit Administrator** home page to view all pending requests.

Click on Access Requests under the Manage menu at the top of any NetDMR page and scroll down to the Pending Access Requests – External table at the bottom of the Manage Access Requests page to view all pending requests. <u>OR</u>

Search by Permit ID and scroll down to the **Pending Access Requests – External** table at the bottom of the *View Permit Details* page to view all pending requests.

- 2. Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
- 3. Approve or deny the user's access request:

To approve access, click on \square to check the box in the **Approve** column in the same row as the user.

1

To deny access, click on \square to check the box in the **Deny** column in the same row as the user and enter a reason for denying access in the **Comment** column.

- 4. Click on Submit to continue, or click on Cancel to discard your changes.
- 5. If boxes were not checked for the Approve and Deny columns for any of the users, an error window will appear asking you to select one box to continue.
- 6. Click on OK and repeat Step 4.
- 7. Review your access changes when the confirmation message appears:

You have requested access rights update for the following users. Please confirm.

- 8. Click on Submit to save your changes, or click on Cancel to discard your changes and return to the *Manage Access Requests* page or the home page.
- 9. If the box next to the Deny column was checked but nothing was entered into the Comments field, an error message will appear:

There were errors processing your request.

Enter the reason for denying the request in the Comments field, then click on Submit to continue or Cancel to discard your changes and return to the Manage Access Requests page or the home page.

3.4.3 Viewing All Signatories and Users for Permits

You can view of all the permits you administer within a program service and all the users that are associated with your permits using the **Permits** or **Users** hyperlink on the **View** tab.



3.4.3.1 Viewing All Permit Signatories

Permit Administrators are able to view a list of all signatories for the permits they administer using the *View Permit* page:

| | t Request Access Help Logou et DMR twork Discharge nitoring Report | e . | | 🛓 User:diana: | sigcdx@yahoo.com, Permitt | ee User | |
|--|---|--|--|------------------------------|---|----------------------------|----------|
| Manage Access Requi | ests 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 | Downloa Blank DM | _ |
| 🔺 View I | Dormit | | | | | | |
| You are the A column. If yo Permits 1 thr | Administrator for the permits b ou click View All or View Partial, rough 10 of 60 ᡟ 4 1, 2, 3, 4, | , the table will be displayed w | ith the default sort ord | er applied. | | the information | n in tha |
| You are the A column. If yo Permits 1 thr <u>Permit ID</u> | Administrator for the permits b u click View All or View Partial ough 10 of 60 44 4 1 , 2, 3, 4, <u>Facility</u> | , the table will be displayed w | ith the default sort ord | er applied. | g or descending order by | | n in tha |
| You are the A column. If yo Permits 1 thr <u>Permit ID</u> NM0000060 | Administrator for the permits b u click View All or View Partial rough 10 of 60 44 1 , 2, 3, 4, <u>Facility</u> UNKNOWN | , the table will be displayed w | ith the default sort ord | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr <u>Permit ID</u> NM0000060 | Administrator for the permits b u click View All or View Partial rough 10 of 60 44 1 , 2, 3, 4, <u>Facility</u> UNKNOWN | , the table will be displayed w | Signatory First Nam | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr Permit 1D NM0000060 NM0022250 | Administrator for the permits b u click View All or View Partial, rough 10 of 60 44 4 1 , 2, <u>3</u> , <u>4</u> , <u>Facility</u> UNKNOWN UNKNOWN | , the table will be displayed w <u>5</u> , <u>6</u>) <u>Q</u> View All UNTY WATER UTILITY AUTHORI | Signatory First Nam | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr Permit ID NM0000060 NM00022250 NM0022250 | Administrator for the permits b u click View All or View Partial, cough 10 of 60 44 1 , 2, 3, 4, Facility UNKNOWN UNKNOWN ALBUQUERQUE BERNALILLO CO | , the table will be displayed w <u>5, 6</u> Ciew All UNTY WATER UTILITY AUTHORI UNTY WATER UTILITY AUTHORI | Signatory First Nam | er applied. | | | ו in tha |
| You are the A column. If yo Permits 1 thr Permit ID NM0000060 NM0022250 NM0022250 NM0022250 | Administrator for the permits b u click View All or View Partial, cough 10 of 60 44 1 , 2, 3, 4, Facility UNKNOWN UNKNOWN ALBUQUERQUE BERNALILLO COU ALBUQUERQUE BERNALILLO COU | , the table will be displayed w <u>5, 6</u> Ciew All UNTY WATER UTILITY AUTHORI UNTY WATER UTILITY AUTHORI UNTY WATER UTILITY AUTHORI | Signatory First Nam | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr Permit ID NM0000060 NM0022250 NM0022250 NM0022250 NM0022250 | Administrator for the permits b u click View All or View Partial ough 10 of 60 44 1 , 2, 3, 4, Facility UNKNOWN UNKNOWN ALBUQUERQUE BERNALILLO COU ALBUQUERQUE BERNALILLO COU ALBUQUERQUE BERNALILLO COU | , the table will be displayed w <u>5</u> , <u>6</u>) () ()() () () () () () (| Signatory First Nam | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr Permit ID NM0000060 NM0022250 NM0022250 NM0022250 NM0022250 NM0022250 | Administrator for the permits b u click View All or View Partial, ough 10 of 60 44 1 , 2, 3, 4, Facility UNKNOWN ALBUQUERQUE BERNALILLO CON ALBUQUERQUE BERNALILLO CON ALBUQUERQUE BERNALILLO CON ALBUQUERQUE BERNALILLO CON | , the table will be displayed w 5, 6 | Signatory First Nam | er applied. | | | n in tha |
| You are the A column. If yo Permits 1 thr Permit ID NM0000060 NM0022250 NM0022250 NM0022250 NM0022250 NM0022250 | Administrator for the permits b u click View All or View Partial, ough 10 of 60 44 1 , 2, 3, 4, Facility UNKNOWN ALBUQUERQUE BERNALILLO COI ALBUQUERQUE BERNALILLO COI ALBUQUERQUE BERNALILLO COI ALBUQUERQUE BERNALILLO COI ALBUQUERQUE BERNALILLO COI | , the table will be displayed w 5, 5 • • • • • • • • • • • • • • • • • • | Signatory First Nam | er applied. | | | n in tha |

