EPA's National Installation

User Guide

Contents

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, https://netdmr.zendesk.com/hc/en-us/articles/209616426-For-New-Users-Who-Can-Report- 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 **cannot** 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 **cannot** 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 https://netdmr.epa.gov.

2. 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.

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.

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

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

> ➢ 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.

4. Click [Next] to continue to the next step.

5. Fill out the required information marked with asterisks on *Personal Information* section (Figure 2-2):

> ➢ Title
> ➢ First Name
> ➢ Last Name
> ➢ Job Title

Figure 2-2: 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 2-3 to view all required fields.

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 [Next] 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

Organization Information

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

Organization Name *

Gulf

Mailing Address (line 1)

Mailing Address (line 2)

City   State *   Zip/Postal Code

          Texas

Find

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.

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.

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.
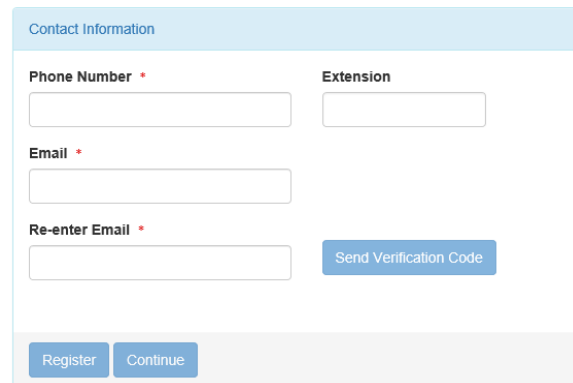
Figure 2-8: Adding Organizational

2.2.3. Contact Information

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

Figure 2-9: Contact Information

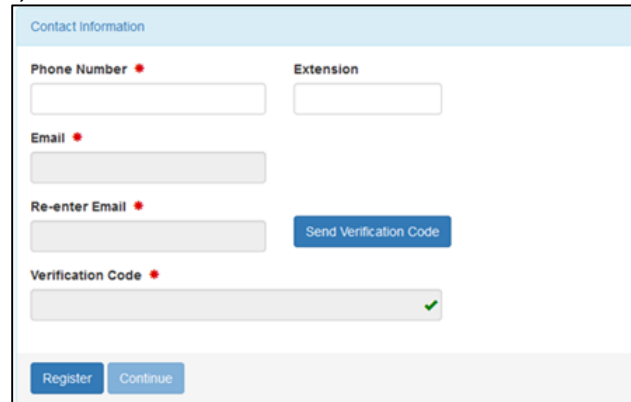24. Enter all required information with an asterisk.
    - ➢ Phone Number
    - ➢ Email
    - ➢ Re-enter Email

25. After you re-enter your email, click on **Send Verification Code** .
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).
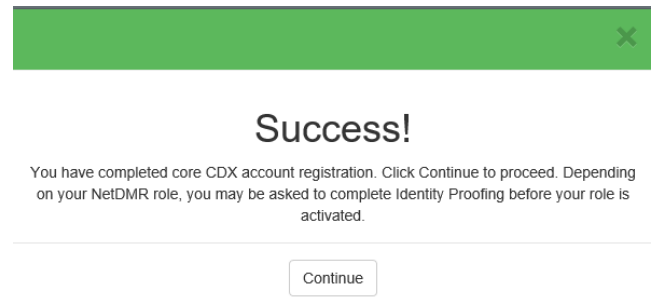

Figure 2-10: Verification Code

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.

Success!

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

Continue

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, https://netdmr.epa.gov. Please note this url will redirect to a CDX url (https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login).

