NetDMR Permittee and Data Provider Training

This training can also be found at https://netdmr.zendesk.com/hc/en-us/articles/115003002346
Agenda

- Introduction to NetDMR
- Demonstrations
  - Create CDX Account – Permittee (signature)
  - Request Access – Signatory
- My Account
- Enter DMR Data
- Import Data
- View COR

- Wrap and Questions
Creating a new Central Data Exchange (CDX) Account
Go to NetDMR website (https://netdmr.zendesk.com) Click Login to NetDMR button

- Login screen appears
- Click on create a new account.
Selecting Instance and Role

- All * fields are required

- Select State Agency or EPA Region (aka Instance Name) and User Type
  - Regulatory Agency where your DMRs are sent
  - Choose your Instance from the pull down menu
    - (NetDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt.)

Create a New Account
Select Instance

- Select your Regulatory Authority (RI DEM)

- For example:
  - Rhode Island – DMRs are sent to state agency
    - Choose Rhode Island Department of Environmental Mgmt
  
- Note: For Data Providers with permits in multiple States, you must select each State Instance.
Select User Type

- Permittee (signature)
- Permittee (no signature)
- Data Provider

Press **NEXT** to continue
## CDX User Types

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

- Fill out required information
  - All boxes with asterisks *
  - For Permittee (signature), ensure First & Last Names are your legal names (e.g. Robert, not Bob)
  - Click NEXT when done.
Create a User ID and Password

- Create User ID & Password
- Choose 3 Security questions, and enter an answer
  - Case Sensitive
- Agree to the Terms and Conditions

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID
Password
Verify Password

These questions will be used to reset your password:

Question 1
Select a question...
Answer 1

Question 2
Select a question...
Answer 2

Question 3
Select a question...
Answer 3

☑ Agree to the Terms and Conditions

Next
Signatory Accounts

- If requesting the CDX role of Permittee (signature)
  - Required to answer 5 additional questions for digitally signing documents
  - Electronic Signature Agreement (ESA) or Paper ESA is required
Electronic Signature Setup – Permittee (signature) Only

- Select 5 security questions from the drop down list.
- Enter an answer for each question selected.
- Remember your answers!
Organizational Information

- Search for your organization.

- Organization name and State are required, other search fields are optional

- This is the organization you work for (your employer)
**Scenario 1: Select Organization**

- Click on the Organization Id link to choose your facility.

### Organization Information

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

Showing 1 to 5 of 5 entries
Confirm your Organization

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
Scenario 2: Add Organization

- Organization unavailable

- “Request that we add your organization”
Add Organization – Continued

- Fill out the required information for your organization
  - Noted with *

- Click “Submit Request for Access”
Select your Organization

Enter your phone number

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 *
cathypemitaadm@gmail.com

Phone Number *
(214) 655-0000

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
Creating an Account cont. Contact Information

- Enter required fields.

- Click **SEND VERIFICATION CODE**.

- A green pop-up note will appear on screen informing an email was sent to this email.

- You will receive an email from CDX support with a Verification Code within a few minutes.
helpdesk@epacdx.net

To dianacdxns@yahoo.com

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For international callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely

CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange
After clicking SEND VERIFICATION CODE a verification box will appear
- Enter Verification Code
- You can COPY & PASTE code from email directly into box.

Click **Register**
Organization Registration Completed

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.

➢ After clicking on REGISTER, this pop-up will appear confirming completion.
➢ Click CONTINUE
At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR

Permittee (signature) must continue with Identity Proofing
Permittee (signature) will need to continue as additional information is required

- Identify Proofing
- Electronic Signature Agreement (ESA)
- Paper ESA option
- Log into CDX
“Permittee (signature)”
Identity Proofing

- Enter required fields with an asterisk

- Agree Electronic Signature Agreement (ESA)

- Verify and Sign

- Paper option available
  - Click on white tab for paper

Identity Proofing

Identify Verification

Would you like to perform electronic Identity Proofing?