Figure 3-10: View Permit Page

To access this page:

- 1. Sign into CDX and access your NetDMR account and continue to NetDMR.
- 2. On the home page, click on **Permits** within the gray **View** tab.
- 3. The *View Permit* page will display the following information about the permits you have approved access to in a table.
 - ✓ Permit ID
 - ✓ Facility Name
 - ✓ Signatory First Name
 - ✓ Signatory Last Name
 - ✓ Signatory Email
 - ✓ Link to the View Permit Details page

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

- Clicking a page number link to go to a specific page of signatories.
- Clicking the green forward arrow to display the next page of signatories.
- Clicking the d green back arrow to view the previous page of signatories.
- Clicking the bound double green forward arrow icon to display the last 10 signatories.
- Clicking the signatories.
- Clicking the View All link to show all signatories in the table on the same page.

Clicking on the View Partial link to return from the View All display back to viewing 10 signatories at a time.

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

3.4.3.2 Viewing All Permit Users

Permit Administrators are able to view a list of all users for the permits within a program service they administer using the *View Users* page:

| lanage .ccess Requests | Sea All D Perr User | MRs & COR nits | s Perform Import | | Download Blank DMR | | 🖉 Session Lockout Timer: 29:58 | | | | |
|---------------------------|------------------------------|-------------------|------------------|-----------|-----------------------|-------------------|--------------------------------|---|--|--|--|
| | | | | | | | | | | | |
| The following u | | ssociated wit | th your permits. | | | | | | | | |
| - | h 2 of 2 | ssociated wit | | Permit ID | User Type | Role | Delete Role | Email | | | |
| Users 1 through | h 2 of 2 | | | | User Type External | Role Signatory | Delete Role | <u>Email</u> alison_kittle@yahoo.com | | | |

Figure 3-11: View Users Page

Follow these directions to view all of the users that can access the permits you administer.