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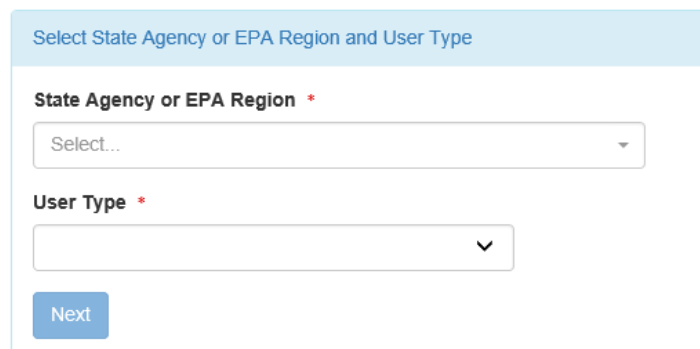
1. You will then be prompted to select your **State Agency or EPA Region** (aka Regulatory Agency) and **User Type** or role by clicking on the dropdown field shown in Figure 2-12.
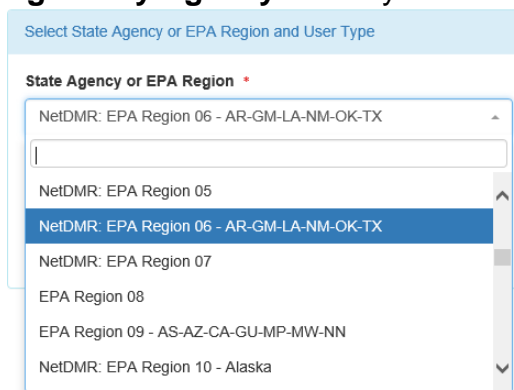

Figure 2-12: Select Agency/ Region and User Type

➤ Select the **Regulatory Agency** where your DMRs are sent.
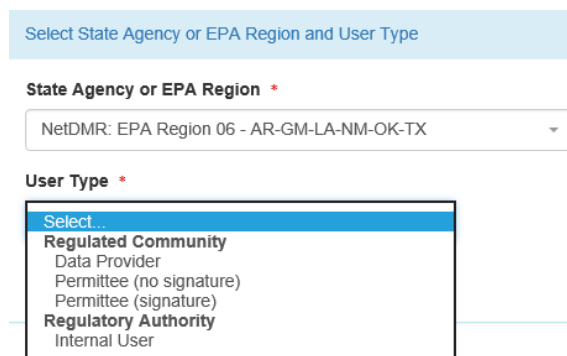
➤ Select **User Type:**
   a. *Permittee (signature):* A person authorized to Sign DMRs.
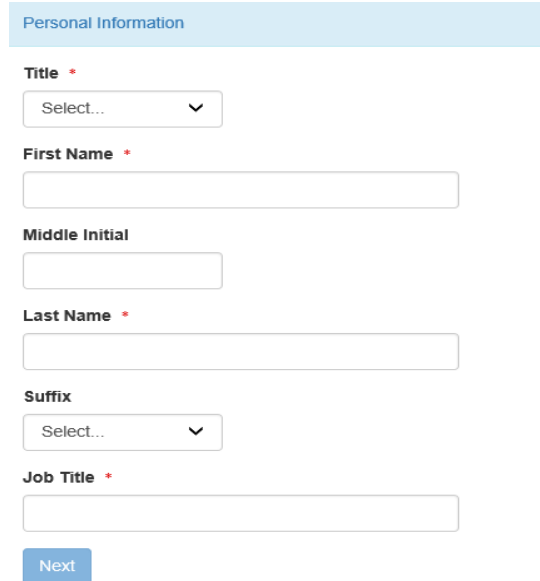
2. Click [Next] to continue to next step.

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))

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.

Figure 2-14: Create a User ID and Password

6. **User ID must be:**
   - 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.

16

Figure 2-15: Signatory Security Questions

11. Click **Next** 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.

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.

Organization Information

Select your organization:

Show [10 ✓] entries

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

Showing 1 to 5 of 5 entries   Previous [1] Next

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.

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 2-18: 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 *	
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.

