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:
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.
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 4-4: DMRs Ready to Submit Page

Figure 4-5: DMRs Ready to Submit Page Results
- **All DMRs** – Search all DMRs ready to sign and submit by clicking on 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 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 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 , 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:

![DMR/COR Search Results Page](image)

**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:

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 [ ] 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:

```
<Microsoft Internet Explorer>

Please select at least one DMR for submission.

OK
```

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:

```
There were errors processing your request.
```

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:
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 to view all of your CORs.
- Click on to view the COR signature file used for your DMR submissions.
- Click on 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.