- 1. Sign into CDX and access NetDMR selecting the desired Regulatory Authority and using a Permit Administrator account. The home page will be displayed.
- 2. Click on Permits within the gray View tab.
- 3. The *View Users* page will display the following information about the users in a table.
 - ✓ First Name
 - ✓ Last Name
 - ✓ User Name
 - ✓ Facility
 - ✓ Permit ID
 - User Type (Internal = Regulatory Authority, External = Permittee or Data Provider)
 - ✓ Role
 - ✓ Delete Role
 - ✓ Email
 - ✓ Link to the View User Account Details page

Up to ten user roles will be displayed by default in each of these tables. If more than 10 user roles are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of User Roles.

- Clicking the d green back arrow to view the previous page of User Roles.
- Clicking the *b* double green forward arrow icon to display the last 10 User Roles.
- Clicking the state of the st
- Clicking the View All link to show all User Roles in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 User Roles at a time.

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

Clicking on **a** within the row of the desired user displays the **View User Account Details**.

3.4.3.2.1 View User Account Details

You can navigate to the *View User Account Details* page from the *View Users* page by clicking on \triangleq within the row of the desired user role.

| View | User Account Deta | ils | | | | | | | | | | | |
|---|--|----------------------------|--|--------------------------------|----------------------|------------------------------|---------|-------------|--------------|--------------|-------------|-------------|-----------|
| General A | count Information | | | | | | | | | | | | |
| First Name | | Alison | | | | | | | | | | | |
| Last Name | | Kittle | | | | | | | | | | | |
| User Name | | kittle. | alison@epa.gov | | | | | | | | | | |
| E-mail Addr | ess | kittle. | alison@epa.gov | | | | | | | | | | |
| Telephone I | lumber | 202-5 | 64-6233 | | | | | | | | | | |
| Organizatio | | | U.S. EPA | | | | | | | | | | |
| Type of Use | r | Extern | hal | | | | | | | | | | |
| Permits ar Click any un displayed wit | id Roles derlined column title to sort th h the default sort order appli | he table rov ed and any | ws in ascending or des selected check boxes | cending order will be reset | r by the to unsel | information in tha ected. | at colu | ımn. If you | ı click Vier | w All or Vie | ew Partial, | , the table | e will be |
| Roles 1 throu | | | | | | | | | | | | | |
| Permit ID | | Role | | Delete Role Comme | | ent | _ | | | | | | |
| TN0002968 | USDOE-OAK RIDGE Y12 PLT | View | Approved | | | | * | | | | | | |
| TN0002968 | USDOE-OAK RIDGE Y12 PLT | Signatory | Pending | Π | | | * | | | | | | |
| | | | | Sub | mit C | ancel | | | | | | | |

Figure 3-12: View Users Page

The *View User Account Details* page will display the following information about the user:

- General Account Information
 - ✓ First Name
 - ✓ Last Name
 - ✓ User Name
 - ✓ Email Address
 - ✓ Organization
 - Type of User (Internal = Regulatory Authority, External = Permittee or Data Provider)
- Permits and Roles Table
 - ✓ Permit ID
 - ✓ Facility
 - ✓ Role

- ✓ Role Request Status
- ✓ Delete Role
- ✓ Comment

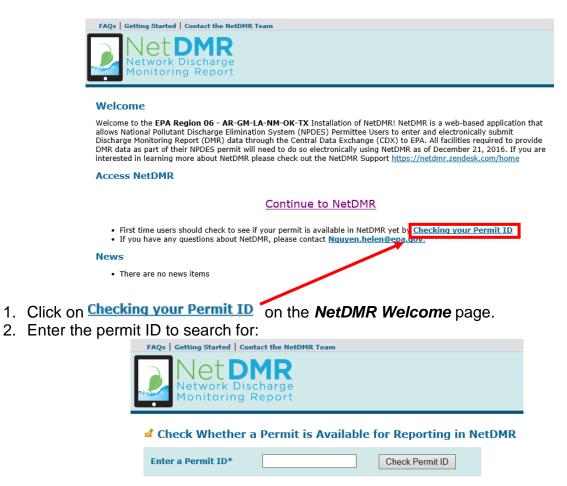
Up to ten permit roles will be displayed by default in the Permits and Roles tables. If more than 10 permit roles are returned, you can navigate through the list by:

- > Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of Permit Roles.
- > Clicking the < green back arrow to view the previous page of Permit Roles.
- Clicking the b double green forward arrow icon to display the last 10 Permit Roles.
- Clicking the 4 double green back arrow icon to display the first 10 Permit Roles.
- > Clicking the View All link to show all Permit Roles in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 Permit Roles at a time.

Chapter 4: NetDMR Functions

Once in NetDMR you will be able to view, create, sign and submit DMRs. In order to view or enter DMR data for a permit into the EPA's NetDMR, the permit must be in NetDMR.

4.1 Searching for Available Permit IDs



- 3. Click on Check Permit ID
- 4. NetDMR will display a message if the permit does not exist. Re-enter the permit ID if it was incorrectly entered or contact your Regulatory Authority to request the permit be added to NetDMR:

The Permit ID <u>'nm002229'</u> is not available for reporting in NetDMR. Check another Permit ID or <u>return to the Welcome screen</u>.

5. If the permit exists in NetDMR, you will see a message telling you it is available for reporting:

The Permit ID <u>'nm0022292'</u> is available for reporting in NetDMR. You may check another Permit ID or <u>return to the Welcome screen</u>.

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:

| 🗷 Edi | € _{Clea} | ar Para | meter Fields | Save & Continue | e 🗳 Save & | Exit 🖍 Sign & S | Submit 🖨 Print | Friendly View 🧯 | DMR/COR | Search | Results | | | |
|--|---|--|----------------|-------------------------------|--------------|---------------------------------|---|--|--|-------------|--|-----------------------|--|--|
| | | | | | | | | | | | | | | |
| Collapse | Collapse Header | | | | | | | | | | | | | |
| Permit | | | | | | | | | | | | | | |
| Permit | ID: | | TN0002968 | | | Major: | Major: 🔽 | | | | | | | |
| Permit | tee: | | USDOE-Y12 NA | ATL SECURITY CMPL | LEX | Permittee | Address: | BEAR CREEK RD. | | | | | | |
| | | | | | | | | OAK RIDGE, TN 3 | 7830 | | | | | |
| Facility | /: | | USDOE-OAK R | IDGE Y12 PLT | | Facility Lo | cation: | BEAR CREEK RD. | | | | | | |
| | | | | | | | | OAK RIDGE, TN 3 | | | | | | |
| | ted Feature | | 125 - External | Outfall | | Discharge | : | G - STEAM COND, | , COOL WAT, | STOR W | /AT | | | |
| | Dates & St ring Period | | From 12/01/08 | ha 12/21/08 | | DMR Due D | a ta c | 01/15/09 | | | | | | |
| Status | | | Ready for Da | | | DHK Due D | ate: | 01/15/09 | | | | | | |
| | | r Form | Completion | | | | | | | | | | | |
| Princip | al Executiv | e Office | er | | | | | | | | | | | |
| First N | ame: | | | | _ | Last Name | : | | | _ | | | | |
| Title: | | | | | _ | Telephone | : | | _ | | | | | |
| | | | , | | | | | , | | | | | | |
| No Data | Indicator (| (NODI) | | | | | | | | | | | | |
| I OTHER A | 501. | | 1 | | | Apply | | | | | | | | |
| | | | | | | | Quality or Concentration # of Freq. of Sn | | | | | | | |
| Para | ameter | NODI | Qı | uantity or Loading | | | Quality or Conc | entration | | | Freq. of | Smpl. | | |
| Para | imeter <u>Name</u> | NODI List | Qı Value 1 | uantity or Loading Value 2 | Units | Value 1 | Quality or Conc Value 2 | entration Value 3 | Units | # of Ex. | Freq. of Analysis | Smpl. Type List | | |
| | | List | | | Units | Value 1 | | | Units | | Analysis List | List | | |
| Code 🔺 | <u>Name</u> pH | | | | Units | Value 1 | | Value 3 | | | Analysis | Туре | | |
| Code ▲ 00400 1 - Efflue | Name pH ent Gross | List Smpl. | | | Units | | | Value 3 | SU 💌 | | 01/30 | GR V | | |