Part 2: Organization Info

○ Select a Current Organization
⦿ Request to Add an Organization

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

Email *	cathypermitadm@gmail.com
Phone Number *	
Phone Number Ext	
Fax Number	

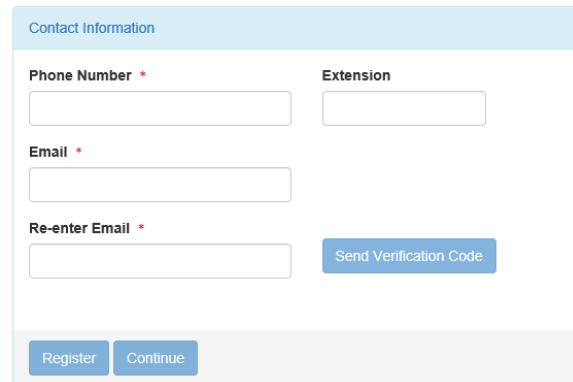Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.

Submit Request for Access

Figure 2-20: Adding Organizational

2.3.1.2. Contact Information

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

Figure 2-21: Contact Information

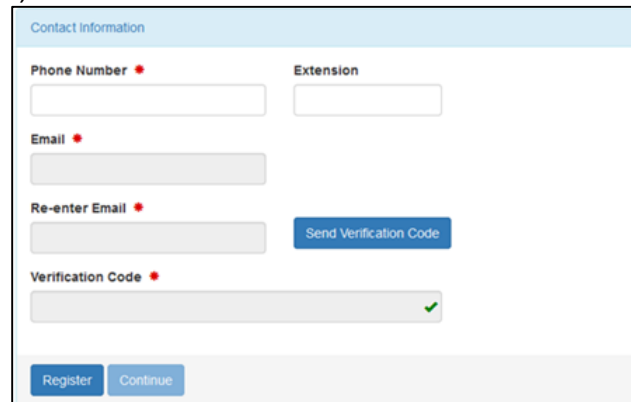24. Enter all required information with an asterisk.
    - ➢ Phone Number (your work phone number)
    - ➢ Email
    - ➢ Re-enter Email

<table>
<tr><td>
<div style="border:2px solid purple;">
<i>Tip</i>
Leave this screen open while you search for the email with your Verification Code.
</div>
</td></tr>
</table>

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).
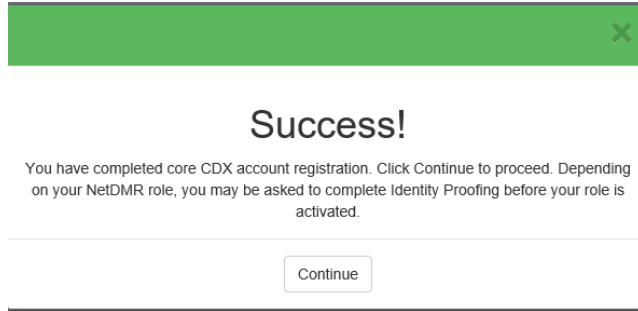

Figure 2-22: Verification Code

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.

Success!

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

Continue

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 Verify and Sign to continue registration.

Identity Proofing

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: 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"**

Figure 2-24: Authentication process

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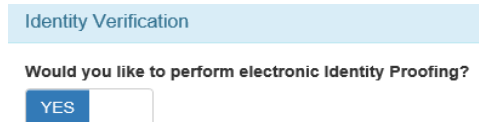

You have successfully signed Electronic Signature Agreement

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.

1. 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).

Identity Verification

Would you like to perform electronic Identity Proofing?

YES

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

Identity Verification

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

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

Paper ESA

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

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

Electronic Signature Holder Company Information

Figure 2-25: Paper ESA

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.

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

Paper ESA

Signed:

Date:

Responsible Official

PLEASE FOLLOW THE MAILING INSTRUCTIONS AT THE FOLLOWING HYPERLINK:

https://netdmrloadtest.epacdx.net/netdmr-web/public/instance_mailing_address.htm?instance=NDMR-R6

Print   Continue

Figure 2-26: Paper ESA- RA Information Hyperlink

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).

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).