YES

Electronic Identity Proofing
The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1)

Home Mailing Address (line 2)

City

State

Zip/Postal Code

Date of Birth

SSN Last 4:

Phone Number

☐ Show SSN digits

I agree to the Electronic Signature Agreement
Identity Proofing

If LexisNexis is unable to verify your identity – Must Submit Paper ESA

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 NetOMR 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
This is the landing page when logging into NetDMR.

Clicking on your **ROLE** will take you to NetDMR.

This link will be inactive (not clickable) if you have not been approved.

**CDX Central Data Exchange**

<table>
<thead>
<tr>
<th>Status</th>
<th>Program Service Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧑‍💻</td>
<td>NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX</td>
</tr>
</tbody>
</table>

**Role**

- Permittee (signature)
Click on ‘Continue to NetDMR’ to continue.

Will need to continue by Requesting Access to specific NPDES ID(s) within NetDMR.
NetDMR
What is the National Installation of NetDMR?

- Web-based application that will allow NPDES permittees to submit DMRs electronically to EPA’s Integrated Compliance Information System (ICIS)

- Hosted on Central Data Exchange (CDX) servers

- Provides separate customizable “NetDMR Program Services”
Types of Users

- **Permittees**
  - Permittee (signature) – Should be the first person to request NetDMR access for your facility.
  - Permittee (no signature)

- **Data Providers (Contractors and Labs)**

- **Internal Users (EPA & State Regulatory Authority)**
Types of NetDMR Roles

- **Permit Administrator**
  - User Type – Permittee (signature) OR Permittee (no signature)

- **Signatory**
  - User Type – MUST be Permittee (signature)

- **Edit**
  - User Type – Permittee (signature), Permittee (no signature), Data Provider

- **View**
  - User Type - Permittee (signature), Permittee (no signature), Data Provider

- **Internal Administrator**
  - User Type – Internal User
You will be able to:

- Sign and submit the Subscriber Agreement
- View, edit, import, sign and delete DMRs
- Submit corrected DMRs – generate CORs
- Initiate the repudiation of unauthorized DMRs

Note: With 1st Signatory role automatically get Permit Administrator role
Who is authorized to Sign DMRs?

**Signatory role**

**Guidance**

- See Appendix L, NetDMR User Guide
- 40 CFR 122.22

**RIPDES Regulations**

**RULE 12**

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40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

Code of Federal Regulations - Title 40: Protection of Environment
Id. vLex: VLEX-19812669
http://vlex.com/vid/122-signatories-applicable-see-123-19812669

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Text

**TITLE 40 - PROTECTION OF ENVIRONMENT**

**CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY**

**SUBCHAPTER D - WATER PROGRAMS**

**PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

**subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS**

122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been
Preparing for NetDMR

- Read and refer to the Permittee and Data Provider User Guide on NetDMR Zendesk
- Consult with your Regulatory Authority (RA) (RI DEM)
- Access NetDMR website for additional information, frequently asked questions
- NetDMR Test site is available for your use once training is completed (Not Required)
- RI prefers new Users to attend a State training.
First Permit ID Request

- **Initial Signatory request from your facility**
  - Will have Signatory and Permit Administrator roles automatically
  - Determine who will be your initial Signatory with Permit Administrator role
  - **This person should log on first**

- **Others at your company can apply for one or more roles**
  - Signatory, Permit Administrator role, Edit, or View role
    - (After Initial Signatory is approved)
    - Permit Administrators can grant access for anyone with Permit Administrator, Edit or View roles

- **Signatory role**
  - “Signatory” role can only be granted by the Regulatory Authority (RA)
  - Signed (electronic or paper) Subscriber Agreement must be received by RA
  - Important to print out the Agreement in production
    - www.epa.gov/netdmr
NetDMR