| <u>Code</u> ▲ 00400 | Name pH ent Gross | List | | | Units | Value 1 = Value 1 >= 6 Minimum | | Value 3 | SU 💌 List | | Analysis List | List | | |
| Code Code | Name pH ent Gross | List Smpl. Req. | | | Units | >= 6 Minimum | | Value 3 | SU 💌 List Standard | | 01/30 | GR V | | |
| Code A 00400 1 - Efflue Season: | Name pH ent Gross | List Smpl. | | | Units | | | Value 3 | SU 💌 List Standard | | 01/30 | GR V | | |
| Code Code | Name pH ont Gross 0 Cadmium, | List Smpl. Req. | | | Units | >= 6 Minimum | | Value 3 | SU V List Standard Units | | 01/30 | GR V | | |
| Code Code | Name pH int Gross 0 | List Smpl. Req. | | | Units | >= 6 Minimum | | Value 3 | SU V List Standard Units | | 01/30 | GR V | | |
| Code Code | Name pH out Gross out Cadmium, total (as Cd) | List Smpl. Req. NODI | | | Units | >= 6 Minimum | | Value 3 | SU V List Standard Units | | Analysis Ust 01/30 V Monthly | GR GRAB | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 | Name pH out Gross Cadmium, total (as Cd) coss | List Smpl. Req. NODI | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units | | Analysis Ust 01/30 V Monthly | GR GRAB | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: | Name pH nt Gross 0 Cadmium, total (as Cd) nt Gross 0 | List Smpl. Req. NODI Smpl. | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units mg/L V | | Analysis Ust 01/30 V Monthly 01/30 V | GR V GR CP V | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: | Name pH out Gross Cadmium, total (as Cd) coss | List Smpl. Req. NODI Smpl. | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units | | Analysis Ust 01/30 V Monthly 01/30 V | GR V GR CP V | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: Apply | Name pH pH o Cadmium, total (as cd) nt Gross o I | List Smpl. Req. NODI Smpl. Req. | | | Units | >= 6 Minimum | Value 2 | Value 3 = V <= 9 Maximum V = V <= ,025 Daily Maximum | SU V List Standard Units | | Analysis Ust 01/30 V Monthly 01/30 V | GR V GR CP V | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: | Name pH pH o Cadmium, total (as cd) Lead, total (as | List Smpl. Req. NODI Smpl. Req. NODI | | | Units | >= 6 Minimum | Value 2 | Value 3 = V <= 9 Maximum V = V <= ,025 Daily Maximum | SU V List Standard Units | | Analysis 01/30 Monthly 01/30 Monthly | GR V GRAB | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: Apply 01051 | Name pH pH o Cadmium, total (as cd) Cadmium, total (as pb) | List Smpl. Req. NODI Smpl. Req. | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units mg/L V List Milligrams per Liter | | Analysis Ust 01/30 V Monthly 01/30 V | GR V GR CP V | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: Apply | Name pH pH o Cadmium, total (as cd) Cadmium, total (as pb) | List Smpl. Req. NODI Smpl. Req. NODI | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units mg/L V List Milligrams per Liter | | Analysis 01/30 Monthly 01/30 Monthly | GR V GRAB | | |
| Code A 00400 1 - Efflue Season: NODI: Apply 01027 1 - Efflue Season: NODI: Apply 01051 | Name pH pH o Cadmium, total (as cd) nt Gross o Lead, total (as pb) nt Gross nt Gross | List Smpl. Req. NODI Smpl. Req. NODI | | | Units | >= 6 Minimum | Value 2 | Value 3 | SU V List Standard Units mg/L V List Milligrams per Liter | | Analysis 01/30 Monthly 01/30 Monthly | GR V GRAB | | |

| Edit Check Error | 'S | |
|-------------------------------|--------------------|--|
| No results. | | |
| Comments | | |
| | | × |
| Attachments | | |
| Add Attachment No results. | | |
| Report Last Sav | ved 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 d 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.