24
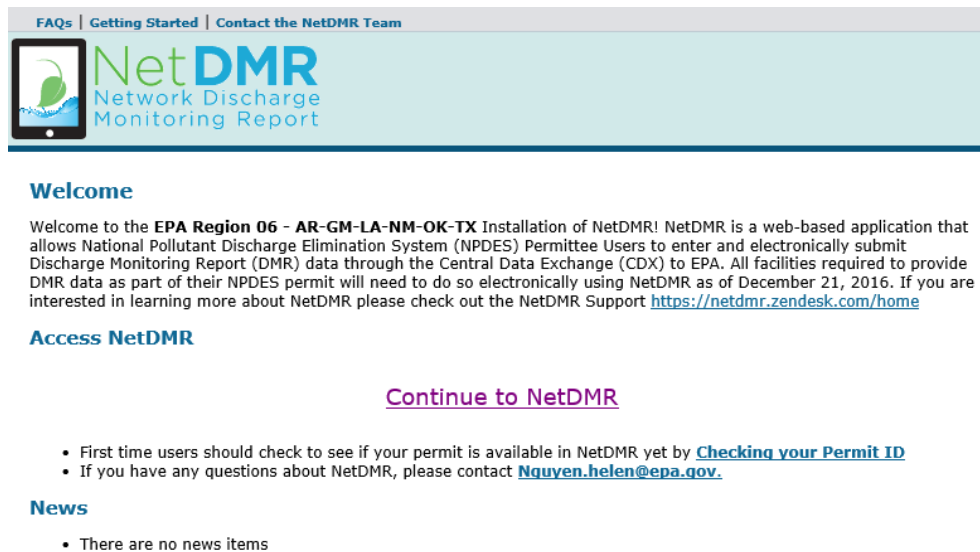
Figure 2-28: NetDMR Welcome Page

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, https://netdmr.epa.gov. Please note this url will redirect to a CDX url (https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login).

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

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.

Figure 2-30: Select Agency/ Region and User Type

➢ Select your **Regulatory Agency**.

> ➤ Select **User Type:**
>> a. *Internal User:* State or EPA Agency personnel.

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

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.

Figure 2-32: Create a User ID and Password

8. **User ID must be:**
   - o Minimum 8 characters
   - o Cannot contain any spaces

- o Only the following special characters can be used "**.**"**, "-**", "**_**" and "**@**"

9. **Security Questions**:
   - o Select three questions from the drop down list and enter an answer for each question selected.
   - o These questions will be used to reset your password.

10. Click on radio box to Agree to the **Terms and Conditions**.
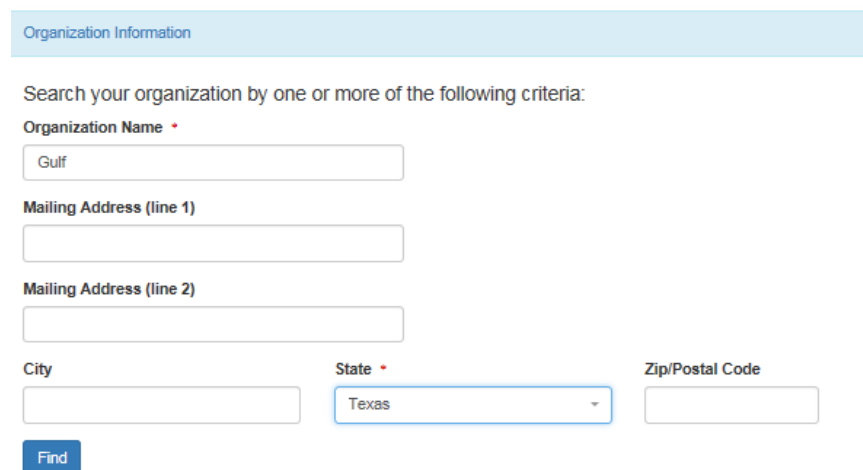
11. Click [Next] to continue to next step.

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.

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.

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.

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 Info

○ Select a Current Organization
◉ Request to Add an Organization

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

Email *   cathypermitadm@gmail.com
Phone Number *
Phone Number Ext
Fax Number

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

Submit Request for Access

Figure 2-37: Adding Organizational

2.4.1.2. Contact Information

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

Figure 2-38: 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 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).