Some of the Basics
Tabs

Several Options

(depending on your User Type and Roles)
## Manage Access Requests

### Pending Access Requests - External

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Facility</th>
<th>Permit ID</th>
<th>Requested Access Rights</th>
<th>Request Date</th>
<th>Approve</th>
<th>Deny</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>netdmr data provider</td>
<td><a href="mailto:netdmrdatap@gmail.com">netdmrdatap@gmail.com</a></td>
<td>USDOE-OAK RIDGE Y12 PLT</td>
<td>TN0002968</td>
<td>Edit</td>
<td>02/17/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>netdmr signatory</td>
<td><a href="mailto:netdmrssig@gmail.com">netdmrssig@gmail.com</a></td>
<td>USDOE-OAK RIDGE Y12 PLT</td>
<td>TN0002968</td>
<td>Edit</td>
<td>02/15/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>netdmr signatory</td>
<td><a href="mailto:netdmrssig@gmail.com">netdmrssig@gmail.com</a></td>
<td>USDOE-OAK RIDGE Y12 PLT</td>
<td>TN0002968</td>
<td>View</td>
<td>02/19/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>netdmr signatory role</td>
<td><a href="mailto:netdmrssig@gmail.com">netdmrssig@gmail.com</a></td>
<td>USDOE-OAK RIDGE Y12 PLT</td>
<td>TN0002968</td>
<td>View</td>
<td>02/17/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>permit admin</td>
<td><a href="mailto:netdmrpa@gmail.com">netdmrpa@gmail.com</a></td>
<td>USDOE-OAK RIDGE Y12 PLT</td>
<td>TN0002968</td>
<td>Signatory</td>
<td>02/17/09</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pending Access Requests - Internal

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Organization</th>
<th>Permit ID</th>
<th>Permitted Feature ID</th>
<th>Limit Set Designator</th>
<th>Monitoring Period End Date</th>
<th>Requested Access Rights</th>
<th>Approve</th>
<th>Deny</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>netdmrinternal</td>
<td><a href="mailto:netdmr@gmail.com">netdmr@gmail.com</a></td>
<td>company A</td>
<td>TN0002356</td>
<td>031</td>
<td>G</td>
<td>10/31/09</td>
<td>Partial CDM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Permits
Copy of Records (COR)
List of Users
DMRs to edit, correct or delete
DMRs Ready to submit

Detailed instructions are contained in the Permittee/Data Provider User Guide
DMR Search & Status

- Permit ID: TN0002968
- Facility: All

Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

- Permitted Feature: All
- Discharge: All
- Monitoring Period End Date Range: 
- Edited or Submitted By: All
- Status: Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

- COR Confirmation #: 
- Search
- Clear All Fields
Are you a Responsible Official (RO) or a Duly Authorized Representative (DAR)?

Responsible Officials are authorized to sign and submit DMRs themselves (in accordance with 40 CFR 122.22/RIPDES Rule 12)

Duly Authorized Representatives are authorized to sign and submit DMRs on behalf of a Responsible Official

  - When Requesting Access as a Signatory, DARs will need to enter the Responsible Official Information to complete the Subscriber Agreement

See other training material for more information about ROs & DARs
Request Access
(Responsible Official)
Prerequisites

- User must be User Type: Permittee (signature)
- Signatory must be first person to request access to a Permit ID
- First Signatory is also assigned Permit Administrative Rights
  - Permit Admins can approve/deny access requests (other than Signatory) for their facility
  - Regulatory Authority must approve all Signatory requests
Request Access
Enter Permit ID (Click Update)

**Request Access to Permits and Associated DMRs**

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

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

**Access Requests**

A summary of the current access requests is presented below.
Select Signatory Role

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can make one or more access requests from. Repeat this process for each permit you would like to request access to. Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID: nm0000060
Role:
- Select One
- Signatory

Signatory Role will also automatically be given the Permit Edit, and View Roles.

Add Request
Submit Request

Access Requests

A summary of the current access requests is presented below.