| Search: | All DMRs & CORs | DMRs Ready to Subm | it Permit ID | Users | | |
|-----------------------|---------------------------|--|-----------------------|---------------------|----------------------------------|---|
| All DMRs & Co | opies of Record (| CORs) | | | | |
| Use the following | fields to search for DMR: | and CORs. Leaving a field | l blank will instruct | NetDMR not to filte | r on that field. | |
| • Permit ID | All | V Update | | | | |
| O Facility: | All | | | \checkmark | Update | |
| Note: The Update | e buttons above for Perm | it ID and Facility will upda | te the Permitted Fe | ature and Discharg | e selection boxes below. | |
| | | | - | | | |
| Permitted Feat | All | ✓ Update | | | | |
| Discharge: | All | | | | | ~ |
| Monitoring Per | iod End | | (mm/dd/yyyy) | | | |
| Date Range: | | | (mm/dd/yyyy) | | | |
| Edited or Subn By: | All All | | ~ | | | |
| | | | | | | |
| Status: | NetDM | for Data Entry R Validation Errors R Validated | All (Hold down Cl | TRL or Mac command | key to select/deselect multiple) | |
| | Impor | | | | | |
| | | sion Errors/Warnings | ~ | | | |
| Scheduled/Un | scheduled: All | ~ | | | | |
| | • | | | | | |

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 6. Under the Next Steps column, click Go to begin editing the DMR.

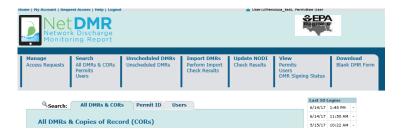
| | 🔍 Nev | / Search | 🔍 Refin | e Search | 🔶 Sign & Sul | omit Checke | d DMRs 尋 | Download | Checke | d CORs | 🖉 Update NODI | | |
|--|------------------|---------------------|------------------------------------|------------------------------|------------------------------------|---|---|--------------------|-------------------------------|-------------------------|---|---|--------------|
| DMR/COR Search Results | | | | | | | | | | | | | |
| DMRs 1 through 100 of 113 4 4 1, 2 🕨 🕪 | | | | | | | | | | | | | |
| Next Step(s) | <u>Permit ID</u> | <u>Facility</u> | <u>Permitted</u> <u>Feature</u> | <u>Discharge</u> <u>#</u> | Discharge Description | <u>Monitorinq</u> <u>Period End</u> <u>Date</u> | <u>Scheduled/</u> <u>Unscheduled</u> | DMR Due Date | <u>Status</u> | COR Received Date | Include in Batch Submit Check AllOn Page Clear All | Include in Batch COR Download Check AllOn Page Clear All | Chea Clea |
| 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 V Go | NM0022292 | SANTA FE WWTP | 001 | 001-A | TREATED MUNICIPAL WASTEWATER | 06/30/10 | Scheduled | 07/15/10 | Ready for Data Entry | <u>08/23/10</u> | | | |
| 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 🗸 Go | NM0022292 | SANTA FE WWTP | SLL | SLL-A | LAND 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 Sea | arch 🙆 Re | efresh DMR Data 🦯 Si | gn & Submit Cl | necked DMI | Rs 樳 Dov | nload Chec | ked CORs 🦯 U | odate NODI | | | | |
|------------------|------------------------|---------------------|------------------------------------|----------------|--|---|-----------------|----------------------------|-------------------------|--|--|---------------------------------------|--|--|--|
| A DMR/CO | DMR/COR Search Results | | | | | | | | | | | | | | |
| DMRs 1 through | 10 of 10 | | | | | | | | | | | | | | |
| Next Step(s) | <u>Permit ID</u> | <u>Facility</u> | <u>Permitted</u> <u>Feature</u> | Discharge # | Discharge Description | <u>Monitoring</u> <u>Period End</u> <u>Date</u> | DMR Due Date | <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 | | | | | | | |
| Edit DMR 💌 Go | 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 | | | | | | | |