Tip
Leave this screen open while you search for the email with your Verification Code.

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

Success!

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

Continue

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.
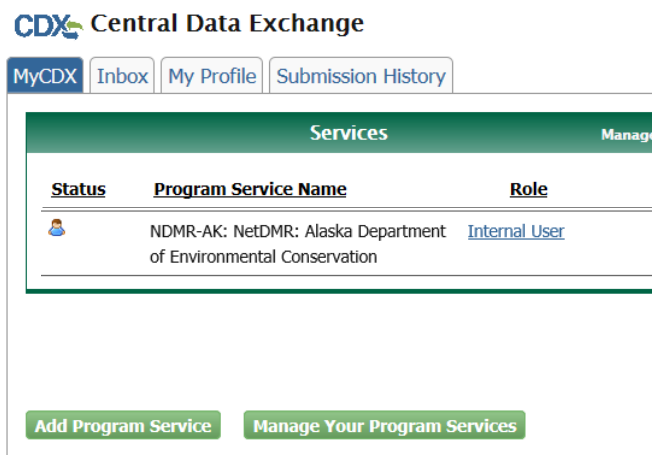
1. You will be taken to the NetDMR Welcome Page.
   ➢ RAs can post News and other helpful information on this page.
2. Click on the **Continue to NetDMR** hyperlink to continue into NetDMR.
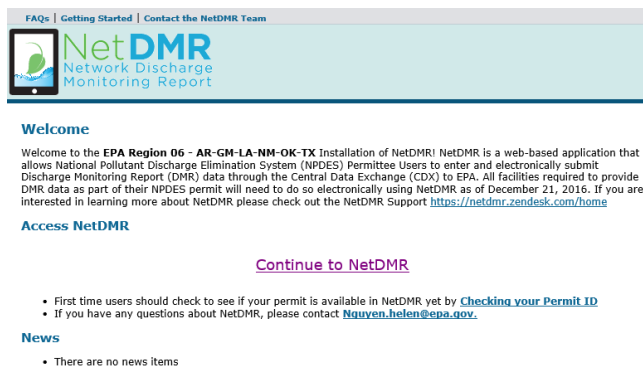
Chapter 3: Roles in NetDMR

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

If you are a **Permittee** that needs to approve *Edit* and *View* requests for your permit(s) from other Permittee staff, Regulatory Authority staff or Data Providers, you must have the ***Permit Administrator*** 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 ***Signatory*** 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 existing 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 must 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 either 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.

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:

   ➢ 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**.

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

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 ✖ 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.

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 ⦿ 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).
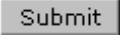
    OR

    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**.**
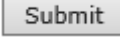
Responsible Official

14. If you are the RO, click on the first radio button and click Submit .
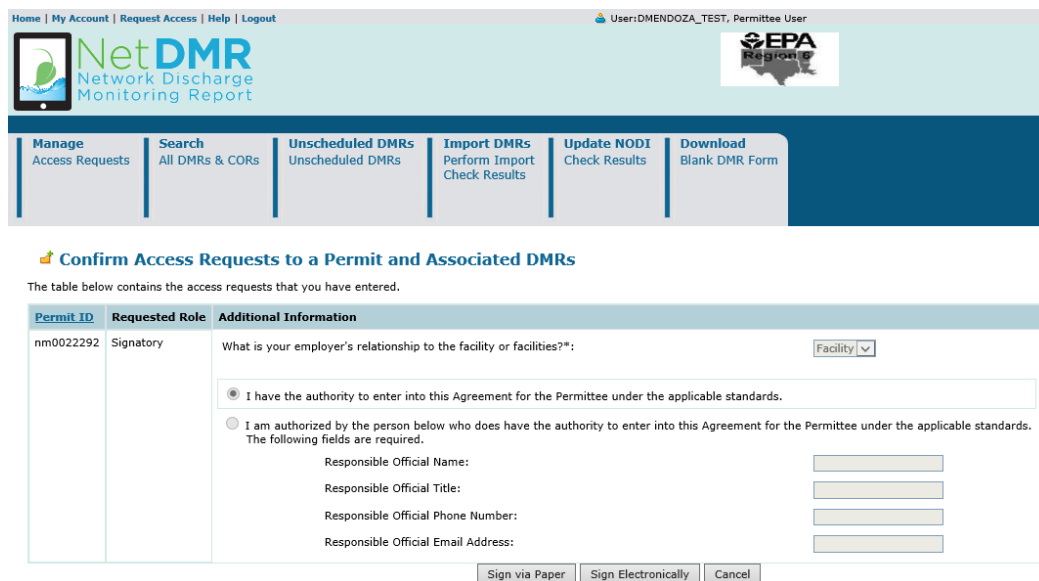
Duly Authorized Representative (DAR)