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Remove Access Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>nm0000060</td>
<td>Signatory</td>
<td>✗</td>
</tr>
</tbody>
</table>

Submit
Confirm Access Requests to a Permit and Associated DMRs

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

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>nm0022250</td>
<td>Signatory</td>
<td>N/A</td>
</tr>
</tbody>
</table>

[Confirm] [Cancel]
Select Radio Button for Responsible Official

Additional Information Required

Please provide additional information associated with the Signatory role.

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>nm0000051</td>
<td>Signatory</td>
<td></td>
</tr>
</tbody>
</table>

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:

If you are the Responsible Official

Select One ▼
RIPDES recommends paper so that your RO does NOT need to make a CDX account
Paper Subscriber Agreement

- Print, sign, and mail the Subscriber Agreement to your respective Regulatory Authority (RA)
- RA accesses NetDMR to approve/deny request
- Paper process can take several weeks to complete
Request Access
(Duly Authorized Representatives)
Prerequisites

- User must be User Type: Permittee (signature)
- DAR **MUST** first consult with Responsible Official (RO) to determine if RO will sign Subscriber Agreement via electronic process or paper process
  - If RO will sign electronically, RO will be required to create a CDX account
  - If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement (**DEM preferred method**)
- Signatory must be first person to request access to a Permit ID
- First Signatory is also assigned Permit Administrative Rights
  - Permit Admins can approve/deny access requests (other than Signatory) for their facility
  - Regulatory Authority must approve all Signatory requests
Request Access

NetDMR
Network Discharge Monitoring Report

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import Check Results

Update NODI Check Results

Download Blank DMR Form

Last 10 Logins
5/16/17 12:46 PM -
5/16/17 7:00 AM -

Search:
All DMRs & CORs

All DMRs & Copies of Record (CORs)
Enter Permit ID (Click Update)

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

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

Access Requests

A summary of the current access requests is presented below.

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Remove Access Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Permits found</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit
Select Signatory Role

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can make one or more access requests from. Repeat this process for each permit you would like to request access to. You can make one or more access requests from the list of available roles.

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

Permit ID: nm0000060

Role:

- Select One
- Signatory

Add Request

Signatory Role will also automatically be given the Permit
Edit, and View Roles.
## Access Requests

A summary of the current access requests is presented below.

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</thead>
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<td>Signatory</td>
<td>✗</td>
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</table>

[Submit Request](#)
## Confirm Access Requests to a Permit and Associated DMRs

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

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>nm0022250</td>
<td>Signatory</td>
<td>N/A</td>
</tr>
</tbody>
</table>

[Confirm] [Cancel]
Enter Responsible Official Information

**Additional Information Required**
Please provide additional information associated with the Signatory role.

<table>
<thead>
<tr>
<th>Permit ID</th>
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- **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:

Select if you are the Duly Authorized Representative
Remember, this determination is made in consultation with your RO

- If RO requires paper, DAR must choose Sign via Paper
- If RO requires electronic, DAR must choose Sign Electronically

Confirm Access Requests to a Permit and Associated DMRs

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

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<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>nm00000000</td>
<td>Signatory</td>
<td></td>
</tr>
</tbody>
</table>

- What is your employer’s relationship to the facility or facilities?*:
  - [ ] Facility

- 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: [First Last]
  - Responsible Official Title: [President]
  - Responsible Official Phone Number: [123-456-7890]
  - Responsible Official Email Address: [test@test.com]

Sign via Paper | Sign Electronically | Cancel
Paper Subscriber Agreement

- Print, sign, and route the Subscriber Agreement to your respective Responsible Official (RO)
- RO then needs to sign and mail the Subscriber Agreement to the respective Regulatory Authority for final approval
- Paper process can take several weeks to complete
Once the Responsible Official (RO) has signed, the paper Subscriber Agreement is routed to the DEM.