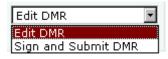
Figure 4-5: DMR/COR Search Results Page

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 d green back arrow to view the previous page of DMRs/CORs.
- Clicking the *b* double green forward arrow icon to display DMRs/CORs 101 through 200 of 200.
- Clicking the 44 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.

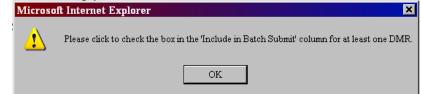
You can click any underlined column title to sort DMRs/CORs in ascending or descending order by the information in that column.

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 Check All 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> | Permitted Feature | Discharge # | Discharge Description | <u>Monitoring Period</u> <u>End Date</u> | <u>DMR Due</u> <u>Date</u> | Status |
|---|--|---|---|---|--|---|--|---|-------------------------------|---------------------|
| П | | 1 | NM0020311 | ROSWELL, CITY OF | 101 | 101-A | TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002 | 12/31/10 | 01/15/11 | NetDMR Validated |
| | L | <u>.</u> | | | | | | | | |
| properly gathe the informatic submitting fai the Submit bu By entering m 1. I am C 2. I have 3. I am ot 4. I have 5. This ac 6. I under | er and evaluate on, the information, lse information, utton, I agree th ny password and athy Bius. not violated any therwise withou the authority to tion constitutes | the informat ion submitte including the nat: d security qu (term in my t any reasor s submit the: an electron. | ion submitted d is, to the be e possibility of estion answer Electronic Sig to believe tha se data on beh c signature eq | . Based on my in st of my knowled fine and imprisor and pressing the nature Agreemen t the confidentia alf of the listed fi uivalent to my w | quiry of the pers Ige and belief, tri ament for knowi e Submit button, it. Ity of my passw acilities. ritten signature. | ion or persor ue, accurate, ng violations , I agree that ord has beer | accordance with a system designed to assur s who manage the system, or those directly and complect. I am aware that there are sig . By entering my password and security que: :: compromised now or at any time prior to th terment of a federal environmental program a | responsible for gathe inificant penalties for stion answer and pres is submission. | ering ssing | |
| What is your | r favorite color | ? | | | | | | | | |
| Password | | | | | | | | | | |
| | | | | | Subn | nit Do N | ot Submit | | | |

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 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 [®] 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 □ to check the box in the **Include in Submission** column next to the DMR(s) to be signed and submitted.
- Click on sin 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 sin 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:

| | equest Access Help Logout | 1 | | | 💩 User:NASR | IN_R01, Permittee User Indiana D | ЕМ | | |
|--------------------------|---|---------------------------------|---------|--------------------------|------------------------------|---|----------------------------|----------|-------------------------------|
| lanage ccess Requests | Search All DMRs & CORs Permits Users | Unscheduled I Unscheduled DI | MRs Per | orn Import ck Results | Update NODI Check Results | View Permits Users DMR Signing Status | Download Blank DMR Form | | 營 Session Lockout Timer: 28:2 |
| | e undergoing the Signing P | mation - CD) rocess | | | 76731-f332-4 | iearch Results 🔍 View I 709-87c0-4122a | ab4ff05 | DMR Due | View Copy of Submission |
| | SOMERSET SUBDIVISION | 001 | 001-A | 0.0845 MGD 0 RIVER | CLASS I TREATMENT FA | CILITY - TO MISSISSINEWA | Date 06/30/16 | 07/28/16 | |

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 in the View Copy of Submission column to view the COR associated with this DMR's submission.
- ➤ Download COR Click on [↓] 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 Q View DMR Signing Status to view the COR signature file used for your DMR submissions.
- > Click on QDMR/COR 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.