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).
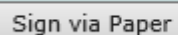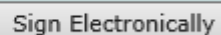
Figure 3-3: **Confirm Access Request to a Permit**

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).

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).
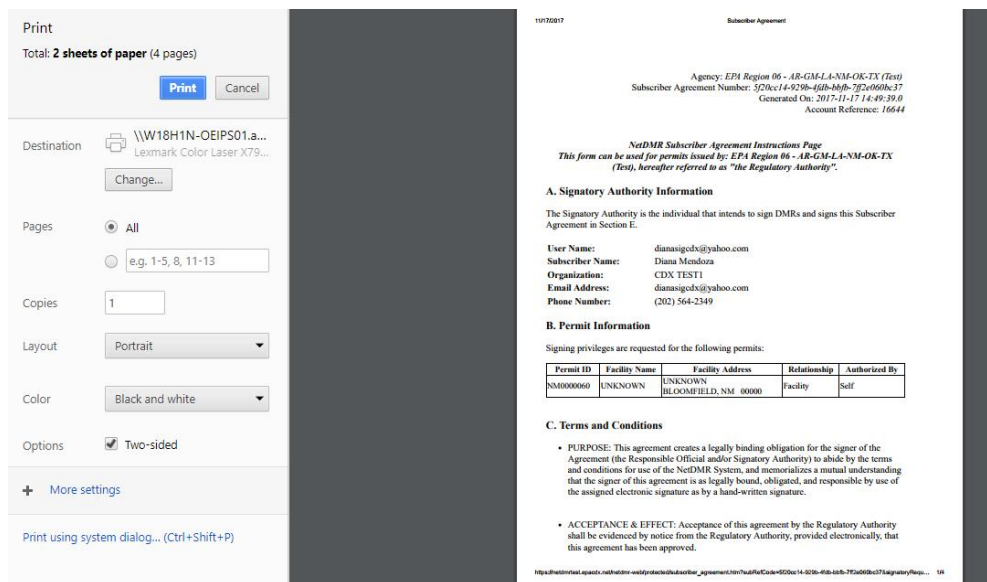22. You will be routed back to your associated printer, click **print** to finalize printing process (Figure 3-6).

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).

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.

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

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

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

Sign Electronically   Cancel

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
Login to CDX

User:

Password:

2. Verify

Question:
What is your favorite movie?

Answer:

3. Sign

Sign

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.

Request Access to a Permit and Associated DMRs

✓ Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been 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 ◀ green back arrow to view the previous page of Users.
➢ Clicking the ▶▶ 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 ☐ empty checkboxes in the **Delete Access Rights** column within the **My Permits** table next to the permits to delete. Click on a checked box ☑ 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.
   OR

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.
   OR

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 ☐ to check the box in the **Approve** column in the same row as the user.
   OR
   To deny access, click on ☐ 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.
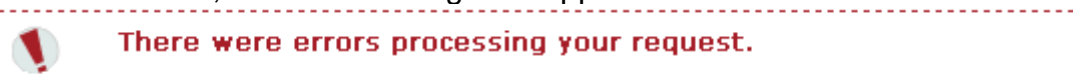
Enter the reason for denying the request in the Comments field, then click on Submit to continue or Cancel to discard your changes and return to the ***Manage Access Requests*** page or the home page.