Once the DEM official has approved the Subscriber Agreement, the DAR can sign and submit DMRs.
Requesting Access
(For Permit Administrator, Edit, or View Roles)
Prerequisite

- Users can be any User Type: Permittee (signature), Permittee (no signature) or Data Provider
- The Signatory must be first person to request access to a Permit ID
- First Signatory is also assigned Permit Administrative Rights
  - Permit Admins can approve/deny access requests (other than Signatory) for their facility
  - Regulatory Authority must approve all Signatory requests
Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

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

Access Requests

A summary of the current access requests is presented below.

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Requested Role</th>
<th>Remove Access Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Permits found</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select Role

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you would like to request access to. You can make one or more access requests for each permit you would like to request access to. Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID: nm0022250

Role: Select One
- Select One
- View
- Edit
- Permit Administrator

Then select “submit” and “confirm” buttons on sequential webpages.
DMR Data Entry
Entering DMRs

- Direct Data Entry
- Import comma delimited file from spreadsheets
- Edit/Correct DMRs
- Delete DMRs

Detailed instructions are contained in the Permittee/Data Provider User Guide
DMR/COR Search

Permit ID: TN0002968

Facility:

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All

Discharge: All

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

Edited or Submitted By: All

Status:
- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings Completed

COR Confirmation #: 1

Search Clear All Fields
Click on “go” to open DMR Webform
Top of DMR Data Entry Screen

<table>
<thead>
<tr>
<th>Permit Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit ID:</td>
</tr>
<tr>
<td>Permittee:</td>
</tr>
<tr>
<td>Facility:</td>
</tr>
<tr>
<td>Permitted Feature:</td>
</tr>
<tr>
<td>Major:</td>
</tr>
<tr>
<td>Permittee Address:</td>
</tr>
<tr>
<td>Facility Location:</td>
</tr>
<tr>
<td>Discharge:</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Monitoring Period:</td>
</tr>
<tr>
<td>DMR Due Date:</td>
</tr>
</tbody>
</table>

Considerations for Form Completion

Principal Executive Officer

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
</tr>
</tbody>
</table>
Middle of DMR Data Entry Screen

![Image of DMR Data Entry Screen]

### Parameter Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0040</td>
<td>pH</td>
</tr>
<tr>
<td>0050</td>
<td>Flow, in conduit or thru treatment plant</td>
</tr>
<tr>
<td>0060</td>
<td>Chlorine, total residual</td>
</tr>
</tbody>
</table>

#### Quality or Concentration

- **Value 1**: <= 0.011 Instantaneous Maximum
- **Value 2**: <= 0.011 Instantaneous Maximum

- **Units**: Milligrams per Liter

#### Frequency of Analysis

- Weekly
- GRAB

#### Description

- **First Name**: John
- **Last Name**: Smith
- **Title**: Plant Manager
- **Telephone**: 

- **No Data Indicator (NODI)**
- **Apply**
Bottom of DMR Data Entry Screen
To Sign DMRs – DMR Status must be “DMR Validated”
DMR Sign & Submit
### Edit Check Errors

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Monitoring Location</th>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal Executive Officer</td>
<td></td>
<td></td>
<td>Hard</td>
<td>Principal Executive Officer data cannot be entered unless data are entered for at least one parameter.</td>
</tr>
</tbody>
</table>

### Comments

No comments.

### Attachments

No results.

### Report Last Saved By

User: 
Name: 
E-Mail: 
Date/Time: 04/16/09 4:04 EDT
DMR Errors

### Table: Parameters and Quality or Concentration

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Code</th>
<th>Name</th>
<th>Quantity or Loading</th>
<th>Quality or Concentration</th>
<th># of Ex.</th>
<th>Freq. of Analysis</th>
<th>Snpl. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Value 1</td>
<td>Value 2</td>
<td>Units</td>
<td>Value 1</td>
<td>Value 2</td>
</tr>
<tr>
<td>50050</td>
<td>S0060</td>
<td>Chlorine, total residual</td>
<td>Smpl.</td>
<td>=</td>
<td>ug/L</td>
<td>ug/L</td>
<td>ug/L</td>
</tr>
<tr>
<td>1 - Effluent Gross</td>
<td>Req.</td>
<td>Req Mon 30 Day Average</td>
<td>Req Mon 7 Day Average</td>
<td>Million Gallons per Day</td>
<td>Continuous</td>
<td>TOTALZ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NODI</td>
<td>NODI</td>
<td>Apply</td>
<td></td>
<td></td>
<td>List</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smpl.</td>
<td>Smpl.</td>
<td></td>
<td></td>
<td></td>
<td>List</td>
<td></td>
</tr>
</tbody>
</table>

