

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**.

Search: **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

All DMRs & Copies of Record (CORs)

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

Permit ID:

Facility:

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

Permitted Feature:

Discharge:

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

Edited or Submitted By:

Status: (Hold down CTRL or Mac command key to select/deselect multiple)

- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

Scheduled/Unscheduled:

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.

New Search | Refine Search | Sign & Submit Checked DMRs | Download Checked CORs | Update NODI

DMR/COR Search Results

DMRs 1 through 100 of 113

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	Update <input type="button" value="Check"/> <input type="button" value="Clear"/>
<input type="button" value="View Copy of Submissions"/> <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	05/31/10	Scheduled	06/15/10	Ready for Data Entry	08/23/10		<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View Copy of Submissions"/> <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	06/30/10	Scheduled	07/15/10	Ready for Data Entry	08/23/10		<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	SLL	SLL-A	LAND APPLICATION	02/29/12	Scheduled	02/19/13	Ready for Data Entry				<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	001	001-A	TREATED MUNICIPAL WASTEWATER	04/30/12	Scheduled	05/15/12	Ready for Data Entry				<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	SII	SII-A	LAND APPLICATION	04/30/12	Scheduled	02/19/13	Ready for Data Entry				<input type="checkbox"/>

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:

New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs | Update NODI

DMR/COR Search Results

DMRs 1 through 10 of 10

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
Edit DMR Go	NM0020311	ROSWELL, CITY OF	001	001-A	TREATED MUNICIPAL WASTEWATER	03/31/11	04/15/11	Ready for Data Entry		Check All Clear All	Check All Clear All	Check All Clear All
Edit DMR Go	NM0020311	ROSWELL, CITY OF	002	002-A	TREATED MUNICIPAL WASTEWATER	03/31/11	04/15/11	Ready for Data Entry		Check All Clear All	Check All Clear All	Check All Clear All
Edit DMR Go	NM0020311	ROSWELL, CITY OF	101	101-A	TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002	03/31/11	04/15/11	Ready for Data Entry		Check All Clear All	Check All Clear All	Check All Clear All
Edit DMR Go	NM0020311	ROSWELL, CITY OF	001	001-A	TREATED MUNICIPAL WASTEWATER	02/28/11	03/15/11	Ready for Data Entry		Check All Clear All	Check All Clear All	Check All Clear All
Edit DMR Go	NM0020311	ROSWELL, CITY OF	002	002-A	TREATED MUNICIPAL WASTEWATER	02/28/11	03/15/11	Ready for Data Entry		Check All Clear All	Check All Clear All	Check All Clear All

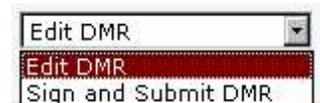
Figure 4-5: DMR/COR Search Results Page

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 .
- If all DMRs in the search results need to be signed and submitted, check the boxes for all available DMRs by clicking on within the **Include in Batch Submit** column.
- If some DMRs in the search results need to be signed and submitted, click on to check the box in each DMR’s column, then click on  **Sign & Submit Checked DMRs**. If no DMRs were checked an error message will appear reminding you to select one or more DMRs:



4.2.4 Sign and Submit a DMR

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

➤ Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/>	<input type="checkbox"/>		NM0020311	ROSWELL, CITY OF	101	101-A	TREATED MUNICIPAL WASTEWATER FROM OUTFALLS 001 & 002	12/31/10	01/15/11	NetDMR Validated

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Cathy Blus.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

What is your favorite color?

Password

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 to submit the DMR(s) and view the submission confirmation, or click on 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 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.