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.

View
Permits
Users

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:

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.
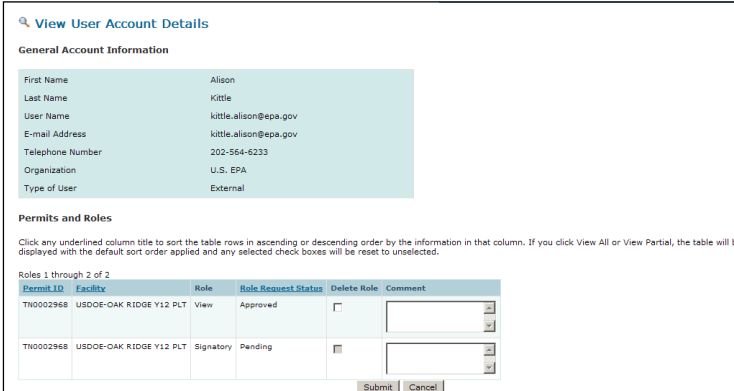- ➢ Clicking the ◀ green back arrow to view the previous page of signatories.
- ➢ Clicking the ▶▶ double green forward arrow icon to display the last 10 signatories.
- ➢ Clicking the ◀◀ double green back arrow icon to display the first 10 signatories.
- ➢ Clicking the View All link to show all signatories 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:

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 ◁ green back arrow to view the previous page of User Roles.
- ➢ Clicking the ▶▶ double green forward arrow icon to display the last 10 User Roles.
- ➢ Clicking the ◀◀ double green back arrow icon to display the first 10 User Roles.
- ➢ 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 👤 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 👤 within the row of the desired user role.

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 ▶▶ double green forward arrow icon to display the last 10 Permit Roles.
- ➢ Clicking the ◀◀ 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

1. Click on **Checking your Permit ID** on the **NetDMR Welcome** page.
2. Enter the permit ID to search for:

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 'nm002229' is not available for reporting in NetDMR. Check another Permit ID or **return to the Welcome screen**.

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

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

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:

Clear Parameter Fields | Save & Continue | Save & Exit | Sign & Submit | Print Friendly View | DMR/COR Search Results

Edit DMR

Collapse Header

Permit

Permit ID:	TN0002968	Major:	☑
Permittee:	USDOE-Y12 NATL SECURITY CMPLEX	Permittee Address:	BEAR CREEK RD.
			OAK RIDGE, TN 37830
Facility:	USDOE-OAK RIDGE Y12 PLT	Facility Location:	BEAR CREEK RD.
			OAK RIDGE, TN 37830
Permitted Feature:	125 - External Outfall	Discharge:	G - STEAM COND, COOL WAT, STOR WAT

Report Dates & Status

| Monitoring Period: | From 12/01/08 to 12/31/08 | DMR Due Date: | 01/15/09 |
| Status: | **Ready for Data Entry** | | |

Considerations for Form Completion

Principal Executive Officer

| First Name: | | Last Name: | |
| Title: | | Telephone: | |

No Data Indicator (NODI)

Form NODI: [   ] Apply

Parameter		NODI List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis List	Smpl. Type List
Code △	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400 1 - Effluent Gross	pH	Smpl.				= ▼ [ ]		= ▼ [ ]	SU ▼ List	[ ]	01/30 ▼	GR ▼
Season: 0		Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Monthly	GRAB
NODI: [▼] Apply		NODI				[▼]		[▼]				
01027 1 - Effluent Gross	Cadmium, total (as Cd)	Smpl.					= ▼ [ ]	= ▼ [ ]	mg/L ▼ List	[ ]	01/30 ▼	CP ▼
Season: 0		Req.					<= .001 Monthly Average	<= .025 Daily Maximum	Milligrams per Liter		Monthly	COMPOS
NODI: [▼] Apply		NODI					[▼]	[▼]				
01051 1 - Effluent Gross	Lead, total (as Pb)	Smpl.					= ▼ [ ]	= ▼ [ ]	mg/L ▼ List	[ ]	01/30 ▼	CP ▼
Season: 0		Req.					<= .04 Monthly Average	<= 1.19 Daily Maximum	Milligrams per Liter		Monthly	COMPOS
NODI: [▼] Apply		NODI					[▼]	[▼]				