**Edit Check Errors**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Monitoring Location</th>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0060</td>
<td>Chlorine, total residual</td>
<td>Disinfection, Process Complete</td>
<td>Quality or Concentration Sample Value 3</td>
<td>Hard</td>
<td>Value fields may contain numbers and special characters &quot;.&quot;, &quot;,&quot;, &quot;,&quot; and &quot;,&quot; only</td>
</tr>
</tbody>
</table>

**Comments**

- Indicated on DMR with pink hue and exclamation mark
## DMR Errors

### Edit Check Errors

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Monitoring Location</th>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00400</td>
<td>pH</td>
<td>Effluent Gross</td>
<td>Quality or Concentration Sample Value 1</td>
<td>Hard</td>
<td>A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.</td>
</tr>
<tr>
<td>00400</td>
<td>pH</td>
<td>Effluent Gross</td>
<td>Quality or Concentration Sample Value 3</td>
<td>Hard</td>
<td>A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.</td>
</tr>
<tr>
<td>00310</td>
<td>BOD, 5-day, 20 deg. C</td>
<td>Effluent Gross</td>
<td>Quality or Concentration Sample Value 2</td>
<td>Soft</td>
<td>The provided sample value is outside the permit limit.</td>
</tr>
<tr>
<td>00310</td>
<td>BOD, 5-day, 20 deg. C</td>
<td>Effluent Gross</td>
<td>Quality or Concentration Sample Value 3</td>
<td>Soft</td>
<td>The provided sample value is outside the permit limit.</td>
</tr>
<tr>
<td>00310</td>
<td>BOD, 5-day, 20 deg. C</td>
<td>Effluent Gross</td>
<td>Excursion</td>
<td>Soft</td>
<td>The number of excursions should be greater than zero.</td>
</tr>
<tr>
<td>00530</td>
<td>Solids, total suspended</td>
<td>Effluent Gross</td>
<td>Quality or Concentration Sample Value 2</td>
<td>Soft</td>
<td>The provided sample value is outside the permit limit.</td>
</tr>
<tr>
<td>00530</td>
<td>Solids, total suspended</td>
<td>Effluent Gross</td>
<td>Excursion</td>
<td>Soft</td>
<td>The number of excursions should be greater than zero.</td>
</tr>
</tbody>
</table>

- **Hard Error** – Must be resolved before signing DMR
- **Soft Error** – Must be ‘Acknowledged’ (or resolved) before signing DMR
Sign DMRs

NetDMR

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

DMRs Ready to Submit

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status):

- All DMRs
- DMRs for Permit ID
- DMRs for Facility
Downloading

► Copy of Record (COR)

► Blank DMRs

Detailed instructions are contained in the Permittee/Data Provider User Guide
Import DMRs
Import DMR Documentation

NetDMR Permittee and Data Provider User Guide

- Import DMRs, Section 5.2.2
- Import DMR File Format, Appendix B
- Import DMR File Specifications, Appendix C

For further information regarding importing DMRs contact RI DEM.
Resources
Where do I find out more about NetDMR? (https://netdmr.zendesk.com)
Training Materials and Online Training Modules