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 ◀ green back arrow to view the previous page of parameters.
➢ Clicking the ▶▶ double green forward arrow icon to display the last 10 parameters.
➢ Clicking the ◀◀ 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**.

Figure 4-4: DMRs Ready to Submit Page

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

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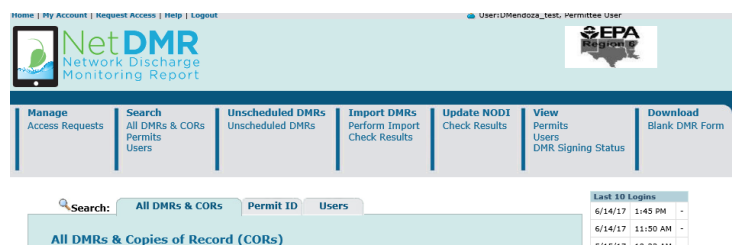
Otherwise, NetDMR displays the *DMR/COR Search Results* page with all DMRs matching your criteria:

**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 ◀ green back arrow to view the previous page of DMRs/CORs.
> Clicking the ▶▶ double green forward arrow icon to display DMRs/CORs 101 through 200 of 200.
> Clicking the ◀◀ 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:

> Microsoft Internet Explorer
> ⚠ Please click to check the box in the 'Include in Batch Submit' column for at least one DMR.
> OK
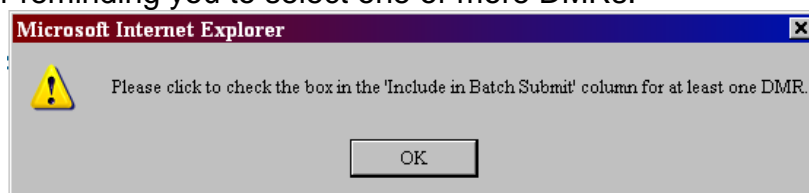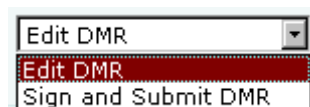
4.2.4 Sign and Submit a DMR

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

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 ☐ 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 ☐ to check the box in this column to confirm your intention to have COR and any attachments included in your Email confirmation notification.

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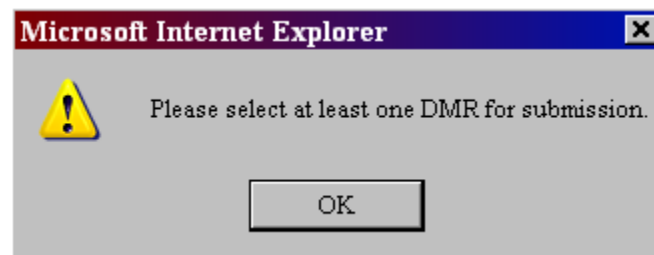
Click on ⌞ OK ⌝ to return to the page and repeat steps 1 – 4.

7. If a secret answer or password was entered incorrectly or not provided, an error message will appear:
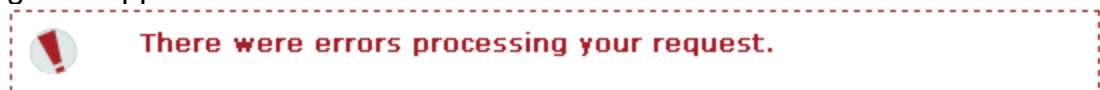
Repeat steps 2-4 using the correct information.

4.2.4.1   Submission Confirmation

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

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 🔍 **View DMR Signing Status** to view the COR signature file used for your DMR submissions.
- ➢ Click on 🔍 **DMR/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.