**Assist**
- New Users
- CDX Migration
- User Guides & Templates
- NetDMR Contacts
- FAQ

**Maintain**
- Password Management
- Clearing Browser Cache
- NetDMR Job Schedule
- ICIS Data Access

**Learn**
- Training
- CROMERR Information
- Community Forum
- Glossary

**Announcements**
- Announcement Page
- Training Schedules
- Calendar

Login to NetDMR
Regulatory Contacts

**ASSIST**
- New Users
- CDX Migration
- User Guides & Templates
- **NetDMR Contacts**
- FAQ

**MAINTAIN**
- Password Management
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- ICIS Data Access

**LEARN**
- Training
- CROMERR Information
- Community Forum
- Glossary

**ANNOUNCEMENTS**
- Announcement Page
- Training Schedules
- Calendar

Login to NetDMR
### Regulatory Contacts

<table>
<thead>
<tr>
<th>EPA Region or State</th>
<th>NetDMR Lead Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPA Region 01 - New Hampshire and Massachusetts</strong></td>
<td>Neil Handler (<a href="mailto:R1.NetDMR@epa.gov">R1.NetDMR@epa.gov</a>), 617-918-1334</td>
</tr>
<tr>
<td><strong>EPA Region 02 - NY - PR - SR</strong></td>
<td>Nestor Louis (<a href="mailto:Louis.Nestor@epa.gov">Louis.Nestor@epa.gov</a>)</td>
</tr>
<tr>
<td><strong>EPA Region 03 - DC</strong></td>
<td>Nancy Ford (<a href="mailto:ford.nancy@epa.gov">ford.nancy@epa.gov</a>), 215-814-5436</td>
</tr>
<tr>
<td><strong>EPA Region 04</strong></td>
<td>David M. Apanian (<a href="mailto:apanian.david@epa.gov">apanian.david@epa.gov</a>), 404-562-9477</td>
</tr>
<tr>
<td><strong>EPA Region 06 - AR - GM - LA - NM - TX</strong></td>
<td>Helen Nguyen (<a href="mailto:nguyen.helen@epa.gov">nguyen.helen@epa.gov</a>)</td>
</tr>
<tr>
<td><strong>EPA Region 08 - CO - MT - ND - SD - UT - WY</strong></td>
<td>John Mackey (<a href="mailto:mackey.john@epa.gov">mackey.john@epa.gov</a>), 303-312-6056</td>
</tr>
<tr>
<td><strong>EPA Region 09 - CA - GU - NN</strong></td>
<td>Sandra Chew (<a href="mailto:chew.sandra@epa.gov">chew.sandra@epa.gov</a>), 415-972-3335</td>
</tr>
<tr>
<td><strong>EPA Region 10 - Alaska - ID - Oregon - Washington</strong></td>
<td>Sharon Eng (<a href="mailto:R10NetDMR@epa.gov">R10NetDMR@epa.gov</a>), 206-553-0705</td>
</tr>
<tr>
<td>Arkansas</td>
<td>David Ramsey (<a href="mailto:ramsey@adeq.state.ar.us">ramsey@adeq.state.ar.us</a>), 501-682-0615</td>
</tr>
<tr>
<td>Colorado</td>
<td>NetDMR Help Team (<a href="mailto:CDPHE.WQNetDMRHelp@state.co.us">CDPHE.WQNetDMRHelp@state.co.us</a>), 303-691-4046</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Suzette Flecha (<a href="mailto:suzette.flecha@ct.gov">suzette.flecha@ct.gov</a>), 860-424-3809</td>
</tr>
</tbody>
</table>
Customer Service

- **CDX – For User Account & Password Issues**
  - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
  - helpdesk@epacdx.net
  - Hours of operation - Monday thru Friday, 8 am – 6 pm Eastern

- **NetDMR - For RI DEM NetDMR support**
  - **Training**
    - Aaron Mello 401-222-4700x7405
      aaron.mello@dem.ri.gov
  - **NetDMR Account**
    - Crystal Charbonneau 401-222-4700x7221
      crystal.charbonneau@dem.ri.gov
  - **NetDMR HelpDesk** 1-877-227-8965
      npdesereporting@epa.gov